

# SUFFOLK CHRISTIAN ACADEMY



## ATHLETICS DEPARTMENT HANDBOOK

Revised August 2016  
By: Joshua B. Butts, Director of Athletics

# **Welcome to Suffolk Christian Academy Athletics!**

The following is a handbook of the philosophy, rules, regulations, guidelines, and requirements for participation in athletics at Suffolk Christian Academy, hereinafter referred to as SCA. It is the mission of SCA Athletics to glorify God by developing, through various sports programs, young men and women to be KNIGHTS for the Kingdom of God; therefore, teaching them to put on the whole armor of God in preparation for the challenges they will face, not only in competition, but in their daily walk as Christians. While statistically, success is measured in wins and losses, the SCA Athletics Department will measure the overall success through completing our vision of equipping, training, and deploying the highest caliber Christian student-athlete, who are disciples of Christ, driven to multiply the kingdom of Christ. The different athletic programs offered through SCA Athletics will be ministries of SCA within their respective sport. These programs shall function so as to involve not only the participants, but also the student body, school community, and local community.

## **Coaches Philosophy**

It is our goal that the athletics program develops positive Christ-like qualities in the students who participate in them. Our extracurricular programs are meant to encourage and support the Christ-centered education of our students and provide those students with additional avenues for worship, fellowship, leadership, evangelism, and overall spiritual growth. There are many learning situations in athletics and activities that are ideal for teaching biblical principles. It is the role of the coach and/or advisor to properly direct the students in these situations in order to provide understanding, develop leadership, and to build Christian character. The extracurricular activities are meant to compliment and not to contradict our school's mission and philosophy. The coach will encourage and drive his/her players to work hard and bond together as teammates with the emphasis on giving their absolute best for the glory of God.

## **Coaches Expectations**

It will be the task of every coach to provide each student-athlete with the opportunity to develop within their chosen sport, and to maintain a Christian testimony throughout each practice and formal competition. It is understood that every student-athlete will possess different knowledge, skills, and abilities within their chosen sport, and it will be at the discretion of the coach as to the playing time allotted for each student-athlete. The Athletics Director will hold each coach accountable for their actions on and off their respective competition floor or field. The team coaches along with the Athletics Director will hold the student-athletes to the highest standard of sportsmanship, and will reprimand any student-athlete who fails to uphold that standard, through methods such as physical conditioning, written assignments, and loss of playing time. While it is understood that competition breeds emotion and emotion can, at times, override rational thought, coaches are to set the example for conduct at all times. Coaches who receive in game disciplinary action from a referee or umpire such as a technical foul, yellow or red card, or an ejection, will be evaluated on a case by case basis and their action may result in suspension from their team or termination from the athletic program.

## **Coaches Responsibilities**

- A. The coach must be a born-again Christian, active in a church body.
- B. The coach must model Christ-like behavior and attitudes.
- C. The coach should be knowledgeable of the sport and capable of detailed preparation.
- D. The coach is responsible for the constant supervision of the students entrusted to his care. The coach must remain with the students until every member has been picked up by a parent/guardian.
- E. The coach will travel with the team members to and from scheduled games or activities.
- F. It is the responsibility of the coach to ensure that the first aid kit is accessible at all games and practices. The coach should routinely check the contents of the first aid box and replenish as necessary. Requests for additional supplies should be submitted in writing to the athletic director.

- G. Discipline, when necessary, should reflect the school's mission and vision and proper forms should be utilized to report infractions.
- H. The Matthew 18 Principle should be utilized for conflict resolution with parents and between team members.
- I. Treat your role in this extracurricular activity as a ministry. Give God all the glory, honor, and praise.
- J. The coach will be responsible for returning all uniforms at the end of the season.

## **II. League Information**

A. SCA is a member of the Hampton Roads Athletic Conference. The following schools comprise the conference:

- BEACH (homeschool organization) (Breakers)
- Chesapeake Bay Academy (Dolphins)
- Gateway Christian School (Crusaders)
- Great Bridge Christian School (Eagles)
- OakTree Academy (Grizzlies)
- Suffolk Christian Academy (Knights)
- Summit Christian Academy (Eagles)
- Veritas Christian Academy (Spartans)
- Virginia Beach Friends School (Waves)
- Yeshivas Aish Kodesh Academy (Basketball Only)

## **III. Junior Varsity and Varsity Sports available at SCA**

**NOTE:** Sports listed are subject to change at the discretion of the Athletics Director and will be determined based on student participation.

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Boys' Soccer	Boys' Basketball	Baseball
Girls' Volleyball	Girls' Basketball	Co-Ed Golf
	Girls' Cheerleading	Girls' Soccer
		Softball
		Co-Ed Tennis

## **IV. Middle School Sports available at SCA**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Boys' Soccer	Boys' Basketball	Baseball
Girls' Volleyball	Girls' Basketball	Co-Ed Golf
	Girls' Cheerleading	Co-Ed Tennis

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## **General Guidelines and Requirements**

### **V. Athletes**

- A. All student-athletes are expected to be at **ALL** practices and games.
- B. Injured student-athletes who are not participating are expected to attend all home and away games, to support their team.
- C. Any student-athlete leaving school for illness must personally notify the coach that they will not be at the practice or game.
- D. All equipment must be handled with respect.
- E. Student-athletes are expected to conduct themselves as ladies and gentlemen and to be testimonies of Jesus Christ at all times.
- F. Student-athletes are to respect our facilities and those of our opponents at all times. Failure to do so will result in disciplinary action.
- G. Hazing and initiations are expressly prohibited by any student who has attained team membership status at any level of competition. This policy is effective year-around and pertains to incidents on or off campus.

### **VI. Guidelines for Parents**

- A. Parents' participation and involvement is very important in the lives of our student-athletes. We would ask that you attend as many of the games as possible to support your child(ren).
- B. Parents will be assigned concession duty when applicable to their student-athlete's sport. If a parent fails to show or fails to make arrangements prior to game day, a fee will be charged to the parent's account of \$50.00 per occurrence.
- C. Please be conscious of comments directed toward referees, coaches, players, and other teams. As fans or supporters it is our job to cheer the strengths and victories of our team, not attempt to denigrate the performance of our opponent or the officials. We must not display any derogatory comments such as booing or any other displays of un-sportsmanlike conduct during any part of the game to the opponents or officials. Please respect the players, coaches, officials and spectators of each team.
- D. We request that parents not come into the locker room area, sit on the bench, or distract players during competition. Please refrain from "coaching from the sidelines."
- E. Please do not approach coaches before, during or immediately following games to discuss playing time, coaching strategies, or issues that do not pertain to the health or safety of the student-athlete.
- F. Please be prompt in picking up student-athletes after practices and games.
- G. Unless requested by the coaches, please refrain from coming onto the playing fields when injuries occur.

### **VII. Conflict Resolution**

Due to the dynamics of High School Athletics, despite the desires of the Athletics Department, conflict will most likely arise at some point before, during, or after a sports season. In the instances where conflict does arise, the following guidelines will be adhered to by all involved.

A Chain of Command has been established and the methods in which to properly use that Chain of Command are outlined herein:

1. Student-athletes/Parents
2. Head Coach
3. Athletic Director
4. Headmaster

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- ❖ Each level of the chain of command will be given 24 hours to respond prior to contacting the next level within the chain.
- ❖ Should a complaint be received by the Athletic Director, without the proper notifications and allotted times given to previous members of the Chain of Command, the complaint will not be addressed by the Athletics Director and the complaint will be forwarded back to the previous member within the Chain of Command.
- ❖ Lower School and Upper School Principals along with Office Administration are NOWHERE in the Chain of Command and they are NOT to be contacted with complaints pertaining to Athletics.

As players, coaches, spectators, and parents of a member of the Hampton Roads Athletic Conference, we strive to observe the following ideals of sportsmanship:

- We will treat the officials, opposing teams and spectators as guests of our school.
- We will respect the property and reputation of our competitor as well as that of our own school.
- We will refrain from detrimental or derogatory remarks during free throws or any part of the game.
- We will stay off the playing field and courts during events.
- We will not, at any time, boo or taunt the officials or opposing players.
- To reinforce the intent of the sportsmanship code, teams are expected to shake hands at the end of each athletic contest.

## **Team Guidelines and Requirements**

### **VIII. Athletic Eligibility**

A. Each student-athlete must turn in a completed physical form and student registration form, prior to participation. Homeschool student-athletes must turn in a completed physical form and homeschool application form, prior to participation.

B. Academic Eligibility

Student-athletes must maintain a cumulative grade point average (GPA) of 2.0 or higher for all subjects and no more than one failing grade during a 9-week grading period. Failure to do so will place the student-athlete on academic probation. While on probation, student-athletes are not permitted to participate in extra-curricular activities, including athletics. Academic eligibility will be evaluated upon release of progress reports and report cards. Student-athletes and parents will be notified of academic ineligibility in writing. Grades will be examined on a weekly basis during the remainder of the grading period. Once the student is performing at or above a 2.0 GPA, he or she may be permitted to participate in extra-curricular activities.

C. Behavioral Requirements

Student-athletes are required to be models of the highest character and must conduct themselves in a manner befitting a role model for their peers and younger students. Student-athletes who have multiple infractions for dress code violations, disrupting class, discouraging others, or receiving demerits for other unacceptable behavior, and who have been afforded due process in accordance with the student handbook, may be suspended or removed from the team by the Athletics Director.

D. Ineligibility Period

If a student-athlete is ineligible due to the failure to maintain the minimum eligibility requirements the following policies apply:

1. Any ineligible student may not miss class time or study hall for an extracurricular activity while on probation.
2. Any ineligible student may not miss class time or study hall for a fundraiser, sales, or decoration of a room.

## **IX. Team Goals and Sportsmanship Code**

- A. Coaches, student-athletes, and spectators will demonstrate respect and self-control towards officials at all times. The team coach has the authority to respectfully discuss a questionable call.
- B. Teammates will be supportive of one another and provide encouragement. If a coach believes a player is addressing a teammate in a negative manner, there will be a warning and additional occurrences may result in suspension from the team.
- C. Student-athletes will be expected to become the very best players they can be, focusing on the strengths and talents that God has given them.
- D. Student-athletes may play positions that the coaches feel utilize their talents even if it is not the position the player wants to play or has played before.
- E. We will respect the property and reputation of our opponents as well as that of our own school.
- F. We will exhibit hospitality towards the visiting teams and spectators.
- G. Most of all we will maintain a Christ-like manner in all circumstances.

## **X. Conduct and General Rules**

- A. Evaluations for sports teams are a necessary means of choosing teams. It is necessary for student-athletes to be at these evaluations in order to be fair to all involved, unless otherwise previously arranged with the coach. It is the student-athlete's responsibility to notify their coaches when evaluations will be missed, and the coach reserves the right to determine if the reason is sufficient.
- B. Every player will be expected to demonstrate self-governance.
- C. The use of any derogatory language is prohibited by anyone.
- D. All players and coaches are responsible to see that equipment is put away and that the facility is left clean.
- E. If a coach issues the team uniform to a player, that player is responsible for the maintenance and upkeep of the uniform(s). Any lost or damaged uniforms will be paid for by the player assigned to that uniform.

**NOTE:** Coaches are not paid until all uniforms are returned and in the proper condition. Therefore, coaches reserve the right to maintain all uniforms during the athletic season, and if they choose to maintain the uniforms, the coach who volunteers for this responsibility will be in charge of the maintenance (ie. Inventory and cleaning) of each uniform. Under this provision, **NO PARENT WILL BE AUTHORIZED TO ASSUME THIS RESPONSIBILITY (unless they are the coach of that specific team).**

- F. **Athletic Fee** –SCA student-athletes will pay a \$125.00 athletic fee for each sport they are participating. Home-school student-athletes that participate in SCA Athletics will pay a \$185.00 fee for each sport in which they participate. This fee is non-refundable. No uniform will be issued to the student-athlete until the athletic fee is paid. Athletic fees are to be turned into the business office.

**NOTE:** To help minimize the cost of Athletic Fees, student-athletes are required to participate in fundraisers.

- G. Drugs, alcohol, tobacco, or any other drug-related substances are prohibited. Proven use terminates student-athletes from the team, athletic program, and possible dismissal from the school.

## **XI. Athletic Dress Code**

- A. Student-athletes will wear clean uniforms and treat them with respect at all times.
- B. Game day dress code is as follows for all student-athletes (middle and high school):
  1. Boys – Dress slacks (ie. Khakis, suit pants, etc...), button down shirt and tie. (A sport coat or blazer would be appreciated but is not mandatory) **Joggers are not an acceptable as dress slacks, and all shirts will be tucked into the pants.**
  2. Girls – Pant suit or Business style dress or skirt with an appropriate Business style blouse. (Dresses and skirts must be in accordance with SCA dress code guidelines).
- C. Student-athletes must follow the school's general dress code guidelines for practice attire. (i.e., shorts for practice must be 1/2 thigh or longer).
- D. Failure to follow the Athletic Dress Code will result in disciplinary action.

## **XII. Athletic Travel Policy**

- A. Student-athletes **MUST** travel with the team to games when the bus/van or other transportation is arranged by the school.
- B. There will be no yelling or gestures from the windows of the van/bus.
- C. All student-athletes are to clean the bus/van upon returning to school.
- D. Student-athletes will be permitted to ride home with their parents as long as the coach has been notified in writing, by the parent, **at minimum, 1 week prior to the game** (a note at the beginning of the season outlining this request will suffice for all games).
- E. Student-athletes will be permitted to ride home with any person over the age of 18 who has been designated by the parent, in writing, as authorized to do so, and this authorization **MUST** be made **at minimum, 1 week prior to the game.**

**NOTE:** Any student that has not provided written authorization to the coach **at minimum, 1 week prior to the game, SHALL** ride the bus/van back to the designated drop off location.

- F. All student-athletes are to have made pick up arrangements to be on time when arriving back to the school.
- G. When arriving back at the school, student-athletes are not allowed to roam about in the school. There must be a coach escorting student-athletes throughout the building at all times until they are picked up by their parents.

## **XIII. Policy for Tardies/Absences From Practice/Games**

- Practices and games are mandatory. Student-athletes must notify coaches prior to practices/games if they will be tardy or absent. Team participation is of great importance and teaches our student-athletes life-long lessons of commitment, responsibility, and confidence. We realize that life situations do arise despite our best efforts of commitment. We will work with our student-athletes in these situations and evaluate the effect it may have on the team before the event.

### **Guidelines for excusing players from practice and/or games:**

- Student-athletes are only eligible to start in a game if they've attended the most recent practice unless absence is excused. This policy is intended to maximize team preparation and to reward student-athletes who are prepared, not to serve as punishment.
- Athletes need to bring their excuse notes for tardies/absences from school to their coaches following the practice/game that was missed.

- SCA student-athletes are required to be in compliance with the SCA Student Handbook as it relates to attendance in order to participate in a game or practice. (ie. Students who do not attend school cannot attend a practice or game).

**Excused Absence:**

- Illness, death in the family.
- Pre-planned school events.
- Special church activities—determined on an individual basis.
- Medical emergencies are excused.

**Unexcused Absences:**

- School parties, social events, etc.
- Babysitting, parent's "benching" athletes, academic ineligibility, or conduct ineligibility.

**NOTE:** These are not exhaustive lists; rather they are to serve as examples. Coaches are responsible for clarifying excused and unexcused absences.

**Consequences for excused/unexcused tardies and absences from practice/games:**

- 1<sup>st</sup> occurrence—conditioning work assigned.
- 2<sup>nd</sup> occurrence—sits out first half of next game, conditioning work is assigned.
- 3<sup>rd</sup> occurrence —sits out next game, conditioning work is assigned.
- 4<sup>th</sup> occurrence —meets with Athletics Director and possible dismissal from the team.

**XIV. Sports Concussion Policy and Action Plan**

- SCA understands the seriousness of concussions. According to the Center for Disease Control (CDC), recognizing a potential concussion and having the proper response can help aid in recovery, and prevent further injury or even death. SCA has implemented a policy and action plan, in accordance with legislation, to bring awareness and proper action for concussions in student-athletes.
- The SCA Sports Concussion Program consisting of three important action steps.

**Education of Coaches, Parents, and Athletes**

Training on recognition, response, prevention, and management of a potential brain injury will be required of all coaches of high risk sports. Informational resources will be posted at school and provided to parents and student-athletes about concussion signs, symptoms, and what to do if a concussion occurs.

**Removal of Athlete from Play**

An student-athlete's immediate removal from play is enacted by the coach when a student-athlete is suspected of sustaining a concussion during practice or a game.

**Written Clearance to Return to Play**

An student-athlete can return to play only after a time period of 24 hours have passed AND with written authorization from a physician.



## CERTIFICATE OF COMMITMENT

For those who are going to be involved in the Suffolk Christian Academy Knights Athletic Program, as a player or parent, we believe that commitment is very important. It is important for us as leaders and parents to teach our children what it means to make and to fulfill a commitment. We ask that all players and parents read the Athletic Handbook. After you have discussed this together, we ask that you sign and return this certificate of commitment to the Athletic Director as soon as possible.

### Player Read and Sign

“I, \_\_\_\_\_, as a player in the Suffolk Christian Academy Knights Athletic Program, do hereby agree to follow the rules and regulations that are in the Athletic Handbook. I agree to be obedient to my coaches, with a good attitude and to become the very best player that I can be using the strengths and talents that God has given me.”

Signed: \_\_\_\_\_

(Player)

### Parents/Guardian Read and Sign

“I/(We), \_\_\_\_\_ & \_\_\_\_\_ parents/guardians of a Suffolk Christian Academy Knights student-athlete, do hereby agree to:

- Read all the material presented to our son/daughter in the Suffolk Christian Academy Athletics Department Handbook.
- Encourage our son/daughter to do the best that they can.
- Pray for them.
- Be positive in our conversations with coaches, student-athletes, administration, and other schools.
- Willing to assist when asked and volunteer to help when we can.

Signed: \_\_\_\_\_

(Parent/Guardian)

Signed: \_\_\_\_\_

(Parent/Guardian)

I am available to volunteer in the following areas:

\_\_\_\_\_ Keep score book/stats.

\_\_\_\_\_ Run scoreboard at home games. (Basketball and Volleyball)

\_\_\_\_\_ Record games for training purposes. (Must have own recording equipment.)

\_\_\_\_\_ I am willing to help with concessions for my athlete's sport.

\_\_\_\_\_ I will be paying the \$50 to opt out of concessions. (Basketball and Volleyball)

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