



Plaza Heights Christian Academy

Athletic Handbook
2020-2021

Plaza Heights Christian Academy

ATHLETIC HANDBOOK

Introduction

The Plaza Heights Christian Academy Athletic Handbook is a reference guide for coaches, student-athletes and parents, concerning the policies that govern interscholastic athletics at Plaza Heights Christian Academy.

The organizational structure for the athletic department of Plaza Heights Christian Academy is as follows:

Administrator, Head of School.....	Mr. Chuck Lawson
Assistant Administrator.....	Mr. Tim Asher
Athletic Director.....	Mr. Rodney Burks

The coach of an athletic team reports to the Athletic Director and is primarily responsible for the compliance by his/her team members to the rules, regulations, and policies governing athletics at Plaza Heights Christian Academy. The Athletic Director under the direction and leadership of school Administration will administer these rules and regulations as they relate to inter team and inter coach relationships.

Sound reasoning, good judgment, and adherence to the school's core values will be the standard by which situations outside these stated rules and regulations are determined and evaluated.

Interscholastic athletics is a voluntary program. Students are not obligated to participate, and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the high school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

It should be carefully noted that the policies and procedures detailed in this handbook are reflective of official action by the Plaza Heights Christian Academy School Board of Education and Administration. As such, all policies will be followed as written.

Thank you for your participation in our athletic program. May God bless you as you use your God-given athletic abilities and desire to serve Him in this integral part of school life.

Mission Statement

The mission of PHCA is to teach Biblical truth in an environment of academic excellence that prepares students to impact the world for Christ

Vision Statement Of PHCA

PHCA will develop life-long learners and servant leaders who fully live out their purpose in the world for Christ

ATHLETIC DEPARTMENT CORE VALUES

Christ
Responsibility
Integrity
Trust
Teamwork
Enthusiasm
Respect

Our Coaches

The coach is the “living curriculum” for the student athlete. Coaches at Plaza Heights Christian Academy are the *most significant components of the athletic program*. They are both teachers and active participants at the same time. They always have the responsibility to model Christ-like behaviors and attitudes.

In order to be an effective coach and role model, PHCA coaches must also be thoroughly knowledgeable in their sport, capable of detailed preparation, able to motivate athletes, be able to make adjustments during competition, and work effectively under the authority of the athletic director and school administration. Our coaches must take seriously the opportunity they have to mold young lives for Christ.

Our Parents

Parents of student athletes have a responsibility to both their child and to the team. Without strong parental support the student athlete will not be able to achieve his/her greatest potential and/or the team may suffer. It is important that parents provide positive reinforcement and understand their role as being part of the team. Parents, as well as players, should be supportive and encourage coaches and teammates always.

Parents are not coach’s and learning **to trust coaches** is a key step to learning the value of the life lesson experiences athletics provides. It is also important that parents honor the Lord when attending athletic events. For PHCA’s athletic program to be successful, coaches, student athletes, and parents must always make a firm commitment to glorify God.

Our Athletes

Plaza Heights Christian Academy athletes should be diligent in preparation, always give 100%, demonstrate personal discipline, be respectful in all situations, maintain self-control, show humility, and aggressively pursue excellence regardless of the score, opponent, time, referee, or situation. The ultimate and final responsibility rests upon the shoulders of the student athlete, for it is the student athlete who is accountable to his/her parents, coach, and the Lord.

Our Team

Our teams should in all things strive to:

1. Glorify God! "Testimony First!"
Matthew 5:16 Tells us to "Let our light so shine that others may see our good works and Glorify our Father in Heaven."
2. Play Hard and Have Fun

Our Athletic Department

Is committed to:

1. Discipleship of our coaches and student athletes.
2. Outreach to opposing teams and fans and to the larger community outside of Plaza.
3. Preparation of student athletes for both competition and life with Christ as our model.
4. Stewardship of our resources.
5. Pursuit of athletic excellence.

PHILOSOPHY

Plaza Heights Christian Academy Athletics is founded on the teaching and principles of God's Word. Biblical principles and the corresponding philosophies may differ substantially from schools with other philosophies. Such differences, however, do not necessitate unworkable relationships. Instead, our philosophy of athletics should provide an opportunity for others outside the Plaza community to visualize actions and principles that are quite unique today. Plaza Heights Christian Academy athletic program is a wonderful opportunity to minister to the Christian and non-Christian community through exemplary actions, Christ-like attitudes, and a high level of individual and team athletic skill. The challenge for our athletes, parents, and coaches is to adhere to the Colossians 3:17 mandate. *"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him"*.

The priorities of athletic participants, established by the Plaza Heights Christian Academy Board of Education, and Administration are based on the mission of the school. The priorities are:

1. All participants must honor the name of our Lord and Savior, Jesus Christ and seek to glorify God in word and deed.
2. The Lord's Holy Name and reputation of His collective agent, Plaza Heights Christian Academy, must be preserved and protected at all cost.
3. The spiritual, psychological, and physical well-being of the individual athlete must take precedence over any individual or team athletic accomplishment. Athletics at Plaza Heights Christian Academy is one primary means of accomplishing the school's mission. Spiritually, this mission seeks to glorify God through the discipleship of students, the pursuit of excellence and outreach to opposing athletes and fans.
4. Athletic excellence and accompanying awards should be taught and established as appropriate goals for any athlete or team.

Participation Fees

To help defray the costs of gym rental, officials, and other extra costs associated with our sports program, there will be a sports fee assessed to any student participating in each sport. PHCA students who participate in more than one sport per season will be charged the full fee for the first sport and then will pay for half of the second event. This fee must be paid before the sport begins. Homeschooled students will also pay a fee per sport to participate. This fee does not cover meals, travel expenses, or lodging for away events.

Participation Fees are not a guarantee of playing time on a team. This fee is not assessed if an athlete does not make the team. All the conditions of being a team member apply as if the fee did not exist - and that includes playing time based on the coaches' determination of a student athlete's ability.

ATHLETIC DEPARTMENT EXPECTATIONS, PRACTICES & POLICIES

Eligibility for Interscholastic Participation

All student athletes at Plaza Heights Christian Academy must be exemplary members of the student body. Therefore, standards of academic achievement have been adopted for student athletes to establish and maintain eligibility.

Academics – Plaza Heights Christian Academy academic standards take precedence over athletic participation. These standards, as well as specific eligibility/ineligibility information, are as follows:

- Eligibility lists become active following the third week of each semester. If a student is failing 2 or more classes or has an overall GPA under 2.0 at the end of the school day on the Monday after the third week, he/she will be ineligible to participate in any extra-curricular activities during the following eligibility week (**Tuesday through Monday**). Eligibility reports will be distributed each Tuesday. In addition, a student will be ineligible if failing the same class for 3 weeks in succession.
- If a student is ineligible at the end of first semester, he/she will be ineligible to participate in any extra-curricular activities until second semester begins.

Attendance at school - Students must attend a minimum of 4 hours of school before participating in any school activity in which the student is participating in that day. Special situations may arise in which Administration will give special permission to be excused. All student athletes must be enrolled in and receive grades at the quarter and semester in at least four classes (Teacher Assistant and Study Hall are not to be included in the total of four classes).

Conduct – Each student athlete is expected to conduct his/her life in accordance with the standards and principles set forth in God's Word. This includes adhering to all appropriate PHCA standards of student conduct. Violations of the Student Code of Conduct will affect participation in athletic activities.

Trying Out for a Team if Ineligible – A student athlete who is ineligible for athletic participation at the time team tryouts are held will be allowed to try out for the team. It should be clearly understood, however, that the possibility of that student athlete not regaining eligibility status at the time of the progress report update and the probability that the student athlete will miss some interscholastic competition and, therefore, perhaps adversely affect team performance and team accomplishment, will be a major consideration on behalf of the coaching staff when selecting team members.

Remaining on a Team After Being Declared Ineligible – It is entirely possible that a student athlete will be eligible when trying out for a team, will make the team, and will become ineligible after making the team, either before or after the season has started. If this occurs, the student athlete will, of course, be ineligible for the prescribed period of time.

Practicing with the Team if Ineligible – Generally speaking, ineligible student athletes should be spending time correcting situations that rendered them ineligible. Therefore, it would be advised for student athletes not to be practicing with the team on a regular basis and they cannot accompany the teams to interscholastic contests. There are times, however, when coaches need these student athletes at practice for the sake of team continuity. The discretion of the coach, with the concurrence of the Administration, will dictate the necessity and frequency of the attendance of a student athlete at practice. At no time will an ineligible student athlete be permitted to miss school to practice or accompany his/her team on an athletic trip.

Suspension from School – A disciplinary action severe enough to warrant student suspension will eliminate the student athlete from all participation in interscholastic sports for the duration of the suspension. Therefore, any suspension, whether in-school or out-of-school, will render a student athlete ineligible to attend practice or any interscholastic contest. After serving the suspension, further disciplinary action may be assessed according to the Student Athlete code of conduct.

Concussions

Concussion Reference Guide - A concussion fact sheet for parents can be found below.

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding”, or “getting your bell rung”, or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall
- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion

- Just not “feeling right” or is “feeling down”

How can you help your teen prevent a concussion?

- Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.
- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. Keep your teen out of play. If your teen has a concussion her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussions says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. Seek medical attention right away. A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. Teach your teen that it's not smart to play with a concussion. Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that they are “just fine.”
4. Tell all of your teen's coaches and the student's school office about ANY concussion. Coaches, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while she/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school office and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

If you think your teen has a concussion-Don't assess it yourself. Take him/her out of play. Seek the advice of a health care professional. It's better to miss one game than the whole season. For more information and to order additional materials free-of-charge, visit: www.cdc.gov/Concussion.

Physical Form & Parental Consent

1. For a student to be allowed to try out for a team or practice with a team, he/she must have a current Physical Form on file in the school office. The physical form should be dated between April 1 and the first official practice of each year. These forms are available in the school office.
2. Students must show proof of medical insurance prior to participation in any athletic event.
3. For a student to be allowed to participate on any team, he/she and their parent/guardian must have signed the following forms: Parent Code of Conduct and Consent & Release Form, Student Athlete Code of Conduct Form, Concussion Acknowledgement Form, thus agreeing to abide by the terms of the Plaza Heights Christian School athletic code.

Transportation

1. All Varsity team members are expected to ride with the team to and from contests when transportation is provided.
2. Students may be released to their parents after an away contest with verbal or written consent to the coach. Students may be released to another adult only with verbal or written consent from their parent.
3. At no time should students ride with a student driver without written or verbal consent of their parent.
4. Coaches are responsible to stay with student athletes returning from off campus events at night until all students have been picked up. Likewise, a coach must remain at an away event until all students have been picked up.

ATHLETE CODE OF CONDUCT

All high school student athletes will adhere to the following code of conduct. A violation can result in suspension or expulsion from an athletic team. See Addendum II.

Athletic Conduct and Discipline

All student athletes shall adhere to the Athletic Code of Conduct. Any violation or misconduct shall be subject to the disciplinary measures contained herein, above and beyond those rendered by the appropriate school authority. It should be noted that the athletic code of conduct both includes and is in addition to the PHCA Code of Conduct.

The conduct of participants in athletics at PHCA, in or out of school, year-round, shall be as follows:

1. Not to reflect discredit upon our school, teammates, coaches or Jesus Christ
2. Not to create a disruptive influence on the discipline, moral or educational environment in our school. (Included in that policy is the, Setting of a negative environment statement in the handbook) Any such misconduct violating these principles shall be subject to disciplinary measures above and beyond the high school code of conduct.

The school Administration shall enforce all rules and regulations as described in the Code of Conduct for athletes. The Code will be supported by the coach of each sport during the year. Please see the complete Athletic Code of Conduct for (Addendum II) detailed information regarding enforcement, procedure and appeal.

Student-Athletes are expected to demonstrate the following behaviors and characteristics:

- ***Integrity*** in the keeping of one's word, speaking the truth, carrying out responsibility and respecting authority
- ***Respect*** for self, PHCA, coaches, other team members, officials, fans and the property of others
- ***Courtesy extended in all relationships*** – athlete to athlete or athlete to coach, stewardship of the property, supplies, and equipment of PHCA, as well as wise stewardship of personal items
- ***Reconciliation*** through Biblical and appropriate repentance and forgiveness when offenses have been committed.

Student-Athletes are expected to refrain from the following behaviors and characteristics:

- Tardiness to practices or competitions
- Careless and/or reckless behavior
- The inappropriate use of cellular phones, cameras and other electronic devices.

Example, while in the locker room areas, on trips, in the bus or van or any violation of school code in this area.

- Inappropriate public displays of romantic affection (i.e. holding hands, kissing, excessive hugging)
- Profanity and vulgar or offensive speech and/or gestures
- Inappropriate use of social networks or media outlets (i.e.: Facebook, Twitter, blogs, Instagram, Snapchat, TikTok, etc....)
- Dishonesty in any form, including lying, theft, or cheating
- Gambling
- Rebellious or disrespectful attitude, either to staff, coaches, fans, officials, opposing teams or PHCA teammates
- Flagrant disrespect and disobedience
- The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones, cameras computers or “sexting” of any kind. PHCA definition of sexting is the act of sending, receiving or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer or other digital or electronic devices.
- Harassment in any form, both physical and/or sexual in nature. Sexual harassment includes all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual’s performance, or which create an intimidating, hostile or offensive atmosphere. Physical harassment includes threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation. (see bullying policy). If any such action is going on this needs to be reported to school officials. Determination will be made and, in some cases, reports will need to be made to government sources.
- Hazing in any form (please see specific area on hazing policy)
- The use and/or possession of tobacco, e-cigarettes or vaping material, alcoholic beverages, illegal drugs, and the abuse of prescription medication. Violations of this policy may also result in random drug testing, at the expense of the student. (please see specific reference to consequences below)
- Immoral sexual conduct

Possible Athletic Disciplinary Actions (School Handbook has Priority in determining consequences) The following consequences could be used along with the normal school discipline. If they are used every effort will be taken to make sure that the discipline used will be consistently applied.

Please note that the Athletic disciplinary actions below would be in addition to the "School Code of Conduct Discipline Procedures."

Types of Violations	Occurrence	Disciplinary Action
TYPE "A1" OFFENSES		
Possession, distribution, use or under the influence of alcohol or illegal drugs and the abuse of prescription medications.	1st	33- 50% of the contests for that season, carried over to the next sports season, if necessary.
Immoral sexual conduct		
Possession/distribution of pornographic materials, sexting	2nd	Suspended from athletics for 365 days
Inappropriate use of cell phones, cameras, or other devices resulting in invasion of privacy or sharing of sexually explicit materials		
Felonies, Misdemeanors, Thefts		
Lower percentage not to go below 33% with approved service project		
Carryover will be determined by the Administration		
TYPE "A2" OFFENSES		
Harassment or bullying in any form, physically, mentally and/or sexual in nature.	1st	25- 50% of the contests for that season, carried over to the next sports season, if necessary.
Hazing in any form		
Careless/reckless behavior resulting in property or physical damage	2nd	Suspended from athletics for 365 days
Lower percentage not to go below 25% with approved service project		
Carryover will be determined by the Administration		
TYPE "B" OFFENSES		
Careless/reckless behavior	1st	10-25% of the contests for that season, carried over to the
Inappropriate displays of affection		next sports season, if necessary.
Profane or vulgar speech/gestures		
Dishonesty in any form including lying theft or cheating		
The use and/or possession of tobacco including e-cigarettes		Lower percentage not to go below 10% with approved service project
School suspensions not addressed in specific categories	2nd	Minimum 25% of the contests for that season,
		Service project opportunities are not an option for 2nd type B offenses.

	3rd	Suspended from athletics for 365 days
Carryover will be determined by the Administration		

Anti-Hazing Policy

Hazing in any form is neither tolerated nor consistent with any spiritual, educational or athletic goal at Plaza Heights Christian Academy.

“Hazing” refers to any activity expected of someone joining a student organization that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

Hazing activities generally considered: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. Typical hazing practices would include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling; swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such substances on one’s skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school is considered Hazing.

Hazing in any form will not be tolerated at Plaza Heights Christian Academy and will result in disciplinary actions. There may be other disciplinary consequences as well.

Anti-Bullying Policy

Bullying in any form is neither tolerated nor consistent with any spiritual, educational or athletic goal at Plaza Heights Christian Academy. Bullying in any form will not be tolerated and will result in disciplinary actions. See Addendum I for complete policy.

Attendance at Practices and Games

Each member of a Plaza Heights Christian Academy Athletic team must assume the responsibilities associated with such a position. The athlete has an ethical obligation to the team and the school. This obligation includes regular attendance at practices and athletic contests. Commitment to Plaza Heights Christian Academy teams should come before any club or outside team. If a practice or competition is missed due to outside commitments, there will be consequences for missing the PHCA practice or competition.

It is possible, of course, that emergency situations may arise (e.g., illness, death in a family, etc.) that render it impossible for an athlete to attend a practice session or an athletic contest. Absences should be few and far between and arranged with the coach as early as possible.

When athletic team practices occur on school vacation days all varsity athletes are expected to be in attendance. If a conflict arises and the athlete may have to miss a practice it is of utmost importance that the athlete communicates this with the coach immediately knowing that consequences may follow. Summer and off-season activities are strongly encouraged but cannot be required by coaches.

Each team member must practice a minimum of ten (10) times (only one/day) prior to the first contest. Exceptions to this rule may be made by the requirements of the state sports body.

Absences from practice sessions or athletic contests may be handled in the following manner:

ABSENCE FROM PRACTICE	
Excused absence	No action
Unexcused absence – 1 st Offense	Conference with coach and discipline of athlete
Unexcused absence – 2 nd Offense	Suspension from the next interscholastic contest
Unexcused absence – 3 rd Offense	Dismissal from team (Athlete forfeits all awards)

ABSENCE FROM ATHLETIC CONTEST	
Excused absence	No action
Unexcused absence – 1 st Offense	Suspension from next two interscholastic contests
Unexcused absence – 2 nd Offense	Dismissal from team (Athlete forfeits all awards)

Attendance at School

A student athlete must attend school on the days of an athletic practice and contest in order to participate in that practice or contest. Some specific circumstances are as follows:

1. Students who are absent from part of the school day and are granted a non-illness related excused absence (e.g., a dental appointment) will be allowed to participate in the practice or contest that day.
2. Student athletes must attend at least four class periods of the day unless it is due to an excused absence. A student athlete may not participate in a particular practice or game if they do not attend the four periods.
3. Any Unexcused Absence from school, regardless if it is only for a partial day, will render an athlete unable to participate in the day's events. This would include in-school suspension or skipping class.
4. **Special consideration will be used during the 2020-2021 school year due to the Covid19 events.**

NOTE: Lack of playing time at the varsity level is not considered a dispute and should not be addressed with the coach by the parent. (Refer to Playing Time Policy)

If the situation is not resolved, the offended is encouraged to seek a solution by speaking to the next person in authority. In simple terms, an athlete should approach the coach first, the athlete, coach and parent second and the Athletic Director third. If the parent or student athlete feels that the proper process was not followed, then they can take the matter to the Administration by placing their concerns in writing.

It is necessary that this chain-of-command be followed specifically. If not, the upper level authorities will direct the offended party to solve the problem at the appropriate level.

No Quit Policy

If a student is fortunate enough to be selected for a position on one of the Plaza Heights Christian Academy athletic teams, it is important that he/she makes a firm commitment to that team. Therefore, quitting a team after being selected for the team is strongly discouraged. Furthermore, it should be clearly understood that the action of any student athlete quitting a team will certainly be among the criteria considered by coaches of subsequent teams on which a student athlete desires a position. Exceptions may occur if both coaches/directors agree it is in the best interest of the student.

Playing Time Policy

While it is true that our coaches and administrative personnel believe it to be important to broaden the experience of PHCA athletes, and that broadening is enhanced by playing time, it is also an important goal of the PHCA athletic program to strive toward excellence.

Therefore, no minimum per game playing time provisions or minimum numbers of athletic meets in which athletes must compete are established at the Varsity level. Playing time decisions are left up to the individual coaches. Junior Varsity programs are seen as a developmental for the players and all players are to be given playing time during the game

Starting a Season Late

A student may start a season late if the reasons are acceptable to the coach and the Administration. If a cut has been made the student must go through a three-day try out period. If the student is determined to be good enough, they may be added to the team. No one may be cut to make room for this student. The student must have a minimum of ten (10) practices including the tryouts before he/she can participate in a contest. If they are moving from one season to the next within the same school year a team member must practice a minimum of five (5) times. The ten practices are also required when joining a team late that did not have a cut.

If a student transfers into PHCA once a season has already begun, they will be considered as a new student with new opportunities and will be permitted to try out for a team.

Multiple-Sport Policy

Encouragement - To fully accomplish the mission statement of PHCA Athletics, encouragement is made for all our student athletes to participate in multiple sports. A multiple sport athlete has two to three times the opportunity to develop Christian friendships, Christian character, and competitive experience, reap the benefits of cross training, etc. than a single sport athlete.

If a student athlete approaches a coach, Athletic Director or Administrator about his/her thoughts on the pros and cons of being a multiple sport athlete, it is our job to carefully give the student athlete an objective evaluation of his/her options. Never should a coach discourage participation in other sports. Coaches should share as much information with the student athlete as possible to help him/her make the best-informed decision he/she can make.

Off-Season Practice Policies - When a student athlete makes a commitment to participate in a team sport, he/she is making a commitment to the team to be at his/her best/peak performance at all times during the season. The student athlete is also facing the challenge of maintaining his/her academics at the highest level possible. Therefore, it is vital that coaches communicate and come to some agreement that is in the best interest of our student athletes.

These activities include:

- Open Gyms, Scrimmages, Pick-Up Games
- Conditioning
- Skills Practices
- Drills

Student athletes may choose to participate in non-PHCA off-season sports outside the PHCA campus. This is permissible, but “club” sports must take a backseat to the athlete’s PHCA team when it comes to schedule conflicts.

SAFETY

Accidents/Injuries

Coaches are trained in basic first aid, certified in CPR and the use of an AED. If an accident or injury occurs, the athlete will be evaluated by our trainer. The coach then submits a written accident report to the Athletic Department within 24 hours. If the injury is

serious the coach will call emergency services and the parent(s).

All injuries should be treated with caution and handled with care.

Coaches treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian. If an athlete misses' practice on the request of a physician, the athlete should have a note of clearance before returning to practice.

Bad Weather

Lightening and Severe Storms: The Athletic Directors in consultation with the Coach, and officials during contests, will make decisions based on the guidelines for student athlete safety.

GENERAL INFORMATION

Schedules

The scheduling of all athletic events and practices is determined by the Athletic Director in cooperation with each coach. The coach will issue a schedule to the students and parents as soon as possible in each season. If practice is understood to be every day, there may not be a printed practice schedule issued. Athletic contests are rarely scheduled on Wednesdays and all practices will end by 5:30 p.m. on Wednesdays. Athletic practices may be scheduled on Saturdays, but there will never be any practice on Sunday. On occasion an athletic event may be scheduled on a day or weekend when school is out on vacation. When this is determined to be necessary, the dates will be given out as far ahead as possible and all athletes are expected to be in attendance.

GENERAL INFORMATION (continued)

School Equipment

- Students are responsible for all equipment issued to them. Athletic uniforms are supplied for the sole purpose of athletic participation. This equipment is not to be used for any other purpose.
- When the season is over, all equipment and uniforms are to be returned to the coach who will keep inventory of all items issued to the team. The coach will then submit the end-of-season inventory list to the Athletic Director in a timely manner following the season.
- The parent is responsible for the dollar replacement cost of any lost or damaged school issued equipment or uniforms.

Team Fundraising Projects

All team fundraising projects must be presented to and approved by the Administration.

Extracurricular Conflicts

If a conflict arises involving an athletic contest and an event related to another school activity, the coach and teacher/sponsor will discuss whether accommodations can be made to allow the student to participate in both events. If an agreement is not reached in this manner, the student and parent(s) will decide how best to precede which will be in the best interest of the student. Teachers and coaches may assign alternative work/tasks in place of the missed event. No additional or punitive penalties may be assessed beyond the loss of benefits (e.g., grades, participation) inherent in the event itself. It is understood that post-season contests/performances will take priority over regular in- season contests/performances.

Parent Meetings

Parent Pre-Season Meetings – All parents of student athletes are required to attend a pre-season meeting with the coaching staff of that sport. The meeting shall be held before the first contest. **Due to the Covid19 virus the parent's meetings may be addressed in other ways**

Parent responsibilities for each team:

The primary goal of the Booster Club is to help give all students the opportunity to participate in top-notch athletic programs, while also providing access to quality athletic facilities, equipment, and coaches. Our members help with fundraising and serve on support committees. Along with the necessary financial costs, parents should be aware of the necessary service/costs associated with athletic participation in their athlete's sport. This participation which is required of all parents includes, but is not limited to, the following: team devotions/prayer, concession sales, transportation, basic clean-up assistance at home contests, special events/tournaments, and others as directed or requested by that team's coach.

At your parent meeting the coach will have sign-up lists available. For the success of each team, it is imperative that parents sign up for at least one area.

1. Discipleship
2. Outreach
3. Administrative
 - a. Concessions
 - b. Scorekeeper
 - c. Field/Gym tear down after games
 - d. Fundraising

ADDENDUM I

Anti-Bullying Policy

The administration, faculty and staff of Plaza Heights Christian Academy believe that all people are created in the image of God, and so have intrinsic worth, value and dignity. We believe we have a responsibility to provide a respectful, safe and healthy school environment and an obligation to promote mutual respect and acceptance for our students. We recognize that love and respect are the foundation for our relationship with God and others, and that Scripture establishes the standard of how we demonstrate love and respect toward all students.

Therefore, we will not tolerate behavior that infringes on the safety and dignity of any student. Bullying is never acceptable and is strictly prohibited. Such conduct is contrary to the behavior, values and principles taught by our Savior and are disruptive to the educational process.

PHCA defines bullying as any overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's

person or property;

- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school PHCA will not tolerate any behavior that is considered bullying, intimidation, or harassment of another student(s). Such behavior includes, but is not limited to;
 - **Physical**- direct physical contact including pushing, hitting, shoving, biting, hair-pulling, scratching, spitting, tripping, damaging or stealing victim's property, locking person in room, mean faces, rude gestures, initiating or forcing inappropriate touching
 - **Verbal** assaults-name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium, (cell phone, internet, etc.)
 - **Social**- ostracism, exclusion, ignoring, being unfriendly, alienating, social isolation, rumor spreading, damaging someone's reputation
 - **Psychological**- acts that instill a sense of fear or anxiety, aggressive or menacing gestures

The Anti-Bullying Policy will be enforced in accordance to PHCS Code of Conduct guidelines, which state;

"It is the expectation of the administration that students adhere to the PHCS Code of Conduct (and the PHCS Anti-Bullying policy) at all times. It is therefore also understood that violations of the Code of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Plaza Heights Christian Academy and its employees, including when riding a school bus or attending a school function or activity. "

Students who choose to initiate and/or participate in bullying activities of any kind will be subject to intervention and/or disciplinary action. Consequences can include loss of designated school privileges and opportunities, suspension, expulsion or legal action by the police and/or courts.

Procedures to be followed for Suspected or Reported Bullying Behavior:

- Staff, student or parent reports the incident and suspected behavior immediately to a school staff member (**Males to Mr. Hamilton and females to Ms. Kemp**) who will ensure that the incident is reported to school administration.
- Appropriate school personnel will immediately investigate the incident and follow the established guidelines for investigation, intervention and notification of parents of all parties.
- Bring resolution to the incident in a timely manner and inform all parties involved as to findings and action to be taken.

Addendum

Coaches' Section: ETHICAL RESPONSIBILITIES

Any coach at PHCA is required to understand and adhere to the following:

- A. Conduct yourself in a professional and Christian manner at all times.
- B. Set a good example for players and spectators to follow. There should be **no arguments in front of players and spectators, no gestures disrespectful to officials or opposing coaches, no temper tantrums, etc.**

Note: Should a coach receive a discipline from an official or the school receives a letter of complaint from the official or league the coach will be interviewed by school officials and would serve a one or more game suspension.

A coach could be issued a letter of warning from the school administration if the coach is not conducting in a profession or Christian way.

- C. Show modesty in victory and graciousness in defeat. Encourage players to do the same. Limit your remarks to what is pleasing to the Lord.
- D. Sportsmanship should not only be taught but modeled by the coach. Good sportsmanship by the players must always be insisted upon and under every circumstance. Obscene language, or improper actions, in public or in private will be cause of discipline.
- F. Winning, though important, is not our sole objective. Teaching athletes the proper skills and attitudes and seeing that they have acquired the proper mental and physical conditioning is more important. Winning is a natural outcome if this teaching and conditioning takes place.
- G. Motivation of athletes is an important function of all coaches. Only positive types of motivation should be used. Under no circumstances should players be publicly or privately ridiculed. When you praise an athlete, do it in front of teammates. If it becomes necessary to criticize the actions of a player, do so in private so as not to humiliate him/her.
- H. Parents should be made to feel free to ask questions and to become involved. All parents' calls should be returned as soon as possible.
- I. Always Maintain a friendly but professional relationship with your team. Remember, you are an adult and in a leadership position. Be very careful with their admiration and submission to your authority.
- J. Be consistent when dealing with your athletes. Treat all players in the same positive manner. Enforce all rules uniformly among team members.

K. Your Christian commitment should be clearly evident in your coaching. It should be visible in your relationships with your players. It should be evident in your style of coaching. We play to glorify God. It is about developing and using our gifts for the good of the team so that Christ will be evident in us.

GENERAL COACHING DUTIES

- A. Conduct appropriate try-outs for selection of the final team members. Coaches should speak to each athlete individually. Decisions regarding who makes the team or not should be made with consultation by the head coach and appropriate assistants.
- B. Establish and maintain goals and objectives harmonious with those of PHCA and the athletic department.
- C. The coaches are encouraged to hold a pre- (or early) season meeting with parents and athletes to discuss team goals, rules, the athletic code, etc. and to complete necessary paperwork. If a meeting is not held, a booklet with all this information must be made and given to the parents, athletes, and Athletic Director.
- D. Work with the athletic director in areas of scheduling, record-keeping, awards, and transportation.
- E. Must be willing to submit to background checks and a check of your driving record.
- G. Promptly complete and submit paperwork to the athletic director or school officials. Submit a roster to the A.D. and school office prior to the first contest. This is mandatory.
- H. Maintain communication with the athletic director on issues such as roster changes, disciplinary actions, outstanding efforts/achievements, etc.
- I. Begin and end daily practice sessions on time. A practice schedule must be given to the office and specific practice plans be used. Also, a copy must be given to the Athletic Director or administration. **Always begin each practice with either a short devotional and prayer or prayer. End you may end each practice with the devotional and prayer as well.**
- J. During the off-season a coach should provide information about, but may not require attendance at, summer camps or open gyms.
- K. Whenever possible, work with feeder school coaches in an effort to establish and maintain a continuous correlated system through the elementary school and the high school.
- L. Supervise your athletes in the locker room before and after practices and games.
- M. Control your athletes in school buildings – ours and opposing schools. Note the Trip rules and regulations. You are responsible to help in the compliance of those requirements.

N. Take responsibility for your athletes on the bus/van and at any athletic contest in which they participate.

O. Be responsible for the security and maintenance of facilities being used for practice or contests. (i.e. no equipment should be issued to teams without a coach present). You need to be present to help facilitate your athletes and set-up.

P. Submit a written report to the athletic director of any injury or accident which occurs during a practice or contest.

Q. Submit a written report to the athletic director of any disciplinary actions taken against a student- athlete which occurs during the season.

R. The head coach is ultimately responsible for whatever happens throughout his/her entire program.

Additional Addendum: LEVELS OF PARTICIPATION/PLAYING TIME

Coaches are encouraged to involve all of their team members in the games as much as possible. This is especially true at the lower levels where one of our main goals is instruction in the skills of the game. MS and JV coaches should play everyone in every game. As the player develops and advances through our programs to the varsity level, another of our goals comes into play. Often in a team sport it becomes necessary to put the individual's needs aside for the greater good of the team. This type of teamwork must be taught and is a valuable skill for life. Therefore, varsity team members may not be guaranteed playing time in every game. The coach should still strive to actively involve all of his team members in the game, but players should be taught to accept their various roles and support their teammates in any way they can – even from the bench, if necessary.

Addendum: Sports Team Captains

“When team captains perform their duties well, it can make a big difference for their team. People rally around those who inspire them to dream more, do more, and become more which is why natural leaders are such an asset. With that being said, although leadership ability comes more naturally to some than others, there are common traits that great leaders share which can be embodied by anyone who desires to be a team captain and make a positive difference for their team.”

1. They Always Put the Team First

Great captains are not interested in personal glory. Instead, they constantly look for ways to serve their team and help it accomplish its goals. They have the mentality that together everyone achieves more which makes them an ideal teammate. This kind of attitude can be contagious within a team and goes a long way to creating an environment that breeds success.

Takeaway for Players: If you want to be a team captain, give everything you have to the team. Be the kind of teammate with whom you would want to play and always look for ways to help those around you succeed.

2. They Lead by Example

Captains are tasked with the responsibility of leading those around them and setting an example for what is expected. “Captains are typically the first players to get to the field to help set up and the last to leave once everything has been put away. They take on extra responsibilities and ensure that everything runs smoothly because they have the best interests of the team at heart.”

Takeaway for Players: Team captains do all of the things they expect their teammates to do and more. Do not be afraid to take on extra responsibilities to help the team.

3. They Inspire Those Around Them

Great leaders not only lead by example, but they inspire those around them to do more. People are much more likely to follow a leader who has passion and enthusiasm for what they are doing. Captains cannot be afraid to stand up for what they believe in and rally support.

Good captains also embrace taking on new challenges which makes their teammates want to do the same. They are always excited to play the game regardless of their opponent. In situations where their team may be the underdog going into a game, they spread positive energy and instill a sense of belief that anything is possible.

Takeaway for Players: Spread positive energy and be enthusiastic about what your team is trying to accomplish. Look to spread this enthusiasm on to others for the benefit of the team.

4. They Have A Positive Relationship with Coaches & Teammates

Captains must win the trust of those around them to lead effectively. Trust is developed over time when players continually do the right things and show their teammates and coaches that they care. Good team captains model the behavior they expect from others and earn respect along the way. It is important for captains to be respected by those around them because they are given the responsibility of representing their team. With this in mind, a few ways to build positive relationships are to listen to others and let your actions speak for themselves. In addition, keeping a positive attitude can be helpful and attract others to you.

Takeaway for Players: Develop strong relationships by building trust and doing what is right. Earn the respect of your peers by working hard and setting high standards.

5. They Embody the Core Values of Their Team

Every team may have different core values depending on what its goals are and what the players are trying to accomplish

Trust – All strong relationships are built on a foundation of trust. Trust is established over time by continually doing what is right.

Integrity – Integrity means doing what you believe is right at all times, no matter the consequences.

Excellence – Pursuing excellence means always striving to do your best. Excellence can be achieved through good habits, persistence, and a commitment to never stop learning.

Takeaway for Players: Ask your coach what his core values are and try to embody these values. Be a role model for others on the team.

6. They Work Hard & Persevere

Hard work beats talent when talent does not work hard. For a team to be successful, players on the team need to develop a strong work ethic and that starts with the leader. When players feel like giving up, good captains have the ability to raise the energy of their side and help their teammates keep going. When players see their leader working hard it inspires them to do the same.

Furthermore, in life adversity is inevitable. Whether players are on or off the pitch, bad things will happen. Those who persevere have the best chance of being successful. Captains don't back down when faced with adversity; they fight until the very end.

Takeaway for Players: Always work hard and never give up even when things are not going your way. Keep a positive attitude and overcome adversity.

7. They Step Up When the Team Needs Them

Whether their team lacking energy in a hot preseason training or down a goal in a championship game, great team captains find a way to step up when their team needs them. It could be by inspiring their teammates, keeping a positive attitude, or continuing to battle even when things are not going well. The important thing is that they are leaders and leaders find a way to make an impact when it matters most.

Takeaway for Players: Stay in tune with what your team needs and try to provide it when the opportunities present themselves.

8. Let your light so shine that Christ will be glorified!

