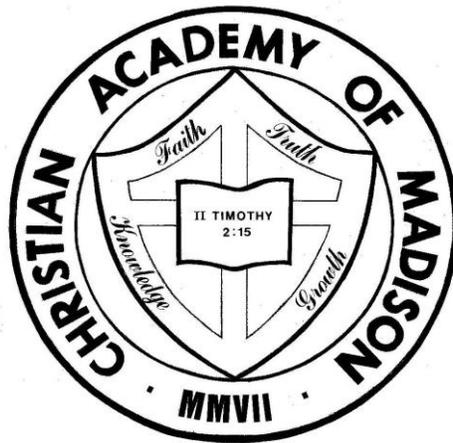


Christian Academy of Madison

2019-20 Athletic Handbook



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Identification Section

Vision Statement

Students from the Christian Academy of Madison will acquire wisdom and knowledge through the lens of a Biblical worldview, which will be evidenced by a godly lifestyle of character, leadership, service, stewardship, and worship.

Mission Statement

The mission of the Christian Academy of Madison is to **PARTNER** with the student's home and church to **PROVIDE** a Christ-centered learning environment; to **PROMOTE** spiritual, academic and personal growth; and to **PREPARE** students for a lifetime of service to the Lord.

Philosophy of Education

The educational philosophy of the Christian Academy of Madison is based on a Biblical view of God, man, truth, and education. Since God created and maintains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is especially true of man, who was created in God's image, different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God's will, which is the ultimate purpose in life.

The entire process of education is seen as a means used by God to bring the student into fellowship with Himself, to develop a Christian mind in him, and to train him in Godly living so that he can fulfill God's total purpose for his life. He must be taught the Bible so he may understand God as well as his own nature and role as a person created in God's image. He must be developed and related to God as a whole person, spiritually, mentally, physically, and socially. He must learn to see all truth as God's truth and to integrate it with his own unique abilities and personality. He must interact with and be taught by parent and teacher models who are themselves born again and have this perspective of life. The authority for such an education comes both from God's command that the children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of

their children. At the parents' request, the Christian school, along with the church, becomes a partner in giving this education.

Statement of Purpose and Goals

The purpose of the Christian Academy of Madison is to provide a biblically-integrated instructional program in a disciplined, traditional learning environment that encourages spiritual commitment and growth as well as academic excellence.

We believe, therefore, it is the responsibility of the school to be dedicated to:

- Leading each student to a vital, personal relationship with God through faith in Jesus Christ;
- Assisting each student in the development of a Christian mind and a Christian lifestyle;
- Promoting a Biblical integration of faith and learning;
- Developing a comprehensive educational program that helps each student achieve full academic potential;
- Maintaining a diverse extracurricular program designed to assist each student in the development of social skills and the expression of individual personality;
- Preparing and encouraging each student for effective service for Christ in whatever career he/she chooses;
- Supporting and assisting the Christian home and the Bible-teaching local church.

Expected Student Outcomes

To fulfill these aforementioned responsibilities, it is the goal of the Christian Academy of Madison train and prepare its students.

1. As Bible believers...
 - a. Students will profess and demonstrate a personal, growing relationship with Jesus Christ.
 - b. Students will understand, exercise, and communicate the gospel and a Christian worldview in everyday life.
 - c. Students will analyze, filter, and discern the world around them.
 - d. Students will study, apply, and defend the Bible in their lives.
2. As persons of moral integrity...
 - a. Students will utilize their Biblical worldview when making decisions.

- b. Students will respect persons of other faiths, cultures, and abilities as part of God's creation.
 - c. Students will exhibit Bible-based attitudes and actions in decisions and relationships.
 - d. Students will engage the culture without compromise of biblical values.
 - e. Students will respond to societal ills as good stewards and conflict-resolvers.
3. As independent, critical thinkers...
- a. Students will analyze, investigate, and discern information as truth.
 - b. Students will create authentic and meaningful work.
 - c. Students will utilize problem-solving skills when applied to everyday scenarios.
 - d. Students will utilize current, appropriate resources for problem-solving.
 - e. Students will use self-reflection as a means of change.
4. As life-long learners...
- a. Students will demonstrate a broad range of mastery in core academic content.
 - b. Students will use effective oral and written communication.
 - c. Students will apply exposure to the arts and take opportunity to express creativity.
 - d. Students will seek continued academic growth and career pursuits.

Statement of Faith

WE BELIEVE that the Bible is the only inspired, inerrant Word of God.

WE BELIEVE that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.

WE BELIEVE that Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life. He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God.

WE BELIEVE man was created in God's image and, being descended from Adam, inherited a sinful nature and is totally unable to save himself from the natural consequences of sin.

WE BELIEVE any individual can be saved and justified by faith in the shed blood of Jesus Christ, and by accepting Him as Lord and Savior is born again by the Holy Spirit and becomes a child of God. There is a spiritual unity of all believers in our Lord Jesus Christ.

WE BELIEVE Christian individuals should live in submission to the Bible and to biblical baptism.

WE BELIEVE in the biblical model for the family—that God wonderfully and immutably creates each person as either male or female; that marriage is the single, exclusive union of a man and woman for a lifetime; and that sexual intimacy should only occur between a man and woman who are married to one another.

WE BELIEVE the Bible clearly teaches the sanctity of human life—that God creates life at conception and has ultimate authority over all of life—from fertilization to death. Human beings are created in the image of God and are valuable to Him; therefore, every life deserves our respect and care.

Philosophy of Athletics

Christian Academy of Madison’s sports programs exist to provide our students with opportunities for character and skill development in a competitive but fun environment.

CAM’s athletic department believes that winning isn’t everything, but rather doing our best for the God we serve, providing a good testimony for those watching, modeling student leadership, and glorifying the Lord—whether we win or lose. Our foundation for this belief is Colossians 3:17, 23: “And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him. . . . And whatsoever ye do, do it heartily, as to the Lord, and not unto men.”

CAM holds high expectations of its student athletes in spiritual growth, academic performance, leadership qualities, and behavioral and attitudinal responses. Our coaches model and promote honesty, integrity, humility, loyalty, unity, respect, and sportsmanship, traits we believe are foundational in the total character development of our student athletes.

Therefore, CAM athletic programs will:

- Foster each athlete’s personal relationship with Jesus Christ.
- Produce disciplined, Christ-honoring teams that reach their highest potential for Him.
- Train students to be ambassadors for Christ and CAM.

AND we expect our student athletes to live as True Competitors:

- Demonstrating a humble heart—in victory and defeat. (James 4:10)
- Doing their best and remaining gracious, regardless of the outcome. (2 Peter 1:2)
- Holding their emotions under control. (Galatians 5:22-23)
- Showing respect for their opponent. (1 Peter 2:17)
- Never cheating. (Philippians 4:8)
- Encouraging the competition and helping them to be at their best. (Proverbs 27:17)

- Competing against themselves—not the other team. (Colossians 3:23)
- Competing out of joy, not fear. (1 John 4:18)
- Edifying with their words. (Ephesians 4:29)
- Respecting authority. (Hebrews 13:17)

Policies Regarding Student Athletes

Athletic Event Costs

All regular home game ticket costs will be as follows (2018-19):

- Adults: \$5.00
- Students (K5-12): \$2.00
- CAM Faculty/Staff: \$2.00
- Under five years old: FREE

Event Passes are available as well, which are good for use at all home games (not tournament games) during all sports seasons throughout the year. The current cost per family for Event Passes (2019-20) are \$100.00. Passes are available at the school office.

Athletic Fees

Students must pay a fee per sport they participate in. Sports fees cover equipment, uniform, and t-shirt expenses.

The current fee for all extracurricular activities, including sports, at CAM (2019-20) is \$100.00 for the first sport, \$75.00 for the second sport, and \$50.00 for each additional sport a student participates in.

Athletic Teams

	<u>BOYS</u>	<u>GIRLS</u>
FALL	Cross Country (5-12)	Cross Country (5-12) Volleyball (5-12)
WINTER	Basketball (4-12) Cheerleading (1-12) Archery (4-12)	Basketball (4-12) Cheerleading (1-12) Archery (4-12)

Attendance

Students who cannot come to school or who leave school due to illness should not participate in any practices or games held that evening. Students currently suffering from a major injury or concussion that would require parental supervision and/or prevent play shall not travel to away games without a parent present.

Students who are scheduled to serve a detention will not be allowed to participate in after school practices. If the detention is scheduled to be served during a game, the Administrator will make decisions on a case-by-case basis.

Students who habitually do not attend practices or games/meets without sufficient reason risk losing the opportunity to play on or be a part of the team, a choice left to the discretion of the coach.

Athletic Award Policy and Procedures

At the end of each sports season, we will hold the school's athletic awards ceremony. We ask that participants in all sports teams that season attend this special evening event.

Awards

Athletic awards are given based on Christian character, athletic ability, and academic achievement. The main goal of our athletic awards is to recognize Christian values and behavior and not just focus on individual athletic ability. However, we do desire to recognize the special gifts and talents that God has given to our student athletes as well.

Varsity Letters

Freshmen or students in high school who are participating in a sport for the first time shall receive a letter. That year and all following years, the student will receive a pin or chevron for each year participating in those sports.

Families may choose to purchase school-sanctioned letterman jackets and/or sweaters, which are currently available through Chozen Design. Students may wear these items interchangeably with their regular casual or dress uniform attire.

Communication

Communication Parents Should Expect from Their Child's Coach

- Philosophy of the coach and statement of commitment to Jesus Christ, the child, and his/her family
- Expectations the coach has for the child as well as other players on the team
- Locations and times of all practices and games/meets
- Specific team requirements
- Procedures if an athlete is injured during practice or game/meet
- Discipline that may result in the denial of an athlete's participation

Communication Coaches Should Expect from Parents

- Concerns expressed directly to the coach
- Parents' commitment not to be an agent of division or gossip
- Notification, well in advance, of any schedule conflicts
- Specific concerns in regard to a coach's philosophy and/or expectations
- Medical or physical limitations of the child

Appropriate Issues to Discuss with Coaches

- The treatment of the child: spiritually, relationally, emotionally, and athletically
- Ways to help the child improve
- Concerns about the child's behavior

Issues Not Appropriate to Discuss with Coaches

- Playing time
- Team strategy
- Play-calling
- Other student athletes

Procedures to Follow When a Parent Has a Concern to Address with the Coach

- Have the player first talk to the coach, perhaps with another coach present, concerning the issues
- Call the coach to set up an appointment
- If you are unable to reach the coach, please call the Athletic Director, who will help set up the meeting.
- Do not attempt to confront a coach before or after a contest or practice. Meetings of this nature, where emotions are high, do not promote resolution.

What a Parent Can Do If the Meeting with the Coach Does Not Provide Satisfactory Resolution

- Call and set up an appointment with the Athletic Director to discuss the situation

Concessions / Fundraising

CAM provides concessions at all home games/meets. At this time, because we have no commercial kitchen in the gymnasium, we attempt to sell pre-packaged items.

Any extra-curricular groups wishing to work with concessions as a fundraiser must adhere to the following guidelines:

- The group's leader must make an approval request to the Athletic Director at least one month ahead of time for scheduling reasons.
- The group must choose if they want to donate items to be sold, allowing them to make a 100% profit, or if they want to have the Business Administrator purchase the concessions for them to sell, allowing them to make a net profit of concession sales.
- Groups that wish to conduct a "bake sale," providing homemade items, must abide by all Jefferson County Health Department requirements for such sales. Please see the Administrator for further information.

Concussions

As per IC 20-34-7, a student who is suspected of having obtained a head injury or concussion during a practice or game shall be removed from the sporting activity immediately, and the parent/legal guardian shall be contacted with information regarding the injury and resulting symptoms. The student athlete shall not be allowed to return to any practice or game play for at least 24 hours AND until having obtained an evaluation and written clearance from a licensed health care provider trained in the evaluation and management of head injuries and concussions.

As per state requirement, coaches will provide both parents and students with a concussion fact sheets as well as discuss requirements for evaluation and re-admission to play after an injury. Both student athletes and parents will be required to sign that they have received such information and understand the risks of continued play after a concussion or head injury.

If a student has been diagnosed with a head injury or concussion, he/she may not attend home games or travel to away games without the presence of a parent until cleared to play again.

Conduct

Student Conduct / Expectations

As members of athletic teams, athletes are high-profile representatives of our school and of our Savior. Students are expected to act in an appropriate manner. The following behaviors are inappropriate and will not be tolerated by the athletic department or school administration:

- Fighting
- Profanity
- Use of / being under the influence of alcohol, tobacco, or drugs
- Unsportsmanlike conduct
- Rude or disrespectful behavior on or off the court
- Taunting opponents or officials
- Destruction of property
- Obscene gestures
- Derogatory or degrading comments

We encourage and expect student athletes to:

- Play the game for fun
- Be gracious when they win and graceful when they lose
- Respect and abide by the rules of the game
- Put the team ahead of oneself in every situation
- Accept decisions made by those in authority
- Demonstrate respect to their opponents, coaches, and teammates
- Be accountable for their own actions
- Develop a teachable spirit that allows them to take correction and constructive criticism appropriately
- Accept and embrace the discipline involved in athletics because it benefits the team
- Develops the feeling of pride based upon “shared joy” of the team, and do not have pride that emanates from arrogance or sense of entitlement
- Be an athlete of character
- Win for Christ

Unsportsmanlike or Inappropriate Conduct

Everyone involved with athletic contests should be committed to the demonstration of good sportsmanship and Christian behavior. It is vital that our coaches, fans, and participants remember that the reflection of the Christian testimony outweighs the outcome of any contest.

Players will be expected to shake hands with opposing players and coaches before and/or after the game, unless in the judgment of the coach, it would be counterproductive. It is a coach’s responsibility to control players before, during, and after a game. CAM expects its participants and fans to be involved in cheering for their teams, not against their opponents. Fans can be

enthusiastic but should refrain from derogatory remarks against the opposing team or the game officials.

Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. If the act occurs during an athletic contest, the student will be removed from the contest by the coach. A student who strikes, curses, or threatens an official or coach; who participates in flagrant, foul, or unsportsmanlike conduct; or who fails to maintain a standard of conduct satisfactory to the athletic department or administration, will be ineligible to participate in that sport for a period of up to six weeks. Students who are ineligible to play for either academic or behavioral reasons shall not participate in practices or games.

Depending on the infraction, students may be removed from the team and may face further school discipline, which shall be at the joint discretion of the Athletic Director and Administrator. After the probation period is complete, the Athletic Director and Administrator will meet with the student and his/her family to decide if he/she may rejoin the team.

Dismissal Offenses

For the coach to decide to dismiss a student athlete, the coach should feel that keeping the athlete would destroy the team or his/her ability to make progress with the team.

Behaviors that would warrant dismissal from a team include:

- Lying, cheating, stealing, or aiding another to do so
- Using alcohol, cigarettes, or illegal drugs
- Continued disrespect toward authority or other athletes
- Attitudes or behaviors that causes the coach to consider the athlete an undermining influence

The coach will not summarily dismiss a student in violation. The coach will provide the Athletic Director with detailed information regarding an incident that includes the possibility of dismissal from the team.

Spectator Conduct

To enhance a safe environment for all spectators and athletes, spectators are not permitted on the sidelines or courts before, during, or after an athletic contest. Bringing animals to athletic events is not permitted.

CAM expects students and parents to display appropriate behavior and attitudes when participating in or observing sports activities. Any student or parent displaying unsportsmanlike behavior or ungodly attitudes will be asked to leave the premises.

Spectators should resist shouting out instructions. This is the coaches' job. When both coach and parents yell, student athletes become confused. "Urgent" advice yelled from the sideline almost never improves performance.

Show appreciation for the other team, not hostility. Congratulate the opposition during and after the game—and their parents as well. Fans, students, and parents are to cheer for the opponents, not against them.

Leave the referee out of it. Referees do not care which team wins. Their mistakes are honest ones, and any criticism or questioning of the referee shows an exaggerated focus on winning and a lack of respect for authority.

Instead, a spectator, parent, or fan at Christian Academy of Madison should:

- Demonstrate good sportsmanship
- Respect, cooperate, and respond enthusiastically to cheerleaders
- Diplomatically censor fellow spectators who display negative behavior
- Respect the property of the school and the authority of school officials
- Never heckle, jeer, or distract members of opposing teams
- Never criticize the athletes or coaches for the loss of a contest
- Refrain from second-guessing
- Attend as many games as possible
- Do everything possible to make the athletic experience for CAM student athletes
- View the game with team goals in mind
- Attempt to relieve competitive pressure, not increase it
- Release student athletes to the coach and team
- Look upon opponents as friends involved in the same experience
- Accept the judgment of the officials and coaches; remain in control
- Accept the result of each game; do not make excuses
- Demonstrate winning and losing with dignity
- Dignify mistakes made by athletes who are giving their best effort and concentration
- Be an encourager—encourage athletes to keep their perspective in both victory and defeat

Dress Code

Also, see CAM Family Handbook.

Standard Uniforms

- Every student athlete will be given a uniform for the season, which generally consists of a shirt and shorts. Occasionally, uniforms are shirts only, and coaches will specify what students must wear for “bottoms.”
- Teams may purchase additional t-shirts for each team member. This is often included in the team sports fee. Coaches may make available additional shirts or warm-ups, but these are optional for families to purchase and will incur an additional cost.

General Requirements

- Students are to look neat and clean at all times when representing CAM.
- Shorts/pants must fall at the natural waistline and not be tight or revealing.
- Undergarments may not be visible and are not acceptable as outer garments in any athletic facility.
- Athletes are not permitted to wear jewelry, including body piercing, during practices or games.
- Athletes should adhere to CAM’s facial hair and hairstyle policies, but coaches may impose additional requirements.

Practices

- Students should wear t-shirts and athletic-style shorts that are no shorter than two inches above the knee.
- Spandex or compression shorts are acceptable under loose-fitting athletic shorts. Yoga pants are acceptable as long as the shirt covers the top portion of the pants and they are not overly tight-fitting.
- Boys should wear shirts at all times.

Game Day

- If there is a game/meet on a chapel day, team members are allowed to wear their uniform or team t-shirt with dress “bottoms” (pants/skirt) after lunch; until that time, regular chapel uniforms should be worn. Chapel shoes must be worn until lunch time.
- Students traveling to and from away games or arriving for home games should wear uniforms, team warm-ups, or team shirts. Teams should look unified by wearing the same items, which shall be left to the discretion of the coach.

Early Departure for Games

Should a game time or location require an early departure from the school, coaches must clear the departure time with the school administrator to ensure that students are not missing an unreasonable amount of the school day according to the required trip time. Any parents

choosing to drive students should plan to leave at the pre-approved time, not any earlier. Also, parents choosing to remove siblings not part of the sports team that will be playing in the game should be aware that those students will be considered receiving an “unexcused tardy” (or “unexcused absence” if it is a tournament requiring missed days of school).

Eligibility

Because participation in extra-curricular activities is viewed as a privilege, participants are required to meet the standard for specific areas. All students may participate during pre-season tryouts.

Academic Eligibility

A student who wishes to participate in sports programs at CAM must maintain at least a 2.0 GPA during the sports season in which he/she may be playing. The school’s guidance counselor will monitor student-athlete grades weekly and make coaches aware when a student is placed on academic warning. Students whose grades fall below a 2.0 will be placed on academic warning and will not be allowed to participate in games and/or practices, will have their grades monitored, and will be allowed to return to the team when grades sufficiently meet the 2.0 requirement. Repeat offenders will be evaluated for further academic probation, which would require that the student not participate in any after-school activities, including sports.

Attendance Eligibility

Students who cannot come to school or who leave school due to illness should not participate in any practices or games held that evening.

Students who habitually do not attend practices or games/meets without sufficient reason risk losing the opportunity to play on or be a part of the team, a choice left to the discretion of the coach.

Behavior Eligibility

Students who are scheduled to serve a detention will not be allowed to participate in after school practices. If the detention is scheduled to be served during a game, the Administrator will make decisions on a case-by-case basis.

Students who have been suspended or are currently serving a behavior probation may not participate in any after-school activities at CAM, including sports. Students who have received team discipline may be required to sit out of practices and/or games for a specified amount of time, which shall be at the discretion of the Athletic Director and Administrator.

Health Eligibility

All students must have a sports physical form on file in the school office before participating in try-outs, practices, or games/meets. This physical, which should clear the student for participation in specific sports, need only be completed once per year unless required otherwise by a doctor.

Any injury resulting in loss of consciousness or loss of time at school or practices/games will require a note from a physician clearing the student-athlete to return without restriction to athletic competition.

Equipment and Uniforms

Athletic uniforms are the property of Christian Academy of Madison and must be returned at the end of the season. Students must pay for any lost or damaged equipment or uniforms. Some sports choose to purchase new uniforms each year; others choose to “reuse” uniforms from previous years to cut the cost of uniforms and prevent the need for fundraising efforts.

During the season, some coaches wash uniforms, while others require parents to wash them. Uniforms should be washed on gentle cycle, and any uniform with lettering must be hung to dry so as not to wear out the screen print.

Hazing / Peer Harassment Policy

Hazing or peer harassment that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with any team will not be tolerated. All athletes must be given the opportunity to compete without threat of any type of abuse. Students are encouraged to notify coaches or other school personnel of instances of hazing or harassment. Anyone engaging in these behaviors is subject to dismissal from the team and may face administration disciplinary action.

Heat-Related Illness

In accordance with IC 20-34-7, coaches will work toward the prevention of heat-related illnesses and will receive annual training covering such prevention as well as the appropriate response toward such illnesses. Students who display symptoms of heat-related illness should receive a physician’s approval to return to practice and game play.

Homeschool Participants

At this time, only enrolled students at the Christian Academy of Madison may participate in extra-curricular activities.

Multi-Sport Athletes

Coaches at CAM will encourage athletes to participate in multiple sports throughout the year. Students who are a member of a CAM athletic team are strongly encouraged NOT to participate on any other team that is not affiliated with CAM athletics, while that sport is in season. The school team should take priority in regards to practices and games, and the athlete is not to miss any school team practices or games to attend the non-school team.

Overnight Sports Activities

Occasionally, teams may attend tournaments that extend over several days and/or are at a distance that makes it necessary to stay in the area near the tournament location.

The team will be expected to travel together as a group. This is considered a team-building activity. Coaches are responsible for team members whether parents attend the event or not. Parents attending may reserve their own hotel room and may have their own children or other extended family members room with them. It is a general CAM policy that additional students staying with a non-parent MUST be of the same gender. Coaches may have team members of the same gender stay in their rooms, although there must be three or more people in each room for safety and appropriateness. Parents are responsible to pay for all lodging and meals, although families may choose to split the cost when applicable.

Coaches will communicate to parents at least two weeks in advance the following information regarding the upcoming tournament:

- Time, place, and location of activity
- Telephone numbers to reach in case of an emergency
- Arrival time at location
- Return time
- Estimated cost
- When to turn in fees and permission slips
- Mode of travel
- Coaches and chaperones attending
- How to make travel / lodging arrangements
- Agenda of sports activity

- List of extracurricular events beyond sports activity (if applicable)
- Reminders for background/BMV checks

Parking and Student Pick-up

Parents are asked to assist the coaches by arranging for their students to be picked up at the designated time and place after practice. Please be sure to set up after-school care if you require it before or after a practice. Coaches may place students in after-school-care when applicable if a parent is more than fifteen minutes late picking up a student after practice. Also, school staff may place a student in after-school-care if he/she has no adult supervision before a practice begins.

If dropping a student off before a game, please do not leave the student until you are aware that he/she is under the supervision of a CAM coach.

Please park in the appropriate parking places surrounding the CAM gym, not blocking any doorways or other cars in the lot. Christian Academy of Madison is not responsible for damaged vehicles during athletic contests.

Physician's Note / Incident Report

Any student receiving physician's care for an injury or illness which results in loss of time from school or athletic competition must provide a note from a physician clearing him/her to return without restriction to athletic competition.

Any student who suffers a head injury, possible concussion, or loss of consciousness or displays symptoms of sudden cardiac arrest or heat-related illness during a practice or contest may not resume athletic participation until receiving written clearance from either a parent or physician (depending on the injury; please see *Concussions*, *Heat-Related Illness* and/or *Sudden Cardiac Arrest* in this handbook). The coach must complete an injury report and turn in into the school office within two days of any incident.

Playing Time

Coaches have primary discretion over determining athletes' playing time, which may be impacted by player preparation, talent, safety, and game. Athletes are not guaranteed playing time every game/meet; however, coaches will provide every team member playing time

throughout the season. All student-athletes will have the opportunity to develop their skills in practices and to contribute to the team as directed by the coach.

We encourage parents to communicate with coaches if they are concerned that their child is not being developed in a balanced manner over the course of the season versus within a single game.

Quitting a Team

If an athlete decides to quit a team, the coach will arrange a meeting with the player and his/her parents to discuss the matter. An athlete who quits a team generally is not allowed to practice, play, or participate with any CAM team during that specific season.

Retribution

CAM's Athletic Director and coaches are committed to ensuring that there shall be no retribution, in any form, against any student-athlete for raising an issue or concern. If at any time, a student-athlete or parent suspects that some form of retribution surfaces as a result of voicing a concern or opinion, he/she should contact the school's Athletic Director immediately.

Schedules

The Athletic Director will be the ultimate authority in scheduling, postponing, or cancelling practices or games, though coaches may have some input. Coaches will communicate with parents regarding practice and game dates and times.

Parents and fans should look for the current practice and game/meet calendar on the CAM Defenders website. This calendar changes often, so it is important to look at this calendar frequently.

Practices and games will not be scheduled for Sundays, and any Wednesday practices will be held early in the afternoon to allow families to attend church together during mid-week services.

Sudden Cardiac Arrest

As per IC 20-34-8, a student who is suspected of having sudden cardiac arrest during a practice or game shall be removed from the sporting activity immediately, and the parent/legal guardian shall be contacted with information regarding the symptoms the student athlete is displaying.

The student athlete shall not be allowed to return to any practice or game play until a coach has received verbal notification from parents (and written notification within 24 hours of the suspected illness).

As per state requirement, coaches will provide both parents and students with sudden cardiac arrest fact sheets as well as discuss requirements for re-admission to play after an injury. Both student athletes and parents will be required to sign that they have received such information and understand the risks of continued play after a suspected sudden cardiac arrest.

If a student has within 24 hours suffered a suspected sudden cardiac arrest, he/she may not attend home games or travel to away games without the presence of a parent until cleared to play again.

Summer Camps

CAM occasionally offers exciting summer camps for specific sports teams. These camps/clinics are conducted by varsity level coaches and are designed to teach the basic fundamentals of the sport, while providing a platform to disciple students. Coaches will provide information regarding dates/times and cost.

Sports Physicals

All students must have a sports physical form on file in the school office before participating in try-outs, practices, or games/meets. This physical, which should clear the student for participation in specific sports, need only be completed once per year unless required otherwise by a doctor.

The form is actually part of the “Physical Examination” form provided at the time of enrollment or re-enrollment so that families can have both examinations completed at the same time (for insurance purposes). Please request a form at the school office if you need an additional copy.

Supervision of Student Athletes in Gym

Students will not be permitted in the gym without an assigned coach’s supervision. Students found in the gym unattended will be asked to leave until the supervising coach arrives; they may be subject to disciplinary action.

Team Photographs / Pictures

The school office will schedule team and player photographs at various times throughout the school year. These pictures may be used for the sports program, yearbook, school newspaper, and/or media. The dates will follow the try-out process, once the team has been chosen and uniforms have been issued. The school office will inform coaches, athletes, and parents on the process to purchase phot packages of the team and player pictures.

Team Tryouts

Athletics exist at different levels at Christian Academy of Madison, including elementary teams, middle school teams, high school teams, junior varsity teams, and varsity teams. As a student moves through the middle and high school, the requirements for “making the team” become more stringent with each new level. Each year, a student must try out and meet a standard of competitive skill level in order to be selected for the team. A student is not guaranteed a place on the team because he/she was on the team the year before, because his/her friends are all on the team, or because it is his/her senior year.

Coaches will give every student trying out for a team every opportunity to demonstrate his/her ability and skill level. Student-athletes will be evaluated year-round as well as during tryouts. Sports-specific skills, dependability, effort, and team leadership are also part of a coach’s evaluation. At the conclusion of this process, the coach might have to make final cuts that may be hard for a student to accept. This is one of the hardest tasks that a coach must do, and it must be done in fairness and in kindness. Remember, if you see an interpersonal conflict coming, enlist the counsel of the Athletic Director before it arrives.

Sometimes during a sports season, players may shift teams because of their increasing skill level or due to the grades or skill levels of opposing teams for upcoming games. If a student is asked to move up to a higher team level for a specific game, he/she may or may not have play time during that game and his/her movement may/may not be permanent.

Transportation

Parent Drivers

Parents are responsible for arranging transportation for their student-athlete to and from all practices and games and for all travel expenses involved, including meals. If a coach, athletic director or representative of CAM transports any athlete besides their own child, then they must have written permission from the parent / legal guardian of each athlete transported. Students may not transport themselves or passengers to off-campus, school-sponsored activities. Should

parents choose to have their child ride with another CAM family to or from sports activities, both sets of parents must provide written permission to the coach ahead of time.

As a condition for driving any vehicle on school business (including your personal vehicle), drivers must give Christian Academy of Madison authorization to conduct a BMV check and provide all necessary information for the check, which includes proof of current auto insurance. Please allow 48-72 hours for this process to be completed. You may obtain a background / BMV check form from the school office. Please see further information about background / BMV checks in the Family Handbook.

Student Drivers

Student drivers who have a valid license may drive as agents of the school to practices and games in the town of Madison only. They may drive themselves and their siblings, but they may not drive any other students. Parents must communicate with coaches via written note and signature that it is their wishes to have their child drive himself/herself and/or siblings. Further, as per CAM policy for student drivers, all CAM student driver forms must be on file in the school office.

Weather Change Policy

If a game or practice is questionable due to weather issues, a change will be emailed or texted to parents by coaches or school staff as soon as a decision has been made.

Policies Regarding Coaches

Awards Ceremony

The Athletic Director will set up the date/time for the athletic awards ceremony at the end of each school year. He will meet with all coaches ahead of time to discuss specific awards and products to be purchased for the awards. All coaches are expected to attend and participate in the awards ceremony.

Eligibility for Coaching Position

Christian Academy of Madison requires that its coaches:

- Acknowledge Christ as personal Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Be in whole-hearted agreement with and support the school's Statement of Faith and Christian philosophy of education.
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others.
- Evidence the Fruit of the Spirit in dealing with people.
- Actively participate as a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.
- Share the Christian faith with others.
- Have a Christ-centered home.

Coaching positions at CAM are currently on a volunteer basis. All coaches must sign a job description, Lifestyle Agreement, and Confidentiality Agreement annually. A coach must have a cleared background / BMV check on file in the CAM office before volunteering; these checks will last five years. Coaches must also complete training as required by the State of Indiana in the areas of heat related illness, concussion, and sudden cardiac arrest.

Any hourly faculty/staff members wishing to also volunteer as a coach must sign a form stating that they recognize that they are willingly volunteering for the coaching position and that it has no part in or bearing on their hourly position at CAM.

Dress Code

Coaches should dress in a professional manner with proper coaching attire, including coaching shirts, dress pants, and proper shoes (no sandals, flip flops). Athletic attire is appropriate as long as it is modest and preferably school colors (black, white, and red) or school-sanctioned Defenders Spirit Wear.

Emergency / Injury Situations

Injured athletes can be tended to by the coach if it is a normal first aid procedure. If the injury appears more serious, refer the athlete to the Athletic Director. In the absence of the Athletic Director, please contact the student-athlete's parents. The parents are primary responsible for the medical treatment of their child. Coaches must fill out an accident / incident report and give the report to the school office within two days.

Fundraising

Sports teams may fundraise for various reasons (for example, to purchase new uniforms or to purchase additional t-shirts, etc.). All fundraisers must be approved by the Athletic Director and must go through the school's business administration office. The school has specific fundraising policies and procedures, and it is important for all sports teams to abide by these school-wide policies.

General

- Groups or individuals who wish to hold a fundraiser must fill out a Fundraiser Request Form in order to gain approval.
- If the school name is associated with a fundraiser in any way, all funds and approval must go through the school office.
- All money must go through the school office regardless of the money's purpose or amount.
- If the group needs cash to carry out the fundraiser, it must let the CAM Business Office know at least one week in advance.
- The school is unable to write checks to individuals (as it appears to be income), but it can write checks to businesses.
- Be aware that it may take up to six weeks for the school business office to process a refund check.
- No contributions are tax deductible if they are written to a student instead of the school.
- Missions- and service-related activities can generate tax deductible funds, but site-seeing activities cannot generate tax deductible funds.
- Any students who contribute in any way—whether financially or with goods or services—must share profits of fundraisers equally.

- If you plan to purchase something to benefit the school, please fill out a purchase order and allow the school business office to make the purchase using school tax exempt information.

Letter Campaigns

- All letters requesting donations of cash or products must be approved by the school office before being sent or passed out.
- If the letter is raising funds that will be paid to the individual, the letter must state that donations are not tax deductible, and checks must be written to the individual. If the letter is raising funds that will be paid to the school, the letter must specify the school's name and the purpose of the missions trip, and the donation is tax deductible.
- Any checks written to an individual are not tax deductible; checks written to the school on behalf of a student are tax deductible. Checks written by the school are written at the discretion of the school for the benefit of the group.

Product Sales

- Product sales must earn a minimum of 50% profit unless approved by the Administrator.
- The team leader may be the contact person when working with a product vendor, but the school business office must have access to all financial information during the process.
- All checks must be written to either the school or the actual vendor (if requested by the vendor).
- Funds may be turned in to the team leader, but he/she is responsible to turn those in to the school business office within 24 hours of obtaining them.
- Students may not give up class time to help split up or pass out sale items.

Events

- If the event will be held at CAM, the team leader must fill out a Facility Request Form for approval. All activities during the event must follow CAM lifestyle expectations and must be approved by the Administrator in advance.
- The event audience must be specified as either "CAM Families" or "general public."
- The group will be responsible to obtain all food and supplies with donations or request that the school purchase them for a deduction/refund upon obtaining all receipts.
- The group must follow all health and safety guidelines set forth by the school and community agencies.

Dinners or Bake Sales

- It is always best to sell pre-packaged foods, as there is no concern about contamination or spoilage.
- The Jefferson County Health Department have specific regulations regarding bake sales and food preparation.
 - Bake sale items must be individually wrapped with a sticker on it that has the following information on it:
 - Name of item—be specific (chocolate chip cookie with walnuts, brownies with chocolate frosting, etc.)

- Any ingredients that may cause allergies
- Name of school
- Last name of person who made the items
- School phone number
- Any sales occurring during sporting events must have the approval of the Administrator.

Illness and Injury Awareness and Response Training

As per state law, all coaches must complete annual training on concussion, heat-related illness, and sudden cardiac arrest. Coaches should also receive training in CPR bi-annually.

Monitoring of Student Eligibility

Coaches shall refer all prospective students or parents to the school office for an appointment.

Coaches must ensure that all team members have completed sports physical forms on file in the school office before participating in try-outs, practices, and/or games.

Coaches must monitor all students on academic or behavioral warning or probation. The guidance counselor or Athletic Director will provide this information weekly to coaches, but it is the coach's responsibility to enforce the probation.

Purchasing

All athletic purchases must go through the Athletic Director. This includes, but is not limited to, equipment, clothing / uniforms and their designs, awards, etc. The Athletic Director will request purchases through the Administrator.

Season and Practice Guidelines

Coaches should cover practice expectations in a pre-season meeting and/or informational letter.

Coaches shall commit to having devotions and prayer often during practices and before games (when appropriate). Coaches shall advise and give direction to lower level squads in such areas as fundamentals, drills, patterns, offenses, defenses, conditioning, and coaching techniques.

During the week, sports teams must share the gymnasium, but no team may practice after 8:30 p.m. All Wednesday practices must be complete by 5:15 p.m. to allow families to attend church.

Saturday practices are acceptable; however, they should be an exception rather than a rule. There is to be no school-sponsored activity, program, or event on Sundays.

All off-season activities must be scheduled and approved by the Athletic Director, including summer practice or sports camps.

Scheduling

It is the ultimate responsibility of the Athletic Director to set-up and/or change all practices and games/meets. If you are aware of any teams that might like to play our school's teams, please provide the Athletic Director with the contact information.

Please be sure to communicate your practice schedule at the beginning of each season not only to your parents but also to the Athletic Director for the Sports Calendar. Please also make both the parents and the Athletic Director aware of any changes to that calendar as quickly as possible.

Supervision of Student-Athletes

Parents have a responsibility to pick up students in a timely manner. Students should not be on campus after school unless their practices are immediately after school or they are in after-school-care. Supervised study halls for teams with late practices are mandatory.

Coaches will instruct students not to enter the gym when unsupervised. If a coach is going to be late for practice, he/she must arrange adequate adult supervision until his/her arrival. Coaches who are responsible for supervision of the gym will have a physical presence there at all times.

Coaches are responsible for the athletes until every athlete is picked up. Coaches may not leave an athlete unsupervised following a practice or competition, and coaches must never be alone with just one athlete while waiting for him/her to be picked up. A coach must ask the second to the last parent to stay with him/her until the last athlete has been picked up in order to avoid being alone with an athlete.

Team Photographs / Pictures

The Athletic Director or school office staff will make you aware of dates/times for team photographs. If at possible, please try to be present for photographs.

Team Rules / School Rules

Coaches will be responsible for establishing team rules. These pre-approved rules must be communicated to the team at the beginning of the season. The team rules would include, but would not be limited to, practice attendance, tardiness to practice or games, and/or care of uniforms / equipment. The Family Handbook applies to all students and all sports, and students are expected to follow that handbook first and foremost.

Transportation

If a coach, athletic director, or representative of CAM transports any athlete besides their own child, then they must have written permission from the parent / legal guardian of each athlete transported. We strongly suggest that coaches do not use their personal vehicles for student transport, as personal insurance is exposed.

As a condition for driving any vehicle on school business (including your personal vehicle), drivers must give Christian Academy of Madison authorization to conduct a BMV check and provide all necessary information for the check, which includes proof of current auto insurance. Please allow 48-72 hours for this process to be completed. You may obtain a background / BMV check form from the school office. Please see further information about background / BMV checks in the Family Handbook. Also, please see above for information on parents and students as drivers during sports seasons at CAM.

Should team members ride together, all passengers must wear seatbelts and remain seated. Luggage and equipment must be free of the doors and not blocking any walking spaces. Students may only watch G- or PG-rated movies. Coaches should be very judicious in the selection of a movie to ensure it is commensurate with our school's mission. Music played should be preferably Christian in nature, as well as free from profanity, violence, or suggestive lyrics.

Uniforms / Equipment

All sports apparel, which includes uniforms as well as team t-shirts or other articles of clothing, shall have their design and purchase approved by the Athletic Director.

Athletic uniforms are the property of CAM and must be returned at the end of the season. Coaches should collect, inventory, and store uniforms and equipment for future use.

Use of Athletic Facilities

CAM athletics is considered the primary user of the gym. All requests for use of the gym are to be submitted to the Athletic Director for approval. The in-season sport has priority for the use of the athletic facilities.

Facilities are not available for personal camps, city camps, city leagues, summer leagues, etc. without approval of the Administrator. Coaches do not have authorization to schedule, rent, loan, or otherwise provide CAM facilities to others or to allow former athletes or anyone else to use our facility for profit without the consent of the Administrator. Any facility rental/usage must gain approval by the Administrator.

Students are not permitted to use any facility without direct supervision from a school employee and permission from the Athletic Director or Administrator.

All facilities should be left as you found them and secured upon departure. Coaches should lock the gym if they are the last team scheduled that evening.

Music at all CAM athletic practices and events must be Christ-honoring and Athletic Director-approved.