

## ATHLETE HANDBOOK (updated May 2018)

### Goal and Philosophy of the ECA Athletic Program

To provide athletic competition for those students who are in grades 7-12. To bring glory to God through our involvement with athletics by giving our best effort in school, during practices and games while upholding our faith and strong testimony in the community.

### Minimum Standards

These policies are set as minimum standards for the athletic department of Emmanuel Christian Academy. They are also in accordance with the rules and regulations of the Ohio High School Athletic Association. Coaches may set higher standards for their team beyond those set by this department. This Athletic Handbook sets policies that apply to all our student athletes in grades 7-12. Student athletes need to be aware that violations may carry consequences that extend beyond the current school year and into a following one.

### Athletic Eligibility:

#### Academic Eligibility

Athletes must meet the OHSAA requirement to take **and pass at least five (5) one credit classes** (or the equivalency) during the grading period immediately preceding the beginning of the season. Also, athletes must have at least a **2.0 quarterly cumulative grade point average**.

#### Student Athletic Participation Requirements

- a. No student may participate in a scheduled game unless he/she has submitted a physical exam form. (This form is provided by the OHSAA).
- b. No student may participate in a game until a participation fee has been paid. No student may participate in a practice unless all required paperwork has been received.
- c. Students must maintain a 2.0 for the final grading periods during the season.
- d. All students participating in extracurricular activities must be in school by the beginning of the third period and remain throughout the day to be eligible to participate in any after school activity. Exceptions may be made as determined by the administration.
- e. Reports will be provided to the Athletic Director for all students participating in school-sponsored sports at interim, and two weeks thereafter, along with quarter grades. If a student has less than a 70 in any subject, a study table will be required of that student.
- f. Students must make every effort to attend the day after contests. Any student showing a pattern of absence following game days will be subject to discipline.

### Athletic Eligibility- Home schooled

Home schooled students must take one course at Emmanuel to be eligible to participate in our athletic program. Regular participation fees for each sport season still apply. In addition, the student must enroll at the beginning of the school year and stay enrolled until the end of the school year. Homeschooled students will also be required to provide quarterly grade updates to the Athletic Director in the classes in which they are taking as a part of their home school curriculum. Please see the OHSAA provision below:

### OHSAA Home School Provision

#### Resources: OHSAA

**Bylaw 4-3-1** <http://www.ohsaa.org/general/about/Bylaws.pdf>

All students participating in school-sponsored sport must be enrolled in and attending full-time in accordance with all duly adopted Board of Education or similar governing board policies of that school.

**Exception 6:** A student who is homeschooled and is enrolled in a member school in accordance with the partial enrollment policy of a Board of Education or similar governing board may be eligible at the school where the student is enrolled and attending. Such partial enrollment policy requires that at least one of the courses be taken at the school's physical location. Note: A student entering a member school from a home school must do so at the beginning of the school year after having been homeschooled for at least one calendar year. Failure to meet this one-year provision requires the student to be enrolled for a minimum of one grading period before the student can be declared eligible.

## Tryouts/Cuts

Tryouts may be necessary for team sports for 7-12 grade athletes. Our junior and high school athletes participate in interscholastic competition. Each program has as its goal being competitive while teaching our athletes about the sport in which they are participating. The maximum number of players will be decided on by the coach and the Athletic Director for each season as well as each sport.

Every sport, with the exception of cheerleading, will hold tryouts on the first day of practice. No tryouts will be held before the first day of practice so that each student has the opportunity to participate. Tryouts will be administered by the coaching staff and the Athletic Director.

Cuts for teams will be determined by the coaching staff and athletic director as needed.

## Cheerleading tryouts

Cheerleading tryouts will typically be offered in the spring for the following year. In the event that tryouts are not offered in the spring, they will be conducted at the beginning of the school year. Junior high and high school teams will accept a maximum of eight students. Each squad will be composed of five to eight students. The tryouts will begin with several clinics or practices concluded by a final day of tryouts in which all interested students are expected to attend. Final teams will be decided by the head coach.

## Injury Protocol & Concussions

Athletes who are injured will be required to meet with our athletic trainer before they are released to return to practice or games. Parents and athletes who refuse to see the trainer must provide a doctor's release before they can return to play. Parents and coaches are not authorized to return an athlete to play without professional medical clearance-i.e.medical doctor or trainer. ECA follows the following concussion regulations and return to play protocol:

<http://www.ohsaa.org/medicine/Concussions/ConcussionRegulations.pdf>

## Media Coverage

The ECA athletic department works hard to promote our program and our athletes by reporting scores, sending special stories, sharing pictures in media and social networking sites including the ECA website, local newspapers and TV, the OHSAA website, the MBC website, Facebook and Twitter. If a parent or guardian does not wish to have their athletes photo, accomplishments or name released, a written request through email or letter must be provided to their coach and Athletic Director.

## Participation Fees

Each sport offered by ECA carries a \$ 120 participation fee. The fee helps to cover the cost of the athletic department operating budget. Paying a fee does not guarantee a minimum playing time. In addition to the participation fee, specific sports may carry additional fees which cover the cost of uniform items that the athlete retains at the end of the season.

## Participation Paperwork:

**\*All ECA Athletes must turn in the following forms in order to begin practice**

- 1) OHSAA Physical Form: Pages 1-6 completed. \*Physicals are good for one year
- 2) Athlete Sport Fee and Paperwork Check off
- 3) Sport Registration/Consent to Treat/Injury & Concussion Protocol Agreement
- 4) Lyndsay's Law form
- 5) Athlete Contract & Agreement to have read and abide by the handbook

\*All forms are due on the first day of practice. Final participation payments are due by the end of the first week of practice.

## Practice

Practice is considered mandatory for all sports. Junior high teams will typically practice 4-5 times a week before games begin and 3-4 times per week once games begin. High school teams will practice 5-6 times per week before games begin and 4-5 times a week once games begin. Practices are closed to parents unless the coach provides exception.

## Snow Days

If a "snow day" or emergency day is called on the day of an athletic contest or practice, a decision on practice or a contest will be decided by noon. by the AD and Head of School and communicate via One Call and or email.

**Spectator Code of Conduct & ECA Student Section**

Spectators are to treat our coaches and players as well as the opposing coaches and players and all officials with respect and are not to directly address them or other teams' spectators in a derogatory manner. Failure to follow these guidelines may result in dismissal and/or banning from future home and away contests.

The Emmanuel student fan section in the gym is for current Emmanuel students. Priority seating is based upon class with seniors, juniors, sophomores, and freshmen having the option to sit in the bleacher section. On nights where the bleacher student section is packed, underclassmen may have to sit in the metal bleachers. Non ECA students may sit in the ECA student with a friend but may be asked to move if the section becomes crowded. ECA students have priority seating.

**Sports Season**

Once a student has participated in a practice, a scrimmage, or a contest, he or she is considered an athlete of Emmanuel Christian Academy. This designation shall continue until the season's last game.

**Non-Interscholastic Participation**

A student that is on an athletic team shall not participate in that same sport during the same season for another organization. A student's obligation shall be to the school team while in season. Participation on a non-interscholastic team during the same season is a violation of OHSAA regulations and ECA policy.

**OHSAA eligibility**

Please read the OHSAA brochure and checklist for athletic eligibility. **We are not members of the OHSAA for junior high level teams.** <http://www.ohsaa.org/eligibility/EligibilityGuideHS.pdf>

**Transportation**

Athletes are expected to ride to athletic events on school arranged transportation when available. Students who plan to ride home from an athletic event or practice with another parent may do so with written approval from their parent and given to the head coach. Bus transportation will be used as much as possible and the AD will determine priority of busing for each team. It may be necessary that parents use volunteer hours to assist with this transportation.

**Uniforms**

It is the responsibility of the student athlete to turn in their uniform to their coach or AD after the season. Athletes who do not turn in their uniform will have a charge placed on their school account and billed for the uniform.

**Weightroom**

Only students entering grades 7-12 grade are able to use the weight room under supervision. Only ECA students or alumni are permitted to use the weightroom. All those using the weightroom must have a "waiver" on file with the athletic office and assume all risks as associated with the use of the weight room. The weight room is primarily for Emmanuel students who are in season first, followed by those who are training for sports out of season second. Emmanuel students who are not involved with a sport must receive special permission for use.

## Athletic Awards

**Varsity Numerals:** Varsity numerals will be given by request only.

**Varsity Letter:** To earn a Varsity Letter in any sport, the athlete must have abided by the Athlete Code of Conduct.

**Baseball:** Averages two innings per game or 2 plate appearances per game.

**Basketball:** Plays at or above 50% of the eligible quarters for the season. Any entry into a quarter counts as a full quarter.

**Cheerleading:** Participate in 90% of the varsity games and demonstrate teamwork, leadership, and school spirit.

**Cross Country:** Participates in 75% of the XC events and meets a goal for personal best time at any one of those meets as pre-determined by the athlete and their coach.

**Golf:** Must participate in 50% of the scheduled matches.

**Soccer:** Must participate in 50% of the halves involved for each game.

**Softball:** Averages two innings per game or 2 plate appearances per game.

**Swimming:** Places in at least one event.

**Tennis:** Participates in 90% of the matches for the season in singles or doubles play.

**Track:** Earns at least 15 points for the season and participates in 90% of the meets for the season.

**Volleyball:** Must have played in over 50% of the matches scheduled for the season.

**Wrestling:** The athlete "places" in at least one tournament and participates in 75% of the tournaments.

\*The coach of any sport may recommend an athlete be considered for a letter to the Athletic Director with supportive documentation if the athlete fails to meet the criteria for lettering.

**Varsity Bar:** Second Year participation in a varsity sport.

**Varsity Star:** Third Year participation in a varsity sport.

**Varsity 4 year recognition:** Certificate and or recognition for four years of participation in the same sport.

### Special Awards- Each sport season

**Coaches Award:** A coach may give 1-3 of these awards based upon team size each season to recognize the athletes that they feel need to be honored.

**Coaches Award:(Most Improved Player):** Voted on by the coaching staff. The athlete that has shown the most improvement from the start of the season until the end of the season.

**"Hannah C. Young" Most Inspirational Player:** Voted on by the team- Teammates will vote on who they feel inspires them as a team member.

**The Lionheart Award:** Voted on by the coaching staff and team. Viewed as the best example of what a teammate should be.

### Special Awards- End of the year only

**Scholar Athlete:** Scholar Athlete Certificates will be given out at the end of the year only in the end of the school awards ceremony. These will be given to all athletes grades 7-12 who have obtained a GPA of 3.5 or better during the season in which they participated.

**Archie Griffin Sportsmanship Award:** The Archie Griffin Sportsmanship Award is an award from the OHSAA that is to be given to one male and one female student who demonstrates outstanding traits of sportsmanship. The students are selected by the local schools with the certificates presented as a part of the school's recognition programs. Teachers, coaches, administration and the Athletic Director will decide on the recipients.

**OHSAA Scholar Athlete:** One male and one female- Requirements below:(Must be a graduating senior)

- Minimum grade point average – 3.25 on a 4.0 scale upon completion of the seventh semester. Note: GPAs must be converted to a 4.0 scale
- Must have taken either the ACT or SAT national tests (test scores will be required)
- Must have received a minimum of three varsity letters in one OHSAA sanctioned sport or four varsity letters in a combination of any two or more OHSAA sanctioned sports
- RECIPIENTS OF ANY ATHLETIC SCHOLARSHIPS (FULL OR PARTIAL) IN NCAA DIVISION I OR II INSTITUTIONS OR APPOINTEES TO MILITARY ACADEMIES ARE NOT ELIGIBLE

**"Hall of Fame"** At the end of each school year, coaches will nominate athletes who they feel have reached a distinguished level in their sport or sports to the Athletic Director. The Athletic Director will then form a committee of coaches and or parents to finalize nominations for consideration. Awardees will be honored during the following school year.

## **Athlete Expectations & Code of Conduct**

### **Requirements**

- Must be an enrolled student to participate on an athletic team
- Must meet academic requirement and OHSAA Eligibility requirements
- Must be in good standing regarding school attendance
- Must show satisfactory attitude and conduct in and out of school
- Must be ready to fulfill the necessary financial responsibilities
- Home School students must be enrolled in at least one course to participate in ECA sports.

### **Responsibilities-Season**

- Complete all paperwork and turn in by the first day of practice
- Participates in athletic fundraisers (mandatory)
- Consider himself or herself a member of a team and maintains a team focus
- Keep all problems within the team and report problems to the coach
- Stay committed to the team for the duration of the season. Any athlete who fails to stay committed will be ineligible to participate as determined by the AD

### **Responsibilities- Participation/Practice**

- Attend all games whether injured or cleared to play with no exception to playing status
- Participate in team building activities such as working concessions or group outings
- Attend all practices set by the coach (All practices are mandatory)
- An athlete may not participate in a practice or game event on any day in which they are absent more than half the school day. School Administration may make exceptions to this rule
- Inform the coach of an unusual circumstance ahead of time where he/she would have to miss a practice. Unexcused absences for missed practices or games may lead to immediate dismissal from a team or other corrective action such as missed game time. Absences beyond five missed practices for any reason with the exception of an injury, may lead to immediate dismissal or other remedial action. All athletes should expect "make up" activities if a practice is missed

### **Athlete Behavior**

- The athlete's conduct is always a reflection upon the school whether at a game, practice or outside of school parameters. The code of conduct signed by all ECA students applies at all times and places
- Athletes are expected to follow all the OHSAA rules and will sign the OHSAA authorization form
- The athlete recognizes the coach is their immediate authority and are to abide by the rules set forth from the coach as well as the guidelines of the athletic department. Parents are to come alongside and help support the policies, procedures and rules that the coach and AD has set forth for the sports program
- Any athlete receiving an ISS may result in loss of practice and or game time
- Any athlete receiving an OSS will be suspended from athletic activities for an amount of time to be determined by the AD
- Athletes will not be involved in any kind of "hazing" as defined in the athlete handbook
- Athletes should abstain from immoral behavior or from behavior that would have a bad reflection on the school
- The athlete does not use alcohol, tobacco, drugs or attend parties that would have these items present.

### **Hazing**

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm or embarrassment to the student or a third party. Hazing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or any other substance that subjects the student to an unreasonable risk of physical harm
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature
- Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment
- Any activity involving any violation of federal, state or local law or any violation of school district policies and regulations

***Any student that experiences any type of hazing is encouraged to immediately talk to a member of the coaching staff or administration. Hazing will not be permitted and will result in a serious consequence.***

## **Athletic Communication Guide**

### **PREFACE**

We are very pleased that your son/daughter has chosen to participate in the interscholastic athletic program of Emmanuel Christian Academy. It is our objective to provide our athletes with the best environment in which their sport experiences may be as rewarding as possible. Through sports we believe that every athlete will be challenged physically as well as spiritually. We believe that this goal may not be realized without appropriate lines of communication available to all parties involved. This "Communication Guide" has been developed to help coaches, parents, administrators and athletes communicate more effectively.

### **COMMUNICATION YOU SHOULD EXPECT FROM YOUR COACH**

- School Athletic and Spiritual philosophy
- Spiritual focus throughout the season
- Expectations the coach may have for your child and the team
- Locations and times of all practices and contests
- Team requirements such as fees, special equipment, attendance, eligibility, off-season conditioning, etc.
- Procedure to follow should your child become injured during participation
- Athletic Code of Behavior policy and any additional rules that may affect your child's participation
- Requirements to earn a letter
- Disposition of lost/outstanding equipment at the end of the season

### **COMMUNICATION THE COACH EXPECTS FROM PARENTS AND ATHLETES**

- Open line of communication between the athlete and the coach
- Parents encouraging their child to communicate with his or her coach when there is a problem
- When a child believes they cannot effectively communicate with the coach regarding a problem, a parent expresses their concerns in a private setting
- Notification of schedule conflicts well in advance of the conflict
- Special needs of the athlete regarding physical limitations, or other concerns

### **APPROPRIATE CONCERNS TO DISCUSS WITH A COACH**

- The positive treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As your child becomes involved in the various athletic programs of Emmanuel Christian Academy, it is our desire that they will experience spiritual, physical, and academic growth. We would like this to be a rewarding experience for them which will help shape the rest of their life. It is important to understand that things may not always go as you or your child wishes. At these times, discussion with the coach may be desirable (and encouraged) to clear any unresolved issues and to avoid further misunderstandings.

### **AREAS NOT APPROPRIATE TO DISCUSS WITH THE COACH**

- \_\_\_ Playing Time
- \_\_\_ Team Strategy/Play Calling
- \_\_\_ Matters concerning other student athletes

Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions by the coaches, administration, officials, athletes, parents and fans. As you have seen from the previous list, certain concerns can and should be discussed with your child's coach. They make judgment decisions based upon what they believe to be best for all students involved under the circumstances.

## **PROCEDURE TO FOLLOW IF YOU HAVE CONCERNS TO DISCUSS WITH THE COACH**

There are situations that may require a conference between a coach and a parent. Such a meeting is encouraged when necessary. It is important that both parties have a clear understanding of the other person's position. Each should be willing to listen. The following procedure should be followed to help promote a resolution to the issue.

- Have your child try to resolve the issue with the coach first
- If your child does not reach a resolution, contact the coach to arrange an appointment
- If the coach cannot be reached after a reasonable period of time, contact the athletic department and they will arrange an appointment for you
- **Please do not confront a coach before or after a game.** These are emotional times for players, parents and coaches
- **Please do not confront a coach during practice.** Coaches have specific plans for each practice and should not be interrupted. A coach may be able to meet with you in a private setting after practice

## **THE NEXT STEP**

What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and a better understanding. If the parent desires further communication, please call the Athletic Director to discuss the situation. The appropriate next step will be determined.

## **CHAIN OF COMMAND**

Emmanuel Christian Academy in conjunction with its' Department of Athletics follows the chain of command as listed below. We ask that you observe the order of this line of communication if you elect to pursue any concern you may have with regard to the athletic program.

Head Coach → Athletic Director → Principal / Superintendent

At each level, the person in the chain of command will be asked if you have followed the sequence of communication as listed in this guide. Please help us in making each season a rewarding and valuable time for everyone who is involved.