

## **Parent-Student**

## **Athletic Handbook**

2020/2021

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## I. Philosophy and Purpose

Dear VCA Parents and Athletes,

The opportunity to participate in the athletic program within the Verde Christian Academy is a privilege available to our students in 5<sup>th</sup>-8<sup>th</sup> grades. We thank you for trusting us with your children and appreciate the opportunity to work with your students within our athletic program.

Students choosing to participate are expected to conduct themselves at all times, during and between seasons, in a manner that will reflect honor to God, families, and VCA. Sports at VCA should build character, leadership, and confidence in students as well as instruct the basics of competitive involvement in each sport offered.

Verde Christian Academy Athletic Department

#### II. VCA Code of Conduct for Coaches

Coaches are expected to act in a Christ-like manner showing trustworthiness, respect, responsibility, fairness, caring, citizenship, and grace. If you feel as an athlete or parent of an athlete that your coach is violating these attributes, please report this information to the school Administrator.

## III. Rules and Regulations for VCA Athletes

- 1. Abide by all school, district, and league rules.
- 2. The athlete's first responsibility is to spiritual formation and academics. These processes should not be compromised by participation in a sport. A student's grades and behavior will be a factor for eligibility.

#### **Eligibility**

- a. Students having (1) or more failing grades and/or (2) or more grades of D during subsequent eligibility grade checks will be deemed ineligible to participate until the next eligibility grade check, three weeks.
- b. Any athlete deemed ineligible for two eligibility periods shall be removed from the team.
- c. Severe misbehaviors at school/practice or at games will be reviewed by the school administration and the athlete may be subject to dismissal from the team or game suspensions.
- 3. The student must be a good citizen on and off campus. The students must promote good sportsmanship at practices, games,
- 4. during travel, and during attendance at home and away games. Poor sportsmanship may lead to game suspensions or dismissal
- 5. from the team.
- 6. Athletics is an arena where we represent God and our school in a very public light, so both participants and spectators are reminded to behave correctly. This includes, but is not limited to, treating opponents, officials and spectators with respect, never using improper or foul language, cheering for our team and not against our opponents, and abiding by all rules and the sportsmanship code of conduct.
- 7. Athletes must inform the coach ahead of time whenever a practice is to be missed or the athlete will be subject to partial or complete game suspension. Be on time to all activities. Absences should always be avoided when possible. Absences must be excused by a note or phone call from the parent.
- 8. Transportation will be provided by the school to away games. Athletes must ride the bus to and from games. Students may only ride home with a parent if confirmation is given by the parent at the game. Coaches should observe the athlete leaving with the parent. If a parent makes a request for their child to ride with another parent a written request should be made to the office and the coach.

- 9. Any unsupervised time before or after practices and games, all athletes must go home (half-days, late practices, etc...). It is the athlete's responsibility to arrange with their parents for all transportation needs.
- 10. An athlete must be in attendance at school on game day for at least half of the school day or s/he cannot participate in the athletic event. Students must be in school for at least half the school day and may not go home ill and then return to participate in a game or practice.
- 11. Uniforms (including equipment such as bags) must be kept in good condition and clean at all times. Uniforms or equipment ruined, lost or stolen will be replaced by the individual at their own expense.

All participants in any of VCA's extra-curricular activities must pay a fee (currently \$0) for each activity he/she is involved prior to the first game, meet or match.

<u>I am obligated to report to my coaches any suspected concussion that may have during school, athletics or away from school.</u>

### IV. VCA Code of Conduct for Parents/Guardians of Interscholastic Student-Athletes

Athletic competition of interscholastic age children should be fun and should also be a significant part of a sound educational program. Everyone involved in sports programs has a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). The highest potential of sports is achieved when all involved consciously teach, enforce, advocate and model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Parents/guardians of student-athletes can and should play an important role and their good-faith efforts to honor the words and spirit of this Code can dramatically improve the quality of a child's sports experience.

TRUSTWORTHINESS - Be worthy of trust in all you do.

**RESPECT** - Treat all people with respect at all times and require the same of your student-athletes.

**RESPONSIBILITY** - Take responsibility for your child and their actions. Take responsibility for your actions as a parent. Act in responsible ways at all times.

**FAIRNESS** - Live up to high standards of fair play. Be open-minded, always willing to listen and learn.

**CARING** - Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

**CITIZENSHIP** - Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

## V. Tryout Information

#### **Pre-Tryout Orientation Meeting**

In an effort to avoid future problems, it is important for the coach to clearly communicate the responsibilities and demands of being a member of the team. One of the best ways to accomplish this is to conduct an orientation meeting before the tryout process begins.

Invite all interested students and their parents to the meeting - you may even consider making this a mandatory part of the tryout process. Inviting the parents will ensure that they know the time and financial commitment their child will be making if selected for the team. If you choose not to invite parents, you should, at the very least, provide candidates with informative handouts that can be taken home for parents to review.

Be up front and honest with information that pertains to being on the team. Tryouts can be difficult for all involved. *Please keep documentation, skills, ratings, in the unlikely event that you are challenged.* 

#### **Tryout Process**

Introduce and preview the tryout requirements and process. Give specific information regarding practices, forms to be turned in, dates(s), time and location of tryouts and the number that will be selected for each team. Discuss and review all rules and regulations governing the team. Make sure everyone knows the expected behavior of a member of the team and what the consequences will be if expectations are not met. Be sure to include academic requirements.

#### **Time Commitment**

Make candidates aware of the length of the season, practice schedules and the time involved in preparing for competition (if this applies). You may wish to hand out a preliminary calendar of events that includes estimates of practice time, camp dates and game commitments.

#### **Tryouts**

Make sure to set an agenda for the day of the tryout. First Aid should be ready for any emergencies that may arise. Always make sure water is readily available at any time.

Please remember to select 2 managers. One will need to adeptly learn how to keep the scorebook. The other manager will run the scoreboard.

Do not have parents of students trying out help you select the team. Only parents cleared as a volunteer through the district may help you after the teams have been selected. You, after all, are the one who is ultimately responsible!

Lists of students who make the team are to be posted on the gym window no earlier than 3:40 p.m. Instruct students to look there to see if they have made the team. (AD can post for you if you get the list to her.)

"The best team doesn't win nearly as often as the team that gets along best." - Dr. Rob Gilbert

## **VI.** Complaint Procedures:

Set an appointment up with the coach to discuss the area of dissatisfaction.

Set an appointment up with the athletic director regarding the area of dissatisfaction.

Set an appointment up with the athletic director and the coach regarding area of dissatisfaction.

## VII. Participation Fees for —VCA Athletics

(currently no) Participation fee will be charged for each sport played prior to the first game, meet or match.

## VIII. Administration's Responsibilities

#### **Athletic Director/Administrator:**

The Athletic Director is responsible for the supervision of the entire athletic program. Game Scheduling, Overseeing transportation requests, athletic discipline, athletic eligibility and athletic related discipline.

#### **Administrator:**

The administrator of VCA is ultimately responsible for the pulse of the school which includes athletics. The athletic director reports directly to the Administrator.

## IX. Student-Athlete Eligibility

#### **Eligibility**

The athlete's first responsibility is to academics. The educational process should not be compromised by participation in a sport. If a student has 2 D's or 1 F, he/she will be ineligible for two weeks. You will be informed of ineligible athletes. The ineligible player may participate in all practices during the ineligible time period.

#### Ineligible players involvement at games/performances

In order to be consistent in the enforcement of the eligibility policy of VCA, please be aware that an ineligible player/participant may not be in uniform (this includes a traveling or practice jersey) at a game or performance and may not be on the sidelines with the team or performing group. An ineligible player may not be involved with a game or performance in any way. This includes sideline involvement.

#### **School Attendance on Game Day**

A student athlete must be in attendance for at least 1/2 of the day of an event. If a student has to miss school on the day of an event, prior approval must be given by the Administrator or Athletic Director to participate.

## X. Health and Safety of Athletes-Coaches are trained in the following protocols

#### **First Aid Protocol:**

Take all injuries seriously

If in doubt call 911: Head, neck, spine, compound fractures or severe bleeding Do not move an injured athlete if head, neck or spinal injury is suspected.

#### **Weather Protocol**

Lightning: get athletes and fans to a sheltered area. Gymnasium or a classroom area Severe heat: Call off practice or game. Moderate Heat: Hydrate athletes every 30 minutes. Severe Cold: Call off practice or game. Moderate Cold: Protective clothing necessary

#### **Injury Statement**

All athletic injuries should be documented by the coaches on an injury report form.

\*Parents/Guardians-Please report any suspected unreported athletic injuries to the VCA athletic department.

## XI. Hazing

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to VCA within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the district school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- ••• The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- ••• The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- ••• Customary athletic events, contests or competitions that are sponsored by an educational institution.
- ••• Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff

member to disciplinary action in accord with VCA policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices. Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

## XII. Game Directional Map-To Away Games

#### Heritage-Chino Valley

89 - Out of Prescott to Chino Valley - Left on 2 North (across from Tastee Freeze) - Right on 1 West - Down about 1/2 block - second school on left.

#### Mayer

I-17 South to exit 262B for State Hwy 69 N toward Prescott - Merge onto AZ-69 - Slight left to stay on AZ-69 - left at E Central Ave/Copper Rd Continue to follow E Central Ave-Turn left at Oak St.

#### Bradshaw

1-17 South to Cherry Rd. - Exit to Dewey - Turn right - 1/2 mile on left.

#### Prescott

1-17 South to Cherry Rd. - Exit at Dewey - Take Gurley to Montezuma - Left on Montezuma - Between Carle St. and Aubrey St. on the right.

#### Oak Creek

Cornville Rd. to Page Springs Rd. - Turn left (@ Casey's Corner) to Rancho Bonito - Turn left follow to the school.

#### Clarkdale

89A to 4-way stop - continue on Cement Plant Rd. - Take the first right to the school.

#### Bradshaw Mt. High

1-17 South to Cherry Rd. - Exit to Dewey - right to Prescott Valley - Right on Glasford Hills Rd. to Longlook - Turn left.

#### Granite Mt.

1-17 South to Cherry Rd. - Exit to Dewey right to Prescott - Take Sheldon St. to Montezuma - Turn right stay on Montezuma/Whipple - Turn right on Iron Springs to the second light - Right on Williamson Valley Rd. - Past Abia Judd Elementary on right - Go past the baseball field and football field - Make a right.

#### Camp Verde

1-17 North to exit 289 - Go past the casino to Camp Lincoln - Turn right to the school (some events may be held in the old school bldg. by Fort Verde).

#### Glassford

1-17 South to Cherry Rd. - Exit to Dewey - right to Prescott Valley - right on Glassford Hills Rd.

#### West Sedona

89 to Sedona - Turn left on Posse Ground across from the Red Planet all the way to the end.

#### **Beaver Creek**

Take Rimrock exit off of I-17. Go thru Rimrock and at the Y stay to the left. Beaver Creek school is about 2 miles after the Y on your left.

#### Pine

 $I-17\,S-Take\ exit\ 287\ for\ AZ-260\ toward\ Cottonwood/Payson/Hwy\ 89A-Turn\ left\ at\ AZ-260-Turn\ right\ at\ AZ-260/AZ-87-Turn\ right\ at\ N\ Pine\ Creek\ Dr.\ Destination\ will\ be\ on\ the\ right$ 

## **XIII. Signature Forms**

## THIS PORTION OF THE ATHLETIC PACKET MUST BE COMPLETED AND TURNED IN <u>AT LEAST 24 HOURS</u> PRIOR TO TRY-OUTS.

Please make sure ALL of the following pages are completed and signed. The following pages may require one or more of the following: a parent or guardian signature or a student signature.

DO NOT TURN IN UNLESS ALL PAGES ARE COMPLETED. If there is anything missing or incomplete, the entire packet will not be accepted and will be returned to the student for completion.

Athlete Contract Concussion Form Pay to Play Money ((o\$) to b	e & Parent Release (if be paid once athlete me erde Christi	someone other the nakes the team and lan Acade	
Volleyball	Cross Country	Basketball	Other
Date Submitted		Destination:	All practices, games, and other activities.
Address  Telephone Numbers  (C) (W	<u> </u>		(H)
*Student's address and telephone number,			
Signature of Parent/Guardian			Date

# Verde Christian Academy consent for emergency care & parent release

STUDENT	DOB
GRADE TEACHER	R DATE
INSURANCE COMPANY	INSURANCE POLICY #
or hospital my consent and authorization to reposition to reposition to reposition to reposition to reposition to reposition the required, on an emergency of verde Christian Academy team in an interschood that the consent a extend throughout my child's education at Volt IT IS FURTHER understood that any expense of the expense is not a school responsibility.  EMERGENCY CARE: If emergency service in	and authorization hereby given and granted are continuing and are intended by me to CA. CA. e incurred will be paid for by insurance or the parent/guardian of the student. <i>Paymen</i> :
Parent/Guardian Name	Main Phone
Mailing Address	
Father's Work Phone	Mother's Work Phone
I AUTHORIZE THE FOLLOWING PEOPLE T	TO PICK UP MY CHILD FROM PRACTICE & MEETS:
Friend/Relative	Phone
Friend/Relative	Phone
IN CASE OF EMERGENCY: If parent/guardia	an is not immediately available, contact:
Friend/Relative	Phone
Friend/Relative	Phone
Family Physician	Phone
Hospital	
MEDICAL ALERTS	
SIGNATURE OF PARENT/GUARDIAN	

## **Athlete Contract**

				, agree to abide by the rules and regula	tions for all VCA athletes
		FALL WINTER SPRING	Volleyball (girls) Basketball (boys)	Cross Country (co-ed) Basketball (girls)	
1.			ty is to academics. The eduble behavior will be a factor fo	cational process should not be comprom	ised by participation in a
2.	The student mu	ist be a good c ravel and durii m the team.	itizen on and off campus. $\bar{\ }$	r englonity. The students must promote good sportsn I away games. Poor sportsmanship may l	
	i. ii. iii.	Students had grade check Any athlete Severe misb	s will be deemed ineligible deemed ineligible for two e ehaviors at school/practice	des and/or (2) or more grades of D during to participate until the next eligibility gra eligibility periods shall be removed from t or at games will be reviewed by the scho	de check, two weeks. he team.
3.	reminded to be	rena where we have correctly using improper	e represent our school and . This includes, but is not li or foul language, cheering	n the team or game suspensions. God in a very public light, so both particip mited to, treating opponents, officials an for our team and not against our oppone	d spectators with
4.	or complete gai	me suspension		a practice is to be missed or the athlete v . Absences should always be avoided wh	
5.	may only ride h	ome with a pare parent. If a pare	rent if confirmation is giver arent makes a request for t	mes. Athletes must ride the bus to and for a second for the parent at the game. Coaches should be ride with another parent, a research	ould observe the athlete
6.				es, <b>all athletes must go home</b> (half-days s for all transportation needs.	s, late practices, etc). It
7.		Students mus	t be in school for at least ha	for at least half of the school day or s/he alf the school day and may not go home il	
8.				pt in good condition and clean at all time ndividual at their own expense.	s. Uniforms or
 Stu	udent signature		 Date	Parent signature	 Date





A Fact Sheet for ATHLETES

#### WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- . Is caused by a bump or blow to the head
- . Can change the way your brain normally works
- \* Can occur during practices or games in any sport
- · Can happen even if you haven't been knocked out
- · Can be serious even if you've just been "dinged"

#### WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- · Double or blurry vision
- . Bothered by light
- · Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- · Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

### WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

 Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

- . Get a medical check up. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- · Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

#### **HOW CAN I PREVENT A CONCUSSION?**

Every sport is different, but there are steps you can take to protect yourself.

- . Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- · Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
- The right equipment for the game, position, or activity
- > Worn correctly and fit well
- Used every time you play

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/ConcussionInYouthSports

For more detailed information on concussion and traumatic brain injury, visit: www.cdc.gov/injury



#### Arizona Interscholastic Association, Inc.

#### Mild Traumatic Brain Injury (MTBI) / Concussion

#### Annual Statement and Acknowledgement Form

I, (student), acknowledge that I have to be an active participant in my own	health
and have the direct responsibility for reporting all of my injuries and illnesses to the school staff (e.g., coad	ches,
team physicians, athletic training staff). I further recognize that my physical condition is dependent upon	
providing an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and	l/or
disabilities experienced before, during or after athletic activities.	

By signing below, I acknowledge:

FORM 15.7-C 06/15

- My institution has provided me with specific educational materials including the CDC Concussion fact sheet (<a href="http://www.cdc.gov/concussion/HeadsUp/youth.html">http://www.cdc.gov/concussion/HeadsUp/youth.html</a>) on what a concussion is and has given me an opportunity to ask questions.
- I have fully disclosed to the staff any prior medical conditions and will also disclose any future conditions.
- There is a possibility that participation in my sport may result in a head injury and/or concussion. In rare cases, these concussions can cause permanent brain damage, and even death.
- A concussion is a brain injury, which I am responsible for reporting to the team physician or athletic trainer.
- A concussion can affect my ability to perform everyday activities, and affect my reaction time, balance, sleep, and classroom performance.
- Some of the symptoms of concussion may be noticed right away while other symptoms can show up hours or days after the injury.
- If I suspect a teammate has a concussion, I am responsible for reporting the injury to the school staff.
- I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion related symptoms.
- I will not return to play in a game or practice until my symptoms have resolved AND I have written
  clearance to do so by a qualified health care professional.
- Following concussion the brain needs time to heal and you are much more likely to have a repeat concussion or further damage if you return to play before your symptoms resolve.

Based on the incidence of concussion as published by the CDC the following sports have been identified as high risk for concussion; baseball, basketball, diving, football, pole vaulting, soccer, softball, spiritline and wrestling.

I represent and certify that I and my parent/guardian have read the entirety of this document and fully understand the contents, consequences and implications of signing this document and that I agree to be bound by this document.

Student Athlete:		
Print Name:	Signature:	
Date:		
Parent or legal guardian must pr	rint and sign name below and indicate date si	igned.
Print Name:	Signature:	
Date:		