



**VERDE CHRISTIAN**  
— **ACADEMY** —

**Parent-Student**  
**Athletic Handbook**  
**2025/2026**

# Table of Contents

- I. Philosophy and Purpose**
- II. VCA Code of Conduct for Coaches**
- III. Rules and Regulations for VCA Athletes**
  - Eligibility
- IV. Parent Code of Conduct**
- V. Tryout Information**
  - Pre-Tryout Orientation Meeting
  - Tryout Process
  - Time Commitment
  - Tryouts
- VI. Complaint Procedures**
- VII. Participation Fees**
- VIII. Administration's Responsibilities**
- IX. Student-Athlete Eligibility**
- X. Health and Safety**
  - First Aid Protocol
  - Weather Protocol-Hydration
  - Injury Statement
- XI. Hazing**
- XII. Game Scheduling and Directions**
- XIII. Signature Forms**
  - Parent or Guardian Permission and Contact Information
  - Consent for Emergency Care & Parent
  - Athlete Contract
  - Concussion Information and Acknowledgement Form

## **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 in any core curriculum class during subsequent eligibility grade checks will be deemed ineligible to participate until the next eligibility grade check, two weeks. The offending student will be placed on a temporary suspension from the team and will be unable to participate in gameplay until passing grades are restored. (player on this status may still attend practice)
  - 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 for all activities. Absences should always be avoided when possible. Absences must be excused by a note or phone call from the parent 12 hours in advance to be considered excused. Athletes may have up to 3 excused absences without penalty. 1 unexcused or "emergency" absence. More than 5 absences will result in suspension from the team or loss in game play.
  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.
12. **All participants in any of VCA's extra-curricular activities must pay a fee (\$25) for each activity he/she is involved prior to the first game, meet or match.**

**All athletes are obligated to report to coaches any suspected concussion that may have during school, athletics or away from school. Failure to report may result in removal from the team.**

#### **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 ensure 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, and 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 privately in student's Email no earlier than 7:45 am on selection day. 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.)

## **VI. Complaint Procedures:**

1st, Athletes should respectfully approach their coach to communicate concerns.

2nd, Parents may respectfully request an appointment with the coach to discuss the area of dissatisfaction. (not within 24 hours of a game)

3rd, Set an appointment with the athletic director regarding the area of dissatisfaction so the coach may be counseled.

4th, set an appointment with the athletic director and the coach regarding areas of dissatisfaction.

## **VII. Participation Fees for —VCA Athletics**

If student makes a competing team,

A \$50 Participation fee will be charged for each sport played prior to the first game, meet or match.

Homeschool Athletes

Any home school athletes participating within our sports programs will be required to pay a fee of \$ 75.00 per season if placed on a competing team.

## **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.

Students who repeatedly fall academically ineligible will be brought under review for suspension or removal from the team.

### **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: 10 miles or closer : get athletes and fans to a sheltered area. Gymnasium or a classroom area

Severe heat: 98 degrees or higher Call off practice or move indoors. Moderate Heat: 89-95 degrees: Hydrate athletes every 30 minutes.

Severe Cold: 45 degrees or less Call off practice or game. Moderate Cold: 60-50 degrees: 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 educational 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 accordance 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 accordance 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 Schedules and Directions to Away Games**

All Game Schedules will be distributed no later than 2 weeks from the first game or match.

Each Event will specify its status as home or away, the address of the event, and the start time.

Away games will also include the commuting time and early dismissal time for families wishing to travel to games.

### **XIII. Signature Forms**

THIS PORTION OF THE ATHLETIC PACKET MUST BE COMPLETED AND TURNED IN AT LEAST 24 HOURS 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 anything is missing or incomplete, the entire packet will not be accepted and will be returned to the student for completion.

#### **Checklist:**

- \_\_\_\_ Parent or Guardian Permission and Contact Information
- \_\_\_\_ Consent for Emergency Care & Parent Release (if someone other than parent/guardian is to pick up athlete)
- \_\_\_\_ Athlete Contract
- \_\_\_\_ CAA Sports Physical/ CAA Consent to Treat Form
- \_\_\_\_ Pay to Play Money (\$25) to be paid once the athlete makes the team and before first practice)

## **Verde Christian Academy**

### **PARENT PERMISSION FOR EXTRACURRICULAR/OFF-CAMPUS ACTIVITY**

(Please Check ALL that apply)

Flag football\_\_\_\_ Volleyball\_\_\_\_ Cross Country\_\_\_\_ Basketball\_\_\_\_ Soccer\_\_\_\_ Pickleball\_\_\_\_ Cheer\_\_\_\_

**Date Submitted** \_\_\_\_\_

**Destination:** All practices, games, and other activities.

The undersigned parent or guardian of \_\_\_\_\_, age \_\_\_\_\_, of the Verde Christian Academy hereby grants permission for said student to participate in all aspects of the above extra-curricular activities.

#### **Address**

\_\_\_\_\_  
\_\_\_\_\_

#### **Telephone Numbers**

(C) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

**\*Student's address and telephone number, if different from above**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Verde Christian Academy**  
**CONSENT FOR EMERGENCY CARE & PARENT RELEASE**

STUDENT \_\_\_\_\_

DOB \_\_\_\_\_

GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

DATE \_\_\_\_\_

INSURANCE COMPANY \_\_\_\_\_ INSURANCE POLICY # \_\_\_\_\_

**BE IT KNOWN** that I, the undersigned or guardian of the student above named, do hereby give and grant unto any medical doctor or hospital my consent and authorization to rend such aid, treatment or care to said student as in the judgment of said doctor or hospital, may be required, on an emergency basis, in the event said student should be injured or stricken ill while participating on a Verde Christian Academy team in an interscholastic activity.

**IT IS HEREBY** understood that the consent and authorization hereby given and granted are continuing and are intended by me to extend throughout my child's education at VCA.

**IT IS FURTHER** understood that any expense incurred will be paid for by insurance or the parent/guardian of the student. ***Payment of the expense is not a school responsibility.***

**EMERGENCY CARE:** If emergency service involving medical action or treatment is required and neither the parents nor guardians can be contacted, I hereby consent for the student named above to be given medical care by the doctor selected by the school.

Parent/Guardian Name \_\_\_\_\_ Main Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Father's Work Phone \_\_\_\_\_ Mother's Work Phone \_\_\_\_\_

**I AUTHORIZE THE FOLLOWING PEOPLE TO PICK UP MY CHILD FROM PRACTICE & MEETS:**

Friend/Relative \_\_\_\_\_ Phone \_\_\_\_\_

Friend/Relative \_\_\_\_\_ Phone \_\_\_\_\_

**IN CASE OF EMERGENCY:** If parent/guardian is not immediately available, contact:

Friend/Relative \_\_\_\_\_ Phone \_\_\_\_\_

Friend/Relative \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

Hospital \_\_\_\_\_

MEDICAL ALERTS \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

# Athlete Contract

I, \_\_\_\_\_, agree to abide by the rules and regulations for all VCA athletes.

1. The athlete's first responsibility is to academics. The educational process should not be compromised by participation in a sport. A student's grades and behavior will be a factor for eligibility.
2. The student must be a good citizen on and off campus. The students must promote good sportsmanship at practices, games, during travel and attendance at home and away games. Poor sportsmanship may lead to game suspensions or dismissal from the team.

Eligibility:

- i. 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, two weeks.
  - ii. Any athlete deemed ineligible for two eligibility periods shall be removed from the team.
  - iii. 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. Athletics is an arena where we represent our school and God 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.
  4. 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.
  5. 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 request should be made in writing and a copy left in the office.
  6. 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.
  7. 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.
  8. 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

