

Christian Academy Athletics



Coaches Handbook 2022-23

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Athletic Statement of Philosophy

Who We Are:

We are here to help train up our student-athletes in the way they should go –Proverbs 22:6.

This means that we will coach from a biblical perspective and strive to be a true reflection of Jesus Christ to our athletes.

We will promote honesty, integrity, humility, loyalty, unity and encouraging total character development of our athletes. These traits are foundational in building a program of TEAMS. This will include all our coaches promoting and encouraging the success of all other programs, emphasizing the need to share multi-sport athletes and to collaborate fruitfully with students, parents and Christian Academy staff to balance our students' investment in academics and the arts.

We will show good sportsmanship; respecting others at all times and under every circumstance is expected. This includes behavior towards coaches, teammates, officials, opposing coaches, opposing players and fans. We expect our coaches and athletes to demonstrate respect toward teachers and parents at all times.

We will create a winning environment by displaying a positive attitude and providing daily encouragement to those under our leadership helps build strong relationships. Our student-athletes will respond better when they know we genuinely love and care for them.

We will foster a commitment to excellence. Success in athletics is the result of coaches and players going the extra mile. Teams who pay the price in the off-season win championships. We must communicate great expectations, provide great instruction, emphasize great fundamentals and demand great effort in the context of strong relationship. Most importantly, according to God's word, if we want to be great, we must model great servant-hood to our teams.

OUR VISION

- To foster each athletes personal relationship with Jesus Christ.
- To produce disciplines, Christ honoring teams that are excellent at all levels.
- To be ambassadors for CHRIST and Christian Academy.

OUR VOICE

Pursuing greatness God's way through unity, service and sacrifice
 "How good and pleasant it is when brothers live together in unity" Psalm 133:1

OUR VICTORY

Be Christ Centered – Hebrews 12:1-3

"Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight, and sin which clings so closely, and let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne" Hebrews 12:1-3

Model servant leadership - Matthew 20:26-28

"Not so with you. Instead, whoever wants to become great among you must be your servant,²⁷ and whoever wants to be first must be your slave—²⁸ just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."

Be salt & light to the community – Matthew 5:13-14

"You are the salt of the earth, but if salt has lost its taste, how shall its saltiness be restored? It is no longer good for anything except to be thrown out and trampled under people's feet.¹⁴ You are the light of the world. A city set on a hill cannot be hidden."

Teach athletes to:

Know Christ – Ephesians 4:13

"till we all attain unto the unity of the faith, and of the knowledge of the Son of God, unto a fullgrown man, unto the measure of the stature of the fulness of Christ"

Experience growth through discipline – Hebrews 12:7-11

"It is for discipline that you have to endure. God is treating you as sons. For what son is there whom his father does not discipline?⁸ If you are left without discipline, in which all have participated, then you are illegitimate children and not sons.⁹ Besides this, we have had earthly fathers who disciplined us and we respected them. Shall we not much more be subject to the Father of spirits and live?¹⁰ For they disciplined us for a short time as it seemed best to them, but he disciplines us for our good, that we may share his holiness.¹¹ For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it."

Put on the armor – Ephesians 6:10-11

"Finally, be strong in the Lord and in the strength of his might.¹¹ Put on the whole armor of God that you may be able to stand against the schemes of the devil."

Sharpen each other - Proverbs 27:17

"Finally, be strong in the Lord and in the strength of his might.¹¹ Put on the whole armor of God that you may be able to stand against the schemes of the devil."

MISSION STATEMENT AND PHILOSOPHY

The mission of Christian Academy of Louisville is to develop students with a heart for God who grow as Jesus did in wisdom, stature, and in favor with God and man.

The primary goal of the sports program is to support the mission of Christian Academy by making disciples. Sports provide an excellent opportunity for discipleship as students learn many important life lessons on sacrifice, self-discipline, perseverance, and community. The central purpose of the Christian Academy Athletics department is to use athletics to prepare young people for life as Christian leaders who choose:

- Character before career
- Wisdom beyond scholarship
- Service before self, and
- To find and follow God's will for their lives

The purpose and mission of the Athletic Department is to fulfill the mission of Christian Academy through competition in interscholastic sports – implementing Biblical principles in our instruction and setting godly examples. The goal of our Athletic Department is to do our best for the Lord- “And whatever you do, do it heartily unto the Lord, and not to me.” (Col. 3:23) It should be the desire of every coach at Christian Academy to use interscholastic sports as a means of developing champions for Christ. Our coaches will

- Foster opportunities for intentional discipleship
- Build relationships with players and parents
- Encourage good citizenship and academics
- Teach the team concept, coupled with strong competition
- Present teams prepared to play
- Do all these things with the primary goal of bringing honor to the Lord Jesus

ADMINISTRATIVE/ON-SITE MANAGER SUPERVISION

All home athletic events will have a Christian Academy administrator and/or an on-site manager on duty. Duties include, but are not limited to, providing safe crowd control, contacting appropriate personnel in case of emergency, and dealing with facility issues. The administrator and/or on-site manager will serve as an extension of the Director of Athletics and Athletic Department in keeping spectators off the playing field/sideline areas and courts.

ATHLETIC FEES

- Athletic Department fee \$250.00 per High School sport and \$200.00 per Middle school sport (Intramural's vary)
- Individual Team Fees- The coach based upon spirit pack order or additional required equipment determines any applicable team fee not to exceed \$350 (HS) and \$150 (MS) excluding team shoes.

ATHLETIC STAFF AND HOTLINE INFORMATION

- **Brad Morgan, Director of Athletics, ext. 1072**
bmorgan@caschools.us
- **Jared McKinney, Assistant Athletic Director, ext.1037**
jmckinney@caschools.us
- **Hunter Cantwell, Athletic Scheduling Coordinator, ext. 1081**
hcantwell@caschools.us
- **Cora Parker, Athletic Administrative Assistant, ext. 1080**
cparker@caschools.us
- **Hollie Foster, Sports Information ext. 1054**
hfooster@caschools.us; enews@caschools.us
Trish Pullen, Armory ext. 1998
tpullen@caschools.us
- **Tyler Hoffman - Athletic Trainer,**
trhoffman@kort.com
- **Darci Scott Concessions Coordinator**
- **Site Managers:**
Steve Scott

ATHLETIC TEAMS

BOYS

Fall: Football, Golf, Soccer, Cross Country and Tennis (MS only). ESports (HS only)

Winter: Basketball, Swimming, Archery and Bowling

Spring: Track & Field, Baseball, Lacrosse, Tennis, Golf (MS only), Soccer (MS only), Bass Fishing (HS only),

Intramurals: Football, Basketball, Cross Country, Lacrosse, Tennis

GIRLS

Fall: Field Hockey, Golf, Soccer, Volleyball, Cheerleading, Cross Country and Tennis (MS only) ESports

Winter: Basketball, Swimming and Cheerleading, Archery and bowling

Spring: Track & Field, Softball, Lacrosse, Tennis, Golf (MS only), Soccer (MS only), Bass Fishing (HS only),

Intramurals: Volleyball, Field Hockey, Basketball, Tennis, Cheerleading, Cross Country

ATTENDANCE

Students must be in attendance for the majority (at least four hours) of the school day in order to practice or participate in a contest. Athletes who miss school for a school-sponsored athletic contest will have an excused absence that day as outlined by KHSAA. Students are expected to be at all practices and games. We realize circumstances may not always permit 100% attendance and we are committed to making careful, best decisions when exceptional circumstances arise.

ATHLETIC AWARD POLICY AND PROCEDURES

Athletic Awards are to be 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.

Varsity Letters:

Coaches will determine the qualifications for earning a letter during each season. These specific points shall be communicated to players and parents at the beginning of the season.

Letters/Pins/Certificates:

One Varsity letter will be awarded to an athlete per career. Pins will signify the Sport (s) and years of participation. The athletic department will provide letters, pins, and Certificates.

State Championship Rings

When the team wins a state championship, the student athletes may purchase State Championship Rings. Ring Design and purchase will be organized by the Director of Athletics.

Athletic Banners

All teams and or individual athlete that reaches any of the following in their sport will have a banner up on the school property for achieving one of the following:

- District Champion
- Regional Runner up or Champion
- State Runner up or Champion

Individual banners or plaques are earned in the following sports: basketball (1000 point), Bowling, Cross Country, Golf, Tennis, Track and Field, Swimming

HS End of Season Sport Banquets and/or Celebrations:

- Location/Price/Date of all banquets/gatherings must be pre-approved by the Director of Athletics. The cost of the banquet for athletes and coaches are to be covered in the team fee.
- Each varsity head coach will provide an end of season banquet or a meaningful award gathering in some format or fashion to recognize all HS athletes in their program.

- The coach will give out up to 5 awards per team to the athletes. Award is to be purchased from Louisville Awards (5 X 7 plaque designed by athletics) most spirited, most improved, MVP of the season or as the coach feels is necessary but not to go over 5 per season.

MS End of Season Celebrations/Team Parties

MS teams will have end of season “team outings” or “team parties” where the head coach will present Certificates of Participation and any other awards etc.....The athletic department will provide the certificates of participation.

ATHLETIC BUDGET AND PURCHASING PROCEDURES

Please do not order equipment, supplies, etc. without first filling out a PO and get approval from the Director of Athletics. There will be no reimbursement for any unauthorized orders or purchases. The athletic fee at Christian Academy is a general fee collected to assist in athletic expenses for a school year. This fee supports equipment, officials, uniforms, and general operating expenses of all athletics.

Coaches should submit equipment, uniform, and miscellaneous needs at the conclusion of the season. Some sports may have additional costs for shoes, practice jerseys, and other consumable essentials. The coach should discuss these expenses with the Director of Athletics in the pre-season meeting. These expenses should be communicated in any written communications to parents. All team fundraisers must be approved by the Director of Athletics. Please follow the instructions below:

- All orders will be sent by the Athletic Department to the vendor after the PO is filled out and approved by the Director of Athletics.
- Please remember that the school will not reimburse for tax. Tax-exempt sheets may be picked up in the Athletic Office.
- Checks are to be made out to Christian Academy, with the athlete's name and sport on the memo line. All checks and names are then to be placed, in alphabetical order, on a deposit slip and turned into the Athletic Office. The forms are available in the Athletic office.
- The Business Office prints checks only one day a week. Please allow ample time for entry fees, reimbursements, etc. to be processed.

CHAPERONES

Ratio: one adult chaperone per 12 students. All trips of any kind, which have overnight stays, must be cleared with the Director of Athletics and Principals. All chaperones must have a cleared approved background check prior to the trip.

COACH, PARENT, AND PLAYER RELATIONSHIPS

Parent/Coach Relationship

Parents and coaches will communicate openly and fairly with honesty and respect. Issues and concerns will be communicated in an appropriate and timely manner, including those of physical and emotional well-being on behalf of their student. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our children. As parents, when your child becomes involved in our programs, you have an obligation to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

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 squad
- Locations and times of all practices and contests
- Team requirements will be announced during the pre-season parent/player meeting (i.e. special equipment, off-season conditioning, tournaments etc.)
- Procedures if an athlete is injured during practice/contest
- 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 in the community
- 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

As children become involved in the athletic programs, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way athletes or their parents wish. At this time, discussion with the coach is encouraged.

Appropriate Concerns 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

It is difficult for parents to accept their child's not playing as much as they may hope. Coaches are professionals. Coaches make judgment decisions based on what they believe to be the best for all athletes involved.

Issues Not Appropriate to Discuss with Coaches Outside of a Private Setting

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

There are some situations that may require a conference between the coach and parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

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

- Call the coach to set up an appointment.
- If the coach cannot be reached, call the Director of Athletics, who will set up the meeting.
- Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a Parent do if the Meeting with the Coach does not Provide Satisfactory Resolution?

- Call and set up an appointment with the Director of Athletics to discuss the situation.

COACHES AND CONFLICTS

- Think how to handle conflict when it arises. Be pro-active rather than re-active.
- Maintain a quiet spirit. Respond appropriately.
- Guard your mouth. Sometimes you do not need to say anything, just listen.
- Ask the Holy Spirit to give you discernment.
- Evaluate the circumstances carefully. If the issue is a result of your actions, ask for forgiveness. If conflict has arisen because of another person's actions, be forgiving.
- Look beyond the conflict. Ask yourself how to correct the problem that caused the conflict in the first place? How can you avoid the situation in the future? What can you learn from this incident?
- Make the most of the opportunity. Demonstrate the spirit and maturity of a strong Christian attitude and lifestyle. Cover the "negative" with the positives.

COACHES AS EFFECTIVE LEADERS

- Be proactive – Constantly analyze and plan for improvement. Try to avoid last minute actions or reactions, plan ahead.
- Have a vision – A long-range ideal or goal that shapes current decisions and strategies.
- Prioritize – Sort and select the most important factors to consider in making decisions or selecting a course of action.
- Think Collaboration/Negotiation – Willingly enter into dialogue to give a little in order to achieve greater gains and long-term goals.
- Seek to Understand *then* Seek to be Understood – Listen carefully to the views of others in order to ensure that they feel that you are respectful and understanding of their viewpoint.
- Seek innovative thoughts and suggestions from other coaches.
- Self-Renewal – Read and take course work, in order to stay in the forefront of new and emerging ideas

COACHES PROFESSIONAL CONDUCT

It is the responsibility of every coach to provide a safe, secure and encouraging environment for each athlete. Coaches are held to the highest standard of professional conduct, on and off the playing field or court. Be aware of placing you or your staff assistants in “questionable” circumstances when working with athletes. Adhering to the Christian Academy code of conduct is mandatory. The integrity of our coaches is of utmost importance whether it is during a school related sports time or personal time. For the safety, protection and ability to remain above reproach, we are asking that you follow these procedures:

Cell Phones – Always keep parents in the loop with any communication you have with athletes. If texting, always include the parents in the text message.

Conversations – It is strongly recommended to have a 3rd party present during any conversation with an athlete. Please request the present of another coach, captain or student athlete.

Road Trips – You must have at least 2 student athletes with you at all times. Coaches must not be alone with an athlete during transportation or hotel stays.

End of Practice – Coaches may not be alone, at any time with an athlete. 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.

By agreeing to become a coach at Christian Academy, you agree to the following:

- Adhere to the signed statement of conduct (per application)
- Adhere to rules, regulations, policies and procedures as stipulated by the KHSAA, by the athletic policy manual, and otherwise by the Director of Athletics’ office.

COACHES REPORT OF ABUSE OR NEGLECT

Coaches are expected to take every step to ensure minimal risks to each athlete, take steps to reduce potential harm and report any situations in which an athlete appears to be experiencing any type of abuse (sexual, physical, neglect or emotional). A coach should immediately contact the Director of Athletics or a school principal to report any type of abuse or suspect of abuse. The Administration will then contact the Child Protective Services Agency. The Kentucky Juvenile Code requirements are summarized below.

- The Child Protective Services Program is mandated by Kentucky statute and declares a child’s right to be free from abuse and neglect. The Kentucky Unified Juvenile Code laws are contained in Kentucky Revised Statutes Chapters 600 to 645. The Code requires the immediate reporting of neglect; physical abuse, sexual abuse, sexual exploitation, and emotional abuse; and dependency of children whether it occurs in the home, the school, or other community settings. *Failure to make a report may result in criminal liability for both you and the school.*
- The Code requires that all reports be assessed and investigated by an agency or the police department or county sheriff’s department (within 48 hours), and that social services be provided

to children found to be experiencing maltreatment. Inherent in the code are two basic principles: a child's fundamental right to be safe and nurtured, and a child's basic right to be reared by his/her own parent, whenever possible. The Code also includes provisions for interviewing children who are the alleged victims.

- It is critical Academy that all information regarding a child remains completely confidential, with the exception of the appropriate school administrator. A coach should never approach an alleged abuser; this should be done by the appropriate agency/authority. All questions regarding these issues should be clarified with the Director of Athletics or the Superintendent.

COACHES RULES CLINICS AND TRAINING

All coaches are strongly encouraged to improve knowledge in their sport. All head coaches are required to attend one KHSAA Clinic for their sport(s). Furthermore, coaches are required to attend coaches training sessions offered by Christian Academy. Visit www.khsaa.org to view current Rules Clinic offerings and locations for your sport.

COACHING COMPETENCIES

Coaches at Christian Academy will be evaluated annually using the following guidelines.

1. Personal relationship with Jesus Christ – displays the fruit of the Spirit; pursues spiritual growth. Christian Academy desires coaches who seek God daily-Matthew 6:33.
2. Ability to disciple students and build a family-friendly team organization – develops opportunities for discipleship programs for coaches and athletes at all levels of responsibility; looks for opportunities to develop character; build relationships with families in a positive manner.
3. Fundamentally sound in sport and within that program – teaches fundamentals of sport to athletes and coaches; keeps informed to new methods through continuing education; makes provision for necessary equipment; oversees equipment and facility being used; requires athletes to achieve academic standards.
4. Promotes program within Christian Academy and community and at the collegiate level – encourages athletes to participate in all sports at all levels; develops relationships with local media; develops relations with coaches at collegiate level; prepares film and athletes for the recruiting process.
5. Works within the structure of the school and Athletic Department – obtains proper approvals for purchases; follows the guidelines of the KHSAA in regards to recruiting; obtains approvals for use of facilities; schedules practices and games with approval of the Director of Athletics.
6. Fosters positive relationships with families- exhibit a positive and caring approach; is willing to engage with parents to promote the athlete's well-being and achievement.

COACHING DUTIES-RELATED TO NEGLIGENCE LITIGATION

Several obligations or duties have been identified as absolute requirements for coaches. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.

- Duty to Plan
- Duty to Supervise
- Duty to Assess Athletic Readiness for Practice and Competition
- Duty to Maintain Safe Playing Conditions
- Duty to Provide Proper Equipment
- Duty to Instruct Properly
- Duty to Match Athletes
- Duty to Condition Properly
- Duty to Warn
- Duty to Ensure Athletes are Covered by Injury Insurance
- Duty to Provide Emergency Care
- Duty to Develop and Emergency Response Plan
- Duty to Provide Proper Transportation
- Duty to Select, Train and Supervise Coaches

COACHING PRINCIPLES

Hebrews 12:1-2

"Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight, and sin which clings so closely, and let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne"

- We say and do what honors and glorifies Christ
- We use athletics as a medium for discipleship-"Every Athlete A Disciple"
- We develop athletes spiritually, athletically and socially, in that order
- We are careful to encourage and edify, not to discourage and defeat
- We develop positive relationships with players and parents
- We have an effective and efficient practice plan
- We adhere to the starting and ending practice times
- We develop the continuity of the overall program-long term view
- We demonstrate a willing spirit of cooperation in regards to Christian Academy
- We display hospitality toward other coaches, officials and fans
- We demonstrate support and like-mindedness of these principles

COACHING RESPONSIBILITIES

1. Desired teams to schedule are to be submitted to the Director of Athletics so that each game/match can be contracted in a timely manner. A notebook containing game contracts will be kept in the athletic office. Any changes to game schedules must be submitted to the Director of Athletics for approval.
2. Coaches are responsible for staying with students after practices and games until all players have been picked up. Do not allow yourself to be left alone with the last athlete to be picked up. Ask the next to last athlete/parent to stay on hand until the last one is picked up. Do not leave an athlete(s) alone with the expectation they will be picked up.
3. Coaches must ensure that all forms are on file in the athletic office before a student may participate in practices/tryouts or games. The coaches will have a copy of the emergency contact information for each player with them at all times. Contact the athletic trainer to discuss how to use specific items in your first aid kits provided. i.e.: Heat Index Thermometer etc...
4. Varsity head coaches are required to submit team rosters for each team in their program to the Athletic office prior to first game/match so that we insure eligibility of all athletes. Rosters are to be updated when there are changes made to the team.
5. All purchases must be submitted the Director of Athletics prior to the order being placed. Unauthorized purchases may be subject to non-payment and will become your personal responsibility. Coaches need to stay within the parameters of their budget through the Director of Athletics to ensure that they know what is available for their program. All fundraising must be approved by the Director of Athletics.
6. Coaches must collect and inventory all equipment, uniforms, supplies and store properly in the equipment room. Stipends will be released when all items are collected and inventoried.
7. Coaches must provide a complete proposed practice schedule to the Director of Athletics at least 3 weeks prior to beginning of the season. All scheduling of the weight room is done through the athletic office.
8. Varsity coaches are expected to call scores into the Courier Journal (582-4361), TV stations (WAVE: 561-4144 WDRB: 561-7704 WLKY: 893-3671 WHAS: 582-7220 The Voice: 897-8900 Lexington Herald Leader; 1-800-274-7355 x3440) KHSAA and Rihards Scoreboard. This should be done win or lose. Coaches **must** send in all statistical state reports in a timely manner. Copies of all reports and media communications must be sent to the athletic office.
9. All coaches must report scores and highlights to the Director of Athletics and Principal by 8 A.M. of the next school day. Other announcements pertaining to practices and or games should be submitted at this time also. Team game results should be e-mailed to enews@caschools.us each week for submission to the Athletic Departments weekly sports newsletter, the **Centurion E-News**. A summary report of the team's statistics must be submitted at the end of the season at the time of the coach's evaluation.

10. Varsity head coaches are responsible for being familiar with requirements, deadlines, rules and regulations published in the KHSAA manual for your sport. Coaches not attending the annual required rules clinics will be responsible for the fine imposed by KHSAA. Rules clinic information is now available on-line at www.khsaa.org.

11. Varsity head coaches must submit accident reports to the athletic office within 24 hrs. If the athletic trainer is available, have them complete the report and turn in to the athletic office.

12. Coaches must keep accurate records/stats for the season and compile for future reference. A summary report of the team's statistics must be submitted at the end of the season at the time of the coach's evaluation.

13. Coaches must secure responsible individuals to do the announcing of games, concessions, scorebook and score clock for all home games. This can be done through the support of team managers and/or parents and the athletic office.

14. Head coaches must select the team captains based upon spiritual qualities first, then athletic ability. All leadership positions in athletics are spiritual. Coaches are responsible to see that no athlete is placed in a team leadership position if he/she is not a positive spiritual model in the community. You may seek input from the team members; however, the coach must make the final decision.

15. Varsity head coaches are encouraged to organize and implement summer camp programs for their sports in consultation with the Director of Athletics.

16. Varsity head coaches must help identify a parent representative for your program and must be approved by the Director of Athletics.

17. Coaches should proactively inform the Director of Athletics of issues, concerns, and events that may result in a complaint.

19. Coaches are NEVER to discipline athletes in anger and never display worldly anger on the sidelines despite the inevitable bad call and heat of competition. Such display will result in disciplinary action up to and including dismissal.

20. Coaches are responsible for adhering to KSHAA guidelines. Please read the guidelines carefully. Failure to follow guidelines may result in a coach being subject to fines ranging from \$50 to \$1000 for violations. The KHSAA guidelines are available on the KHSAA website and a copy of the KHSAA handbook is available in the athletic office.

COACHING REQUIREMENTS

Coaches of Christian Academy have certain requirements they must fulfill. Some of these are requirements of the KHSAA. Failure to fulfill or maintain certifications can cause a stipend to be held until completed or a coach not to be hired or rehired.

Kentucky law provides that, in the absence of an express contract to the contrary, a person's employment is for no specific term and may be ended "at will". This arrangement provides both the employees and the organization with the needed flexibility to adapt to changing needs, conditions or desires. Christian Academy follows this basic rule of Kentucky law and hires and employs its entire staff (including coaches) on an "at will" basis.

Payment of the agreed stipend is dependent on attendance at practices and games/meets and otherwise fulfillment of coaching duties as outlined by the athletic office. The agreed stipend may be factored or not paid based on lack of performance or adherence to school/athletic policy.

High School Coach minimum requirements:

- Completion of a Christian Academy employment application including a signed statement of faith
- Coaching Education Program (NFHS) (copy of certificate must be on file in athletic office)
- CPR/AED (every year) (copy of current certification must be on file in athletic office)
- Complete KHSAA Sports Safety Course
- Sport Rules Clinic Meeting (every year) on file with KHSAA
- Shall be 21 years of age;
- Shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 which is classified as a felony
- Shall submit to a criminal record check under KRS 160.380.

- Pre-season and Post-season meeting with Director of Athletics
- Classify in one of the following categories of KHSAA Bylaw 27

Level 1: Teaching certification

Level 2: Paraprofessional (64 Hours of college credit); Shall be persons holding a provisional or standard teaching certificate or having completed (64) semester hours of college credit from an accredited college or university. A copy of college transcript must be submitted and will be kept on file in the athletic office.

Middle School and Elementary Coach minimum requirements:

- Completion of Christian Academy employment application including a signed statement of faith.
- CPR/AED (every year) (copy of current certification must be on file in athletic office)
- Shall be 21 years of age (unless granted an exemption from the Director of Athletics)
- Complete KHSAA Sports Safety
- Shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 which is classified as a felony;
- Shall submit to a criminal record check under KRS 160.380.

COACHING PRIVILEGES - HOME GATE ADMISSION POLICY

Our athletic program values attendance at all of our home athletic events to support the school but more importantly our student athletes. We value the hard work that both our paid employees and volunteers put into all of our individual teams. We must also consider our financial responsibility to be good stewards of our resources as we support our wide range of athletic offerings.

The following guidelines are for free gate admissions for all home athletic events. (Exceptions: Holiday, District, Regional, and State tournaments)

- All paid administrators, staff, faculty and their spouse and children from all Christian Academy of Louisville Campuses.
- High School and Middle School Coaches and one guest
- The following volunteers on game day/nights only:
 - Gate, Concession, Announcer, Clock Operator
- All approved KHSAA, Coaches, officials, and Metro AD pass

Paid employees of the athletic department dedicate a lot of time and energy into our school and more importantly into our student athletes. With that in mind, we would like to be able to offer them a small perk on game nights from our concession stand. In considering this policy, we have to be good stewards of our financial resources including our concession program which generates funds that we put back into our individual teams and the entire athletic budget.

The following are the guidelines for paid athletic employees on their specific team's game day/nights or scheduled shift.

- | | |
|--|---------------------|
| • Athletic Directors | \$5 stipend |
| • Head Varsity Coaches | \$5 stipend |
| • Site Mgrs., gate workers, athletic staff | \$5 stipend |
| • HS assistant coaches | One Free Drink |
| • MS head/asst. coaches | One Free Drink |
| • Clock Operator/
Announcer/
On Field Volunteers | One Free Drink |
| • Officials/Referees | One Drink, sandwich |

CONDUCT

A. Student Conduct/Expectations

As members of athletic teams, athletes are high-profile representatives of Christian Academy. 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 and off the field/court
- Taunting opponents or officials
- Destruction of property
- Obscene gestures
- Derogatory or degrading comments

Student-Athletes are encouraged to:

- Play the game for fun
- Be gracious when you win and graceful when you lose
- Respect and abide by the rules of the game
- Put the team ahead of yourself in every situation
- Accept decisions made by those in authority
- Demonstrate respect to your opponents, coaches and teammates
- Be accountable for your own actions
- Develop a teachable spirit that allows you to take correction as a compliment
- Accept and embrace the discipline involved in athletics because it benefits the team (and ultimately you!)
- Develop 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

B. 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 Christian character should be represented at the cost of any positive results in a competition. The reflection of the Christian testimony outweighs the outcome of any contest.
- Players will be expected to shake hands with opposing players after the game, unless in the judgment of the coach, it would be counter-productive. It is a **coach's responsibility** to control players before, during, and after games. Christian Academy 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 head coach.
- A student who strikes, curses, or threatens an official or coach during a game, or at any other time, because of resentment over occurrences or decisions, or who fails to maintain a standard of conduct satisfactory to the KHSAA and/or the coaches and administration, will be ineligible for a period of up to six weeks and must pay the fine, if assessed, by the KHSAA to the school.
- A student who is ejected from a contest for a flagrant foul or unsportsmanlike conduct may be ineligible to participate in any contest for one week. If no contests are scheduled during that week, the student will miss the next football game, or the next two contests in any other sport, and must pay the fine, if assessed, by the KHSAA.
- All students who act in an unsportsmanlike manner, resulting in a letter/penalty, will be required to meet with the Director of Athletics before resuming athletic participation and may face school disciplinary action.

C. Dismissal Offenses

- The following is an overview of the philosophy of the Christian Academy Athletic Department on dismissal from a team. "Let no man despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." (1 Timothy 4:12).
- 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. The Coach's Letter to athletes and parents should cover these behaviors.
- Behaviors in the range of "dismissal offenses" for the student/athlete:
 1. Lying, cheating, stealing or aiding another to do so
 2. Drinking alcohol, smoking anything
 3. Any involvement in illicit drugs
 4. Behavior that causes the coach to consider the athlete an undermining influence
- The coach will not summarily dismiss a student in violation. The Director of Athletics will be given detailed information regarding an incident that includes the possibility of dismissal from the team. It could be that the offense, on the surface, does not seem to rise to the level of dismissal, but the coach has cumulative information regarding the student/athlete that puts the athlete in the category of incorrigible. It could be that the student's cumulative attitude and behavior damage the chemistry of the team and the coach's ability to succeed. The decision to dismiss a student athlete will be determined jointly by the Director of Athletics and the coach.

D. Spectator Conduct

To enhance a safe environment for all spectators and athletes, spectators are not permitted on the sidelines or on the courts before, during, or after an athletic contest. Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. The coaches, administrative liaisons, on-site manager, Director of Athletics, as well as the athletic department staff are responsible to see that spectators are kept off the sidelines and courts. Anyone who observes inappropriate behavior from our fans should address it personally and/or inform the on-site manager and/or Director of Athletics of such behavior. Only administrative personnel, or those designated by Christian Academy, may be on the sidelines. Follow these off-field rules and you will encourage good sportsmanship for the players ---and other parents.

- 1) Resist shouting out instructions. This is the coaches' job. When both coach and parents yell, kids get confused. "Urgent" advice yelled from the sideline almost never improves performance. All you are doing is venting your own anxieties.
- 2) Show appreciation for the play of the other team. Every decent coach tries to instill this positive attitude and it needs to be vigorously reinforced on and off the field. The last thing young athletes need is to cultivate hostility toward their opponents, who are often friends or acquaintances. Congratulate the opposition during and after the game and their parents as well. Fans/students/parents are to cheer **for** their teams and not **against** the opponents-Matt: 7:15-20
- 3) Leave the referee out of it. Referees do not care which team wins. Their mistakes are honest ones, and your child needs to know that you believe this. Any criticism or questioning of the referee shows an exaggerated focus on winning and a lack of respect for authority.
- 4) Help Kids cope with other parent's outbursts. Point out that the screaming parent must have forgotten that sports are supposed to be fun. Tell them that you intend to speak to that parent about his/her attitude and remind him/her of his responsibility of good sportsmanship.
- 5) After the game, give your child space and time and leave them alone except for encouragement. Your sportsmanship and behavior reflect upon the reputation of Christian Academy.
- 6) Bringing animals to athletic events is not permitted.
- 7) A spectator/parent/fan 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.

- Apply the “courtesy is contagious!” slogan at all times.
- Attend as many games as possible
- Do everything possible to make the athletic experience positive for our child and others
- View the game with team goals in mind
- Attempt to relieve competitive pressure, not increase it
- Encourage multiple-sport participation
- Release your children to the coach and the team
- Look upon opponents as friend 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
- Dignity mistake 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
- Be a good listener
- Accept the goals, roles and achievements of your child
- Ask your children questions about why they play, what their goals and roles are, and then accept young athletes’ reasons as their own

DEAD PERIOD MANDATED BY KHSAA

- The designated “**DEAD PERIOD**” (June 25-July 9) set by KHSAA and mandates the following:
 - Coaches may not have any contact with athletes during this period-NO EXCEPTIONS! *However, you can and should expect communications from the athletic department regarding upcoming fall sport information. This is within the guidelines of the KHSAA*
 - School uniforms, equipment and facilities may not be used by coaches and/or athletes during this time period

DIRECTOR OF ATHLETICS’ PARTICIPATION

Below are lists of items that require Director of Athletics’ participation and/or approval.

Staffing/Policy issues:

- Hiring of coaches/volunteers at all levels of the intramural, summer and sport programs
- Termination of coaches at all levels of the intramural, summer and sport programs
- Evaluation process of coaches at all levels
- Initiation of athletic handbook policies, procedures, or suggested changes
- Communications with other schools/coaches in matters relating to athletics or our teams
- Items that may be anticipated to be of interest to the Superintendent and/or Principals

Spiritual/Relational issues:

- Discipleship program and plans for implementation and follow through
- Crisis of a spiritual nature involving coaches/volunteers or athletes
- Moral or ethical failures of coaches/volunteers or athletes
- Any item or issue that may be brought to attention by a coach/parent or athlete
- Team issues such as fighting or injuries from athletic participation
- Suspension or expulsion of any athlete from our sport programs
- Informed on discipleship or spiritual highlights of teams and/or individual athletes

Scheduling/Events:

- All aspects of scheduling of practices or games for competition through athletic office
- Changes to games/practices regarding teams or times through athletic office
- Reserving gym/field/weight room/centurion hall space for intramural or athletic use
- In/off-season plans for all programs i.e.: mission trips/team camps/tournaments etc....
- Initial planning of all team outings/parties involving any of our sport teams as a group
- Planning of athletic awards nights on or off campus for any of our sport programs

Budget/Financial:

- Planning and implementation of the athletic budget for all sport programs
- Approval of all athletic expenditures i.e.: check request/purchase orders
- Approval of all plans for fundraisers
- Approval of all spirit wear items i.e.: pricing, themes, and logos
- Participation of athletes who do not pay sport fees must have Director of Athletics' approval
- Purchases of concession items for sale at our home games

ATHLETE DRESS CODE

Also, see Parent/Student School Handbook

- Jersey Day for HS Athletic Teams: Each team will be allowed to wear their jerseys or team t-shirts once
- during the season and once during district or regional play-off games. They may also wear them on
- jeans days or for pep rallies. Jerseys are to be worn with jeans. Sleeveless jerseys are to be worn
- with a shirt underneath or a team t-shirt may be worn instead of a jersey. Coaches will decide
- when the team may wear their jerseys and should communicate these dates to the Principal via
- team captains.
- Students must travel to and from games in team uniforms, team warm-ups, team shirts, shirts and ties, or attire conforming to the school dress code, as designated by the coach.
- Students are to look neat and clean at all times when representing Christian Academy. All shirts must be completely tucked in and pants worn at the natural waistline.
- Athletes are not permitted to wear jewelry, including body piercing, during practices or games.
- The Christian Academy policy on facial hair and hairstyles will be followed; however, the coach may impose additional requirements.
- Undergarments may not be visible and are not acceptable as outer garments in any athletic facility.

COACHES DRESS CODE

Coaches are expected to use good judgement in dressing for Call Athletic Events in a manner that reflects modesty, neatness and cleanliness.

- Coaches should dress in a professional manner determined by the Director of Athletics with proper coaching attire, coaching shirts, dress pants; proper shoes (no sandals, flip flops).
- Male coaches may NOT wear earrings, spacers, or any device resembling earrings at school or at school functions.
- ALL Coaches may not have any other visible body parts pierced, including tongues, noses, etc.
- No visible tattoos are allowed.

EQUIPMENT AND UNIFORMS

- Athletic uniforms are the property of Christian Academy and must be returned at the end of the season.
- School colors are Royal Blue, Red and White.
- Students must pay for any lost or damaged equipment or uniforms.
- All uniforms must be collected, inventoried and stored for future use. Coaches do not receive pay until this requirement is met.

FUNDRAISING

The Director of Athletics must pre-approve all fundraising projects even if it is one of the items listed below. Once a project is approved, it must be re-approved each school year. Each Head coach & parent representative will be responsible to help raise any additional funds necessary for the program.

Approved methods of fundraising include:

- Banners Sales
- Program Advertisements
- Percentage of Sale Events
- Sweat Equity Activities
- Concessions

GUIDELINES FOR THE USE OF PRIVATE VEHICLES

An Authorization Form for Motor Vehicle Records Check (MVR) is required for the school's use in determining if you will receive or maintain authorization to drive on school business. Only information related to driver's license will be obtained for current employees, applicants offered employment and volunteers.

As a condition for driving any vehicle on school business (including your personal vehicle or a school vehicle), drivers must give Christian Academy authorization to conduct a MVR check and provide all necessary information for the check (please allow 2 business days for this process to be completed). Driving on school business will be prohibited if authorization to conduct a MVR check is not given. An MVR check will be conducted periodically (typically annually) unless the Human Resources determines a more frequent check is necessary. You will be provided a copy of the MVR check if requested and will receive a copy if its contents will affect the authorization to drive on school business. Because a suspension of your authorization to drive may impact upon your employment, you and your department will be notified if your authorization to drive on school business is suspended or at risk of being suspended.

Any driver who continues to drive on school business after refusing to authorize a MVR check or after authorization to drive on school business has been suspended will be subject to the corrective action procedures contained in the school's staff, athletic, or general policies, as applicable. Such drivers will be deemed to be acting outside the scope of their employment and will not be covered by Christian Academy of Louisville insurance and indemnification policies. In the event of a claim or suit arising while driving on school business under these circumstances, the driver will not be indemnified.

Drivers authorized to drive any vehicle on school business must report to the Business Office any accident occurring while driving a school vehicle, any license suspension, and any conviction for a moving violation (whether the violation occurred on or off the job). Christian Academy will conduct a MVR check if an individual meets any of the following situations:

- Employees who drive or who are expected to drive on school business at any time whether using a school or a personal vehicle.
- Individuals offered employment into a job for which authorization to drive on school business is a requirement of the job.
- Anyone using a vehicle from the school or renting from an outside agency in the name of (or on behalf of) Christian Academy of Louisville.
- Anyone who has had a vehicular accident while on school business or in a school vehicle.
- Anyone asked to drive by a coach for the purpose of transporting members of a team to an athletic event (i.e. game, practice, tournament, team camp, etc.).

If you or one of your parents is in one of these categories, complete and submit this form to the **business** office or the athletic office. (See Appendix D for form)

Christian Academy of Louisville teams may travel no further than 45 minutes from the school for a weekday trip without special permission. The approval of the Director of Athletics is required for any weekend trip or trips taken during school breaks that extend up to 300 miles. Any trip over 300 miles must have approval of the Director of Athletics and principals. This is for consideration of family time and financial obligation. Teams may only take a trip over 300 miles every other year.

- Team traditional bus is used for games/meets that are not more than 45 minutes away.
- Charter bus is used when the event is over 45 minutes to destination and for State Champion games/meets and for any extended stay tournaments.

Christian Academy Hazing Prohibition Policy

Purpose - The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members, Hazing activities of any type are inconsistent with the spiritual and educational goals of Christian Academy and are prohibited at all times.

General Statement of Policy –

- No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.
- No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- This policy applies to hazing behavior that occurs on or off school property and during and after school hours.
- Christian Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, coach, teacher, administrator or other school employee, contractor or volunteer who is found to have violated this policy.

Definitions

- "Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- "Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official, such as a coach or the Athletic Director. The Principal is the person responsible for receiving reports of hazing at the building or school level. Any person may report hazing directly to the Human Resources Director also.

Teachers, administrators, other school employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the Athletic Director or Principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, promotions or work assignments.

School District Action

Upon receipt of a complaint or report of hazing, the Athletic Director or school shall undertake or authorize an investigation by the Athletic Director, school administrator or Human Resources. The Athletic Director or school may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the Athletic Director or school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. The school action taken for violation of this policy will be consistent with other school policies.

Reprisal – Christian Academy will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or

hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Dissemination of Policy - This policy shall appear in each school's handbook and in the employee handbooks. Further, it will be disseminated to coaches, athletes, parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

*Adapted from appendix C of the Becker Senior High School Handbook, Becker, Minnesota.

HIRING PROCESS

All prospective coaches must complete an application and a background check before helping, in any capacity, with a sport team. This will be done by the Athletic Administrative Assistant and the Human Resource Department. When there is a coaching vacancy, the following hiring procedure will be followed:

- All candidates must complete a Christian Academy coach's application.
- The following interview process will be followed:
 - The athletic department will check references.
 - Candidates for a head coaching position will interview with the Director of Athletics.
 - Candidates for assistant coaching positions will interview with the head coach and Director of Athletics.
 - Candidates for volunteer positions must interview with the head coach and Director of Athletics.
- Upon completion of the interview process, a hiring decision will be made.
- A background check will be initiated
- If a candidate receives an offer upon acceptance he/she must complete all necessary personnel forms prior to attending any practices.
- An individual offered a stipend for his/her coaching responsibilities will not be considered an employee of Christian Academy until his/her personnel forms have been completed.
- This complete procedure must be adhered to, prior to hiring. Under no circumstances are individuals allowed to work with our student-athletes until they have had a completed background check performed by our Human Resources Department.

INTRAMURALS

Intramurals are for elementary students in grades K-5. This program serves as an introduction and feeder program into the Christian Academy athletic programs in which students will learn the basic fundamentals of each sport and will gain valuable participation experience.

Intramural sports offered are:

Fall: Cross Country, Volleyball, Tennis, Flag Football, Field Hockey

Winter: Boys' & Girls' Basketball, Cheerleading

Spring: Cross Country, Tennis, Lacrosse, Field Hockey

LETTER JACKETS/LETTER SWEATERS

Student-athletes may earn a varsity letter by participating on a Varsity team for an entire season and be in good standing with the coach for that season. The school does not purchase jackets; however, if the student-athlete earns a varsity letter, he/she may purchase a letter jacket or letter sweater. Please check with the athletic department for more information concerning letter jackets.

MAKING THE TEAM

Athletics exist at different levels at Christian Academy. These include Intramural teams, Middle School teams, Freshmen teams, Junior Varsity teams and Varsity teams. Christian Academy is a member of the Kentucky High School Athletic Association (KHSAA) and, at the varsity level, competes for district, regional and state championships.

As a student moves through the Middle School and the 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 friends are all on the team, or because it is his /her senior year.

Christian Academy desires to be as competitive as possible at the varsity level, so only the athletes with the highest skill level and the strongest work ethic are selected for varsity teams. Additionally, coaches must maintain a balance of (depending on the sport) 8th, 9th, 10th, 11th and 12th graders on varsity teams in order to perpetuate an on-going strong competitive program. Coaches will give every student trying out for a team every opportunity to demonstrate his/her ability and skill level. 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 has to do, and it must be done in fairness and in kindness. Remember, if you see an interpersonal conflict coming; enlist the counsel of the Director of Athletics before it arrives.

Student-athletes will be evaluated year round, as well as during tryouts. Skill drills, dependability, effort, and team leadership are also part of a coach’s evaluation. In addition, coaches look for other attributes:

- Muscular strength
- Muscular endurance
- Flexibility
- Cardiovascular fitness
- Sports specific skills
- Vertical leap and agility (ability to move and change directions)

Coaches will inform parents and student-athletes early when they feel the student’s chances are slim, based upon returning athletes and space on the team. This will enable the athlete to seek a sport or a team that will give him/her a better chance for success.

MULTI-SPORT ATHLETES

- Coaches at Christian Academy will encourage athletes to participate in multiple sports throughout the year. High school is a time when trying different sports should be encouraged.
- Students who are a member of a Christian Academy athletic team are strongly encouraged NOT to participate on any other team that is not affiliated with Christian Academy 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. Athletes can only participate on one Christian Academy team per season.
- 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 other Christian Academy team until the original team’s regular and post-season play is completed.
- In the event an irresolvable conflict arises in performance dates relative to scheduled participation in both Fine Arts and Athletics, please adhere to the following guidelines:

- It is our desire at Christian Academy to maximize the participation of our students so that they may grow in their areas of giftedness.
- Performing Arts are considered part of the academic curriculum.
- Scheduling situations require individual attention from administrators (Director of Athletics, Fine Arts Director and the Principal).
- ⊖ Coaches need to anticipate potential conflicts in scheduling and seek to resolve these issues with the Director of Athletics and the Fine Arts Director before they present themselves.
- The Director of Athletics is to ensure full communication, upon learning of the conflict, among all impacted parties (e.g.: student, parent, coach, teacher, and principal.)
- ⊖ If there is an unavoidable conflict which cannot be resolved by the Director of Athletics and Fine Arts Director, the HS/MS Principal, with input from all parties, will make the decision on what and how the student will participate.

NON-SCHOOL TEAMS

- **Athletic Department's Role**
 - It is the desire of the Christian Academy Athletic Department to avoid conflicts of interest and to encourage each family to decide what is best for them.
 - The athletic department will maintain an "arms-length" relationship with non-school teams.
 - The school will restrict the use of school owned athletic uniforms, equipment, and the Christian Academy names and logos for non-school teams.
 - We are obligated to ensure that our in-season coaches follow Christian Academy policies as they are representing our school to the athletes, parents, and community.
- **Coach's Role**
 - During the school team's season, a Christian Academy coach may not create or organize a non-school team for the sport in which they coach. Christian Academy coaches may be permitted to accept coaching responsibilities for non-school teams if such teams are created and organized by parents and/or others (e.g. Church, Middletown Recreation, Jeffersontown Optimists, etc.). The Director of Athletics must approve such coaching engagements in advance.
 - During the school team season, coaches will under no circumstances require, encourage, or otherwise recruit their school team players to participate on non-school teams. Additionally, coaches may not use a players participation, or lack thereof, on a non-school team as a means of measuring the players commitment to the school team.
- **Parental Role**
 - The parents shall drive the creation and organization of non-school teams, including the selection of a coach.
 - It is solely the parents' responsibility to decide whether or not their child participates on any non-school team. We believe that parents are in the best position to understand the needs of their child and family relative to Biblical instruction regarding the Sabbath.

OUT OF TOWN ACTIVITY GUIDELINES

The Director of Athletics must be provided an overview of the trip. Varsity teams should have their entire schedule, including transportation approval, location of games, emergency numbers, etc. turned in and approved at least one month before the season begins.

1. A mandatory parent meeting must be held at least two weeks prior to the trip. A permission form and behavior contract is to be signed by both parents and students. Suggested items to consider when planning out of town activities:

- Time, place and location of activity
- Telephone numbers to reach in case of an emergency
- Returning arrival time
- Arrival time location
- Arrival time location because of weather conditions
- Fees in on time and good order
- Travel arrangements must be made and approved at least two weeks prior to travel

- Letter to parents informing time of departure, telephone numbers, etc. include:
 1. Mode of travel
 2. Coach's name
 3. Location and arrangements for lodging
 4. Also, include all necessary items under "Suggested Items to Consider"
 - Adequate adult assistance and supervision
 - Completed forms for all students
 - Completed background check forms for chaperones at least one week in advance
2. Coaches are both primarily and ultimately responsible for ensuring all trips are safe, edifying, and God-honoring. Coaches need to be vigilant and alert to prevent potential problems. Pray that the Holy Spirit would prompt you to anticipate any problems that would threaten the success of the trip.
3. Christian Academy of Louisville teams may travel no further than 45 minutes from the school for a weekday trip without special permission. The approval of the Director of Athletics is required for any weekend trip or trips taken during school breaks that extend up to 300 miles. Any trip over 300 miles must have approval of the Director of Athletics and principals. This is for consideration of family time and financial obligation. Teams may only take a trip over 300 miles every other year.
- Team traditional bus is used for games/meets that are not more than 45 minutes away.
 - Charter bus is used when the event is over 45 minutes to destination and for State Champion games/meets and for any extended stay tournaments.
4. With any trip, an agenda of the trip must be submitted for Director of Athletics approval. Information for trips should include: agenda of specific sporting event including number of games, estimated costs, chaperones, a list of extracurricular events schedule the team will be following while on the trip, phone numbers, and any other pertinent information. The team will be expected to travel together as a group. The trip should be considered a team building activity. Coaches are responsible for team members whether parents attend the event or not. The following are the order to use when deciding on lodging.
- KHSAA Recommendations
 - Distance from Venue, proximity location
 - Hotel not below a 3.5 star rating.
5. Following formal approval by the Director of Athletics, the Director of Athletics will meet with the coach to finalize plans and discuss expectations for the trip. Trips must be approved before being contracted. All trips planned must be approved through appropriate channels before they are publicized with specific information to parents or team members. According to KHSAA rules, no trips are to result in loss of school time.
- The Athletic Department will reserve and pay all costs deemed necessary for hotels during district, regional, and state competitions. Hotel expenses for regular season tournaments or meets are the responsibility of the athletes.
 - For safety and team reasons, all rooms will be booked for no less than four athletes. Parents may not purchase individual rooms for their athletes.
 - Coaches may not share rooms with athletes and students may not be in a room alone.
 - Parents may be asked to stay in separate lodging, due to "team" reasons.
 - Parents are responsible for making their own lodging reservations.

MEAL REIMBURSEMENT PLAN

Meals are \$30.00 per day if doing breakfast, lunch, and dinner. Individual meal coverage.....breakfast is \$5.00, lunch \$10.00, dinner \$15.00. This is only while out of town for State Tournaments.

PARENT/PLAYER MEETINGS

We will have a mandatory parent/player meeting for each sport when the coach can speak to his/her respective program. Information pertaining to the following is to be covered:

- Discipleship plan
- Student eligibility
- Practice and game schedules
- Team rules and expectations-missing practices, dress code etc..
- Philosophy and vision for the programs

- Team costs/fees/spirit wear
- Team discipline policies
- Protocol for conflict resolution
- Off-season calendar and expectations
- Parent involvement
- Coach, parent, and player relationships
- Playing time
- Hazing
- Uniform care
- Sportsmanship
- School grade policies
- Inherent risks involved in the sport
- Requirements for lettering
- Any other sport specific information

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. A student who suffers a loss of consciousness during a practice or contest may not resume athletic participation until receiving written clearance from a physician. An injury report must be filed in the athletic office within 2 days of any incident.

PLAYING TIME

Playing time will be based upon the level of the team. The following guidelines have been established to give clarity to this sensitive issue.

- **Intramurals:** Minimum requirements for playing time for all participants.
- **MS Teams:** We value each player's development so all athletes at the middle school level will have playing time during the season. Player preparation, talent, safety, and game circumstances all impact the amount of playing time for each athlete. Coaches have primary discretion over determining athletes' playing time. 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.
- **HS Teams:** Coaches have primary discretion over determining athletes' playing time. Athletes' are not guaranteed playing time in any of the games; however, they will have the opportunity to develop their skills in practices and contribute to the team as directed by the coach.

POLICY ON BRINGING UP ATHLETES

- 6th grade teams are available primarily for 6th graders and possibly 5th graders, based upon need of the program and skill level. The focus is on the development of individual and team skills, sportsmanship, and having fun.
- 7th and 8th grade teams are available primarily for 7th and 8th graders and possibly 6th graders, based upon need of the program and skill level. The focus is on the development of individual and team skills, sportsmanship, and having fun.
- Freshmen teams are for 9th graders and possibly younger grades based upon the need of the program and skill level of the athlete. The focus is on the development of the individual and team skills and sportsmanship.
- Junior Varsity teams are an advanced developmental program available primarily for students in grades 9-11 and possibly younger grades based upon need of the program and skill level. This level is to prepare skills and ability for the varsity level.
- Varsity teams are advanced programs primarily for 9-12 graders and possibly younger grades based upon the need of the program and skill level. Skills and ability are at a high level. These athletes are the leaders of each program in and out of the athletic arena. Exemplary sportsmanship and commitment to excellence is a high priority.
- It is the desire of Christian Academy athletics to develop each athlete and program with a long-term view in mind. This will be best served as we provide opportunity for our athletes to compete

together as a group and develop as a team. Therefore, coaches must seek the approval of the Director of Athletics when considering bringing up younger athletes to a higher-level program.

PRACTICE CLOTHING/SPIRIT WEAR

- Coaches may require team members to purchase spirit wear items- practice clothing bearing the school name and sport. This may include: practice uniforms, shorts, t-shirts, hoodies, and bags. Spirit wear are non-budgeted items, paid for and kept by the athlete. Spirit wear price limits are as follows: V=\$350; MS=\$150. (Any exceptions must be approved by the Director of Athletics).
- Students are not permitted to wear revealing clothing, clothing with references to alcohol, tobacco, drugs, profanity or Satan, or clothing that has offensive symbols. All spirit wear must be approved by the Director of Athletics and may or may not be approved to wear to school-see school handbook.
- In order to gain continuity, clarity, and unity, here are the guidelines that we will be following as it relates to Christian Academy Athletic Apparel/Equipment Items. This will be the filter used in approving all athletic apparel and equipment items:
 - A.** Uniforms or other apparel/equipment items kept by the school:
 1. Use only the two approved logos
 2. Use only the official school colors of Royal Blue, Red and White
 3. Subject to Director of Athletics Pre-Approval
 - B.** Spirit Wear-items purchased by the player/parent and kept at home
 1. If the school logos are used, they must stay in their original form and not modified in any way, shape or form
 2. The universal symbol for the sport may be used i.e.: track, lacrosse, basketball, football etc....
 3. Use of school colors are recommended, however, other colors can be used with prior Director of Athletics approval
 - C.** All orders must be placed through the Christian Academy approved vendors.

RECRUITING POLICY

- Pupils: (both domestic and foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.
- Definition: Recruiting is defined as an act, on behalf of or for the benefit of,
 - a) A school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.
 - b) An athletic coach or any other member of the school staff shall not influence a student even if the student, his/her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
 - c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.
- Penalty: Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of such recruitment shall be guilty of willful neglect of duty, misconduct, and/or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches, such as, but not limited to an Director of

Athletics, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This regulation shall also apply to students or their parents.

RETRIBUTION

There is perception by some that when one voices an opinion or concern about a coach or the Athletic Program; the student athlete will be subject to retribution by either a coach or other staff members. The Director of Athletics and coaches are committed to ensuring 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/parent suspects that some form of retribution surfaces as a result of voicing a concern, or opinion, he/she should contact the school's Director of Athletics immediately.

SCHEDULING GAMES

1. The Director of Athletics and Head Coach are responsible to schedule all games. Generally, at least 50% of a teams' schedule should be home games.
2. The Athletic Scheduling Coordinator has been delegated the responsibility for scheduling all games and practices for each program at every level in consultation with the Director of Athletics.
3. The head coach's responsibilities regarding the scheduling of practices/games:
 - Consult with the Athletic Scheduling Coordinator before scheduling any practices/games
 - Submit a list of proposed practice dates/times to the Athletic Scheduling Coordinator for consideration and approval
 - Submit a list of proposed teams, including the district teams, you want to play along with specific request i.e.: not playing a team in the same week as another team etc.
4. Attend the district or conference scheduling meeting on behalf of or with the Athletic Scheduling Coordinator and schedule games using the school calendar to avoid conflicts.
5. Upon approval, the head coach may do the scheduling of the games and then submit the completed schedule to the Athletic Scheduling Coordinator for review.
6. The Athletic Scheduling Coordinator will enter all practices and games into our scheduling system to ensure there are no conflicts regarding facilities etc.
7. The Athletic Scheduling Coordinator will finalize the schedule, send out contracts, confirm games, confirm officials, and confirm site managers and concessions.
8. The Athletic Scheduling Coordinator will communicate any changes to the schedule through our scheduling system.
9. Coaches should request any changes, additions, or cancellations to the schedule through the Athletic Scheduling Coordinator to ensure effective communication and excellent process.
10. Visit www.highschoolsports.net to view your team's schedule.

SEASON AND PRACTICE GUIDELINES

- Coaches should cover practice expectations in a pre-season meeting and/or informational letter.
- Varsity coaches shall advise and give direction to lower level squads in such areas as fundamentals, drills, patterns, offenses, defenses, conditioning, and coaching techniques.
- 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. Supervised study halls for teams with late practices are mandatory. Please arrange for your student accordingly.
- Summer practice may begin after the school year is completed. However, no catastrophic insurance is available. Weight lifting is not considered practice. Conditioning is considered practice when sport specific drills are used.
- 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.

- During the week while school is in session, HS teams may practice all 5 days no longer than 2 ½ hours and MS teams may practice 3 days no longer than 2 hours. Exceptions must be approved by the Director of Athletics. Practice will be scheduled between 3:15 and 9:00 p.m. when school is scheduled. Wednesday practices for HS teams will end by 5:15 p.m., without exception, so that our students may attend church. MS teams may practice on Wednesdays; however, HS teams will have priority due to space issues. **NO SUNDAY PRACTICES!**
- Saturday Practices are acceptable, however, should be an exception rather than a rule and should not be more than 3 hours long. With the approval of the Director of Athletics, practice may go longer than 3 hours on a Saturday, however, it should be broken up into two sessions with a rest period in between and should not exceed 4 hours total.
- There is to be no school-sponsored activity, programs or events on Sunday. Any exceptions to this policy must be submitted to the Director of Athletics in writing, and approved in writing by the Director of Athletics and Superintendent.
- School Team State Tournaments are eligible for Sunday practice consideration as an exception, but require prior approval by Director of Athletics and the Superintendent.
- Wednesdays are reserved for mid-week worship and family time. Games/meets will not be scheduled on Wednesday nights and high school teams will have priority for practices due to limited space and time. All practices will end no later than 5:15pm.
- All potential student-athletes must have an up to date KHSAA Sports Participation/Physical Form on file in the athletic office before they can participate in any pre-season or off-season conditioning program held or sponsored by Christian Academy and/or by any member of the Christian Academy coaching staff. Furthermore, all coaches must have completed all the necessary coaching requirements for either MS or HS before they conduct such conditioning programs.
- The athletic office will send out the rosters, to the best of our knowledge, of who may participate on a team each season as a reference and check point. Please review the rosters to ensure that every athlete who is participating in a Christian Academy pre-season or off-season conditioning program has a physical on file. Please do not allow any athlete to work out until he/she turns in his/her physical and you receive verification from the athletic office that he/she has been cleared. Also, if there are new athletes participating that are not on the roster you receive, please send that updated information to athletic office so we can update the rosters accordingly.
- All off-season activities must be scheduled and approved by the athletic department.

SENIOR RECOGNITION

Senior athletes will be recognized at the final regular season home game for indoor sports and the second to final home game for outdoor sports. This will be an opportunity for the team and coaches to express gratitude for the investment that the senior student-athlete and his/her parents have made to the team. Coaches should plan this in consultation with the athletic office and solicit parental support. **No senior gifts are to exceed \$50.00.**

The athletic office will approve the date and will provide the following:

- Flowers to each senior athlete to be given to the parents
- Senior Recognition Form
- Set up of microphone and table for ceremony
- Director of Athletics/Principal will be at the game to congratulate the senior athletes and parents

The head coach will be responsible for the following:

- Confirming the date with the athletic office and communicate that date to your team/parents
- Pick up flowers at the athletic office and arrange for proper set up of event

Social Media Guidelines

Summary and Purpose

Social media (including, but not limited to, Facebook, Twitter, Instagram, Tumblr, Flickr, and Pinterest) is the fastest growing form of communication in the United States. When used appropriately, social media has the ability to encourage respect, spark positive and productive dialogue, and strengthen relationships.

Christian Academy uses social media for the primary purpose of interacting with and building community with current and prospective families, with the goal of encouraging families to engage more deeply with our mission of developing students with a heart for God.

As an employee of Christian Academy School System, you are seen by students, parents, alumni, fellow staff and faculty, and the community-at-large as a representative of the school.

As agreed to in the Christian Academy Employee Handbook on page 26 under **Standards for Christian Lifestyle, point 2**, each employee agrees to manifest by daily example the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow employees. Each employee agrees to be a role model in judgment, dignity, respect, and Christian living. These **Standards for Christian Lifestyle** apply to content posted on and usage of social media channels as well.

The following social media guidelines and best practices are intended to provide practical, helpful advice for both **personal and school-owned** social media accounts to protect both you and Christian Academy as the school seeks to embrace social media. Communication posted on social media is in the public domain, even if it is posted on a personal account, and great caution should be used. These social media guidelines are to be used in conjunction with the Technology Responsible User Policy/Employee Agreement.

Social Media Guidelines

1. Keep Christian Academy's mission prominently in mind: Your social media account may be someone else's looking glass into life at Christian Academy. Even when you are speaking or writing as an individual on your personal account, people may perceive you to be speaking or writing with a Christian Academy perspective. Always demonstrate loyalty to Christian Academy, families, students and our community of believers as followers of Christ. **{Galatians 6:10}**

2. Uphold Christian Academy's Values and Its' Brand: A brand is a promise which embodies the values an organization holds dear. It is an emotional and psychological relationship Christian Academy has with families, students, alumni and the community that interact with us. A brand holds great value, and is difficult to repair when damaged. Maintaining the integrity of the Christian Academy brand in social media is a critical component of trustworthy, consistent communication.

{Psalm 19:7-10}

3. Post, tweet, blog or engage using respectful, positive language: Consider all comments and posts as public information, and make sure that what you're contributing to the conversation is building up others and community. **{1 Thessalonians 5:11}**

4. Keep your cool: One of the goals with social media is to create dialogue, and people won't always agree on an issue. When confronted with a difference of opinion, stay cool. Express your points in a clear and loving way. Don't pick fights. **{James 1:19-20}**

5. Take responsibility for what you post, tweet, blog or write: Whether or not you have minimal or maxed-out privacy settings, understand that any content you post online should be considered public, and that it will most likely live on the Internet forever. Whatever content you

post online is a reflection of you, as well as the school —and remember that personal sites are not authorized to speak officially on behalf of Christian Academy. **{Galatians 6:10}**

6. Respect the privacy of others: Don't publish or cite personal details (even if names are not mentioned) about students, student performance, prayer requests, illness updates, interactions with parents, fellow staff and faculty, alumni or vendors without prior permission. **{Romans 12:10}**

7. Let your followers know what you're up to: Because you're seen as a representative of the school, your friends and followers are interested in what you're doing. You provide a unique perspective into life at Christian Academy. Honor Christ by sharing testimonies, bearing witness to His work in your life and at school. Share your connection to school events by tagging Christian Academy in your posts and tweets, reporting on activities and happenings. **{Psalm 22:30-31}**

8. Respond with grace, or not at all: When encountering a confrontation from a disgruntled friend or follower, pause to consider how your response will be interpreted by the reader. Take a positive approach to your response, or make a decision to not respond at all. **{2 Timothy 2:1}**

If you feel frustration or anger, go directly to the person and practice biblical conflict resolution. Social media is not the place to vent disagreements, air issues or engage in disputes. **{Matthew 18:15}**

Rule of Thumb: When engaging in social media, Philippians 4:8 provides a great filter to help determine which comments and thoughts are appropriate to post or tweet:

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.

Failure to abide by these social media guidelines could result in disciplinary action up to and including termination.

Questions about social media guidelines? Please contact the Director of Marketing and Communications.

STRUCTURE OF THE ATHLETIC DEPARTMENT

Director of Athletics

The Director of Athletics serves under the direction of and has a direct reporting relationship with the Superintendent. The Director of Athletics oversees the total operations of the athletic department and is assisted by the Assistant AD and other members of the athletic staff.

Assistant Director of Athletics

The Assistant AD is an extension of the Director of Athletics in matters pertaining to the department. It is his/her function to assist the Director of Athletics in carrying out specific responsibilities of the department. The Assistant AD will have a supervisory role over the Middle School and Intramural Programs.

Athletic Scheduling Coordinator

The Athletic Scheduling Coordinator will work with the coaches, schools, officials and volunteers to schedule all practices and games home and away.

Athletic Administrative Assistant

The Athletic Administrative Assistant has many responsibilities which include verifying the eligibility of coach's certifications and student athlete forms, and processes athletic department purchase orders, accounts payable/receivable.

Sports Information Coordinator

The Sports Information Coordinator handles the weekly Enews, press releases, media contacts, designing ads/programs, announcements, athletic website, and compiling records and statistics.

Site/Grounds Manager

The Site/Grounds Manager serves the athletic department in preparation of game fields and other site functions. The Site/Grounds Manager reports to the Director of Facilities.

Athletic Trainer

The Athletic Trainer is contracted to Christian Academy through the KORT program. He/she works and serves at the discretion of the Director of Athletics and ensures proper supervision of our HS athletic teams to provide assistance during any injury or incident that may occur with priority given to high impact/collision sports determined by the Athletic Trainer and Director of Athletics.

Site Managers

Site Managers oversee all aspects of home contests including: set-up, providing supplies, insuring player/spectator safety, coordinating volunteers, game receipts, and field/gym breakdown.

Concession Coordinator

The Concession Coordinator manages all concession stands including: purchasing, set-up, inventory, procedures, receipts, and training.

Campus Store Coordinator

The Campus Store Coordinator manages the overall operations of the athletic store including inventory, sales, and merchandising.

Varsity Head Coaches

Varsity head coaches will have a direct reporting relationship to the Director of Athletics on all functions of their positions, including program administration, operations, facilities, etc. Varsity head coaches, under the direction of the above outlined structure, will be responsible for the coaches on their coaching staffs, at the varsity, junior varsity, middle school levels and intramurals. In an effort "to build successful programs, the Varsity coaches will work with the Director of Athletics to help recruit, hire, train, and mentor the coaching staff of each sport. Each Varsity head coach is responsible to oversee his/her total program. This oversight will include staffing, budget management, media relations, equipment and uniform inventory control, etc. A solid unified relationship with the Director of Athletics is essential for this position.

Assistants/JV/MS Coaches

All other coaches are to report directly to the varsity head coach of the program they are coaching. The main function of the coach is to support the mission and vision of the head coach and that of Christian Academy Athletics. The head coach will assign specific job responsibilities.

STUDENT ELIGIBILITY

Christian Academy of Louisville is a member of the KHSAA, (Kentucky High School Athletic Association), which is the governing body for Kentucky high school athletics. Questions pertaining to KHSAA rules and regulations can be asked of the Director of Athletics or his assistant. Answers can be found in an updated KHSAA handbook, which remains in the Director of Athletics office or at www.khsaa.org.

A. Academic Eligibility-High School

According to KHSAA rules and Christian Academy regulations, student athletes must maintain certain grade requirements. At the end of each week, the school administration checks grades of athletes and sends a report to the Director of Athletics of students who do not meet the guideline requirements. The grade requirements are as follows:

Minimum Academic Requirements

1. Cumulative Grade point average must be 2.0 or better.
2. No "F" academically in any subject.

Note: Any student not fulfilling these academic requirements is INELIGIBLE for ONE WEEK which will run from Saturday (12:01 am) to Saturday (12:01 am). Ineligible students may attend practices. They may attend home games as spectators only and may not attend away games Monday through Thursday. It is expected for these athletes to be home studying. At the next grade check, if the student has improved and met the minimum academic requirements they will be eligible to play in the next game. If not, the student remains ineligible for one more at the next grade check, if the student has improved and met the minimum academic requirements, he will be eligible to play in the next game. If not, the student remains ineligible for one more week.

Eligibility runs from midnight Friday to midnight Friday.

B. Academic Eligibility-Middle School

Academic grades are checked every Friday to determine sports eligibility. Student athletes are required to maintain above a 2.0 GPA and no grades of "F". Failure to meet this requirement will result in the student athlete being ineligible to participate in games for a time frame of one week.

If the student's ineligibility continues through the next grade check or a pattern of ineligibility develops he or she will be ineligible to participate in games and practices until they have reached eligibility status. Eligibility runs from midnight Friday to midnight Friday.

C. Limits of Eligibility

Students in grades 8-12 are eligible to try out for all High School sports. Students may not repeat any grade and participate in sports in that 2nd or "repeating" year. A student who turns 19 years old before August 1 of a school year is not eligible to participate in athletic competition.

D. Residence Requirements

A Student shall be eligible in the school year in which he or she first enrolls each school year, or makes himself or herself a candidate for an athletic team by engaging in a practice prior to enrolling in any member school. The student shall be eligible in that school so long as he or she remains enrolled at that school and meets all other eligibility requirements.

E. Transfer Students

Issues relating to students transferring into Christian Academy should be referred to the Director of Athletics and the KHSAA policies on transfer students.

F. Home-School Participants

The current stipulation is that no home-schooled athlete may participate on any HS level teams sanctioned by the KHSAA. Additionally, CAL does not allow home-schooled students at the MS level but will allow for intramural (non-scholastic) teams.

G. Required Forms/Fees-found on www.caschools.us/centurion-athletics

- **KHSAA Sports Participation/Physical Examination Form** -All student athletes must have a "KHSAA Sports Participation/Physical Form" turned in before he or she attends tryouts or practices. All information is mandatory on the form. If a KHSAA Sports Participation/Physical Form is not on file, the student will not participate until a KHSAA Sports Participation/Physical Form is received in the athletic office. **KHSAA Sports Participation/Physical Forms are ONLY good for one calendar year from the date indicated by the physician.** A new KHSAA Sports Participation/Physical Form must be completed for each school year for sports. It is recommended for KHSAA Sports Participation/Physical Form is completed between June 15 and July 15 of each year. The KHSAA Sports Participation/Physical Form is used for HS and MS athletes.
- **KORT Form** - on file in the athletic office before participating in tryouts or practice.

- **Athlete/Parent Contract** - on file in the athletic office before participating in tryouts or practice.
- *Proof of Insurance*-The student must have proof of insurance, up to \$25,000, to participate on a school team. The insurance information must be completed on the required KHSAA Sports Participation/Physical Form for student athletes. Please turn this form into the Athletic Office.
- **Athletic Fee** - \$250.00 for HS and \$200.00 for MS, per sport for all student athletes. All athletic fees are paid on line. Other team fees or spirit wear items may apply.

H. New Student Participation

Any student new to Christian Academy must receive a letter of Admission, have made one tuition payment, and cleared KHSAA Transfer paperwork (HS 10th-12th grades) before participating in any off-season conditioning, practices, or games.

SUMMER CAMPS

Christian Academy offers several exciting summer camps for students of all ages. These camps/clinics are conducted by varsity level coaches and athletes and are designed to teach the basic fundamentals of the sport, while providing a platform to disciple young boys and girls. Character lessons from God's Word will be discussed during daily devotional times. Coaches' compensation will be based upon the camp financial worksheet and coaches should meet with the Director of Athletics to discuss the terms of the camp financial worksheet before submitting an application to conduct a camp. Varsity head coaches are encouraged to develop summer camps for their sport. Parents may go online at www.caschools.us/centurion-athletics in order to find out information about these programs.

SUPERVISION OF STUDENT ATHLETES IN GYM/FIELD

Students will not be permitted to enter the gym/playing field without an assigned coach's supervision. If a student is found in the gym/fields unattended, he/she will be asked to leave until the supervising coach arrives, and are subject to disciplinary action. Coaches will instruct student athletes not to enter the gym/field when unsupervised. If a coach is 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.

TEAM PHOTOGRAPHS/PICTURES

The athletic office will schedule team and player photographs at the beginning of the respective sport seasons (fall, winter, and spring) to be used for the sports program, yearbook, school newspaper, and media. The dates will follow the try-out process, once the team has been chosen and uniforms have been issued. The athletic office will inform coaches, athletes, and parents on the process to purchase photo packages of the team and player pictures.

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 not limited to; practice attendance, lateness to practice or games, or care of uniforms/equipment. The Parent/Student School handbook applies to all students and all sports and will be followed.

TRANSPORTATION

Coaches are not permitted to transport athletes at any time. Parents are responsible to provide transportation to all games or practices and pay for the travel expenses involved, including meals. All request for a bus/van for transportation scheduling must take place through the athletic office, however, the expenses are incurred by the program/parent (with the exception of state tournaments) and should be included in the team fee at the beginning of the season. Parents should direct transportation questions to the coach at the beginning of the season. Students may not transport students to any sports activity in order to ensure the safety of students.

- Directions to athletic contests will be provided on the athletic website.

- During transport, seat belts must be worn and all students must remain seated. Luggage and equipment must be free of the doors and not blocking the aisles.
- Only team personnel and players are allowed to use Christian Academy transportation.
- Only G or PG rated movies may be watched on athletic trips. Coaches should be very judicious in the selection of a movie, to insure it is commensurate with our school's mission.
- Music that is played should be free from profanity, violence or suggestive lyrics.
- Athletes traveling home after games, with anyone other than parents, must provide written permission slips prior to the game day to the coach.
- Parents should arrange for pick-up of their children in a timely fashion after games and practices.
- Coaches may not leave athletes unsupervised, whether on Christian Academy campus or an away site until all students have been picked up
- Coaches may not be alone, at any time with an athlete. 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.

TRY-OUTS/TEAM SELECTION/CUTS (All Sports, Grades 6 – 12)

- Before a student may try-out or practice all required forms must be turned into the athletic office.
- In all sports where it is anticipated that a student-athlete may be cut, it is mandatory that the tryout period last at least two days.
- The coach will communicate with the Director of Athletics with a brief rationale for each cut, before it is announced.
- If a student-athlete has a legitimate excuse (in the judgment of the Varsity head coach and the Director of Athletics) for missing the tryout period, a subsequent one-day try-out may be granted to assess that player's abilities in consideration for the team.
- In the try-out process, it is important for the Varsity coach to have unlimited input as to which players are kept on the squad at all levels of the program.
- Cheerleading for MS and HS is during fall and winter seasons and tryouts are in April of each year.

UNIFORM REPLACEMENT POLICY

- Varsity uniforms may be purchased every 3 years and football uniforms every 5 years. Due to the nature of some sports, once the uniforms are purchased, only fill-ins will be necessary.
- JV and MS uniforms will be purchased on an as-needed basis – usually every 6-7 years.
- Style changes or fashion do not warrant changes in uniforms if current uniforms are in good condition.
- A coach should purchase uniforms of quality that can be easily filled in, instead of requiring wholesale replacement.
- When varsity and junior varsity uniforms are the same. They can be easily moved up and down, allowing greater flexibility in sizing.
- Existing sets of uniforms will be used where possible. However, uniforms in poor condition or poor fit will be replaced, if at all possible.
- The funding of new uniforms shall come from the athletic budget and individual sports budgets that are submitted by each coach.
- **Within two weeks after the final game, all uniforms must be collected, inventoried and turned into the athletic office. Turn in a copy of the inventory with the complete set of uniforms.**
- The parent is responsible for the dollar replacement cost of any lost or damaged school issued equipment uniforms.

Note: In sports where uniforms tend to be changed annually, students may purchase and keep uniforms. This decision is at the discretion of the coach and Director of Athletics. Exams and final grades may be withheld until uniforms are returned and/or all monies or fees are paid.

USE OF ATHLETIC FACILITIES

- Christian Academy athletics is considered the primary user of the gym and fields. All request for use of the gym and athletic fields are to be submitted to the Director of Athletics for approval.
- The in-season sport has priority for the use of athletic facilities.
- All events and facilities usage must be submitted for approval and entered in Schedule Star. Please clear all use of the athletic facilities with the Director of Athletics.
- Coaches do not have authorization to schedule, rent, loan, or otherwise provide Christian Academy facilities to others or allow former athletes or anyone else to use our facility for profit without the consent of the Director of Athletics.
- All facility rental fees collected will be deposited and disbursed from a designated athletic facility rental account.
- Students are not permitted to use any facility without direct supervision from a school employee and permission from the head coach.
- Outdoor facilities are restricted from use after dark. Lighting systems are not to be turned on.
- Facilities, including the weight room, are not to be used by students or someone not affiliated with Christian Academy without direct supervision by authorized personnel.
- Facilities are NOT available for personal camps, city camps, city leagues, summer leagues, non-Christian Academy summer camps, etc. without permission from the Director of Athletics. If approved, a Certificate of Insurance naming Christian Academy as additionally insured as well as a rental contract must be provided. Christian Academy coaches may wish to arrange their private lessons/camps through the Director of Athletics.
- 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 Christian Academy athletic events and in the weight room must be Christ-honoring and approved by the Director of Athletics.

WEATHER CHANGE POLICY

- If a game or practice is questionable due to weather issues, a change will be posted on the www.caschools.us/centurion-athletics and emailed through the team distribution list as soon as a decision has been made. An announcement will be sent to all school offices that would have students affected by this change

Note: Information in this handbook is supplemental to that found in the *Kentucky High School Athletic Association Handbook* and the *Christian Academy Parent/Student Handbook*. The web link to Christian Academy is www.caschools.org and to the KHSAA is www.khsaa.org/rules/handbook.

LIGHTNING AND SEVERE WEATHER DELAY PROCEDURE

Based on recommendations from the KHSAA and the NFHS we have made slight adjustments to our lightning and severe weather policy for all CAL Athletic home practices and home games effective 9/15/16. As always, we reserve the right to go above and beyond this policy if we feel the safety of anyone is at risk.

Criteria for suspension and resumption of play:

1. When Thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike our location with lightning. Suspend play and take shelter immediately.
2. Thirty Minute rule. Once play has been suspended, wait at least 30 minutes after the last sound of thunder or flash of lightning is witnessed prior to resuming play.
3. Any subsequent thunder or lightning after the beginning of the 30-minute count reset the clock and another 30-minute count should begin.

How has the policy changed? **If we are seeing lightning in the clouds (i.e. no bolts/no thunder) and when a radar is referenced it is not within 10 miles or less, play may be continued.**

Once a game begins officials have the authority to stop a game if they feel it is unsafe. As coaches it is not your position to argue policy with game officials. The AD or Assistant AD or a site manager will meet with the officials to take the appropriate steps.

Cold Weather POLICY

In the event of cold weather, it is important to protect the student-athletes from Cold Injury.

Aside from wearing appropriate clothing and layering, it is recommended that practices or games be limited due to cold weather. The recommendation is to follow NCAA guidelines regarding cold weather. These recommendations are based on the combination of wind and temperature (wind chill).

- 24-32 degrees – Limit practice to 60 minutes. The team should go inside and rewarm for 15 minutes then return outside for another 60 minutes.
- 15-25 degrees – Limit practice to 45 minutes. The team should go inside and rewarm for 15 minutes then return outside for another 45 minutes.
- 0-15 degrees – Limit practice to 30 minutes. The team should go inside and rewarm for 15 minutes then return outside for another 30 minutes.
- Below 0 there will be no outdoor practice.

If there is precipitation along with wind chill temperatures 32 degrees and below, there should be no practice outside. It is recommended that the Athletic Director consider postponing games when the weather poses a Cold Weather threat.

Athlete and Parent Contract

Participating in Christian Academy sports is a privilege. Responsibility comes with that privilege. The following principles are understood to be in effect for an athlete involved in Christian Academy of Louisville interscholastic sports:

A current **KHSAA sports physical form** is required prior to participation in practices or games. I understand that the athletic trainer, provided by KORT, is for HS athletes only with service priority given to high impact/collision sports determined by the athletic trainer and athletic director.

Athletic fees and additional team expenses must be paid promptly. Practice and/or playing time will be restricted until all fees are paid.

Student must show proof of insurance, up to \$25,000, to play. Appropriate documentation is required to be included on the KHSAA sports physical form.

Uniforms and equipment distributed to the athlete is the responsibility of the participant and the parents. Distributed items must be returned within one-week post season. Replacement of lost or damaged uniforms and or equipment is required. The Athletic Director will determine costs. Failure to comply will cause grades to be withheld until returns or replacement costs are complete.

Due to the varied talents of athletes on each team, playing time is not guaranteed. It is the intent of each coach to give each player quality minutes during the season. Encourage your student to work hard to improve his/her talents so that he/she will be an intricate part of the team.

Excused absences include illnesses and death in the immediate family. Any other absences need the coach's prior permission to be excused. Please schedule vacations, doctor and dental appointments, etc. so as not to conflict with practice.

Grade checks will be made every week. Parents are asked not to withdraw any student for the reason of grades, without first speaking to the coach. Please see the School Handbook on requirements. It is the parent's responsibility to transport their student to and from practices and games. The school will provide transportation on limited occasions for games or events.

Appropriate sportsmanship is required of every athlete and his/her parents at all times. The CAL athlete and parents have an obligation to conduct themselves at all times in a manner that is pleasing to God. Inappropriate attitude and/or behavior may cause an athlete or parent to be removed from the competition area. The coach and/or Director of Athletics have the final decision in such matters.

I have read this contract and will abide by all it contains. In addition, I waive the receipt of a hard copy of the KHSAA eligibility information which is available on the KHSAA website (www.khsaa.org).

Player's name _____

School Term _____

Sport _____

Parent Signature _____

Date _____

KORT's Notice of Privacy Practices

I do hereby consent to Kentucky Orthopedic Rehab Team in using or disclosing my protected health information for the purpose of providing treatment to me or to carry out the Practice's health care operations. I do hereby consent to allow the Practice to use or disclose my personal health information for treatment provided from another healthcare facility or practice. I further consent to the disclosure of my protected health information in order for another healthcare facility or practice to conduct health care operations; including quality assessments & procedures, medical necessary tests, as well as review of the competency of health care professionals.

I acknowledge that I may obtain a full and unabridged version of KORT's Notice of Privacy Practices from the ATC, which contains a more detailed description of the uses and disclosures allowed by this consent as well as any other rights I may have pertaining to my personal health information, from the athletic trainer at CAL or any KORT location. It will also be posted in the athletic training room at CAL. I understand that the athletic trainer is assigned to HS athletes only, with service priority given to the high impact/collision sports determined by the athletic trainer and athletic director.

Christian Academy of Louisville Athletic Department may retain my child's original copy of the sports physical in the permanent files as required by KHSAA. For emergencies, the coach of my child's sport may keep a copy of the KHSAA sports physical in the team notebook.

Parent/Guardian Signature

Full name (Printed)

Signature

Date



I have read this contract and will abide by all it contains. In addition, I waive the receipt of a hard copy of the KHSAA eligibility information which is available on the KHSAA website (www.khsaa.org). By signing this form I agree that I have read and do support the "Athlete and Parent Contract" and "KORT's Notice of Privacy Practices".

Initial

Christian Academy of Louisville 2022-23 Sport Offerings and Fees

High School 9-12	Middle School 6-8	Elementary 1-5
\$250	\$200	Varies
Fall Season	Fall Season	Fall Season
August -October	August -October	August -October
Boys and Girls	Boys and Girls	Boys and Girls
Cross Country	Cross Country	Cross Country
Golf - V/JV	Tennis	Tennis
Soccer - V/JV	Boys	Boys
Boys	Football-Tackle - 6 th , 7 th , & 8 th	Football-Tackle-1 st -5 th
Football - V/JV/Freshmen	Girls	Girls
Girls	Cheerleading	Volleyball
Cheerleading-V/JV	Field Hockey	
Field Hockey V/JV	Volleyball-6 th /7 th /8 th	
Volleyball V/JV/Freshman		
Winter Season		
October-February	Winter Season	Winter Season
Boys and Girls	October-February	October-February
Boys and Girls	Boys and Girls	Boys and Girls
Archery	Archery	Basketball
Basketball - V/JV/Freshmen	Basketball - 6th/7th/8th	
Bowling	Bowling (7 th & 8 th grade only)	
Swimming	Swimming	
ESports		
Girls	Girls	Girls
Cheerleading	Cheerleading	Cheerleading
Spring Season	Spring Season	Spring Season
February-May	February-May	February-May
Boys and Girls	Boys and Girls	Girls
Bass Fishing	Golf	Cross Country
Lacrosse-V/JV	Lacrosse – 5 th & 6 th /7 th & 8 th	Soccer
Tennis - V/JV	Soccer	
Track and Field	Track and Field	
Boys	Boys	
Baseball – V/JV/Freshmen	Baseball - 6th/7th/8th	
Spring Football -9th-11th		
Girls	Girls	
Softball- V/JV	Softball– 5 th & 6 th /7 th & 8 th	
Note: HS/MS Cheerleading are Fall and Winter with tryouts in the May.		

Moved MS Tennis from Spring to Fall 2009
 Added MS Lacrosse to Spring Season 2010
 Added HS/MS Bowling to Winter Season 2014
 Added HS Bass Fishing to Spring Season 2022
 Added HS ESports to Winter 2021-22

Christian Academy of Louisville Athletic Department Information

“EVERY ATHLETE A DISCIPLE”

Please use this as a reference for contacting coaches and/or school personnel about sports for Christian Academy.

Christian Academy Athletic Department - 502-244-3225 (office) 502-244-3193 (fax)
www.caschools.us

Brad Morgan- Director of Athletics, ext. 1072
bmorgan@caschools.us

Jared McKinney - Assistant Athletic Director, ext. 1037
jmckinney@caschools.us

Hunter Cantwell- Athletic Scheduling Coordinator, ext. 1081
hcantwell@caschools.us

Cora Parker- Athletic Administrative Assistant, ext. 1080
cparker@caschools.us

Hollie Foster- Sports Information, ext. 1054
Hfoster@caschools.us

Trish Pullen - Armory Coordinator, ext. 1998
tpullen@caschools.us

Don Rice – Site/Grounds Manager, ext. 4558
drice@caschools.us

Tyler Hoffman- Athletic Trainer,
trhundley@kort.com

Site Managers – Steve Scott, Phil Salmen
 Darci Scott– Concessions Coordinator,

For Christian Academy Sports Game and Practice Schedules visit:
www.caschools.us/centurion-athletics

Sign up for our Athletic ENEWS by sending an email to enews@caschools.us to get the latest information regarding Christian Academy Athletics!

ATHLETIC FEES: 2022-2023

HS \$250 per sport MS \$200 per sport –Are too be paid on line through FACTS. Other team fees may apply.

IMPORTANT FORMS: 2022-2023 All athletes must have a current KHSAA Sports Physical, KORT form, and Parent/Athlete Contract form on file in the Athletic. KHSAA Sports Physicals are good for (1) Calendar year from date of physical exam. A new KHSAA Sports Physical is required each year.

The KHSAA Sports Physical Form is available at. www.caschools.us/centurion-athletics

COACHES CONTACT FORMATION AND SPORT OFFERINGS 2022-2023

FALL SPORTS:

High School:

Cross Country – Andrew Danner, 502-855-9307, adanner81@gmail.com
 Competitive Cheerleading- Morgan Robinson, 502-741-2088, morganr.ky@gmail.com
 Field Hockey- Stephanie Seeley, steph.seeley89@gmail.com
 Football- Hunter Cantwell, 270-519-5795, hcantwell@caschools.us
 Golf- Boys- TBA
 Golf-Girls- Matthew Feltner, 502-232-5309, mfeltner100@gmail.com
 Soccer -Boys – Andrew Bocchino, 205-919-6020, apbocchino@gmail.com
 Soccer -Girls - John Zutt, 245-9055, jzutt@bellsouth.net
 Volleyball- Sherry Ashley, 502-439-8672, sherry.ashley@outlook.com

Middle School:

Cross Country – Allison Taylor, 502-645-2745, alliebtaylor@gmail.com
 Cheerleading – Courtney Jackson, 502-609-1726, thejacksonplus5@gmail.com
 Field Hockey – Brad Lacey, 502-648-2263, uklxa1326@hotmail.com
 Football-(7th/8th) – Draper Hall, 901-508-8941, draper_hall@yahoo.com
 Football (5th /6th) – Bilal Powell, 502-631-0445, b.powell1507@gmail.com
 Football-(3rd/4th) – Eric Lowe, 502-387-1466, ejlowe68@gmail.com
 Football- (1st/2nd) – Clay Manley, 502-643-9908, clay.f.manley@gmail.com
 Volleyball – Juliann Parrish, 502-287-8828, jnparrish@outlook.com
 Tennis- Girls'/Boys' – Madison Rumbuc, mrumbuc@caschools.us

WINTER SPORTS:

High School:

Basketball- Boys-Aaron Hill, 502-550-1436, coachaaronhill@gmail.com
 Basketball-Girls'- Byron Wilkins, 502-608-5327, bjwilkins@ymail.com
 Bowling –boys/girls – Jeff Imlay, jimlay@caschools.us
 Competitive Cheerleading- Morgan Robinson, 502-741-2088, morganr.ky@gmail.com
 ESports – Phil Salmen- 859-638-4994, psalmen@caschools.us

Middle School:

Boys' Basketball – TBD
 Basketball-Girls'- TBD
 Cheerleading – Courtney Jackson, 502-609-1726, thejacksonplus5@gmail.com
 Swimming – TBA

SPRING SPORTS:

High School:

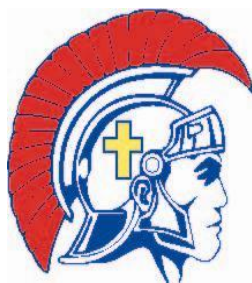
Baseball - Michael Clark, 502-599-6825, mclark@schools.us
 Bass Fishing-Tom Peck, 502-939-4202, tjep2@aol.com
 Softball- Kyle Mullin, 338-1889, kmullin@rev-a-shelf.com
 Boys Lacrosse- Matt Hoetker, 859-433-6501, matthewhoetker@gmail.com
 Girls Lacrosse- Jason Curran, 299-2094, jcurran@caschools.us
 Boys Tennis- John O'Bryan, 594-5021, obryan@twc.com
 Girls Tennis- Madison Rumbuc, mrumbuc@caschools.us
 Boys/Girls Track and Track- Andrew Danner, 502-855-9307, adanner81@gmail.com

Middle School:

Baseball – Michael Clark, 502-599-6825, mclark@schools.us
 Softball – Kyle Mullin, 338-1889, kmullin@rev-a-shelf.com
 Boys Lacrosse- TBA
 Girls Lacrosse- TBD
 Boys Golf –Justin Davis, 513-658-2277, judavis@secc.org
 Girls Golf – Justin Davis, 513-658-2277, judavis@secc.org
 Boys Soccer- trae Rick, 502-836-3383, trick@caschools.us
 Girls Soccer-, John Zutt, 245-9055, jzutt@bellsouth.net
 Boys/Girls Track – Allison Taylor, 502-645-2745, alliebtaylor@gmail.com

Coaches Photo Passes are only available through the athletic office. We are only allotted so many passes per sport, we will not have enough for the every HS coach on each team.

**Please see Cora for you pass.
HS COACHES ONLY**



Christian Academy Athletic Training Policies & Procedures & Plans

Christian Academy retains the services of a nationally certified and Kentucky licensed athletic trainer to provide medical coverage for all high school athletic events. A certified athletic trainer is a medical profession, who must possess a bachelor's degree from an accredited university and pass an aggressive national exam, after completing hundreds of hours of supervised training in an athletic setting.

**Tyler Hoffman KORT English Station
12935 Shelbyville Rd.
Louisville, KY 40243
(502)489-5002**

The Athletic Training room at Christian Academy will be open after school until 4 pm Monday-Thursday. After 4 pm, I will be at practices and/or games. The athletic training room will be open 30 minutes prior to athlete's required arrival time for athletic competition. My schedule will be emailed to all coaches and posted on the door weekly. Please call the athletic trainer if anything is needed after the scheduled hours.

I use the schedule posted online to determine my weekly schedule. If your team's schedule changes, the head coach needs to inform me immediately. If this is not done in advance, I cannot guarantee medical coverage.

At no time should an athlete be in the athletic training room without supervision by coach, an administrator, parent, or me. A first aid kit is provided to each team at the beginning of the season; this should be brought to every practice. If a coach or student needs something that is not in the kit, please inform me and I will get what they need ASAP. If a coach needs to enter the athletic training room while I am not there, the door must be locked after that coach leaves the room.

INJURIES:

Students are required to sign in if they see the athletic trainer for anything. If an athlete is restricted, I will call the coach and send a note with the athlete. If a concussion is suspected, the athlete will not be allowed to participate in any activity until cleared by a medical doctor. Once a medical doctor for any other reason than a routine physical or check-up sees an athlete, they must provide a note from the doctor clearing them to participate in activity (this includes mononucleosis and influenza as well as bone or muscle injuries). The athlete will not be allowed to participate until a note from the doctor is provided, no exceptions!

WATER:

Coaches are responsible for providing or making sure water is available for their student athletes at events. The ATC/ATS are not responsible for providing water at athletic events. Please refer to the KHSAA policy for fluid replacement during competition and follow all guidelines.

EMERGENCY ACTION PLAN:

- **Emergency Personnel:** A certified athletic trainer (ATC), head coach, and staff supervisor of game management are on-site for all competitive events.
- **Emergency Communication:** Portable cellular phone. ATC, site managers and head coach will have these numbers on speed dial and contact as needed and in this order of priority:
 - Athletic Trainer – Tyler Hoffman-502-312-4565
 - Director of Athletics – Brad Morgan – 502-751-9827
 - Assistant AD - Jared McKinney – 502-457-2828

In case of medical emergency, the following procedure should be followed:

- Care for athlete to the best of your ability and call ATC
- Athletic Trainer – Tyler Hoffman, 502-312-4565
- ATC will access situation and call 911 if necessary
 - If ATC cannot be reached, call 911 and maintain situation until EMS arrives.
- Person calling 911 should remain calm; identify themselves, description of emergency, their exact location, the name, and age of the athlete, and any care being given. Make sure EMS receives description of easiest access point to accident location.
 - After hanging up, that person should relay any information given by the 911 operator to the ATC/ person in charge, then go flag down and direct the ambulance to the scene.
- If parent/guardian is not at athletic event, the head coach should contact them ASAP.
- If athlete is conscious, keep them comfortable and calm until EMS arrives.
- If athlete is unconscious, assess ABCs every minute until EMS arrives. Provide CPR if necessary.
- If athlete is bleeding, using appropriate first aid procedure, try to control/stop bleeding immediately.
- Scene Control: Keep all non-emergency team members at least 15 feet from scene.
- Complete an Incident Report and turn into the athletic office within 24 hours of incident (see **appendix E** in coach's handbook).

Christian Academy policy in the event of weather, which threatens an outdoor contest:

- If a thunderstorm or electrical storm occurs in the area prior to the start of or during any outdoor contest, the officials must immediately contact the Director of Athletics or his/her designee of each school involved in the contest to determine if the contest should be played as scheduled, delayed, suspended or postponed. If the Director of Athletics or his/her designee of only one of the competing schools is available, his/her request must be honored.
- The safety and welfare of all concerned is of paramount importance. In no case may an official deny a request by a Director of Athletics or his/her designee to delay, suspend or postpone an outdoor contest due to inclement weather or imply that the contest will be forfeited as a result of such a request.
- A suspended contest shall be resumed from the point of interruption. Otherwise, National Federation Rules, regarding the resumption of suspended contests, will apply.
- **Storm Safety Instructions:** In the event of lightning or severe storm and/or tornado warning, move all individuals to Athletic Complex and /or Centurion Hall (between the Blue Gym and Red Gym) and the middle school hallways on the south end of the main building. Enter off the southwest corner of the main building. Teams report to the locker rooms off the Blue Gym until the "all clear" is given.

Roles of Emergency Care Team Members

- Immediate care of the injured/ill student-athlete: Follow first aid principles
- Activation of emergency medical system (EMS) by calling 911.
- Identify yourself and role in emergency
- Specify your location and phone number
- Give name(s) and age of injured /ill individual(s)
- Condition of victim(s)
- Time of the incident
- Care being provided
- Give specific directions to the scene of the emergency
- Direction of EMS to the scene
- Assist police with directing EMS to scene
- Open appropriate gates
- Designate individual to "flag down" EMS and direct to scene
- Scene control: Keep non-emergency medical team members away from the scene

MRSA

Christian Academy of Louisville Athletic Department Position Statement:

ANY & ALL SKIN LESIONS AND SKIN ABNORMALITIES SHOULD BE IMMEDIATELY REPORTED IMMEDIATELY TO A MEDICAL PROFESSIONAL. IF YOU SEE YOUR PHYSICIAN YOU MUST STILL INFORM THE ATHLETIC TRAINER OF THE RESULTS SO ALL PRECAUTIONS CAN BE TAKEN AND NECESSARY PARTIES CAN BE INFORMED. MRSA IS HIGHLY CONTAGIOUS, BUT CAN BE CONTAINED IF PROPER PRECAUTIONS ARE TAKEN.

What is MRSA?

Staphylococcus aureus (staph) is a normal bacterium that exists on the surface of our skin, and rarely in the nose. Methicillin-Resistant Staphylococcus Aureus (MRSA) is a form of this bacterium that is resistant to penicillin and possibly other antibiotics. This highly contagious soft tissue infection is most diagnosed in hospitals, but is more frequently being found among athletes. (In the general public nasal swab tests reveal less than 1% are carriers of MRSA.) MRSA normally presents itself as an area of redness in or around an open sore that may evolve into a boil or abscess. It is often mistaken for a spider bite or pimple. The bacterium is more easily contained if found quickly, as it easily spread through towels and hand- shakes. Only a culture, performed by a physician, can give a definite MRSA diagnosis. This new community-acquired MRSA can be a result of many factors; in athletics, it is usually as a result of improper care of an open sore or improper hygiene.

Who is most at risk to acquire MRSA?

Athletes who are in constant close skin contact with another athlete's skin - ex: football, soccer & wrestling – and athletes who wear the same pads and gear repeatedly. Children and adolescents are generally more at risk than adults.

How is MRSA treated? How long will an athlete be out of competition?

If an athlete is suspected to be infected with MRSA they will not be allowed to participate in competition until cleared by a physician. If confirmed, they will be treated with medication prescribed by their physician. Once cleared and the wound is dry, the athlete will need to keep the area covered and sealed, at all times, until fully healed.

What can we do to prevent MRSA?

The National Athletic Trainers Association (NATA) and KHSAA have released position statements for sporting programs at all levels. Christian Academy athletics will be following these guidelines during the upcoming year. See following protocol for specific guidelines.

MRSA Protocol for Christian Academy of Louisville Athletics:

Prevention:

- If you have an open wound you should always follow proper first aid procedures. If you come in contact with other athletes you MUST cover that wound.
- All uniforms (practice and competition) should be washed following EVERY wear.
Laundry water should be at least 140 degrees F to kill bacteria.
- Pads, helmets, shin guards, and bags should be washed and sanitized with an antibacterial agent (Lysol or Bleach water) weekly.
- Coaches and parents will encourage immediate showering following practice or play using antibacterial soap and warm water.
- Teams will NOT use the same towel for multiple players.
- Locker rooms & individual lockers will be sanitized between seasons.
- Treatment tables in the athletic training room will be cleaned between each athlete.
- Weight room equipment will be disinfected after each use.

Acute Care:

- If MRSA is suspected, the affected area should be covered with non-adherent gauze pad and the athletic trainer should be informed immediately of suspected case.
- Athlete will be referred to a physician for culture, and must be cleared before RTP.
- Teammates should take all gear and uniforms home to be washed and sanitized and perform daily checks for infection.

Management:

- When athlete is cleared by physician, he or she will need to report to the athletic training room daily to have wound cleaned and covered before athletic participation.
- Athlete will be allowed to return to play when wound is dry and able to be covered.
- If a case is confirmed at Christian Academy, locker rooms and weight rooms will need to be cleaned out and immediately disinfected.
- If multiple cases (3+) are confirmed, a letter will be sent out to inform parents and Health department will be notified. All athletes and students must clear lockers of all personal belongings, taken home and sanitized. Locker room facilities and weight rooms will be closed for at least one day for proper sanitation.

Referenced: KHSAA/NFHS MRSA Position Statement:

- <http://www.khsaa.org/sportsmedicine/mrsa/>
- http://www.nfhs.org/web/2007/10/mrsa_how_does_it_relate_to_athl.aspx

Christian Academy of Louisville Student Athlete Accident/Incident Report

Name of Athlete _____

HS ____ MS ____ Elem ____ Age ____ Sport _____

Date Occurred _____ Time _____ AM PM

Place: Christian Academy Off Campus Event
 School Practice Game Home Other

Description of accident _____

Action taken _____

Coach supervising event? Y N Name _____
Present at scene of accident? Y N

Parent/Guardian contacted? Y N
Name & number of notified _____

Did the individual(s) involved to seek medical assistance? Y N
From: _____

Was disciplinary action taken as a result of this accident? Y N

Name of person reporting _____

Date _____ Phone Number _____

- IMPORTANT -

Please supply a copy of this report and any supporting documentation to
The Christian Academy athletic office and notify Athletic Trainer of injury.

Can accessed on line at: www.caschools.us/centurion-athletics

Heat Index Procedures

KHSAA and Christian Academy require that all outdoor sport coaches keep a **DAILY** record of heat index readings at the scheduled time of their event.

- The heat index reading should be taken with the given digital psychrometer, not from media (TV, internet, radio).
- The coach should document the measurement on the KHSAA sheet provided.
 - Sheet will be submitted to Director of Athletics secretary at the conclusion of the season.
- The athletic trainer and Christian Academy athletic administration will take daily heat index readings. This reading will be the final determination of suspension of outdoor athletics, if necessary.
 - If a reading on any Christian Academy athletic field yields suspension of play, ALL Christian Academy outdoor activities will be suspended.
- During games and tournaments, the officials have final call.

Each team will be assigned a yellow digital psychrometer to obtain the daily heat index reading. This number should be recorded 15-30 minutes prior to the start of your activity, at the practice/competition site (on and off campus). The following is the proper procedure for obtaining heat index:

1. Stand in the middle of the practice/competition field (un-shaded area).
 2. Take off the cap and turn on the device.
 3. Hold the psychrometer in the air for ~60 seconds. Two numbers will appear.
 4. Record each number on the given sheet. The top number is humidity percentage and the bottom number is the outside temperature (F).
 5. Use the given Heat Index and Calculation chart to determine heat index. Record that number as well.
 6. Follow the directions on the bottom of that chart to determine your level of play. Document any alterations to your practice.
 7. If practice/competition needs to be altered, a new reading should be taken every 30 minutes to determine if any new changes are necessary.
- It is **MANDATORY** that this heat index number be documented daily for all outdoor activities and a report submitted to the athletic office for review and processing.
 - **DO NOT** obtain your readings from anything besides the digital psychrometer. The media will post one for the city, but it is not accurate for your site.
 - **DO NOT** assume that a reading on one part of the campus is the same as another part of the campus as each location may vary according to elevation and location.
 - Practicing early in the morning or late in the evening does not excuse you from this reading. Heat Index can and will change quickly. With that being said, you should make every effort to not practice in the hottest part of the day and schedule early in the morning or later in the afternoon.
 - We cannot afford to take any short cuts when it comes to our athletes' safety, as that is the most important items that must be first in our minds when accessing these types of matters.
 - Communicate any concerns regarding measuring for heat index to the athletic trainer and/or the Director of Athletics.

KHSAA HEAT RELATED FORMS/GUIDELINES

- **Heat Related Illnesses**
- **Fluid Replacement Guidelines**
- **Fluid Pyramid**
- **KHSAA Heat Index Tracking and Measurement Sheet**
- **Heat Index Calculation and Chart**
- **What Do I Do?**



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION HEAT INDEX MEASUREMENT AND RECORD

KHSAA Form
GE20
Rev. 06/11

School:

Sport

[illegible]

- Using the following scale, activity should be altered and / or eliminated based on this Heat Index as determined –

Under 95 degrees Heat Index	<ul style="list-style-type: none"> ❖ All sports <ul style="list-style-type: none"> ➢ Water should always be available and athletes be able to take in as much water as they desire. ➢ Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group ➢ Have towels with ice for cooling of athletes as needed ➢ Watch/monitor athletes carefully for necessary action. ➢ Re-check temperature and humidity every 30 minutes if temperature rises in order to monitor for increased Heat Index.
95 degrees to 99 degrees Heat Index	<ul style="list-style-type: none"> ❖ All sports <ul style="list-style-type: none"> ➢ Water should always be available and athletes should be able to take in as much water as they desire. ➢ Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group ➢ Have towels with ice for cooling of athletes as needed ➢ Watch/monitor athletes carefully for necessary action. ❖ Contact sports and activities with additional required protective equipment <ul style="list-style-type: none"> ➢ Helmets and other equipment should be removed when athlete not directly involved with competition, drill or practice and it is not otherwise required by rule. ❖ Reduce time of outside activity. Consider postponing practice to later in the day. ❖ Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

100 degrees (above 99 degrees) to 104 degrees Heat Index	<ul style="list-style-type: none"> ❖ All sports <ul style="list-style-type: none"> ➤ Water should always be available and athletes should be able to take in as much water as they desire. ➤ Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group ➤ Have towels with ice for cooling of athletes as needed ➤ Watch/monitor athletes carefully for necessary action. ➤ Alter uniform by removing items if possible and permissible by rules ➤ Allow for changes to dry t-shirts and shorts by athletes at defined intervals. ➤ Reduce time of outside activity as well as indoor activity if air conditioning is unavailable. ➤ Postpone practice to later in day. ❖ Contact sports and activities with additional required protective equipment <ul style="list-style-type: none"> ➤ If helmets of other protective requirement are required to be worn by rule or normal practice, suspend practice or competition immediately ❖ For sports that do not have mandatory protective equipment, reduce time of outside activity and consider postponing practice to later in the day. ❖ Re-check temperature and humidity every 30 minutes to monitor for changes in Heat Index.
Above 104 degrees Heat Index	<ul style="list-style-type: none"> ❖ All Sports <ul style="list-style-type: none"> ➤ Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

Fluid Replacement for Athletes Guidelines

**** Remember, by the time you become thirsty you are already dehydrated!!****

The following recommendations on fluid replacement were provided by the American College of Sports Medicine, Position Stand on Exercise and Fluid Replacement. MED. Sci. Sports Exerc, Vol 28 No. 1, pp. I-vii, 1996.

Before Exercise:

- Maintain a nutritionally balanced diet and drink adequate fluids.
- 2 hours before exercise drink, 17 ounces of fluid (water or sports drink).

During Exercise:

- Drink Early!! And at regular intervals
- Try to drink beyond your thirst – optimally, drink fluids based on the amount of sweat and urine loss.

After Exercise:

- With-in 2 hours drink enough fluids (preferably sports drinks) to replace any weight loss from exercise.

Any athlete that experiences a weight loss between 2-3% (3-5 pounds lost) of their body weight during any one session are required to regain that weight loss prior to the next session. If they do not gain that weight back, they will not be allowed to participate until they do.***

What to Drink During Exercise:

- If exercise lasts more than 45-50 minutes or is intense, a sports drink (i.e. Gatorade, PowerAde) is recommended.
- The carbohydrate concentration in the ideal fluid replacement solution should be in the range of 6-8%.
- Cool beverages between 59 and 72 F are recommended.

What NOT to Drink During Exercise:

- Sodas, fruit juices, carb gels, Kool-Aid and sports drinks containing higher than 8% carb levels as the sole beverage.

Beverages containing Caffeine, Alcohol and or CARBINATION should be avoided because they can lead to dehydrate the body by stimulating excess urine production or decrease voluntary fluid intake.

Heat Related Illness

The following information on heat illness was provided by the Department of Health and Human Services, Centers for Disease Control and Prevention. It and other information on heat illness can be found at www.bt.cdc.gov/disasters/estrememheat/heat_guide.asp

Heat Cramps:

Heat cramps usually affect people who sweat a lot during strenuous activity. They are muscle pains or spasms that usually occur in the abdomen, arm or legs. This is caused by the low amount of salt in the body due to sweating. Heat cramps may also be symptom of heat exhaustion.

First Aid:

- Stop all activity and sit quietly in a cool place.
- Drink clear juice or a sports beverage.
- Gently massage or ice massage the area cramping.
- Do not return to strenuous activity for a few hours after the cramps subside, because further exertion may lead to heat exhaustion or stroke.
- Seek medical attention for heat cramps if they do not subside in 1 hour.

Heat Exhaustion:

Heat exhaustion is a milder form of heat-related illness that can develop after several days of exposure to high temps and inadequate or unbalanced replacement of fluids. It is body's response to an excessive loss of the water and salt contained in sweat.

Signs and Symptoms

- | | |
|------------------|--------------------|
| • Heavy Sweating | Dizziness |
| • Paleness | Headache |
| • Muscle Cramps | Nausea or vomiting |
| • Tiredness | Fainting |
| • Weakness | |

First Aid:

- Stop all activity and sit quietly in a cool place. (I.e. shade, air conditioned facility).
- Loosen Clothing
- Try to cool patient down slowly. Place ice or cool towels on top of head, around neck, armpits and groin area.
- Have patient **TAKE SIPS** of clear juice or sports drink.
- If symptoms become worse or last longer than an hour seek advanced medical attention.

Heat Stroke (Medical Emergency!!!):

Heat Stroke occurs when the body is unable to regulate its temperature. The body's temp rises rapidly, the sweating mechanism fails and the body is unable to cool down.

Signs and Symptoms:

- Extremely high body temp (above 103 F, orally)
- Red, hot and dry skin (no sweating)
- Rapid, strong pulse
- Throbbing headache
- Dizziness
- Nausea
- Confusion
- Unconscious

First Aid:

- Call 911
- Keep patient calm
- Move patient to an air conditioned area
- Cool victim down immediately!! (However use extreme caution) You can use a cool bath, sponging or hose them down with cool water.
- Do NOT GIVE FLUIDS!! Monitor body temperature.

FIRST AID PROCEDURES

MEDICAL RELEASE FORMS

Have each participants form on file and with you at every practice, game, competition.

911 EMERGENCY CALL

Designate a person to place the call (state name, type of injury and specific location)

COACH STAYS WITH INJURED PERSON

Until professional help arrives. Remain calm and confident.

DESIGNATE A PERSON TO WAIT

For the ambulance and direct it to the injury.

DESIGNATE A PERSON TO CALL PARENTS.

COACH FILLS OUT AN ACCIDENT REPORT..

BACK AND NECK INJURIES

In any accident involving the back and/or neck, injury to the spinal cord should be considered.

FIRST AID

- **DO NOT MOVE the individual**
- **Keep the victim quiet and immobilized until professional help arrives.**
- **Make him/her as comfortable as possible, again, WITHOUT MOVING THEM.**

CHOKING

If an individual is choking, perform the Heimlich maneuver. If the individual is coughing forcefully, leave him/her alone.

FIRST AID

- **Step behind the individual, reach around under the arms and grasp your hands directly in the middle of the abdomen (slightly above the navel)**
- **Bend the person over and pull up with your fists in a quick motion toward the diaphragm. Do this until the object is removed or the person goes unconscious.**

DIABETES

Diabetes shock or coma could result from an insufficient supply of insulin.

Sign – pale color, moist skin, fainting, seizures, and coma

FIRST AID

- Sugar (cubes, juice, candy, etc.) should be given to conscious or semiconscious diabetic. Never put anything in an unconscious person's mouth.
- Call for professional help immediately.

DISLOCATIONS

Displacement of a bone end from a joint, particularly at the shoulder, elbow, fingers or thumb. Signs – swelling, obvious deformity in some cases, pain upon motion and discoloration.

FIRST AID

- Immobilize the affected joint in the position in which it was found, elevate if limb is involved (if possible) and ice.
- Seek professional help to reset the joint.

EPILEPSY

A chronic disease, usually characterized by convulsions (grand mal seizures). Signs – Brief twitching of muscles, momentary loss of contact with surroundings, staring off into the distance.

FIRST AID

- Clear area of objects
- Don't put blunt objects in victim's mouth use a soft object like leather belt.
- Keep the victim from hurting self.
- Keep airway open.

WHAT DO I DO?

Precautions and Procedures for Injuries and Accidents

Most often the problem with acute injuries is not the assessment, but the reaction of those around. Once an athlete is injured, the greatest assistance is a calm and controlled atmosphere. There are five basic reactions to any accident:

- **INDIVIDUAL PANIC** - when a witness behaves in an out of control manner and causes a disturbance.
- **DEPRESSION** – usually the blaming of oneself.
- **OVERREACTING** – Making the situation out to be worse than it actually is.
- **PHYSICAL REACTION** – crying, vomiting, urinating, etc.
- **NORMAL** – calm and confident.

Regardless of the reaction, a coach should be aware of each athlete's character and show sensitivity to their emotions. Educating the athletes in these behaviors will reduce negative reactions.

Usually the coach's actions will dictate the disposition of those around. How they assess the situation is almost as important as the assessment of the injury. The coach must first realize the limitations of the injured person. Their movement, their pain tolerance and their ability to speak should all be taken into consideration. The coach must also realize their own limitations and what they can cannot do. Most importantly, when evaluating there **must be plan!** **Know what to do before the situation arises.**

BREAKS, STRAINS, AND SPRAINS = RICE

“**RICE**” is the best way to treat injuries that occur during athletic activities. It promotes faster healing which means a quicker return to participation.

REST

- stay off injury (don't walk it off) Allow time for it to heal.

ICE

– Apply for 20 minutes at a time, every 2 hours or so, for the first 48 hours after injury. Know where ice is at all times.

COMPRESSION

-Wrap wound with bandage, tight enough to retard swelling. Be careful not to cut off circulation.

ELEVATION –

Try to keep injury above heart. This helps reduce swelling and promotes drainage of fluid.

Basic first-aid is usually well known, although not properly practiced. The more a coach knows about injury assessment, the better prepared they will be. Prevention is the best first-aid. With proper warm-up and correct condition, most injuries can be avoided. Accidents can happen but correct behavior and having plan can keep the experience tolerable.

FIRST AID PROCEDURES

FAINTING

A partial or complete loss of consciousness due to a reduced supply of blood to the brain for a short time.

Signs – Extreme facial paleness, sweating, dizziness, nausea, numbness and tingling of the hands and feet.

FIRST AID

- **Keep victim lying down and comfortable.**
- **Loosen any tight clothing.**
- **Keep people away**
- **Maintain an open airway by tilting head and lifting chin (only if there is no chance of a spinal injury)**
- **If victim vomits, put him/her on side and clean out mouth.**
- **Do not give liquid unless fully revived.**
- **Don't pour water on face: place a cool, wet cloth on instead.**

FRACTURES

The splintering or breaking of bone tissue. May have the same symptoms as a sprain.

Signs – Pain upon motion, swelling and discoloration, obvious deformity.

FIRST AID

- **Immobilize all surrounding areas.**
- **Elevate, ice and have x-rays taken.**

HEAT CRAMPS

Muscular pains and spasms due largely to the loss of salt from the body due to sweating or to an inadequate intake of salt.

Signs – Pain, muscle spasm, pale and clammy skin.

FIRST AID

- **Exert firm pressure with hand and attempt to put affected parts into stretched position.**
- **Massage the affected muscle in a smooth and firm manner to relieve the cramp.**
- **Continue to keep the affected muscle in a stretched position.**
- **Rest and ice if necessary.**

HEAT EXHAUSTION

A response to heat characterized by fatigue, weakness and collapse due to extreme loss of water through sweating.

Signs – Pale and clammy skin, profuse perspiration, tiredness and weakness, headache (perhaps cramps), nausea, dizziness, possible fainting.

FIRST AID

- **Give fluids (water, Gatorade, etc.)**
- **Keep victim lying down in a shaded area and raise feet 8 – 10 minutes.**
- **Loosen clothing.**
- **Apply cool wet cloths to forehead, armpits and allow victim to rest. (Also apply to groin areas if necessary).**

HEAT STROKE

A response to heat characterized by extremely high body temperature and disturbance of the sweating mechanism. Heat stroke is instantaneous and serious. Seek professional help immediately.

Signs – Body temperature is high, skin is hot, red and dry, pulse is rapid and strong, possible unconsciousness.

FIRST AID

- Cool the body immediately
- Be careful not to over chill once the temperature is below 201 degrees,
- Sponge skin with cool water or alcohol and apply cold packs continuously.
- Dry off after temperature has lowered.

HYPERVENTILATION

Occurs when a person ventilates rapidly and overbalances the oxygen in the lungs. The faster the victim breathes the less carbon dioxide they exhale. This causes an imbalance of oxygen and carbon dioxide in the lungs.

Signs – Extreme excitement, upset, rapid and shallow breathing, complaints of not getting air, hands cramping, drawing up, chest pains (tingling) from breathing too fast.

FIRST AID

- Cover nose and mouth with hands or paper bag so victim will breathe.
- Keep victim calm and reassure him/her.
- Keep victim as comfortable as possible.

MUSCLE CRAMPS

A sharp pain in the muscles of the body.

Signs – Sharp sudden, intense pain in muscle.

FIRST AID

- Slowly stretch the muscle
- Massage if possible
- Drink plenty of water

NOSEBLEEDS**FIRST AID**

- Individual should gently pinch the nose, just enough to close the nostril.
- Head should be held a little forward. Do not tilt head back.
- Apply an ice pack to the upper part of the nose
- Individual should not blow nose for 24 hours.

Concussion Policy

If an athlete is suspected, during practice, to have sustained a concussion, the coach should immediately remove from participation and send the athlete to be evaluated by the head athletic trainer. If the head athletic trainer is not on-site at the time, coach should call the athletic trainer and set up arrangements for the athlete to be evaluated. Athlete will not be returned to play until properly evaluated by the head athletic trainer or a doctor.

If an athlete is suspected of having sustained a concussion during an athletic contest, Christian Academy of Louisville will follow the KHSAA guidelines and Kentucky state law and immediately remove the athlete from play. The athletic trainer on-site will evaluate the athlete and either remove from play or return to play if a concussion has not occurred.

Once a concussion has been diagnosed, only an MD or DO can authorize return to play on a subsequent day. This is Kentucky State Law and non-negotiable. It is recommended by KHSAA and mandated by Christian Academy of Louisville, which once an athlete has been diagnosed with a concussion they will not be cleared to return to their sport until the proper return to play protocol has been completed. The general Christian Academy protocol is listed below and each step lasts 24 hours. Athlete cannot progress until they complete a step and remain symptom free. All Christian Academy athletes will all complete the entire return to play protocol, no exceptions.

Day One: No activity

Day Two: Light cardio exercise

Day Three: Sport-specific cardio and exercise

Day Four: Non-contact practice

Day Five: Full contact practice

Day Six: Return to game

JOB TITLE: Varsity Head Coach
REPORTS TO: Reports to the Director of Athletics

Purpose Statement:

The purpose of this position is to oversee all coaches and discipleship for your specific sport and ensure the overall program development from intramural to the varsity level.

Scope:

This person interacts directly with coaches, parents, and students as a representative of Christian Academy. The supervision of a coordinated program and oversight of coaches are essential in this role. The Varsity Head Coach has responsibility for supervising coaching staff assignments, operating within the budget, and maintaining a spiritual and professional environment in the sport.

Specific Responsibilities:

- Devise a plan of discipleship at all levels of the program ensuring that in all things Christ is pre-eminent ensuring that student leaders are developing younger athletes spiritually and athletically.
- Actively seek opportunities to raise financial support for the development of athletic facilities in collaboration with Director of Athletics.
- Supervise the coaching staff of the sport program on all levels to ensure athletes and coaches are growing spiritually, athletically and socially.
- Conduct evaluations of your coaching staff and overall program
- Help assign coaches to the intramural program for your sport
- Operate within the annual budget report and spending for the sport
- Oversee the ordering of spirit pack items for your sport on all levels
- Attend at least one coaching clinic for professional development
- Ensure attendance of coaching staff, on all levels, at coaches training sessions
- Attend coaches meetings as assigned by the Director of Athletics
- Represent Christian Academy at district planning meetings for your sport
- Ensure your coaching staff has completed appropriate background checks and have been approved by the Director of Athletics before offering them a position in your program
- Have regular meetings with your coaching staff to ensure continuity of the program
- Conduct/plan/organize/staff a summer camp for your sport
- Ensure that all players within your system have physicals and are academically eligible for participation and have paid their sport fees.
- Provide list of needs, wants and desires to Director of Athletics for budget consideration
- Plan team outings/outreach for your program to increase unity with your sport
- Complete inventory of equipment and uniforms and store properly
- Report scores/results to the newspapers and athletic office for entry in ENEWS
- Market your players to the media and provide opportunities for college placement
- Provide Director of Athletics with teams you would like to play for scheduling purposes
- Make an overall practice schedule for all teams within your sport in consultation with the AD
- Provide support for gate admission/scorebook for all home games within your sport
- Help place athletes within your program on teams according to talent and ability
- Consult with Director of Athletics, coaches, and parents on team issues.
- Coordinate coaching assignments and travel supervision for all teams
- Monitor Christian Academy compliance with KHSAA rules and regulations
- Accounts for coaching staff attendance coverage at all events
- Conducts parent meetings for your sport giving guidance to coaches on all levels
- Develop and supervise coordinated program school-wide in the sport i.e.: intramurals
- Supervise coaching standards, training, and professional behavior
- Plan off-season conditioning programs and camps for your sport in consultation with the AD
- Oversee field/gym conditions and report needs to Director of Athletics
- Coordinate sport award nights and ensure coaches responsibilities are carried out i.e.: highlight video, signing certificates, turning in names of award recipients and preparing presentation of awards etc....
- Be a counseling resource for coaches and athletes
- Fulfill assigned coaching responsibilities on the varsity level
- Complete other assigned duties as given by the Director of Athletics

Qualifications/Skills/Gifts:

- Strong commitment to the mission of Christian Academy as well as the athletic philosophy of Christian Academy
- Managerial and coaching experience
- Communication, management, and organizational skills

Work Schedule: Varies based upon sport coaching: Fall/Winter/Spring/Summer

JOB TITLE: JV/MS Head Coach and/or Assistant Coach

REPORTS TO: Reports to the Head Coach and Director of Athletics

Purpose Statement: The purpose of this position is to help the varsity head coach oversee all coaches and discipleship for your specific sport and ensure the overall program development from intramural to the varsity level.

Scope:

This person interacts directly with coaches, parents, and students as a representative of Christian Academy. The supervision of a coordinated program and oversight of coaches are essential in this role. This level coach has responsibility for following the directives of the varsity head coach in matters of supervising coaching staff assignments, operating within the budget, and maintaining a spiritual and professional environment in the sport.

Specific Responsibilities:

- Assist in devising a plan of discipleship at all levels of the program ensuring that in all things Christ is pre-eminent ensuring that student leaders are developing younger athletes spiritually and athletically.
- Seek opportunities to help the head coach raise financial support for the development of athletic facilities in collaboration with the varsity head coach and Director of Athletics.
- Help the varsity head coach ensure athletes are growing spiritually, athletically and socially through the team you oversee.
- Help the varsity head coach in providing coaches for the intramural program
- Operate within the annual budget report and spending for the sport
- Help the varsity head coach in the ordering of spirit pack items for your team
- Attend at least one coaching clinic for professional development
- Ensure attendance at coaches training sessions
- Attend coaches meetings as assigned by the varsity head coach and Director of Athletics
- Represent Christian Academy at district planning meetings for your sport if requested
- Completed appropriate background checks and have been approved by the Director of Athletics
- Attend meetings with the varsity head coach to ensure continuity of the program
- Help conduct/plan/organize/staff a summer camp for your sport
- Ensure that all players within your system have physicals, are academically eligible for participation, and have paid their sport fees.
- Plan team outings/outreach for your program to increase unity with your sport
- Complete inventory of equipment and uniforms and store properly
- Report scores/results to the athletic office for entry in ENEWS
- Provide support for gate admission/scorebook for all home games within your sport
- Help place athletes within your program on teams according to talent and ability
- Consult with the varsity head coach, Director of Athletics on team issues.
- Attends parent meetings for your sport giving guidance to coaches on all levels
- Oversee field/gym conditions and report needs to head coach
- Be a positive resource for the head coach and athletes
- Fulfill assigned coaching responsibilities with loyalty to the head coach and Director of Athletics
- Complete other assigned duties as given by the head coach and Director of Athletics

Qualifications/Skills/Gifts:

-Strong commitment to the mission of Christian Academy as well as the athletic philosophy of Christian Academy

-Coaching experience with a passion for reaching kids for Christ

-Acceptable knowledge of the sport to support the program and the head coach

Work Schedule: Varies based upon sport coaching: Fall/Winter/Spring/Summer

ATHLETIC HANDBOOK SIGN-OFF SHEET

I have read the Athletic Handbook and agree to abide by and carry out the procedures and policies therein:

Sport (s) Coached: _____

Name of Coach: (please print): _____

Signature of Coach: _____

Date _____

CAL ATHLETICS

