



CORNERSTONE CHRISTIAN

Athletic Handbook

Interim Administrator

Kevin White

Principal

Drew Whitfield

Athletic Director:

Amy Oster

355 N Cross St.

Sycamore, IL 60178

Phone: 815. 895.8522

Fax: 815. 895.8717

Revised: August 2012**Revision Policy:**

The policies discussed in this handbook may be changed or revised at the discretion of the board at any time.

MISSION STATEMENT

The mission of the CCA Athletic Department is to enrich the spiritual lives, develop the social and moral character, and enhance the physical skills and wellness of our students by means of a competitive athletic program, administered in a Christ-centered environment.

ATHLETIC PHILOSOPHY

Cornerstone Christian Academy believes that all that is done in life should be done to the glory and honor of God, including athletics. The athlete, coach, and team should strive to do their best in all areas of life. Playing with actions pleasing to Christ—trying to develop a Christ-like attitude—is of the utmost importance. Being committed to the team and performing at one’s best during practice and competition for the benefit of the team is primary; winning will take care of itself. The coach is to teach the athlete how a Christian commits to the team through developing a positive work ethic. We only have control of our own actions; winning and losing will be taken care of by the Lord. How we respond will reflect our spiritual maturity. Each athlete should demonstrate this philosophy in his/her own way on and off the field of competition.

We believe that serving Christ through our athletic skills is more important than our own athletic accomplishments. Team unity is vital, as it reflects the Body of Christ. Self comes after the needs of others; however, in order for the CCA athletic program to be successful, we must be equipping our student athletes for the real field of competition—life as a warrior of Christ. We believe that there are many values and lessons to be learned from participating in athletics. There is always room for improvement in athletics just as there is always room for improvement to become more like Christ: one never arrives—one continues to strive.

GOALS AND OBJECTIVES

- To demonstrate a Christ-like attitude in all we do through athletics and always demonstrate a Christian testimony.
- To improve the individual spiritually, socially, and as an athlete.
- To develop commitment, team unity, loyalty, and school spirit.
- To develop respect for others including: coaches, officials, opponents, teammates, spectators, and anyone that he would come into contact with.
- To be good stewards of what the Lord has provided for us by caring for the equipment, facilities, belongings, self, etc.
- To provide opportunities for fellowship with teammates and other Christian schools.
- Team Levels - Since there are different skill levels of the players within our athletic teams, it is important to emphasize different goals at each team level. Those goals are:

1. Middle School Team (5th – 8th Grade)
 - To teach basic fundamentals of the sport(s) and the individual skills of the game.
 - To teach team concepts.
 - To emphasize the development of each athlete by allowing him/her the opportunity to participate as often as possible.
 - To experience and develop the ability to push yourself beyond what you think your physical limitations might be.
2. Junior Varsity Team (high school)
 - To build on individual skills.
 - To further develop concepts, strategies, and tactics.
 - To achieve a balance of playing and team success.
 - To experience and develop the ability to push yourself beyond what you think your physical limitations might be.
3. Varsity Team (high school)
 - To refine skills and team play.
 - To apply the learned team concepts, strategies, and tactics.
 - To strive for team success.
 - To experience and develop the ability to push yourself beyond what you think your physical limitations might be.

SPORTSMANSHIP STANDARDS & CODE OF BEHAVIOR

CCA athletes are leaders and they will lead others as Christ did. He was obedient to the Father, and he served those He came to save. CCA athletes will be obedient to those in authority over them. They will also look for opportunities to serve joyfully under their own initiative and do it for the glory of God.

The ROYALS are young men and women of Cornerstone Christian Academy who take pride in themselves as students and members of our community. They not only represent themselves and their families, but also God, their fellow classmates, the school, the alumni, their coaches, and most importantly Christ himself. They should strive to be leaders and conduct themselves as exemplary young men and women, respecting their coaches and adult authority, knowing that this pleases God.

ROYALS set goals for themselves and their teammates. To attain these goals, they base their lifestyles on commitment, hard work, sacrifice, determination, punctuality, and persistence. Just as these ideals will bring athletic recognition to individual students, students will also achieve more success in the classroom.

ROYALS always have their priorities in the proper order: God first, family second, school third, and then athletics. However, a commitment to the team demands attendance at all games and practices. Consideration and courtesy for other students, staff, and visitors to our school is continually displayed. Self-control and responsibility for behavior are accepted practices. Our code of conduct is ALWAYS in effect because a CCA student is always a ROYAL.

Athletes and coaches at Cornerstone Christian Academy are to be exemplary in their display of sportsmanship during games and practices. Team members should congratulate opponents after a game with a customary handshake and kind word.

Physical and/or verbal abuse aimed at an opponent, official, coach, or teammate will result in immediate discipline by the coach, and possibly, the administration. Taunting and/or inappropriate language directed toward an opponent or teammate is not "part of the game," and is inconsistent with the mission of Cornerstone Christian Academy. An athlete ejected from a contest may be suspended for the next game depending on the offense but may sit on the bench. All ejections are to be reported to the athletic director no later than one day after the ejection takes place.

Athletes are to demonstrate sportsmanship and an attitude of cooperation with coaches and teammates. An athlete who has a grievance with the coach or another player should attempt to resolve the problem with that individual first, in private, in accordance with biblical principle. Matters of disagreement and dispute should be kept confidential between the individuals involved. If the situation remains unresolved, the athletic director will be informed.

This handbook must be read in its entirety and a signature is required by both parent/guardian and athlete on registration form prior to participating in the athletic program at CCA.

TABLE OF CONTENTS:

<i>Academics</i>	5
<i>Affiliation</i>	5
<i>Age Limitations</i>	5
<i>Awards Distribution</i>	5
<i>Behavior Expectations</i>	5
<i>CCA Sports Honor Code</i>	5-6
<i>Chain of Command</i>	6
<i>Concussion Policy and Information</i>	6-7
<i>Contest Limitations</i>	7
<i>Discipline</i>	7
<i>Dismissal for Athletic Events</i>	7
<i>Eligibility</i>	7
<i>Equipment & Uniforms</i>	7-8
<i>Facilities</i>	8
<i>Home School Students</i>	8
<i>Miscellaneous</i>	8
<i>Overnight Travel</i>	8
<i>Physical/Permission Slips</i>	9
<i>Practice</i>	9
<i>Sexual Harassment Policy</i>	10
<i>Sports Booster/Volunteer Requirements</i>	10
<i>Surveillance</i>	10
<i>Team Captains</i>	10
<i>Team Managers</i>	10
<i>Transportation</i>	11

ACADEMICS

Students participating in athletics should anticipate the demands on their time and plan accordingly. **Athletic participation should never be used to excuse incomplete assignments, missed tests, or tardiness.** Student athletes should be present and prepared for class regardless of game and practice schedules.

AFFILIATION

CCA is a member of Association of Christian Schools International (ACSI), the Northern Illinois Christian Conference (NICC), the Illinois High School Association (IHSA), and the Meridian Conference (MC).

AGE LIMITATIONS

A student shall be eligible through the age of nineteen unless the student shall become twenty during a sport season, in which event eligibility shall terminate on the first day of such season.

AWARDS DISTRIBUTION

Athletic awards, trophies, and participation certificates will be given out during the fall, winter, and spring sports awards evening. During this event, athletes will be presented with awards for their participation in a particular sport. If, for whatever reason, an athlete is removed from the team, they will be unable to attend or receive awards.

BEHAVIOR EXPECTATIONS OF THE STUDENT ATHLETE

- Be a Christian example to your teammates and other students, and glorify God in everything that you do.
- Accept and understand the seriousness of the responsibility and the privilege of representing the school, the community, and the body of Christ.
- Accept and follow the instructions of the coach, captain, and rules of the school.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, and fellow students.
- Treat opponents with respect. After the game, treat them as guests.
- Wish opponents well and success before the game and congratulate them in a courteous manner following either victory or defeat.
- Respect the integrity and judgment of game officials, remembering they are human.

CCA SPORTS HONOR CODE

The CCA sports program requires commitment in the following areas in order to build a quality program that will glorify God.

- **Practice:** Required attendance at every practice on time and dressed out. *Exceptions: the athlete who played in a sports season that has just concluded is allowed one week rest*

between seasons. An athlete who is visiting a college for the purpose of pursuing a higher education will be exempt from practice for three school days.

- **Games:** Required attendance at all games, being on time.
- **Grades:** Eligibility for athletic participation will be determined by the policies stated in this handbook.
- **Character:** Required adherence to Christian principles of behavior and attitude while participating in CCA sports, understanding that the student is a representative of their Lord, family, team and school.
- **Cooperation:** The student athlete is required to *personally* contact the coach if they will be late or will miss practice or a game. The student is required to notify the coach if they must leave school. **All reasons are not necessarily excused. No call to the coach is an unexcused absence.** The athlete is expected to make up conditioning missed and possible extra work if not excused. This cooperation indicates the team's priority to the student and enables the coach to make adjustments necessitated by the student's absence. **Do not send messages by a second party.**
- **Attitude:** School and team spirit are vital to a successful CCA sports program. Therefore, the student should do their part to put the team first. *The student's comments about the coach and team will be positive and uplifting.*
- **Prayer:** The student should commit themselves to pray for their coaches, team members, and opponents.

CHAIN OF COMMAND

If during the course of a season you have a question or concern relating to your child's team, coach, or any other area of athletics, you are encouraged to follow the biblical approach to that problem as outlined in Matthew 18:15-17. This part of Scripture gives us God's order in resolving matters of disagreement. A chain of command has been established at CCA to direct questions or concerns if deemed necessary. You are strongly encouraged to approach the individual directly in your situation. If you have attempted to do so and are not satisfied with the decision or explanation given, seek to follow the chain of command: coach, athletic director, superintendent, and school board.

CONCUSSION POLICY & INFORMATION

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after the concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athletes safety.

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. This policy requires athletes to

provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

You should also inform your child's coach if you think that your child may have a concussion.

CONTEST LIMITATIONS

A student shall not be eligible for more than eight semesters. After they enroll in the ninth grade, a student will not be eligible for more than four school years of competition in any athletic activity.

DISCIPLINE

Coaches are given the authority to carry out all school policy and standards of behavior of students set forth by the administration at practices, games, and on road trips. Disciplinary actions for misconduct will be applied. Serious offenses will be brought to the attention of the administration.

DISMISSAL FOR ATHLETIC EVENTS

Upon early dismissal or absence for athletic events, students are responsible for collecting assignments and for turning in, to each teacher, any homework due for the classes they will be missing. Tests and quizzes that will be missed need to be rescheduled with each teacher before the students leave.

ELIGIBILITY

To be eligible to participate in athletics, students must not receive more than one *F* or two *Ds* on a weekly eligibility list. If these requirements are not met, the student will be suspended from athletic participation until the following week. During this suspension, the athlete is expected to sit on the bench at all home games but may not travel or practice with the team. If an athlete is ineligible for three consecutive weeks, he/she will be removed from the team. If the athlete is ineligible a total of 4 weeks (non-consecutive) during the season, they will be removed from the team for that athletic season.

EQUIPMENT & UNIFORMS

All equipment used by athletic teams at Cornerstone Christian Academy is the property of the school. At the beginning of each season, the coach will be given an inventory of the equipment checked out to them. The care of the equipment is the responsibility of the coach. After each practice and game, a careful check should be made to make sure that all equipment is accounted for. No equipment should be checked out to students for personal or home use. At the end of the season, all equipment should be returned within one week of the final game.

Uniforms are the property of Cornerstone Christian Academy. The athletic department and the school provide the funds for purchasing uniforms. The coach has the responsibility for distributing and collecting uniforms. **Athletes are responsible for the care of the uniform and should follow the manufacturer's instructions for cleaning after each use.** An athlete who loses a uniform must pay the replacement cost for that uniform. Uniforms which show more than normal wear

may also have to be replaced and must be paid for by the student. Uniforms are not to be altered or tailored by the athlete. Athletes are to wear the complete uniform provided by the school at games and games only. They should not be worn to practice or used for other recreational activities. Athletes are to be in complete uniform for team pictures which are made each season. All uniforms are to be cleaned and returned to the coach and accounted for within one week of the final game of the season.

FACILITIES

Extreme care and caution should be taken in the use of facilities. At the end of each practice and game (home and away), coaches should enlist the help of athletes to ensure that every field and court is left in the condition in which it was found. All cups, bottles, and other trash should be picked up. Any student defacing or destroying property will be disciplined according to school policy. Activities by teams should be limited to the area specifically designated for the team's use. All other areas are off limits.

HOME SCHOOL STUDENTS

The following regarding home school students' ability to participate on a member school's athletic team is listed in the ACSI Handbook:

For home school students to be eligible for participation on a school athletic team, the following requirements must be met:

- The student must attend a minimum of one academic class on a regular basis (e.g. weekly, biweekly, monthly) or participate in the school's annual achievement testing process. Home school students attending our weekly chapel service would meet the class attendance requirement.
- The student is in accordance with player limitations.
- Payment for the ACSI membership fee is made for this athlete. (This accounts for the additional athletic fee for home school students.)

Home school students and their families will have to meet these requirements in order to participate on any of the CCA athletic teams.

MISCELLANEOUS

- Athletes are to carefully listen to announcements throughout the day for any changes made to the schedule for the day. Students are not to wait to return from the game/event to place a call to parents/guardians.
- Athletes are asked to tell parents not to call the school office about rain dates/cancellations. If there are any changes, the athlete will be allowed to use the office phone to make calls.

OVERNIGHT TRAVEL

Cornerstone Christian Academy teams have the opportunity to participate in events that sometimes require an overnight stay. Students are expected to adhere to all school codes of conduct. A curfew will be set and enforced to ensure the students are well rested for the next day's game.

Student athletes are responsible for the cost of accommodations. The coach, before departure, will collect funds from the student in order to reimburse the school. The school will reserve the rooms. Students who become ineligible prior to an overnight trip are still responsible for the cost of the overnight stay due to lodging reservation requirements.

PHYSICALS/PERMISSION SLIPS

All students participating in athletics must have record of a current physical and a written permission slip from the parents on file in the school office *prior to the start of practice or games*. Until physical records are on file, no athlete will be allowed to participate. Copies of the physicals will be given to each coach in case of an injury or medical emergency. If a student has been injured during the season or has had an illness that prevents the athlete from playing that sport for a period of a week or more, the athlete must have a physician and a parent sign a "Return to Athletics" form before being permitted to return and participate in that particular sport. Precautions are taken to prevent injuries, but they do occur. All injuries must be reported to the coach so that proper aid may be administered. It is important that allergies or other ailments requiring special attention (i.e. asthma, diabetes, etc.) be reported to the coach at the start of the season. If an athlete is injured, parents will be notified and, if necessary, emergency personnel will be contacted.

MEDICAL INSURANCE

I understand that Cornerstone Christian Academy does not offer medical insurance and that parents are liable for the costs of any medical services required as a result of injury sustained by my child during participation in any athletic sport. I also certify by my signature on the registration form, combined with the signed sports physical, that my child is physically fit to participate in this program.

PRACTICE

Practice venues and times will be determined by the athletic director in cooperation with coaches. Because of limited facilities that must be shared, flexibility is required. Any change to the practice schedule must be approved by the athletic director or through the school office. *No practices are to be scheduled for weekends or holidays without the approval of the athletic director*. Fifth through eighth grade teams do not practice on Wednesdays.

Practice starting dates for all sports seasons will vary because of tournaments. It is necessary as well as fair to other members of the team for all athletes to be with the squads from the onset. Therefore, coaches do not have to add anyone to their respective squads later than two weeks after the start of practice. The coaches will turn in a complete roster to the athletic director. Student-athletes are required to be at all practices and games. At the beginning of the season, coaches will communicate to team members their expectations for performance and attendance.

There should be no allowances for missed practice (other than academic or medical reasons). If an athlete anticipates missing a practice or a game, prior notice should be given to the coach. The consequences for missing will be outlined ahead of time and then implemented.

Students must be present at school in order to participate in that day's practice or game. To be counted present for the day, a student must be at school by 11:30 a.m. Any student who leaves

before 12:00 p.m. will be considered absent and, therefore, unable to participate in that day's co-curricular activities. *This does not apply to students who are late due to a dentist or doctor's appointment or other reasons deemed acceptable by the administration.* When staying for a late practice, report to the connecting room to complete homework and study. **Cell phones should not be used during practice without permission from the coach.**

Parents are responsible to see that their child is picked up promptly after games and/or practices have concluded. Coaches are not expected to remain on campus for an undue amount of time after the announced pick up on a regular basis.

SEXUAL HARASSMENT POLICY

It is the policy of Cornerstone Christian Academy to maintain a learning and working environment free of sexual harassment. All forms of sexual harassment, whether verbal, non-verbal, or physical, are prohibited. All charges of sexual harassment will be taken seriously and will be investigated promptly and in a way that respects the privacy of all parties concerned. A more detailed description of the sexual harassment policy is located in the Human Resources Handbook.

SPORTS BOOSTERS/VOLUNTEER REQUIREMENTS

All CCA Athletes and their families have the privilege of being a part of the Cornerstone Christian Academy Sports Boosters. In an effort to make our athletic programs grow and strengthen all students who participate on an athletic team will be required to participate during the school year. The requirement for each parent is participation in 3 home games and 1 community fundraiser. The requirement for each athlete is participation in 2 community fundraisers. Needs for home games may include but are not limited to working concessions, running the clock, admissions, keeping the book, set-up, clean-up, etc. Families will be automatically signed up on the game schedule and notified of their duties at the beginning of the season. In the event that you are unable to work at the assigned time, it will be your responsibility to switch with another parent to fill that time slot. (Note: Parents are not required to work during games in which their child is playing.) Needs for community fundraisers may include but are not limited to working where needed at "Nothing But Net 3 on 3 Basketball Tournament," "Jumpin' Out Fridays," or future scheduled events.

SURVEILLANCE

CCA has invested in an electronic surveillance system to provide better protection for our students and employees, a deterrent for future break-ins, and a method for pursuing any perpetrators of vandalism or school policy violation. If a video clip is taken with a serious violation of policy or state or federal law, it can be used by authorities to pursue recompense and justice on behalf of the school.

TEAM CAPTAIN

The team captains will be full-time CCA students and should be selected based on their Christian maturity, leadership skills, and their willingness to serve their teammates. Each coach will advise their captains of what they expect from them and their responsibilities to the team, both on and off the field of competition. Some of the areas of responsibility could be encouragement during practices and games, communication during school and the off-season, making sure the team

equipment is dealt with correctly, seeing that the van is cleaned after returning to school, keeping grades up while helping others to do the same, making sure the bench area and locker rooms are cleaned up, working the team in the off-season, preparing team devotions, leading team prayer time, taking chapel attendance, etc.

TEAM MANAGER

The team manager(s) is required to be as dedicated to the team as the players themselves would be. They are under the direction of the teams head coach and the assistants, not a servant for a player(s). The team manager receives all the same privileges as a player, including credit for P.E. (see student handbook). Duties of a team manager will be performed as called out in the Team Manager Duties and Agreement Form.

TRANSPORTATION

Transportation to all home games is the responsibility of the parents/players. Cornerstone Christian Academy will try to provide transportation for teams to all out-of-town games, but it might be necessary to have parents assist with this transportation. Every effort will be made for the team to travel together. There are two exceptions upon notification of the coach: (1) a player may ride with his/her parents (2) a player may return with another parent provided verbal or written permission has been granted by his/her parents. Parents may not give permission for a player to ride with another student, unless it is a sibling. **The coach will monitor the music played in the van. Only Christian music is to be played. Students are not allowed to bring personal musical devices and/or CD players on road trips. Portable DVD players are not to be used when traveling to an away game.** At the discretion of the coach, exemptions can be made for overnight and trips more than 2 hours ONLY. Time spent traveling should be used for preparation for the games, personal or team devotions, and even homework.

Coaches will observe the following when transporting students:

- Seat belts, when available, must be used by students at all times.
- Drivers should stay within the speed limit posted.
- Cell phone usage is not allowed while vehicle is moving.
- Trash/equipment must be removed from the vehicle after each use by the team.