

Ascension School Sports Handbook

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INTRODUCTION

This handbook has been designed to introduce all students and their parents or guardians to the Ascension Athletic Program.

The Ascension Athletic Program is an extension of Ascension School. This program strives to teach the fundamentals of each sport, to provide the atmosphere and opportunity for each child to develop to their fullest potential, both as an athlete and an individual, and to instill a sense of sportsmanship based on the ideas fostered at Ascension School. The Athletic Program provides sports and recreation year-round for Ascension students in interscholastic competition and other special events.

In order to assist her in matters regarding the Athletic Program, the Principal has asked the School Board to establish an Athletic Advisory Committee. The Committee is composed of members of the School Board and Faculty, and invited parents. The responsibilities of the Athletic Advisory Committee are to:

1. advise the Pastor, School Principal and Athletic Director in issues regarding the athletic program,
2. distribute and compile the results of the Sports Surveys at the completion of each sport season, and
3. promulgate the Ascension Athletic Handbook.

The essential elements that contribute to the effective operation of the Ascension Athletic Program are featured in this handbook. This handbook was created through the hard efforts and input of many parents and guardians, and approved by the Athletic Director, the Principal and the School Board. The Principal and the Athletic Director are responsible for enforcing the handbook. The handbook is reviewed periodically to ensure that the document reflects the goals of Ascension School and its athletic program.

Ascension School does not discriminate on the basis of race, color, sex, national or ethnic origin in its admission or hiring policies, educational program, loan or scholarship programs, athletics, or any other school administered program.

PHILOSOPHY

In accordance with the Ascension School Philosophy and as an extension of the Ascension School Physical Education curriculum, the aim of the Ascension Athletic Program is to provide a Christian atmosphere in which every child may attempt to achieve maximum growth—mentally, emotionally, physically and spiritually within the context of children's sports. Athletics are an integral component of the educational process at Ascension School. Everyone involved in the Athletic Program, students, coaches, and staff, continually strive to appreciate and accept all persons. The Ascension Athletic Program challenges its' participants to:

- have fun,
- learn the meaning of sports,
- put forth one's best effort,
- accept both success and failure, and
- develop potential.

MISSION

The mission of the Ascension Athletic Program is to:

- instill Christian values in a sports environment,
- provide opportunities for all interested Ascension School students to participate, and
- create an on-going environment to teach the fundamentals of each sport.

In pursuit of this mission, the Athletic Director, coaches and staff members continually examine and re-evaluate how effectively the mission is being achieved as well as seek new and creative approaches to the art of teaching athletics.

PARTICIPATION

Participation in the Ascension Athletic Program is a privilege and is optional. Any Ascension student, regardless of athletic skills, who meets eligibility guidelines as specified by the School Principal, will be allowed to participate on any athletic team. These eligibility guidelines consist of meeting academic requirements, adherence to the Disciplinary Code of Ascension School and compliance with team rules. The academic requirements are provided in a separate section in this handbook. The disciplinary code is contained in the Ascension School handbook.

Team rules consist of, but are not limited to, Christian behavior, effort, sportsmanship and attendance at all practices and games. Team rules and expectations will be presented to all students of each team at the beginning of each athletic season by their coach or the Athletic Director. Throughout the entire season, coaches are required to maintain significant playing time in all games. Each student should receive significant playing time over the course of the season, including tournaments and playoffs. Games in which a student is squaded-out do not count in determining compliance with the significant playing time.

Because of this open participation philosophy, squading may be necessary during the regular season due to the number of participants on a team. The coach should make every effort to establish squads to maintain fairness in playing time and that all squads receive significant playing time. Every effort should be made to ensure that participants on each of the squads receive significant playing time in comparison to members of their squad and the members of any other squad on their same level.

Personal sacrifices and commitments are necessary so that each individual is ready to put forth their best effort to help their team achieve the team goals. The student is expected to be prepared for all practices and games. The student is required to attend all scheduled practices and games unless the student has been personally excused by the participant's coach or Athletic Director. If a student misses practices or games because of excused or unexcused absence, the student may suffer reduced or non-playing time in the next game. Absence from an athletic activity for reasons other than academic conflict, illness, or serious personal reasons would normally be considered as an unexcused absence. Unexcused absences and/or failure to give adequate notification (24 hours or more) to the participant's coach on five or more occasions can result in removal from the team by the coach with the concurrence of the Athletic Director and approval of the Principal. Violations of team rules, primarily in sportsmanship and Christian behavior, can result in immediate suspension or removal from the team by the coach with the concurrence of the Athletic Director and the approval of the Principal.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The student's academic success has priority at Ascension School. Extracurricular activities enhance the educational experience and give children opportunities to develop skills and experience achievement. However, extracurricular programs should not interfere with the student's academic work or inhibit his/her ability to achieve success in the classroom. Therefore, these are guidelines for extracurricular eligibility.

At the beginning of each season teachers will receive a roster of teams and Student Council membership. Teachers will review weekly grades to determine if a student should participate for the following week. Participation is understood as attending both practices and games.

In order to be eligible to participate each week, students may not have the following deficiencies:

1. A cumulative failing grade in any subject for two consecutive weeks.
2. Disciplinary action resulting from a serious infraction of school rules.

Teachers will check student performance and identify potential ineligible students. An "Academic Alert" notice will be sent home on Thursdays.

Students will become ineligible for one week. Parents should acknowledge their child's ineligibility by signing and returning the notice to school. The Athletic Director and coaches are informed of ineligibility.

Extra Effort Exception: In some rare instances, consideration for maintaining eligibility for athletics will be given to students who have not achieved the necessary grades. An extra effort exception to academic eligibility requirements must be requested in writing by the student's parent/guardian and is subject to the discretion and approval of the Principal.

A student may be removed immediately from a sports activity for:

- displaying inappropriate behavior, such as disrespect shown to a coach, a referee, another player, the opposing team, etc. or
- non-compliance with the rules of the sports program

RESPONSIBILITIES AND CODE OF CONDUCT

PRINCIPAL'S RESPONSIBILITIES

The Ascension School Athletic Program is an extension of the school and its curriculum. As such, the Athletic program is subject to the authority of the Pastor by virtue of his office and the Principal. The Principal is the primary authority over the athletic program. This responsibility is shared with the Pastor.

The Principal's primary responsibilities are:

- Establishing and implementing the philosophy and mission of the athletic program.
- Determining eligibility requirements for students and ensuring that these requirements are enforced.
- Verifying that all legal and safety aspects of the program are in compliance, i.e. verification insurance coverage, parental/guardian permission in writing for student participation, student emergency information, coach's forms, etc.
- Ensuring gym time for the sports program.
- Appointing and evaluating the Athletic Director with Pastor's concurrence.
- Providing Athletic Director with role description, supervising the Athletic Director's activities, and making sure that the responsibilities delegated to the Athletic Director are carried out in appropriate manner.
- Establishing and fostering the importance of good Christian sportsmanship in the minds of the entire school community.
- Communicating with the Athletic Director on a regular basis.
- Ensuring timely communications are provided to parents/guardians on the Athletic Program.
- Establishing, administering and overseeing the athletic program budget.
- Resolving problems, issues and concerns that can not be resolved by the Athletic Director.

ATHLETIC DIRECTOR'S RESPONSIBILITIES

The Athletic Director is not required to be present at all events. To ensure adequate adult supervision is provided at all times, the Athletic Director may appoint a volunteer assistant athletic director or support coordinator. The Athletic Director's primary responsibilities are :

- Integrating the Ascension School Athletic Program into the philosophy and mission of Ascension School.
- Fostering the goals of the Athletic Program which are instruction, sportsmanship and enjoyment.
- Implementing, maintaining and evaluating the policies and procedures within the Athletic Program, including but not limited to, the number of interscholastic contests within a season; the number, frequency and duration of practices; sponsorship of leagues and invitational tournaments; interscholastic special events and house leagues; creation of new programs; discontinuance of existing programs or the modifications thereof; and defining eligibility guidelines for participation in a sport.
- Supervising the registration process for interested students and the establishment of team rosters.
- Ensuring that team practices and games do not interfere with the academic and spiritual development of the students.
- Communicating with the parents/guardians of the students on the teams regarding practices, game times, academic and disciplinary requirements and team rules
- Selecting and supervising coaching staff and support persons who are qualified to instruct and coach students, who are supportive of the mission and philosophy of the athletic program and who model Christian values.
- Terminating coaching staff who do not adhere to the Coaches' Code of Conduct.
- Setting an atmosphere that encourages students to recognize positive performance of their teammates and opponents.
- Ensuring that space and equipment provided for athletes are safe.
- Managing problems/issues/concerns in respectful dialogue and, if unable to resolve, refer to Principal for mediation.
- Preparing an annual budget for submission to the Principal and adhering to the approved budget.
- Maintaining and evaluating policies and procedures regarding the use of concession funds and the allocation of those funds.
- Providing list of participants to the Principal as soon as team rosters are set.
- Notifying coaches of eligibility status of all participants.

COACHES' RESPONSIBILITIES

Coaches must at all time act in accordance with the athletic program's mission, philosophy and policy as established by Ascension School. Coaches are required to sign the Coaches Code of Conduct Statement (page 13) demonstrating their commitment to perform their duties in accord with these policies.

Coaches are expected to:

- have knowledge of the fundamentals and rules of that sport.
- be dedicated to the development of all players.
- teach discipline and respect.
- always be organized and prepared for games and practices.
- be punctual, and expect the same of their players.
- address parents' concerns and questions promptly and diligently.
- attend training sessions for coaches as provided by the Athletic Director.
- see that there are coaches present for the complete practice. If practice is dismissed before the established time, coaches must make certain players are not left alone unsupervised at the practice facility or field.

PARENTS’/GUARDIANS’ AND FANS’ RESPONSIBILITIES

Parents/guardians and fans should be positive role models for Ascension students. They can provide that modeling behavior through showing support of Ascension’s sports participants and coaches. Parents must sign the Student Athlete/Parent Contract (page 14).

Parents/guardians and fans should respect the facilities of other schools and organizations.

Parents/guardians have the additional responsibility of supporting the sports program by working in the concession booth, the score table, maintaining crowd control, set up and take down, and other support functions. Assignments will be made and distributed.

Parent/guardian coordinators will be needed for all teams. The coordinators will be primarily responsible for organizing parents/guardians to fulfill their responsibilities in supporting the sports program and to provide for student’s off-field/court special events and activities.

The student is responsible for their transportation to and from all contests and activities of the sports program. Transportation is not the responsibility of coaches.

Parents/guardians should communicate directly, and at appropriate times, with teachers of the student to ensure that academic eligibility requirements are being met.

Parents/guardians must communicate directly with the coach with any questions or concerns. Questions and concerns that can not be resolved should then be directed to the Athletic Director. This communication should be done at appropriate times, not immediately before, during or after a practice or game.

Parents/guardians have as much responsibility for the success of the athletic program as the coaches and students. This responsibility extends beyond dropping off and picking up the student. You should be aware of what is happening in the athletic program, what the student is doing and where the student is. Your helping hand and presence, whenever possible, is important to the success of this program, and, of even more importance, to the student.

Parents/guardians should be aware of the times and locations of all practices.

GENERAL QUESTIONS CONCERNING THE ATHLETIC PROGRAM SHOULD BE DIRECTED TO THE ATHLETIC DIRECTOR.

STUDENT ATHLETE'S RESPONSIBILITIES AND PRIVILEGES

PARTICIPATION

Participation in the Ascension Athletic Program is a privilege and is optional. Any Ascension student, regardless of athletic skills, may participate in the athletic program by:

- (a) maintaining academic eligibility by meeting the requirements set forth in the academic eligibility section of this handbook;
- (b) behaving in accordance with the disciplinary code contained in the Ascension School handbook;
- (c) complying with team rules as established by coaches and the Athletic Director. Team rules consist of, but are not limited to, Christian behavior, effort, sportsmanship, teamwork, and attendance at all practices and games; and
- (d) signing the Student Athlete/Parent Contract (page 14).

Priority should be given to any Ascension sports team over any club team. A student who has earned the privilege of participating in the Ascension Athletic Program can expect to:

- (a) be considered a full member of the team;
- (b) receive a fair share of the coach's attention and direction;
- (c) receive the opportunity to learn and practice skills required to compete successfully; and
- (d) receive significant playing time over the course of the entire season. (Games in which a student is squaded-out do not count in determining the amount of playing time.)

STUDENT ATHLETE'S RULES OF CONDUCT

- (a) I will be on time and prepared for all scheduled practices and games. A student who cannot attend a scheduled practice or game should notify the coach as far in advance of the practice or game as possible. Absences from practice or games may mean a reduction of a student's playing time. Repeated absences could result in a student being asked to leave the team.
- (b) I will give my best effort mentally and physically at all times in games or practices. I will be willing to play anywhere any length of time. I will make the necessary commitment to help my team achieve its goal.
- (c) I will show respect at all times and will be receptive to comments or criticisms made by my coaches.
- (d) I will display a positive attitude and promote teamwork by saying positive things about others.
- (e) I will respect and take proper care of all school equipment and property.
- (f) While representing Ascension School, I will be dignified, classy and always show the best of sportsmanship.
- (g) I will be respectful of officials, coaches, players, fans and family members, both with my verbal and physical behavior.
- (h) Stealing, fighting and use of foul or vulgar language will not be tolerated.
- (i) I will play within the school and any league rules at all times;
- (j) I will always be supportive of teammates and coaches.

STUDENT ATHLETE ATTENDANCE TO SCHOOL, HOMEWORK, PRACTICE AND GAMES

Responsible participation in the Athletic Program requires the attendance and punctuality of all participants at all scheduled practices, games or activities.

Students are reminded that their primary responsibility is to their schooling. Attendance to school is of the utmost importance. Therefore, if a participant is absent for a full day of school on the day of an athletic activity, they are not allowed to participate in the activity that day. Students who miss school in the morning but come in the afternoon will also not be allowed to participate in the activity, unless the student's absence is excused with a Doctor's note. If a participant will not be in school for an extended period of time, they are to notify the coach as soon as possible, in addition to the normal procedure of notifying the office.

Student athletes are required to complete their homework. Occasionally, 8th grade practices will run until 9:30PM, therefore, students are expected to have their homework completed before attending practice. Participation in sports will not be permitted as an excuse for not being prepared for school the next day.

Transportation to and from all contests and activities of the Athletic Program is the responsibility of the participant. Organization of central times and places of pick-up or departure may be designated.

Participants are expected to attend all practices and games. If a participant will be absent or tardy by more than a few minutes, they must notify the coach as soon as possible. Chronic tardiness is

unacceptable. Absence from an athletic activity for reasons other than illness, or serious personal reasons, may not be excused and must be conveyed to the coach or staff member prior to absence, preferably 24 hours in advance. Unexcused absences or failure to give accurate, adequate notification of an absence may result in disciplinary action by the participant's coach or the Athletic Director.

Appearance is also very important. Each and every participant represents Ascension School. Participants are required to be clean and neat and to wear the appropriate clothing/uniform as specified by the coach and the Athletic director. In addition, all uniforms shall be properly maintained and returned clean to the Athletic Director upon request.

WARNING OF RISK

Each participant in the Ascension Athletic Program must be aware that athletic participation has inherent risks. Even when your participation is within the rules of your sport and you are following the instructions of your coach/supervisor you may suffer serious injury or death. In an attempt to avoid the possibility of injury you should follow your coaches' instructions regarding technique, training and team rules. At all times you should participate within the rules of your sport, and always behave in an appropriate manner. The rules of Ascension School and the rules of the Ascension Athletic Program must be followed at all times.

INJURY

If a student is injured or becomes ill during a game or practice, the student should advise the coach immediately. If a parent or guardian is available, the parent or guardian will be in charge of seeking the appropriate medical attention. If a parent or guardian is not available the coach will decide whether emergency medical attention is necessary and seek the appropriate medical assistance.

If a student is injured and unable to participate or will be limited as to participation a letter from the parent, guardian or doctor must be provided to the coach or athletic director. The letter should state the extent of the injury, the time period for healing, and the expected date of return to unrestricted play. If circumstances change regarding the health of the student another letter should be directed to the coach or athletic director describing the change in circumstances.

INSURANCE

All students wishing to participate in the Ascension Athletic Program must have health/accident insurance coverage and must provide proof of the same. Ascension School offers a health/accident insurance program for its students. The details of the plan offered can be obtained in the School office.

EMERGENCY RELEASE FORM

Before the student will be allowed to participate it is mandatory that each participant's parent or guardian complete the Emergency Release Form and return the form to the coach or athletic director. The form allows for emergency treatments of a student should injury or illness arise and the parents or guardian cannot be reached.

ATHLETIC PROGRAM FEEDBACK AND EVALUATION

It is the desire of the Athletic Director and the School Principal to address quickly and effectively questions and concerns regarding the athletic program, and to evaluate each sport upon its completion. To that intent, a protocol has been established for addressing concerns, and surveys designed for players, parents/guardians, and teachers to complete at the end of each season.

PROTOCOL FOR ADDRESSING QUESTIONS AND CONCERNS

Parents/guardians will occasionally have an issue regarding the participation of their child. There is an appropriate sequence that has been established in order to resolve these issues. Therefore, the Grievance Committee has been established. The Grievance Committee will consist of the Pastor, the Principal, the Athletic Director and three (3) members of the Athletic Advisory Committee. The appropriate steps needed to resolve an issue **MUST** be followed in sequence.

1. The Parent/Guardian talks directly to the Coach.
2. If the problem has not been resolved----then a meeting is held with the Parent/Guardian, the Athletic Director and the Coach.
3. If the problem is still not resolved ----the issue goes before the Grievance Committee.

SPORT SURVEYS

Upon completion of each sport's season, the Athletic Advisory Committee of the School Board will distribute separate surveys to players, parents/guardians and faculty. It is the responsibility of the Advisory Committee to compile the results of the surveys and report them to the Athletic Director, School Principal, and School Board.

Ascension School
Athletic Program

Coaches' Code of Conduct

Coaches are to conduct themselves as positive role models for their players. Coaches must foster the goals of the Athletic Program which are instruction, sportsmanship and enjoyment.

Coaches must conduct themselves in a Christian manner at all times, being positive in teaching our students, never attacking a player's ability but let the student know when their effort is not 100%. All students can control effort.

Coaches shall not use abusive language or conduct during games or practices. (i.e., any questioning of an official's call should be done in a respectful manner.)

Coaches must handle parents concerns and question the best manner that they can. Concerns and questions that can not be resolved should be directed to the Athletic Director.

Smoking or drinking during practices or games is strictly prohibited. Discipline shall be administered fairly and appropriately.

During the regular season coaches are required to maintain fair playing time for all students. Each student should receive significant playing time over the course of the entire season. (Games in which a student is squaded out do not count in determining compliance with the significant playing time.)

BREACHES OF THE COACHES' CODE OF CONDUCT WILL BE REVIEWED BY THE ATHLETIC DIRECTOR AND PRINCIPAL FOR APPROPRIATE ACTION, INCLUDING POSSIBLE REMOVAL FROM THE COACHING POSITION.

I, _____, have read the Ascension School Athletic Handbook and agree to abide by the policies and responsibilities set forth therein.

Coach

Date

Athletic Director

Date

Ascension School
Athletic Program

Student Athlete/Parent Contract

I, _____, realize that my primary responsibilities as a student of Ascension School are to further both my academic and spiritual development. With this in mind, I will do my best to maintain the highest personal academic standards, while at the same time displaying sound Christian values, most specifically those of love, kindness, respect, and acceptance without judgment, at all times.

I also realize participation in the athletic program is a privilege and carries with it many inherent responsibilities. I have read and understand all the information specified in the Ascension Athletic Handbook. I agree to uphold the policies specified in this handbook, as well as those specified by the teams/activities of the Ascension Athletic program and those of Ascension School.

(Student Signature)

(Date)

I, _____, as the parent/guardian of the aforementioned child, have read and understand all the information specified in the Ascension Athletic Handbook. I agree to abide by the policies set forth therein. I give my permission for said child to participate in any/all activities of the Ascension Athletic Program; knowing full well the privileges and acknowledging the responsibilities that accompany this participation as a parent/guardian in expected volunteer activities.

(Parent/Guardian Signature)

(Date)

Ascension School
Athletic Program

Emergency Release Form

To whom it may concern:

As the Parent/Guardian of _____, I hereby authorize the treatment by a qualified, licensed medical doctor of the aforementioned minor in the event of a medical emergency which, in the opinion of the attending physician, may endanger the child's life, cause disfigurement, physical impairment, or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

Name of minor: _____ Date of Birth: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Family Physician: _____ Phone: _____

Preferred Hospital/Place of Treatment: _____

Health Insurance: () Yes () No Carrier: _____

Policy #: _____ Group Name #: _____

Medical Information: Blood type: _____ Asthma? Yes / No

Medication regularly taken:

Specific allergies, chronic illness, or other conditions: _____

In case of emergency, contact: Name: _____

Phone: _____ Relationship: _____

(Print name of parent/guardian)

(Signature of parent/guardian) (date)