



CHAPEL GATE CHRISTIAN ACADEMY

2018-2019

The Chapelgate Parent Athlete Handbook

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PURPOSE OF CHAPELGATE ATHLETICS

The primary goal of Chapelgate Athletics is to teach students about life in the light of God's Word through the avenue of athletics. Within this goal we will:

- develop proper respect for coaches, opponents, officials, spectators, teammates, and self
- teach proper stewardship of facilities and equipment
- teach athletes how to respond properly under pressure
- teach the life skill of teamwork and commitment
- provide a Christian example for our student body and to others outside our school community
- promote community and esprit-de-corp within our school
- teach our spectators how to respond and react in a manner that would emulate and please Christ Jesus
- help the athlete develop positive Christ-like character qualities

PARENT & ATHLETE CHECKLIST

Pre-Tryout responsibilities

1. Complete AND turn in the following paperwork to athletic trainer:
 - Physical (dated after April 1)
 - Athlete Accident Cards (which includes parent signature)
 - Athlete Agreement Forms
2. ImPact (concussion baseline) exam completed.

Season Responsibilities

1. Attend all required practices and games unless excused by coach.
2. Parents should attend coach information meeting if held
3. Pay the school sports fee
4. Maintain care of the uniform assigned to you
5. Support coach in making sure student athlete is at practice/games on time and that your ride is there on time for pick up after event ends.

Post-Season

1. Return uniform to Athletic Director
 - You must turn in the same numbers that were assigned to you
 - Cost of replacing lost or damaged uniforms may be billed to family
2. Attend end of season 'banquet'

Please be advised that being a member of a high school athletic team requires your student athlete to be a participant 5 days per week or more during the season. It is imperative that your family talks over the concept of commitment to a team. What will that look like?

***review your schedule for the entirety of the season and determine if you will have conflicts**

(ie-drama performance, ACT prep classes, family obligations, etc....).

***Talk to your coach BEFORE the team is selected regarding known conflicts.**

Fall season runs mid-August through late October/early November.

Winter season runs early November through late February.

Spring season runs mid-February through mid-May.

CONTACT INFORMATION

- 1. CCA Athletic Office:** 443-419-3859
jbennett@chapelgateacademy.org
- 2. CCA Athletic Trainer:** demrich@chapelgateacademy.org
- 3. RankOneSport.com:** This is where you will find seasonal schedules and may also upload your student's physical and athletic paperwork. You may access this site from our Chapelgate website under athletics and you may also obtain the RankOne app named 'Parent/Public Rank One' on your smart phone or device.
- 4. Leagues:**
 - MIAA** (Boys) www.miaasports.net
 - IAAM** (Girls) www.iaamsports.com
- 5. Chapelgate:**

CCA Daily Sports Info Line:	443-419.3829
CCA Fax:	443-419-3831
CCA School Office:	410-442-5888
CCA Website:	www.chapelgateacademy.org
- 6. Calling the main office for athletic information should be your last resort.**

GAME AND PRACTICE LIMITS

1. Coaches should clearly communicate practice days and times to athletes and parents.
 - If you are unsure, contact coach first and athletic department second.
2. Teams will not practice or compete on Sundays.
3. Teams may practice or compete on Saturdays or holidays. However, any team event during a non-school day will be voluntary for the athlete.
4. Practices/games that are canceled or modified the day of will be updated on the sports update line and a notice sent through rankonesport.

TRYOUTS/TEAM SELECTION

1. Coaches may determine the length of days for a tryout process.
2. Coaches should meet individually with each player 'cut,' providing both the rationale for the decision and advice on how to improve on weaknesses for next year's tryouts.
3. If a student-athlete is participating in a Chapelgate sport season during the tryouts of the next season (i.e. soccer in playoffs but basketball already started), that athlete must fulfill the schedule of the current season but will be given an opportunity to tryout for the coach in the new season.

PLAYING TIME

1. **Middle School:** Middle school sports is about learning, development, and gaining experience. Therefore, at the middle school level every athlete should see time in every game. However, the amount of time may differ between players.
2. **Junior Varsity:** The purpose of the JV program is to prepare athletes for the varsity level. Over the course of a season, each athlete should see significant playing time. This does not mean that every athlete will see significant time in every game or equal time, but each athlete should receive some time in the majority of contests.
3. **Varsity:** Coaches are free to play their choice of personnel in an effort to win each contest. While this means that some athletes will not see time in every contest, over the course of a season an athlete who works and tries hard should expect to see some playing time.
4. Parent/Player/Coach conflict resolution:
 - a. **First step:** the athlete should address the coach respectfully. If not satisfied....
 - b. **Second Step:** the parent should address the coach respectfully asking for further clarity regarding the answer given to their student from step one. If not satisfied...
 - c. **Third Step:** the coach, parent, and athletic director may meet to seek resolution.
 - d. **PLEASE NOTE that in all three steps all parties involved should observe the 24 hour rule before approaching the coach if possible.**

DISMISSAL TIMES FOR GAMES

1. Teams will be dismissed from school 15 minutes prior to departure for away games.
2. Teams will arrive to opponent schools with sufficient time to warmup before the start of game.

INDOOR FACILITY REQUIREMENTS

1. Student athletes may not wear cleats on the sidewalks or in the building.
2. Student athletes should maintain a clean locker room and team bench area – throwing away trash at end of games/practices.
3. Student athletes may not practice with balls anywhere in the school other than the gym.

OUTDOOR FACILITY REQUIREMENTS

1. Cleats go on and off the feet ONLY on the field; not on sidewalks, not in building, etc. The only time cleats should be on the feet is on the field.
2. Athletes should never kick, throw, or toss any ball against any fence.
3. No one should go over any fence. Please enforce their use of the gates.
4. Athletes are instructed to journey inside or to the port-a-pot to use the restroom when ‘nature’ calls. The woods are not a viable option.
5. Athletes should make sure field is spotless each day, leaving no trash.
6. Athletes going outside should use the doors on the second floor. This pertains to all fields. Baseball and Softball go out by the lunch room and lacrosse and soccer players down the media center hallway.
7. Softball and baseball teams should consistently sweep out home and visitor dugouts.

MUSIC AND ATTIRE FOR CONTESTS / PRACTICES

1. Music used for pre-game warm ups in athletic contests will be instrumental only – no lyrics.
2. Athletes may not change the appearance of their uniform without consent from the Athletic Director.
3. Athletes attending practice must wear moderate looking clothing.
 - a. No writing on the backside of shorts/pants
 - b. No offensive language or promotion of products that do not align with school philosophy
 - c. Spandex shorts are allowed but must have regular shorts overtop of them

OFFICIALS

1. They have the authority in each game.....not you.
2. Parents should not engage in conversation or offer remarks to officials.
3. Student athletes should not speak to officials without consent of their coach or unless an official addresses the athlete. Most teams have a speaking captain that holds this responsibility.
 - a. Any communication with officials should be done with utmost respect.

SCHOOL TRANSPORTATION

1. The Athletic Dept. will provide transportation for most off campus games and practices.
 - b. Coaches are responsible for honoring the departure and arrival times.
 - c. Student Athletes are responsible for appropriate conversation and behavior on vehicle.
 - d. Student Athletes are responsible for picking up trash from the vehicle upon return to school.
 - e. Student Athletes must adhere to the following 'bus in motion' rules:
 - i. No standing while bus is moving
 - ii. Nothing should ever go out a window (including hands, arms, etc...)
 - iii. Maintaining a low conversational volume
 - iv. Appropriate behavior
2. Occasionally, teams will use a school van.
 - a. The vans have passenger limits. Do not exceed those limits.
 - b. When using a vehicle with seatbelts, athletes must buckle their seatbelts.
3. Parents must honor pick up times. Coaches must stay with athletes until the last athlete is gone. Families frequent in picking their student up late may incur a monetary fine.
4. Parents should not ride the bus without approval from the coach, athletic director, and/or administrator.

STUDENT DRIVERS

1. If school transportation is available, players may not drive to away games unless special circumstances exist and are approved through the athletic director or administrators.
2. Players may drive to home games and practices (ie-County Park), but may not return to school.
3. Players that drive may not take anyone (outside of their siblings) with them in their vehicle to games or practices (unless previously approved by the athletic director).
4. A player waiting for a late practice or game may leave school and return. Parents must be aware if there student plans to leave school with another student.

PLAYER ELIGIBILITY

1. Full time student

- a. Student athletes must be taking the majority of their classes at CCA.
- b. CCA will follow the league guidelines set forth regarding age restrictions.
 - * A student who has attained his/her 19th birthday before August 31st of a given academic year is not eligible to participate.
 - * A student who has attained his/her 19th birthday on or after August 31st of a given academic year may participate only on the varsity level.

2. Academics

- a. Achieving a minimum academic average of 2.0, with no "F" grades, during the preceding grading quarter.
- b. Ineligibility terms
 - i. Ineligible athletes may not participate in any contest for any Chapelgate team.
 - ii. Ineligible athletes are denied the privilege of early dismissal to attend a game.
 - iii. Ineligible athletes may continue to practice with their team only if the parents of the athlete submit a note of permission to the athletic director.
- c. The athletic director will inform all ineligible athletes and their coaches. The effective date of ineligibility will be three days after report cards are mailed home.
- d. Athletes declared ineligible for athletic competition may become eligible again in the following ways:
 - Any class wherein a failing grade was registered for the last marking period must have its grade improved to a 'D' grade or better at midterm
 - The student must achieve a 2.0 GPA or higher at midterm if they failed to meet that requirement at the preceding quarter mark. Middle School athletes do not follow the GPA portion of academic eligibility.
 - When a new academic year begins all students automatically become academically eligible.
 - An ineligible athlete may be declared eligible if a waiver is jointly agreed upon by the teachers, athletic director and administration.

PLAYERS WHO ARE ABSENT OR IN DETENTION

1. Students who are absent from school are not eligible to participate in team practices and/or interscholastic competition that same day (the athletic director may excuse extenuating circumstances).
2. Students arriving at school after 12 noon must have permission from Athletic Director and/or administration in order to participate in team practices and interscholastic competition that same day.
 - a. Any athlete who does not participate in scheduled physical education classes for medical reasons on any given day is ineligible to participate in team practices and interscholastic competition on that same day. Exceptions may be made if agreed upon by the physical education teacher and athletic director.
 - b. Any athlete required by a teacher to serve an after school detention is ineligible for interscholastic competition on the assigned day of detention until the detention is fully and completely served.
 - i. Exceptions may be granted by the administrator in charge of student discipline.

DIRECTIONS

1. Directions for all events are available on the RankOne site via www.chapelgateacademy.org.

CLASSWORK

1. Student Athletes missing class due to co-curricular commitments are expected to turn in all homework on time.

UNIFORMS

1. The athletic department will issue uniforms to players. It is the athlete's responsibility to maintain the uniforms and to have them available for all athletic events.
2. CCA is not obligated to supply additional uniforms in the event an athlete forgets their uniform for a game, team picture, or other event.
3. Each player is responsible for their originally issued uniform. If the athlete changes any piece of his/her uniform with another player they must report that switch to the athletic director. The number assigned to the player will be the number expected back at the end of the season. Families may be assessed a fee for any uniform piece not returned.
4. Players may not wear their uniforms for practice or gym class.
 - a. Exception: this is permissible for practice when a game is canceled inter-day and the player has no other practice clothing
5. Players may wear their uniform top, if sleeved, during school on an approved dress down day.

PERSONAL UNIFORM PURCHASES

1. Coaches and parents often desire to organize the purchasing of team uniforms or warm-ups which the team will wear and then the individuals will 'keep' after the season. The athletic department's desire is to prevent any athlete from feeling required to purchase a uniform, warm-up, or specific style shoe to achieve team membership or group identity. No family should be pressured into purchasing extra gear. All spirit wear must be approved through Assistant Head of School.

INCIDENT PROCEDURES (Ejected Player, Trouble with Opposing School, etc.)

1. Chapelgate will follow the league policy for ejections and other athlete disciplinary action. Chapelgate also reserves the right to add other disciplinary action if deemed necessary.

FUNDRAISING

1. All fundraising needs prior approval.
2. All monies raised through fundraisers may be deposited in a special team account maintained by the Academy. The coaches should route all deposits and withdrawals via the Athletic Director into these accounts.

FIRST AID KITS

1. The athletic trainer will provide each team with a medical kit.
2. Athletes should never handle inhalers, epi pens, etc... unless it belongs to them.
3. Athletes whom are prescribed emergency medication should have those tools available for use as needed.

PICTURE DAY

1. The team picture date will be announced by head coach.
2. Athletes are expected to be dressed in uniform and on time for picture.
3. Athletes are responsible for bringing their uniform on picture day.

DRESS DOWN DAYS

1. Teams are permitted three 'dress-down' days:
 - Two are during the regular season.
 - One is during the playoff schedule. If a team does not make playoffs they do not receive the third 'dress down' unless approved by athletic director.
 - *If a team makes the championship game, the athletic director may grant an additional dress down day the day of the championship.
 - The uniform top or team shirt will be worn with jeans on these occasions. If the top is sleeveless they must wear a shirt underneath.
 - The assistant headmaster has the final authority concerning team dress down days.

VIDEOTAPING

1. Parents and athletes must be aware of the following league rule:
 - * Videotaping or filming of an opponent during scrimmages or practices is forbidden.

ATHLETIC CEREMONIES / INDIVIDUAL AWARDS

1. At the end of every season parents are relied upon to create a time to honor the athletes and the team. This 'banquet' should be held within 2 weeks after the last game of the season.
2. CCA does not provide trophies, plaques, etc.... for individual athletes.
3. CCA will provide middle school, junior varsity and varsity athletes with certificates. The varsity athletes will also receive a letter and team pin.
 - a. Certificates: All athletes/scorekeepers/managers completing a season with a team may receive a certificate.
 - b. Letters/ Team Pins/ Stars: Any athlete or manager who demonstrates a personal daily commitment for the strong majority of a season will be eligible for these awards. If illness or injury prevents an athlete from completing the season, he/she may be granted the award based on their ongoing commitment to the team.
 - i. Letters: Given upon completion of the first varsity season in any sport.
 - ii Team Pins: Awarded a specific team's sport pin only once. This award will be given for completing their first season in any specific varsity sport.
 - iii. An athlete will be awarded a star for the completion of a second or subsequent season on any specific varsity team.

SEASON START DATES

1. 'Formal' tryouts begin on the date provided by the athletic director and practices continue daily throughout the remainder of the season.
2. Sometimes two seasons may temporarily overlap. In this situation, the athlete's responsibility is to the current team until the last league contest is complete. If the current season's last league contest is complete but there are more games on the schedule the athlete may continue to work with their current team until the start date for the next season. Upon the start date of the next season, the athlete then shifts responsibility to the new team except on game days of the season the athlete is finishing.
3. CCA will not begin their seasonal dates before MIAA and IAAM dates.

SCHOOL YEAR OUT-OF-SEASON RESTRICTIONS

CCA recognizes the value in providing training and competitive opportunities for athletes out of season under the following guidelines.

1. CCA will follow the MIAA and IAAM guidelines pertaining to out-of-season policies.
*These guidelines are hanging in the athletic hallway for anyone to read.
2. **Academic Eligibility:** Athletes participating in off-season athletic training and competition are not under any academic eligibility standards, but coaches and supervisors are encouraged to promote a high level of academics with their players.
3. **Physicals:** All athletes participating in off-season athletic activities sponsored by CCA must have a current physical on record in the Athletic Department as described and outlined in the Athletic Policy Manual prior to training or competitive play. Athletes not complying with this expectation will not be permitted to participate in any training or competition.
4. **Supervision of Athletes:** The Athletic Director will approve coaches or other volunteers who will supervise athletes in the off-season.
The Athletic Director reserves the right to limit activity based on the experience and knowledge of the volunteers.
**Supervisors must provide the Athletic Director with a calendar of events outlining all off-season activities well in advance of any activity. The Athletic Director has the authority to disapprove any activity.
5. **Equipment:** CCA may provide balls for off-season activities. CCA will not provide equipment such as helmets, bats, and other more expensive equipment.
6. **League Fees/Rentals/Uniforms:** CCA will not underwrite costs pertaining to outside league fees, rental of facilities, or uniforms.
7. **Medical Care:** CCA will not provide an athletic trainer or nurse for out of season activities.
Parents of athletes will assume all liability for injury due to accidents. Supervisors are responsible to report all injuries to parents or guardians of injured athletes and Athletic Director.
8. **Transportation:** CCA may provide limited transportation for off-season athletic training and competition.

9. **Facilities:** CCA may provide space for training and competition as is available while giving priority to sports in season.

HAZING / HARASSMENT

1. CCA prohibits acts of harassment, intimidation, bullying, and/or hazing.
2. CCA views of hazing means:
 - a. Any action or verbal abuse created intentionally (which may have unintended consequences) on or off school grounds, with or without the newcomer's consent, to produce fatigue, humiliation, a sense of being sexually assaulted or physically threatened, private or public ridicule, mental or physical harm or injury (including intoxication) to a person in the context of initiating that person into a student group.
 - b. Also forbidden is all intimidation prior to a hazing or the invention of hazing acts that are conveyed to a newcomer to intimidate or frighten even if the team or individual has no intent of doing those misdeeds.
 - c. Permission, consent, or assumption of risk by an individual/s subjected to hazing, harassment, intimidation, or bullying does not lessen the prohibition contained in this policy.
3. Involvement in any of these activities may result in:
 - one or more game suspensions
 - temporary or permanent dismissal from the team
 - temporary or permanent dismissal from CCA Athletics
 - any or all of the consequences outlined in the CCA student handbook including expulsion
 - civil and/or criminal penalties in compliance with Maryland law.

SPECTATORS

1. Student spectators may not be dismissed, without parent permission, before school ends to attend athletic contests. The athletic director may make exceptions to this rule in conjunction with a school administrator.
2. Spectator buses may be sponsored by the school upon the discretion of the administration and the athletic director. Students will be assessed a fee to cover the cost of mileage and the driver.
3. Spectators shall follow the creed of:

Let the players play,
Let the coaches coach,
Let the officials officiate,
Let God get the glory.

4. Spectators are encouraged to cheer for our team and not against the opponent.

5. Spectators must abide by the NFHS rule regarding noise makers which states, “For indoor events, do not use artificial noisemakers or noise enhancers, including, but not limited to cowbells, sirens, clackers, cans with marbles or rocks inside, air horns or any other noisemaking apparatus. Megaphones may be used only by cheerleaders, directed only toward one’s own fans. For outdoor events, the following noisemakers are prohibited: whistles, horns, and electronically enhanced noisemaking devices.”
6. Spectators must stay on the bleachers/sidelines. Spectators may NOT enter the fenced area or step onto the court unless called upon. **PLEASE UNDERSTAND that if your student is injured we ask for patience while the athletic trainer assesses the situation and treats the injury. IF the parent is needed, the trainer or coach will call for the parent at that time.**

INFO FROM THE ATHLETIC TRAINER

The athletic trainer will collect all medical paperwork.

The athletic trainer will not administer over-the-counter medications.

INJURIES

REGARDLESS OF SEVERITY, ALL INJURIES MUST BE REPORTED.

- You may contact the athletic trainer by way of email or office phone message.
- **REGARDLESS OF REASON FOR VISIT, ON EVERY OCCASION THAT A STUDENT-ATHLETE SEES A PHYSICIAN, BEFORE HE/SHE MAY RETURN TO SPORT PARTICIPATION, A WRITTEN NOTE MUST BE PRESENTED TO THE ATHLETIC TRAINER STATING CLEARANCE TO PLAY.** This note may be written or in the form of a fax, or scanned to my email. Routine dental, gynecological & eye exams are exempt from this policy. If a clearance note is not presented, the athlete will not participate regardless of practice or game.
- Any and all skin infections must be reported immediately.

RETURN TO PLAY

Return to play criteria is a joint decision made by numerous individuals. When the student sees a physician, that physician must first clear the student for participation. The following is the order of who determines the return to play of a student-athlete:

1. Physician
2. Athletic Trainer

CONCUSSION PROCEDURE

- Every two years all student-athletes will take the ImPact baseline concussion test. This is a neurocognitive test that tracks information such as memory, reaction time, speed, and concentration.
- Having these baseline tests gives information to help properly manage concussions.

- When an athlete receives an injury with possible concussion result, the athlete will immediately be removed from play. If it is determined that a concussion is probable, the athlete will be referred for further medical evaluation. The student may not return to school until evaluated by a licensed health care provider trained in the evaluation and management of concussion. A written notice of clearance is necessary.
- A return-to-school and return-to-play process will begin, according to doctor's orders and CCA protocol.
- A Concussion Information Sheet is included in the paperwork that is provided for each player. Parents and athletes must sign that they acknowledge they have been instructed about care of concussions.