



**CHAPEL GATE CHRISTIAN ACADEMY** 

# The Chapelgate SPECTATOR 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 our athletic trainer:
  - Physical (date after April 1) and Permission slip
  - Athlete Accident Cards
  - 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 and/or athletic dept. information meeting if held
3. Pay the 'sports fee'
4. Maintain care of the uniform assigned to you

### **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'

## **CONTACT INFORMATION**

- 1. CCA Athletic Office:** 410-442-7677 x.129  
[jbennett@chapelgateacademy.org](mailto:jbennett@chapelgateacademy.org)
  
- 2. CCA Athletic Trainer:** 443-286-8252 cell  
[demrich@chapelgateacademy.org](mailto:demrich@chapelgateacademy.org)
  
- 3. Leagues:**
  - MIAA** (Boys) [www.miaasports.net](http://www.miaasports.net)
  
  - IAAM** (Girls) [www.iaamsports.com](http://www.iaamsports.com)
  
- 4. Chapelgate:**
  - CCA Sports Information Line: 410-442-7677 x. 146
  - CCA Fax: 410-442-5820
  - CCA School Office: 410-442-5888
  - CCA Website: [www.chapelgateacademy.org](http://www.chapelgateacademy.org)

## 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 the day of or modified will be updated on the sports update line.

## 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 will be given an opportunity to tryout for the coach.

## PLAYING TIME

1. **Junior Varsity:** 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. The purpose of the JV program is to prepare all the athletes for the varsity level.
2. **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.
3. Playing time conflict resolution:
  1. **First step:** the athlete should address the coach respectfully asking what they need to work on in order to obtain more playing time. If not satisfied...
  2. **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...
  3. **Third Step:** the coach, parent, and athletic director may meet to seek resolution.

## DISMISSAL TIMES FOR GAMES

1. Team's will typically be dismissed from school 15 minutes prior to departure for an away

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.
  - a. All outdoor sports teams must use ‘indoor’ sports balls in 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. **NOBODY** should ever go over any fence. Please enforce their use of the gates.
4. Athletes are instructed to journey inside to use the restroom when ‘nature’ calls! The woods are not a viable option!
5. Athletes should make sure field is spotless each day when 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. Any and all music for 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. Shorts must be mid-thigh in length
  - c. No offensive language or promotion of products that do not align with school philosophy
  - d. Spandex shorts are allowed but must have regular shorts overtop of them

### **OFFICIALS**

1. They have the authority in each game.

2. Parents should never engage in a conversation or offer remarks with officials.
3. Student athletes should never speak to officials without consent of their coach or unless an official addresses the athlete.
  - a. Any communication with officials should be done with pure respect.

## **TRANSPORTATION**

1. The Athletic Dept. will provide transportation for off campus games.
  - b. Coaches are responsible for honoring the departure and arrival times.
  - c. Student Athletes are responsible for conversation and behavior that is appropriate.
  - d. Student Athletes are responsible for leaving the bus clean after the arrival back to school including sweeping and emptying the trash can.
  - 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
    - iii. Maintaining a low conversational volume
    - iv. Appropriate behavior
2. Occasionally, Varsity and/or JV teams will use a school van.
  - a. The vans have passenger limits. Do not exceed those limits.
  - b. Athletes should buckle seatbelts.
3. Parents must also honor pick up times. Coaches must stay with athletes until the last athlete is gone. Late pick up means a late night for coach too.
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 (County Park), but may not return to school.
3. Players that drive may not take anyone 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. The athlete may not have any other student passengers in his/her car unless the passenger and driver has a written permission form signed from his/her parents. The form must be given to the athletic director or other administrator.

## **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 19<sup>th</sup> birthday before August 31<sup>st</sup> of a given academic year is not eligible to participate.
  - \* For boys- A student who has attained his/her 19<sup>th</sup> birthday on or after August 31<sup>st</sup> 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.
  - 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 a written note of legitimate excuse from a parent in order to participate in team practices and interscholastic competition that same day. This will be determined by the athletic director and/or administration.
    - 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 CCA athletic website.
2. It is the responsibility of the coach to communicate directions to team parents.

### **CLASSWORK**

1. Coaches, teachers, and administrators may mutually prohibit an athlete from participating in a practice or game for lack of academic productivity.

### **UNIFORMS**

1. The athletic director 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.
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 during school on an approved dress down day.
6. Performance skirts must be worn at a length halfway between the top of the thigh and kneecap.

## **PERSONAL UNIFORM PURCHASES**

1. Coaches and parents often desire to organize purchases 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.
2. A team will be allowed to keep uniforms or clothing only if they financed them through personal funds.

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

1. Report all significant incidents to the athletic director within 12 hours of the incident.
2. 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 to be approved and coordinated through the athletic director.
2. All monies raised through fundraisers will 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. Athletes should not use athletic tape or pre-wrap for personal attire (ie- holding socks up, holding hair back)
2. Athletes should never handle inhalers, epi pens, etc... unless it belongs to them.

## **PICTURE DAY**

1. The team picture date will be listed on the game schedule.
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.
  - The assistant headmaster has the final authority concerning team dress down days.

## **VIDEOTAPING**

1. Parents and athletes must be aware of the following league rules:
  - \* 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 your season.
2. The school does not provide trophies, plaques, etc.... for individual athletes.
3. CCA will provide 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 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 and practice begins on the date provided by the leagues.
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 follow MIAA and IAAM start dates.

### **OUT-OF-SEASON RESTRICTIONS**

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.

### **HAZING / HARASSMENT**

1. Maryland State law defines hazing as doing any act or causing any situation which
  - a. recklessly or intentionally subjects a student to the risk of serious bodily injury
  - b. the purpose of initiation into a student organization of a school.
2. Violation constitutes misdemeanor and, on conviction, is subject to a fine of not more than \$500 and/or imprisonment for not more than six months.
3. The implied or expressed consent of a student to hazing may not be a defense under this section.
4. CCA prohibits acts of harassment, intimidation, bullying, and/or hazing.
  - a. Harassment, intimidation, or bullying means any gesture, written, verbal or physical act that takes place on school property or at any school-sponsored function and that may be motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability.
5. 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.
6. 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 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 accesses 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**

### AVAILABILITY OF SERVICES

When there are home games and practices, the trainer will be on campus most days by 3pm. A specific day-to-day schedule will be posted on the supplies closet door. Students needing services, who have study hall at the end of the day and have a pass, may leave study hall and begin treatment at that time. All others must report directly after school or risk the chance of not being seen. Priority is given to game-day players, then other in-season players, and lastly to out-of-season players.

The 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, phone message or a text.
- **REGARDLESS OF REASON FOR VISIT, ON EVERY OCCASION THAT A STUDENT-ATHLETE SEES A PHYSICIAN, A WRITTEN NOTE MUST BE PRESENTED TO THE ATHLETIC TRAINER STATING CLEARANCE TO PLAY, BEFORE HE/SHE MAY RETURN TO SPORT PARTICIPATION.** 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.
- You will receive injury reports to be completed when athletic trainer is not on the scene of an injury.

## 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

## MEDICAL KITS

A stocked medical kit is provided for each team. Athletes should keep any emergency items in this kit, e.g., Epi-pens, inhalers, diabetic needs, etc. It is the coach's responsibility to make sure this kit gets to each practice AS WELL AS home and away games. You may choose to assign this as a duty to an athlete.

When you are visiting schools, it is not the responsibility of that athletic trainer to provide you with supplies. Their offered care is a courtesy. Inspect your kit the day before an away game. The trainer will restock your kit when it gets low. Do not wait until you are leaving for a game to notify the trainer of needed supplies.

When you are returning medical kits at the end of the season, please check to see if you have left any items that you may have added.

## 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.

### ImPact Testing

To become familiar with the ImPact test you can take a demo at:

[www.impacttestonline.com/impacttestdemo](http://www.impacttestonline.com/impacttestdemo)

The ImPact baseline testing needs to be performed before physical activity that day and will take anywhere from 20-45 minutes, depending on the student. All student-athletes must have taken the baseline test before their first game.

Having these baseline tests gives information to help properly manage concussions.

If it is suspected that an athlete has sustained a concussion, they will immediately be removed from play. The athlete will take post-injury ImPact tests to determine the severity of the head injury and when the injury has healed. When all signs and symptoms have dissipated, the athlete will once again post-injury test, no more than twice a week, until the scores return to baseline range. The next step is for the athlete to complete progressive exertion tests. One stage of exertion testing will be completed per day. It will be a minimum of four days before an athlete may fully return to play.

Once all exertion can be performed without the onset of symptoms, they may return to play unless stated otherwise by physician.

Chapelgate Christian School requires the consistent and uniform implementation of an established return to play concussion guideline:

- ❖ any youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time
- and**
- ❖ once evaluated by a licensed health care provider trained in the evaluation and management of concussion, may not return to play without written clearance to return to play from that health care provider.

Giving education about concussions, the 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.

For your information, a concussion training video is on the Center for Disease Control's website.

[www.cdc.gov/concussion/HeadsUp/Training/HeadsUpconcussion.html](http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpconcussion.html)