



Cornerstone
CHRISTIAN ACADEMY
FOR LEARNING & LEADERSHIP

Athletic Handbook
Practices and Procedures



HIGH SCHOOL ATHLETIC POLICY HANDBOOK

Competitive interscholastic athletics is an integral part of Cornerstone Christian Academy and participates in athletics as “independent.” Cornerstone Christian Academy (CCA) is classified as a 1B school, but “opts up” to the Central 2B League. CCA believes that athletics offer a positive influence and supports a student’s well-rounded education using student gifts, talents and interests. Athletes who do not adhere to all CCA Athletic Department policies are subject to disciplinary action(s).

ATHLETIC PHILOSOPHY

At CCA, we train each student-athlete in a Christ-centered environment with expectations that each student-athlete and team compete in a manner that honors God, our school, our teammates and our community. Participating in athletics is a privilege, not a right. We believe that many of life’s lessons are demonstrated through sport, and athletic competition provides an environment well-suited to the development and demonstration of Christ-like attitudes and behaviors within a multiplicity of situations. We expect our athletes to pursue a standard of excellence with character and integrity at all times, both on and off the field or court.

PLAYING TIME PHILOSOPHY

Playing time is ultimately up to the coach, but school philosophy dictates that what constitutes reasonable playing time varies as the level of competition rises. An athlete who is able to contribute to the good of the team, regardless of playing time, serves as an inspiration and helps to maintain a healthy team attitude.

GOALS & OUTCOMES

The intended goal for our student-athletes is that through extra-curricular activities, they learn to train themselves to become better both individually and as a part of a larger body – the team, the school, and the community as a whole. This training is inclusive of the physical, mental, and spiritual aspects of competition and being part of a team with a common purpose.

- Student-athletes will exhibit appropriate behavior, whether in the classroom, on or off the court/field, or in the community. Student behavior shall be in compliance with the standards of CCA as described in the Parent/Student Handbook and the Athletic Handbook.
- Student-athletes will display a positive and uplifting attitude at all times. An athlete who displays an attitude which is detrimental to the standards and testimony of the school may be declared ineligible.
- The Athletic Director and the coach(es) will ensure that student-athletes are prepared to compete at the 1B level. No coach will place an athlete on the court/field without the proper preparation.
- Coaches at CCA are dedicated to helping student-athletes develop good habits. Good habits on and off the playing court/field send a positive message to those that may not be Christians.

EXPECTATIONS OF PARENTS

Always encourage your child and their teammates! Let the coach do the coaching while you are your child’s most loyal supporter. Otherwise, things get confusing for the athlete; that confusion could hamper the athlete’s performance. If you have questions, make an appointment with the coach. Do not approach the coach with these concerns or questions during the game or in post-game time or in a sudden and confronting manner. If you have any concerns about general health, safety or injury issues, please make sure that the coach is made aware. If there is a gametime incident with your child and the coach, allow for a cooling off period of 24 hours before approaching the coach. If you have met with the coach and are not satisfied with the conversation, you may contact the Athletic Director for an appointment about the issue(s) discussed with the coach.

EXPECTATIONS OF FANS

All fans are expected to demonstrate Christ-like character when spectating CCA athletic contests. Fans are encouraged to take part in cheers and applaud good performances from both teams. Fans should work cooperatively with all site supervisors and officials. Unsportsmanlike behavior from fans is not acceptable. Any spectator who is in violation of these expectations are subject to dismissal from the athletic contest environment. Whether on the road or



at home, we should love our opponents, the opposing fans, and everyone else involved in the contest. At home we want to make a conscious effort to make our guests feel welcome.

CORNERSTONE CHRISTIAN ATHLETIC/ACADEMIC ELIGIBILITY (Previous Semester)

All student-athletes must meet certain requirements before being eligible for athletic practices and competition. A student-athlete will not be eligible for athletic competition unless they have met all academic and procedural guidelines. The Athletic Director must have all required paperwork from each student-athlete if the athlete wishes to be eligible for athletic competition. The following paperwork must be turned in to the Athletic Director prior to the beginning of the season. Failure to do so will result in practice and/or competition limitations.

- **Athletic Participation Packet**
- **Valid medical insurance must be submitted to the CCA Main Office**
- **Handbook Acknowledgement/Agreement Form**
- **Registration and payment for each individual sport.**
- **Up-to-date sports physical granting clearance to participate from a licensed physician. (Sports physicals are good for 2 years.)**

All student-athletes must meet the following academic requirements in order to remain eligible for athletic practices and competition. "Grade checks" include progress reports and report cards given throughout the school year.

- An athlete must be in attendance for at least 50% of the academic day to attend that respective day's practice or contest.
- An athlete must have at least an equivalent 3.0 proficiency level at the end of the previous semester.
- If an athlete receives an Incomplete in any non-self-paced unit or core credit, 4 academic weeks will be granted to reach proficiency (3).
- High school athletes with more than 2 Incompletes at the end of the previous semester will be on weekly progress checks during the 4-week period for improvement to proficiency with a Principal or Designee.
- The final authority on decisions related to credit requirements and conditions for receiving credits for athletic activities rests with the Administrator.

Other Notes:

- WIAA permits Athletes attending a private school to participate with their local school of residence in any sport not offered by the private school.
- CCA Athletes may play extra scholastic sports concurrently with an interscholastic sport provided they meet practice attendance and team commitment standards set by their CCA head coach AND no "special treatment or privileges on a regular basis" are extended to them or expected by the student-athlete in question (i.e. reduced practice times, special workouts, late arrivals, early dismissals) to facilitate their involvement in both sports.
- High School athletes are required to have ten official practices before they are eligible for competition.

SCHOOL ATTENDANCE AND PRACTICE

Athletes must be in attendance for at least one-half day on school days and excused for the absent half in order to participate in any activity for that day (i.e. games, meets, or practices). Family emergencies or medical exceptions should be cleared with the Athletic Director and/or coach(es) prior to school being dismissed. If cleared, the student may be eligible for participation.

ABSENCE AND/OR TARDINESS TO PRACTICES OR GAMES

- A coach must be consulted if any athlete must miss practice or a game. An athlete missing a practice or a game without notification and/or good reason may be subject to disciplinary action. These offenses will result in disciplinary action by the coach of each sport. The exact nature of the consequences will depend upon the specific circumstances of the case.



- Advance notice must be given to the coach by the athlete, or it is unexcused, unless absent from school on that day. Emergencies are handled on a case-by-case basis.
- Players who are absent from school for more than 50% of the school day will not be permitted to practice or play in a game.

SCHOOL ABSENCES DUE TO ATHLETICS

Athletes excused for athletic activities are responsible for all work in classes that have been missed. In the event of missing a P.E. class due to competition, no make-up is required. All missed classes, and the work associated with them, must be made up. Coordination of all missing assignments is the responsibility of the student athletes. Those athletes gone from classes must be prepared for full participation on the day of return unless otherwise noted. This includes written assignments, reports and/or tests. Call the front office to report an absence.

ATHLETIC PROBATION AND ATHLETIC SUSPENSION (Current Semester)

All Cornerstone Christian Athletes participating in high school and middle school athletic programs are required to meet academic standards set by WIAA and the school. For high school Athletes the standard is 3.0 average proficiency on a grade check. Grade checks will run bi-weekly, typically starting the second week of the sports season. If the student-athlete does not meet eligibility criteria, the student will enter athletic probation. A student-athlete on athletic probation will still be permitted to practice but will not be eligible for athletic competition. A student-athlete may be required to miss practice in order to raise their grades; missing practice may determine an athlete's playing time when returning to competition. Student eligibility is restored upon the grading criteria being met.

- Upon entering athletic probation, the student-athlete will have weekly progress checks administered by the School Administrator and/or Athletic Director. If the student-athlete does not meet the grading criteria, they will remain in athletic probation for another week. This process will continue for up to four weeks.
- After four unsuccessful progress checks, over the course of the entire season, the student-athlete will enter athletic suspension, which prohibits the athlete from participating in any team-related activities. The Administrator and Athletic Director will determine if the student will continue in the present sports season. Only in extenuating circumstances deemed appropriate by Administrator and Athletic Director may the student-athlete be permitted to continue on a probation period with the current sport season.
- The Administrator and Athletic Director may grant eligibility due to special circumstances and/or professional judgment. **All WIAA criteria will be followed at all times.** Disruptive in class behavior from student athletes will not be tolerated. Should incidents occur playing time could be affected and/or consequences will be given.

Grievance Procedure to Athletic Probation or Suspension:

- Step 1: Athletes and/or parents may request a grievance hearing, if done so in writing to the school Athletic Director, within five school days of commencement of probation or suspension period.
- Step 2: The school Athletic Director and Administration will review all of the materials provided to determine if the imposed discipline is fair, consistent and equitable, and render a decision within three school days of grievance hearing.
- Step 3: Athletes and/or parents may appeal the school Athletic Director's decision in writing within five school days to the Administrator. The Administrator shall have ten school days to render a written decision.

DISCIPLINARY ACTIONS

The Administrator and Athletic Director will determine whether a violation is minor or major and will determine the consequences necessary. Each coach has the right to discipline a player for any violation deemed inappropriate and contrary to CCA discipline and behavioral policies committed during or outside of school hours.

Minor Violations

- Multiple minor violations will be dealt with through progressive disciplinary measures.



Examples of minor violations include, but are not limited to:

- Repeated tardiness and unexcused absences from school
- Disrespect to administration, staff, coaches, peers, and or staff members.
- Violation of CCA policies which result in detention or other discipline.

Major Violations

Major violations will result in indefinite suspension from the team. Examples of major violations include, but are not limited to:

- Fighting on or off the court/field
- Unsportsmanlike conduct
- Substance use/abuse
- Vandalism and/or destruction of school property
- Theft or stealing of school or individual property

The Administrator and the Athletic Director will monitor the student's progress toward true remorse and a heart-felt resolution indicating that more similar behaviors will not be demonstrated in the future. If this attitude does not prevail as evidenced by the student's behaviors, termination for the season or further lengths of termination of sport involvement may occur. No sports-fee refund will be granted.

QUITTING A SPORT

No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of both coaches and the Athletic Director. There are times when circumstances may require an athlete to quit a sport. Quitting should be handled with integrity just as everything else an athlete does. The expectation of the athlete in that instance would be to meet with the coach and discuss the situation.

INJURIES

ATHLETES SHOULD REPORT ALL INJURIES/PHYSICAL PROBLEMS TO THE COACH IMMEDIATELY.

If a student is injured in an activity that includes the head, neck or back area, the coach will notify the parent, or the emergency contact listed in the student-athlete's athletic packet immediately. For any other injury, the coach and/or assistant will check the student thoroughly; if immediate medical care is suggested, the parent or other party will be notified at that time. A student indicating numbness, nausea, dizziness, or pupil dilation warrants the coach(es) to call the parent, emergency contact(s), or 911 and get the student in for immediate medical attention. In this case, the player will also be immediately removed from practice or competition until cleared by a medical professional. Athletes who become injured during the course of a season are expected to attend practices and to be with the team during contests both home and away. There is a great deal they can learn about the sport and a number of ways they can assist teammates during the period of rehabilitation. Most of all, we want the injured athlete to feel that he/she is a part of the team.

CCA coaches adhere to all WIAA safety rules and regulations. By participating in the Concussion Recognition and Reaction training course and a Rules and Regulations course specific to the concurrent sports season, coaches will relay and teach safety issues and proper techniques and skills for safe competition. It is imperative that athletes adhere to these rules in order to avoid unnecessary injury. Upon receiving a significant blow or strike to the head, whether by a fall or by contact to another player or object, the athlete must come off of the court/field for evaluation by medical personnel if available. If no medical personnel is available to evaluate an athlete, the player may NOT reenter playing court/field. Players of a suspected concussion must not reenter the playing court/field until evaluation by a trained and approved medical professional is completed and the athlete is approved to reenter playing court/field.

All CCA student-athletes must adhere to the guidelines stated within the sport they are participating in order to maintain integrity and safety. At any time, if a player or coach endangers the safety of themselves, or those in the immediate area, that player or coach will be removed from the contest immediately and will face future disciplinary action. Following a removal from a contest by a coach or trainer due to a suspected concussion or head injury, the



Return-to-Play procedures outlined below will be adhered to in the athlete's return to play. Athletes must be symptom free for at least 24 hours in order to progress to each step. At any time an athlete experiences recurring, concussion-like symptoms, he/she will be required to see a physician for reexamination, and thus be moved back to Step 0 (baseline). If an athlete is removed from participation for any length of time exceeding the five day, return-to-play protocol, he/she must begin the 10 required practice rule over again before reaching Step 5 (return to competition) Return-to-Play procedure

- Baseline -No activity - the athlete gets physical and cognitive rest until they receive medical clearance.
- Step 1 - Light aerobic exercise (walking, swimming, stationary cycling) to increase heart rate (< 70%)
- Step 2 - Sport-specific exercise to add movement. NO HEAD IMPACT ACTIVITIES!
- Step 3 - Non-contact training drills (increased exercise, coordination, and attention) in order to progress to complex training drills.
- Step 4 - Full contact practice in order to restore confidence and assess functional skills.
- Step 5 - Athlete is cleared to return to competition.

TRAINING RULES

Coaches of the individual sports, with approval from the Athletic Director, may establish training rules for their particular team. At all times, these shall conform to the CCA Athletes code for conduct. However, nothing herein shall prohibit a coach from exceeding these rules by establishing stricter training rules for the athlete in his/her sport. However, those rules must be consistent with other school practices and policies. Any coach exercising this option must also file a copy with the Athletic Director, who will review the content of individual sport training codes to insure their fairness and legality. At the coach's discretion, special apparel may be required for teams at certain times and days.

FACILITIES, EQUIPMENT, AND UNIFORMS

Always leave all facilities cleaner than when you found them. Destructiveness or misuse of facilities will not be tolerated. On road trips CCA athletes will be responsible for treating the host school facilities in the same manner, with respect and care. Leave a clean locker room and a good impression of who we are as a team, school and Christians. Treat school equipment with care. Equipment issued to an athlete is the athlete's responsibility. Any loss or failure to return school equipment will be assessed at replacement value. This obligation must be taken care of before turning out for any other sport. Coaches will issue uniforms and/or warm-ups before the first contest. All equipment issued is the athlete's responsibility. If the uniforms and/or warm-ups are damaged during games or events, notify your coach immediately.

CCA ATHLETIC TRAVEL POLICY

To promote efficiency, safety, and team unity, Cornerstone Christian strives to provide transportation for student athletes competing in all off-campus (away) contests, whether by use of volunteers approved by administration or school employees/coaches. Authorization will be granted to drivers who submit the necessary paperwork and are granted clearance from authorized CCA personnel (Administration, Office Administrators, Athletic Director) Student-athletes are authorized to travel to off-campus (away) contests using one of the following modes of transportation:

Private Vehicle

- CCA provided bus or van; or
- Coach's privately owned vehicle driven by the coach; or
- CCA staff member's privately owned vehicle driven by an authorized CCA staff member; or
- CCA parent's privately owned vehicle driven by an authorized parent volunteer.

Private Carrier



- Chartered Bus, driven by a licensed driver employed by the carrier's company. As added assurance for our athletes' safety, all coaches, parents and volunteers responsible for transporting student athletes to off-campus (away) athletic events, via a privately owned vehicle, must:
- Be 25 years of age
- Hold a valid driver's license and possess current vehicle insurance
- Have a background check completed by the front office, prior to transport of athletes
- Provide a copy of operator's driver's license and current vehicle insurance, along with completed transportation form, prior to transport of athletes (only applies to private carrier)

In addition, drivers are expected to maintain a safe and clean driving record and be fit to drive at the time of the event.

CCA Athletic Travel Policies

- All team members should travel to the away contest in approved CCA bus or van and/or parent volunteer vehicles.
- A team member may be released to travel home with a parent/guardian after games; however, in order for that to occur, the parent/guardian taking responsibility for the athlete must have direct contact with the coaches/advisors. A driving document must be completed before leaving the school. Coach or AD must turn in the completed document to the school office for record keeping.
- No team member shall travel alone with a coach unless that coach is the parent of the athlete.
- When returning home from an off-campus event, the coach/advisor should be the last to leave the school, making sure all players have transportation home.
- If an athletic event results in an overnight stay, parents will be responsible for securing their own hotel and travel arrangements independent of the CCA athletic department.
- No athlete is allowed to drive themselves to any CCA sponsored games or event (home or away) using their own personal cars. Only exception is away games to Columbia Adventist Academy or Firm Foundation.
- No athlete is allowed to drive a teammate to any CCA sponsored games or event (home or away) using their own personal cars.

ATHLETIC AWARDS VARSITY LETTER

Establishing the criteria for the awarding of a school letter is the responsibility of the Athletic Director and the head coach(es) of each sport. Only one Cornerstone Christian letter will be awarded to each athlete regardless of how many sports he/she letters in. Athletes will be awarded an additional patch/bar after each successive season's participation in that sport, according to and within WIAA guidelines for receiving a varsity letter. Completion of the sports season is required in order for the athlete to be eligible for a letter or other team or individual awards. (Exception: injury, which limits participation.) No awards will be given to any student suspended for the remainder of the season due to violations of the CCA athletic code or eligibility.

An athlete is eligible to receive a varsity letter, or an additional patch/bar based on the following criteria, established by the WIAA and CCA. If an athlete fails to meet said criteria, due to illness, injury, or an emergency, the Athletic Director may waive the requirements for a particular student.

High School Boys/Girls Cross Country: Cross Country athletes must compete in a minimum of three events during the regular season at the "top five" level on the team level and have completed the varsity season with no suspension or disciplinary action that the Athletic Director and coach(es) deem worthy of withholding any varsity award. Any athletes that obtain entrance to the 1B/2B State Cross Country Meet will automatically qualify for a letter.

High School Boys/Girls Track: Track & Field athletes must compete in a minimum of three (3) events at each meet during the regular season and have completed the varsity season with no suspension or disciplinary action that the Athletic Director and coach(es) deem worthy of withholding any varsity award. Any athletes that obtain entrance to the 1B/2B State Track Meet will automatically qualify for a letter.

High School Girls Volleyball: Volleyball players must have played in at least ten (10) varsity games to be eligible to letter and have completed the varsity season with no suspension or disciplinary action that the Athletic Director and coach(es) deem worthy of withholding any varsity award.



High School Boys/Girls Basketball: Basketball players must have played in at least twenty-five (25) varsity quarters to be eligible to letter and have completed the varsity season with no suspension or disciplinary action that the Athletic Director and coach(es) deem worthy of withholding any varsity award.

High School Boys/Girls Track: Track & Field athletes must compete in a minimum of three (3) events at each meet during the regular season and have completed the varsity season with no suspension or disciplinary action that the Athletic Director and coach(es) deem worthy of withholding any varsity award. Any athletes that obtain entrance to the 1B/2B State Track Meet will automatically qualify for a letter.

ATHLETIC FEES (To be determined each school year. Inquire with School Office Staff.)