

# Hillsboro Christian Academy



## Athletic Handbook

Revised as of July 2023

(Subject to Change)

Available on HCA Athletics Page

<http://www.hillsborochristianacademy.org/sports.html>

## Introduction

The mission statement of Hillsboro Christian Academy Athletics is to teach students how to participate as a member of an athletic team, by teaching the fundamentals of the game, striving to improve every day in athletics and in life, teaching the importance of developing Christian sportsmanship and making character a priority. We strive to hold each other accountable to a high set of standards, inspire student-athletes to adopt a God-centered worldview, conform to Christ-like principles, and impact the world around them for Jesus Christ.

Hillsboro Christian Academy's goals for our athletic programs are centered on the students' needs for physical and spiritual growth. We strive to maintain a program that is sound and furthers each student's educational and spiritual maturity.

Participation in athletic activities is a wonderful way for students to build a relationship with God and be a witness to teammates and opponents. The benefits of participating in athletics can be a tool to spread God's word. *In Romans 12:1, the Bible says, "Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God-this is your spiritual act of worship."*

The primary goals are to develop in each athlete self-discipline, respect for authority, and a spirit of hard work and sacrifice. Some of the objectives for meeting those goals include:

- Represent the person of Jesus Christ in the area of athletic competition
- Allow students to use their God-given physical abilities and talent
- Develop student athletes who are playing to glorify and honor God as well as develop discipline and self-controlled attitudes
- Teach our students the benefit of physical fitness, training and competition as a means to take care of God's temple
- Teach the value of athletic competition, leadership and teamwork
- *Striving to win.* We do not always win, but we succeed when we continually strive to win. We aim to excel.
- *Sportsmanlike conduct.* We must accept winning and defeat like true sportsman, knowing that we have done our best. We must learn to treat others -- coaches, players, referees -- as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, responsibility, and dependability.
- *Improving skills and attitudes.* Continued improvement is essential to good citizenship in our Christian walk. Athletes must establish a goal and constantly try to achieve that goal.

The athletes, parents, and coaches all have their respective responsibilities to the HCA athletic program. Because communication is the key to fill in those responsibilities, we have prepared this handbook to clarify and address those roles.

### **Non-Discrimination Policy**

Hillsboro Christian Academy does not discriminate against any student, employee, or parent on the basis of color, race, national or ethnic origin. We admit all races and nationalities who can successfully pass our entrance requirements.

**Participation in Sports:** Hillsboro Christian Academy, as a private institution, reserves the right to accept or reject athletic participation at its own discretion.

### **Core Values**

Christ-like behavior

**H**umility

Academic achievement

**R**espect

Active Participation in School Community

**C**ompassion

**T**rustworthy

**E**ncouraging

**R**esponsibility

“Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are.”

"What you are as a person is far more important than  
what you are as a basketball player."

- John Wooden

## **Sports**

Although we are not a member of an official High School sports organization, we operate and follow the rules of the Ohio High School Athletic Association. (OHSAA). We also make every effort to hire officials who are licensed under OHSAA classes and regulations.

Hillsboro Christian Academy offers the student body and home-schooled students participation in the following sports programs.

### **BOYS**

Basketball

Soccer

Cross County\*

Track\*

### **GIRLS**

Volleyball

Basketball

Cross County\*

Track\*

## **Tickets**

Hillsboro Christian Academy charges admission to all HOME sporting events. Season passes are available at the beginning of each season.

## **Student Risk of Participation**

All athletes and parents must be made aware of the risk of minor and serious injury, which may result from athletic participation.

## **Cheerleading**

Cheerleading will be offered if there is enough interest from year to year for Basketball season.

The cheerleading advisor will be in-charge of the cheer squad. They will be present for Home games and will practice at the advisor's discretion.

Cheerleading is open to any HCA student or Home-Schooled student from Kindergarten to Fifth Grade. (Age and grade level are subject to change)

## **Cross Country & Track**

These sports operate on an individual basis. Individuals that are interested can contact the Athletic Department for more information.

## **Student Responsibilities**

It is a privilege to represent Hillsboro Christian Academy and with that privilege comes the responsibility to conduct oneself in a certain manner. We expect athletes who genuinely have a love for God and the confidence to represent Him at all times on and off the court and be regular church attendees (at least one service per week).

The following are mandatory prior to any participation in any athletic capacity:

- The student and the parent must sign the student-parent contract and the medical-transportation form and turn them into the coach.
- The student must receive a physical examination every year and have a physical form copy on file in the athletic director's office.

**Requirements:** Hillsboro Christian Academy or Home-Schooled students are eligible to participate in HCA Athletics. Students enrolled in Public School are **NOT** allowed to participate in HCA Athletics.

Boys grades 6th-12th are eligible to participate in Boys Basketball.

Girls grades 5th-12th are eligible to participate in Girls Basketball.

Girls in grades 6th-12th are eligible to participate in Girls Volleyball.

Boys in grades 9<sup>th</sup>-12<sup>th</sup> are eligible to participate in Boys Volleyball

Boys and Girls in grades 7<sup>th</sup>-12<sup>th</sup> are eligible to participate in Cross Country

Boys and Girls in grades 7<sup>th</sup>-12<sup>th</sup> are eligible to participate in Track & Field

Cheerleading is primarily reserved for girls in Elementary.

The grade requirement may be changed due to number of interested participants and for child safety reasons. These decisions may be made prior to each season and will be announced before try-outs would occur. In some cases, younger students may be selected to participate in athletics at an earlier age, if there is a need for more players. These students may be selected by the coaching staff and approved by the Athletic Department.

**Age:** Students who turn 19 years of age before August 1st of the current year of participation, will not be permitted to play in athletics.

**Tryouts:** Hillsboro Christian Academy Athletics reserves the right to hold tryout for any sport if the number of interested participants is greater than the number generally kept for the specific sport. The coach of each sport is responsible for the evaluation and decisions of who makes the team. Students will be evaluated on knowledge and skill of the sport, coachability, character, grades, attendance, and experience. Tryout dates, times, duration and decisions will be made by the head coach with council from the Athletic Department. (More information in Coaches' Responsibilities.)

Physical Examination: All students must have a completed physical form, which includes a physician's signature, before competing in any games. A Physical form is valid for one calendar year from the date of completion and does not need to be repeated for additional sports played during the year. But will be required to have another examination performed if the student makes the team and the physical expires anytime during the season. A student may not participate with an expired physical on file. You also must have signed copies of the Ohio Department of Health – Concussion Information Sheet and the Sudden Cardiac Arrest/Lindsay's Law Form.

#### Medical/Transportation Form and Student-Parent Contract

These forms are required to be turned in each year before games begin for any student interested in playing sports. They are required yearly to ensure we have the most up-to-date information. If at any time the information changes, please notify the coach or Athletic Department so we can update the forms.

Students who have not turned in the above documents will not be permitted to play in games until all are turned into the coach.

Insurance: HCA recommends each family check with their insurance provider for coverage in the event of an injury during a school sponsored practice or game. Most companies provide additional insurance options for student athletes.

Athletic Fees: In order to operate the Athletic Programs, we require each athlete to pay an Athletic Fee per each sport they participate. After the teams are decided the athletes will be required to have the Athletic Fee turned in before the first game, or they will be ineligible until the fee is received. Each year we base the amount of estimated cost and needs for each sport. We try to make the fee as affordable as possible and offer a discounted rate for multiple children participating. If you are unable to pay the Athletic Fee please notify the Athletic Department and we will do our best to work out a payment plan to make it more easily affordable, if possible. Athletic Fees are non-refundable.

Students still may be required to purchase items including uniforms, shoes and personal equipment. (such as knee pads) All athletic accessories must be approved by the coach such as, headbands, arm bands, etc.

Academics: You must meet the following academic standards to be eligible to participate in athletics.

- You may **NOT** have an "F" in any class/subject
- You must maintain a 70 in Bible
- You must have a cumulative **2.0** GPA or higher

Academics come first. When grades are checked for eligibility, incomplete grades will deem a student ineligible until they are completed. Grades are reviewed quarterly by the Athletic Office. In some cases, the Athletic Office may review grades on a weekly basis. If at any time a teacher notifies the Athletic Office that a student is struggling or is not completing assignments, the student will be placed on academic probation and grades will be monitored weekly by the

Athletic Department. The definition of probation status is that the student may participate in practices or meetings but cannot compete in any games for the activity in which they are ineligible. While ineligible for games the athlete must be present for all games, but will not be permitted to play, they will be required to dress nicely and sit on the team bench.

Academic probation will be for a three-week period, if at the end of that three-week period, an athlete has failed to improve an F or GPA, they will be ruled academically ineligible for the remainder of the season and dismissed from the team.

If at any point during the probationary period, the athlete raises the grade or GPA and notifies the Athletic Office that he/she has no course grade of F and/or that his/her GPA is above 2.0 he/she will be reinstated immediately. On the third occurrence in one year of a student being placed on probation, he/she will not be reinstated through this process regardless of change in his/her performance and ruled ineligible for remainder of the season.

Discipline: All disciplinary incidents (occurring during the school day or during athletic activities) will be reported to the Athletic Department, to be reviewed for any necessary disciplinary measures. If a student is required to serve a detention, they may not skip the detention to attend an athletic event. If a student is serving a school suspension, they may not attend any games or practices during their suspension, if there is a Saturday game and the student was suspended on Friday they will not be permitted to participate in that contest.

Numerous disciplinary write ups are unacceptable: Game suspensions can occur once an athlete has received numerous disciplinary write ups. Athletes may be dismissed from the team or face a longer suspension if they receive additional disciplinary write ups during a sports season.

Certain violations due to the severity of their offense may also lead to athletic ineligibility. Students dismissed from the team, depending on the severity and reason for their dismissal may be banned from Hillsboro Christian Academy Athletics Program permanently, this may occur without prior discipline. In these cases, the Athletic Department will take the issue to the HCA Administration, and the School Board may be consulted, if necessary.

All athletic disciplinary measures will be determined by the Head Coach and the Athletic Department. The incidents will be reported to HCA Administration (if they occur during athletic activity). The Administration may also impose disciplinary measures, if any school rules were broken. Any issue concerning disciplinary measures is subject to a hearing administered by school officials and the HCA school board.

Sports-related infractions. The Athletic Department will review for possible ineligibility/disciplinary actions of all sports-related infractions, such technical fouls, or any incidents of officials ejecting a player from a game.

Substance Abuse: The use or possession of any substance is prohibited at all times during the season, this includes, alcohol, drugs, and tobacco of any kind. These are unhealthy habits to start and are damaging to an athlete's health and physical fitness. Any violators of this offense will face disciplinary action. Depending on the severity of the incident the Athletic Department has

the right to dismiss the athlete from the team, without prior discipline taken. The disciplinary action taken is at the discretion of the coach, Athletic Department or HCA Administration.

### **Home Schooled Students**

Home School students are welcome and eligible to participate in HCA Athletics, who meet all the requirements of participation. Homeschool athletes and their families have been a blessing to the HCA Athletic program for many years, and we want that tradition to continue. Rules and regulations differ slightly for Home Schooled students, these are listed immediately below under Character, Academics and Discipline. As a member of the HCA Athletic Program we consider you a part of Hillsboro Christian Academy.

To be Eligible to participate in Athletics at HCA as a Homeschooler:

- Be enrolled in a State of Ohio recognized Homeschool Program
- Have proof of enrollment
- May be asked to provide at least 2-character witnesses (Known individual for 3 years or more)
- Meet all academic requirements listed below
- If transferring from another Christian School in the State of Ohio, you must have written permission to play for HCA from that institution. If written permission is not received the athlete may face eligibility limitations.

Character: New Homeschoolers may be asked to provide the coaching staff with a Character Witness form, provided by the HCA Athletic Department. One reference **MUST** be a Pastor. If the student has played in Athletics or Organized Sports before we would like to have a coach listed as a reference as well. The reference needs to know the Athlete for at least 3 years. The form must be filled out completely and turned into the Coach, for the Athletic Department to review.

### **Academics:**

At any time, the Athletic Department may request paperwork, confirming the athlete's grade level, that the athlete is home schooled and participating in their courses.

You must meet the following academic standards to be eligible to participate in athletics.

- You may **NOT** below a 70 in any class/subject
- You must have a **2.0** GPA or higher

Academics come first. When grades are checked for eligibility, incomplete grades will deem a student ineligible until they are completed. Grades are reviewed quarterly by the Athletic Office. In some cases, the Athletic Office may review grades on a weekly basis. If at any time a teacher notifies the Athletic Office that a student is struggling or is not completing assignments, the student will be placed on academic probation and grades will be monitored weekly by the Athletic department. The definition of probation status is that the student may participate in



practices or meetings but cannot compete in any games for the activity in which they are ineligible. While ineligible for games the athlete must be present for all games, but will not be permitted to play, they will be required to dress nicely and sit on the team bench.

Academic probation will be for a three-week period, if at the end of that three-week period, an athlete has failed to improve an F or GPA, they will be ruled academically ineligible for the remainder of the season and dismissed from the team.

If at any point during the probationary period, the athlete raises the grade or GPA and notifies the Athletic Office that he/she has no course grade of F and/or that his/her GPA is above 2.0 he/she will be reinstated immediately. On the third occurrence in one year of a student being placed on probation, he/she will not be reinstated through this process regardless of change in his/her performance and ruled ineligible for remainder of the season.

All Home School students' grades are determined by the student's Home School system. Home Schooled Students will have to produce a grade record form in accordance to the HCA mid-term reports and Grade Card dates. HCA operates by quarters. The report card must be signed by the student's parent or guardian. The dates will be given to the parents and must be turned into the coach by the date listed. Grades will be reviewed by the Athletic Office to determine eligibility. If the report card is not received the athlete will be ineligible until it is received and reviewed.

The HCA Athletic Department expects the parents to hold their children to the same academic standards listed above, it is the responsibility of the parent to notify the coach or Athletic Office, if they deem their child ineligible for any reason not listed above and monitor their eligibility throughout the season.

At the end of each athletic year, each Home-Schooled Student must turn in a Final Grade Card determining their grade level and if they passed the grade they were enrolled in.

Discipline: Home School students must follow the same set of rules and regulations of HCA students. However, they may face a stricter set of disciplinary actions due to the fact that the only involvement they have at HCA is through the Athletic Program and are not subject to disciplinary action given by Hillsboro Christian Academy.

### **New Students**

Students who arrive/enroll after a sports season has started or after tryouts (if tryouts are held), will not be eligible to participate in contest that season. If those students are interested in playing, they may practice with the team (must be approved by the coach) to be more prepared for the next season but cannot play in games. Also, those students who choose to practice will be held to the same academic and discipline standards.

## **Personal and Community Responsibilities**

As a member of any HCA athletic team, you have many important responsibilities to your school, your teammates, your community, and to your church. As a member of an athletic team, your goal should be not only to win, but win with honor and class.

You may achieve what other HCA student athletes before you have achieved - individual records and team championships. However, your most important responsibility is to broaden and strengthen your character. Your goal should include not only physical strength and achievement, but spiritual growth, as well. The spiritual growth is important as you shape your character and influence those around you - teammates, opposing teams, coaches, and the fans.

Hillsboro Christian Academy cannot maintain its position as an outstanding school unless you do your best in whatever activity you participate. Participating in athletics to the best of your physical and spiritual ability, you're contributing to the reputation of your school. You also represent yourself, your family, and most importantly Christ.

You assume a leadership role when you're on athletic team. The student body knows who you are. Many people in the community and your church know who you are. You're in the spotlight when you are on the court and even when you are not. Our school is judged by your conduct and attitude. It is important that your behavior be above reproach.

The younger students in our school are also watching you. They will copy to you in many ways. Do not do anything to let them down. Set good Biblical examples for them at all times.

You also bear a heavy responsibility to your home. When you know in your heart that you have lived up to all the training rules, that you have practiced to the best of your ability every day, and that you have played the game "all out" with a Christ-like attitude you foster self-respect and your family can be justly proud of you.

## **On the Court Responsibilities**

Athletes are not to use profanity or illegal tactics and learn quickly that losing is part of the game. Be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in the defeat or victory.

A student should not address or gesture to any official, opposing team, or fans before, during or after any contest.

Hillsboro Christian Academy exerts its students to exhibit exemplary sportsmanship. The community judges our school by the actions and attitudes of our athletes. Sportsmanship is one of the clearest expressions of morals.

## **Classroom Responsibilities**

A good athlete becomes a good student. A person cannot be a classroom laggard and think that he/she can be an outstanding athlete. If you are lazy in class, you will be lazy in practice and in the games and will never reach your full potential. You must plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable grades. If you missed class to leave for an athletic event, you're responsible for the notes and work in that class.

In addition to maintaining good scholarship, you are to give respectful attention to classroom activities and show respect for other students and faculty at all times. Horseplay and unnecessary boisterousness are not approved habits of behavior. You should have a good attendance record. Never cut classes or school. The way you act and look at school is that of significant importance. **Athletes are leaders!**

## **Quitting Sports**

Quitting is an intolerable habit to acquire. A quitter might lose the privilege of participating in athletics. However, HCA recognizes that an athlete may need to drop a sport for a good reason. If found in such a case, follow this procedure.

1. Pray about it.
2. Talk with your parents.
3. Talk with your immediate coach
4. Report your situation to the Athletic Department (if necessary)
5. Turn in all equipment issued to you.

If a student does quit a team without good reason, he/she will be ineligible to compete for the remainder of that sports season and the following sports season. We want to teach students the value of persistence and perseverance to overcome any obstacles that come their way. *I can do everything through him who gives me strength. Philippians 4:13*

## **Equipment and Facility**

You're responsible for school equipment you check out. The equipment is to be kept clean and in good condition. You are financially responsible for any lost or damaged equipment.

Any facility we use must be treated as if it's our own. We are to leave the facility exactly how we found it, not damaging any property or leaving any trash or our belongings behind. If something becomes damaged due to student misbehavior, that student may be found financially responsible. We are not guaranteed usage of these facilities and must maintain good standing with the owner of the facility, so we may have continued use in the future.

## **College Recruitment**

Athletes that are contacted personally by a college recruiter, have an obligation to notify your coach as soon as possible. NCAA clearinghouse information is in the Athletic Director's office.

## **Missed Practice**

You're responsible for consulting with your coach before missing practice. Coaches must be notified of absence, or it will be unexcused. You may not miss a practice or a game without a good reason, such as illness or a family emergency. Individual coaches will handle consequences for missing practices and games. You may be asked to bring a note from a parent or doctor in some cases. Excessive absence from practice may result in loss of playing time or dismissal from the team.

## **Travel**

You're responsible for your transportation to home athletic events and practices.

When attending an away contest, you are to remain with the team under supervision of the coach. All athletes are welcome to ride the team bus if needed. (In some cases, parents are needed to help transport athletes. In those cases, parents will be given prior notice.) (This is also addressed later in this handbook.) Also, if you live geographically closer to the opponent's location, you may take your child, but make sure you notify the coach. After you leave the game, you may leave with your parents. You may also leave with another adult (over the age of 21) or a sibling, with prior permission.

Electronic devices, and headphones may be allowed on the bus at the coach's discretion. Boys and girls may not sit together on the bus. Only members of the coaching staff or players on the current team are permitted to ride on the team bus.

## **Appropriate Dress**

Dress on game days will be determined by the coach of that team. (Students must follow the HCA Dress Code during the school day) Team members are to follow that dress code as enforced by the coach. This may include casual dress such as: jeans (**jeans may not have rips, tears, or holes**) and a school t-shirt/sweatshirt, athletic attire such as sweatpants and a school t-shirt/sweatshirt. Formal dress may also be desired. In that case, students may wear dress pants and a polo or a button up shirt with a tie for boys. As for girls, they may wear a polo with dress pants or a dress if they desire, but anything worn at school by HCA or Homeschool students during the school day must be school appropriate as outlined by the HCA Dress Code. (Copies of the Dress Code are available in the HCA Office.)

## **Athletic Dress Code**

With athletics we have a slightly different dress code than the HCA School Dress Code. Obviously athletic attire is allowed (i.e. sweatpants, athletic pants, shorts, and slides) are all acceptable to wear to practice and before and after games. Any color of shirt and shorts are acceptable. At no time during a practice or game should undergarments be visible. No tank tops of any kind may be worn at practices. Sleeveless shirts may be worn, only if they have a collar and the shirt comes to the armpit. T-Shirts are best. The length of shorts at a practice should be

near to the mid-thigh, as that is the length of the volleyball uniform shorts. **NO SPANDEX SHORTS OR LEGGINGS WORN AS OUTERWARE!** This dress code applies to any athlete actively participating in the current sports season. This applies to HOME and AWAY games, even if on that day or evening the student athlete is only a spectator. If any of this becomes a continuous problem, the player will be asked to leave the practice and/or face disciplinary action.

### Uniforms

Athletes may not participate in the contest if they do not have their uniform. Uniform shirts must be tucked in at all times. (Only for Basketball. Volleyball may be untucked). Ladies are to pay attention to modesty and be certain that no undergarments are visible. The team uniforms are school property and are to be used for games only. Do not wear your uniform to practice or school unless you are instructed to do so.

### Absence from School Before a Game or Practice

**Athletes must be in school by 11:45 a.m. the day of a practice or a game to participate.** If an athlete has a medical appointment that requires him to be late for school, you MUST have a note from the medical facility. If the athlete does not have a note from the medical facility, he/she will not be allowed to participate. We also understand that emergencies do happen, notify the coach as soon as possible if there is an emergency and a decision will be made, if the student will be able to participate. **Athletes that come to school after 11:45 a.m. for reasons involving being ill will not be allowed to participate in a game or practice.** If a student knows they are going to miss a day for a good reason, the athletic department may approve that student permission to practice or play but must be approved prior to the absence. If a student is ill a portion of the day, please do not come to school later in the day. If a student is ill, we would hope that the parents would encourage the student to rest at home for the day. If you're not well enough to come to school, you are not well enough to play in a game or practice. We also hope the parents would take into consideration the health of the other students. Excused Absences must be made in advance through the athletic department directly.

### Absence from School After a Game

You're not to miss or be late for school the day following the game, unless you are sick, have an appointment, or have a family emergency. The first time you are late or absent from school after game, the absence will be recorded as an unexcused. (Penalties for unexcused absences addressed in the HCA Student Handbook)

### Conflicts in Activities

If you participate in several activities, you may find yourself in a position of conflicting obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experience in the area of several activities and will attempt to schedule events to minimize conflict.

You have a responsibility to do everything you can to avoid continuous conflicts. This includes being cautious about participating in too many activities where conflicts are bound to occur. When a conflict does arise, you are responsible for notifying the coaches and/or faculty members involved.

If it becomes obvious that you cannot fulfill the obligation of a school activity you should withdraw from that activity.

### **Concussions**

Any athlete that is believed to have suffered a concussion will be held out for the remainder of the practice or game in which the injury occurs. The athlete must see a doctor and receive a written medical release. The medical release must be turned in to the coach before the athlete is permitted to return to physical activity. (These forms are available in the Athletic Director's office, and the form must be signed for the student to return to play.)

## **Parents' Responsibilities**

It is important that parents show support towards the athletic program and the coaches. Parents play a vital role in the success of a student athlete. It is our expectation that all parents be positive, supportive and encouraging to all players, coaches and opponents. Parents and spectators should cheer not only for the goals and shots made, but also for the successes of all players no matter how big or small. This can be done several ways.

### **Practices and Games**

Please see that your child is at practice on time. Parents should help their children be dependable and accountable by communicating with them about practice and game schedules and encourage your child to be prepared for home and away games. Practices are closed to the Public, which also includes parents, siblings, or other family members. Anyone present for practice must be approved by the coaching staff and the Athletic Department.

### **Addressing Coaches**

Parents should be a support system to the coaches and frequently ask how they can help. Parent/coach conflicts should be handled gently, privately and with a prayerful heart. Discussing issues with others before you discuss them with the coach often results in making the conflict more difficult to resolve. Also, gossiping with other parents about the faults of the coach and/or other players is beneficial to no one and will not be tolerated.

Parents with questions or concerns can make an appointment to speak with the coach. Please do not attempt to confront the coach before, during, or following a game or practice. These are emotional times for both the parent and the coach, which may cloud objective analysis of the situation.

If you would like to meet with a coach, please follow these guidelines:

1. Pray
2. Wait a minimum of 12 hours
3. Call and make an appointment

We are willing to meet with you, but understand we have very busy schedules. If a problem arises at any time, please make the coach aware of the issue and we will do our best to resolve the issue.

Appropriate concerns to discuss with the coach include:

- Treatment of your child, mentally and physically
- Skill improvement and development
- Concerns about your child's behavior

Topics inappropriate for discussion with the coach include:

- Your child's playing time
- Team strategy
- play calling
- other student/athletes

If you cannot resolve a concern with the coach, call and set up an appointment with the Athletic Department first, if that does not resolve the issue contact the HCA Board or Administration to discuss the situation. If the problem cannot be resolved, we ask that you quietly withdraw your child from the program rather than encourage discord or unrest among other families.

### **Sportsmanship**

Sportsmanship is probably the clearest and most popular expression of morals at an athletic event. Therefore, Hillsboro Christian Academy **insists** that its parents exhibit exemplary sportsmanship. Parents should set an example not only to the student body, but to our community, which judges our school by the actions and attitudes of our athletes and our parents. It is without apology that the administration expects parents to abide by the same standards of sportsmanship placed before the students. The administration will politely, yet firmly, ask parents who violate the standards to leave the athletic event.

### **Fundraisers**

The Athletic Department may use Fundraisers to raise money for the cost of several things, rental cost, transportation, awards, new uniforms, equipment, or any other day to day operation cost. We ask that all athletes participate and volunteer to help raise as much money as possible.

## **Volunteer Drivers**

In some cases, parents may be needed to help transport players to away games. There is a release for athletes to ride with volunteers on the Medical/Transportation form. All volunteer drivers must have a copy of their driver's license and insurance information on file in the Athletic Director's office. Parents will be notified if their child will be riding with a volunteer.

# **Athletic Department**

## **Athletic Director and Assistant AD Responsibilities**

- Managing the athletics programs and department.
- Establishing the budget for the athletics department
- Coordinating with coaches on games, practice, and event schedules.
- Coordinating and promoting athletic events, such as games and fundraisers.
- Hiring and firing coaches and assessing and monitoring current and prospective coaches.
- Tracking and reporting on team progress through analyzing past performances, recent successes, and areas for improvement.
- Maintaining an awareness of industry events and changes, such as regulation changes.
- Inspecting facilities and equipment for cleanliness, safety, and upkeep.
- Approving the purchase of necessary equipment and facility upgrades.

Requirements:

- Strong leadership and management skills.
- Strong interpersonal and communication skills.
- Understanding fundraising and promotional events.
- Experience with developing and managing a budget.
- Ability to handle scrutiny from parents and the public.

## **End of the Year Banquet and Yearly Awards**

The Hillsboro Christian Academy Athletic Department holds an all sports banquet at the end of the athletic year. The banquet usually takes place in late March or early April. The details for each year will be shared in advance as to anything that needs to be brought.

Each player will receive a participation award (Certificate) once for each level of participation. Additionally, other awards may be given at the coach's discretion such as: MVP, Offensive/Defensive Player of the Year, Most Improved, Character, Spirit, and Sportsmanship, etc. These awards will be given to the player the coach feels most deserving. Senior awards are also given to graduating Seniors. Students who play over 50% of the season on Varsity will also receive their Varsity Letter award.



## Coaches' Responsibilities

Coaches are the leader of their team. We expect coaches who genuinely have a love for God and the confidence to represent Him at all times on and off the court and who love their athletes, work hard to improve team skills, and model leadership and humility to everyone they come in contact with.

You are required to provide your team members with the following:

- Game and practice schedules; as well as notifying parents and players
- Specific training rules and regulations; Game Rules and Regulations
- Your coaching philosophy
- Your expectations for the team; respect, responsibilities, etc.
- Requirements such as fees, special equipment, and off-season conditioning

You are also responsible to:

- Notifying the Athletic Department of Practices and Practice Cancellations.
- Make yourself familiar with school rules and maintain control on and off campus
- Notify the Athletic Department and parents if a student is injured
- Notify the Athletic Department and parents if a student is removed or suspended from the team for discipline problems or is/becomes academically ineligible.
- Help with athletic events; before and after
- Complete an accident report (See the Accident Report Section)

The coach is also responsible for conducting a parent/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise, caution, and warn the parents and students of the potential for injury.

### **Incident Reporting**

At any time, a rule is broken or an issue arises; (Handbook violation, team rule violation, behavior problem, etc.), report the incident to the Athletic Department as soon as possible so that the incident can be handled in a timely and effective manner. (If it is game or practice related, the Head Coach will handle the issue, but it should still be reported to the Athletic Department.) If a member of the Athletic Department is NOT present or unable to be notified at the time of the incident, document the incident; (broken rule or incident, date, location, etc.) until the Athletic Department can be notified. By following this procedure, it allows the incident to be documented, rules to be reviewed and the incident can be handled in a timely and effective manner. If the incident warrants, the Athletic Department will take it to HCA Administration. This is for the protection of the Athletic Department, the coaches, the families, and the student-athletes. Regardless of the incident big or small, it **MUST** be reported to the Athletic Department first. After evaluation and collaboration with the necessary parties, the issue will be handled. If matters are reported to the Athletic Department, it will be their responsibility to notify the coach(es).

## **Coaching Positions and Coaching Staff**

Head Coaching positions will be filled by the Athletic Department. Individuals will be interviewed by the Athletic Department to ensure proper knowledge of the sport they will be coaching, as well as to determine if they will be a positive, Christ-like role model to the athletes. Once approved by the Athletic Department, HCA School Board approval is required. The Head Coach may select their assistants, the Athletic Department and HCA School Board must approve all assistant coaches.

If the head coach is the opposite gender of the athletes, he/she must have at least TWO assistant coaches that are the same gender as the athletes. This is standard procedure for Ohio High School Athletics.

Volunteering at HCA is always welcome, including in our athletic programs.

All volunteer coaches must fill out a Volunteer Coaching application, sign the “Volunteer Assistant or Head Coach Code of Conduct Contract”, and Potential volunteer coaches must obtain a background check. Once the results are returned, the coach may begin working with the team. *These individuals will also require approval the Athletic Department and HCA School Board.*

Please remember coaches—volunteer or paid—with children of their own on the team, you must show no favoritism. If the coach does show favoritism, he/she may be asked to resign their position.

*For more information please see the “Volunteer Assistant or Head Coach Code of Conduct Contract” available in the Athletic Department Office.*

## **Coaching Requirements/Education**

- Background Check
- Volunteer Application
- Code of Conduct Contract
- NFHS Concussion in Sports Course
- NFHS Sudden Cardiac Arrest Course

### **Recommended but NOT Required:**

- CPR Training Course
- First Aid Training Course

## **Coaches Contracts**

All Coaches will sign a one-year contract that will be up for renewal at the conclusion of each Athletic year. Each coach will be reviewed by the Athletic Department for contract renewal. All decisions require approval of the HCA School Board. Head Coaches will evaluate their assistants with the aid of the Athletic Department for renewal of assistant positions.

In the event a Head Coaches contract is not renewed or is terminated, all Assistant Coaches that were selected by that Head Coach will be relieved of their duties as well. Once a new Coach is hired, they will have the option if they would like to retain anyone from the former coaching staff. This is a standard procedure in the OHSAA. Again, these positions must be approved by the Athletic Department and the School Board.

## **Guidelines for Determining the Number of Participants and Their Playing Time**

The size of any team is determined by the coach and influenced by the Athletic Department. Additionally, transportation logistics, number of uniforms, coach to player ratio, availability of the facilities for practices and games, and finances must all be considered. Furthermore, coaches are to consider for their team the players most likely to eventually contribute at the Varsity level.

Junior High and Junior Varsity coaches should attempt to play every player in every game. However, in the fourth quarter and in tournament games, the coach may play the players who are best able to win the game. Varsity programs are coached to win every contest.

**Playing time at any level is not guaranteed.**

## **Accident Report**

Coaches are *required* to turn in a completed Accident Report to the Athletic Department within 24 hours of any injury or accident.

### **Recommended Procedures for Auto Accidents:**

Despite all the precautions, the possibility of accidents cannot be entirely eliminated. Drivers should be knowledgeable so, if any accidents do occur, they know how to handle the emergency.

The following procedures are suggested to drivers.

1. Stop and turn off the ignition
2. Keep calm and never lose your temper. Do not argue or try to place the blame of the accident.
3. Set out lanterns, flags, or flares at once. (Reflectors are also acceptable)
4. Make students as safe and comfortable as possible moving them to a safe and comfortable location, if necessary.
5. Under no condition should you allow children to proceed home by begging for rides or walking long distances.
6. If necessary, send a responsible student for the type of help needed.

7. Notify school officials and athletic department, also the state, county, or local law enforcement.
8. Get license number and other pertinent information about all vehicles involved.
9. Get the names and addresses of all persons involved in the accident and all witnesses.

### **Practice Guidelines**

After each practice please make certain that all the equipment has been gathered and stored appropriately. Also, that all trash and belongings are removed, and lights are turned off and doors locked if it is the final activity for the facility.

### **Hazing**

Hazing is defined as doing any act or coercing another to do any act that creates a substantial risk of causing mental or physical harm for initiation into any team or organization.

Hazing activities of any type are inconsistent with HCA standards and are prohibited at all times. No student, administrator, faculty member, coach, or other employee of the school should encourage, permit, condone, or tolerate any hazing activities.

All incidents regarding hazing will be investigated and guilty parties will be disciplined very seriously.

### **Handbook Violations**

The importance of enforcing all the regulations in this handbook should be apparent. A firm and fair policy of enforcement is necessary to prevent a travesty being made of the regulations. Hillsboro Christian Academy maintains that high standards of conduct and citizenship are essential to a sound program of athletics. In the event an athlete fails to comply with the Athletic Handbook, the Athletic Department will assume the athlete does not have sufficient desire to participate in the athletic program. Therefore, the athlete may be dismissed from the team and be denied the privilege of participating. The precise period of participation denial will depend on the violation as well as the attitude of the athlete and parents. Repeated or flagrant violations may result in total denial of participation from the HCA Athletic Program.

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**Handbook is Available on HCA Athletics Page**  
**<http://www.hillsborochristianacademy.org/sports.html>**  
You can request a hard copy from the Athletic Department

**Athletic Handbook Compliance Form - Student/Parent Contract**

I have read and understand the rules, regulations and guidelines set forth in this handbook. I agree to abide by these rules, regulations and guidelines and I will faithfully support the coaches, athletic department and administration of Hillsboro Christian Academy.

Athlete's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT:** Please read, sign and return this form to your coach or the athletic department. This, along with your physical form, medical/transportation release form and any fees due must be received by the athletic department prior to your first game. Without these items, you will not be permitted to play and your place on the team may be awarded to another student.