

# Heritage Christian Academy



**HCA**

## Athletic Handbook 2018 - 2019

“As iron sharpens iron, so one person sharpens another.”  
Proverbs 27:17

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## ***Mission Statement***

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The mission of HCA Athletics is to lead students to love God, instilling in them a will to strive for excellence with Christian discipline and character that withstands pressure, teaching them the importance of teamwork, and showing them how to accept victory or defeat with grace and humility.

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## ***Philosophy***

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Heritage Christian Academy considers the interscholastic athletic program to be an integral part of the total educational experience. Subscribing to a "sound mind in a sound body" concept, HCA recognizes the significant contribution of recreation, intramural and interschool athletics to the development of all students.

Athletics are part of God's creation. As such, athletics are intended to bring glory to Him. Christians are commanded to be different from the world around them, and this should be reflected in our athletes. Athletics from a Christian perspective should have several distinct characteristics that, when followed, allow coaches, athletes and spectators to bring glory to God. These distinct characteristics are drawn from God's Word and may be different from the world's viewpoint.

Extra-curricular athletics promotes sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extra-curricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self-motivation, which will help prepare students for the challenges they will meet outside the school community.

It is a privilege for students to participate in extra-curricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort are required of those who participate. Those who earn the privilege of representing Heritage Christian Academy in extra-curricular athletics are expected to accept greater responsibilities as school citizens.

Participation in extra-curricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.



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## ***Seasons of Play***

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The seasons of play have been established to protect the student athlete from being placed in a position of having sports seasons overlap and to allow schools equal opportunity for team preparation. Each of the following activities may hold practices according to the Alberta Schools' Athletic Association (ASAA) seasons of play. The seasons exclude July and August unless otherwise specified.

- Cross Country – May 1 – 3<sup>rd</sup> Saturday in October
- Football – May 1 – June 30; August 16 – 4<sup>th</sup> Saturday in November
- Golf – May 1 – June 30; September 1 – last Tuesday in September
- Volleyball – June 1 – 4<sup>th</sup> Saturday in November
- Basketball – November 1 – 3<sup>rd</sup> Saturday in March
- Curling – October 1 – 1<sup>st</sup> Saturday in March
- Badminton – January 3 – 1<sup>st</sup> Saturday in May
- Track & Field – February 15 – 1<sup>st</sup> Saturday in June
- All other sport seasons will be defined by Athletic Directors

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## ***League, Zone and Provincial Affiliations***

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Heritage Christian Academy is a Full Member of the following associations:

- Alberta Schools Athletics Association (ASAA) – High School
- Calgary Zone – High School

As full members of these associations, Heritage teams are eligible to compete for zone and provincial championships at the High School level.

Heritage Christian Academy is an Associate Member of the following association:

- Calgary Independent Schools Athletic Association (CISAA)

As associate members, we are entitled to participate in league play and for league championships in the CISAA leagues at the Junior High and High School levels.

## Participation Fees

Fees collected go towards paying for officials and scorekeepers, league registration fees, tournament entry fees, uniform replacement costs and the Athletic Awards Banquet. The following apply to participation fees:

- Activity fees are billed to family accounts and need to be paid at the beginning of the season before any competition
- Out-of-town tournament accommodation and transportation fees are included (does not include Provincial tournament fees)

Activity	Activity Fee	League Play/ Zones			Provincials			Invitational Tournaments			Socks	Warm-Up Shirt
		League Fees	Transportation*	Accommodation (# Nights at \$40)	Entry Fees	Transportation*	Accommodation	Entry Fees	Transportation*	Accommodation		
Cross Country	\$ 15.00	•			•			0				
Varsity Football	\$ 435.00	•	•	1	•	•		0			•	•
Grade 7/8 Volleyball	\$90.00	•						2-3				
Grade 8/9 Volleyball	\$110.00	•						2-3				
Sr Volleyball	\$ 205.00	•		1	•	•		2-3	•			•
Grade 7/8 Basketball	\$110.00	•			•			2-3				
Grade 8/9 Basketball	\$130.00	•						2-4				
Sr Boys Basketball	\$440.00	•		2	•	•		3-4	•		•	•
Sr Girls Basketball	\$355.00	•		2	•	•		3-4	•		•	•
Curling	\$ 100.00	•			•			1-2				
Badminton	\$ 15.00	•			•			1-2				
Floor Hockey	\$ 15.00	•						1-2				
Jr Soccer	\$ 50.00	•										
Sr Soccer	\$ 80.00	•									•	
Jr Football	\$75.00	•	•					0-1				
Track and Field	\$ 50.00	•			•			0				

\* See the Transportation section for details.

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## ***Fundraising***

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Fundraising programs at Heritage Christian Academy are determined jointly between the Society Board, the Principal and the key players involved in the Fine Arts, Missions and Athletics programs. Money raised through general fundraising allows us to maintain lower participation fees.

No team/activity shall participate in, or organize any other fundraising event without the consent of the Athletic Department.

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## ***Tournaments***

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Tournaments are an excellent way to develop skills and friendships in a short period of time. We strive to enter our teams into tournaments where our teams will be competitive and allow our students to grow physically, emotionally and spiritually.

Tournament selection will be the responsibility of the Athletic Directors in consultation with the coaches. Generally, these guidelines will be followed:

- Junior High teams – two to three tournaments per season (all in Calgary), not including play-off tournaments
- Senior High teams – two to four tournaments per season (at least one out of town), not including play-off tournaments

It is the parent's responsibility to arrange for transportation of their child to and from tournaments within the Great Calgary Region. For out of town tournaments at the Senior High level, bus or van transportation will be provided. It is also the responsibility of the parent to pay for meal costs for their child while at a tournament. Normally, the cost for out of town tournaments is \$40/night for hotels (included in team fees) and money for meals. It will be the responsibility of the Athletic Directors to arrange for transportation and lodging when required.

### ***Road Trip Expectations***

It is the expectation of the school that students will abide by the guidelines in the Student Covenant on all trips for weekend tournaments. Failure to do so will result in the parents being contacted and the students sent home at the parents' expense.

### ***Zone & Provincial Championships***

At the High School level, our teams have the opportunity to compete for zone and/or provincial championships. Our eligibility for these tournaments is often not determined until days before the actual event date.

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## ***Transportation***

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Transportation to and from league games and tournaments in the Greater Calgary Region is the responsibility of the parent. The preferred method of transportation to league games and tournaments in the Greater Calgary Region is private vehicle.

If a parent cannot transport their child to or from a competition, it is their responsibility to find alternate means. Parents are encouraged to offer to compensate other parents who frequently drive with money for fuel.

Students that do not adhere to the Transportation policy put students, families, the school and the school board at significant risk. **Any student that does not abide by the policy will be removed from a team roster on the first incidence of non-adherence.**

### ***Bus/Van***

- On most occasions (unless otherwise decided by Athletic Directors, Coach and Parents), school buses, motor coaches or vans will be rented for teams with 5 or more members when teams are in competition outside the City of Calgary and surrounding region.

### ***Volunteer (Parent/Private) Vehicle***

- Players may transport themselves to events.
- Family members may transport other immediate family members to events.
- Players may be transported to events by registered Volunteer Drivers.
- To become a registered Volunteer Driver, drivers must be a registered volunteer with the school, complete the Palliser's Volunteer Driver Form and turn in a driver's abstract to the school which can be reimbursed with submission of receipt.
- Volunteer vehicles will not be eligible for financial compensation from the school.
- Students may not transport students other than siblings to events. **Non-compliance will result in termination from the team on the first incidence.**

\*\*\*The only exception is travel for tournaments on Saturdays.\*\*\*



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## ***Guidelines for Student Athletes***

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### **Eligibility**

To be eligible to participate, Grade 7-9 student athletes must be enrolled full-time at Heritage Christian Academy.

To be eligible to participate, Grade 10, 11, and 12 students must meet eligibility requirements as set out by the ASAA. Students are eligible for six consecutive semesters from the day they begin grade 10, regardless of whether or not they competed on athletic teams in any, some or none of those semesters.

Students must be in attendance for the day of a practice or game in order to participate in that practice or game. Legitimate reasons for an absence, which would allow a student to participate on the same day as the absence, are;

- School Sanctioned Activities
- Appointments with health professionals
- Emergency Situations
- Planned absence for personal or educational purposes that have been approved by the school administration.

Students who are absent from classes for a portion of the day due to illness are not eligible to participate by simply making it to the remaining portion of their classes. It may be considered unethical for a coach to practice or play an athlete who was ill earlier in the day. The effects of that illness may linger and present a potential health risk to the athlete, their teammates, and their opponents if the athlete practices or plays that same day.

An athlete under suspension from school is also suspended from participation in extra-curricular activities, until such time as the student has been reinstated to classes.

In order to participate as a representative of HCA in extra-curricular athletics, student athletes must keep up-to-date with course work in all courses. Students forfeit their ability to participate in league games and tournaments until all work is caught up and at an acceptable standard as determined by their teacher and administration.

The process for academic ineligibility is as follows:

- The course teacher and Athletic Director determine a date and time for academic ineligibility that allows the student a window of opportunity (minimum 24 hours) to catch up on incomplete work
- A notice of ineligibility and signature page is sent to student in hard copy as well as parents and administration by email from one of the Athletic Directors notifying the student of the date and time for completion for work in all courses
- If the student finishes work to an acceptable standard as deemed by the teacher (not student or parent), teacher will indicate on signature page that the student is "Up to Date" in their class
- If the student does not finish the work to an acceptable standard by the date and time listed on the signature page, the student is ineligible to be dismissed early, attend games and tournaments until assignments are completed and the signature page indicates all courses are "Up to Date"

## Conduct

Student athletes are representatives and ambassadors of Heritage Christian Academy and representatives of Christ. The conduct of a Christian athlete is closely observed in many areas of life. It is important that his/her behaviour be Christ-like in all areas.

In the area of athletic competition, a Christian athlete never uses profanity or illegal tactics. A Christian athlete should 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 defeat or victory. This will mean there will be no fits of temper, taunting, clowning, ridicule, or complaining in any form or manner. A Christian athlete's goal is to have complete self-control at all times.

Any behaviour contrary to this is a direct reflection on the team, coaches, school, and Christ, and will not be tolerated. Violations of a minor nature will be handled at the discretion of the coach. Those of a more serious nature may result in suspension or possible expulsion from the team, and will be handled by the coach, the Athletic Directors and the Principal together.

Student athletes are expected to provide strong examples of leadership and citizenship both on and off the court/field of play, and both in and out of the classroom.

Team Before Self - Most sports are team games and although it is proper and even necessary to have personal objectives, it is paramount that each member of the team possesses an unselfish attitude where team objectives are primary.

Regardless of when or where an athletic event occurs, it is a school sponsored activity. The use of tobacco, drugs, or alcohol is prohibited and shall be strictly enforced.

## Injury

All student athletes should carry some form of medical insurance. If an athlete is injured while participating on behalf of Heritage Christian Academy, the school will not cover medical costs (e.g. Ambulance costs). It is suggested that any student athlete not having medical coverage, subscribe to the student insurance package which is offered at the beginning of each year.

Any student injured on or off the field of play, and requiring medical attention, must present a note from a physician before being eligible to practice or play again.

## Commitment

Being a member of any school team is a privilege, which each athlete must earn. A key to earning that privilege is commitment to the team. Team success can only be achieved if all participants are committed. This type of commitment includes;

- Attendance at all practices, games and team events.
- Providing the coach with advance notice of absences from practices or games, and an explanation of that absence.

While it is acceptable for a student athlete to have a job, it is not reasonable to expect the coach to accept working as a legitimate reason for missing practice or a game.

## Hazing

Hazing or negative initiation activities are prohibited at Heritage Christian Academy. The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of Hawks Athletics, and may lead to suspension or removal from a team and/or school.

## Team Selection

All activities are open to all students of Heritage Christian Academy who meet the requirements of age, grade, gender, and general eligibility.

Coaches must conduct an open tryout, and may not make final cuts until after the second tryout. Final selections should be based on attitude, coachability, and skill.

Our philosophy in general is that our Junior High School teams should be set up for maximum participation. There are many different ways we can enter teams into our league so that we can maximize the number of students on these teams. Every effort will be undertaken to accomplish this.

Senior High School teams are set up for best competition. High School teams are limited to one team per gender in our league.

When cuts are made, coaches will inform the person that they were not chosen and give positive ideas of what they can improve on for next year. If there is any disagreement between the coach and a parent or student over a coach's decision in regards to choosing the team, the Athletic Directors and/or the Principal will investigate. The decision of the Athletic Directors and/or the Principal will be final.

Once the team has been selected, the coach must promptly submit a roster to the Athletic Directors.

## Playing Time/Expectations

Playing time can be a contentious issue between the coach, student and parent when not properly communicated. On all teams, attitude, commitment and attendance will be a factor in determining playing time. A general rule of thumb to expect is the following:

Grade 7/8 teams - equal playing time in the regular season

Grade 8/9 teams - a philosophy of 'everyone plays' every game, but not necessarily equally

High School teams - playing time will be determined by the coach

At all levels, once divisional, zone and provincial play begins, playing time may alter slightly as teams become more competitive in nature.

## Communication

Clear communication between coach and player, player and parent, parent and coach, and between players is critical to avoid misunderstanding. This communication can be initiated and maintained in a number of ways:

- At the beginning of tryouts Coaches should provide a statement, written or verbal, of the Hawks' Athletics mission, their coaching philosophy, team goals, fees for participation, and player expectations.
- Coaches should outline the process for communication. This process to apply to all parties, and can be outlined for all in a letter. (See Appendix A)
- Coaches will hold a pre-season meeting (suggested agenda - Appendix B)

### Uniforms and Equipment

All uniforms will be provided by Heritage Christian Academy. Uniforms will be distributed by the Athletic Directors and collected by team sponsors.

Players will be responsible for the care and maintenance of uniforms while they are in their possession. All uniforms are to be cold water washed and hung to dry.

Players or their families will be responsible for the cost of replacement of any uniform damaged or lost while in their possession.

Teams may be provided equipment, specific to their activity. This equipment is owned by the school. The care and supervision of this equipment shall be the responsibility of the coach or their designate. This equipment is provided for team use.

### Team Gear/Team Swag

All team gear will be ordered through the Athletic Department based on the items outlined in the Team Fees section of the Handbook.

Teams interested in additional gear may work with the Athletic Directors to select a product. All gear must come from the same supplier in a given academic year and all team gear will be guided by similar styling principles. The only logo that may be used is the approved HCA Hawks athletic logo. Colours may be selected from cardinal, gold, black, grey and white. All team gear needs to be approved by the Athletic Directors.

### Practice and Game Times

League games and home tournaments have booking priority over practices. Any activity under way shall have priority over the following season of play (e.g. volleyball over basketball).

There must be a Palliser-employed staff sponsor present at all practices and games.

The Athletic Directors will create a practice schedule.

The Athletic Directors will provide a practice schedule which is equitable to all teams.

Coaches, players and parents are encouraged to refer to the online Athletic Calendar at the HCA Athletics website for the most up-to-date schedule information.

### Hawks Service

All students on Varsity teams are expected to donate five hours of time to serving the needs of Hawks Athletics. Opportunities to serve include coaching, scorekeeping, setting up home games, organizing equipment, assisting with concession or other tasks.

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## ***Guidelines for Coaches***

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### ***Responsibilities of Coaches***

1. To read the Athletic Handbook and become familiar with its contents
2. To conference with the Athletic Directors to develop a plan for teaching the mission and philosophy of HCA's Athletic Program
3. To hold fair and equitable try-outs for teams which require 'cuts' to be made
4. Communicate with the Athletic Directors about roster information
5. To distribute and collect team participation forms
6. Communicate with the Athletic Directors about schedule concerns, tournament wishes, etc.
7. To ensure the team's web page has the most up-to-date information
8. To hold a Parent Information Meeting and send home an information letter once their team has been selected.
9. To communicate with parents and players about schedule changes and tournament information
10. To ensure the proper distribution of equipment (balls, implements, first aid kits) as well as ensuring they are returned to their proper location after the competition
11. To hand out uniforms to athletes at the beginning of the season and return the uniform tracking form to Athletic Directors as soon as possible
12. To ensure the transportation policy is being followed by team members
13. To ensure that game results are properly and timely reported to the CISAA and ASAA websites

### ***Non-Faculty Coach Requirements***

Heritage Christian Academy strives that employees of the school will coach all athletic teams however this is not always possible. In the event where a school employee cannot coach the team, a suitable volunteer from outside the school will be sought.

This volunteer coach will be chosen by the Principal and the Athletic Directors. Special consideration will be made to ensure that the coach is capable of coaching to the level of the athletes in the sport that is being played.

All volunteer coaches will be required to submit a criminal record check with the Calgary Police or the RCMP.

In the event that there is a non-faculty coach, a staff sponsor will be assigned to that team.

## *Coach Guidelines*

The following guidelines are to be considered a code of conduct for Heritage Christian Academy coaching staff.

The Coach is foremost a teacher. The chief objectives of school athletics are to build leaders and to develop athletic skills. Winning games is secondary to these objectives. Coaches who do not make a positive contribution to the total educational process are not meeting their obligations.

The Coach should always be regular and prompt in meeting assignments – practices, games and meetings.

The Coach should be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, sending in results, and forwarding any receipts when required.

The Coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.

The Coach should use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym or in the classroom.

The Coach shall not use alcohol or non-prescription drugs in any form while with the team.

The Coach should, when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis.

The Coach should accept the responsibility as a counselor and spiritual advisor to the athletes under her/his direction. The coach is in a unique position among all teaching staff in the relationship with the students.

The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents. While acting as a counselor to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.

The Coach should work to instill with their players respect for the officials, and establish that they alone shall discuss aspects of the game with the officials.

The Coach will respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.

The Coach should teach the team to be respectful of and friendly towards opponents.

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## ***Guidelines for Staff Sponsors***

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1. To **read** the Athletic Handbook and become familiar with its contents with particular attention to:
  - a. Mission of the athletic program
  - b. Conduct expectations of players/coaches/parents
  - c. Athlete eligibility criteria
  - d. Transportation policy
  - e. Roles of staff sponsor/coach
  - f. Pre-Season Parent Meeting
  
2. Representative of the school:
  - a. Supervision of students during all practices in the gym
  - b. On arrival before or with team to games/tournaments
  - c. On team bench during games/tournaments
  - d. At competition venues until students picked up
  - e. With students in case of emergency, injury or illness
  - f. Ensure home and away facility left in "better than found" condition
  - g. Liaison for discipline and conduct situations
  - h. Hold coach and athletes accountable to contents of policies in Athletic Handbook
  
3. Communicate with Athletic Directors about:
  - a. Roster information
  - b. Collection of forms
  - c. Concerns about athletes, coaches, parents, incidents
  - d. Game results
  
4. Communicate with athletes and parents about:
  - a. Pre-Season Team Meeting
  - b. Transportation
  - c. Discipline
  - d. Expectations for team members
  - e. Communication and messaging to team and parents – early dismissal, practice cancellation/times, tournament/schedule info
  
5. Distribution of Equipment
  - a. Pick-up and drop-off of equipment and first aid kits before and after each game
  
6. Hosted Tournaments – applies to 7/8 Basketball, JV Boys Basketball, Sr Girls Basketball only
  - a. Work with Dan Magnan (tournament coordinator) to schedule concession volunteers
  - b. Maintain coaches/referees room
  - c. Hand out awards, medals and trophies at end of tournament

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## ***Guidelines for Parents***

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Support the team, the players, and the coaches.

Help your child to follow and uphold the Heritage Christian Academy athletes' guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and Heritage Christian Academy.

Support your child's role on the team, even if you don't understand his/her position on the depth chart. In the event of concerns, follow the guidelines and procedures as outlined in Appendix A.



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## ***Athletic Awards***

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Athletic Awards are handed out at a ceremony in June. The purpose of awards in an educationally-based environment is to recognize individuals who have demonstrated the core values of HCA's athletic program. The awards give the community an opportunity to celebrate the successes of our teams, athletes and coaches.

Awards are given out to individual athletes based on criteria determined by coaches and the Athletic Directors. Each team will recognize one individual as the Most Outstanding Teammate.

In addition to team-specific awards, Athlete of the Year, Spirit Awards and a Fan of the Year Award will be presented.

### ***Athlete of the Year – Male and Female Junior/Senior***

#### **Senior Award**

Criteria:

1. Grade 10, 11, or 12 student.
2. Participated in a minimum of two sport activities at the varsity level from the list below:
  1. Cross Country
  2. Football
  3. Volleyball
  4. Basketball
  5. Soccer
  6. Badminton
  7. Track and Field
3. The athlete should have demonstrated an above average degree of athletic ability in all activities he or she participated in.
4. The athlete should have “excelled” in one or more of those activities he or she participated in.
5. The athlete should have demonstrated leadership abilities on and off the court, field, or course which has made him or her a respected individual in the eyes of the staff, fellow athletes, and the student body in general.

#### **Junior Award**

Criteria:

1. Grade 8 or 9 student
2. Participated in a minimum of two sport activities at the junior high level from the list below:
  1. Cross Country
  2. Football
  3. Volleyball
  4. Basketball
  5. Soccer
  6. Badminton
  7. Jr Football
  8. Track and Field
3. The athlete should have demonstrated an above average degree of athletic ability in all activities he or she participated in.
4. The athlete should have “excelled” in one or more of those activities he or she participated in.
5. The athlete should have demonstrated leadership abilities on and off the court, field, or

course which has made him or her a respected individual in the eyes of the staff, fellow athletes, and the student body in general.

### ***Spirit Awards – Male and Female Junior/Senior***

Criteria:

1. The athlete should have demonstrated leadership, dedication, sportsmanship and strong Christian character in their interactions with coaches and athletes within and outside of the school.
2. Participated in a minimum of two sport activities during the academic year.
3. The athlete should be an example, or epitomize the type of athlete and individual that Heritage Christian Academy strives to develop through the sponsorship of extra-curricular athletics.

### ***Selection Committee***

The Selection Committee for Athlete of the Year and Spirit Awards includes:

- Athletic Directors
- Principal
- Vice-Principals
- Secondary Physical Education Teachers
- One faculty or staff coach/sponsor per team

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## **Appendix A – Parent-Coach Communication**

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Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at Heritage Christian Academy.

Communication Coaches expect from student athletes:

- concerns expressed privately and directly to the coach
- notification of any schedule conflicts well in advance
- specific concerns in regards to a coach's expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at Heritage Christian Academy, he/she will experience some of the most rewarding moments in their school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

Communication Coaches expect from Parents:

- concerns expressed privately and directly to the coach away from the court setting following a minimum period of 24 hours after an incident occurs
- notification of any scheduling conflicts well in advance
- specific concerns in regard to a coach's philosophy and or expectations

It is difficult to accept your child's not playing as much as you or they may hope. Coaches make judgment decisions based on what they believe to be the best for all students involved. There are certain things that should be discussed with your child's coach, however there are also certain things that should not be discussed. Those decisions will be left to the coach's discretion.

Appropriate Concerns to Discuss with Coaches:

- the treatment of your child mentally or physically
- ways to help your child improve
- concerns about your child's behavior
- any influence that the activity is having on your child's academic performance

Issues Not Appropriate to Discuss with Coaches:

- Playing time (as long as policy for 7/8 and 8/9 is being followed within reason)
- Team strategy
- Play calling
- Other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged but the following procedures should be followed to help promote a resolution to the issue of concern:

- call and set up an appointment with the coach
- resolution, not confrontation is the best approach
- please do not confront a coach before or after a game or practice - these can be emotional times for both the parent and coach, and our coaches are instructed to walk away from such situations.

The Next Step:

- call and set up a meeting with the Athletic Directors and/or Principal to discuss the situation
- at this meeting if a resolution cannot be reached, the next step can be determined

The coaches at Heritage Christian Academy recognize the importance of extra-curricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

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## ***Appendix B – Guidelines for a Preseason Parent Meeting***

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All coaches are required to distribute copies and address the following - may be done either by a meeting or by a letter:

### Communication

- Share coach and sponsor contact information
- Team communication plan – email, remind, etc.
- Parent contact information
- Refer parents to athletics website – calendar, contact information

### Athletic Policies and Information – Athletic Handbook

- Hawks Athletics Mission Statement
- Sportsmanship - expectations by players and parents
- Eligibility – attendance and academic
- Playing time
  - Even at 7/8 level except playoffs
  - Everybody plays a bit every game at 8/9 level
  - No playing time rules at high school level
- Fees for participation – billed to family account
- Transportation – Volunteer registration, \$2M liability and Driver’s abstract (abstract refundable with receipt)
  - Consequence for not following transportation policy is immediate removal from the team without refund
- Team supervision - coaches and parents
- Role of sponsor, coach and parent
- Procedure to deal with disagreements
- Uniform care – cold water and hung to dry

### Other topics to address

- Your coaching philosophy
- How practice sessions are conducted
- Scope and sequence of basketball program development
- Practice times
- Expectation of attending practices
- The consequences of missing practices
- Team schedule

### Question and Answer

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## ***Appendix C – First Aid Kit Inventory***

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Teams shall take a First Aid Kit to all competitions consisting of the following:

- 10 antiseptic cleansing towelettes, individually packaged;
- 25 sterile adhesive dressing, individually packaged;
- 10 10cm x 10cm sterile gauze pads, individually packaged;
- 3 10cm x 10cm sterile compress dressings, with ties, individually packaged;
- 3 15cm x 15cm sterile compress dressings, with ties, individually packaged;
- 1 20cm x 25cm sterile abdominal dressing;
- 2 conform gauze bandages – 75 millimeters wide;
- 4 cotton triangular bandages;
- 8 safety pins – assorted sizes;
- 1 pair of scissors;
- 1 pair of tweezers;
- 1 25mm x 4.5m of adhesive tape;
- 2 crepe tension bandage – 75mm wide;
- 6 pairs of disposable surgical gloves;
- 1 first aid instruction manual (condensed);
- 1 inventory of kit contents;
- 1 waterproof waste bag;
- 2 pro-wrap
- 3 athletic tapes
- 1 roll-up splint
- 2 rolls split padding
- 10 bandages 1" x 3" plastic
- 30 bandages ¾" x 3" plastic
- 2 instant cold packs
- 2 antibiotic ointment
- 1 tuff shin spray

VISIT [HCAATHLETICS.WORDPRESS.COM](http://HCAATHLETICS.WORDPRESS.COM) TO FILL OUT PARTICIPATION FORMS, WAIVERS, ETC.

ALL FORMS MUST BE FILLED OUT BEFORE A STUDENT CAN PARTICIPATE IN EXHIBITION GAMES,  
LEAGUE GAMES OR TOURNAMENTS.

THANK YOU 😊