

ATHLETE HANDBOOK (updated July 27, 2022)

Goal and Philosophy of the ECA Athletic Program

To provide athletic competition for those students who are in grades 7-12. To bring glory to God through our involvement with athletics by giving our best effort in school, during practices and games while upholding our faith and strong testimony in the community.

Minimum Standards

These policies are set as minimum standards for the athletic department of Emmanuel Christian Academy. They are also in accordance with the rules and regulations of the Ohio High School Athletic Association. Coaches may set higher standards for their team beyond those set by this department. This Athletic Handbook sets policies that apply to all our student athletes in grades 7-12. Student athletes need to be aware that violations may carry consequences that extend beyond the current school year and into the following one.

Athletic Eligibility:

Academic Eligibility

Athletes must meet the OHSAA requirement to take **and pass at least five (5) one credit classes** (or the equivalency) during the grading period immediately preceding the beginning of the season. Also, athletes must have at least a **2.0 quarterly cumulative grade point average**.

Student Athletic Participation Requirements

- a. No student may participate in a scheduled game unless he/she has submitted a physical exam form. (This form is provided by the OHSAA).
- b. No student may participate in a game until a participation fee has been paid. No student may participate in a practice unless all required paperwork has been received.
- c. Students must maintain a 2.0 for the final grading periods during the season.
- d. The Athletic Director will run a grade report for all students participating in school-sponsored sports at interim, and two weeks thereafter, along with quarter grades. If a student has less than a 70 in any subject, guided study will be required of that student.
- e. Students must make every effort to attend the day after contests. Any student showing a pattern of absence following game days will be subject to discipline.

Athletic Eligibility- Home schooled

Home schooled students must take one course at Emmanuel to be eligible to participate in our athletic program. Regular participation fees for each sport season still apply. In addition, the student must enroll at the beginning of the school year and stay enrolled until the end of the school year. Homeschooled students will also be required to provide quarterly grade updates to the Athletic Director in the classes in which they are taking as a part of their home school curriculum. Please see the OHSAA provision below:

OHSAA Home School Provision

Resources: OHSAA

Bylaw 4-3-1 <http://www.ohsaa.org/general/about/Bylaws.pdf>

All students participating in school-sponsored sport must be enrolled in and attending full-time in accordance with all duly adopted Board of Education or similar governing board policies of that school.

Exception 6: A student who is homeschooled and is enrolled in a member school in accordance with the partial enrollment policy of a Board of Education or similar governing board may be eligible at the school where the student is enrolled and attending. Such partial enrollment policy requires that at least one of the courses be taken at the school's physical location. Note: A student entering a member school from a home school must do so at the beginning of the school year after having been homeschooled for at least one calendar year. Failure to meet this one-year provision requires the student to be enrolled for a minimum of one grading period before the student can be declared eligible.

Bullying or Harassment Policy

Emmanuel Christian Academy believes that all students have a right to a safe and healthy environment. Our goal is to foster relationships and a Christ-centered learning community that exists to educate students of Christian families and prepare them for God's calling.

Emmanuel Bullying policy states: "Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended or expelled."

"Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- Physical violence and/or attacks;
- Verbal threats, taunts and intimidation through words and/or gestures;
- Other acts such as: extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors;
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - A. Posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. Sending abusive or threatening emails, website postings or comments and instant messages;
 - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online;
 - D. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

No parent wants their child to be bullied, and no parent wants to think that their child is a bully. If you believe there has been a bullying incident please:

- 1) Report the incident to your coach/teacher or Athletic Director immediately
- 2) Parents may be asked for a written document containing the facts and information needed
- 3) A conference or meeting with the student and family may be required
- 4) A meeting between the two families and principal may also be warranted.

Community Service/Concession Stand Requirement

School and community service is highly encouraged for ECA sports teams. All sports teams will be required to serve in the concession stand two times for each sport season. Hours served may be used toward the ECA community service requirement. In addition, teams and team members that serve the community in other ways will be permitted to use those service hours toward ECA community service requirements.

Injury Protocol & Concussions

Athletes who are injured will be required to meet with our athletic trainer before they are released to return to practice or games. Parents and athletes who refuse to see the trainer must provide a doctor's release before they can return to play. Parents and coaches are not authorized to return an athlete to play without professional medical clearance-i.e.medical doctor or trainer. ECA follows the following concussion regulations and return to play protocol:

<http://www.ohsaa.org/medicine/Concussions/ConcussionRegulations.pdf>

Game Day/Practice School Attendance

Any student absent after 11:30 a.m. will not be allowed to participate in after school activities unless his/her absence during the day was prearranged with the administration or administration has excused the absence. (funerals, doctors appointments, other to be determined by administration)

Guided Study Policies

Non Mandatory: Athletes who are participating in a practice or game after school are not permitted to be without supervision. Athletes may use the "guided study" area until 15 minutes before their scheduled practice or team event start.

Mandatory: After Interim, if a student has less than a 70 in any subject, guided study will be required of that student athlete until the grade is brought up.

*Guided Study Discount for Athletes "in season" is \$15 for the entire season.

Guided Study Procedures

Procedures:

- Students or student athletes who are using ECA Guided Study must be checked in no later than 10 minutes after the end of school
 - If a student comes in after that time, please mark what time they arrived
 - Students who continue to arrive late will face disciplinary action
- Students must ask permission before they leave the library.
- Students are not permitted to roam the hallways or building
- Students must work on homework or stay busy and are not permitted to be on their cell phone without permission from the Guided Study instructor
 - The Guided Study Instructor may collect phones as needed.
- Students will clean up the area they are working in before leaving.
- Student athletes may leave at 15 minutes before their scheduled practice or team event and report to the guided study instructor when leaving. (*Students will not be permitted to return once they leave for practice unless directed by their coach and agreed upon by the Guided Study Instructor.)
- Students may drink water in the library and may be given permission to eat in the hallway as determined by the Guided Study Instructor.

Disciplinary action:

- Students should be respectful to the Guided Study Instructor as well as other adults.
- Students who abuse the Guided Study procedures will be written up.
- Students may be "suspended" from Guided Study and may not be permitted to return to Guided Study for continued disruptive behavior or discipline issues.

Media Coverage

The ECA athletic department works hard to promote our program and our athletes by reporting scores, sending special stories, sharing pictures in media and social networking sites including the ECA website, local newspapers and TV, the OHSAA website, the MBC website, Facebook and Twitter. If a parent or guardian does not wish to have their athlete's photo, accomplishments or name released, a written request through email or letter must be provided to their coach and Athletic Director.

OHSAA eligibility

Please read the OHSAA brochure and checklist for athletic eligibility. **We are not members of the OHSAA for junior high level teams.** <http://www.ohsaa.org/eligibility/EligibilityGuideHS.pdf>

Non-Interscholastic Participation

A student that is on an athletic team shall not participate in that same sport during the same season for another organization. A student's obligation shall be to the school team while in season. Participation on a non-interscholastic team during the same season is a violation of OHSAA regulations and ECA policy.

Participation Fees

Each sport offered by ECA carries a \$ 120 participation fee. The fee helps to cover the cost of the athletic department operating budget. Paying a fee does not guarantee a minimum playing time. In addition to the participation fee, specific sports may carry additional fees which cover the cost of uniform items that the athlete retains at the end of the season.

***Important note on sports fees:** *The ever changing environment of interscholastic sports at this time does not permit us to "guarantee" a number of games or competitions. It is our desire and intent to offer practices, team events, and competitions to the greatest extent possible. Sport fees cover equipment, coaches salaries, field and gym maintenance as well as other expenses. As long as our athletes are permitted to practice and participate in activities with their team, the sports fee will not be refunded regardless of how many "contests" are completed. If, in the event there is a complete shutdown, we will work with families for an appropriate and equitable refund.*

Participation Registration:

***All ECA Athletes must register online thru FamilyID**

1) OHSAA Physical Form must be uploaded to the online registration

***Physicals are good for one year**

2) *An athlete will NOT be permitted to practice until approved by the Athletic Secretary.

3) *Home School Athletes will NOT be permitted to practice until the PAEL fee has been paid and all required documents have been submitted.

3) Participation fees are due by the end of the first week of practice.

Practice

Practice is considered mandatory for all sports. Junior high teams will typically practice 4-5 times a week before games begin and 3-4 times per week once games begin. High school teams will practice 5-6 times per week before games begin and 4-5 times a week once games begin. Practices are closed to parents unless the coach provides an exception.

Snow Days

If a "snow day" or emergency day is called on the day of an athletic contest or practice, a decision on practice or a contest will be decided by 1:00 pm. by the AD and Building Principal and communicate via One Call and/or email.

Student Section (Emmanuel Students seating)

The Emmanuel student fan section in the gym is for current Emmanuel students. Priority seating is based upon class with seniors, juniors, sophomores, and freshmen having the option to sit in the bleacher section. On nights where the bleacher student section is packed, underclassmen may have to sit in a designated location. Non ECA students may sit in the ECA student section with a friend but may be asked to move if the section becomes crowded. ECA students have priority seating.

Sports Season

Once a student has participated in a practice, a scrimmage, or a contest, he or she is considered an athlete of Emmanuel Christian Academy. This designation shall continue until the season's last game.

Tryouts/Cuts

Tryouts may be necessary for team sports for 7-12 grade athletes. Our junior and high school athletes participate in interscholastic competition. Each program has as its goal being competitive while teaching our athletes about the sport in which they are participating. The maximum number of players will be decided on by the coach and the Athletic Director for each season as well as each sport.

Every sport, with the exception of cheerleading, will hold tryouts on the first day of practice. No tryouts will be held before the first day of practice so that each student has the opportunity to participate. Tryouts will be administered by the coaching staff and the Athletic Director.

Cuts for teams will be determined by the coaching staff and athletic director as needed.

Cheerleading tryouts

Cheerleading tryouts will typically be offered in the spring for the following year. In the event that tryouts are not

offered in the spring, they will be conducted at the beginning of the school year. Junior high and high school teams will accept a maximum of eight students. Each squad will be composed of five to eight students. The tryouts will begin with several clinics or practices concluded by a final day of tryouts in which all interested students are expected to attend. Final teams will be decided by the head coach.

Transportation

Athletes are expected to ride to athletic events on school arranged transportation when available. Students who plan to ride home from an athletic event or practice with another parent may do so with written approval from their parents and given to the head coach. Bus transportation will be used as much as possible and the AD will determine priority of busing for each team. It may be necessary that parents use volunteer hours to assist with this transportation.

Uniforms

It is the responsibility of the student athlete to turn in their uniform to their coach or AD after the season. Athletes who do not turn in their uniform will have a charge placed on their school account and billed for the uniform.

Weightroom

Only students entering grades 7-12 are able to use the weight room under supervision. Only ECA students or alumni are permitted to use the weightroom. All those using the weight room must have a "waiver" on file with the athletic office and assume all risks as associated with the use of the weight room. The weight room is primarily for Emmanuel students who are in season first, followed by those who are training for sports out of season second. Emmanuel students who are not involved with a sport must receive special permission for use.

Athletic Awards

Varsity Letter: (Big E) To earn a Varsity Letter in any sport, the athlete must have abided by the Athlete Code of Conduct.

Baseball: Averages two innings per game or 2 plate appearances per game.

Basketball: Plays at or above 50% of the eligible quarters for the season. Any entry into a quarter counts as a full quarter.

Bowling: Must participate in 50% of the scheduled matches

Cheerleading: Participate in 90% of the varsity games and demonstrate teamwork, leadership, and school spirit.

Cross Country: Participates in 75% of the XC events and meets a goal for personal best time at any one of those meets as pre-determined by the athlete and their coach.

Golf: Must participate in 50% of the scheduled matches.

Soccer: Must participate in 50% of the halves involved for each game.

Softball: Averages two innings per game or 2 plate appearances per game.

Swimming: Places in at least one event.

Tennis: Participates in 90% of the matches for the season in singles or doubles play.

Track: Earns at least 15 points for the season and participates in 90% of the meets for the season.

Volleyball: Must have played in over 50% of the matches scheduled for the season.

Wrestling: The athlete "places" in at least one tournament and participates in 75% of the tournaments.

*The coach of any sport may recommend an athlete be considered for a letter to the Athletic Director with supportive documentation if the athlete fails to meet the criteria for lettering.

Varsity Numerals: Varsity numerals will be given by request only

Varsity Bar: Second Year participation in a varsity sport.

Varsity 4 year recognition: Small E and or recognition for four years of participation in the same sport.

Special Awards- Each sport season

Coaches Award: A coach may give 1-3 of these awards based upon team size each season to recognize the athletes that they feel need to be honored.

Coaches Award:(Most Improved Player): Voted on by the coaching staff. The athlete that has shown the most improvement from the start of the season until the end of the season.

"Hannah C. Young" Most Inspirational Player: Voted on by the team- Teammates will vote on who they feel inspires them as a team member.

The Lionheart Award: Voted on by the coaching staff and team. Viewed as the best example of what a teammate should be.

Special Awards- End of the year only

Scholar Athlete: Scholar Athlete Certificates will be given out at the end of the year only in the end of the school awards ceremony. These will be given to all athletes grades 7-12 who have obtained a GPA of 3.5 or better during the season in which they participated.

Archie Griffin Sportsmanship Award: The Archie Griffin Sportsmanship Award is an award from the OHSAA that is to be given to one male and one female student who demonstrates outstanding traits of sportsmanship. The students are selected by the local schools with the certificates presented as a part of the school's recognition programs. Teachers, coaches, administration and the Athletic Director will decide on the recipients.

OHSAA Scholar Athlete: One male and one female- Requirements below:(Must be a graduating senior)

- Minimum grade point average – 3.25 on a 4.0 scale upon completion of the seventh semester. Note: GPAs must be converted to a 4.0 scale
- Must have taken either the ACT or SAT national tests (test scores will be required)
- Must have received a minimum of three varsity letters in one OHSAA sanctioned sport or four varsity letters in a combination of any two or more OHSAA sanctioned sports
- RECIPIENTS OF ANY ATHLETIC SCHOLARSHIPS (FULL OR PARTIAL) IN NCAA DIVISION I OR II INSTITUTIONS OR APPOINTEES TO MILITARY ACADEMIES ARE NOT ELIGIBLE

“Hall of Fame” At the end of each school year, coaches will nominate athletes who they feel have reached a distinguished level in their sport or sports to the Athletic Director. The Athletic Director will then form a committee of coaches and or parents to finalize nominations for consideration. Awardees will be honored during the following school year.

Parent/Athletic Communication Guide

PREFACE

We are very pleased that your son/daughter has chosen to participate in the interscholastic athletic program of Emmanuel Christian Academy. It is our objective to provide our athletes with the best environment in which their sport experiences may be as rewarding as possible. Through sports we believe that every athlete will be challenged physically as well as spiritually. We believe that this goal may not be realized without appropriate lines of communication available to all parties involved. This “Communication Guide” has been developed to help coaches, parents, administrators and athletes communicate more effectively.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR COACH

- School Athletic and Spiritual philosophy
- Spiritual focus throughout the season
- Expectations the coach may have for your child and the team
- Locations and times of all practices and contests
- Team requirements such as fees, special equipment, attendance, eligibility, off-season conditioning, etc.
- Procedure to follow should your child become injured during participation
- Athletic Code of Behavior policy and any additional rules that may affect your child's participation
- Requirements to earn a letter
- Disposition of lost/outstanding equipment at the end of the season

COMMUNICATION THE COACH EXPECTS FROM PARENTS AND ATHLETES

- Open line of communication between the athlete and the coach
- Parents encouraging their child to communicate with his or her coach when there is a problem
- When a child believes they cannot effectively communicate with the coach regarding a problem, a parent expresses their concerns in a private setting
- Notification of schedule conflicts well in advance of the conflict
- Special needs of the athlete regarding physical limitations, or other concerns

APPROPRIATE CONCERNS TO DISCUSS WITH A COACH

- The positive treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As your child becomes involved in the various athletic programs of Emmanuel Christian Academy, it is our desire that they will experience spiritual, physical, and academic growth. We would like this to be a rewarding experience for them which will help shape the rest of their life. It is important to understand that things may not always go as you or your child wishes. At these times, discussion with the coach may be desirable (and encouraged) to clear any unresolved issues and to avoid further misunderstandings.

AREAS NOT APPROPRIATE TO DISCUSS WITH THE COACH

- Playing Time
- Team Strategy/Play Calling
- Matters concerning other student athletes

Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions by the coaches, administration, officials, athletes, parents and fans. As you have seen from the previous list, certain concerns can and should be discussed with your child's coach. They make judgment decisions based upon what they believe to be best for all students involved under the circumstances.

PROCEDURE TO FOLLOW IF YOU HAVE CONCERNS TO DISCUSS WITH THE COACH

There are situations that may require a conference between a coach and a parent. Such a meeting is encouraged when necessary. It is important that both parties have a clear understanding of the other person's position. Each should be willing to listen. The following procedure should be followed to help promote a resolution to the issue.

- Have your child try to resolve the issue with the coach first
- If your child does not reach a resolution, contact the coach to arrange an appointment
- If the coach cannot be reached after a reasonable period of time, contact the athletic department and they will arrange an appointment for you
- **Please do not confront a coach before or after a game.** These are emotional times for players, parents and coaches
- **Please do not confront a coach during practice.** Coaches have specific plans for each practice and should not be interrupted. A coach may be able to meet with you in a private setting after practice

THE NEXT STEP

What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and a better understanding. If the parent desires further communication, please call the Athletic Director to discuss the situation. The appropriate next step will be determined.

CHAIN OF COMMAND

Emmanuel Christian Academy in conjunction with its' Department of Athletics follows the chain of command as listed below. We ask that you observe the order of this line of communication if you elect to pursue any concern you may have with regard to the athletic program.

Head Coach → Athletic Director → Principal / Superintendent

At each level, the person in the chain of command will be asked if you have followed the sequence of communication as listed in this guide. Please help us in making each season a rewarding and valuable time for everyone who is involved.

ECA Athlete Expectations and Code of Conduct

Requirements

- Must be an enrolled student to participate on an athletic team
- Must meet academic requirement and OHSAA Eligibility requirements
- Must be in good standing regarding school attendance
- Must show satisfactory attitude and conduct in and out of school
- Must be ready to fulfill the necessary financial responsibilities
- Home School students must be enrolled in at least one course to participate in ECA sports.

Responsibilities-Season

- Complete online registration, including uploading a current physical, by the first day of practice
- Participates in athletic fundraisers (mandatory)
- Consider himself or herself a member of a team and maintains a team focus
- Keep all problems within the team and report problems to the coach
- Stay committed to the team for the duration of the season. Any athlete who fails to stay committed will be ineligible to participate as determined by the AD

Responsibilities- Participation/Practice

- Attend all games whether injured or cleared to play with no exception to playing status
- Participate in team building activities such as working concessions or group outings
- Attend all practices set by the coach (All practices are mandatory)
- An athlete may not participate in a practice or game event on any day in which they are absent more than half the school day. School Administration may make exceptions to this rule
- Inform the coach of an unusual circumstance ahead of time where he/she would have to miss a practice. Unexcused absences for missed practices or games may lead to immediate dismissal from a team or other corrective action such as missed game time. Absences beyond five missed practices for any reason with the exception of an injury, may lead to immediate dismissal or other remedial action. All athletes should expect "make up" activities if a practice is missed

Athlete Behavior

- The athlete's conduct is always a reflection upon the school whether at a game, practice or outside of school parameters. The code of conduct signed by all ECA students applies at all times and places
- Athletes are expected to follow all the OHSAA rules and will sign the OHSAA authorization form
- The athlete recognizes the coach is their immediate authority and abides by the rules set forth from the coach as well as the guidelines of the athletic department. Parents are to come alongside and help support the policies, procedures and rules that the coach and AD has set forth for the sports program
- Any athlete receiving an ISS may result in loss of practice and or game time
- Any athlete receiving an OSS will be suspended from athletic activities for an amount of time to be determined by the AD
- Athletes will not be involved in any kind of "hazing" as defined in the athlete handbook
- Athletes should abstain from immoral behavior or from behavior that would have a bad reflection on the school
- The athlete does not use alcohol, tobacco, drugs or attend parties that would have these items present.

Hazing

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm or embarrassment to the student or a third party. Hazing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or any other substance that subjects the student to an unreasonable risk of physical harm
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature
- Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment
- Any activity involving any violation of federal, state or local law or any violation of school district policies and regulations

Any student that experiences any type of hazing is encouraged to immediately talk to a member of the coaching staff or administration. Hazing will not be permitted and will result in a serious consequence.

Emmanuel Christian Academy
Spectator/Fan Code Of Conduct

The essential elements of character-building and ethics in athletics are embodied in the concept of sportsmanship and while understanding Emmanuel's athletic mission: ***To bring glory to God through our involvement with athletics by giving our best effort in school, during practices and games while upholding our faith and strong testimony in the community.***

Therefore I/we agree that we will (and any guest we bring):

- Refrain from coaching my child or other players during games and practices.
- Respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field; I will take time to speak to coaches at an agreed-upon time and place.
- Remember that student-athletes participate to have fun and glorify God.
- Teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or by his or her performance.
- Demand that my child treat other players, coaches, officials and spectators with respect, regardless of race, creed, color, or ability.
- Promote the emotional and physical well-being of the student-athletes ahead of any personal desire I may have for my child to win.
- Not encourage behaviors or practices that would endanger the health and well-being of the student-athletes.
- Be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all coaches, officials, and spectators at every game, practice, or sporting event.
- Not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent, such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- Understand that any violation of this code of conduct will be cause for dismissal, suspension, or permanent expulsion from future athletic contests.
 - First offense: Site management will approach with a warning flyer/card
 - Second offense: (same event or other) Site management will approach and ask the person to leave. Automatic suspension for 2 games home and away.
 - Third offense: will be escorted out of the building and will be suspended from all ECA athletic events (home/away) for the remainder of the year. A police report will be filed.
 - Fans ejected from a game by an official will receive a two game suspension
 - If a fan is ejected from a game by an official a second time they are suspended for the rest of the year from all athletic events.
 - This will apply during all seasons throughout the year.
 - The administration reserves the right to amend the suspension if they feel it is necessary.

I have read, understand, and agree to the parent's code of conduct at Emmanuel Christian Academy sporting events.

Parent/Guardian Signature _____ Date _____