

Heritage Christian Academy



Athletic Handbook

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

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Mission Statement

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.

Philosophy

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.

Athletic Department

Athletic Director

Mrs. Jennifer McInnes

School Administrators

Miss. Leslie Olson – Principal
Mrs. Sarah Kooiker – Vice-Principal Elementary
Mr. Jason Doerksen – Vice-Principal Secondary

Sports Offered

Students can participate at the Grade 7/8, Grade 8/9 and Senior Varsity (Sr) levels.

Grade 7/8 teams are open to students in Grade 7 and Grade 8.

Grade 8/9 teams are open to students in Grade 8 and Grade 9.

Senior Varsity teams are open to students in Grade 10, 11, and 12.

Heritage Christian Academy sponsors the following interscholastic activities where staff sponsors and coaches are available:

Sport	Boys				Girls				Co-Ed			
	7/8	8/9	JV	Sr	7/8	8/9	JV	Sr	7/8	8/9	JV	Sr
Cross Country	•	•		•	•	•		•				
Volleyball	•	•		•	•	•		•				
Basketball	•	•		•	•	•		•				
Curling												•
Badminton	•	•		•	•	•		•	•	•		•
Floor Hockey	•	•			•	•						
Soccer									•	•		•
Track & Field									•	•	•	•

Seasons of Play

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 – 3rd Saturday in October
- Volleyball – June 1 – 4th Saturday in November
- Basketball – November 1 – 3rd Saturday in March
- Curling – October 1 – 1st Saturday in March
- Badminton – January 3 – 1st Saturday in May
- Track & Field – February 15 – 1st Saturday in June
- All other sport seasons will be defined by Athletic Directors

League, Zone and Provincial Affiliations

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, etc.

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 **NOT** included (as well as any Provincial/Zone tournament fees, hotel, transportation costs) See ****Travel Costs** below

Activity	Activity Fee	League Play/ Zones			Provincials			Invitational Tournaments			Warm-Up Shirt	
		League Fees	Transportation*	Accommodation**	Entry Fees	Transportation**	Accommodation	Entry Fees	Transportation*	Accommodation**		
Cross Country	\$ 15.00	.			.			0				
Grade 7/8 Volleyball	\$120.00	.						2-3				
Grade 8/9 Volleyball	\$145.00	.						2-3				
Sr Volleyball	\$ 245.00 + Travel Costs**	.			.	.		2-3				.
Grade 7/8 Basketball	\$150.00	.			.			2-3				
Grade 8/9 Basketball	\$170.00	.						2-4				
Sr Boys Basketball	\$320.00+ Travel Costs**	.			.	.		3-4	.			.
Sr Girls Basketball	\$320.00+ Travel Costs**	.			.	.		3-4	.			.
Curling	\$ 100.00	.			.			1-2				
Badminton	\$ 35.00	.			.			1-2				-
Floor Hockey	\$ 35.00	.						1-2				-
Jr Soccer	\$ 50.00	.										
Sr Soccer	\$ 60.00	.										
Track and Field	\$ 60.00	.			.			0				-

** See the Transportation section for details.*

*** Additional tournament costs (hotel and bussing) will be charged for Sr. High Volleyball and Basketball teams traveling out of town for invitational tournaments (\$100-\$200)*

Fundraising

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.

Tournaments

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, 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 utilized and the cost included in the travel fee associated with the trip. It is also the responsibility of the parent to pay for meal costs for their child while at a tournament. 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 Partnership Agreement and the HCA Code of Conduct 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.

Transportation

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. Any costs associated with bussing will be covered by teams/families under a separate tournament fee* see participation fees above.

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.

Guidelines for Student Athletes

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 full 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 (ex. Phys. Ed class) for a portion of the day for any reason including illness or injury, are not eligible to participate by simply making it to the remaining portion of their classes. A one game penalty will be enforced for any player who participates when ineligible. It may be considered unethical for a coach to practice or play an athlete who was ill or injured earlier in the day. The effects of that illness or injury 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. Inappropriate behaviour on or off the court, and both in and out of the classroom may result in **game suspensions or possible expulsion from the team. Behaviours may include but are not limited to:**

- **class attendance issues**
- **late arrival to classes**
- **inappropriate/unsportsmanlike language**
- **disrespectful attitude with teachers, classmates, coaches, spectators, teammates**
- **failure to follow school policies and expectations**

These situations will be handled by the coach/teacher, the Athletic Director, and the Principal.

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.

Student athletes are picked up from games and practices on time*

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.

*Parents need to provide advanced notice of any late pick ups (30 minutes after game end time). Student athletes who consistently are picked up late from practices or games will be at risk of being removed from the team. As a school community, we acknowledge that staff sponsors and coaches have volunteered their time to support our teams and adding on extra supervision of student athletes is unfair and disrespectful of their service.

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/staff sponsor and player, player and parent, parent and coach/staff sponsor, 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. **A \$150 fee will be billed to families at the end of the playing season for any missing uniform pieces.**

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.

Guidelines for Coaches and/or Staff Sponsors

Responsibilities of Coaches and/or Staff Sponsors

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 hold a Parent Information Meeting and send home an information letter once their team has been selected.
8. To communicate with parents and players about schedule changes and tournament information
9. 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
10. 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
11. To ensure the transportation policy is being followed by team members
12. 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.

Protection Procedures which include: screening qualifications and interview, volunteer confidentiality and volunteer registration forms, police check, and working with vulnerable persons training is required from all non-faculty coaches.

When applicable, an "agent of the board" may be selected and qualified to be the coach of a team. This "agent of the board" is a volunteer who acts as an ambassador for Palliser Regional Schools, has completed extra qualifications, and received approval by Palliser and Heritage Christian Academy administration. This "agent of the board" may act as the sole supervisor for a sports team at games and tournaments.

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.

Coach discipline will be handled at the Athletic Director and Administration level.

Guidelines for Staff Sponsors

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
 - a. Work with Jennifer McInnes (tournament coordinator) to schedule concession volunteers
 - b. Maintain coaches/referees room
 - c. Hand out awards, medals and trophies at end of tournament

Guidelines for Parents

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. In the event of concerns, follow the guidelines and procedures as outlined in Appendix A.

Athletic Awards

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 and Spirit Awards 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

Appendix A – Parent-Coach Communication

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.

In general the correct line of communication surrounding any issues will be:

1. Team staff sponsor, HCA Athletic Director, HCA administration

****CISAA league presidents, or other personnel, should never be contacted directly by parents or students. All league related communication MUST go through the school Athletic Director.**

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 (including players positions)
- 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 **staff sponsor**
- 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. Consider a minimum period of 24 hours after an incident occurs

The Next Step:

- call and set up a meeting with the Athletic Directors and/or Principal to discuss the situation, who will involve the school administration if deemed necessary *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.

Heritage Christian Academy will sometimes use volunteers in the role of "Agent of the Board." This role is a volunteer that Palliser has given permission to an ambassador of Palliser Regional Schools. This will allow volunteers to act on behalf of the school without a staff sponsor present. This role is only granted in cases where the volunteer has been carefully vetted.

Parent Misconduct:

Parents and student athletes who verbally or physically assault a coach/staff sponsor/agent of the board/referees/or other players, or do not follow the above guidelines, including the 24 hour rule, can be asked to leave the venue and further action may be taken. In cases where the coach, Athletic Director and administration feel it is appropriate, students may be removed from the team as a result of their parents actions.

Any ban or expulsion from Heritage Christian Academy athletic teams can be applied during the students entire attendance at Heritage Christian Academy at the Coaches and staff sponsors have been directed to not engage with parents who are being hostile and not following the above guidelines. The safety and wellbeing of our coaches and staff sponsors are taken very seriously by Heritage Christian Academy.

Appendix B – Guidelines for a Preseason Parent Meeting

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
 - o Even at 7/8 level except playoffs
 - o Everybody plays a bit every game at 8/9 level
 - o 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)
 - o 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

Appendix C – First Aid Kit Inventory

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 WWW.HCACALGARY.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 😊