



ATHLETIC POLICY

HANDBOOK

for Student Athletes and Parents



CPLS LIONS

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Athletic Director Letter to Parents and Athletes:

To: All CPLS Prospective Athletes and Parents

From: Gary Cleverdon, Athletic Director

We are pleased that you have shown an interest in the athletic program at Cair Paravel Latin School. We believe that God uses everything in our lives for His purpose, including athletics and we are commanded to “do everything as unto the Lord.” (Colossians 3:23). All of those involved in the athletic program at CPLS will work hard to ensure that your participation will be a positive experience.

The following pages, the CPLS Athletic Policy Handbook, are designed to make you aware of the commitment we are asking you to make. We ask that both athletes and parents read through all of the pages. Parents, your input and support are appreciated. Please note that, while we have attempted to make this handbook comprehensive, not all situations that could possibly arise during a particular sport season can be covered in this handbook. The coaching staff, Athletic Director and administration reserve the right to make a final disposition of any case not covered herein.

I encourage you to call or email any time with any questions, conflicts or comments you may have.

God Bless,

Gary Cleverdon
Athletic Director
Cair Paravel Latin School

Athletic Department Vision Statement:

The mission of Cair Paravel Latin School:

To cultivate classically trained, life-long learners, committed to the Lordship of Jesus Christ, who will enrich their community and God's kingdom.

Within this mission, the following is set out as the vision statement of the CPLS Athletic Department:

- To develop and administer an athletic program which assists CPLS in fulfilling its mission and philosophy.
- To develop and administer an athletic program which serves as a "light" in the athletic community and as an example of Godly character in the competitive athletic arena.
- To develop and administer an athletic program which enhances awareness of the existence of CPLS in the Topeka community and thus assists in the arenas of public relations and development.
- To develop and administer an athletic program which attracts new and retains present students.

Athletic Program Philosophy:

The purpose of the Cair Paravel Latin School Athletic program is to provide students with opportunities to develop both God-given athletic abilities and Christian character qualities. Therefore, the CPLS athletic programs stress these aspects:

- *the establishment of a disciplined work ethic – conditioning*
- *the fostering of unity and community – competition*
- *submission to authority -- cooperation*
- *a winning attitude – character*
- *a spirit of servant leadership –Christ-likeness*

Conditioning

Conditioning involves the enhancement of the physical condition of the participating athletes. Athletes should strive to achieve an efficient and effective physical condition that will allow him/her to perform to a higher degree than that required of a normal routine. A student is expected to report for his/her sport in

good physical condition and remain disciplined throughout the season to work hard in this area.

Competition

The athletic program fosters involvement and enjoyment of interscholastic competition. This competition is pursued to encourage involvement of the student body in athletics, to promote school spirit and to provide yet another common cause upon which players and supporters can focus.

Cooperation

Athletics serves as an excellent arena for developing habits of cooperation. The promotion of the concept of “team” over “self” is a valuable facilitator of attributes that carry over into the athlete’s contribution to other areas. The necessary submission to coaches and game officials demands a level of cooperation that promotes maturity in the individual athlete.

Character

We are committed not only to the development of basic fundamental game skills, but also to the development of positive character qualities.

We believe these qualities are vital both to personal growth and the success of the athletic program. These positive qualities will be developed through much effort, practice and prayer. These elements, inherent in athletic competition, have their parallel applications in spiritual maturity.

Responsibility: fulfilling the known expectations of those in authority over us and the needs of those under our care

Determination: purposing in your heart to accomplish God’s best and use all our energies to overcome adversity

Enthusiasm: take an interest in every part of your sport and be glad to quickly carry out every part of the job

Humility: show forth the attitude that God is the one responsible for your abilities, talents and successes

Diligence: use all your strength and ability to complete each part of your task whether in practice, in a game, or anywhere else

Dependability: be at all practices and contests; do what is expected of you in all situations

Discipline: delayed gratification; putting off pleasure to complete a necessary task that will ultimately increase that pleasure

Endurance: inward strength to withstand stress in order to accomplish God's best

Flexibility: not setting affection on ideas or plans which could be changed by God or others

Gratefulness: making known to others the ways in which they have benefited your life

Christ-likeness

This is the ultimate goal of all educational endeavors that are Christian in their orientation. This is no less true in the athletic arena. The athletic programs, approached from a Biblical perspective, will be a key asset to the development of spiritual maturity in the students who participate.

Athletic Department Sports Participation Policy:

Definition:

To establish the guidelines, in accordance with school philosophy regarding the participation of students on sports teams.

Scope:

This definition applies to all sports teams, coaches and athletes.

Discussion:

This policy is designed to help coaches, administration and athletes comprehend the operation and execution of rules governing athletic activity. Cair Paravel Latin School believes that we are, as Christians, scripturally bound to strive for excellence in all that we do:

“Finally, brothers, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things.” Philippians 4:8

Cair Paravel Latin School strives to pursue excellence in the academic arenas-asking students to perform to a high standard under somewhat stressful conditions. Our participation in local competitions (Scholar’s Bowl, Fine Arts Festival) involves the selecting of capable students over others. We select the ‘best’ candidate from a ‘pool’ of contenders to represent the school with the express desire to honor and glorify God. If no time or thought goes into the selection process, it is tantamount to saying that ‘we do not care’ or that we do not value that activity. We must strive for excellence in all things. Inherent in the selection process is the understanding that the Lord has gifted us each with special and unique talents. We are told to be ‘good stewards’ of these gifts and as Eric Liddel (Chariots of Fire) so eloquently voices, there is so much pleasure that can be attained from using these gifts:

“God made me fast and when I run I feel His pleasure.”

The tendency of Christian schools is to perceive their role in sports as one of making everyone feel accepted and equal. However, not every child is blessed with height, speed or agility. Should this stop an athlete from participating? Most definitely not. But the athlete must know what is expected of him/her, both from the coach and the sport. The athlete may not possess exactly what is required but is willing to practice and devote their time, effort and commitment to that sport, knowing that their participation in that particular sport will be limited until such time as their skills develop.

Policy Guidelines:

1. There will be try outs and cuts for all sports, IF the teams reach a roster cap as determined by the Athletic Director and the Head Coach. While all athletes are encouraged to try out, it should be understood that there are places on each team for starters and reserves. The coach shall be given the latitude to choose from the pool of potential athletes, those that he considers to be "gifted" in that particular sport and those that show potential for improvement.

2. The athletes must clearly understand that not every player will receive the same amount of playing time. Playing time is based upon a great many factors, among them being:
 - a. level of skill
 - b. work ethic
 - c. participation in practice
 - d. nature of the competition

There are three levels of participation at CPLS outlined as follows:

- a. Junior High – a level for the beginner, where coaches emphasize rules, athletic basic skills and fundamentals. Every athlete will be expected to see game experience.
 - b. Junior Varsity – a level that expands basic skills and fundamentals and is preparatory for full varsity competition. Coaching will be aimed at raising the competency of each athlete and at stretching his/her capabilities. All athletes will be expected to see game experience.
 - c. Varsity – the highest level of athletic participation. Athletes are expected to fully comprehend the rules and the fundamentals of the game. At the varsity level, competition for both positions and playing time can be expected.
3. The coach has the ultimate decision as to who receives what playing time and should be free to make those decisions based upon his/her expertise of that particular sport. No outside pressure should be placed upon the coach regarding these decisions; however, parents should feel free to discuss any concerns they may have regarding their student and these concerns should be addressed in a professional manner.

Athletic League:

Kaw Valley Conference (KVC)

The schools included in the KVC are: Bishop Seabury Academy; Bishop Ward High School, Cair Paravel Latin School, Heritage Christian Academy (Olathe); Kansas City Christian; Maranatha Christian Academy

Kawvalleyconference.org

KSHSAA:

CPLS is a full member of the Kansas State High School Activities Association.

Full members are bound by the bylaws, rules and regulations set forth by KSHSAA. This includes set dates for each season, number of games played per season, and rules regulating summer practices. Please visit www.kshsaa.org to view the KSHSAA handbook.

Cooperative Agreements:

Parents are responsible for contacting the CPLS office in advance when student-athletes, participating with another school through a cooperative agreement, will leave class early or miss class due to games and competitions.

The student-athlete is responsible for returning their uniform and any items issued by the host school to the school they participated with.

KSHSAA Concussion Guidelines and Recommendations:

The KSHSAA offers the following guidelines and recommendations for compliance with the Kansas Act (School Sports Head Injury Prevention Act) and for implementation of the NFHS (National Federation of State High School Associations) playing rule related to concussions:

1. If a student suffers, or is suspected of having suffered a concussion or head injury during a sport competition or practice session, the student: (1) must be immediately removed from the contest or practice and (2) may not again participate in practice or competition until a health care provider has evaluated the student and provided a written clearance for the student to return to practice and competition. The NFHS and the KSHSAA recommend that the student should not be cleared for practice or competition the same day the concussion consistent sign, symptom or behavior was observed.
2. What are the signs, symptoms, or behaviors consistent with a concussion? The NFHS rule lists some of the signs, symptoms and behaviors consistent with a concussion. The U.S. Department of Human Services, Centers for Disease Control and Prevention has published the following lists of signs, symptoms and behaviors that are consistent with a concussion:

SIGNS OBSERVED BY OTHERS

- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after the hit

These lists may not be exhaustive.

SYMPTOMS REPORTED BY ATHLETE

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

3. What is a Health Care Provider? The Kansas Sports Head Injury Prevention Act defines a health care provider to be a “person licensed by the state board of healing arts to practice medicine and surgery.” The KSHSAA understands this means a Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO).
4. The first step to concussion recovery is cognitive rest. Students may need their academic workload modified or even be completely removed from the classroom setting while they are initially recovering from a concussion as they may struggle with concentration, memory, and organization. Students should also avoid the use of electronic devices (computers, tablets, video games, texting, etc.) and loud noises, as these can also impair the brain’s recovery process. Trying to meet academic requirements too early after sustaining a concussion may exacerbate symptoms and delay recovery. Any academic modifications should be coordinated jointly between the student’s medical providers and school personnel. No consideration should be given to returning to physical activity until the student is fully integrated back into the classroom setting and is symptom free. Rarely, a student will be diagnosed with post-concussive syndrome and have symptoms that last weeks to months. In these cases, a student may be recommended to start a non-contact physical activity regimen, but this will only be done under the direct supervision of a healthcare provider.
5. Return to Play or Practice Clearance Requirements:
 - A. The clearance must be in writing and signed by a health care provider.
 - B. The NFHS and the KSHSAA recommend the clearance should not be issued on the same day the athlete was removed from play.
 - C. The NFHS and the KSHSAA recommend that a student who has been removed from a practice or competition because the student suffered, or was suspected of suffering, a concussion or head injury should complete a graduated return to play protocol following medical clearance before returning to unrestricted practice or competition. The NFHS has included the following graduated protocol in its Suggested Guidelines for Management of Concussion in Sports. In most cases, the athlete will progress one step each day. The return to activity program schedule may proceed as below following medical clearance:

Step 1: Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises.

Step 2: Moderate aerobic exercise – 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.

Step 3: Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.

Step 4: Full contact practice or training.

Step 5: Full game play.

If symptoms of a concussion re-occur, or if concussion signs and/or behaviors are observed at any time during the return to activity program, the athlete must discontinue all activity and be re-evaluated by their health care provider.

This is simply a suggested protocol. The appropriate health care provider who issues the written clearance may wish to establish a different graduated protocol.

Athletic Programs:

For grades 7 through 12:

Fall Sports: Girls Volleyball
 Boys Soccer
 Football (6th-12th)
 Cheerleading (6th-12th)
 Cross Country (9th-12th)

Winter Sports: Girls Basketball
 Boys Basketball
 Cheerleading (6th-12th)

Spring Sports: Girls Soccer
 Boys Tennis (6th-12th)
 Boys Volleyball (9th-12th)

Composition of Athletic Teams:

1. Junior High:

Teams will be comprised of students in grades 7 and 8, except the Junior High Football team and Junior High boys tennis team which will be comprised of students in grades 6, 7 & 8.

2. JV and Varsity:

Teams will be comprised of students in grades 9 through 12.

3. Cheerleading:

Team will be comprised of students in grades 6 through 12.

The cheer coach, with approval from the Athletic Director will determine JH, JV and Varsity teams.

Player Conduct Philosophy/Responsibilities of the Student Athlete:

Being a member of the CPLS athletic program is the fulfillment of an early ambition for many students. The attainment of the goal carries with it certain responsibilities that must be maintained. Building an athletic tradition that students, parents, staff and administration can be proud of takes hard work on the part of all involved over many years.

- Responsibility to your coaches: be on time for practices and games; take care of the equipment, uniforms and facilities; communicate responsibly and respectfully with the coaches; know that the coaches have made a commitment to you and the team.
- Responsibility to your teammates and to others: set good examples; do not physically or psychologically intimidate any fellow athlete or student; your teammates are counting on you.
- Responsibility to your school: represent your school by doing your best in whatever activity you engage in; know that you assume a leadership role when you are on an athletic team; know that others, in the school and the community are watching you and may judge our school by your conduct and attitude.
- Responsibility to yourself: broaden yourself and develop strength of character through your athletic pursuits; strive to gain the greatest possible good from your school athletic experiences.

Responsible athletes of the CPLS program should be committed to the following guidelines:

- A positive attitude toward the Athletic Director, coaches and other players on the team.
- A willingness to do the work necessary to make practices, games and travel successful.
- Show respect for teammates, opponents, officials and coaches.
- Respect the integrity and judgment of game officials.
- Edifying and positive remarks to team players and opponents.
- Commitment to unselfish promotion of the team's highest good.
- Display good sportsmanship, exhibit fair play and proper conduct on and off the playing field.
- Win with character, lose with dignity.
- Place academic achievement as the highest priority.

Regulations Governing Athletic Participation:

ACADEMIC PROBATION

Please refer to Academic Probation guidelines of Cair Paravel Latin School Student and Family Handbook

Practice Policies:

1. All participation fees must be paid to the Business Office through FACTS, in accordance with their policies.
2. Sports Participation Physical Forms must be turned in by the first day of practice.
3. Practice schedules will be determined by coaches, with the approval of the Athletic Director. NO practices will be held on Sundays. (*Wednesday practices are allowed on some occasions, however NO Wednesday morning practice is allowed after a Tuesday night game.*)
4. Athletes will be allowed one week of rest/no mandatory practice between seasons/sports.
5. NO practices will be held on holidays or holiday weekends with the exception of Christmas break.
6. There will be a maximum of 5 practices allowed over Christmas break with no practices allowed on Christmas Eve, Christmas Day, New Year's Eve or New Year's Day. Attendance at holiday practices is optional, not mandatory.
7. Each athlete is expected to attend every practice unless excused prior to that practice session. Permission to be excused must come from the coach of that team; in the case of teams coached by someone outside of school, emergency permission may be granted by the Athletic Director.
8. Each coach will set his or her standard procedure regarding missed practice or being late to practice, which must be established and communicated to the players.

Uniforms and Equipment:

1. Each student is responsible for the care of uniforms and equipment assigned to them, unless determined otherwise by the Athletic Director. Any damages and/or loss will result in repair or full replacement cost.
2. Uniforms may be worn for athletic contests only.
3. Uniforms must be returned clean at the end of the season. Uniforms not returned in proper condition will not be accepted.

Facilities:

1. Athletes should leave the practice area cleaner than when you found it.
2. Use of school vehicles is a privilege; therefore they should be kept clean and neat.

Transportation:

1. Transportation to and from all athletic events are the responsibility of the parents. Rides will not be organized by the athletic department.
2. Students will not be permitted to drive to a game. The exception being when the event is before or after school hours and is considered an “in-town” game. See full transportation policy in the CPLS Student and Family Handbook.

Participation Expectations:

1. Each athlete is expected to attend every contest (game) and every team event throughout the season. An athlete must have prior approval from his/her coach to be excused from a game. Missing a contest without prior approval from the coach may result in no participation—each coach to determine this standard.
2. Each athlete is expected to attend the Sports Awards Night at the end of the season. If a student is unable to attend, notification should be given in

advance to either the coach, Athletic Director or the Assistant Athletic Director.

3. Being late to an event will result in some form of predetermined consequence. (This standard to be determined by each coach.)
4. Standards of dress will be established by each head coach and consequences of improper dress will be established by the coach. In most cases, school attire or team warm-up suit is the standard for away contests.
5. Any behavior contrary to that which is honoring to the Lord and respectful to CPLS and others is a direct reflection of our school, coaches and team and will not be tolerated. Discipline for such behavior is at the discretion of the coach, the Athletic Director and/or the CPLS administration in accordance with the discipline policies outlined in the school handbook.
6. Wearing school-purchased athletic equipment and/or game uniforms at times other than scheduled contests, game days or pep rallies is not permitted.
7. Students must be in attendance for at least half of the school day to participate in an athletic event. Any legitimate reason for not being in school for at least half of the school day must be cleared by the Athletic Director or administration in order to obtain permission to play in that day's contest.

Communications:

1. Athletic Department/ Parents

The Athletic Department will make every effort to communicate with parents in a timely manner. We recognize that parents want and need information – practice schedules, game schedules, directions to games, concerns regarding their student athlete, needs, arrival times back from games, etc. Game cancellation decisions will be made a minimum of 1 hour before departure time and Email communication will be sent.

Email has become an excellent form of communication for much of the information that is imparted by the Athletic Department. Parents are encouraged to email or call the Athletic Director or the Assistant Athletic Director with any questions that may arise.

Email: Athletic Director: gcleverdon@cpls.org
Assistant AD: hfay@cpls.org

All communication and correspondence regarding athletics should go directly through the Athletic Director or the Assistant Athletic Director.

2. Communicating Parental Concerns

Should a parent have questions concerning their student athlete during a sport season, their first line of communication should be with their student's coach. If resolution of the concern is not reached, the parent and coach should meet with the Athletic Director for assistance.

3. Athletes/Coaches

Coaches will communicate clearly with the athletes at the beginning of the sport season their expectations, standards and rules for both practices and games.

The athlete should communicate directly with their coach or the Athletic Director when a practice or game is going to be missed.

Coaches will give out their personal contact information prior to each sports season.

Violation of Rules:

Student athletes at CPLS are subject to all school disciplinary rules as described in the CPLS Student and Family Handbook and the rules and regulations governing athletic activity as set forth in this handbook. Student athletes who violate these rules during the participation in athletic activity, or the rules of their coaches, will meet with the Athletic Director and Head Coach for disciplinary action after each offense. The school administration is the final arbiter in all disciplinary matters.

Awards:

Varsity Awards

First year - CPLS Letter with pin signifying sport. (Note: should the athlete letter in more than one sport, he/she will not receive another CPLS letter.)

Every year beyond first year - gold service bar

Criteria for Varsity Awards

Cheerleading

1. Regular attendance at practice sessions according to established guidelines, proper use and return of equipment and uniforms, and a demonstration of qualities of good sportsmanship and discipline.
2. Proper adherence to all cheerleading guidelines.
3. Cheer in at least 80% of all scheduled varsity football and/or basketball games.
4. The promising cheerleader who has participated in at least two football games or four basketball games during the season, but because of injury or illness during the season is unable to fulfill the requirements in item 3 above, may be recommended by the Cheerleading Sponsor.

Soccer

Letter requirements for soccer are based on number of halves played. Each game counts for 2 halves. This does not include preseason games and scrimmages. In order to earn a varsity letter, you must meet any **one** of the criteria listed below.

1. Student athletes starting in 50% of the total halves played per season, less two. For example, if there are 14 games, an athlete will letter if he/she has started in 12 halves of the total 28 halves. There are two opportunities of starting in each game.
2. Seniors playing for their third year, or a transfer or exchange student playing their last season of high school soccer.
3. The coaches have the option to award a varsity letter when appropriate or to revoke the award for violating league, school, or team rules.

Football

1. Student athletes playing in 50% of the quarters in the season.
2. Student athletes must finish the season. However, if athlete is injured and continues to be involved at practices until the end of the season he is still eligible to earn a letter.
3. Seniors playing for their third year, or a transfer or exchange student playing their last season of high school football.

Volleyball

1. Student athletes playing in 50% of the games in the season.
2. Student athletes must finish the season. However, if athlete is injured and continues to be involved at practices until the end of the season he/she is still eligible to earn a letter.
3. Seniors playing for their third year, or a transfer or exchange student playing their last season of high school volleyball.

Basketball

1. Student athletes playing in 50% of the games in the season.
2. Student athletes who display exceptional behavior and character deemed by the coaching staff.
3. Seniors playing for their third year, or a transfer or exchange student playing their last season of high school basketball.

Tennis

1. Student athletes playing in 50% of the varsity meets in the season.
2. Student athletes must finish the season. However, if athlete is injured and continues to be involved at practices until the end of the season he/she is still eligible to earn a letter.
3. Seniors playing for their third year, or a transfer or exchange student playing their last season of high school tennis.

Cross Country

1. A runner must remain on the team for the whole season and finish in good standing with the coaches, team and school.
2. Medal in a varsity race either as an individual or as part of a team.
3. If the team finishes in the top three at City, League or Regionals (qualifies for State) we will letter the top 7 individuals. If the team wins any of those three races we will letter the top 10 individuals
4. If the team finishes in the top 3 at State we will letter the top 10 individuals on the team
5. Run cross country for 3 years and show improvements in performance and work ethic as determined by the coaches
6. A provisional letter may be issued for athletes who don't quite meet the above requirements if recommended by the coaches.

The final decision on who shall receive an award shall be at the discretion of the head coach of each sport. It is understood that the established guidelines may be changed from time to time.

Individual and/or Special Awards

Other individual or special awards may be given at the discretion of each coach for each sport. (i.e. Most Valuable Player, etc.) Process for determining the recipients of these awards may also be determined by the coaches, with input from the Athletic Director (i.e. whether chosen by the coaching staff or voted upon by the players).

Athletic Fee Schedule:

All students are allowed two weeks of practice to decide whether he/she wants to be added to the roster. Rosters are confirmed at the end of the two weeks, and once added, participation fees are billed in FACTS for payment by the 20th of the following month. No refunds are given after this date. Unfortunately, there are no refunds due to ineligibility from grades. If you feel your child may become ineligible for any length of time, please use discretion when allowing him/her to join the team.

Fall Sports

Boys Soccer		
Grades 7 & 8		\$165.00
Grades 9 - 12		\$180.00
Girls Volleyball		
Grades 7 & 8		\$165.00
Grades 9 - 12		\$180.00
Cheerleading		
Grades 6, 7 & 8		\$165.00
Grades 9-12		\$180.00
Football		
Grades 6, 7 & 8		\$195.00
Grades 9 - 12		\$305.00
Cross Country		
Grades 9-12		\$180.00

Winter Sports

Boys Basketball		
Grades 7 & 8		\$165.00
Grades 9 - 12		\$180.00
Girls Basketball		
Grades 7 & 8		\$165.00
Grades 9 - 12		\$180.00

Spring Sports

Girls Soccer		
Grades 7 & 8		\$165.00
Grades 9 - 12		\$180.00
Boys Tennis		
Grades 6, 7, 8		\$165.00
Grades 9 - 12		\$180.00
Boys Volleyball		
Grades 9 - 12		\$180.00

Sportsmanship & Conduct Philosophy: Responsibilities of the Parent and Spectator

Parents and spectators, within the athletic endeavors at Cair Paravel Latin School, are encouraged to take every opportunity to model sportsmanship and proper conduct and to assist in maintaining a Christian atmosphere during competitions. The competitive athletic arena is also an opportunity for the demonstration of support for CPLS student athletes and serves as an excellent device for promoting school spirit through its provision of a setting for social interaction and its promotion of a common cause upon which players, parents and supporters can focus.

Sportsmanship is a way of thinking and behaving. The following guidelines on responsibilities of the parent and spectator are listed for the promotion of good sportsmanship and proper conduct:

Expectations of Parents & Spectators---While Supporting Athletic Competitions

- Be a faithful and loyal supporter.
- Be courteous and encouraging—with expressions, comments and attitudes—toward student athletes, coaches, officials and other spectators.
- Respect the official's decisions. Do not shout instructions to the officials during the competition.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and positive sportsmanlike behavior to reflect positively upon yourself, your team and your school.
- To promote safety and protect the facility, spectators should refrain from activity on the gym floor or playing field before, during or after the games.
- Help clean up the facility at the end of the game.

Parents—Supporting Coaches

- Support the coach's decisions regarding lineup choices, playing time, strategy, discipline, etc.
- Communicate with the coach and address concerns in a respectful manner and at an appropriate time (not on the field or court/not during practice or games).
- Say only positive things on the sideline and do not shout instructions to your child during the competition.

- Have your student at practices and games on time and pick him/her up on time.
- Support the coach's techniques, expectations, and directives when your student complains. If you think there is some validity to his/her concerns, address those with the coach in private.
- Encourage your student to talk to the coach *first* about concerns involving his/her athletic endeavors.
- Make sure your child is eating properly and getting plenty of rest before games.

APPENDIX A

PARENT RESPONSIBILITIES AS VOLUNTEERS

Parent Responsibilities as Volunteers:

The CPLS athletic department gains much of its financial support through ticket sales, athletic fees and special activities such as the annual mini-golf tournament.

As important as the financial support may be, the support of our parent volunteers plays a major role in the fulfillment of our athletic programs.

Concessions, admissions, scoreboard, scorebook, clean-up, transportation—these are important areas of the athletic program that depend on parental involvement to be successful.

In fairness to all parents, we ask that every family help with concessions, take a turn working at the admissions table, and/or help with clean-up responsibilities. To this end, sign up sheets are prepared and made available on the school website at the beginning of each season. If parents choose not to sign up for volunteer times, times and dates for these volunteer areas will be assigned to them. It will be the parents' responsibility to trade times with other parents should these assigned times conflict with their schedules. If trading times occur, the parent initiating the trade should inform the Athletic Department after they have found a replacement.

Volunteer Responsibilities:

The following pages outline the responsibilities for volunteers:

SOCCKER:

Admissions

1. Pick up cash box and table from Athletic Department at CPLS one hour before game time.
2. Arrive at game location 45 minutes prior to start of first game. Admissions is usually set up at the end of the field where the game will be played.
3. Greet people and collect admissions
 - a. Passes – only those names on the CPLS passlist are accepted.
 - b. Free Admission – CPLS students, all players, coaches, managers and referees, CPLS employees/spouses & board members/spouses.
4. If there is only one game – please stay through the first half of the game. If there are two games, please stay until the next worker comes to replace you.
5. If you are working the final game:

At half-time of the final game, you may return cash box to a designated Athletic Department representative or it may be delivered to the Athletic Director or main office by 8:30 a.m. of the morning following the game.

VOLLEYBALL & BASKETBALL:

Admissions:

1. If you are taking admissions for the first game of the day, please arrive 45 minutes prior to the start of the game.
2. Table, chair, cash box/bag, admissions sign, and programs, if available, will be in place ready for you.
3. Greet people and collect admissions
 - a. Passes – only those names on the CPLS passlist are accepted.
 - b. Free Admission – CPLS students, all players, coaches, managers and referees, CPLS employees/spouses & board members/spouses.
4. Please stay through your scheduled time or until the next volunteer arrives to take over.
5. If you are working for the final game of the day:
At halftime of the final game – remove the sign from the table, take down the table & chair and lean against the wall; take the cash box and the sign into the kitchen or you may return cash box to a designated Athletic Department representative.

Concessions:

1. If you are working the first game of the day, please arrive 15 minutes before the start time of the game.
2. The following guidelines/rules have been established to ensure a clean, safe environment.
 - a. All workers should thoroughly wash hands prior to working.
 - b. Gloves must be worn when handling ALL open foods. Do not handle money with gloves on.
 - c. Concession workers should not eat while working.
3. Closing Procedures:

The cash box needs to be given to the designated Athletic Department representative

Kitchen Clean-Up Checklist: REFER TO LIST POSTED IN KITCHEN

- ___ All counter tops wiped with soapy water
- ___ Empty trash/replace liners (take trash to dumpster outside)
- ___ Sweep floor/mop if spills occur
- ___ Turn off dishwasher, if used

- _____ Make sure stove and ovens are off and refrigerator doors completely closed.
- _____ Close and lock serving window overhead door
- _____ Make sure pantry doors (in the cafeteria) are locked (dead-bolt & door lock)
- _____ Lights off and kitchen door locked upon leaving

Gym Clean-Up:

At the final game of the day, parents will be asked over the PA to assist in lifting the bleachers and rolling them onto the court and to help pick up larger trash items such as cans, plates, etc.

Clean-up volunteers responsibilities:

1. Sweep the tile portions of the gym floor and the breezeway and hallway at the entrance to the gym building.
2. All trash cans must be emptied, trash carried to the outside dumpster and new liners put in the cans (double-bagged).
3. Using water, bucket and mop from the janitor's closet in the southeast corner of the gym – wet mop the tile portions of the gym floor—the breezeway need not be wet mopped.
4. If any liquids appear to have been spilled on the court, they should be mopped up also.
5. Dirty water from the mop bucket should be dumped in the floor sink in the janitor's closet and mop should be hung up or placed in the floor sink.

CHECKLIST:

- _____ Bleachers up
- _____ All trash picked up
- _____ Sweep tile floor and breezeway
- _____ Trash cans emptied
- _____ Trash to dumpster
- _____ New liners in trash cans—double bagged

FOOTBALL:

Admissions:

1. Greet people and collect admissions
 - a. Passes – only those names on the CPLS passlist are accepted.
 - b. Free Admission – CPLS students, all players, coaches, managers and referees, CPLS employees/spouses & board members/spouses.
2. Just before the end of the first half of the game, take cash box/bag and leftover programs to concessions table or return to designated Athletic Department representative.

Facility Clean-Up:

An announcement will be made near the end of the game for all those in attendance to help with clean-up around the stands. We want to leave the field better than we found it—trash picked up off the ground and in trash receptacles, no personal articles left behind, etc.

Driving to Away Games:

1. Parents are responsible to transport their own athlete to and from games. Parents may carpool with other families.
2. Directions to all away games can be found on the athletics website:
www.kawvalleyconference.org