



**THE EPIPHANY SCHOOL**

Uncovering Gifts for the Journey

## **Athletic Handbook**

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# Soaring to New Heights

## Epiphany Athletics

### Student-Athlete Contract

The Athletic Handbook is designed to provide parents, student-athletes and coaches at The Epiphany School with clear expectations and practical guidelines that will contribute to the development of an athletic program which reflects the standards of this school. All parents, student-athletes and coaches are asked to read and review this handbook so that they can become familiar with what is expected of coaches, student-athletes, parents and spectators who represent The Epiphany School in athletic competitions.

The Athletic Handbook is meant to compliment any guideline set forth in The Epiphany School Community Handbook and further detail situations pertaining to athletics. If and when there is an inconsistency between the two documents, the school administration reserves the right to determine the most appropriate outcome.

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***Please detach and return to the head coach prior to your next practice.***

By signing below we indicate that we have carefully reviewed and agree to uphold all expectations of the Athletic Handbook during the 2009-10 school year.

Print Family Name: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# INTRODUCTION

The purpose of offering interscholastic athletics is to enrich the lives of all student-athletes and the entire community at The Epiphany School through promoting the values of teamwork, competition, discipline and sportsmanship. Our student-athletes will learn and develop the skills necessary to compete and move toward excellence in their sport, while striving to follow the example of Christ as they represent The Epiphany School, our families and our community with the highest levels of character, class and dignity.

## GOALS FOR COACHES AND STUDENT-ATHLETES

### ATHLETE'S CODE

Participation in the athletic program is not a right, but it is a privilege. Therefore, it is imperative that all students taking part in the athletic program understand and follow The Athlete's Code. **Student-athletes should also recognize that the coaches of the sport and activity, along with the Dean of Student Life shall have every right to remove these privileges should the student-athlete fail to conform to these standards.**

1. Our student-athletes will be intense competitors on the field or court. Outside of the competitive arena, they are to conduct themselves as ladies and gentlemen at all times and always show respect for their teachers and for other students.
2. Our student-athletes are to display positive leadership at all times in our school and communities.
3. Our student-athletes are to strive always for the highest in moral and spiritual values.
4. When we travel to compete against our opponents, our student-athletes will remember who they are, who they are representing, and how they should conduct themselves.
5. Our student-athlete's grades, classroom behavior and reputation will reflect our conviction that education is a top priority at The Epiphany School.

### COACHES

In addition to fulfilling the vision of the Athletic Department, coaches at The Epiphany School will strive to...

1. Be excellent communicators with parents, student-athletes, the Dean of Student Life and other community leaders.
2. Create a positive environment which allows students to have a memorable experience.
3. Identify the unique talents of individual teammates and work to develop the group into a team where each individual has an opportunity to contribute his/her gifts to the team.
4. Teach the specific and unique skills of our sport to the very best of our abilities by using the means, methods and resources available to us.
5. Teach the skill of competition and put the team in the best situation to succeed.

### COMMUNICATION BETWEEN STUDENT-ATHLETES, PARENTS AND COACHES

The coaches of The Epiphany School, like the faculty and staff, work diligently to uphold the standards established by the school. Over the course of an athletic season it is possible that differences may arise between student-athletes, parents and coaches on issues of coaching philosophy, playing time and other necessary decisions. The Epiphany School expects coaches and student-athletes to work together to resolve conflict. Student-athletes must respect the coach just as they would a teacher or administrator of the school and are expected to abide by the decisions made by the coaching staff. **If there is repeated conflict between a student-athlete and a coach, and a third party is required to mediate, the Dean of Student Life will mediate accordingly. Likewise, if a parent has a conflict with a coach, he/she should speak privately, face to face, with the coach to share his/her concern.** If a student-athlete or parent feels that a coach's behavior is inconsistent with the standards and goals of The Epiphany School, he/she may bring their concern to the Dean of Student Life. **Electronic Communication should never be used as a means to resolve conflict.** Email should only be used between parents and coaches to provide specific information regarding practice and game times, team logistics, and arrangement of appointments to resolve conflict. Any inappropriate emails from coaches, parents or student-athletes should be forwarded to the Dean of Student Life.

# **ATHLETIC POLICIES AND PROCEDURES**

## **ATHLETIC FEES**

The cost of developing and maintaining an athletic program is significant. In order to offset expenses incurred from maintaining practice and game facilities, compensating coaches, paying game officials, developing an inventory of team uniforms, and maintaining equality in cost for students who pay tuition, but do not participate in interscholastic sports, **The Epiphany School charges an athletic fee. The fee for participation is \$75.00 per sport. This amount is non-refundable and is due at the close of the first week of practice.**

## **ATTENDANCE**

A student may not participate in athletics on a given day that they are absent from school. **Additionally, any student who is tardy and arrives after 10:00 am or leaves school prior to noon and does not return during the school day is not eligible to participate in athletics that day.**

## **CANCELLATION POLICY**

In the event that a practice or game must be cancelled, the school will make every effort to post that change on the school's web page by 1pm. In an effort to streamline communication and limit the number of phone calls to the receptionist, please check the school's website prior to contacting the school. In the event that you do not have internet access, you may contact the school for information regarding that specific event.

## **CAPTAINS**

Each head coach will determine the process to select team captains for his/her individual team.

## **DRUG AND ALCOHOL POLICY**

As stated in the Athlete's Code, student-athletes of The Epiphany School are representatives of the school and are to conduct themselves accordingly. Therefore, any student-athlete under the influence of, in the act of using or consuming, or having used or consumed any type of illegal drug or any type of alcohol, whether on school grounds or not, will be immediately turned over to the school for investigation and discipline. The student-athlete will be immediately suspended from the team and can be reinstated only by the Head of School, after the school's investigation is complete.

## **ELIGIBILITY**

Participation in athletics is not a right, but a privilege. Therefore student-athletes are required to conform to standards established by the NCISAA and the following academic, age and medical requirements established by The Epiphany School.

### Academic Eligibility

**If a student is to be academically eligible, they must be passing all classes.** Student grades will be reported at four week intervals. If a student-athlete fails to meet this standard he/she immediately become ineligible for competitive play, but he/she may continue to attend practice and games with the team at the discretion of the coach and Dean of Student Life. If the student raises the failing grade at the next reporting period, he/she will be reinstated and allowed to resume competitive play.

### Age Eligibility

Student-Athletes must be less than 19 years of age on or before August 1 of his/her senior year to be eligible for participation in interscholastic athletic competition.

### Medical Eligibility

**Student-Athletes who participate in interscholastic athletic competition are required to have an up to date physical exam indicating that they are in good health and properly prepared for competitive physical activity.** An up to date medical record will be defined as having had a complete physical examination within the last 13 months prior to the season's start date. To help accommodate family needs, there will be a date provided for on-site physicals at the school during the spring and fall of each year.

For example: If you plan on participating in Fall Sports, which begin the week of August 1, 2008, the school must have on file a record of a physical dated on or after 7/1/2007.

### Varsity/JV Sports Eligibility

Any student-athlete in grades 7-12 is eligible to participate in athletics at the varsity level. According to CPIC standards, eligibility for junior varsity student-athletes is determined by the following grade levels: JV Boys Soccer 7-9, JV Girls Volleyball 7-9, JV Girls Basketball 7-10, JV Boys Basketball 7-10, JV Girls Soccer 7-9 and JV Baseball 7-9.

## EQUIPMENT AND PERSONAL BELONGINGS

It is imperative that student-athletes are responsible with their practice clothing, uniforms and equipment. Proper storage of clothing and equipment before, during and after practice will help to eliminate an overflow in the lost and found and unnecessary damage or theft. All items left behind following a practice or game will be turned in to the lost and found where they may be bought back by the student who neglected the item. Student-athletes are encouraged to develop a plan for storing and removing books, clothing and equipment each day to help to eliminate this problem.

## GAME/PRACTICE SCHEDULE

Each head coach will develop a schedule of the games and practices for his/her team which will include practice times and games for the entire season. This schedule will be distributed to parents at the initial informational meeting at the beginning of the season. If there is a need for deviation from the original game/practice schedule, the coach will follow the cancellation policy.

## INFORMATIONAL MEETINGS

At the beginning of each season the head coach will hold a parent meeting, typically the day of the first practice, to distribute a practice schedule, game schedule and Athletic Handbook. During this meeting each coach will convey his/her individual expectations with parents and student-athletes. The meeting will also provide an opportunity for parents to meet the coach and present any questions they may have about the upcoming season. Following this meeting it is expected that the bulk of communication would happen between coaches and players in an effort to help students own the responsibility of communicating information with their parents. Please plan to attend these important informational meetings at the beginning of each athletic season.

## MEMBERSHIP AND CONFERENCE AFFILIATION

The Epiphany School's athletic program is governed by the rules and guidelines established by the North Carolina Independent School's Association (NCISAA). NCISAA rules and regulations can be seen online at <http://www.ncisaa.org/rules.htm>. Additionally, The Epiphany School is a member of the Coastal Plains Independent Conference (CPIC). CPIC schools compete under the guidelines established by the NCISAA. A copy of the CPIC Constitution and Handbook of Policies and Procedures is available for your review in the office of the Dean of Student Life.

## NO CUT POLICY & PLAYING TIME

The Epiphany School's philosophy on athletics includes a no-cut policy. "No-cut" means that if a student wishes to compete on an athletic team, there is a place for that individual. While we will keep a roster position for each student who wants to compete on a team, we do not make any guarantee regarding playing time. The coaches of each sport will work diligently to balance a number of values. The head coach of each team will make the final decision about playing time and student-athletes and parents are expected to honor these decisions.

## SPORTS OFFERED

The Epiphany School will offer sports as student interest, facilities and scheduling permit. If you have questions about the sports offered at The Epiphany School, please contact the Dean of Student Life. Presently the following sports are offered:

| Season | Sport            | Level of Competition | Start Date       |
|--------|------------------|----------------------|------------------|
| Fall   | Girls Volleyball | Varsity              | Week of August 1 |
|        | Girls Volleyball | Junior Varsity       | Week of August 1 |
|        | Boys Soccer      | Varsity              | Week of August 1 |
| Winter | Girls Basketball | Varsity              | Week of Nov. 1   |
|        | Girls Basketball | Junior Varsity       | Week of Nov. 1   |
|        | Boys Basketball  | Varsity              | Week of Nov. 1   |
|        | Boys Basketball  | Junior Varsity       | Week of Nov. 1   |
| Spring | Girls Soccer     | Varsity              | Week of M        |
|        | Girls Soccer     | Junior Varsity       | 23-Feb-08        |
|        | Girls Softball   | Varsity              | 23-Feb-08        |
|        | Coed Golf        | Varsity              | 23-Feb-08        |
|        | Baseball         | Varsity              | 23-Feb-08        |

\*\*Two new sports are planned for 2009-10 – coed cross country in the fall and coed swimming in the winter.

## **TRANSPORTATION**

The family of the student-athlete is responsible for providing transportation to and from all practices and team related events. The Epiphany School will provide transportation from the school to away athletic events when a bus driver is available. In the event that the school cannot provide transportation to an away game, the coach will work to coordinate parent volunteers to drive to the game. A student-athlete may only ride to an away athletic event in alternative transportation when there is not sufficient space in the team bus/van or the bus/van is not available. Any student-athlete may ride home from an away game with his/her parent if that parent has spoken with the coach following the game or presented the coach with a written note prior to the game. A student-athlete may only ride home with another parent or student driver when express, written permission has been given by his/her parents. In order to honor the time of coaches it is imperative that student-athletes are picked up in a timely manner upon their return to The Epiphany School.

## **UNIFORMS**

### Uniform Policy

As we develop an inventory of uniforms for each team, we will take the following approach. Uniform tops will first be purchased for the varsity team of each sport. Then we will purchase uniform tops for each JV sport. At that point the Dean of Student life will work with the coaches of each sport to determine the needs and priority of uniforms for each sport that is a part of the Athletic Department.

### Individual Uniforms

The head coach will assign, distribute and collect uniforms. Uniforms will be turned in to the head coach no later than one week after the final athletic contest for the season. **Failure to return the uniform in a timely manner will result in the report card being held.** Student-Athletes are responsible for their uniforms during the season. If a uniform piece is lost, stolen or damaged through a lack of responsibility, the student-athlete and his/her family are responsible for the cost of the uniform.

### **Athletic Handbook Conclusion**

***The administration reserves the right to evaluate the overall record of any student who displays significant difficulty in any facet of school life. Depending upon this evaluation, a student may be asked to leave the school during the school year or at the end of the year. Continued enrollment at The Epiphany School is not automatically granted; it must be earned by honoring and fulfilling the values and expectations of our community on a daily basis. Since it is impossible to establish policies for every scenario, the administration can interpret and apply the underlying principles of this handbook in a consistent fashion. Finally, as the administration takes seriously its legal, professional and moral obligations to protect the safety of the entire school community, other actions not herein outlined may be taken as necessary.***

## **STATEMENT OF NON-DISCRIMINATION**

The Epiphany School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and school-sponsored programs.