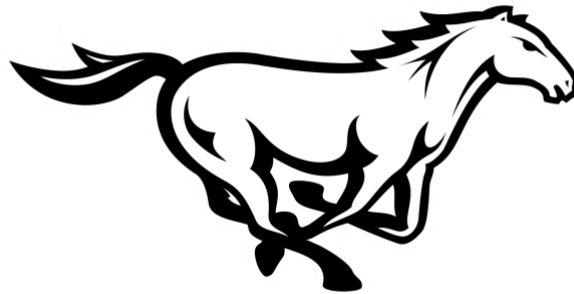


Central Arkansas Christian School

Student Athlete Handbook



**“Teacher/Coaches and Student/Athletes
in a Christian Environment”**

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School Mission Statement

The mission of Central Arkansas Christian Schools is to partner with parents to provide a **distinctively Christian education** that inspires **excellence, independence, and a transforming faith in God.**

Philosophy and Ideology

The athletic program of Central Arkansas Christian School is designed to further the mission of the school. The athletic program will strive to develop a student's physical skills and abilities and will focus on sportsmanship; teamwork; self-discovery and –fulfillment; leadership; citizenship; loyalty; character; integrity, personal responsibility and accountability. The athletic program is designed to work toward the goal of aiding in a student's physical, moral, social and spiritual development.

The school athletic program should function as an integral part of the total school curriculum and experience. Athletic programs should support the mission of the school. The competitive sports program should provide a variety of sports and activities that meet the needs and interests of junior and senior high students. A well-balanced athletic program offers students the opportunity to serve the school, develop fellowship and goodwill, promote self-discovery with spiritual, physical, mental, emotional and social growth and encourage the qualities of good citizenship. It is critical for everyone; staff, students and parents, to realize that participation in athletic activities is a **privilege** which is afforded to those individuals who possess the ability, attitude, disposition, cooperative spirit and desire to represent their families and school in a positive manner. Healthy, dynamic athletic programs require special standards and high expectations in the areas of academics, citizenship, behavior and sportsmanship.

Sportsmanship Position

Central Arkansas Christian School believes good sportsmanship is an attitude that manifests itself in actions. As Christians and those who support Christian principles and behaviors, CAC fans must not abandon their commitment to those principles at the door or gate of an athletic or competitive event. Nor can CAC fans afford to abandon their Christian perspective under the guise of "competitive spirit" or "trendy behavior."

Fans are not at a competitive event to intimidate or ridicule teams, fans, or officials but to support and yell for their team and to enjoy watching skill and competition.

Principles of Action

Our example and influence are immense. As representatives of CAC and the Christian community, our coaches, athletes and parents will venture into many settings in the name of competition. In doing so, we go as Christians and carry the burden of responsibility of acting in ways to support the values of CAC to those familiar and unfamiliar with our beliefs. Do not disappoint their expectations. Act with dignity, decorum, class and integrity **at all times** showing consideration and humility in victory and dignity and courage in defeat. Our image depends on you.

Coaches are teachers first. We should constantly keep in mind that our primary function as educators is to bring about positive changes in our students. Each coach will do everything possible to make sure that all athletes exhibit behavior beyond reproach in the classroom, on campus and while representing CAC in competition. The coach should work closely and cooperate with the principal, athletic director and teachers to promote the highest sort of scholarship, leadership and attitude in each athlete.

All sports have equal standing. The athletic department is a team much like the teams we try to build among our athletes. Our coaches will make every effort to advance their programs but **not** at the expense of other school programs - athletic or otherwise. The overall good of the student will provide our guidance in decision-making and conflict resolution. Even so, **the good of the whole must prevail** over that of the individual. Every coach should encourage athletes to take part in all sports. It should not be implied that an athlete should give up one sport in favor of another. Coaches should not actively or passively encourage athletes to give up a sport to participate in the off-season program of another sport. In-season sports take precedence over off-season with regard to time, facilities and equipment.

Dual Sport Participation. If two sports compete concurrently, the athlete must declare a primary sport for that season. The coaches and athletic department will work together to limit conflicts between practice times and game participation. When conflicts arise, the primary sport chosen by the student will take precedence over the second sport. Games will always take precedence over practices.

Standards and expectations of student-athletes and teacher-coaches.

Dynamic athletic programs should require special standards and expectations in the area of academics, citizenship, behavior and sportsmanship. Students will understand that athletic participation is a **privilege**, not a right, and with privilege comes responsibility and accountability. Coaches will make doubly sure that all competition is above reproach. Coaches will see that their particular sport is conducted on the highest level possible at all times. Coaches will be positive role models in the community, the classroom and on the playing field; setting high standards of conduct for self, team and athletes.

We will know the rules. The Arkansas Activities Association is the governing body of co-curricular activities for all member schools in Arkansas. Coaches should be thoroughly familiar with the rules as published in the AAA Handbook, as

well as all school policies relevant to athletics. The coach is responsible for making sure that our athletes know and abide by such rules.

We will always do our best. Our teams and coaches should compete with a sincere desire for excellence. We should be examples of CAC as a place where maximum effort, enthusiasm, dignity and class are daily expectations.

Loyalty is fundamental. Loyalty to CAC and to the fellow members of the athletic program is a fundamental expectation of every coach and athlete in the program.

Communication is essential. High expectations from coaches, athletes and parents are justified. Every effort is to be given to maintaining open lines of communication regarding games, practices, travel, absences, injuries and any other necessary information to ensure an informed and aware atmosphere.

Communication

Pursuant to establishing an informed community, general school information is regularly updated and readily available at the CAC website, www.cacmustangs.org.

Specific CAC athletic information is available at www.cacmustangs.org under Athletics. This is the official website for the CAC Athletic Department. A wealth of important facts is provided including schedules, rosters, results, announcements and historical perspectives of virtually the entire sports program.

School personnel may be contacted via email by using the first initial of their first name along with their last name @cacmustangs.org. Additionally, an email directory may be accessed at the www.cacmustangs.org website under About CAC then Faculty and Staff. The school phone number is 758-3160.

You are also encouraged to sign up to receive The Mustang Monitor. The Monitor is an email newsletter of all things on the activity front; athletics, fine arts and school extra-curricular events. You may request to receive this information on the athletics page of the school website at Mustang Monitor.

Grievance Policy

In light of Matthew 18, any athlete, parent or fan who has a grievance regarding a CAC athletic program or individual(s) therein must first seek to resolve the concern by speaking to the coach of that team. If a satisfactory conclusion is not reached, the athlete, parent or fan should next request the Athletic Director to examine the issue. The Athletic Director may request the coach, head coach or any other party who might be helpful in resolving the issue to be present during the meeting. If a satisfactory decision is not reached, the athlete, parent or fan may then request the Principal of the high school to examine the issue. The Principal may ask the Athletic Director, head coach, coach or any other party with knowledge of the issue to be present. If a satisfactory decision is not reached, the athlete, parent or

fan may finally request the President to examine the issue. The President may ask the Athletic Director, head coach, coach, Principal or any other party who might be helpful in resolving the issue to be present. The decision of the President will be final.

Of all areas that cause concern, playing time is the most common. Every coach is expected to field the best team in his/her professional judgment. If your student athlete is not getting the playing time you feel is appropriate, you should discuss the issue with the coach. He/She will be able to explain and offer suggestions for improvement. It is the policy of CAC's administration not to question a coach's judgment in playing time decisions without significant just cause. Additionally while there are many opportunities for discussions, times immediately before or after an event or practice or when a coach is actively involved with a team should also be considered inappropriate and avoided.

Participation and Team Competition

7th Grade & Junior Varsity Teams– The CAC athletic department believes that athletics at any level is distinct from recreation. However, the degree that we emphasize competition and winning varies greatly from our programs in the 7th grade to the varsity high school teams. In the 7th grade and JV programs, while we recognize that winning is positive, we believe that participation, learning skills, teamwork and having fun are more important than winning at this level. Coaches should work to find ways for every participant to achieve some form of success.

Varsity Junior High Teams– While there is increased emphasis on winning at this level by our conferences, parents and community, the CAC athletic department recognizes this competition level as a continuing developmental stage where many of the athletes are not physically, mentally or emotionally prepared for pressure situations. At this level, while more emphasis is placed upon winning, successes may also be found in improvement, learning new skills, participation, and leadership and having fun. Coaches should seek ways to actively involve as many players as possible in games. Attrition in sport is natural and ongoing for many reasons; however, we never want athletes to choose to leave athletics because they did not get the opportunity to develop and find success.

Senior High Varsity– We recognize that senior high varsity teams in each sport are our marquee teams. While improvement, learning new skills, participation, leadership and having fun remain central to our efforts at this level, we also know that the success of our teams is inspirational to our school, our community and especially to aspiring young athletes attending or expecting to attend CAC. Our coaches should always try to involve every athlete that can compete successfully in our contests; however there may be times when a tryout must be held to determine team members at the varsity levels. In addition, our coaches should prepare our athletes and teams to compete at the highest levels of high school athletics within the boundaries and guidelines specified.

Expectations and Requirements

At the beginning of each sport season, each coach will call a team meeting for athletes and parents and will present team rules and requirements. The rules will address the team's practice requirements, individual conduct requirements and will specify possible consequences that may result from a student's failure to comply. The following will apply to all students in addition to specific sport requirements.

Comply with all standards of conduct as presented in the CAC Student Handbook. These rules of conduct apply to all activities at any school event whether home or away, while traveling to or from events or before or after normal school operating hours. Consequences for noncompliance may extend beyond those stated in the Student Handbook.

Comply with Student Eligibility Policy as presented in the CAC Student Handbook. Students who fail to maintain requisite grade requirements (2.0 GPA per grade period) as presented in the Student Handbook will not be allowed to participate as specified in that handbook.

Comply with all requirements as established by the Arkansas Activities Association. The Arkansas Activities Association (AAA) is the regulating organization for co-curricular activities in Arkansas. Their website is www.ahsaa.org. A copy of their handbook is available online or in the Athletic Director's office.

A student must demonstrate good sportsmanship and citizenship. If in the judgment of the coach or Athletic Director a student fails to demonstrate appropriate sportsmanship or citizenship, or if the student fails to meet Student Handbook or team rules, the student will be advised of the deficient behavior in conference with the coach and/or Athletic Director. If not stated in the Student Handbook, the consequences of such behavior will be determined by the coach and/or Athletic Director. Nothing herein shall prevent a student from being suspended from school, expelled from school or otherwise disciplined if such discipline is appropriate and consistent with the Student Handbook.

A student should not quit a team during the season. A student who quits a team, without medical excuse, may not participate in any other sport until the sport from which he/she dropped has completed its season. This includes season and/or off-season activities. A student may transfer from one sport to another if both coaches involved and the Athletic Director agree that the move is in the best interest of the student and both teams involved. If a student drops because of a

medical excuse, the student must provide a statement from a doctor who declares the student unable to participate in the sport, as well as when the student may resume participation.

A student must have signed and submitted required documents. These documents are to be submitted to the appropriate school official or Athletic Director and include:

- Acknowledgments contained in the Student Handbook,
- Current (less than one year old) physical exam signed by a physician,
- Current HIPAA (Privacy Act) release furnished by CAC's athletic trainer provider,
- Emergency Medical Authorization (yellow card) and, if provided,
- Required sports medicine waivers as directed by the athletic trainer,
- Specific sport releases and acknowledgments provided by coaches.

Non-school team participation is regulated. By rule of the Arkansas Activities Association (Article 3, Rule 12), a student may not participate on a school and non-school team in the same sport during the same season. Students who violate this rule will forfeit eligibility on the CAC team. A student who is considering participation or is already participating on a non-school team should consult with the athletic director concerning the legality. While concurrent different sport participation is not prohibited it is not encouraged. Research and common sense show increased incidences of cross-sport injuries and fatigue-related issues that preclude such as being advisable.

Changing Seasons/Sports

With concerns about the increased incidence of injury in cross-sport activities and the potential for over-training which could also promote injury and/or illness and as an extension of the principle that CAC in-season sports take precedence over CAC off-season sports, an in-season athlete may participate in off-season activities only with the expressed permission of the in-season coach as communicated to the off-season coach and Athletic Director.

At the end of a season an athlete may not report for participation in a subsequent sport until all equipment has been turned in and all outstanding debts and/or responsibilities are met. Subsequent sport participation will require a release signed by the previous coach and Athletic Director and given to the subsequent sport coach.

Electronic Communication by Student-Athletes

For the protection of all students-athletes of the CAC Athletic Program, all students must be aware of the potential problems associated with communication through electronic devices, including, but not limited to, the internet and cell phones. Athletes should be aware that some messages communicated electronically could have negative consequences for the sender. They should also be aware that

messages sent electronically may exist forever. Messages that students find to be entertaining or amusing as a teenager could be embarrassing or become an obstacle in the future. Some messages could be a violation of state or federal laws as well as a violation of school policy. Athletes must remember that they are accountable for their electronic communications.

With the above statement in mind, the CAC Athletic Department has adopted the following policy concerning electronic communication. Students participating in the CAC athletic program shall not:

1. Send fraudulent, harassing nor obscene messages.
2. Send information that violates or infringes upon the rights of others.
3. Send nude pictures or videos of anyone.
4. Send messages, videos or pictures that are derogatory or inflammatory toward an individual or group's race, religion, gender, age, physical attributes, sexual preference or disabilities.

Athletes who violate this policy will be subject to disciplinary action in accordance with the student handbook policies, as well as possible criminal prosecution. Athletes will also be subject to appropriate disciplinary action by the school administration and/or their coaching staff.

Student Athlete Healthcare

Athletic Training and Sports Medicine Staff

Team Physician - Dr. Joel Smith, MD – Martin Orthopedics

Athletic Trainer – Maddie Awtrey, ATC – Martin Orthopedics

The CAC athletic program is extremely blessed to have Martin Orthopedics furnish the services of Ms Maddie Awtrey, ATC, as our athletic trainer. As the inevitable opportunities arise, parents are encouraged, but not required, to use Martin Orthopedics physicians.

The trainer will be present at most athletic practices and games. Should further services be required you may contact her by phone at (314) 482-2098 or mawtrey@cacmustangs.org. She will be able to address your concerns or schedule an appointment with a doctor should such be necessary. Please **DO NOT** go to the Martin Orthopedics clinic expecting to see a doctor without first contacting the athletic trainer or Athletic Director or scheduling your appointment in advance.

Athletic Training Room

The Athletic Training Room is open on school days, Monday through Friday, from 30 minutes before the first practice; generally by 1:30 pm. Hours may vary on non-school days, such as holiday breaks, spring break, and pre-season practices in August.

Students with 8th period off (or early release) are encouraged to go to the athletic training room as soon as possible if they need to see the athletic trainer or use the athletic training room for treatment or rehabilitation programs. This reduces the wait times that are frequently encountered by student athletes immediately before practice.

Student athletes currently participating in a sport will be seen on a first-come-first-served basis. Some exceptions will apply, such as athletes who need to leave to ride a bus for practice or competition, medical emergencies, etc. Athletes who are out-of-season may need to wait until after the start of in-season practice (3:45-4:00) to use the athletic training room facilities or the services of the athletic trainer.

Prescription and Over-the-Counter Medications

Under CAC school policy, coaches and teachers cannot give medications to students. This includes common over-the-counter medications. If a student athlete has prescription medication they need or may need to take during athletic participation, he/she should make the athletic trainer and coaching staff aware of it with written notification from a parent(s) and/or the prescribing physician. Student athletes should store medications (including inhalers) in the team first aid kit **ONLY** with the permission of the athletic trainer and/or coach.

Ankle Braces, Taping, and other braces or supports

Athletes are expected to provide their own ankle braces, knee braces, and similar protective equipment. The athletic trainer may occasionally have sample or overstocked protective equipment to give to athletes, but purchase of these items is not through the school athletic budget. In some cases, the school will own or purchase equipment to place in inventory. As available and prescribed, such may be used by athletes with the athletic trainer's permission. Often an athlete's physician will prescribe a brace or other protective equipment. The cost of prescribed protective equipment may be covered by the athlete's health insurance. Athletes and their parents or guardians should check with their insurance company before assuming the equipment is covered. The athletic trainer can order braces for any athlete. The full cost of the equipment may be the responsibility of the athlete and his/her family.

Taping may be part of the initial treatment for some injuries. However, taping an athlete on a regular basis for an entire sports season may be of limited or no value, requires a large investment of time and resources and will therefore be discouraged. Athletes will be expected to purchase braces, arch supports or other protective equipment, rather than rely on tape the entire season. If the athlete desires to be taped for a prolonged period of time, such will require the direction of the team physician and/or athletic trainer.

Pre-participation Physicals

Every athlete is required to have a pre-participation physical examination. This physical is good for a one-year period only. Athletes may not participate in athletic practices or competition until a signed (signed by the health care provider) is on file in the athletic office.

A certified athletic trainer (ATC) is not allowed to sign the document for the pre-participation physical. An ATC may help administer parts of the exam, but a physician, physician assistant or nurse practitioner must oversee the exam and sign the appropriate form.

Each year (in May) Martin Orthopedics will provide an opportunity for athletic physicals for students athletes at a minimal cost. The occasion will be widely publicized by various means. It is the responsibility of the student athlete and/or parent(s) to take advantage of this opportunity or arrange to schedule a physical with their own healthcare provider.

Medical Coverage for Athletic Events

A certified athletic trainer, in consultation with the Athletic Director, will provide medical coverage at the following athletic events in the priority listed below. Collision/contact sports and the principle of “Bigger, Faster, Stronger” will be applied in determining priority.

Fall Sports Season

Home and Away Varsity Football Games
Home and Away JV Football Games
Home and Away Junior High Football Games
Home and Away Varsity Volleyball Games

Winter Sports Season

Home and Away Varsity Basketball Games
Home Wrestling Events
Home and Away Junior High Basketball Games

Spring Sports Season

Home and Away Varsity Events
Home and Away Junior High Events

General First Aid for Common Athletic Injuries

The athletic trainer is equipped and prepared to handle common athletic injuries at both games and practices. However, the athletic trainer may not be at all games or practices. Below are general guidelines on treating non-emergency common athletic injuries. Most of these injuries respond well to the **RICE** principle of treatment.

Rest the injured area. This can prevent further injury

Ice the injured area. Ice should be applied for 15-20 minutes per hour.

Compression (elastic wrap) to the injured area can help reduce swelling.

Elevate the injured area (extremity).

ICE: Ice is preferred over chemical cold packs. Chemical burns have resulted from broken instant cold packs. Instant cold packs will not be used in the team first aid kits. Generally, the coaching staff provides ice for games and practices if ice is not readily accessible. The ice machine provides ample ice and is easily accessible to all coaches in all home venues. Ice bags are available in the first aid kit or near the ice machines.

COMPRESSION: A poorly applied elastic wrap can do more harm than good. If no one has been trained on how to properly apply an elastic wrap, skip this step.

1. **Bruises or Contusions** - A contusion is caused from bleeding from damaged blood vessels or soft tissue. Most contusions are not serious and can be treated as follows:
 - Apply ice to the injured area for 20 minutes. Reapply hourly.
 - Elevate an injured extremity to control bleeding.
 - If a more serious injury is suspected (fracture, concussion, or contusion of an internal organ such as the liver or spleen) consult a healthcare professional.
 - DO NOT apply heat or a heating pad to a contused area; heat will increase the bleeding and swelling and delay healing.
2. **Strains** - A strain is an injury to a muscle or tendon. Treating a strained muscle promptly and appropriately can minimize the time an athlete is hampered by this injury. Use the following treatment guidelines:
 - Apply ice to the injured area for 20 minutes. Reapply hourly.
 - Do not apply heat to a muscle strain for at least 72 hours. The athletic trainer should make the decision of if and when to use heat as a treatment modality.
 - Do not use analgesic balms such as Icy Hot®, Biofreeze®, or other product to an acute muscle strain during the first 72 hours. These products should only be used under the supervision of the athletic trainer.
 - Do not over-stretch an acute muscle strain.
3. **Sprains** - A sprain is an injury to a ligament. It is a result of a joint moving beyond its normal range of motion. Moderate or severe sprains can be accompanied by a fracture, and should be treated accordingly. First aid for sprains includes:
 - Apply ice to the injured area for 20 minutes. Reapply hourly.
 - If the injury is a lower extremity injury, the athlete should **not** bear weight on the injured leg if he/she is noticeably limping when walking. The athlete should use crutches.

Scope of Duties

When available on- or off-site in the high school setting, certified athletic trainers must work within the scope of practice as dictated by the state or NATA and NATA BOC if no additional state regulation is required. Coaches must limit their actions in response to athlete injuries to the provision of standard athletic first aid. To exceed the basic standards of emergency first responder care specified by the American Red Cross and other similar agencies would place both the staff and the school in a potentially litigious situation.

In addition, certified athletic trainers, as well as coaches must work within their employer's "scope of assigned duties"; this may or may not include:

- x Service outside the contractual employment period (e.g. summer)
- x Service to athletes participating in private activities or club sports
- x Service to athletes participating in non-school sports
- x Service to any athlete who is not a member of a sports program sponsored by the school.

Facilities Usage

Any private or "unofficial" team use of any facilities at CAC is to be scheduled in advance with the Athletic Director, Hayden Cruce at the high school at extension 214. Parents should be aware that additional costs might be incurred to cover expenses including utilities, personnel, cleaning, et

