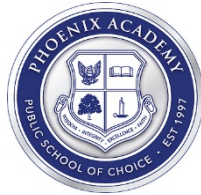


# Phoenix Academy



## Parent/Student Athletic Policy Handbook

## **Athletic Director's Message**

The purpose of this handbook is to communicate to parents and students important information about the interscholastic athletic program at Phoenix Academy. Hopefully, by reading this handbook you will be able to become more familiar with the athletic philosophy, policies and expectations.

The Phoenix Academy Athletic Department encourages the participation of students in multiple sports. We would like to have as many two-and three-sport athletes as possible. We believe this is beneficial to our student-athletes and will help our athletic program continue its strong tradition of excellence.

This athletic policy handbook is a work-in-progress and is subject to change as seen fit by the Phoenix Academy athletic department and administration.

For the latest information on Phoenix Academy Sports Stories, game schedules, schedule changes, daily and weekly updates, and contacting the athletic director, please visit our [Athletics page](#) on our website.

We want to thank our students, parents, teachers, coaches, and administration for their hard work and effort in helping provide a quality athletic program.

Robert Youtz  
Athletic Director

## **Athletic Philosophy**

The athletic program at Phoenix Academy exists to guide students in developing their bodies, mind, and character. Not only are immediate goals and desires sought after, but also a high regard is placed on values, which will last for eternity.

Finally, we must do our best to provide a valuable experience for every student/athlete on every team for every season at Phoenix Academy.

### **Junior Varsity Goals:**

The Junior Varsity teams are considered the transitional level prior to varsity teams. The junior varsity level may consist of students in grades 9 through 10. 5<sup>th</sup> graders can be asked to tryout only if there are not enough 6-8 graders to field a team. 5<sup>th</sup> graders will be asked after tryouts have been completed. An important goal of the junior varsity team is to prepare athletes for varsity competition. A selection process will be utilized by coaches in specific sports according to the number of participants and players abilities.

The athletic program at this level will:

1. continue to build skill development, individual improvement and enjoyment of the game;
2. place a greater emphasis on team strategy and competition;
3. develop and nurture the concept of teamwork and team play;
4. provide for participation of every athlete in a meaningful and effective manner;
5. develop and build an attitude of good sportsmanship in each athlete;
6. cultivate the proper attitude of respect for fellow competitors, officials, and fans in every athlete.

### **Varsity Goals:**

Varsity athletics is the highest level of interscholastic competition at Phoenix Academy. On the varsity level, the commitment is to field the best team possible for athletic competition. Varsity teams are composed of students in grades 9-12. A selection process will be utilized by coaches in specific sports according to the number of participants and player abilities.

The athletic program at this level will:

1. continue to build skill development, individual improvement and enjoyment of the game;
2. place a greater emphasis on team strategy and competition;
3. develop and nurture the concept of teamwork and team play;
4. build an attitude of good sportsmanship in each athlete;
5. cultivate the proper attitude of respect for fellow competitors, officials and fans in every athlete.

### **Cutting from the Team**

For some Phoenix Academy sports teams, "cuts" may be necessary. The coach must feel comfortable with the number of students on the team and with his or her ability to provide adequate coaching, supervision, and playing time to team members. A Student will be notified as to whether he or she made the team. Students will be given a minimum of 2-3 days to try out for each sport. If a student is cut from one sport he or she may try out for another sport if cuts have not already been made. No student may move from one sport team to another after the final roster has been decided.

## Sports Offered

### Fall Sports

<u>Boys Sports</u>	<u>Eligible Grades</u>	<u>Girls Sports</u>	<u>Eligible Grades</u>
Cross-Country	6-8 & 9-12	Cross-Country	6-8 & 9-12
Soccer	6-8 & 9-12	Volleyball	6-8 & 9-12

### Winter Sports

<u>Boys Sports</u>	<u>Eligible Grades</u>	<u>Girls Sports</u>	<u>Eligible Grades</u>
Basketball	6-8 & 9-12	Basketball	6-8 & 9-12
Swimming	6-8 & 9-12	Cheerleading	6-8 & 9-12
		Swimming	6-8 & 9-12

### Spring Sports

<u>Boys Sports</u>	<u>Eligible Grades</u>	<u>Girls Sports</u>	<u>Grades Eligible</u>
Track	6-8 & 9-12	Track	6-8 & 9-12
Baseball	6-8	Soccer	6-8 & 9-12
Golf	6-8 & 9-12	Golf	6-8 & 9-12
		Softball	6-8 & 9-12

## Expectations of Athletes

In order for students to participate in interscholastic athletics there are certain rules and regulations that must be followed. Each coach is responsible for establishing guidelines and expectations for his or her team in regard to practice, travel, etc. Expectations may vary from coach to coach or sport to sport, but Phoenix Academy has general expectations for all athletes at all levels. Phoenix Academy expects the following from all team members:

1. punctuality and preparedness for all practices and games;
2. ongoing responsibility for academic work, particularly in cases where classes are missed for game participation;
3. dedication to their team and teammates;
4. a desire to improve skills and knowledge of their sport;
5. self-discipline – athlete will have to sacrifice time and energy for team goals;
6. a willingness to work hard and be attentive in practices;
7. on-going responsibility to represent Phoenix Academy at all times in a dignified and positive way;
8. In the event that a student is participating on a Phoenix Academy team and an out-of-school team concurrently, coaches expect the Phoenix Academy team to take priority if there is a conflict. **Also, students can only participate on one Phoenix Academy Athletic Team Per Season. Exceptions to this policy can only be made by the Athletic Director.**
9. sportsmanship before, during and after games – win with class, lose with class.

### Practice and Game Attendance Mandatory

Acceptable reasons for missing a practice or game are illness or an important, necessary family trip. Unacceptable reasons are lessons for another activity, ski trips, parties, youth group activities, concerts and haircuts. Routine doctor and dental appointments should not be scheduled during practice and game times. Repeated disregard for team attendance policy may lead to suspension or dismissal from that team.

**If a student-athlete is picked up late 3 times in one sports season, the student could be dismissed from the team for the remainder of that sports season. This decision is at the discretion of the athletic director and principal in coordination with the coach.**

### **Student Participation in Athletics**

1. Each student must be currently and fully enrolled to participate in any sports activity and must be in school at least half of the day on each game day.
2. Any student placed on academic probation shall be suspended from participation on any athletic team for the academic quarter. At progress reports (interims), if the student is passing all classes, he/she may return to normal participation on the team. If not, he or she must wait until the end of that quarter to meet the requirements and return.
3. Any student who is disciplined in other areas of school life is subject to suspension from the athletic program to be determined by the Coach, Athletic Director or Superintendent of the school.
4. Any student using profane or abusive language, or demonstrating unacceptable behavior will be subject to suspension to be determined by the Coach, Athletic Director or Superintendent of the school.
5. Any student found to be misusing or abusing school property or equipment is subject to dismissal from athletics for the current academic year and will be expected to pay for the damage. The student will replace lost equipment.
6. Each student will abide by the rules established by each coach, regarding practice training, conditioning, dress and travel. These rules are to be submitted by the coach to the Athletic Director for approval prior to use.
7. A PHYSICAL AND SPORTS PARTICIPATION PACKET MUST BE COMPLETED AND ON FILE AS A REQUIREMENT FOR PARTICIPATION IN ANY ATHLETIC PRACTICE OR GAME.
8. Game day dress code and travel dress code must be approved in advance by the Athletic Director and Superintendent.
9. Students participating on a Phoenix Academy team shall recognize the Phoenix Academy sports schedule including meets, games, practices, etc. shall have priority over other competitive teams.

10. Any student who quits a team after the first three weeks of that sports Season (three weeks from the first official tryout date for that sport) will not be permitted to attend open gym/facility, conditioning or any activity associated with a Phoenix Academy team having out of season activity until the season is over for the sport that athlete quit. (i.e. a volleyball player who quits the volleyball team can't begin working out for basketball until the volleyball season is completed in its entirety).

11. Each student is required to pay a sports fee of \$100 per sport played. The booster club will provide financial assistance for those that need it. **Failure to pay the \$100 sports fee will result in the student not being able to participate in another sport at Phoenix Academy until payment has been received.**

## **The Central Athletic Conference**

Phoenix Academy that competes regionally in the Central Carolina Conference of the with the following schools: Millennium Charter Academy – Mt. Airy, Summit School – Winston-Salem, Summerfield Charter Academy – Summerfield, Revolution Academy – Summerfield, Greensboro Academy – Greensboro, Canterbury School – Greensboro, Davidson Charter Academy – Lexington. The objectives of the conference are as follows:

1. To promote good athletic relations among member schools.
2. To uphold the regulations of the CCC.
3. To enact policies that will make for general understanding of athletic programs.
4. To further a spirit of fellowship among the members of the administrative and athletic staffs.
5. To encourage a broad athletic program in each member school.
6. To provide adequate and correct information of Conference athletic contests and standings.

## **Sportsmanship**

Promoting and encouraging good sportsmanship by coaches, athletes, fans and parents is very important to the Phoenix Academy athletic program. As a school of choice, we must hold ourselves to the highest level of sportsmanship and behavior both on and off the playing field. The school's administration, athletic department and coaching staff are committed to encourage an environment of enthusiasm and school spirit consistent with high standards of sportsmanship and respect for opposing teams and game officials. (Taunting, negative cheering or any verbal abuse by fans directed toward opponents or officials is incompatible with good sportsmanship and will not be tolerated.)

Phoenix Academy athletic events should be fun and positively supported. The school and our athletic teams are best served by fan support that is directed enthusiastically toward our athletes.

### **The Athletes**

- Play hard within the rules of the game.
- Win with humility, lose graciously, and congratulate opposing players and coaches.
- Respect officials and accept their decisions.
- Never attempt to injure an opponent.

- Remember that they represent their school, their coaches, and their families, as well as themselves.
- Remain positive toward their own coaches and teammates.
- Respect the property and facilities of their opponents.

#### The Coaches

- Serve as a positive role model for their players.
- Inspire in their players a love for the game and the desire to win.
- Show restraint and respect when dealing with officials.
- Reinforce respect and good sportsmanship in practice and game situations and hold their players accountable for unsportsmanlike behavior.

#### The Spectators

Treat officials and opposing players, coaches, and fans with respect and courtesy.

#### The Schools

CCC member schools have a responsibility to treat officials, opposing teams, and their spectators as guests. Schools should educate their supporters to cheer their own teams and never to behave in ways which are disrespectful toward opposing players, coaches, or spectators.

### **Ejection/Suspension Rule**

If any player is ejected from any contest, he or she will face a suspension the length of which will be determined by the CCC Handbook for that specific type of ejection. Phoenix Academy also may extend the suspension beyond the length of time determined by the CCC Rules. An ejection is a judgement call; therefore, there are no appeals. Unacceptable behavior not resulting in ejection may also result in disciplinary action by the coach or athletic director.

### **Academic Eligibility**

Phoenix Academy athletes strive for success in the classroom as well as on the playing field. Participation on an athletic team does not lessen a student's academic responsibility. Part of being an athlete at Phoenix Academy is learning to balance the load between academics and athletics. Students must learn to budget their time, plan ahead and fulfill responsibility to their team as well as their academic work load.

Phoenix Academy has adopted the following policy for minimum academic standards: Eligibility is determined by a quarterly grade on the report card. A student must meet minimum academic standards to participate in extracurricular activities. Students must maintain a minimum of a 2.0 GPA on the report card. If the student falls below these standards, suspension from activities goes into effect the day grades are due. After at least a two-week period, a reassessment will be made by the principal, who may choose, in their sole discretion, whether to reinstate the student. Exceptions can be made on a case-by-case basis for students.

Any student who fails a subject in the last quarter will be ineligible for extracurricular activities the following first quarter unless the student makes up the deficiency in the summer.

Participation in summer camps or programs is permitted but team conditioning sessions are prohibited. Any student on **disciplinary probation** may not continue to participate in an extracurricular activity during the probation period.

## **CCC Eligibility**

**AGE OF PLAYER:** No student may be approved for any athletic contest if his or her 15th birthday comes on or before September 1<sup>st</sup> of that school year (see thecaasc.com for specifics). The principal shall have on file evidence of the legal birth date of each athlete. Evidence of legal birth date must be established by a copy of the birth certificate or from one of the following: a record from the State Bureau of Vital Statistics, Raleigh; a record from the county register of deeds office; an infant baptismal record; a recording from the attending doctor's registry or cashbook if specific; a news item at the time of birth from the local newspaper; or an official register sheet from the first grade.

## **School Attendance and Athletic Participation**

All students in grades 5-12 must be in school by 8:45 in order to participate in athletics on any given day. If a student does not check in by 8:45 a.m. he/she will not be able to practice or play in games that day unless he or she has a note from his or her medical professional stating that the student was late due to a medical appointment. Parent notes stating that the student was at a medical appoint will not be accepted. Special attendance circumstances must have prior permission from the principal, Superintendent, or athletic director in order for the student to participate. Students who receive in-school or out-of-school suspension will not be allowed to participate that day.

Students returning from athletic trips or late-night games are expected to be on time for school the next day and not "sleeping" causing them to miss classes. Part of being a student-athlete at Phoenix Academy is learning to be disciplined and making sacrifices.

## **Alcohol, Tobacco and Drug Policy**

Phoenix Academy adheres to the drug and alcohol testing procedures of Phoenix Academy and all schools of choice. These procedures will be strictly enforced in the administration of all athletic programs. If a student is suspended from school, that student may not participate in athletics during that suspension. Athletes who are found to be in violation of the drugs and alcohol policies of the school are also subject to further disciplinary action by the coach and the athletic director.

## **Criteria for Earning a Letter**

Athletes have the opportunity to earn a letter.

### Qualification Standards for Varsity Letters:

Baseball	Play in at least 40% of total games
Basketball	Play in at least 40% of total quarters
Cheerleading	Each will receive a letter upon the completion of season
Cross-Country	Finish in teams top 7 in 40% of total meets
Golf	Play in at least 40% of the matches
Softball	Play in at least 40% of total games
Soccer	Play in at least 40% of total minutes



Swimming	Place in at least 30% of total meets
Track	Place in at least 30% of total meets
Volleyball	Play in at least 40% of total games (not matches)

#### Exceptions to Athletic Letter Policy:

1. A student who is injured while participating in their sport and cannot compete in a sufficient number of games to earn a letter may be awarded a letter if the coach feels the athlete would have earned the letter had he/she not been injured.
2. Failure to attend a conference or state tournament event for any unexcused reason will result in loss of letter.

\* If a coach has an athlete that did not meet this criterion but feels that this athlete truly deserves a letter, exceptions can be approved by the Athletic Director.

\*\*Managers will receive the same awards as athletes in all levels.

#### **Awards**

School letters are certificates and awarded according to the policies listed below.

Trophies will be presented for:

- Most outstanding player
- Sportsmanship award
- Coach's award

Winners are selected in a manner prescribed by the coaching staff. New awards may not be added without the knowledge and consent of the coaching staff and the Principal. All awards will be purchased by the Athletic Director and paid for by the Booster Club.

The following criteria will be used in the selection process of the award winners:

1. Most Outstanding Player – the athlete who contributes the most to the total success of the whole team.
2. Sportsmanship Award – The athlete that shows the best conduct and attitude such as fair play, courtesy and grace in losing.
3. Coach's Award – The athlete in his/her sport, who through leadership and spiritual example, contributes significantly to the coach and team.

#### **Athletic Awards Assembly**

Athletic awards are presented at a school assembly at the end of year in May.

#### **Athlete of the Year, Scholar Athlete of the Year, and Athletic Volunteer of the Year**

This special award is presented to one male and one female athlete. This should be an athlete who displays leadership, athletic accomplishment, team unity, and total commitment to the school and athletic program. Any coach can nominate an athlete, and the nominees and their nominating information are put out for vote of the coaching staff. Each head and assistant coach receives a vote. The Scholar Athlete of the Year Award goes to the athlete that excels in a sport(s) and has the

highest GPA. Athletic Volunteer of the Year Award is selected on by the Athletic Director to be given to an individual that volunteers their time for the athletic program.

### **Athletic Physicals/Medical Eligibility**

All student athletes must receive an annual physical examination before they are allowed to participate in athletics. This physical will cover the athlete for an entire calendar year from the date of the physical. All student athletes are also required to fill out and return a completed medical history form with consent for treatment section signed by a parent or guardian. *Any athlete who has not filled out and returned the required paperwork or who does not have a current, completed physical form on file at Phoenix Academy will be withheld from all athletic activities until all forms are submitted. The CCC Required Physical Form can be found on the Phoenix Academy Athletic Website.*

### **Transportation**

Phoenix Academy is working on providing transportation to all regularly scheduled weekday away contests. Coaches will communicate departure and return times to team members that are setup by the athletic director. Athletes are not allowed to ride to or from off-campus practices or games with friends or other parents in their cars unless approved by the school. The following steps should be followed for transportation to and from games:

1. The athlete may ride with his/her parents (no one else) unless the parents have added the names of those that their child can ride with on the emergency form which is located in the front office. Superintendent approves alternative transportation for that athlete from his/her parents/guardians, in terms of a written note signed by both parents.

### **Emergency Travel Procedure**

In case of a travel emergency while attending an away contest, coaches will make every effort to have students contact their parents by phone to relay all necessary information. Many coaches also have phone chains of all team members to communicate any news as well. If these methods of communication are not possible, the athletic director and principal will be informed and relay all relevant information to each parent by phone.

### **Uniforms**

The Phoenix Academy athletic department will issue uniforms to all members of each team. These uniforms are to be cared for during the season by each athlete and returned at the end of each season. Parents of athletes who do not return uniforms or damage uniforms will be billed for the cost of replacing these uniforms. Uniforms and equipment that are not reusable must be purchased by the individual athlete. The coach will inform each athlete of the items that need to be purchased. Phoenix Academy athletes are required to wear the uniforms issued to them for interscholastic competition. Teams and team members will not be allowed to independently purchase additional or different items to be worn as part of the team uniform unless approved by the athletic director. Uniforms and team warm-ups are not to be worn except for games, or as approved by the athletic director. Any uniforms or equipment that are not reusable must be purchased by the athlete.

### **Beginning of Season Parent Meetings**

Beginning of Season Parent Meetings are held at the beginning of each season. All team member parents should attend this meeting to go over the coach's rules and expectations. Parents will be allowed to ask questions at this meeting as well.

### **Parents' Responsibilities in Concessions**

All parents of participating athletes are expected to work a few games in concessions as assigned by the team parent or coach. Revenue generated from concessions is used to help fund the athletic programs at Phoenix Academy. If a parent is assigned a game and is unable to make it, it is that parent's responsibility to get a replacement for that game.

### **Inclement Weather Policy**

On days when weather does not allow Phoenix Academy to open school, there will be no practices or games. For teams that practice and play outside during the fall and spring, rainy weather can be a factor. In case of thunder or lightning all teams should be removed from the field immediately, and a waiting period of 30 minutes will follow a positive change in weather conditions before the teams are allowed to practice or play.

The athletic director or game manager has the final decision on whether a contest should be canceled or postponed because of the weather. The Athletic Director will have the final decision on whether practices will be canceled because of weather and will make that decision as early as possible so communication to parents can be made. Usually students can assume those practices or games will be held as scheduled unless an official announcement has been made. At no time will Phoenix Academy allow practice or games to be held if the weather or field conditions create a danger to students.

### **Publicity**

As our athletic program grows and continues to be successful it is important that we publicize team and individual accomplishments. We want our athletic program to be recognized across the Triad and throughout the state. Team athletic schedule are made available to parents and students prior to the start of each season so that students and parents can plan ahead to avoid conflicts with practice and games.

### **Booster Club**

The Phoenix Academy Booster Club is a group of parents whose goal is to support and enhance the athletic program at Phoenix Academy. The Booster club does three primary things, raises money, raises school spirit and volunteers at school athletic events. The Booster Club supports the Phoenix Academy coaches and players by attending athletic events, fundraising for the athletic program. The Booster Club also helps to underwrite a host of athletic expenses such as items on coaches "wish list", items requested by the athletic department not otherwise paid for by the school, trophies, award letters and pins, sports programs, etc. Many volunteers are needed throughout the school year. If you would like to volunteer please contact the Athletic Director. Monthly meetings are normally held every month. By-laws and other information for the Booster Club are available on the Phoenix Academy Athletic web site. Requests for Booster Club funding must go through the athletic department and can't be submitted directly to the club.

## **Funding of Athletics at Phoenix Academy**

Each year an athletic budget is drawn up by the athletic director and an amount is approved by the booster club to pay for a substantial portion of the operating expenses of the sports teams for the school year. (A list of capital improvements, not covered by the operations budget, needed for athletics can be requested from the athletic office). A sports participation fee is paid by each student at the beginning of each season. Sales from the "Booster Club Memberships", sales of concessions, gate admissions and sale of merchandise help offset the cost of running the athletic program. Fund raisers such as the annual golf tournament held by the Booster Club and restricted donations also help pay the athletic expenses. Coaches may submit a "Request for Funds" form to the Athletic Director. The Booster Club is not authorized to accept submitted requests from parents, athletes, or coaches directly.

## **Parent Questions**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to students. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on him or her. This begins with clear communication from the coach.

Communication you should expect from your child's coach:

1. philosophy of the coach;
2. expectations the coach has for your child as well as all the players on the squad;
3. locations and times of all practices and contests;
4. team requirements, i.e. practices, special equipment, out-of-season conditioning;
5. procedure followed should your child be injured during participation;
6. discipline that may result in the denial of your child's participation.

Communication coaches expect from parents;

1. concerns expressed directly to the coach;
2. notification of any schedule conflicts well in advance;
3. specific concerns with regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at Phoenix Academy, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

1. The treatment of your child
2. Ways to help your child's behavior
3. Concerns about your child's behavior

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved and the interests of the team. As you have seen from the list above, certain things

can be and should be discussed with your child's coach. Other things, such as those below, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

1. playing time;
2. team strategy;
3. play calling;

There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue or concern.

If you have a concern to discuss with a coach, the procedure you should follow:

1. call to set up an appointment;
2. if the coach cannot be reached, call the athletic director; a meeting will be set up for you.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The Next Step – What a parent can do if the meeting with the coach did not provide a satisfactory resolution

1. Call and set up appointment with the athletic director to discuss the situation. These programs have been established, because research indicates a student involved in co-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be successful participants are exactly those that will promote a successful life after high school. We hope the information provided makes both your child's and your experience with the Phoenix Academy athletic program less stressful and more enjoyable.

### **Athletics Chain of Command**

1. Superintendent
2. Principal
3. Athletic Director
4. Coaching Staff

I have read and acknowledged receipt of the athletic handbook.

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Parent/Guardian Signature

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Date