

HARVESTCHRISTIANACADEMY

ATHLETIC HANDBOOK



Welcome to Harvest Christian Academy Athletics!

We are excited and looking forward to having your child participate in athletics here at Harvest Christian Academy. We are committed to using athletics to disciple our student athletes in and for Jesus Christ, and are thankful for the opportunity to work with your students to that purpose. As a former athlete, some of my fondest memories and most positive life lessons and patterns came through my participation in athletics, and it is my prayer that your child would experience the same joy and growth in their years here at HCA.

The following handbook has been developed to provide you with the HCA Athletics goals for the school year and set expectations for HCA student athletes. My prayer is that now having this knowledge, we would be able to work together to facilitate the highest level of growth and enjoyment for your student athlete during their career here at HCA.

We look forward to working alongside you this year, continuing to build and create the athletic program here at HCA. Above all, we wish to strive to be THE example of all a school and athletic program should be, all for the glory of God.

God Bless,

HCA Athletics Department

Contents

PHILOSOPHY	3
ATHLETE EXPECTATIONS	3
Attendance	3
Behavior	3
Criminal Activity	4
PARENT EXPECTATIONS.....	4
Attendance	4
Behavior	4
PARENT INVOLVEMENT	5
Serving Requirements.....	5
Amount Required	5
How to Sign Up to Serve	5
Booster Club	6
GRADES AND ELIGIBILITY	6
State Policy	6
HCA Policy Details	6
Ineligibility Periods	7
Ineligible Student Expectations	7
PUNCTUALITY AND TIMELINESS.....	7
COMMUNICATION	7
Parent Communication Guidelines	7
Athlete Communication Guidelines	8
Communication Platforms	9
Harvest Christian Academy App.....	9
8to18	9
UNIFORMS	9
Uniform Distribution.....	9
Uniform Care and Washing	9
Uniform Return	9
Transportation	10
Bus Policy.....	10
Student Driving Policy	10

PHILOSOPHY

We believe in the use of Athletics for the purpose of discipling our student athletes in and for Jesus Christ. We believe that the principles and characteristics that we teach and are needed for success in athletics: discipline, responsibility, leadership, selflessness, sacrifice, work ethic, courage, perseverance, and accountability, are the same principles that our students need to become leaders for Jesus Christ, in a world that needs strong leaders for Jesus Christ. We also believe that we, as believers in Jesus Christ, are to strive for excellence in all things for the Lord, and our performance and effort in athletics should be no different. Therefore, we will be tenacious and driven in our preparation and competition, but in victory or defeat, we will always exhibit the highest level of sportsmanship and integrity, that we may glorify our Father in Heaven.

ATHLETE EXPECTATIONS

Attendance

- Student must attend a minimum of ½ a school day in order to be eligible to practice or compete.
- Attendance at school to participate in practice / games. They should arrive early, as they are required to set up and tear down at games.
- If an athlete is injured, they will **still attend all practices and games**.
- If an athlete absolutely cannot attend practice or competition, **the athlete must personally call or talk to the coach in person to explain**. Coach will determine whether absence is excused.
- Unexcused absence will result in athlete not starting and possibly participating in the next contest, and any absence the day prior to a contest will likely result in the player not participating in the next contest.
- Three strike policy: If three unexcused absences occur, the player will be removed from the team.

Behavior

The principles of how we carry ourselves are essential to our mission to glorify God, and make believers of all nations, and the world is watching. Be different, be set apart.

- **Self-Control** - Timothy 1:7, Philippians 4:11-12, Athletes will control what they can control, which is themselves. Negative attitude and responses to officials, coaches, or fans will not be tolerated.
- **Love** - Ephesians 4:15-16, John 13:34, We will live with one another in an understanding way, and will work to build up and encourage one another. "You before me" will be our motto with all teams.
- **Respect** - Do it, Do it immediately, Do it with a good attitude. We will accept coaching and teaching and be show respect and appreciation for our coaches and parents who are sacrificing to allow us to participate in athletics.
- **Witness** - Matthew 5:14-16, We are a Christian school, and the world is watching. Our behavior will be pivotal in sending a message and example to the world of what it means to be a follower of Jesus Christ, and we will either be a carpenter or a termite. Be a witness, example and light for Jesus Christ.

Criminal Activity

Any use of Alcohol, Drugs, or criminal activity will result in a student's removal from athletic competition for the remainder of current season. A second offense will result in the end of a student's athletic career at Harvest Christian Academy.

PARENT EXPECTATIONS

This athletic program is not about your athlete individually; it is about your athlete as a part of the team here at Harvest Christian Academy. Please know that this is how this program will be run, and please curb your expectations accordingly.

Attendance

At least one parent of a student athlete is **required to attend the Athletics 101 meeting** (general meeting in the first two weeks of school). If both parents miss this meeting, the student-athlete will not be allowed to participate in an athletic contest until a one on one meeting with the parent and Athletic Director has been completed.

Behavior

The principles of how we carry ourselves are essential to our mission to glorify God, and make believers of all nations, and the world is watching. Be different, be set apart.

- **Self-Control** - Timothy 1:7, Philippians 4:11-12, I Corinthians 6:19-20-We must control our actions and our words. We cannot control others, but we can control ourselves.
- **Love** - Ephesians 4:15-16, John 13:34, We are here to
- **Respect** - Opponents, Coaches, Other fans, Referees, **other players-** Be an example to your children, your peers, our school and athletic program, and the world for Christ.

- **Speech** - Watch your mouth. Swearing is not acceptable, nor is talking about other players. Know that you are sitting next to other teams' parents and the HCA player's parents, and that swearing and negative talk about their kids will not facilitate great relationship or community, nor be a great witness for Christ. Be on your guard.
 - **DO NOT** instruct your child during game; **Cheer the team**. Positive encouragement to the team only.
 - **DO NOT** communicate disapproval of officiating or coaching during contests, or frankly ever in front of your athlete. The example and attitude you set will be the standard for your student athlete, and their respect for the coaches and program's leadership is at stake. They will model your attitude and opinions, and this can be good or very detrimental to the team and process. Please keep this at your forefront, and be on your guard in this area.
- **Witness** - Matthew 5:14-16- In all of the aforementioned attributes, let's keep a perspective of what our goal is, and act accordingly.

PARENT INVOLVEMENT

We are building an elite level athletic program here at HCA that has a goal of discipling and training up your children to be leaders for Jesus Christ, and hopefully shine a light for The Lord in our community and world. In order to achieve this goal for the benefit of your children and Glory of God, ***we need your support.***

Serving Requirements

Amount Required

4 service hours are required PER athlete PER season. Adults and high school students in the family are allowed to fulfill the serving session requirement. If your family cannot or chooses not to volunteer, you will be feed \$15 PER HOUR on RevTrack at the end of the school year.

Example of Serving

If John Smith were to play soccer and baseball, then his family would be required to serve 8 hours. However, if John Smith had a sister who played volleyball, then the Smith family would be required to serve 12 hours. If the Smith family only completes 10, then their family will be feed \$20 dollars on RevTrack.

If you have questions regarding how many sessions are required, please contact Sydney Knudsen at sknudsen@harvestchristianacademy.org.

How to Sign Up to Serve

HCA uses Sign Up Genius to schedule all serving sessions. To access the link:

- Go to HCA Essentials, scroll down to the Athletics section, and click on "Concessions and Gate Volunteer Sign-Up"

- Go to the HCA App, click “athletics”, and click “volunteer sign up”

You should receive a confirmation, and your name will appear on the Sign Up Genius Home page next to the shift you signed up for.

Serving Options

- *Concessions:* Duties include, but are not limited to: set up, tear down, collecting money, giving change, running credit cards through the iPad, getting customers their purchases.
- *Gate:* For most home games we have a gate attendant that collects admissions. Duties include: collecting money, giving change, directing individuals, and answering questions.
- *Book:* Some games require a book record to be kept during the game. Book volunteers must be trained in advance.
- *Scoreboard:* All indoor activities require a scorekeeper. This job requires 5 minutes of training, so please arrive to your session on time for this job.
- *Uniforms:* we may ask parents to clean and inventory uniforms. Parents can do this from home or at HCA with materials provided by HCA.

Booster Club

HCA athletics also depends on the continued and regular support of our Athletics Booster Club to grow, expand and improve the athletic program for the benefit of your children here at HCA. Led by our Booster Club Board, the club helps fundraise, organize community events, and promote the HCA Athletics Department. Booster Club members receive a variety of benefits for their involvement. Contact the athletic department at athletics@harvestchristianacademy.org for more information.

Sign up to be a Booster Club Member in the HCA App under “Athletics” and “Booster Club Membership”

GRADES AND ELIGIBILITY

State Policy

According to IHSA, students shall be doing passing work in at least twenty-five (25) credit hours of school work per week, per IHSA bylaw 3.021. This is the equivalent of passing 5 classes weekly at HCA.

HCA Policy Details

A student may not have **more than 2 points** to be eligible to participate in athletics. A “D” grade is equal to 1 point, and an “F” grade is equal to 2 points.

- It is the responsibility of students and parents to monitor and stay on top of their academic standing and progress.

- During the week the athletic department will run a “preview” report. Any students who have 3 or more points will be warned by their coaches. The athletes must improve their grades by Friday’s final report.
- On Friday’s the athletic department will run the final report, and any athletes who 3 or more points will be ineligible for the following week (Monday-Saturday). The coaching staff will communicate this to with athletes and parents.
- If a student is ineligible four times (4) over the course of their respective sport season, they may be removed from the team for the rest of that season to focus on academics.

Ineligibility Periods

If a student is deemed ineligible on the Friday grade report, their period of ineligibility will run from Monday through Saturday. If an ineligible student is deemed eligible on the following Friday’s grade report, they will become eligible that following Monday.

Ineligible Student Expectations

Students who are found ineligible are:

- Expected to practice with their team, unless parents receive permission from the coach to not attend.
- Not allowed to miss classes due to early release for travel with teams.
- Required to practice with their teams and attend all contests (provided they aren’t required to miss class to attend due to early release), but will not dress in uniform at those contests, nor warm up with their team.

PUNCTUALITY AND TIMELINESS

- It is the expected and mandatory that our athletes are **15 minutes early** to every practice in order to begin practice on time.
- Athletes must arrive early to games, as they are **required to set up** as a team prior to the game.
- If a player is unable to be timely in their arrival, they must communicate this with the Coach. This does not mean that this tardiness is acceptable.
- Repeated offense of this rule may result in removal of the athlete from the team.

COMMUNICATION

Parent Communication Guidelines

Playing time

There will be **no discussion between parents and coaches regarding playing time** of any athlete in our program. This is a very subjective call that a coach must make in managing a

team, and there is confidence in our HCA coaching staff's ability to do this fairly and effectively. The HCA coaching staff welcomes the opportunity to discuss with parents what their students can do to improve on their athletic performance and contribute more for the benefit of the team, however immediately prior or after a game is not an appropriate time for these conversations. Please schedule a time with the coach to discuss these things after a practice or at another time.

Complaints

Please follow the principles given in Matthew 18 in resolving conflict. Please go directly to the coach, do not go to other parents or fans. If this matter cannot be resolved at that level, please do not hesitate to contact the Athletic Director. If we still cannot settle this dispute I encourage you to follow it up with the High School and Middle School Principal.

Conflict

Conflict may and often does arise during the course of an athletic season, and over the course of time will assuredly arise. Again, please follow the principles found in Matthew 18 when dealing with conflict. How we deal with that conflict will determine how strong we become as a school, athletic program, family and community. A team that divides itself, is a team that is easy to defeat. It is important that we are honest, open and willing to resolve conflict. *Exception: If you believe a coach is acting in an unlawful or unbiblical manner, please contact the athletic director as soon as possible.

Athlete Communication Guidelines

Absence

As stated previously, students must personally talk to their coaches to inform them of a lateness or absence, prior to this situation taking place. **If a child is sick**, please have them email the coach so that they may be prepared for a practice, or to set a lineup and game plan for a contest.

Questions, Comments, and Concerns

If an athlete has a question about what is expected of them or what their role is on a team, we encourage the student to go to their coach to receive these answers. This communication and process is an essential part of a child's growth and is an opportunity for our student athletes to develop and grow in this essential life skill. If a student is unclear after their conversation with the coach, a meeting with the parent and coach can be arranged. However, these meeting and conversations should never occur the day of or immediately after game-days.

Conflict

If the student has any conflicts on the team, please follow the principles found in Matthew 18, and try to work the problem out with the person directly, not talk to other athletes about the problem. If the problem cannot be resolved, please have all parties meet with the coach in person.

Communication Platforms

Harvest Christian Academy App

All schedules, links, and athletic department information can be found on the HCA App. One parent and all athletes are **REQUIRED** to do the following:

- Download the App
- Create a user profile (register with an email and password)
- Subscribe to each sport your athlete participates or plans to participate in order to receive notifications
- Subscribe to Athletics notifications

Two-way communication is available through the app. Each athlete will be added to a “conversation” with their team and coaching staff. Parents will be added to a “conversation” with other team parents and coaching staff.

8to18

All team schedules, rosters, and results can be found on 8to18 at to <http://il.8to18.com/harvest/>

UNIFORMS

Uniform Distribution

At the beginning of an athlete’s season, they will be assigned uniform pieces according to which sport they play (jersey, jackets, etc.). Each uniform piece has a number either written on the tags of the uniform or on the uniform itself. When uniforms are given out, the Athletic Department will immediately record the numbered piece that was given to each athlete. If there is fault (tear, stain, etc.) with the uniform, it is the student’s responsibility to report that to the Athletic Department staff WHEN they receive the uniform.

Athletes are NOT allowed to switch any uniform pieces without the permission of an athletic department staff member (this does not include their coach).

Uniform Care and Washing

During the season, it is important for uniforms be properly cared for to avoid rips and peeling prints. Failure to care for items may result in a fine. Below are the guidelines for uniform care:

- Uniforms must be **WASHED ON COLD**.
- Uniforms MAY NOT be placed in the dryer.
- Uniforms must be **AIR DRIED**.

Uniform Return

Each team will have a uniform return day **within 1 week of the season ending** (date/time announced by coach). ***Failure to hand in uniform items on the uniform return day will result in a \$25 late fee.** Failure to hand in the uniform by the end of the school year will result in a **\$75 per piece fee**. Athletes are responsible for ensuring they hand in *the number uniform they were assigned*. Students will not be able to participate in another sport/season until uniform is returned or payment has been submitted for lost uniform.

DO NOT

- Hand in uniforms to the front desk
- Leave uniforms outside of the athletic department offices

DO

- Hand in uniforms to coaches at uniform return day
- Hand in uniforms to athletic department (in person) if you miss uniform return day (late fee applies)
- Hand uniforms in washed and dried
- Hand uniforms in folded and in a bag
- Place your name in the bag on a sheet of paper

Transportation

Bus Policy

Busses will be provided TO away games that are outside of the Elgin area and/or over a 15-minute drive away. Sports with less than 10 athletes will not receive busses, as parents and/or coaches will drive.

- Athletes must ride busses to away games when it is offered unless the parent notifies the athletic department of an emergency or special circumstance in advance and received permission to drive separately.
- Parents are responsible for finding transportation to home and/or away games that busses are not offered for.

Student Driving Policy

- Students may not drive themselves to away games
- Parents/Guardians are responsible for finding transportation to home games and practices that take place off campus.
- Athletes should not drive other athletes to any athletic department sponsored activity without the written consent of each athletes' parents/guardians.

We are very thankful for you and your student athlete, and look forward to a great season and athletic career for that student athlete here at Harvest Christian Academy. It is our goal to make their experience the best it possibly can be, and to maximize the impact in their life for Christ through that experience. We also want to always make sure that we guard our relationship and maintain focus on growing and building with a strong relationship together. A great model for this is what Paul says in Ephesians 4:1-3: "I Paul, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you've been called. With all humility and gentleness, with

patience, bearing with one another in love, eager to maintain the unity of the spirit in the bond of peace,” and this is our goal.

This model will promote a strong relationship and mindset that will facilitate us working together well throughout your student’s career here in HCA athletics. This is always going to be a work in progress, as every relationship is, and always want to be working to make sure that we become better as a community and family in our athletic program.

We are thankful for your trust in and patience with our staff in leading your student-athletes in the upcoming year. We look forward to a very exciting and successful 2019-2020 campaign alongside you all.

WE ARE LIONS!!!

God Bless.

HCA Athletic Department