NORTHCREEK ACADEMY SPORTS HANDBOOK



"I have fought the good fight, I have finished the race, I have kept the faith." 2 Timothy 4:7

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Introduction

Dear Parents and Students,

I am looking forward to an enjoyable year of after-school sports offered to our students. If your student plans to participate in any of the sports programs, please read this packet carefully to receive and understand important information you and your student will need.

While our goal is to produce successful teams, our highest priority is to **glorify God in all we do**. It is to that end that we strive.

1 Corinthians 10:31

"So whether you eat or drink or whatever you do, do it all for the glory of God."

Thank you in advance for your participation in the sports program. Without your help and support, it would be impossible to continue offering after-school sports to our students.

Go Knights!

Sincerely,

Kaei Kamiya, Athletic Director

kkamiya@ncapschool.org



II. Mission Statement

The Purpose of the NorthCreek Academy Jr. High Sports Program is to:

- Enhance the athletic abilities of the students
- Develop a better understanding of sports
- Instill important life skills and values
- Demonstrate Christ-like attitudes on and off the field All for the Glory of God Alone

III. League Information

NorthCreek Academy belongs to the Bay Area Christian Schools Athletic League (BACSAL). There are four divisions, North, West, East, and South with a total of 21 private Christian schools. Our regular season is played in the North Division along with Kings Valley Christian, San Ramon Valley Christian, Tabernacle Christian and Bay Christian. Tournament Playoffs are played against all three or four divisions. For more information about the league, please visit their website at www.bacsal.org.

The purpose of the League is:

- a) To promote and foster the ideals of Christian Education through the medium of interscholastic sports among member Junior High Schools
- b) To cultivate and promote friendly and cordial relationships among member schools by means of an organized and supervised program of athletic activities
- c) To promote adherence to good sportsmanship, especially as set forth in Biblical principles
- d) To provide an opportunity for coaches and athletic officials of member schools to discuss ways and means of improving sports programs in their schools.

NorthCreek Academy participates in the league's Softball (Girls only), Flag Football (boys only), Cross Country, Basketball, Volleyball, and Soccer programs.

IV. Eligibility

In order to be eligible to play on a NorthCreek Academy sports team, the student must:

- be currently enrolled in the junior high program
- be 14 years old or younger on September 1
- maintain a "C-" (70% or above) in each academic class (excluding Logic, Socratic, Civics, & Health)
- have all required forms signed and turned into the office (Pages 9-12, Cardiac Arrest, Concussion Forms), one form will count for the entire year
- have paid the sports fee for each season
- Grades will be checked weekly (on Mondays and Wednesdays only). Any student with a grade "D" or lower (below 70%) for a week or longer in any academic class (excluding Logic, Socratic, Civics, & Health):
 - The student will be placed on probation until the grade is raised to a "C-" (70% or above) for a minimum of 1 week
 - The student will not be able to attend practices or participate in games until grades are eligible. Uniform cannot be worn during this time for any reason.

- The student may attend games and sit on bench but transportation must be provided by the parent after school.
- Grade eligibility for students are checked every Monday and Wednesday only from RenWeb postings by the athletic director.
 - The first probation period will be Monday through Wednesday until grades are checked again on Wednesday
 - The second probation period will be Wednesday through Saturday until grades are checked again on Monday
 - Students who bring up their grades by Wednesday's posting may not participate in their sport until Thursday or at the discretion of the administrator.
- Students/Parents should be checking grades on RenWeb on a regular basis. Teachers will not give special privileges on late/missing assignments for students on academic probation
- If a grade in one of the academic classes falls below a "C-" (below 70%) on a report card:
 - During the season, the student will not be eligible to finish the season and will be removed from the team.

V. Tryouts

Tryouts will be held for each team if the number of eligible students interested exceeds the appropriate team size. The number of students on a team is determined by the coach of that team. It is the coach's decision of who will or will not be on the team. The team will be announced by e-mail after the last tryout day.

VI. Cost/Refund Policy

Each sport costs **\$150** per student. This money covers any uniform replacement costs, equipment, field/court rental, and referee fees.

The fee is due before the first official game. Should the student begin to play on the team and then stop (due to injury or otherwise), no refund will be given.

A transportation fee of \$25 will be billed if a family is unable to transport students a minimum of 5 times in a season. (tryouts, playoffs and cross country meet are included)

VII. Required Forms

There are 5 forms your child will need to submit in order to play sports for NCA:

- Coach/Parent Contract Append
- Athlete/Parent Contract
- Athletic Activity Clearance
- Cardiac Arrest Information Sheet
- Concussion Information Sheet
- To participate on any of the school teams, you must have had a physical within the last year. The forms need to be signed and turned in at the beginning of **your first sport season**. The deadline for turning in these forms will be before your child attends tryouts.

Serious Medical Conditions

• Parents of students with a serious medical condition (diabetes, asthma, allergy, seizure disorder, etc.) which may require emergency medication or intervention are expected to attend all off campus school events (including sport practices and games). Parents who attend such events are responsible to provide all medication and treatment supplies and all supervision and care for the child (including medication administration) during the event and during any travel to and from the event.

- Any parent unable to attend an event must ensure that they obtain from the school nurse and/or designated school personnel the proper authorization for their child to carry and self-administer medication. Otherwise, students may not possess (on their person or in their belongings) or self-administer medication of any kind on campus or at any off-campus school event.
- Students authorized to carry and self-administer medication must act responsibly and must not share medication with others.

VIII. Student Athlete Conduct

Players are expected to:

- a. play to the best of their ability
- b. attend all practices and games, and inform the coach whenever unable to meet these expectations
- c. follow the rules of the game
- d. demonstrate grace in winning and mercy in losing

Players that are sick or go home sick from school on a practice or game day are not allowed to attend practice or play in the game on that <u>same day</u>.

IX. Spectator Conduct

Parents/Spectators are obligated to:

- a. emphasize at all times ethical conduct, fair play, and the ideals of good sportsmanship
- b. stress the values of playing the game fairly
- c. be courteous and cordial to visiting teams; under no circumstance should a spectator approach a player or parent from the opposing team
- d. respect the integrity and judgments of sport officials; under no circumstances should a spectator approach an official before, <u>during</u> or after a game to criticize their performance
- e. achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility

X. Coach/Parent Meetings

The coach of each sport will hold one parent meeting at the first practice. Meetings are generally 15 minutes. The purpose of the meeting is to discuss TeamSnap and allow parents to volunteer for various positions. It also gives the coach a chance to discuss team issues or answer questions.

XI. Season Parent Volunteer

It is essential that we have each volunteer position filled to promote a smooth running schedule. Without your help, the sports program would not be able to continue. Please review the list below and consider committing to a position of service.

Team Gift Coordinator – responsible organizing and presenting coach's gift at the end of the season. (Presented to coach at last game of season)

Score Keeper – responsible for keeping score at all games. (All sports) will be trained and can job share.

Score Board/Clock – responsible for working the score board at all home games. (basketball and volleyball)

XII. Athletic Director

Expectations:

Organize and schedule games/practices Oversee team transportation Oversee student eligibility and conduct Oversee coach's conduct Prepare facilities for games Supply teams with proper equipment

XIII. Coaches

Expectations:

Be encouraging to students Be on time for practices/games Communicate all team matters with parents Communicate any problem with Athletic Director Create a clear understanding of team policies at beginning of season Be accessible before/after games for parents

XIV. Uniforms

In order to avoid the costly charges of the uniforms at the end of the season, it is important to heed the instructions on the tags of the uniforms when cleaning them. To avoid excessive wear and tear, it is imperative to wear the uniform as minimally as possible. Uniforms (all pieces) are to be worn on <u>game days only</u>, not on practice or any other days. Athletes must bring <u>BOTH</u> uniforms to all games (if given home & away uniforms).

Each piece of uniform will have an inventory number located on the hanger provided or the jersey itself. Players will be assigned a set of uniform apparel and will need to return the same items at the end of the season. <u>Uniforms must be returned by the assigned date on the inventory hanger</u> In the event that a uniform is turned in at season's end with damage to it, you will be charged a replacement cost, of <u>\$50 per item</u>. Late uniforms will be charged \$20.

Softball - 2 jerseys and 1 pair of shorts are provided (blue & white) Your child will need to provide their own socks, cleats, softball mitt, and possibly sliding shorts worn under the uniform shorts.

Flag Football – 2 jerseys and 1 pair of shorts are provided (blue & white) are provided. Additional items your child will need are socks, cleats, mouth-guard and optional football gloves.

Basketball – 2 jerseys and 2 pairs of shorts (blue & white), are provided. Your child will need basketball shoes.

Volleyball –2 jerseys and 1 pair of shorts are provided (blue & white) are provided. Your child will need knee pads and court shoes.

Soccer – 2 jerseys and 1 pair of shorts are provided. (blue and white) Your child will need socks, soccer cleats (not baseball with the toe cleat) and shin guards. <u>Students will not be allowed to play if they do not wear shin guards</u>.

XV. TeamSnap

TeamSnap is a website specifically for our sports teams. It will be the main mode of contact for parents and athletes. It will hold the team rosters, schedules, driver schedule, directions, schedule changes, pictures, etc. It is completely free. Please download the TeamSnap App and be sure to check daily during your child's sports season.

XVI. Practice & Game Schedules

Seasons

The regular season (8 weeks) and tournament season (1 week) are as follows:

- Girls Softball & Boys Flag Football: August 31 October 22
- Girls and Boys Basketball: November 1 January 21
- Girls Volleyball and Boys Soccer: January 31 March 18
- Girls Soccer and Boys Volleyball: March 15 May 13

Practice

Practice for each team is held three days a week before games begin, and once or twice a week after games begin. Practice times vary based on facility openings per season. Practices are typically held during PE or later for 1 to 1.5 hours. Specific days of the week are dependent upon the game schedule.

Games

The 8-10 regular season games are typically scheduled on Tuesdays and Thursdays. If a make-up game is necessary, the game may be held on any available weekday.

Complete schedules are be posted on TeamSnap as the information becomes available. There may be last-minute schedule changes made, so please try to check TeamSnap before each game.

Transportation

Parents are requested to sign up to drive where possible. Parents are responsible to pick up their own child or arrange a ride home after all practices and games.

XVII. Directions to Games

Directions are provided on TeamSnap and printed out per request.

XVIII. Sports Awards Night

A Sports Awards Night is held at the conclusion of sport seasons, one in winter and one in spring. It is a night of recognition of outstanding athletes by the coaches of each sport. It is also an opportunity for athletes to reflect on and celebrate growth experienced throughout the year. All athletes and their families are invited to attend. The year- end Athlete of the Year Award is presented to a qualified candidate at 8th grade graduation.

XIX. Forms

Appendix A - NorthCreek Academy Coach/Parent Contract

Both parenting and coaching are difficult vocations. By establishing an understanding between coaches/parents, both are able to accept the actions of the other, benefiting all involved. Parents should be able to know and understand the expectations placed on them and their children. Coaches need to know that if parents have concerns, they will discuss it with the coach at the appropriate time/place.

The coach will make decisions based on what they believe is in the best interest of all students participating. Certain concerns should be discussed with your student's coach, while others need to be left to the discretion of the coach. Major concerns should be addressed to the Athletic Director.

Below are some examples of the communication discussed:

Communication parents can expect from the coach:

- What is expected of your son/daughter
- Locations/times of practices/games
- Team requirements (i.e. school and team rules, special equipment needs)

Communication coaches can expect from parents:

- Concerns with mental/physical needs of student
- Concerns of unsportsmanlike conduct from opposing teams
- How to help bolster coach's instruction in student's routine
- Concerns about student's behavior
- Notification of any schedule conflicts in advance, late arrival as well as missed practices/games
- Choose an appropriate time and place to discuss issues.

Issues <u>NOT</u> appropriate for discussion with the coach:

- How much playing time your student is getting
- Team strategy
- Play-calling
- Any situation that deals with other student-athletes

If a parent has an appropriate concern to discuss with the coach, the following procedure should be followed:

- FIRST Speak to coach before/after practice in appropriate manner
- **<u>THEN</u>** Speak with Athletic Director regarding the concern if issue remains unresolved.

Please understand that our goal as an institution and individuals, is to glorify Christ in all that we do and say (1 Corinthians 10:31). We hope that any issue concerning our sports program will be handled according to God's Word.

By signing below, I am acknowledging that I have read the above, and understand the expectations.

Appendix B - NorthCreek Academy Athlete/Parent Contract

Please read carefully. <u>Both the parent and the athlete must sign this form</u>. Return this form to the Jr. High office.

I, ______(student's name), have read and understand the Coach/Parent Contract as well as the requirements of my participation on the team at NorthCreek Academy. I will maintain an average of a "C-" (or higher) in all of my classes.

I know that my time commitment will be one to three days per week for practice, and two days a week for games during the season. In the event any classroom work is missed due to a game, I understand that it will be made up at the teacher's discretion and I am responsible for all assignments to be turned in on time.

Failure to meet these requirements could result in the player's dismissal from the team.

I, _____(parent's name), have read and understand the Coach/Parent Contract as well as the obligations of my participation as a spectator and volunteer of NorthCreek Athletics.

Athlete signature

Date

Parent signature

Date

Appendix C - NorthCreek Academy Athletic Activity Clearance

Please <u>read carefully, initial each bullet point, sign at the bottom of the form</u>, and turn it in to the Jr. High office.

Accident Insurance requirement: California Education Code Section 32221 requires that all students participating in competitive athletic activities have insurance that covers at least \$1,500 in medical and hospital expenses in the event of an accident.

- I acknowledge that NorthCreek Academy does <u>NOT</u> provide accident, health, accidental death, or dental insurance.
- I understand that it is my obligation to provide such insurance before my son/daughter will be allowed to participate in any practice or contest.
- I realize I am responsible for any insurance issues that may ensue.
- My child has had a physical within the last year and no health limitation were identified which would affect his/her ability to play a school sport.
- Date of last physical
- I understand emergency medical attention may be administrated by an authorized person(s) in the event of an emergency.
- I confirm that the information provided on the Emergency Information form at the beginning of this school year is complete and accurate.

I have read and agree to all of the above. I give my child, ______ permission to participate in NorthCreek Academy's after-school sports program.

(Parent/Guardian Signature)

(Date)

Please <u>read carefully, initial each bullet point, sign at the bottom of the form</u>, and turn it in to the Jr. High office.

- ____ I acknowledge that I have read and understand the information provided in the Concussion Information Sheet.
- ____ I acknowledge that I have signed the Concussion Information sheet and turned it into the Junior High office.

Appendix E – Sudden Cardiac Arrest Information Sheet

Please read carefully, initial each bullet point, and turn it in to the Jr. High office.

- ____ I acknowledge that I have read and understand the information provided in the Sudden Cardiac Arrest Information Sheet.
 - I acknowledge that I have signed the Sudden Cardiac Information sheet and turned it into the Junior High office.





CIF Concussion Information Sheet

Why am I getting this information sheet?

You are receiving this information sheet about concussions because of California state law AB 25 (effective January 1, 2012), now Education Code § 49475:

- 1. The law requires a student-athlete who may have a concussion during a practice or game to be removed from the activity for the remainder of the day.
- 2. Any student-athlete removed for this reason must receive a written note from a physician trained in the management of concussion before returning to practice.
- 3. Before a student-athlete can start the season and begin practice in a sport, a concussion information sheet must be signed and returned to the school by the student-athlete and the parent or guardian.

[Every 2 years all coaches are required to receive training about concussions (AB 1451), sudden cardiac arrest (AB 1639), and heat illness (AB 2500), and certification in First Aid training, CPR, and AEDs (life-saving electrical devices that can be used during CPR)].

What is a concussion and how would I recognize one?

A concussion is a kind of brain injury. It can be caused by a bump or hit to the head, or by a blow to another part of the body with the force that shakes the head. Concussions can appear in any sport, and can look differently in each person.

Most concussions get better with rest and over 90% of athletes fully recover. However, all concussions should be considered serious. If not recognized and managed the right way, they may result in problems including brain damage and even death.

Most concussions occur without being knocked out. Signs and symptoms of concussion (see back of this page) may show up right after the injury or can take hours to appear. If your child reports any symptoms of concussion or if you notice some symptoms and signs, seek medical evaluation from your team's athletic trainer and a physician trained in the evaluation and management of concussion. If your child is vomiting, has a severe headache, or is having difficulty staying awake or answering simple questions, call 911 for immediate transport to the emergency department of your local hospital.

On the CIF website is a *Graded Concussion Symptom Checklist*. If your child fills this out after having had a concussion, it helps the physician, athletic trainer or coach understand how they are feeling and hopefully will show improvement over time. You may have your child fill out the checklist at the start of the season even before a concussion has occurred so that we can understand if some symptoms such as headache might be a part of their everyday life. We call this a "baseline" so that we know what symptoms are normal and common for your child. Keep a copy for your records, and turn in the original. If a concussion occurs, your child can fill out this checklist again. This Graded Symptom Checklist provides a list of symptoms to compare over time to follow your child's recovery from the concussion.

What can happen if my child keeps playing with concussion symptoms or returns too soon after getting a concussion?

Athletes with the signs and symptoms of concussion should be removed from play immediately. There is NO same day return to play for a youth with a suspected concussion. Youth athletes may take more time to recover from concussion and are more prone to long-term serious problems from a concussion.

Even though a traditional brain scan (e.g., MRI or CT) may be "normal", the brain has still been injured. Animal and human research studies show that a second blow before the brain has recovered can result in serious damage to the brain. If your athlete suffers another concussion before completely recovering from the first one, this can lead to prolonged recovery (weeks to months), or even to severe brain swelling (Second Impact Syndrome) with devastating consequences.

There is an increasing concern that head impact exposure and recurrent concussions may contribute to long-term neurological problems. One goal of concussion education is to prevent a too early return to play so that serious brain damage can be prevented.

gns observed by teammates, parents and coache	s include:
 Looks dizzy Looks spaced out Confused about plays Forgets plays Is unsure of game, score, or opponent Moves clumsily or awkwardly Answers questions slowly 	 Slurred speech Shows a change in personality or way of acting Can't recall events before or after the injury Seizures or "has a fit" Any change in typical behavior or personality Passes out
mptoms may include one or more of the following	g:
 Headaches "Pressure in head" Nausea or throws up Neck pain Has trouble standing or walking Blurred, double, or fuzzy vision Bothered by light or noise Feeling sluggish or slowed down Feeling foggy or groggy Drowsiness Change in sleep patterns 	 Loss of memory "Don't feel right" Tired or low energy Sadness Nervousness or feeling on edge Irritability More emotional Confused Concentration or memory problems Repeating the same question/comment

What is Return to Learn?

Following a concussion, students may have difficulties with short- and long-term memory, concentration and organization. They may require rest while recovering from injury (e.g., limit texting, video games, loud movies, or reading), and may also need to limit school attendance for a few days. As they return to school, the schedule might need to start with a few classes or a half-day. If recovery from a concussion is taking longer than expected, they may also benefit from a reduced class schedule and/or limited homework; a formal school assessment may also be necessary. Your school or physician can help suggest and make these changes. Students should complete the Return to Learn guidelines, successfully returning to a full school day and normal academic activities, before returning to play (unless your physician makes other recommendations). Go to the CIF website (cifstate.org) for more information on Return to Learn.

How is Return to Play (RTP) determined?

Concussion symptoms should be completely gone before **returning to competition**. A RTP progression is a gradual, step-wise increase in physical effort, sports-specific activities and then finally unrestricted activities. If symptoms worsen with activity, the progression should be stopped. If there are no symptoms the next day, exercise can be restarted at the previous stage.

RTP after concussion should occur only with medical clearance from a physician trained in the evaluation and management of concussions, and a step-wise progression program monitored by an athletic trainer, coach, or other identified school administrator. Please see cifstate.org for a graduated return to play plan. [AB 2127, a California state law effective 1/1/15, states that return to play (i.e., full competition) must be **no sooner** than 7 days after the concussion diagnosis has been made by a physician.]

Final Thoughts for Parents and Guardians:

It is well known that students will often not talk about signs of concussions, which is why this information sheet is so important to review with them. Teach your child to tell the coaching staff if they experience such symptoms, or if they suspect that a teammate has had a concussion. You should also feel comfortable talking to the coaches or athletic trainer about possible concussion signs and symptoms that you may be seeing in your child.

References:

Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Berlin, October 2016

https://www.cdc.gov/traumaticbraininjury/PediatricmTBIGuideline.html

American Medical Society for Sports Medicine position statement: concussion in sport (2013)

Keep Their Heart in the Game

Recognize the Warning Signs & Risk Factors of Sudden Cardiac Arrest (SCA)

Tell Your Coach and Consult Your Doctor if These Conditions are Present in Your Student-Athlete

Potential Indicators That SCA May Occur

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- □ Excessive shortness of breath during exercise
- C3 Racing or fluttering heart paipitations or irregular heartbeat
- C Repeated dizziness or lightheadedness
- C Chest pain or discomfort with exercise
- Excessive unexpected fatigue during or after exercise

Factors That Increase the Risk of SCA

- Ci Family history of known heart abnormalities or sudden death before age 50
- Specific family history of Long OT Syndrome. Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- Family members with unexplained fainting, seizures drowning or near drowning or car accidents
- C Known structural heart abnormality, repaired or unrepaired
- Use of drugs, such as cocaine, inhalants, "recreational" drugs, excessive energy drinks or performance-enhancing supplements

What is CIF doing to help protect student-athletes?

CIF amended its bylaws to include language that adds SCA training to coach certification and practice and game protocol that empowers coaches to remove from play a student-athlete who exhibits fainting—the number one warning sign of a potential heart condition. A student-athlete who has been removed from play after displaying signs or symptoms associated with SCA may not return to play until he or she is evaluated and cleared by a licensed health care provider. Parents, guardians and caregivers are urged to dialogue with student-athletes about their heart health and everyone associated with high school sports should be familiar with the cardiac chain of survival so they are prepared in the event of a cardiac emergency.

I have reviewed and understand the symptoms and warning signs of SCA and the new CIF protocol to incorporate SCA prevention strategies into my student's sports program.

STUDENT-ATHLETE SIGNATURE	PRINT STUDENT-ATHLETE'S NAME	DATE
PARENT/GUARDIAN SIGNATURE	PRINT PARENT/GUARDIAN'S NAME	DATE

For more information about Sudden Cardiac Arrest visit

California Interscholastic Federation http.www.cifstate.org Eric Paredes Save A Life Foundation http://www.epsavealife.org National Federation of High Schools (20-minute training video) https://nfhslearn.com/courses/61032









School:

You are receiving this information sheet about concussions because of California state law AB 25 (effective January 1, 2012), now Education Code § 49475:

- 1. The law requires a student-athlete who may have a concussion during a practice or game to be removed from the activity for the remainder of the day.
- 2. Any student-athlete removed for this reason must receive a written note from a medical doctor trained in the management of concussion before returning to practice.
- Before a student-athlete can start the season and begin practice in a sport, a concussion information sheet must be signed and returned to the school by the student-athlete and the parent or guardian.

Every 2 years all coaches are required to receive training about concussions (AB 1451), as well as certification in First Aid training, CPR, and AEDs (life-saving electrical devices that can be used during CPR).

For current and up-to-date information on concussions you can visit: http://www.cdc.gov/concussion/HeadsUp/youth.html

I acknowledge that I have received and read the CIF Concussion Information Sheet.

Student-Athlete Name Printed	Student-Athlete Signature	Date
Parent or Legal Guardian Name	Parent or Legal Guardian	Date
Printed	Signature	

Revised, 10/2017 CIF