



Heritage Athletics Handbook



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OUR MISSIONS STATEMENT

Heritage Academy's mission is to **provide** a Christian education, offering the highest quality of academics taught from a Biblical perspective that will **equip** all students academically, spiritually, socially, and physically so that they may **discern and live out** God's plan for their lives **as Christian leaders for tomorrow**.

ATHLETICS

Student participation in a sports program offers numerous benefits in regard to preparation for leadership and life. Athletics offers the opportunity to meet the challenges one faces within him/herself during training and competition as well as those imposed by an opponent within an athletic contest.

Heritage Academy does not consider athletics as an end unto itself; rather, it is an avenue for personal development and leadership which can be of great value in the maturation process. Teamwork, self-discipline, conditioning, sacrifice, development and implementation of strategy, commitment, leadership—all of these and more are transferable to other areas of life.

One of our expectations is that our athletic program and all those associated with it—coaches, athletes, parents, fans—will exhibit speech and actions consistent with Biblical principles and sportsmanship. The concept of TEAM is emphasized over individual preferences. We need to support our teams and our program in a manner that is reflective of a commitment to upholding our identity as a Christian school in every aspect. Speech and/or actions that deride our teams, coaches, or programs are inappropriate.

In general, our middle school program is primarily for skill/team development. There is no guarantee that every player will get playing time in every game. The number of players, level of skill development/improvement, practice time, attitude, effort, team cohesion, position depth, eligibility—all of these can impact the amount of playing time and the decision is within the responsibilities of the coaches.

The coach of a varsity team is charged with putting together the most competitive team possible within the parameters of our school and our athletic program in regard to Biblical principles, sportsmanship, and eligibility. The determination of starters, playing time, etc., is left to the discretion of the coach and his/her evaluation in regard to those components which factor into building and fielding the best team possible. Toward creating such a team within the aforementioned parameters, the coach's assessment of pertinent criteria for determining the lineup, strategy, and playing time of the members of the team will take precedence over factors such as seniority or personal preference.

Heritage Academy offers an interscholastic sports program for boys and girls. Participation is a privilege and requires students to meet certain standards of conduct, academics, physical fitness, and skill as follows:

For more information on our athletic programs, to view this Athletic Handbook, or to check out schedules, please go to www.heritage-academy.net.

Please follow Team Reach to be informed of practices, games, changes, and general announcements.

SPORTS CURRENTLY OFFERED AT HERITAGE:

Middle School (Grades 6-8) Sports:

Season	Boys	Coach	Girls	Coach
Fall	Soccer	Brayner Quinones	Volleyball	Ann Reynolds
Winter	Basketball A	Travis Hendershot	Basketball	Allison Hammond
	Basketball B	TBD	Cheerleading (TBD)	
Winter	Archery	Matt Wilson	Archery	Matt Wilson
Spring	Baseball	Blair Reynolds, Keith Michael, and James Brooks	Soccer	Lindsay Miller

JV and Varsity (Grades 9-12) Sports:

Season	Boys	Coach	Girls	Coach
Fall	JV Soccer	Shawn Elwood	JV Volleyball	Callie Koontz
	Varsity Soccer	Shawn Elwood	Varsity Volleyball	Young Sook Anderson
Winter	JV Basketball	David Prairie	Varsity Basketball	Andrew Leasure
	Varsity Basketball	Mike Kidd	Cheerleading (TBD)	
Winter	Archery	Matt Wilson	Archery	Matt Wilson
Spring	Baseball	Billy Nutter	Soccer	Brayner Quinones

Little Eagles Sports:

We also offer a program for elementary students to be able to come out and learn the fundamentals of various sports. The goal is to prepare them for playing sports when they get to middle school.

Many times, these are overseen by some of our coaches and players, and they are a good opportunity for the young ones to learn and improve.

Fall: Soccer

Winter: Basketball

Spring: Soccer

SPORTS SEASONS DEFINED:

Fall: Typically, the Fall Varsity teams will begin regular practices in the last week of July or the first week of August. Middle school teams often start a little later.

The Middles School MDCC (Conference) Tournament is around the first or second week of October and that will usually conclude their season.

The Varsity Teams usually play in the MDCC (Conference) Tournament around the middle of October, the MCST (State Tournament) toward the end of October, and potentially the National Tournament in Ohio the last week of October or the first week of November if it is determined that the team will go.

Winter: Typically, regular basketball practices will begin around the first week of November.

The Middles School MDCC (Conference) Tournament is around the first or second week of February and that will usually conclude their season.

The Varsity Teams usually play in the MDCC (Conference) Tournament around the middle of February, the MCST (State Tournament) toward the end of February, and potentially the National Tournament in Ohio the last week of February or the first week of March if it is determined that the team is going.

Archery: Typically, begin with a team meeting in December and practices begin in December on Saturdays. The team competed in the Blizzard Bullseye Tournament (January), The Gene Longshot Tournament (February). The St. Jude Tournament (Early March), The State Tournament (Mid-March), and depending on how they do some go on to the National Tournament in Kentucky which is usually in mid-March. They usually end their season with a fun in-house night in early May.

Cheerleading: Depends on potential interest.

Spring: Typically, regular soccer and baseball practices begin around the first week of March.

The Middles School MDCC (Conference) Tournament is around the first or second week of May and that will usually conclude their season.

The Varsity Teams usually play in the MDCC (Conference) Tournament around the middle of May, and if it works in the school calendar the MCST (State Tournament) toward the Middle of May.

Please note:

Many teams will either hold year-round open practices or practices during the season before their season. It is common to see volleyball teams (MS, JV, or Varsity) have workouts and practices throughout the summer. It is common to have the varsity boys' basketball team, middle school boys' soccer, or varsity boys' soccer team play in a summer league. It is common to have a night of Futsal in our gym throughout the year. It is common to have Varsity girls' soccer practices during the winter. It is common for the Varsity Boys and Varsity girls' Basketball teams to practice year-round. It is common for baseball teams to start throwing and hitting in the winter. It is also common to see the middle school girls' soccer team have random workouts throughout the year.

Summer Camps:

We usually offer summer sports camps for all ages for our sports. These are often run by our coaches or guest coaches that add a new level to our program. Many of our older players also invest in the camps for the younger players.

Information on the camps is usually out in March. We encourage everyone to register for our summer camps and continue developing.

We also encourage our athletes to attend other camps to continue developing in their sport.

ATHLETIC ASSOCIATIONS:

(MDCC) Our teams participate in the Mason Dixon Christian Conference.

(MCST) Our Varsity teams compete in the Maryland Christian School Tournament.

(NASP) We are part of the National Archery in School's Program.

(NACA) Some Varsity teams may attend the Nationals Tournament at the National Association of Christian Athletics in Dayton, TN

(NCSAA) Some Varsity teams may attend the Nationals Tournament at the National Christian School Athletic Association in Cedarville, OH.

TEAM REACH:

There is a Team Reach created for each of our teams. We encourage all players and their parents to join the Team Reach for their sport. Coaches will enter practice, game, and tournament information there.

BEFORE THE FIRST PRACTICE:

Before the first practice all players must:

1. Have a current (Within 365 days) physical on file (See www.heritage-academy.net "Resources", "Medical" to find the form)
2. Must have hair to the HA standard (Color, length, etc.)
3. Must be completely enrolled as a student at Heritage.

INTRODUCTIONS TO HA ATHLETICS

TO THE PARENTS:

This publication is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics, and you have expressed your willingness to permit him or her to participate. By supporting policies that govern school competition for the school and the conduct and training for school athletes. Parents, team members

and coaches can maintain a sports program with positive opportunities and experiences which foster the personal growth of all team members.

We in the athletic department believe that a properly managed sports program helps meet students' need for self-expression, mental alertness, and physical growth. Our obligation is to maintain a sound program to further students' emotional and physical maturity. The staff is committed to providing adequate equipment and facilities, well-trained coaches and fair contests with skilled officials.

Students who enlist in one of our sports programs make choices and commitments to certain responsibilities: self-discipline, self-denial and prescribed training habit. To remain on the squad, all students are expected to comply with the rules of training and conduct, to discipline their minds and bodies for rigorous competition and to recognize the rights of other team members.

Through communicating to you and team members the specific policies necessary for a well-organized sports program, the members of the athletic department ask you to join in a community of support for a sports program. This program is characterized by the willingness of all participants to compromise their mediocrity and distinguish themselves to achieve excellence.

TO THE ATHLETE:

Being a member of HA athletic team is the fulfillment of a goal. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight it takes hard work of many people over many years. As a member of an interscholastic squad of your high school, you have inherited a wonderful tradition: a tradition to win with honor. You are challenged to uphold this tradition and to bring honor to our athletes, our school and our community.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of your school, we assume that you not only understand our traditions but also are willing to assume the responsibilities that go with them.

1. **RESPONSIBILITIES TO YOURSELF:** These important responsibilities are to broaden yourself and to develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your academic studies and your participation in other extracurricular activities, as well as in sports, prepare you for your life as an adult.
2. **RESPONSIBILITIES TO YOUR SCHOOL:** Another responsibility you assume as a team member is to maintain the reputation of your school. Your high school cannot maintain its position as having an outstanding program unless you represent it well. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.
You assume a leadership role when you are on the athletic squad. The student body and citizens of the community know you. You are on stage: the spotlight is on you.

The student body, the immediate community and outlying communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role you can contribute greatly to positive school spirit and community pride. Make HA proud of you and your community proud of your school by representing them through positive performance and high character.

3. **RESPONSIBILITIES TO OTHERS:** When you have met all the training rules, have practiced to the best of your ability every day, and have played the game “all out” you have your self-respect, and your family can be justly proud of you.

The younger students in HA are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

4. **RESPONSIBILITIES TO THE LORD:** Our responsibility to the Lord is only accepted by recognizing His continual presence with each athlete individually.

BIBLICAL STANDARDS

RESPECT

- Respect for authority must always be shown. Nonverbal communication and verbal communication are equally important. Coaches, players, and fans should be respectful at all games, practices, and other athletic events.
- Respect for standards and beliefs of others will be maintained. Whenever possible, respect the differences among fellow Christians so as not to cause offense.
- Respect and proper care for others’ property will be emphasized. Locker rooms of the schools we visit should never be damaged. In case of an inadvertent accident, full reimbursement will be accomplished quickly and graciously. All personnel are expected to clean up before leaving any athletic facilities.

ATTITUDE

- Gripping is a sin and will not be tolerated. Athletes should submit to the authority of the referees. Once an agreement is made to play at a given field or court, no gripping is allowed. If and when an agreement is made and if the event is not canceled with correct and due notice, gripping from a staff member, a player, or a fan will not be tolerated. In the future, a decision may be made not to play at a location or with certain referees or with a certain school.
- Players who do not exhibit a proper Christian attitude will be reprimanded. Disciplinary consequences may include benching, suspension, removal from the team, and/or expulsion.
- Parents and fans who do not exhibit a proper respectful attitude may be asked to leave the event and/or be banned from future events.

CHARACTER

- A player will never be allowed to risk bodily injury to an opponent. Winning is never so important as to do something that would risk injury to another player.
- No coach will ever encourage or teach ways to circumvent, bend, or break the rules.

ATHLETIC GOALS AND OBJECTIVES

OUR GOAL:

The student athlete shall become a more effective citizen in a democratic society and serve the Lord.

OUR SPECIFIC OBJECTIVES- THE STUDENT ATHLETE SHALL LEARN:

1. To work with others – In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
2. To be successful – Society is very competitive. Learning to accept defeat comes by striving to win with earnest dedication and developing a desire to excel.
3. To develop sportsmanship – By accepting defeat with grace and dignity a person learns to treat others as he/she would like to be treated. Though participation in athletics, a student may develop desirable social traits; including emotional control, honesty, cooperation and dependability.
4. To improve – Setting a goal and working to achieve it is characteristic of good citizens. An athlete establishes personal goals to enhance skills and works to meet them.
5. To enjoy athletics – Athletics must enjoy participation, acknowledge all of the personal rewards to be derived from athletics, and give sufficiently of themselves to preserve and improve the school's sports program. Good citizens appreciate the pleasures of their society and nation.
6. To develop – desirable personal health habits: To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop the desire to maintain this level of physical fitness after formal competition has been completed. Fit individuals are better able to contribute to society.

ATHLETIC PROGRAM COSTS, RESPONSIBILITIES, AND NEEDS

ATHLETIC FEE:

The fees to participate in our athletic programs cover officiating, uniforms, equipment purchases, and other related costs.

The fee to participate is \$100 per athlete per sport, with additional siblings in the same family playing the same seasonal sport \$75 per sibling per sport.

CONCESSIONS HELP OR FEE:

The sports fees do not even come close to covering the cost of the sports program. In order to help cover the costs we are dependent on our concessions stand and collecting fees at the gate.

To be successful in concessions and keep the cost down parents are expected to take turns helping in the concessions stand. The number of shifts that a parent is expected to work is based on the number of student athletes that they have playing that season. It is also based on the total number of athletes and the number of games that season. We announce the number of expected shifts before the season starts once we have a schedule worked up.

If a family does not work their needed shifts in the concessions, there is a \$80 fee that is charged.

GATE, SCOREBOARD, AND LIVESTREAM HELP:

We are also in need of volunteers to help collect the money at the gate, to help run the scoreboard, or to help live stream the games. The AD will show you what needs to be done.

Each family (parent or student) takes at least 1 turn (spring/fall) per season or 2 turns per winter season collecting the gate fees or they will be charged a \$25 fee.

Students who help in these areas can receive Service-Learning Hours.

BALL RUNNER HELP:

We are also in need of volunteers to help serve as ball runners for soccer games. The AD will show you what needs to be done.

Students who help in these areas can receive Service-Learning Hours OR they can get \$2 of free items in the concessions stand.

LINE JUDGE HELP:

We are also in need of volunteers to help serve as line judges for volleyball games. The AD will show you what needs to be done.

ADMISSIONS CHARGE:

Please be aware that we charge a gate fee and most other schools do for games and tournaments.

RESPONSIBILITIES

THE ADMINISTRATOR

The administrator will have general local control over all interscholastic athletic relations and athletic contests in which the school participates.

The administrator will help support the athletic program as follows:

- Sanction all contests in which the school participates.
- Exclude any contestant who, because of unacceptable habits or improper conduct, would not represent the school in a becoming manner.
- Exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by his physician.
- Be responsible for the proper treatment of all visitors and officials attending contests conducted by the school. The administrator or a designated officer will be present. The designated officer must have an objective, fair-minded view of our sports program. The school administration is responsible for every action of every employee, player and fan. This designated officer must have sufficient leadership and authority to call down any offending person.
- Require written permission from the parents or legal guardians of students before permitting them to practice for interschool competition.
- Help the nurse to require physical examination by a medical doctor and accident insurance coverage for all athletes. These records will be kept on file for a period of at least three years.
- Aid in budgeting for funding of the athletic program.
- Work with the athletic director to procure coaches for the athletic teams.

THE ATHLETIC DIRECTOR

The athletic director is the executive officer and resource person for the school in the area of athletics. She will attempt to build an athletic program based on sound educational objectives. It is essential for her to cooperate with the administrator of the school. The administrator must always be informed on all athletic activities that affect the school.

The responsibilities of the athletic director are as follows:

- Attend all meetings involving the school in the area of athletics or appoint a representative to act in her stead.
- Attend home games and tournaments in which the school is involved. In conjunction with administration, she may appoint a representative to cover events when not in attendance.
- Follow up with the school nurse on any reported head injuries immediately and again on the following day and update the player's coach the day after an injury of their eligibility. Update the Administrator with all the current information regarding the player's injury.
- Make sure all preliminary arrangements for all home games are completed.
- Arrange for officials to be assigned for athletic contests.
- Arrange for all athletic transportation.
- Help in the procurement of coaches. She will submit to the school administrator a list of coaches and their coaching responsibilities at the beginning of each school year and keep the list updated during the year.
- Follow up with all coaches regarding coaching responsibilities.
- Oversee general coaching.
- In cooperation with the coach, she will plan the schedules for each athletic activity and issue a printed game schedule.
- Schedule practice areas for activities occurring at the same time.
- Aid the administrator in the development of an annual budget for the athletic department.
- Be responsible for all necessary athletic documents. Sign and date them.
- Keep an accurate inventory of all athletic equipment.

- Order new equipment with prior approval of the school administrator.
- File and maintain access to all contracts and all other correspondence pertaining to athletics.
- File a record of proof of age of each candidate for each athletic activity.
- Supply appropriate forms for the physical examination of each candidate for each athletic activity.
- Verify with the school nurse that each athlete who participates in the interscholastic athletic program has a sports physical examination on file.
- Check with the Guidance Counsellor on the scholastic standing of any student before the latter is permitted to play in an inter school game or meet.
- Report to players and coaches a list of any player who is ineligible.
- Submit a list of athletes playing the current sport to the finance office for billing and
- Oversee general player conduct.
- Be responsible for developing and implementing rules and regulations governing the receiving of visiting teams.
- Keep a record of the results of all games and tournaments in which the school is involved.
- Supply each season's results to the yearbook committee.
- Establish, review, and implement a set of operational guidelines in cooperation with the coaching staff.
- With the administration, establish rules governing awards.
- Interpret the conference, state, and national athletic association rules and regulations.
- Supervise the arrangements for cleaning, repairing, and maintaining all uniforms and equipment.
- Stimulate interest in students and adults in the HA Athletic Program.

THE COACH

The coach of an individual sports activity must realize that any sport sponsored by the school is a part of the curriculum offered by the school. Those in charge of such activities must utilize educational principles and educational aims if athletics are to be a worthwhile part of the overall school program.

The responsibilities of a coach are as follows:

- Attend the coach's meeting in August.
- Coaches must be aware of the Concussion Policy as listed below and at the end of this handbook and enforce it. Coaches must report any head injuries to the school nurse and to the Athletic Director **immediately**.
- The school reserves the right to request physician documentation following a concussion or significant head injury before the student may return to physical activities.
- Gather and keep an informational list of players (names, phone numbers, parent phone numbers, email).
- Work at building character and spiritual values in the lives of the student athletes.
- Decide the roster of the team utilizing the eligibility rules of Heritage Academy.
- Take initial action in matters pertaining to coaching and athletic discipline.
- Be responsible for the selection or election of a team captain. All captains must be pre-approved by the Administrator before being announced to the team or the potential captains.
- Be present at each practice session and at all contests of the sport that is coached. This includes supervision at all times of the locker/shower area until the area is secured (both at the opening and closing of each session).
- Coaches must be present after the conclusion of the practice or game until all students have been picked up by parents.
- Submit a team list to the Athletic Director, school nurse, finance office, and administrator for eligibility certification at least one week prior to the first contest.
- Attend athletic meetings when requested to do so.

- Be responsible for verifying with the school nurse that a record of physical examination is in place for each squad member prior to the first practice.
- Submit any parental permission forms to the Athletic Director.
- Be responsible for the distribution and collection of the school's athletic equipment before, during, and immediately after the end of the sport coached.
- Be responsible for all team equipment during the season in which he/she coaches.
- Be responsible for team members at contests when at home or on a road trip. Including vans and buses while in restaurants.
- Promote good sportsmanship throughout the team. The coach who acts inappropriately toward officials during or after games will be suspended or dismissed.
- Ensure opposing team facilities are clean prior to leaving their premises.
- Express gratitude to referees after each game and encourage players to do the same.
- Uphold all policies of the handbook and the player contracts with all students.
- Send all home and away results to the Athletic Director at the conclusion of the game.
- Call in the game scores to the local newspapers for all Varsity games.
- Plan with the Athletic Director for practice games or scrimmages.
- Keep aware of rule changes, trends, and recommendations that affect the sport in which he/she works.
- Inform the Athletic Director of rule changes, trends, and recommendations that will affect games and contests.
- Ensure the proper bus safety is being followed in accordance with school policy.
- Submit an inventory of all athletic equipment pertaining to the sport that is coached at the end of the season along with a list of equipment in need of repair or replacement
- Make sure that the facilities and equipment are safe and that safety procedures are taught and followed in all areas.
- Meet with parents of members of their team at the beginning of each season as required by administration.
- Fill out the grading sheet for all members of the Varsity and JV teams to provide high school P.E. credit.
- Notify players and parents of schedule time or location changes (practices, games, etc.)

THE PARENTS

Parents are encouraged to attend games and athletic events. At HA, the goal is to partner with the parents throughout their children's time at HA.

Parents should follow these guidelines:

- Parents are expected to conduct themselves in a Christ-like manner at all events. Our testimony is more important than winning. Parents should not yell at officials or the other team's coaches, players, or fans.
- It is essential that parents make arrangements for their players to be picked up from practices and games on time. Coaches give a lot of time, and they have families to get home to.
- Parents are expected to support the coaches and allow them to coach.
- Parents are expected to cheer for and encourage all members of the team and refrain from critical comments.
- Outside food or drink is discouraged in the gym or at the fields. We encourage parents to support their HA sports program by purchasing food and drink from our concessions instead of from other restaurants whose money does not benefit you.

- Parents are expected to keep the area around their seats clean whether at home or away.
- Parents who are not officially on the coaching staff should not be attempting to coach their child or other players.
- Parents must be responsible for their younger children. Children should not be running through the building (ours at home or another school when we are away) unsupervised.
- Parents should not approach referees about issues from a game.
- HA reserves the right at any athletic event to eject any fan who conducts himself in a disrespectful fashion that would affect the testimony of our school.
- Parents cannot be posting negative comments towards other schools, fans, kids, players, etc. on social media.

ELIGIBILITY

Administrative regulation regarding eligibility for high school extracurricular areas is divided into three areas: Academic, Conduct, and Attendance. Extracurricular activities include interscholastic sports.

ELIGIBILITY OF ATHLETES

In order for a student to participate on an HA athletic team each athlete must have satisfied all of the scholastic eligibility requirements prior to participation.

These regulations state that all athletes:

1. Cannot receive money or awards for playing.
2. Cannot sign a contract to play professional sports while they still maintain high school eligibility.
3. Cannot be 19 on or before June 30 of the current year.
4. Must pass five courses the previous semester and be currently taking five courses.
5. Must not have more than a total of eight consecutive semesters of eligibility after he/she enters the 9th grade for the first time.
6. Must abide by the school training rules.
7. Must attend a full day of school on the day of and day after a game and must be in school by 8:35 am unless he/she has an administrative excuse or doctor's appointment and provides the school with a doctor's note.
8. Eighth grade students can be eligible for varsity, but it must be approved by the athletic director
9. Must be enrolled as a student at HA or be enrolled under the HA Homeschool umbrella.

ACADEMIC ELIGIBILITY

Rationale

Scholarship and achievement are recognized as essential to a quality educational opportunity and to the success of students. Academic eligibility is intended to serve as a motivational factor for students to be successful learners. A student's first obligation is to perform satisfactorily in the academic setting. Participation in extracurricular activities is a student privilege, not a student right.

Any student who is academically ineligible and participates in an athletic activity will cause his/her team to forfeit that contest and jeopardize the coach's and student's position on the team.

Definitions

- Eligibility – meets criteria to participate
- Ineligible – does not meet criteria to participate
- Marking period – a period of time approximately nine school weeks in length
- Progress report – a formal grade report issued by the school in the middle of each grading period
- Report card – a formal grade report issued by the school at the end of each grading period
- Full-time student – a student enrolled for five or more class periods/day with a minimum of four class periods for credit

Policies

To be considered eligible, all students must be enrolled as full-time students, or as one of the HA Homeschool Program students.

The following will be standards governing the student's ability to participate in the athletic program of the school or hold class or student body government offices:

- Evaluations will be held every 5 weeks to determine eligibility.
- All students participating in athletics or student government must maintain at least a C- (2.0 GPA) average but the student cannot have a D in 2 or more subjects in that 5-week grading period. They cannot have an F in any subject.
- Students who fall below the overall C- grade level at the 5-week point while participating in a sport or class office will be dropped from the team or class position for a two-week grace period. At the end of the two weeks, grades will be checked again. If the student is still ineligible, the student will remain ineligible until the next 5-week evaluation.
- A student who is unprepared for class three times during a grading period will become ineligible. Students will not be allowed to practice or attend games until the work is completed.
- Students who fail a subject must immediately see the teacher for help in the failing subject in order to return to the team or class office at the next eligibility check.
- Parents may voluntarily remove a student from a team or student office due to grades.
- Students may also be considered ineligible for disciplinary reasons regardless of academic standing.
- Students who are ineligible may not practice with the team, sit with the team during a game, or go with the team on an away game. If the student is not able to play due to discipline, a coach may require the player to be in dress clothes and sit with the team.
- Students with an incomplete grade at the time of the 5-week evaluation are considered ineligible unless extenuating circumstances have occurred, and administration has approved an exception.
- Students who are ineligible at the start of a sports season may be allowed to attend the one-week tryouts and then will continue to be ineligible.
- Students with a failing final average for a class will be ineligible at the beginning of the fall sports season. They will be allowed to practice until the first day of school. Those students' grades will be checked after three weeks, and eligibility will be re-determined.
- Ineligible students may be given permission from the administrator to practice over the summer or over Christmas break.
- Under certain situations, eligibility status may be determined by the administrator, who may override eligibility requirements in certain extenuating circumstances.
- Academic ineligibility begins the following week after the reports come out. For example: reports come out on Fridays, so ineligibility begins on the first Monday after the report; therefore, students are permitted to play on Friday and Saturday.

Students who are athletes or non-athletes may not participate in the following when they are academically ineligible (Failure to comply will result in further discipline):

- Students **may not** participate in fine arts programs outside of academics that would require the student to travel from Heritage or represent Heritage at a fine arts program.
- Students **may not** participate after school in drama or choir unless it is for a grade. Teachers will need to assign understudies for students who could be ineligible.
- Students **may not** participate in athletic games or practice until they are eligible again.
- Students **may not** miss any academic class in which they receive a poor grade.
- Under the direction of their parents, students may watch sporting events at Heritage but **may not** stay after school without a parent being present.

Students **may** attend co-curricular activities with a class or team if it is an academic setting. (Example: educational field trips, retreat, etc.)

Any discrepancies for students below a 2.0 GPA at report card time will be calculated by hand.

Restrictions

- A student may not travel with a group/team for any extracurricular activity.
- A student may not practice with a group/team for any extracurricular activity until the distribution of a progress report/report card which meets eligibility requirements.
- A student may not participate in tryouts for more than a week.

Students are academically restricted if:

- They have a grade of “D” in any one class at any Progress Report or Report Card.
- Students **may not** miss a class in which they have a ‘D’ grade for any reason.
- Students who are on academic restrictions **may** go on field trips, or participate in other school activities, but they may not miss the class in which they have a ‘D’ grade for athletics or extracurricular events.

Student Athletes are students first and athletes second!

If a student needs to miss practice or be late to practice meeting with a teacher for academic reasons, let them and do not hold it against them.

Procedures

The Guidance Counsellor will:

- Run a report of those students who are academically ineligible or who have an incomplete and will make the Athletic Director aware of the list.
- She will also inform the teachers of any ineligible or restricted students.

The Athletic Director will:

- Determine the enrollment status during the grading period in which a student is participating in the extracurricular activity.

- Receive from the Guidance Counsellor the overall grade earned by students as outlined in the eligibility policies at each marking period (Progress Report or Report Card) evaluation.
- Inform the coaches, parents, and players of those on the “Ineligible List”.
- Be aware from the Guidance Counselor of the status of students who have received incompletes after the start of the new grading period.

ATTENDANCE ELIGIBILITY

Rationale

Student attendance is a significant factor in the successful completion of course requirements. While student growth is greatly enhanced through participation in extracurricular activities, student performance and achievement in the classroom are of primary concern.

Regulations

ATTENDANCE FOR PRACTICES, GAMES, AND EXTRACURRICULAR ACTIVITIES

- **In order to play, practice, or attend extracurricular activities, the student must arrive at school before 8:35 a.m. and be present the entire day of a game and the entire day after a game.** Exceptions may be granted by the administrator in cases of a documented medical visit, family event, or other approved reason.

QUITTING:

- One's character is not built by quitting.
- A student may drop off the team anytime within the first three practices. Once a person has decided to become a team player, he/she should not even consider the word “quit.”
- Parents who insist on allowing their student to quit the team without administrative consent automatically make their student ineligible to participate in his/her next chosen sport. Permission to play again will be granted by school authorities.
- Sports fees will not be refunded to parents of players who quit or stop playing for any reason after the first 4 weeks of practice.

PRACTICES/GAMES:

- Players must be at every practice unless they are excused for one of the following reasons: doctor/dental appointment, personal sickness, bereavement, preapproved by the coach.
- If an individual misses practice for an unexcused absence, the coach will use his/her own judgment and discretion regarding playing time (if any) in the next game.
- Missing practice due to serving a detention is regarded as an unexcused absence.
- All players must be on time for practice unless preapproved by the coach to receive academic help.
- Any student with two detentions in a single calendar month may be suspended from the next game.
- A player who serves a one-day school suspension may be suspended from the next two games. A two-day school suspension will mean a loss of four games. A three-day suspension means loss of all extracurricular activities. The player will not be allowed to practice during the duration of games missed.

ATTENDANCE:

Please be sure you read the HA attendance policy in the Parent/Student handbook for the current year to familiarize yourself with the attendance regulations for our school.

- Students **must have a sports physical on file** in the school office prior to participation including tryouts and practices. It must be a physical that is within 365 days.
- In cases where tryouts are held, students must demonstrate to the coach's satisfaction a certain level of skill, hustle, attitude, respect, and cooperation. Decisions of the coaches are final.
- Students must abide by the specific team rules of each individual coach, the player contract, and the Student Handbook.
- The commitment to play on a team includes the commitment to attend all practices and play in all games, including those few that may be held on Saturdays or during a holiday break.
- A student **may not participate or practice in an extracurricular activity unless the student is in school for a full day** (present at least 8:35-3:30) on the day of the activity except in rare occasions if approval is given by the principal due to extenuating circumstances.
- Students are **expected to be in school for a full day (8:35-3:30) on the next school day following the extracurricular activity**. If a student does not attend, he may forfeit his opportunity to participate in the next game.
- Students who participate on sports teams outside of HA are expected to meet the same guidelines as our athletes. That means that they must be present a full day of school (until the approved dismissal time) on the day of a game, and they must be present for a full day on the day after a game. For example: If a student has a weekend game, they are expected to be in school on Monday 8:35-3:30. If players on teams outside of HA are not here the full day, it will be counted as unexcused, and they will be in jeopardy of not being given permission to go to the tournament the next time. HA is an educational institution. We realize that extracurricular activities are important. However, they are "extra-curricular". That means that being in school as much as possible is a high priority and a greater priority than the "extra".
- Exceptions to these attendance requirements for an excused reason (doctor's appointment with a doctor's note) will be determined by the principal. A student is expected to be in school for at least four full class periods to participate that day. Rare exceptions may be granted by the principal.
- Students will participate in all normal school activities during the day of a game. A student not participating in physical education cannot participate in practice or a game that day.
- **Any student serving a detention is ineligible to participate in any games that day; or if there is no game that day, he/she will miss the next game.** Any student who serves a suspension will miss the (entire) next week of practices and games regardless of the day they serve the suspension.
- If an athlete is aware that they will miss a game for academic reasons, please notify the coach at least 24 hours in advance, if possible.

CONDUCT ELIGIBILITY

Rationale

Participation in extracurricular activities provides students with beneficial opportunities for personal growth and achievement. Those students involved in extracurricular activities comprise much of the visible student leadership in a school. Their visibility projects an image of the school to the community. Participants serve as an example to younger students.

Participation in extracurricular activities, public performances, or holding student leadership positions is regarded as a privilege. Students chosen for participation are subject to reasonable rules of conduct and training.

Any student who has been declared conduct ineligible by the administration and participates in a contest/activity will be suspended for the length of time determined by the administration and Athletic Director.

- Players who are posting pictures, language, or comments on any social media that are not acceptable to HA standards will face disciplinary action. If it continues, they may be asked to leave the team.

Disciplinary Regulations

- Students who participate in athletics represent HA in a very visible fashion. This demands that participants always have and maintain a reasonable Christian testimony, and this includes behavior during an athletic event. Outbursts of temper, foul language, or any other unsportsman-like conduct will not be tolerated.
- Any student who does not complete the season due to loss of eligibility will forfeit his/her right to any awards he/she would have otherwise earned during that season.
- Violations of the disciplinary regulations, including rules outlined in the Student/Parent Handbook, player contract or behavior which is disruptive and detrimental to the operation of the school or the extracurricular activity by a participant or a spectator will result in disciplinary action commensurate with the seriousness of the offense and may range from a reprimand to permanent exclusion from the activity.
- Additional training rules and/or other regulations may be required by the Athletic Director, Coach, or advisor with final approval by the school administration.
- Students may be removed from leadership roles such as class officers or team captains for misconduct including violation of disciplinary regulations. These decisions will be made by the administration with the appropriate involvement of the coach or advisor.

ATHLETES AND DISCIPLINE

- Those who play sports at Heritage are held to a higher standard. They are leaders and they are public representatives of Heritage Academy. Playing sports at Heritage is a privilege. The behavior of our athletes must reflect leadership and example that comes with privilege.
- **Any student serving a detention is ineligible to participate in all games that day; or if there is no game that day, he/she will miss the next game.** Any student who serves a suspension will miss the (entire) next week of practices and games regardless of the day they serve the suspension.
- Suspensions for Athletes: Suspensions will be accompanied by an additional penalty for athletes. Athletes in ISS cannot participate in a game or practice that day or for the entire week (5 days). The first suspension will result in a loss of one week. A second suspension will result in a loss of two weeks. A third suspension will result in removal from the school.
- Any athlete who receives 3 detentions during the course of a season may be removed from the team.
- A student who is removed from a team for discipline cannot participate in school practices with any coach/team (whether it is that sport or not).
- An athlete who is given a technical foul or a yellow card or is displaying poor attitude or character that does not match the high standards of a Christian athlete and Heritage Academy will be subject to discipline such as loss of playing time, missing games, or even removal from the team.

CONDUCT EXPECTATIONS AT SPORTS ACTIVITIES AND GAMES

Team members and fans are to conduct themselves in a Christ-honoring fashion at all times by not booing, hissing, name calling or making personal verbal attacks on referees or players. This type of behavior has no place in Christian athletics.

Good sportsmanship should be observed at all games and pep rallies by our student spectators and participants. Courtesy should be shown to opponents' teams and fans as well. Violators might be asked to leave and may face additional discipline.

We will cheer for our team but will not cheer against our opponent or the referees.

STUDENTS ARE TO EXERCISE CARE IN THEIR SPEECH

- Gripping and complaining are not allowed.
- Profanity or forms of it will not be tolerated.
- Dirty or off-color jokes, double meaning remarks, crude language, and slang expressions are not allowed. **Any racial comments will result in major discipline.**
- Mocking, picking on others, or bullying will not be tolerated.
- **Students will not be allowed to talk about hurting someone, joke about hurting someone, or make threats.**
- Discussing inappropriate activities is prohibited.
- Using the Lord's name in vain, including OMG is prohibited.
- Comments about being gay, being stupid, referring to a student or class as dumb, etc. will not be tolerated.
- Comments or actions from things like the Urban Dictionary is prohibited.
- Any form of mean, unkind, condescending, racial, judgmental, etc. language will not be tolerated.

UNSPORTSMANLIKE CONDUCT

Any player or coach with a disqualification or removal from a game due to unsportsmanlike conduct will be prohibited from participating in the next contest.

The behavior of all fans is expected to be Christ-like during all athletic contests. HA reserves the right at any athletic event to eject any fan who conducts himself in a disrespectful fashion that would affect the testimony of our school.

SPORTS PROFESSIONALISM

PLAYERS:

- Every player must have a current physical examination on file at HA before participation in any practice or games.
- Every player must provide evidence of insurance which will cover athletic injuries.
- Emergency phone numbers and medical information must always be present for each player.
- Players will only be eligible for four consecutive years of play upon entering 9th grade.

- Players will only be eligible for three consecutive years of play on middle school teams upon entering 6th grade.
- A student who has reached his 19th birthday on or before June 30 will be ineligible to participate in interscholastic competitions unless an exception is granted by the conference.
- A middle school player is eligible to play middle school as long as they have not reached their 15th birthday prior to June 30 of the school year in question.

OPERATIONAL GUIDELINES

COMPOSITION AND INTERCHANGE OF TEAMS

Junior varsity teams will be composed of 9th to 11th graders only. Exceptions may be allowed with approval of the Administrator and Athletic Director.

A team member may be moved from a junior varsity to varsity team at any time.

In some sports, such as basketball, we may have completely separate JV teams. In other sports, such as soccer, the JV may consist of JV players and those on the Varsity who do not get a lot of playing time.

Cuts will be made, when necessary, in order to allow for the best development of all who are involved. If a team is too large, or of a player is not ready to play at that level, it can hold back the development of the team.

SURVEILLANCE

Please be aware that for the sake of security, we do have cameras throughout the building, in the gym, on the exterior of the building, on the parking lots, and on the fields.

DRESS CODE

All student athletes must be in dress code. Shirts must be worn to all practices and games. All student athletes must follow the hair policy and athletic events policy as noted in the Parent/Student Handbook.

Dress Code for Practices

Practice dress code applies to coaches and athletes alike:

- Shorts
 - a. Shorts must be 4" above the top of the kneecap (when standing) or longer.
 - b. Shorts must not be tight (must be able to pinch an inch of material) and cannot be rolled up.
Rolling shorts is a deliberate choice to go against the rules; therefore, discipline will be given for shorts that are rolled.
- Modest, loose-fitting T-shirt
 - Boys must also keep their shirts on
 - The content on all shirts must be school appropriate
- Proper footwear for the sport

Dress Code for Games

Fall Boys Soccer teams wear a pair of blue socks and a pair of white socks depending on if they are home or away. These will need to be purchased by the players.

Spring Girls Soccer teams wear a pair of red socks and a pair of white socks depending on if they are home or away. These will need to be purchased by the players.

Soccer players are responsible for having and wearing proper fitting (age appropriate) shin guards and spikes.

For all sports, jerseys are to be kept tucked in and not sloppy looking.

Shorts (boys or girls) must be 4" above the top of the kneecap (when standing) or longer. Shorts must not be tight (must be able to pinch an inch of material) and cannot be rolled up.

Rolling shorts is a deliberate choice to go against the rules; therefore, discipline will be given for shorts that are rolled.

Please take care to make sure the uniforms are washed and taken care of so that we can keep our team looking nice.

School Dress on Game Days

Some coaches may expect specific game day attire. Exp: Varsity Boys Basketball wear a nice shirt and tie, etc.

These recommendations will be similar to the code for dress-up days.

Dress Code for Athletic Events

1. Students attending athletic events, either home or away, may wear proper fitting, school standard casual dress, jeans, warm-up pants, sweats, athletic wear, and modest length shorts. Shorts must be 4" above the top of the kneecap (when standing) or longer are appropriate for those students staying after school for practices or games. Pajamas cannot be worn (unless that was a theme for the day as a Spirit Day) and Yoga Pants, Spandex, Jeggings, etc. or tank tops that are not the team jersey cannot be worn.
2. Heritage Academy or Eagles spirit wear or red, white, and blue colors is preferred but not required. If you go to an Orioles game, wouldn't you wear Orioles gear or orange and black? Show your school spirit!
3. Skinny jeans, tight shorts, short shorts, jeggings, leggings, and yoga pants, etc. must not be worn.
4. It is our desire that our fans and teams are classy and look sharp. Therefore, if a student's dress is immodest or inappropriate, notice will be given the next school day. Further disciplinary action may occur for continued infractions. If a student's dress is immodest or inappropriate, the student may be sent home.
5. No items can have holes or rips in them. They must not be too baggy or tight fitting.
6. We ask that our parents and fans also follow this dress code because they are representing Heritage Academy.

UNIFORMS

Students are expected to maintain proper care of their athletic uniforms. The coaches will specify when uniforms may be worn. No undergarments will be exposed under school uniforms. Shirts are to be tucked in before, during, and after games. At the conclusion of the season, all uniforms are to be washed and returned to the coach or athletic director.

Be aware that shirts that are worn under the uniform usually have to be the same color as the jersey.

HEADPHONE POLICY

Students cannot have EarPods or other listening devices at school. This includes Before Care, the school day, or After Care. EarPods can be used during after-school athletic events. Games and other electronic devices should not be used during the school day.

CELL PHONE POLICY FOR GAMES

Athletes attending away games will need to pick up their cell phone from the homeroom classroom during the break between classes just prior to dismissal (i.e. if game dismissal is during seventh period, the student should pick up their phone at the break between 6th and 7th periods). The phones will need to remain powered off and kept in a backpack or locker. If an athlete has picked up his/her cellphone for early dismissal and is caught with the cell phone on and/or out of the backpack or locker during school hours, they will have it confiscated. The first offense, a parent may be allowed to pick it up, if the problem is repeated then it may remain in the office to be picked up at the end of the day on the last day of either semester. The school is not responsible for the unused service plan. This policy will be enforced at the administrator's discretion.

The school is not responsible for any lost, damaged, missing or stolen phones. The school will do what it can to prevent this and will also do what it can to try to help locate the phone but is not responsible for it.

At no time may a student disturb a class to retrieve their cell phone.

Students may have cell phones on the bus/vans for athletic events to communicate with their parents/guardians but should not be used for any other purpose without the coach's permission.

P.E. CREDIT/GRADES

Students will be allowed to earn a maximum total of one (1) credit for P.E. during their four high school years through participation in HA team sports. Even if a player plays all three sports during all four years, only one (1) PE credit will be earned from a sports credit. Sports credit accumulations are explained below:

- A student who plays all three sports in a year can receive one (1) full credit (one time in their high school career).
- A student who plays both fall and spring sports in a year can receive half credit.
- A student who plays basketball (winter sport) can receive half credit.
- Nothing less than half credit is given, so a student would need to play at least the fall and spring seasons or the winter season to meet the required number of hours to earn half credit.

The grades will be given by the coaches of the sport played at the end of each quarter. Previous years' grades will stand as they have been recorded.

LOCKER ROOM CONDITION

The locker room is a reflection of your team and your school. As athletes it is your responsibility to make sure that it is kept clean and presentable.

Be sure that all of your clothes are picked up and put in a locker and are not left on the floor or the bench. Be sure they are not left in the lockers.

Be sure all trash is picked up and thrown in the trash cans. That is not just your trash, but any trash that you see.

Take care of the lockers and treat them with respect!

Make sure the shower and bathroom areas are clean too. Don't just leave paper towels sitting on the floor. When you see other students messing around in the restroom/locker room and making a mess, make them stop.

Visiting teams usually use our locker rooms. Be sure that all of your stuff is out of there 45 minutes before the first game.

TRAVEL

Each team is a team of Heritage Academy. Team spirit must be maintained throughout the season.

When traveling to away games if we can get a bus driver, all students are encouraged to ride together. No student may drive or ride with parents unless prior approval is obtained from both (the parent of the driver and the parent of the rider) parents.

When returning from away games, HA strongly recommends that the team returns together. Win or lose, the bus trip (if we take a bus) is a great time for the students. Prior permission from the administration or a coach must be obtained if a player is not returning in the team vehicle.

All students are responsible for making sure that they buckle their seat belts on a van. Students must remain seated with their back against the seat and facing forward.

HA students must keep in mind that they represent Christ, their family, and Heritage Academy on the road, in a restaurant, and on the court/playing field.

Only coaches, team members, managers, and cheerleaders will be allowed to ride on the team bus. Exceptions may only be made by the Administrator or the Athletic Director.

Private Transportation:

When we are not able to obtain a bus driver, we need to carpool to and from games. Athletes may ride home from events with their parents/guardians. The parent/guardian must tell the coach or sponsor in person when they are leaving.

A student cannot ride to or from an athletic event with anyone other than the official team transportation (arranged carpool) without written notice being given to the coach ahead of time. Exp: Can I go home with so and so on the team? Not without written communication from their parents.

Bus Transportation Information:

1. The athletic director will work in conjunction with the bus transportation parties to schedule athletic trips on buses when possible.
2. The driver of any school bus must have the appropriate commercial driver's license before operating and will need to be added to the school insurance.
3. The team coach is responsible for maintaining discipline on the bus. Cares should be taken to ensure that the driver is not distracted by passenger behavior.
4. The entrance door, emergency exit door, and bus aisles are to be kept clear at all times.
5. Passengers are to remain seated while bus is in motion.
6. Smoking or use of tobacco in any form is prohibited on school buses at all times.
7. Girls will sit in front of the bus and boys in the back on mixed gender trips.
8. The driver of a school bus or van must wear a seat belt while transporting students.
9. Pupils riding in school bus and vans equipped with seat belts must wear them while the bus is in motion.

USE OF OPPONENTS FACILITIES

Team members must be aware that there must be appropriate conduct when using the dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure and make sure that it is left in better condition than we found it. We are guests and should act appropriately.

Team members and fans should also take care to make sure that the bench areas are clean and the bleachers where we were sitting. Even if it is not our trash it will be a reflection of our school and we want to leave it the way that we should.

EARLY DISMISSAL

The AD will announce the time that teams are dismissed for away games.

If a parent is going to the game and they plan to take a sibling that is not on the team, they need to follow the following protocol:

1. A note or an email must be sent to freisberg@heritage-academy.net by 9:30 AM on the day of the game (early dismissal) so that teachers are aware and are prepared for the dismissal without additional disruption to the class.
2. We will have the student ready for you when you arrive.

Please do not call for an early dismissal. There is a lot going on in the office, especially in the afternoon of an early dismissal. We need the notice in writing and in the morning, so we have time to prepare.

THE PURPOSE OF OUR PROGRAMS AT EACH LEVEL

ELEMENTARY (LITTLE EAGLES)

The goal is to get students out and learn about sports while they are young. They should not wait till middle school to be exposed to a sport for the first time. MS, JV, and varsity coaches are encouraged to help develop their future players by helping the little eagles when possible or by encouraging their players to come out and help.

MIDDLE SCHOOL

The purpose of the middle school program is to develop players and prepare them to play for varsity. Coaches should strive to get each player an opportunity in each practice and each regular season game as often as possible. When it is tournaments time, that is a little different. In those games, if a coach can play the bench they should. However, in the tournaments we compete, and it may be that some may not play or will play less than they normally did in the regular season. We do not want to develop just a few players. The goal will be to try to get each player to their full individual potential. Players may have injuries, or they may not return to HA. We want to have the rest of the team ready to step in and contribute. Fundamentals must be the most important part of every practice throughout the season. We need to teach players and not just assume that they already know.

JV

The purpose in the JV programs is to develop players for varsity. JV is intended for those players who are not quite ready for varsity or who may be on varsity but are on the bench and do not get enough playing time to fully develop.

VARSITY

The goal of the varsity programs is to be competitive, to develop players for the next level, to develop players to be ready to contribute at the varsity level. Playing time on varsity is not a matter of everyone must play. The best players play. However, a wise coach will use his other players appropriately to develop them for when they are needed.

The varsity athletic program at HA encourages each team and school to represent itself at the highest possible standard at every level of competition.

The varsity athletic program is intended to provide those students possessing a high degree of skill and talent in sports the opportunity to perform in the sport of their choice.

The varsity athletic program is seen as not only a program benefiting a specific group of athletes, but as a program which also provides an opportunity for all students to enjoy athletics as spectators as well as participants. It is through the athletic program that much of a school's spirit is generated.

Information for College Bound Student-Athletes and Their Parents

Selecting a college and making career plans are two of the most important decisions to be made by high school student athletes and their parents. The student athlete and his/her parents must coordinate the efforts, assert themselves, and work primarily on their own behalf,

Since 1994-95, students must go through the NCAA Clearinghouse. Applications for this process are located in the school office.

The athletic director, coaches and administration will be willing to assist interested students and may offer valuable suggestions for parents and the student athlete. Upon request they may provide transcripts, schedules, letters of recommendations and game footage.

Coaches may advise students to take the following steps:

- Develop a list of prospective schools with help of administration, coaches and athletic directors. Consideration should be given to academic achievement and athletic ability.
- Take the required standardized tests—P.S.A.T., S.A.T, and/or ACT
- Begin to refine the list of schools that interest you.
- Update an athletic resume.
- Have a coach thoroughly evaluate athletic ability and hopefully recommend an appropriate level of competition.
- Contact college coaches to express an interest in their school and the athletic program. Include an athletic resume and any pertinent information.
- Be prompt in response to college questionnaires or other similar requests.
- Request that letters of recommendation be written by your coach.
- Ask athletic director or main office for a copy of the booklet “NCAA Guide for the College-Bound Student Athlete.
- Become Familiar with the rules and regulations governing recruiting eligibility and financial aid.
- Before a student can participate in athletics his/her freshman year at an NCAA Division I or II College, academic requirements must be met. These initial Eligibility Standards relate to athletics only and have no bearing on admission to college. Extensive research has shown that the best predictor for academic preparedness and for college success is a combination of test scores and grade-point average in core courses which prepare a student for college-level academic challenges.
- Student athletes must register with the NCAA Initial-Eligibility Clearinghouse Counselors recommend that the student register early in the senior year. The forms and instruction books are available in the office. A student completed the form, obtained a parent/guardian signature, attached a check for the clearinghouse fee, and submitted the form to the office. The student’s transcript is attached, and the form is mailed to the Clearing house, which evaluates the information to determine the student’s eligibility.
- The Athletic Director and principal have a copy of the school’s NCAA Approved Core Courses.
- The Freshman-Eligibility Standards for Division I and II are list on the following page.

Effective Discipline and Discipleship... God’s Way

These principles are gleaned from Dr. Robert A. Rohm of Personality Insights

ADDITIONAL SPORTS SEASON ACTIVITIES

SENIOR NIGHTS:

At the conclusion of each season, we like to recognize our Seniors and their parents. This is typically done at the last regular season home game of the season.

HOMECOMING:

Towards the end of January each year we have our Homecoming games. Each of our high school (Grades 9-12) classes will have a boy and a girl to represent their class on the homecoming court. The senior class will typically have 3 boys and 3 girls to represent their class. Students on the homecoming court are nominated by the staff and then voted on by their class.

On that evening the Homecoming King and Queen from the year before will come back and will crown the new King and Queen. The King and Queen are voted on by the entire school K4-12th grade students and staff).

RED OUT, BLUE OUT, WHITE OUT, OR PINK OUT:

From time to time, the Administrator will encourage everyone to show their school spirit by wearing as much of a particular color as possible. On these days, face paint and temporary hair color are allowed.

RECOGNITION/AWARDS

At the conclusion of each season, each coach should set a date for the team and parents to have a team party, recognize the accomplishments of the year, and recognize each player. Certificates can be given. Other awards may also be given. It is encouraged to try to combine when possible. Exp: Fall Varsity and JV Volleyball and Soccer or MS and Varsity Soccer, etc.

CONCUSSION PROTOCOL

Heritage Academy Athletic Staff Concussion Protocol

Policy

Student-athletes with a suspected concussion or mTBI (mild traumatic brain injury) should be seen by the school nurse or other medical professional for a medical evaluation. Parents will be notified in a timely manner of their student-athlete's suspected head injury and the results of any assessments. **Student-athletes suspected of having or exhibiting symptoms of a concussion or mTBI after a medical evaluation cannot return to physical activity, gym, or sports practices/games the same day of injury.**

Recognize:

What is a concussion?

“A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells. These changes in the brain lead to symptoms that may affect how a child thinks, learns, feels, acts, and sleeps.” CDC/gov/HEADSUP

Some signs and symptoms of concussion are immediately present, but others may develop over time. Keeping a watchful eye for changes in behavior and feelings, even after being cleared, is an important part of caring for students-athletes.

A student-athlete should be evaluated by the school nurse or other medical professional trained in concussion safety if any coaching staff observe or suspect that a student-athlete has:

- 1. had a forceful blow to the head or body with rapid movement of the head**

AND

- 2. any signs or symptoms of a concussion or mTBI**

Signs & Symptoms of concussion or mTBI:

Signs observed by athletic staff that differ from baseline -

Appears dazed or stunned

Confused about what happened

Answers questions slowly

Repeats questions

Amnesia of events BEFORE the hit or fall

Amnesia of events AFTER the hit or fall

Behavior or personality changes

Loss of consciousness (even brief)

Forgets class assignments or schedules

Symptoms reported by the student-athlete:

Physical symptoms -

Headache, “pressure” in the head	Nausea or vomiting
Balance problems, dizziness	Fatigue or feeling tired
Blurry or double vision	Sensitivity to light or noise
Numbness or tingling	“I don’t feel right.”

Thinking/Remembering -

Difficulty thinking clearly	Difficulty concentrating/remembering
Feeling more slowed down than usual	Feeling sluggish, hazy, foggy, or groggy

Emotional -

Irritable	Sad
More emotional than usual	Nervous

Sleep (assess only if injury has occurred on a prior day) -

Feels drowsy	Has trouble falling asleep
Sleeps less than usual	Sleeps more than usual

The following situations are **emergent** and require calling 911 immediately or transporting a student-athlete for emergency treatment if emergency services are not available:

Skull deformity/suspected fracture	Seizures or convulsions
Loss of consciousness (even brief)	Slurred speech or inability to talk
One pupil is larger than another	Worsening headache
Drowsiness, cannot be awakened	Weakness, numbness, loss of coordination
Repeated vomiting/nausea worsening	Amnesia, doesn't recognize people or place
Increased confusion, restlessness, agitation	Unusual behavior from baseline

If the student athlete is not showing the emergent signs above, staff should bring or send accompanied students to the Health Office with communication (call, walkie, text/email, pass).

Student athletes with a suspected head injury should not be alone or arrive at the Health Office without communication.

Procedure

Suspected or witnessed head injury

During the school day	After school (practice or game)
Student is evaluated by school nurse	Student pulled from practice/game immediately
Nurse notifies parent/guardian	Coach evaluates student-athlete
Nurse gives concussion checklist to parents	Coach notifies parent/guardian
Nurse notifies admin/AD/coach as needed	Coach notifies AD
	Coach/AD notifies admin/nurse



Student is evaluated for a concussion by a healthcare provider
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School nurse follows up with parents/student upon return to school with documentation.



Concussion Diagnosis	No Concussion Diagnosis
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School nurse immediately notifies AD/Coach, and physical education staff. School nurse notifies guidance, teachers, and administration of academic accommodations needed. Student-athlete is symptom-free and reevaluated by health care provider. Medical clearance form is completed and returned to the nurse. Nurse distributes copies of medical clearance forms to the AD. Coach/AD implement RTP program.	Student-athlete has no concussion symptoms Cleared	Student-athlete has concussion symptoms (reported by teachers, AD, other staff) Not Cleared Parent is notified. Student-athlete unable to play due to signs and symptoms of concussion. School nurse immediately notifies AD, Coach, and PE staff Reevaluation by HCP required.
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Return to School (RTS):

Returning to school after a concussion requires a team effort between school staff, parents, student, and the healthcare provider. Students may return to school 1-3 days after a concussion with healthcare provider approval. Students may still exhibit mild concussion symptoms. Per

healthcare provider orders, students may gradually participate in academic activities that no more than mildly exacerbate these concussion symptoms. The school nurse will check in at least daily with the teacher and student who is on a return to school plan and communicate results with parents daily. **Students must complete a return to school (RTS) plan and be completely symptom-free before starting a return to play (RTP) plan.**

After a concussion, students may need a brief period of time with the following classroom accommodations as ordered by their healthcare provider. These accommodations should be individualized and assessed frequently for efficacy. Concussion recovery accommodations can include:

Take rest breaks as needed

Spend fewer hours at school

Given more time to take tests/complete assignments

Receive help with schoolwork

Reduce time spent on the computer, reading, or writing

Continued or increased concussion symptoms beyond 2-4 weeks post-injury will be communicated to parents and to the healthcare provider for specialist referral.

Concussion diagnosis from a healthcare provider:

School nurse notifies admin, teacher, coach/AD, and physical education staff.

School nurse notifies guidance, teachers, and administration of academic accommodations needed as documented by healthcare provider.

Student is symptom-free and reevaluated by health care provider.

Medical clearance form is completed and returned to the nurse.

Nurse distributes copies of medical clearance forms to the AD.

Coach/AD implement return to play (RTP) program.

No concussion diagnosis from a healthcare provider:

Student has no concussion symptoms.

Student has concussion symptoms (reported by teachers, AD, other staff).

Cleared

Not Cleared

Parent is notified.

Student unable to play due to signs and symptoms of concussion.

School nurse immediately notifies admin, teacher, AD/Coach, and PE staff

Reevaluation by HCP required.

What to look for after a suspected concussion or mTBI:

Increased problems paying attention/concentrating

Increased problems remembering or learning new information

Longer time needed to complete tasks or assignments

Difficulty organizing tasks

Inappropriate or impulsive behavior during class

Greater irritability

Less ability to cope with stress

Being more emotional than usual

Students may feel overwhelmed, sad, lonely, impatient, and frustrated during their recovery. School staff should listen and offer encouragement and support. Students recovering from a concussion should not be isolated and should continue to receive emotional support from friends and peers.

Return to Play (RTP):

Returning to play is a medical decision. Student-athletes may begin a *graduated* return to play (RTP) plan when a return to school (RTS) plan has been successfully completed AND the student remains free of concussion symptoms. Another concussion while the brain is still healing or repeated concussions are serious and can affect a student's life and future. The RTP plan should be gradual and carefully monitored. Each step should be considered completed at least 24 hours apart. More than one step cannot be completed in the same day to ensure full recovery.

Step 1: Return to non-sports activities, such as school, with healthcare provider approval.

Step 2: Light aerobic exercise

-Goal: to increase the athlete's heart rate

- Activities: slow to medium walking or light stationary cycling

Step 3: Sport-specific exercise

-Goal: add movement

-Activities: running or skating drills; NO activities with risk for contact

Step 4: Non-contact training drills

-Goal: increase exercise, coordination, and thinking

-Activities: harder training drills and progressive resistance training

Step 5: Full-contact practice

-Goal: restore confidence and have coaching staff assess functional skills

-Activities: normal training activities

A licensed HCP clearance is required before Step 6.

Step 6: Return to regular sports activities

Student athletes should be carefully monitored for concussion symptoms after each day's activities, especially when activity is increased. If concussion symptoms return or a new symptom occurs, this is a sign the brain is not ready to return to play. The RTP plan immediately stops. Parents should be notified, and they should notify their student's healthcare provider. After being assessed by the healthcare provider and cleared, the student-athlete may begin the RTP plan at the step *before* symptoms started.

Heritage Academy reserves the right to restrict school attendance and participation in athletics based on a student-athlete's symptoms after a suspected concussion.

Prevent

Before beginning practice for each season for each sport, parents and student-athletes should be given a concussion fact sheet to sign and return to coaching staff, AD, or school nurse. Signed forms should be kept on file.

While not all concussions can be prevented, a vast majority can be prevented by maintaining a safe school environment by:

- Keeping stairs and hallways clear of clutter to minimize tripping hazards
- Make sure rugs have a non-slip backing or are secured to the floor
- Checking surfaces on the playground underneath swings and play equipment
- Proper supervision of students, especially during recess, PE, and team sports
- Students should wear the appropriate helmets when bicycling, skateboarding, skating, etc. during school-sponsored activities
- Student-athletes should wear proper head protection during all practices and games and be instructed in safe play procedures by coaching staff

Sources: American Academy of Pediatrics, www.aap.org

Centers for Disease Control and Prevention, www.cdc.gov/HEADSUP

Maryland Public Secondary Schools Athletic Association, www.mpssaa.org

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Heritage Academy Athletics Return to Play (RTP) Plan

The RTP plan should be gradual and carefully monitored. Each step should be considered completed at least 24 hours apart. **More than one step cannot be completed in the same day to ensure full recovery.**

Student's Name: _____ Grade: _____

Coach's Name: _____ Sport: _____

Date of Injury: _____

Step 1: Return to non-sports activities, such as school, with healthcare provider approval.

Date completed: _____ **Signature/Initial:** _____

Comments: _____

Step 2: Light aerobic exercise (slow to medium walking or light stationary cycling)

Date completed: _____ **Signature/Initial:** _____

Comments: _____

Step 3: Sport-specific exercise (running drills; NO activities with risk for contact)

Date completed: _____ **Signature/Initial:** _____

Comments: _____

Step 4: Non-contact training drills (harder training drills and progressive resistance training)

Date completed: _____ **Signature/Initial:** _____

Comments: _____

Step 5: Full-contact practice (normal training activities)

Date completed: _____ **Signature/Initial:** _____

Comments: _____

Licensed HCP clearance is required before Step 6

Return to Play Protocol (Steps 1-5) Completed

(Signature/Date): _____

Cleared for Return to Play (Step 6)

(LHCP Signature/Date): _____

Step 6: Return to regular sports activities

Date completed: _____ **Signature/Initial:** _____

Comments: _____

RETURN COMPLETED FORM TO SCHOOL NURSE AND ATHLETIC DIRECTOR

Student athletes should be carefully monitored for concussion symptoms after each day's activities, especially when activity is increased. If concussion symptoms return or a new symptom occurs, the RTP plan immediately stops. Parents should be notified, and they should notify their student's healthcare provider. After being assessed by the healthcare provider and cleared, students may begin the RTP plan at the step before symptoms started.

Heritage Academy reserves the right to restrict school attendance and participation in athletics based on a student's symptoms after a suspected concussion.



Heritage Academy Concussion Protocol Flowsheet

Suspected or witnessed head injury

During the school day	After school (practice or game)
Student is evaluated by school nurse Nurse notifies parent/guardian Nurse gives concussion checklist to parents Nurse notifies admin/AD/coach as needed	Student pulled from practice/game immediately Coach evaluates student Coach notifies parent/guardian Coach notifies AD Coach/AD notifies admin/nurse



Student is evaluated for a concussion by a healthcare provider



School nurse follows up with parents/student upon return to school with documentation.



Concussion Diagnosis	No Concussion Diagnosis
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School nurse immediately notifies AD/Coach, and physical education staff. School nurse notifies guidance, teachers, and administration of academic accommodations needed. Student is symptom-free and reevaluated by health care provider.	Student has no concussion symptoms Cleared	Student has concussion symptoms (reported by teachers, AD, other staff) Not Cleared Parent is notified. Student unable to
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