

Christian Life School Athletic Department



Parent Student Handbook

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Introduction

This handbook was written for the student-athletes and their parents at Christian Life School in order that athletes and their parents may be better informed of the rules, policies, and procedures of the Athletic Department of Christian Life School.

Regardless of how complete a handbook may be, it cannot anticipate all of the different situations that may occur. It is meant rather as a guide to point out the direction of the Christian Life School Athletic Department; therefore, changes can be made at the discretion of the administration.

Participating as a student-athlete at Christian Life School distinguishes you as an individual with exceptional opportunities. Athletics will offer to you many worthwhile experiences and associations, which non-participants will not have. Interscholastic athletics can be a fun, rewarding, and memorable part of the high school experience. While academics offer the primary source for formal education, athletics can contribute to the total value of that education in many different ways. Building upon the concepts of teamwork, fair play, sportsmanship, and self-esteem, athletics can help to provide for a well-rounded educational experience. Athletic participation is a privilege and not a right. To those who strive to succeed in the classroom comes the privilege to compete outside of it.

The interscholastic (high school) sport experience is much different than the recreational sport experience. Whereas recreational sport philosophy stresses equal participation by all, at the interscholastic level playing time is earned and not guaranteed. Student-athletes earn playing time through good work ethics in practice, skill development, sportsmanship, and overall team attitude.

Philosophy of Athletics

Mission: The athletic programs seek to develop positive sportsmanship, good physical health and school spirit. Christian Life School athletes strive to use these areas along with their individual abilities to glorify God at all times.

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17 (NIV)

Objective: The athletic program’s objective is to stress, within the program, the values of positive, clean athletic competition for boys and girls; to help establish a value system that stresses their relationship with Christ, each other, and their relationship to themselves as it relates to other areas of priority in their lives.

What we believe:

1. That by using our athletic abilities, we will be a living witness for the Lord
2. Through our words and actions, we will glorify God.
3. That the athletic participation coupled with spiritual and intellectual development creates a complete high school experience.
4. At all times student-athletes should be a Christ like testimony.
5. An individual's personal conduct must be as a true Christian on and/ or off the playing surfaces.
6. As student- athletes we are called to be positive campus leaders, willing to be servants at all times.
7. Athletics is a "test- kitchen" for life. Athletics at Christian Life provides an outlet for personal development in all aspects of life. As such, athletics along with academics provides an environment for total personal development.
8. We should always promote and represent Christian Life in a positive, Christ-like fashion.
9. The spirit, the will to win and the will to excel are the things that endure. These qualities are so much more important than the events that occur. – Vince Lombardi

Christian Athletic League

Christian Life School is a member of the Christian Athletic League (CAL). Therefore, at the varsity level we must adhere to all bylaws and regulations set down by the CAL. The bylaws and regulations of the CAL are available in the Athletic Director's office.

Communication Chain of Command

To ensure the resolution of possible disputes in the spirit of Christian love and with the desire to maintain unity, we ask that families communicate within the following chain of command:

1. The student athlete talks directly to the coach, one on one.
2. If the problem is not resolved call the school and request a returned call or a face-to-face meeting with the coach (athlete's attendance is mandatory).
3. If not resolved, the Athletic Director should be consulted.
4. If closure has not been attained, the administrator, as next in the chain of command, should be involved to work to a peaceful resolve.
5. If you feel that your concern has not been addressed to your satisfaction, then the Christian Life Senior Pastor as chairman of the governing Church Board will be involved.

We ask that all concerns be addressed through proper channels before they are discussed with friends or other parents.

Player-Coach Relationship

All too often during athletic events, situations arise where many adults become too involved in the game in progress, professing to know more than the coaches or even the officials in charge. While this expertise may heighten a person's appreciation for a particular sport, it in no way changes the status of the individual as a parent-spectator. You should be there only to observe and enjoy the athletic performance.

The player-coach relationship is perhaps the most critical of all relationships in athletics. Parents can have a very profound effect upon this important and delicate balance. While you as a parent may not agree with all decisions that a coach may make, how and when you express your feelings can have a decided effect upon your child. Expressing a negative opinion in front of your child may cause them to carry your convictions in to the next practice or game. This in turn can lead to a player-coach confrontation. You as a parent have great influence upon this delicate relationship. Please allow the coaches to do the job for which they were hired.

Coaches are expected to be leaders and role models for their players. They are expected to teach, guide, and disciple the players who play for them.

Parent-Coach Relationship

As a parent you obviously want what is best for your child. Allowing the coach to guide and instruct the team is crucial. Again, you are asked to please allow the coaches to do their job.

Should you have any questions or concerns, do not approach the coach immediately after a game or practice. At this time, coaches have other responsibilities and it may be a very emotional moment. Call and make an appointment for a later time and approach this meeting in a calm and logical manner.

Examples of issues appropriate to be discussed with coaches:

1. Ways for your child to improve.
2. Your child's behavior.
3. The treatment of your child mentally and physically.

Examples of issues NOT appropriate to be discussed with coaches:

1. Playing time.
2. Team strategies.
3. Play calling.
4. Other student-athletes.

Parent-Player Relationship

Sometimes parents may try to re-live their own athletic memories through the real life athletic efforts of their children. Being positive and supportive is very important, but adding pressure and unrealistic expectations may be extremely harmful. Allow your children to enjoy and to grow and to take responsibility for their athletic experiences. Encourage your child to give 100% effort and to become a team player.

Relationship With Game Officials

It is often the case that if a game is seemingly leaning toward one side over the other irate fans will infer an unfair advantage given by the officials. The home school does not select the officials. A sports officials association assigns all officials and neither team has a say in which officials are assigned to a given game or contest.

While fans may not agree with all of their calls, please do not harass and taunt game officials. Parents are supposed to be good role models for their children. Remember that officials are in charge of the game and have complete authority to have unruly spectators removed. Many times a given team may see the same officials on several occasions throughout the course of a season. Coaches, athletic directors and school administrators work hard to establish good working relationship with game officials, which can be easily damaged by spectator interference.

So please let the players play, let the coaches coach, let the officials officiate, and let the spectators be positive.

Student Athlete Code of Conduct

To encourage sportsmanship among CLS student athletes a code of conduct has been established for players. All players are expected to read and abide by this code of conduct. The Student Athlete Code of Conduct is below:

I hereby pledge to live up to the Players Code of Conduct by following the listed Code of Ethics:

1. I will do my best at all practices and games.
2. I will listen to my coaches when at practice and at games.
3. I will maintain positive support of my teammates and coaches throughout the season.
4. I will display modesty in victory and graciousness in defeat.
5. I will maintain a responsible attitude toward my health by being aware of and adhering to policies on drugs, alcohol, and tobacco.
6. I will practice good sportsmanship by treating all players, coaches, parents, and officials with respect.
7. I will accept the decisions of contest officials.
8. I will avoid all offensive gestures or language.
9. I will follow the rules of the game.
10. I will show respect for public property and equipment.

Student Eligibility

Students in Grades 9 - 12: Your participation in high school activities is dependent on your eligibility. PROTECT that eligibility by reviewing with your parent(s)/guardian(s) this summary of Christian Athletic League rules which govern your participation. Complete regulations are found in the CAL Official Handbook which is available at each member high school and which is also posted on the CAL Web site: www.c-al.org. Please read this section, and if there is a question about any rule interpretation, CONTACT YOUR SCHOOL PRINCIPAL/ADMINISTRATOR OR ATHLETIC DIRECTOR.

Parents/Guardians: REVIEW the following rules with your son or daughter. Your role in stressing the value of following these rules cannot be overstated.

Checklist for Student Eligibility (If you cannot check all 10 items, see the athletic director);

- ___ 1. Making academic progress toward graduation.
- ___ 2. Will not have turned 19 before September 1st of the current school year.
- ___ 3. Will not play more than four (4) seasons in any sport in grades 9-12.
- ___ 4. Fully enrolled in the school I am playing for or fully meet the League requirements as a home school or coop student.
- ___ 5. Am at least in the 9th grade.
- ___ 6. High school only - Have not dropped out of school or repeated a grade while in high school (grades 9 – 12).
- ___ 7. Have not graduated from college or participated with a college team.
- ___ 8. Have not and will not use or possess tobacco or alcoholic beverages, use, consume, have in possession, buy, sell or give away any other controlled substance, including steroids.
- ___ 9. CLS athletics is my first choice for high school athletics and no other athletic activities outside of CLS will interfere with my commitment to my team.
- ___ 10. I agree to fully cooperate in any investigation honestly and truthfully.

Summary of Eligibility Rules

1. **ACADEMIC** - (Credit Requirement) To be eligible, a student must be making satisfactory progress toward the school's requirement for graduation.
2. **AGE** - A student representing a member school in League activities shall be under 19 years of age prior to September 1st of the school year for which they are participating.
3. **ATTENDANCE** - Students must be attending school and classes regularly. Students who have been dropped because of irregular attendance, extended absence, or suspension from school are not eligible to participate in League sponsored activities.
4. **CREDIT REQUIREMENTS** - Students must be full time students according to their respective state's Department of Education criteria. Students must meet the school's credit requirements for graduation in four years beginning with the student's entry into 9th grade.

5. **ENROLLMENT.** - Only students who are fully enrolled in a school are eligible to be placed on that school's eligibility roster and participate in League activities offered by the school the student attends.

The League does allow home school students to play for member schools in the League at the discretion of the member school. Home school students must be fully home schooled (100%) each year.

The League defines home schooled as:

- a) Taught at home by a parent or legal guardian.
- b) Taught at home by a grandparent or older sibling.
- c) Taught at home, or someone else's home, by another home school parent, provided that it is done under the direction and supervision of the parent.
- d) Taught at a central location for a particular subject by a home school parent.
- e) Correspondence courses are considered to be home school.
- f) Co-ops (where a group of home school parents gather in a central location and each parent teaches a different subject to all the students) are permissible.
- g) PSEO courses are considered to be home school provided the student is enrolled in the college as a home school student or as a student of the League member school they are playing for.

The League does NOT define home schooled as:

- a) College classes taken at a university or college, unless they are PSEO classes as described in paragraph (g) above.
- b) Vocational/technical classes taken outside the home.
- c) Classes taken at a public, private, charter or Christian schools other than the League member school they are playing for.

6. **GRADE LEVEL ELIGIBILITY** — Participants in League sponsored activities are limited to students in grades 7 - 12.
7. **COLLEGE/UNIVERSITY TEAMS** — Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.
8. **GRADUATE** — A student shall not be a graduate of a high school or any secondary school. This includes foreign exchange students and international students.
9. **SEASONS OF PARTICIPATION** — No student may participate in more than four (4) seasons in any sport while enrolled in grades 9-12, semesters 1-8 inclusive.
10. **SEMESTERS IN HIGH SCHOOL** — A student shall not participate in an interscholastic contest after the student's eighth semester in grades 9-12 inclusive. All eight semesters shall be consecutive, beginning in the 9th grade. The attendance of 15 days or more in one semester will count as a semester in administering this standard.
11. **CHEMICAL ELIGIBILITY** - A student shall not at any time, regardless of the quantity:
 - a) Use or consume, have in possession a beverage containing alcohol.
 - b) Use or consume, have in possession tobacco; or
 - c) Use or consume, have in possession, buy, sell or give away any other controlled substance.

Penalty: For substance abuse violations, the member school will impose a penalty commensurate with the infraction.

12. **PROGRAM OF FIRST CHOICE** - A student shall put their CLS team before any other athletic team they participate on outside of CLS.

As student athlete participating in high school athletics the student athlete affirms that:

- They have read, understand the Student Eligibility requirements, which contains only a summary of the eligibility rules of the Christian Athletic League. They understand that a copy of the Official Handbook of the CAL is on file with the school's athletic director and or principal and that They may review it, in its entirety, if They so choose. The Official Handbook and CAL bylaws are also posted on the CAL Web site: www.c-al.org for their review.
- They understand that all eligibility rules apply:
 - Twelve (12) months of the year;
 - Whether they am currently participating or not;
 - Continuously from the first signing of the registration form through the completion of their high school eligibility.
- They must further understand that a member school of the CAL must adhere to all of the rules and regulations that pertain to the League athletic activities a school may sponsor and that local rules may be more stringent, and penalties more severe, than CAL rules.
- They must understand that the Athletic Department's Parent Student Handbook is provided for my benefit and that I am required to read it. The Parent Student Handbook covers grievance resolution, student athlete behavior expectations and responsibilities, and participation requirements all of which I am required to abide by.

The student/parent authorizes the release of documents and other pertinent information by the school in order to determine student eligibility. In addition, the student/parent understands and agrees that public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and CAL activities or events.

Parent Code of Conduct

Since the concept of athletics should be educational in nature, it is important that all parents demonstrate good sportsmanship and serve as role models for our students and athletes. *"Sportsmanship is an overt display of respect for the rules of sport and for all others – players, coaches, officials, and fans"* (National Federation News, March 1995, p. 10). It also involves a commitment to fair play, ethical behavior, and integrity.

To encourage sportsmanship a code of conduct has been established for parents. All parents are expected to read and abide by this code of conduct. The Parent Code of Conduct is below:

As a parent/guardian, I acknowledge that I am a role model. I will remember that school athletics are an extension of the classroom, offering learning experiences for students. I understand the spirit of fair play and good sportsmanship is expected by our school and our league. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent/guardian of a student involved in athletics.

I hereby pledge to live up to the Parents' Code of Conduct by following the listed Code of Ethics:

1. I will provide support, care and encouragement of all players.
2. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game or practice.
3. I will place the emotional, physical and spiritual well being of my child and the other players ahead of any personal desire to win.
4. I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
5. I will remember that that the game is primarily for the benefit of student athletes and not for adults. I will do my very best to make the experience beneficial not only for my child, but for all involved.
6. I will demand a drug, alcohol, and tobacco free sports environment for my child and agree to support the efforts to ensure this.
7. I will avoid sideline coaching which may side track players from their performance.
8. I will stay off the playing area.
9. I will show respect for public property and equipment.
10. I will take part in cheers and avoid all offensive gestures or language.
11. I will have respect for the coach. I understand that there are concerns which, are appropriate to discuss with the coaches which are: treatment of your child mentally and physically, ways to help your child improve, concerns about your child's behavior. I also understand that the issues that are not appropriate to discuss with the coach are: playing time, team strategy, play calling, other student athletes.
12. I will never confront a coach before or after a practice or game but will follow the proper protocol, as outlined in the policies procedures and guidelines manual, to resolve grievances.

Coach's Code of Conduct

The coach is a teacher of skills, a manager of the functions necessary to run a team and is, in the context of the sport, responsible for the social, psychological, and physical development of all players in their care. They are accountable to the players and their families, the school sponsoring the sport and the league they participate in.

I hereby pledge to live up to the Coaches Code of Conduct by following the listed Code of Ethics:

1. I will place the emotional and physical well being of my players ahead of any personal desire to win.
2. I will remember to treat each player with respect as an individual, regardless of ability. In doing so, I will bear in mind the range of emotional and physical development, as well as differing ability levels for players on the same team.
3. I will do my very best to ensure a safe playing environment for my players. In doing so, I will always bear in mind the need to approach all matters in a calm and tactful manner. I know that my example will set the tone for player and fan behavior.

4. I will lead by example, demonstrating fair play and sportsmanship to all players, coaches, officials, and spectators.
5. I will ensure that I am knowledgeable in the rules of the sport that I coach, and that I will teach these rules to my players.
6. I will use those techniques appropriate for each of the skills that I teach and provide instruction, training, and motivation without put-downs and/or the use of abusive language.
7. I will remember that I am a youth coach, and that the game is for young people and not adults. I will also remember that youth sports activities are for the enjoyment of the participants. I will do my best to make the game enjoyable for all participants.
8. I will do my best to ensure playing time for all players based on the playing time policies for the level I am coaching at, while reserving the right to limit playing time based on practice attendance, disciplinary reasons, or other considerations. I understand the instructional and developmental aspects of the sport as well as its competitive goals.
9. I will demand a drug, alcohol, and tobacco free sports environment for my team.
10. I will follow the rules of the sport during the progress of the contest.
11. I will accept the decisions of the contest officials and avoid public criticism of game officials.
12. I will display modesty in victory and graciousness in defeat.
13. I will show respect for public property and equipment.
14. I will avoid all offensive gestures or language.
15. I will teach sportsmanship and reward/acknowledge players that display good sportsmanship.
16. I will do my best to communicate with the parents with respect to schedules, team philosophies, and policies.

Administration of Codes of Conduct

The Christian Athletic League (CAL) and Christian Life School place a high priority on sportsmanship. Coaches, players, and spectators can be ejected from a game for displaying improper conduct.

Penalties for improper conduct can be levied by the CAL and Christian Life School. Such actions may include warning, suspension or termination.

Details for the administration of the codes of conduct are contained in the CAL Handbook.

Responsibilities of the Student Athlete

Athletes are expected to adhere to the following guidelines:

1. Read the Players Code of Conduct contained in this handbook.
2. The team's goals and success should always come before individual interests.
3. Athletes need to be in attendance at all scheduled practices and games, including weekends and holiday breaks. Attendance is mandatory. Lateness will not be tolerated.

4. Student athletes must be willing to abide by their coach's attendance policy. All coaches will have a policy for player attendance at practices and games. Student athletes need to be aware of their coach's attendance requirements and the consequences for violating the coach's attendance policy.
5. Athletes must be receptive to coaching styles.
6. Team members are responsible for all issued uniforms and equipment.
7. Athletes are responsible for the security of all personal items.
8. As a team member an athlete must abide by all team rules.
9. Strive for academic success in order to assure athletic eligibility.
10. Leave school property as soon as possible after games or practices.
11. Home and away games are an extension of CLS activities, therefore, any electronic devices not allowed at school are not allowed on the bus or at games (ipods, Headphones, Boom Boxes, Gameboys, etc.). Cell phones are allowed on the bus but have restricted use.
12. CLS student athletes will do their very best:
 - To obey those who have authority over me for this is right in the sight of God.
 - To accept ALL school and Athletic Department policies with a positive attitude.
 - To refrain from being selfish, irresponsible, demanding, discourteous, irreverent or destructive with my attitudes towards fellow teammates, coaches, officials or teachers and those things that lead to these attitudes.
 - To maintain Christian standards in courtesy, kindness, morality and honesty.
 - To strive for excellence as a student athlete.
13. CLS student athletes will at ALL times:
 - Refrain from the use of drugs, tobacco, and alcohol.
 - Refrain from the use of profanity, offensive slang, vulgarity, and gambling.
 - Not lie, cheat or steal.
14. Take pride in being a student athlete at Christian Life School.

Responsibilities of Parents

Parents are expected to adhere to the following guidelines:

1. Read the Parent Code of Conduct contained in this handbook.
2. If you are a Non-CLS parent you must also read the Participation of Non-CLS Families section contained in this handbook.
3. Understand the game is for the students and not for the adults.
4. Recognize that student participation in athletics is a privilege.
5. Maintain consistent student attendance at practices and games.
6. Ensure that transportation to and from the practices and games has been arranged for and that your child arrives and is picked up in a timely fashion. Parents that are habitually late when picking up their children could be charged After Care rates.
7. Ensure that your child brings something to eat on the bus before a game. When games are played on a weekday (Monday through Thursday) players' should bring something to eat on the bus after the game. When away games are played on a weekend (Friday or Saturday) the team will normally stop to eat after the game.
8. Assure the proper supervision of children during games. Children should not be running the hallways or wandering in the hallways unattended or using the

hallway as a playground for home or away games. For all home games an adult must accompany children in grade 5 and under.

9. Attend parent meetings and read information disseminated by the Athletic Department and coaches. *Parents are responsible for the information provided at parent meetings.*

Responsibilities of the Coach

The general responsibilities that all coaches are expected to adhere to are:

1. Ensure times of prayer with the team at each practice and game.
2. Ensure their team routinely has devotions.
3. Determine the style of play, including offensive and defensive philosophy.
4. Teach, instruct, and oversee all practice sessions.
5. Determine starting lineups and making decisions regarding playing time.
6. Select position players.
7. Establish and enforce team and school rules.
8. Select captains.
9. Coordinate communication with players and parents regarding to games and practices.
10. Provide appropriate supervision at all times (before, during, after all games and practices).
11. Secure all equipment, locker rooms, and appropriate facilities.
12. Present themselves as appropriate role models.
13. Develop team and individual objectives and goals.
14. Foster a healthy atmosphere for athletic competition.
15. Report game results.
16. Lead by example.

Participation of Non-CLS Athletes

The athletic program at Christian Life School is established first and foremost for CLS students, however Christian Life School will open its athletic program to Non-CLS students as long as it is able to. Currently, Non-CLS students consist of home school and other private school students who do not have, as part of their school environment, the organized sport they wish to participate in.

Participation of Non-CLS students in CLS athletics is determined from year-to-year and sport-to-sport. The decision to allow Non-CLS students to participate in CLS athletics will be made by the Christian Life School Administrator and Athletic Director.

Non-CLS families will pay higher participation fees than CLS families. The reason for this is that in addition to a participation fee, CLS families all ready pay several thousand dollars for tuition. Building use and maintenance expenses are also factored into a CLS family's tuition. This expense also needs to be factored into a Non-CLS family's participation fee. The lower fee for CLS families is a benefit of being enrolled at CLS.

In order for Non-CLS student athletes to participate in CLS athletics parents/guardians of Non-CLS students must read and agree to the Non-CLS Parent Contract. The Non-CLS Parent Contract is as follows:

Non-CLS Parent Contract with the Athletic Program of Christian Life School

The purpose of this contract is to ensure that all Non-CLS families are made aware of the terms, conditions, requirements and policies of Christian Life School, the Athletic Program of Christian Life School and the Christian Athletic League in order for Non-CLS families to participate in the Athletic Program of Christian Life School.

As a Non-CLS parent and student participating in the CLS Athletic Program, I understand that:

1. The CLS athletic Program is established first and foremost for CLS students. It is therefore a privilege, not a right, for Non-CLS families to be able to participate in the CLS Athletic Program.
2. Participation in the CLS athletic program can be denied to a family if they are not in "good standing" with Christian Life School. A Non-CLS family is considered to be in good standing when:
 - They are in agreement with and support the policies, procedures, guidelines of Christian Life School and the CLS Athletic Department.
 - They are in agreement with and support the decisions of the CLS leadership.
 - They demonstrate unity with and positive support of the school and the athletic program.
3. Non-CLS families are able to participate in the CLS Athletic Program because:
 - The CAL allows Non-CLS students to play for its member schools at the school's discretion.
 - CLS allows Non-CLS students to participate in its athletic program because it has space, which is limited, for these students.
4. Non-CLS students participating in the CLS athletic program are considered CLS student athletes and are therefore representatives of CLS wherever they are. Therefore my conduct off campus can also affect my eligibility status. They are also under the authority of CLS faculty and staff and subject to CLS standards of conduct, behavior, academics, dress and discipline.
5. Conduct expectations for student athletes and parents are outlined in this handbook. I am expected to read the following sections of this handbook and abide by these guidelines:
 - Student Athlete Code of Conduct.
 - Parent Code of Conduct.
 - Responsibilities of the Student Athlete.
 - Responsibilities of the Parents.
5. The Athletic Department of Christian Life School believes that a consistent message from home, school and church will result in young people with Godly character and values. Therefore, as a participant in the CLS Athletic Program, it

is our understanding that you are actively involved in a local church, which teaches its members to live consistently with Biblical standards.

6. Limitations on roster size or Non-CLS student participation set by league rules or CLS Athletic Department policy may result in tryouts for Non-CLS students. In the event of tryouts the coaches will announce the duration, terms and conditions, which will include a review on athletic ability, academic performance, conduct and overall benefit to the team.
7. As a CLS student athlete a high level of commitment to the team is expected of me. Unless I have a valid excuse, which is determined by the coach, I will attend all practices, games, official team activities and season ending CAL tournaments. Not being able to attend season ending CAL tournaments makes me ineligible for participation at the varsity level.
8. As a CLS student athlete I must maintain academic standards to be eligible to participate in CLS athletics and will report my grades on regularly scheduled dates, to be established, to the Athletic Director. CLS Academic standards are outlined in this handbook.

Registration Checklist

All student athletes who plan on participating in Christian Life School athletics must complete the registration information and return the forms to the CLS office. These forms must be completed before the first day of practice, as student athletes must be completely registered before they will be allowed to practice or participate in any way. The registration information contains a summary of the general athletic rules that students and parents should understand. Complete eligibility requirements are found in the CAL Official Handbook. If there is a question about any rule interpretation, please contact the Athletic Director. Below is a description of everything that needs to be turned in prior to participation in CLS athletics:

1. Attend the mandatory parent student meeting, usually held at the beginning of each sport season.
2. Obtain and read the Student & Parent Athletic Handbook.
3. Submit a completed Registration Form.
4. Turn in Payment Form along with fees and deposits. **No athlete will be able to practice or compete for his/her team without completing steps 1, 2, 3, and 4.**

All of the forms mentioned above are available in the school office or the school website at <http://www.christianlifeschool.org> and going into the Athletic > Registration Process and Forms links

Athletic Scholarships

Families of student athletes with a financial need may request an athletic scholarship. Athletic scholarships must be applied for in writing and submitted to the Athletic Director. More information on athletic scholarships is contained in the *Athletic Department Handbook in section 3.1 Assessment of Fees*.

Refund Policy

A parent may request and receive a full refund of all fees paid prior to the fifth day of scheduled practices provided the student was signed up before the first day of practice. After the fourth day of practice no refunds, full or partial, will be allowed without authorization from the Athletic Director. Refunds, full or partial, will not be made in instances where a student athlete will no longer participate on a sports team due to disciplinary or academic issues, a student athlete of their own volition quits, a student athlete is injured while participating in athletic activities or other activities outside of athletic events, or a parent/guardian withdraws a student athlete from a sports team without valid cause.

Practice Sessions

Unless otherwise specified by the coach, all practice sessions are considered closed to spectators. Practice sessions are the equivalent of a teacher's classroom and there is real instruction taking place. Interference and interruptions to an athlete's concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in an academic classroom. Coaching should not be compromised.

Practice times and sites vary through out the season depending on the availability of CLS and off-site practice facilities. Practice schedules can be found on the school website at christianlifeschool.org and clicking on the [Athletics](#) > [Athletics Activities Calendar](#) links. Directions to practice sites are available on the school website at christianlifeschool.org and clicking on the [Athletics](#) > [Maps](#) links.

Student athletes and their parents must arrange transportation to and from off-site practices. Parents should ensure that a coach is present and should not leave their children unsupervised at off-site practices.

Games

Home Games. Unless otherwise specified home games will be played at CLS facilities. The doors to the gym will be opened 30 minutes prior to the start of the first event of the evening. Student fans should not be waiting around after school for games to start. Student athletes must be under the supervision of their coach.

Please stay off the court/field before, between and during athletic contests. The athletic equipment is for use by the participating athletes only and is not to be used by any spectator or fan for their own entertainment purposes before, during or after an athletic event.

Away Games. Departure times for away games are on the school website or will be communicated by your coach. The departure site, unless otherwise specified by the coach, will be Christian Life School. Directions to away games are available on the school website at christianlifeschool.org and clicking on the [Athletics](#) > [Maps](#) links.

Early Dismissal and Departure Times

For many athletic events students must be dismissed from school before normal dismissal times. Early dismissal from classes for athletic reasons does not release student athletes from class work responsibilities. Each athlete must make arrangements for getting assignments, taking missed quizzes or tests, or handing in homework.

CLS student athletes will be dismissed from their class 10 minutes prior to bus departure. Non-CLS student athletes can wait in the hallway by the south entrance and should not be in the school any earlier than 10 minutes prior to bus departure. Students waiting for bus departure must stay in the south entrance hallway and not wander around the school.

See the sections on *Academic Eligibility and Disciplinary Eligibility* for restrictions on student early dismissal.

Transportation

For varsity away games the CLS bus will be used for transportation. When the bus is being used athletes must travel as a team to away games on the CLS bus. Once a game is over athletes are expected to return to CLS as a team on the CLS bus. The only exception to this rule is if parents wish to take their own child home with them. Arrangements should be made in advance if a parent will be transporting someone else's child. The coach should receive notice, in advance, from the other parents.

Special circumstances that would require a student athlete to not ride the bus to an away game has to be prearranged with the coach. In the event that the student has to drive to a game they must have written parental permission to do so. The coach must receive permission letters at least 24 hours in advance of the away game.

For some JV games and all JH and elementary games car pools will be used. Let your coach know if you are available to provide transportation for your team's car pool.

After School Supervision

Students are not allowed to remain after school unsupervised between school dismissal and the start of a home game, the departure for an away game or the start of practice. Students must leave the building and return when their coach is present, go to CLS After Care (will be charged a fee for this), or stay with CLS staff or faculty with prior approval.

Dress Code

CLS student athletes that are participating in an athletic contest on any given night are expected to abide by the Athletic Department dress code and be in approved clothing before and after their athletic contest for as long as they chose to be at their game site.

Approved clothing for student athletes is the school's standardized dress or an approved travel suit. During baseball and softball the team uniforms can be worn. Casual clothing worn on "Spirit Days" is not approved clothing for athletic contests.

Students must abide by the following guidelines for wearing other clothing with the travel suit:

1. The game uniform may be worn under the travel suit.
2. An Athletic Director approved team t-shirt and an appropriate pair of shorts may be worn under the travel suit. If a team chooses to purchase its own t-shirt, the t-shirt must consist of school colors and meet the other requirements for modest dress.
3. A plain white t-shirt (nothing printed on the t-shirt) and an appropriate pair of shorts may be worn under the travel suit.
4. Coaches will avoid too much variety in regard to the type of shirt being worn under the travel suit. The goal is to have all of the players looking the same.
5. Must always wear the pants.
6. Tops can be taken off if the player is wearing an approved team t-shirt. Otherwise the top must stay on but can be unzipped.
7. Uniforms or t-shirts must be tucked in.
8. Except for soccer the travel suit is not to be worn as a game warm up.
9. Do not mix and match. Do not mix school standardized dress with the travel suit.
10. If you lose the top or bottom of your travel suit you cannot use a look alike as a replacement. Until the missing piece is replaced you have to wear the school's standardized dress.
11. During winter sports you may also wear a hat and jacket for warmth while traveling. However, once student athletes are indoors at an athletic event all hats, caps, scarves, etc. must be taken off.

Baseball and softball players must wear their entire uniform. Players may not mix other articles of clothing with their uniforms.

Student athletes must wear appropriate footwear. Students must wear shoes that cover the toes. Students shall not walk around in their bare feet or stocking feet.

This policy also covers restaurants when the team is eating out after an away game. It is highly recommended that students have on hand other standardized dress as back up clothing in the event your travel suit is lost or damaged to the point where it cannot be worn.

Academic Eligibility

All CLS Student Athletes are expected to keep their grades at no less than the CLS required minimum standards, which is to maintain a "C", average without having a grade of "F" in any subject regardless of their grade point average.

In the event student athletes do not meet the CLS academic requirements:

1. They will be ineligible to participate in games for a period of time as determined by the CLS Extra-Curricular Eligibility Requirements (currently 3 weeks).

2. Unless otherwise agreed upon, they are expected to attend all practices.
3. Unless otherwise agreed upon, they are expected to attend, but not dress for, all home games. Student athletes will sit on the bench and support their team. The coach may use the ineligible student athlete in other support functions during the game (manager type tasks, scorekeeper, statistician, etc.).
4. On school days academically ineligible students will not be allowed to be dismissed early from school with the team. Attendance at away games is not mandatory. If academically ineligible students wish to attend away games they must provide their own transportation to and from games.

When the student has satisfied the requirement to become academically eligible, the student shall be reinstated with all athletic privileges.

The Athletic Department of Christian Life School sets no limit to the number of times a student may become academically ineligible and subsequently reinstated. However the coach may establish criteria that could negatively affect a students' standing on the team on which they participate. Although students may be reinstated with all athletic privileges, reinstated students shall be subject to the coach's guidelines for participation on the team with respect to absence from practices, games, or any other criteria the coach may deem appropriate.

The final authority in determining academic eligibility is vested in the administration of Christian Life School and does not rest with the Athletic Director, or any individual connected with the Athletic Program except in the case where an individual serves as a member of the administration in addition to serving the Athletic Program.

Disciplinary Eligibility

The Christian Life School discipline policy has three levels: After School Detention, In School Suspension and Out of School Suspension. Each level affects a student athlete's eligibility to participate in practices and games as follows:

1. **After School Detention** – Students serving an after school detention are required to attend practice as soon as possible after the detention is served. In the event that the detention caused the student to miss practice time, the coach then has the authority to discipline the player in accordance with their Practice and Game Attendance Policy and, at their discretion, take additional disciplinary action. If the detention causes the students to miss the team bus for an away game, student athletes are then responsible for their own transportation to the game.
2. **In School Suspension (ISS)** - Students serving an ISS are required to attend any scheduled practice or game after the ISS is served. The coach may, at their discretion, take additional disciplinary action. If the ISS causes students to miss the team bus for an away game, student athletes are then responsible for their own transportation to the game.
3. **Out of School Suspension (OSS)** – Student athletes serving an OSS are ineligible to attend practice the same day an OSS is being served. They are also ineligible to participate in any game/match on the same day that an OSS is served. They may not ride on the team bus to or from an away game. These student athletes may attend the game as a student fan only. In the event that the

OSS caused the student to miss practice or a game, the coach then has the authority to discipline the player in accordance with their Practice and Game Attendance Policy and, at their discretion, take additional disciplinary action.

Attendance Policy

A student must be in attendance in school for one-half day immediately preceding the athletic activity in which they participate, unless approved by the principal, to be eligible to participate in athletic events or practices. Administrative approval for prearranged absences or emergency situations will supersede this requirement. Emergency situations will be dealt with as they arise. In season vacations are to be discouraged but consequences are at the discretion of the head coach.

Letter Recognition Program

All student athletes that play on a Christian Life School Varsity sports team in grades 7 – 12 can qualify for a letter, emblem or chevron.

With each letter award earned the student will receive a Letterman Certificate. The style of the certificate will be determined by the Athletic Department.

A student can earn only one letter during their tenure at Christian Life School, but there is no limit to the number of total awards a student can earn. The letter award shall be chenille and consist of letters “CL” offset and staggered from upper left to lower right in royal blue trimmed in white on a black background.

An activity emblem shall be awarded for each activity or sport for which a student qualifies for a letter at the time student earns their first letter. The activity emblem shall be chenille in royal blue trimmed in white on a black background and representative of the activity for which it was earned (basketball, volleyball, soccer, baseball, softball symbols).

A chevron shall be awarded for each year for which a student qualifies for a letter beginning with the second letter earned. The chevron shall be chenille in royal blue trimmed in white on a black background. Thus if a student earns their first letter in volleyball, a letter, “CL”, and a volleyball emblem are awarded. If the student earns an additional letter in volleyball, only a chevron is awarded. If the student earns their first letter in another sport, the activity emblem is awarded.

Student managers may earn letters and subsequent awards upon the recommendation of the head coach and the approval of the Athletic Director.

Description and guidelines for the letter jacket.

1. The letter jacket shall be solid black with black leather (or similar material) sleeves, with a black knit collar and cuffs and black closures.
2. The Hawks logo shall be affixed to the back of the jacket. The Hawks logo shall be chenille in royal blue trimmed in white on a black background.
3. The letter award “CL” shall be affixed to the left breast of the jacket.

4. If done, the student's first name shall be embroidered on the right breast pocket of the jacket. The embroidery shall be in white.
5. A numeral for the year of graduation shall be affixed to the left sleeve centered, and 1" below the point where the sleeve is sewn to the body of the jacket.
6. Activity patches shall be affixed to the right sleeve of the jacket, centered, and 1" below the point where the sleeve is sewn to the body of the jacket.
7. Chevrons shall be affixed to the left sleeve of the jacket centered, and 1" below the year of graduation. Incremental chevrons will be placed below the previous chevron. When a student earns chevrons in a quantity for which there is no room remaining on the left sleeve, incremental chevrons shall be placed on the right sleeve. Placement of incremental chevrons shall begin 1" below the last award emblem continuing down the sleeve.
8. Special awards (All Tournament, All Conference, etc.) will be affixed to the left sleeve of the jacket centered, and 1" above the point where the cuff is sewn to the sleeve of the jacket. Incremental special awards will be placed above the previous special award. When a student earns special awards in a quantity for which there is no room remaining on the left sleeve, incremental special awards shall be placed on the right sleeve. Placement of incremental special awards shall begin centered, 1" above the point where the cuff is sewn to the sleeve of the jacket. Incremental special awards will be placed above the previous special award.

The student shall be responsible for the purchase of the letter jacket, the purchase of and cost to affix the Hawks logo, graduation year, embroidered name, "CL" letter, activity emblems, chevrons, special awards and any other award designed for the letter jacket.

The Athletic Department will be responsible for purchase of Letterman and Achievement Certificates earned by a student.

A student athlete can earn a letter, activity emblem, and/or chevron:

1. For each year of participation on any athletic team according to the following equation:

Soccer

A = Number of Regularly Scheduled Varsity Games Multiplied by Number of Halves per Game (2).

B = Total Number of Halves of Student Participation.

C = **B** divided by **A**.

Volleyball

A = Number of Games the Varsity Team played during the Regular Season.

B = Total Number of Games of Student Participation.

C = **B** divided by **A**.

Basketball

A = Number of Regularly Scheduled Varsity Games Multiplied by Number of Halves per Game (2).

B = Total Number of Halves of Student Participation.

C = **B** divided by **A**.

Baseball/Softball

A = Number of Innings the Varsity Team played during the Regular Season.

B = Total Number of Innings of Student Participation.

C = **B** divided by **A**.

A student qualifies for a letter, emblem or chevron for any sport for each year that C (B divided by A) is equal to or greater than 60%.

2. As a senior that has been in the program for at least three seasons.
3. Athletic Director and/or coach's discretion.

Uniforms

At the beginning of each season, the Head Coach distributes all necessary uniforms. Student athletes are responsible for the care and return of all issued uniforms at the end of the season. The Head Coach will determine the collection times. The athlete will be charged 150% of the replacement value for any uniforms not returned or damaged beyond normal wear and tear. CLS student athletes will not be able to receive their report card at the end of the year until all uniforms are turned in or paid for. All uniforms are to be washed in cold water unless otherwise stated.

Volunteer Requirements

Parents of students participating in athletics are expected to support the Athletic Program objectives by volunteering at various athletic activities. Parents are required to volunteer for a predetermined number of games, determined by the Athletic Director, within the Athletic Program.

All volunteer hours accrued in service to the Athletic Program are eligible to be counted toward the total Volunteer Service Hours required by Christian Life School for CLS families.

Exemption from Volunteer Obligations. Families must exhibit a sincere hardship to be exempted from their volunteer obligations. Families should submit a request for exemption in writing to the Athletic Director and provide as much information as possible. An exemption may be full or partial.

Volunteer FAQs

Why do I have to volunteer?

It is part of your contractual agreement with CLS to support the Athletic Department through volunteer participation. Volunteers are the lifeblood of our program. Without volunteers our program would struggle to even survive.

What are the volunteer needs?

During most sports seasons CLS needs game time volunteers for Admissions (most Varsity game nights only), Concessions (Varsity game nights only), Scorebook keeper, Scoreboard operator, Announcer (Varsity game nights only)

There are other non-game time volunteer needs for each sports season. These needs will be made known at the pre-season information meeting.

Are there any deadlines for volunteering?

Families are expected to sign up for volunteer opportunities as soon as possible to ensure that all of our game time needs are met.

Once games for the season have started, you will still be able to sign up for an open position, but you will not be able to undo a signup. You are responsible for finding a sub if you are not able to fulfill a position you have signed up for.

You must have your volunteer obligations fulfilled no later than the last home game of the season.

How much volunteer time do I need to log?

The amount of volunteer time required from each family changes from year to year and is determined by the number of home games scheduled and participation numbers.

The Athletic Director will announce the minimum requirements prior to the start of each sport season at the parent student meeting.

You may volunteer, above the minimum requirements, as much as you want to.

What if I can't make it to the time that I signed up for?

It is your responsibility to find a replacement in the event you cannot make it to your scheduled volunteer time. Any no shows will result in forfeiture of your volunteer deposit. To ensure that you receive the most desirable times and to avoid the inconvenience of having to find a replacement, it is recommended that you sign yourself up, on the school's website, as soon as possible.

What happens if a game is cancelled/rescheduled for which I was volunteering?

Be flexible and expect at least one game to be cancelled or rescheduled. If there are other game time spots open then you will not be allowed to take credit for the lost opportunity. However, if there is a situation where there are no spots available you can give yourself credit (1 ½ hours) for the volunteer opportunity lost.

What if I'm not able to fulfill my volunteer obligation?

In some instances there have been people that have stated that they have “more money than time” and have given permission to the Athletic Department to cash their volunteer deposit at the start of the season.

In other instances, a hardship case may exempt a family, at least in part, of their volunteer obligation.

In either case you need to talk to the Athletic Director. Otherwise, not fulfilling your volunteer obligation will result in your entire volunteer deposit check being cashed.

What if none of the available volunteer opportunities interests me?

It is your responsibility to choose from the available volunteer opportunities. It is not the responsibility of the Athletic Department to find volunteer opportunities for individuals that don't like the choices available to them. Not volunteering, for any reason other than an approved hardship case, will result in the forfeiture of your volunteer deposit.

What if I'm volunteering for a position for which I have no experience?

Arrive early to get some training or come to an earlier scheduled game to observe how the job is done.

When should I show up for my volunteer time?

First shifts should arrive at least 30 minutes prior to the start of the first contest of the evening. All other shifts should arrive at least 15 minutes before the game start time.

When can I leave from my volunteer time?

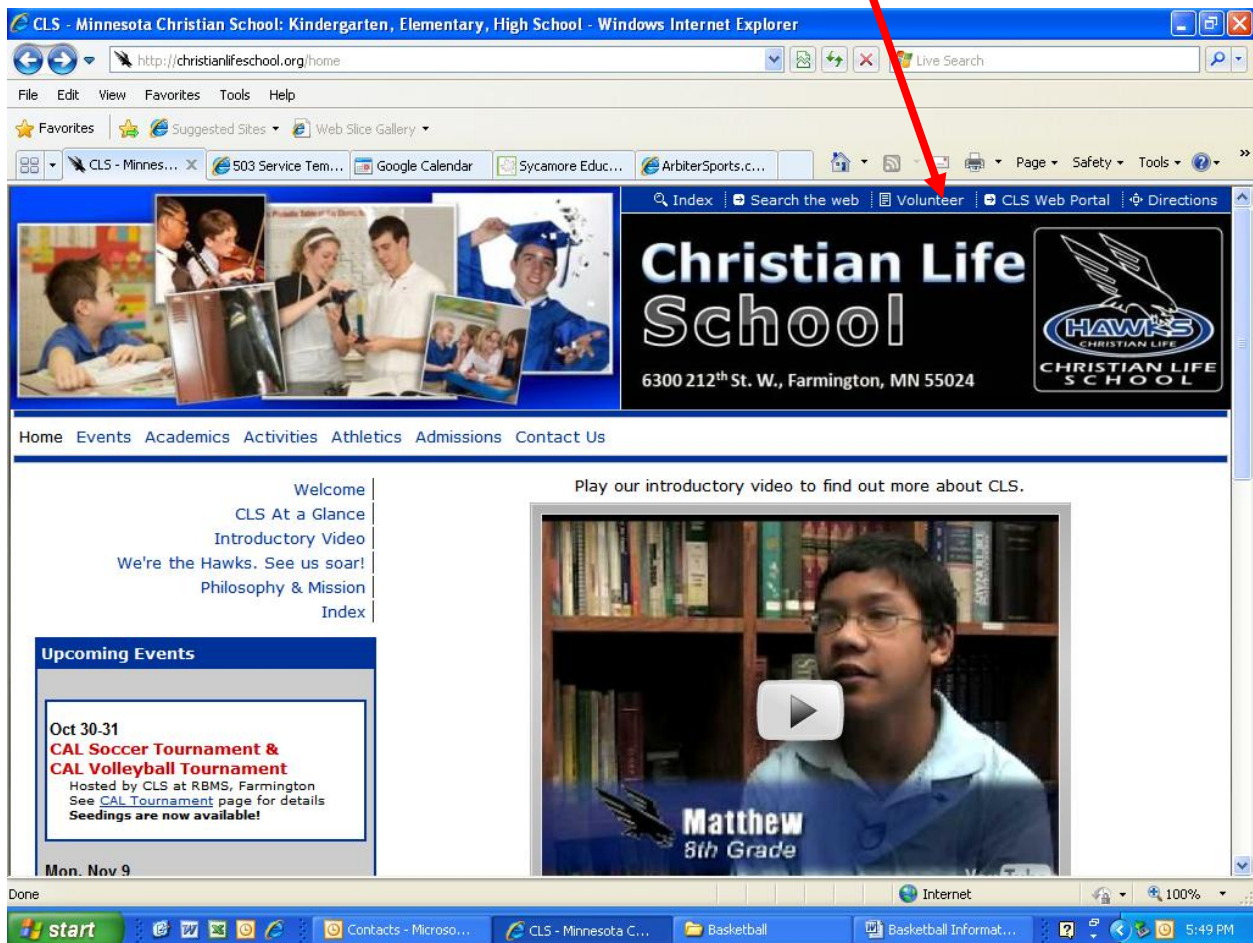
For admissions and concessions if you are on an early volunteer shift you should never leave until your relief arrives. If you are on the last shift of the night you should stick around to help clean up. Game volunteers (scoreboard, scorebook, etc.) can leave as soon as the game is done.

How are my volunteer hours being tracked?

CLS families log your hours on Sycamore. Non-CLS families log your volunteer hours in the sports volunteer logbook. The sports volunteer logbook can normally be found in the school kitchen.

How do I sign up for my volunteer times?

1. To sign up for most game time positions you will need to go to the school's website at christianlifeschool.org. Click on the **Volunteer** link.



The screenshot shows the website for Christian Life School (CLS) in Minnesota. The browser window title is "CLS - Minnesota Christian School: Kindergarten, Elementary, High School - Windows Internet Explorer". The address bar shows "http://christianlifeschool.org/home". The website header features a collage of photos on the left and the school's name and logo on the right. The logo includes the text "HAWKS CHRISTIAN LIFE SCHOOL" and "CHRISTIAN LIFE SCHOOL". Below the header is a navigation menu with links: Home, Events, Academics, Activities, Athletics, Admissions, and Contact Us. A "Volunteer" link is highlighted in the top right of the navigation area, with a red arrow pointing to it. The main content area includes a "Welcome" section with links like "Welcome", "CLS At a Glance", "Introductory Video", "We're the Hawks. See us soar!", "Philosophy & Mission", and "Index". There is also an "Upcoming Events" section for "Oct 30-31" featuring "CAL Soccer Tournament & CAL Volleyball Tournament". A video player is embedded on the right, showing a student named Matthew in 8th grade, with the text "Play our introductory video to find out more about CLS." above it. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 5:49 PM.

2. Click on the link for the games you would like to volunteer for.

The screenshot shows a Windows Internet Explorer browser window displaying the website for Christian Life School. The address bar shows the URL <http://christianlifeschool.org/volunteer1>. The website header includes the school's name, logo, and address: 6300 212th St. W., Farmington, MN 55024. A navigation menu lists: Home, Events, Academics, Activities, Athletics, Admissions, Contact Us. The main content area features a sidebar with a menu: Announcements, Volunteer, Fundraising, Calendar at a Glance, Athletics Activities Calendar, and Upcoming Events. The main text is titled "Volunteer Opportunities at Home Games" and contains the following information:

Click the following links to sign up for athletic home game volunteer opportunities (e.g., admissions, concessions, scorebook):

- High School Basketball Volunteer Sign-up
- Jr. High & Elementary Basketball Volunteer Sign-up

Please record your volunteer time via Sycamore.

Home school families will continue to record their volunteer time in the "Sports Volunteer" log book located in the concessions area.

A red arrow points from the instruction above to the "High School Basketball Volunteer Sign-up" link in the list.

At the bottom of the page, there is contact information: (c) 2009 Christian Life School, 6300 212th St. W. Farmington, MN 55024, 651-463-4545, www.christianlifeschool.org, and school@christianlifeschool.org.

3. Click on the **Sign me up** button for any of the time slots you want to volunteer for.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying http://christianlifeshool.org/high_school_basketball_volunteer_sign_up. The page content includes instructions and a table of volunteer slots.

Scorebook: Start 15 minutes prior to game time until the end of the game.
Scoreboard: Start 15 minutes prior to game time until the end of the game.

*** Please note that game schedules may change after you have signed up. Be sure to check the sign up page for the latest game status. We will also attempt to notify you of any schedule changes if you include your email address when you sign up.

Click your name to undo a signup. Once games for the season have started, you will still be able to sign up for an open position, but you will not be able to undo a signup. You are responsible for finding a sub if you are not able to fulfill a position you have signed up for.

FRI Dec 4		Concessions		Admissions		Scoreboard		Scorebook	
vs. Chisago Lakes Baptist									
GV BB at 5:00pm	4:00pm	Sign me up	Sign me up	4:15pm	Sign me up	4:45pm	Sign me up	Sign me up	Sign me up
BV BB at 6:30pm	6:15pm	Sign me up	Sign me up	6:15pm	Sign me up	6:15pm	Sign me up	Sign me up	Sign me up
Mon Dec 7		Concessions		Admissions		Scoreboard		Scorebook	
vs. Rosemount Baptist									
BJV BB at 4:30pm	3:30pm	Sign me up	Sign me up	3:45pm	Sign me up	4:15pm	Sign me up	Sign me up	Sign me up
GV BB at 5:45pm	5:30pm	Sign me up	Sign me up	5:30pm	Sign me up	5:30pm	Sign me up	Sign me up	Sign me up
BV BB at 7:30pm	7:15pm	Sign me up	Sign me up	7:15pm	Sign me up	7:15pm	Sign me up	Sign me up	Sign me up

The browser's taskbar shows the Start button, several open applications (Inbox, Basketball, Basketball Inform...), and the current browser window. The system tray shows the time as 9:59 AM.

4. Fill in the boxes with the information they ask for and click the **OK** button.

CLS - High School Basketball Volunteer Sign-up - Windows Internet Explorer

http://christianlifeschool.org/high_school_basketball_volunteer_sign_up

File Edit View Favorites Tools Help

Schedule expectations are:
Concessions (2 needed): First shift starts 1 hour before game time. All others start 15 minutes prior to game time. Close down after half time of the final game. (See complete [Concessions guidelines.](#))
Admissions: First shift starts at least 45 minutes prior to game time. All others start 15 minutes prior to game time. Close down after half time of the final game. (See complete [Admissions guidelines.](#))
Scorebook: Start 15 minutes prior to game time until the end of the game.
Scoreboard: Start 15 minutes prior to game time until the end of the game.

*** Please note that game schedules may change after you have signed up. Be sure to check the sign up page for the latest game status. We will also attempt to notify you of any schedule changes if you include your email address when you sign up.

Click your name to undo a signup. Once games for the season have started, you will still be able to sign up for an open position, but you will not be able to undo a signup. You are responsible for finding a sub if you are not able to fulfill a position you have signed up for.

The sign up slot you have selected is probably available (unless someone is trying for same sign up sheet slot right now).

You need to complete this form and click the confirm button at the bottom. Then make sure that you have reserved the position you originally selected.

See the information after each field which explains if it is required and if it will be visible on the signup web sheet. Items which are not visible will only be available to the administrator of this sign up sheet

Name This item is required and will be visible on web

Email (for change notifications)

Undo Code: This item is required but will not be displayed on the web

Note: Undo Code is a simple phrase (password) you can easily remember if you need to cancel your signup later

OK

Done Internet 100%

start Inbox - Microsoft ... Basketball Basketball Inform... CL5 - High School ... 10:04 AM