





# **CAL Athletics**

*“Every Athlete A Disciple”*

**2009-2010 Parent-Athlete Handbook**

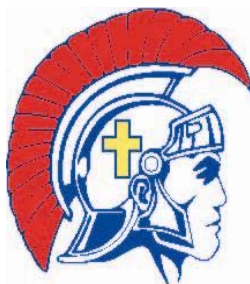
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## CAL ATHLETICS



**“EVERY ATHLETE A DISCIPLE”**

## Christian Academy of Louisville Athletic Department

### **OUR VALUES**

**Using** the arena of athletics to help accomplish the mission of Christian Academy of Louisville to make disciples is our core value. We are here to help train up our student-athletes in the way they should go - Proverbs 22:6. This means that we will coach from a biblical perspective and strive to be a true reflection of Jesus Christ to our athletes.

**Promoting** honesty, integrity, humility, loyalty, unity, and encouraging total character development of our athletes. These traits are foundational in building a "TEAM". This will include all our coaches promoting and encouraging the success of all other programs, emphasizing the need to share multi-sport athletes and to collaborate fruitfully with students, parents, and CAL staff to balance our students' investment in academics and the arts.

**Showing** good sportsmanship, respecting others at all times and under every circumstance is expected. This includes behavior towards coaches, teammates, officials, opposing coaches, opposing players, and fans. We expect our coaches and athletes to demonstrate respect toward teachers and parents at all times. Defiance and disrespect are not tolerated in a disciplined program.

**Creating** a winning environment by displaying a positive attitude and providing daily encouragement to those under our leadership helps build strong relationships. Our student-athletes will respond better when they know we genuinely love and care for them.

**Fostering** a commitment to excellence is a key to success. Success in athletics is the result of coaches and players going the extra mile. Teams who pay the price in the off-season win championships. We must communicate great expectations, provide great instruction, emphasize great fundamentals, and demand great effort, in the context of strong relationship. Most importantly, according to God's word, if we want to be great, we must model great servant-hood to our teams.

### **OUR VISION**

- To honor God and exalt Jesus Christ by discipling young people through athletics.
- To foster each athletes personal relationship with Jesus Christ
- To produce disciplined, Christ honoring teams that strive for excellence at all levels
- To be ambassadors for Christ and CAL at home and away.
- To model humility in winning and grace in losing.
- To graduate student-athletes committed to the Bible, prayer, and servant leadership.

### **OUR VOICE**

Pursuing greatness God's way through unity, service and sacrifice –  
"How good and pleasant it is when brothers live together in unity" Psalm 133:1

### **OUR VICTORY- "EVERY ATHLETE A DISCIPLE"**

- Be Christ centered – Hebrews 12:1-3
- Model servant leadership - Matthew 20:26-28
- Be salt & light to the community – Matthew 5:13-14
- Teach athletes to:
  - Know Christ – Ephesians 4:13
  - Experience growth through discipline – Hebrews 12:7-11

- Put on the armor – Ephesians 6:10-11
- Sharpen each other - Proverbs 27:17

## INTRODUCTION

**Note: Information in this handbook is supplemental to that found in the *Kentucky High School Athletic Association Handbook and the CAL Parent/Student Handbook*. The web link to CAL is [www.christianacademylou.org](http://www.christianacademylou.org) and to the KHSAA is [www.khsaa.org/rules/handbook](http://www.khsaa.org/rules/handbook).**

## MISSION STATEMENT AND PHILOSOPHY

**The mission of Christian Academy of Louisville is to develop students with a heart for God who grow as Jesus did in wisdom, stature, and in favor with God and man.**

The primary goal of the sports program is to support the mission of CAL by making disciples. Sports provide an excellent opportunity for discipleship as students learn many important life lessons on sacrifice, self-discipline, perseverance and community. The central purpose of the CAL Athletics department is to use athletics to prepare young people for life as Christian leaders who choose:

- Character before career
- Wisdom beyond scholarship
- Service before self, and
- To find and follow God's will for their lives

The purpose and mission of the Athletic Department is to fulfill the mission of CAL through competition in interscholastic sports – implementing Biblical principles in our instruction and setting godly examples. The goal of our Athletic Department is to do our best for the Lord- “And whatever you do, do it heartily unto the Lord, and not to me.” (Col. 3:23) It should be the desire of every coach at CAL to use interscholastic sports as a means of developing champions for Christ. Our coaches will -

- Foster opportunities for intentional discipleship
- Build relationships with players and parents (rules without relationship yields rebellion)
- Encourage good citizenship and academics
- Teach the team concept, coupled with strong competition
- Present teams prepared to play
- Do all these things with the primary goal of bringing honor to the Lord Jesus

## ATHLETIC STAFF AND HOTLINE INFORMATION

The Athletic Office maintains an information hotline that is updated each day by 2:00 PM on days when an event may be cancelled due to inclement weather. **The phone number is: 502-244-3225 ext. 1199**

- **Mark Butler, Athletic Director, ext 1037**  
[mbutler@christianacademyschools.org](mailto:mbutler@christianacademyschools.org)
- **Keith Morgan, Assistant AD, ext.1124**  
[kmorgan@christianacademyschools.org](mailto:kmorgan@christianacademyschools.org)
- **Carmen Evans, Administrative Assistant to the AD, ext. 1080**  
[cevans@christianacademyschools.org](mailto:cevans@christianacademyschools.org)
- **Don McCormack, Intramural Coordinator, ext. 2021**  
[jsmith2@christianacademyschools.org](mailto:jsmith2@christianacademyschools.org)
- **Renee Beck, Athletic Trainer, 494-2128**  
[rbeck@selectmedicalcorp.com](mailto:rbeck@selectmedicalcorp.com)

## ATHLETIC TEAMS

### BOYS

**Fall:** Football, Golf, Soccer, Cross Country and Tennis (MS only).

**Winter:** Basketball, Swimming

**Spring:** Track & Field, Baseball, Lacrosse, Tennis, Golf (MS only), Soccer (MS only).

#### **GIRLS**

**Fall:** Field Hockey, Golf, Soccer, Volleyball, Cheerleading, Cross Country and Tennis (MS only).

**Winter:** Basketball, Swimming and Cheerleading

**Spring:** Track & Field, Softball, Lacrosse, Tennis, Golf (MS only), Soccer (MS only).

**Intramurals:** Soccer, Volleyball, Football, Basketball, Tennis, Cheerleading, Wrestling and Cross Country

#### **ATHLETIC FEES**

- \$125 per sport (Intramural's vary)
- The coach based upon spirit pack order or additional required equipment determines any applicable team fee not to exceed \$250 (HS) and \$150 (MS) excluding team shoes.

#### **ATHLETIC EVENT PASS/CENTURION CLUB MEMBERSHIP**

- Purchase grants entry into the Centurion Club
- Good for use at all home athletic events, except KHSAA district or regional's
- Single Pass \$75 per person (Student or Adult admission)-Family Pass \$225 (immediate family)
- Centurion Club levels: Join at Level 1=\$75, Level 2=\$225, Level 3=\$500, Level 4=\$1000
- Passes are available in the athletic office or online at [www.christianacademyschools.org](http://www.christianacademyschools.org)

#### **ATTENDANCE**

- Students must be in attendance for the majority (at least four hours) of the school day in order to practice or participate in a contest.
- Athletes who miss school for a school-sponsored athletic contest will have an excused absence that day.
- Students are expected to be at all practices and games. We realize circumstances may not always permit 100% attendance and we are committed to making careful, best decisions when exceptional circumstances arise.

#### **ATHLETIC AWARD POLICY AND PROCEDURES**

**Athletic Awards are to be given based on Christian character, athletic ability, and academic achievement. The main goal of our athletic awards is to recognize Christian values and behavior and not just focus on individual athletic ability. However, we do desire to recognize the special gifts and talents that God has given to our student-athletes.**

##### **A. Varsity Letters:**

Coaches will determine the qualifications for earning a letter during each season. These specific points shall be communicated to players and parents at the beginning of the season.

##### **B. Letters/Pins/Certificates:**

One Varsity letter will be awarded to an athlete per career. Pins will signify the Sport (s) and years of participation. The athletic department will provide letters, pins and certificates.

**C. Varsity Team Awards:** Each varsity coach will select awards for the following and the athletic department will provide the award.

- **Centurion Award** – This award recognizes the player who rises above circumstances and remains positive, is less self-focused and more team-focused, and is encouraging and impacts others for Christ.
- **Most Outstanding Athlete** – This award, while based heavily on statistical performance, should also reflect the player's positive traits, such as hard work, leadership, and commitment to his/her teammates.
- **Scholar Athlete** – This award recognizes the academic achievement of the student-athlete who has the highest GPA at the end of the season.

- Other Awards determined by the coach i.e.: most improved, coaches' award etc...
- D. **JV/Freshmen Team Awards:** Each JV and freshmen coach will select awards for the following:
- Certificate of Participation
  - Other Awards determined by the coach i.e.: most improved, coaches' award etc...
- E. **MS Team Awards:**
- Each participant will receive a certificate of participation from the athletic office and all other awards will be given at the discretion of the head coach and presented at the end of year team outing or party. Location of the end of season team party or outing must be approved in advance by the AD. No banquet style ceremonies will be allowed unless pre-approved by the athletic department.
- F. **Award Definitions**
- **Centurion Award** – This award recognizes the player who rises above circumstances and remains positive, is less self-focused and more team-focused, and is encouraging and impacts others for Christ.
  - **Most Outstanding Athlete** – This award, while based heavily on statistical performance, should also reflect the player's positive traits, such as hard work, leadership, and commitment to his/her teammates.
  - **Scholar Athlete** – This award recognizes the academic achievement of the student-athlete who has the highest GPA at the end of the season.  
All Varsity level programs MUST be awarded night.
- G. **HS End of Season Sport Banquets and/or Celebrations:**
- Location/Price/Date of all banquets/gatherings MUST be pre-approved by the AD.
  - Each varsity head coach must provide a end of season banquet or a meaningful award gathering in some format or fashion to recognize ALL HS athletes in their program. All HS levels of the program must be invited to attend.
- H. **MS End of Season Celebrations/Team Parties**
- MS teams will have end of season “team outings” or “team parties” where the head coach will present Certificates of Participation and any other awards etc....The athletic department will provide the certificates of participation, however, the coach must fill in the information.
  - This will not be any type of official banquet style gathering, but rather a get together at someone's house, casual eating establishment (i.e.: pizza) or here at CAL in our cafeteria etc....Any exceptions must be pre-approved by the AD.
- G. **Coaches' Responsibilities in preparation for End of Season Banquets**
- Prepare a DVD or slideshow highlight presentation (5-10 minutes) of the season to show to parents and players. Required for ALL varsity level sports.
  - Make the three varsity level award selections using the awards sheet and turn in to the AD.
  - Sign all certificates and pick up pins/letters/awards in the athletic office.
  - Prepare a written plan for presentation of awards

## **CENTURION CLUB**

- The Centurion Club is a non-profit organization whose mission is to enrich the CAL athletic community by providing financial support, promoting an increased attitude of school spirit, and helping each athlete reach his/her highest potential.
- In addition, the Boosters desire to be a positive public relations agency to our community and to promote a spirit of cooperation and unity between parents, students, coaches, teachers, and administrators.
- Each Varsity head coach is responsible for getting a booster representative for his program. All booster reps must be approved by the AD.
- The Centurion Club responsibilities/guidelines include-
  - All gate admissions for athletic contests are scheduled through and by the athletic office
  - All requests must be submitted through and approved by the AD
  - Provide help with the following:
    - Coaches' attire
    - Concessions

- Official scorer
  - KHSAA dues
  - KHSCA dues
  - Selling of banners in the gym/field
  - Post-season playoff expenses
  - Awards, Trophies, and Certificates for Award celebrations/banquets
  - Clinics/camps for coaching staffs
  - Capital improvements
  - Things that will last and benefit all sports
- There are several areas where we need the support from your parents to help make our Centurion Club a success. Listed below are some key areas of responsibility that need coverage:
  - Recognition (Rodman Tabb Spirit Award, Senior Night, Intramural Recognition)
  - Spirit Wear/Logo Wear items to sell at home events
  - Concessions
  - E-News/Communications
  - Hospitality
  - Membership
  - Fundraising-see fundraising section in this handbook
- Budget Development-team needs and wants are to be established and presented by the Coach and/or team representative to the AD prior to 5/31. These items are to include coaching staff, Supplies and Equipment, Trips and Travel, Uniforms and Capital needs.
- Athletic Director must approve purchases through use of a purchase order (PO).
- Title IX Considerations Similar: (basketball, soccer, baseball/softball, tennis, golf) boy/girls sports must balance their spending over a two-year period. This includes expenditures in the budget development items noted above.
- Liability Accounts include collection of team fees for such items as transportation, bulk spirit wear purchases, spirit/team wear that the athlete keeps, team shoes, award nights, and fundraising for special trips.

## **CENTURION E-NEWS GUIDELINES**

The Centurion E-News is a weekly publication for the Athletic Department. If you are not familiar with the E-news please read below for information.

- Each Friday there will be a reminder about the deadline for all news articles to be sent to the Editor (usually by Sunday noon, depending if there is a weekend holiday schedule).
- The weekly newsletter includes stories that cover the teams schedule the past week and can highlight any future events. The preference is for the head coach to write these stories, however, the coach may like to make a request of an assistant coach or parent; it is the choice of the head coach. Please carefully proofread all information before sending as it will be printed just like it is received.
- Pictures are always welcome! Ask at your parents meeting if a parent would like to be responsible for the weekly pictures. However, they must be in digital format. The Editor should have the parents e-mail address so that the parent can be on the weekly reminder list.
- The Editor will be around taking pictures, but on a limited voluntary basis only. Parent help is very welcome and needed in order for this to work.
- In order to be sure all families receive this weekly edition, the Editor will need player roster(s), along with their e-mail addresses.
- If there are any questions, please feel free to e-mail [Enews@christianacademyschools.org](mailto:Enews@christianacademyschools.org)

## **COACH, PARENT, AND PLAYER RELATIONSHIPS**

### **Parent/Coach Relationship**

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

#### **Communication Parents Should Expect From Their Child's Coach**

- Philosophy of the coach and statement of commitment to Jesus Christ, the child, and his/her family.
- Expectations the coach has for the child, as well as other players on the squad
- Locations and times of all practices and contests
- Team requirements will be announced during the pre-season parent/player meeting (i.e. special equipment, off-season conditioning, tournaments etc.)
- Procedures if an athlete is injured during practice/contest
- Discipline that may result in the denial of an athlete's participation

#### **Communication Coaches Should Expect From Parents**

- Concerns expressed directly to the coach
- Parents' commitment not to be an agent of division, or gossip in the community
- Notification, well in advance, of any schedule conflicts
- Specific concerns in regard to a coach's philosophy and/or expectations
- Medical or physical limitations of the child

As children become involved in the athletic programs, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way athletes or their parents wish. At this time, discussion with the coach is encouraged.

#### **Appropriate Concerns to Discuss with Coaches**

- The treatment of the child: spiritually, relationally, emotionally, and athletically
- Ways to help the child improve
- Concerns about the child's behavior

It is very difficult for parents to accept their child's not playing as much as they may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all athletes involved.

#### **Issues Not Appropriate to Discuss with Coaches Outside of a Private Setting**

- Playing time
- Team strategy
- Play calling
- Other student athletes

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

#### **Procedures to Follow When a Parent has a Concern to Address with the Coach**

- Call the coach to set up an appointment.
- If the coach cannot be reached, call the AD, who will set up the meeting.
- Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

#### **What can a Parent do if the Meeting with the Coach does not Provide Satisfactory Resolution?**

- Call and set up an appointment with the AD to discuss the situation.
- If the issue is not resolved at this meeting, the appropriate next step would be to set an appointment to meet with the high school principal.

## **CONDUCT**

### **A. Student Conduct/Expectations**

As members of athletic teams, athletes are high-profile representatives of CAL. Students are expected to act in an appropriate manner. The following behaviors are inappropriate and will not be tolerated by the athletic department or school administration:

- Fighting
- Profanity

- Use of/being under the influence of alcohol, tobacco, or drugs
- Unsportsmanlike conduct
- Rude or disrespectful behavior on and off the field/court
- Taunting opponents or officials
- Destruction of property
- Obscene gestures
- Derogatory or degrading comments

**Student-Athletes are encouraged to:**

- Play the game for fun
- Be gracious when you win and graceful when you lose
- Respect and abide by the rules of the game
- Put the team ahead of yourself in every situation
- Accept decisions made by those in authority
- Demonstrate respect to your opponents, coaches and teammates
- Be accountable for your own actions
- Develop a teachable spirit that allows you to take correction as a compliment
- Accept and embrace the discipline involved in athletics because it benefits the team (and ultimately you!)
- Develop the feeling of pride based upon “shared joy” of the team, and do not have pride that emanates from arrogance or sense of entitlement
- Be an athlete of character
- Win for Christ

**B. Unsportsmanlike or Inappropriate Conduct**

- Everyone involved with athletic contests should be committed to the demonstration of good sportsmanship and Christian behavior. It is vital that our coaches, fans, and participants remember that Christian character should be represented at the cost of any positive results in a competition. The reflection of the Christian testimony of our school outweighs the outcome of any contest.
- Players will be expected to shake hands with opposing players after the game, unless in the judgment of the coach, it would be counter productive. It is a ***coach’s responsibility*** to control players before, during, and after games. Christian Academy expects its participants and fans to be involved in cheering for their teams, not against their opponents. Fans can be enthusiastic but should refrain from derogatory remarks against the opposing team or the game officials.
- Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. If the act occurs during an athletic contest, the student will be removed from the contest by the head coach.
- A student who strikes, curses, or threatens an official or coach during a game, or at any other time, because of resentment over occurrences or decisions, or who fails to maintain a standard of conduct satisfactory to the KHSAA and/or the coaches and administration, will be ineligible for a period of up to six weeks and must pay the fine, if assessed, by the KHSAA to the school.
- A student who is ejected from a contest for a flagrant foul or unsportsmanlike conduct may be ineligible to participate in any contest for one week. If no contests are scheduled during that week, the student will miss the next football game, or the next two contests in any other sport, and must pay the fine, if assessed, by the KHSAA.
- All students who act in an unsportsmanlike manner, resulting in a letter/penalty, will be required to meet with the AD before resuming athletic participation and may face school disciplinary action.

**C. Dismissal Offenses**

- The following is an overview of the philosophy of the CAL Athletic Department on dismissal from a team. “Let no man despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.” (1 Timothy 4:12).
- This should be a last resort-The rationale: We cannot reach or teach students if they are not present. For the coach to decide to dismiss a student/athlete, the coach should feel that keeping the athlete would destroy the team or his/her ability to make progress with the team. The Coach’s Letter to athletes and parents should cover these behaviors.

- Behaviors in the range of “dismissal offenses” for the student/athlete:
  - o Lying, cheating, stealing or aiding another to do so
  - o Drinking alcohol, smoking anything
  - o Any involvement in illicit drugs
  - o Behavior that causes the coach to consider the athlete an undermining influence
- The coach will not summarily dismiss a student in violation. The Athletic Director will be given detailed information regarding an incident that includes the possibility of dismissal from the team. It could be that the offense, on the surface, does not seem to rise to the level of dismissal, but the coach has cumulative information regarding the student/athlete that puts the athlete in the category of incorrigible. It could be that the student’s cumulative attitude and behavior damage the chemistry of the team and the coach’s ability to succeed. The decision to dismiss a student athlete will be determined jointly by the AD and the coach.

#### **D. Spectator Conduct**

To enhance a safe environment for all spectators and athletes, spectators are not permitted on the sidelines or on the courts before, during, or after an athletic contest. Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. The coaches, administrative liaisons, on-site manager, AD, as well as the athletic department staff are responsible to see that spectators are kept off the sidelines and courts. Anyone who observes inappropriate behavior from our fans should address it personally and/or inform the on-site manager and/or AD of such behavior. Only administrative personnel, or those designated by CAL, may be on the sidelines. Follow these off-field rules and you will encourage good sportsmanship for the players ---and other parents.

- 1) Resist shouting out instructions. This is the coaches’ job. When both coach and parents yell, kids get confused. “Urgent” advice yelled from the sideline almost never improves performance. All you are doing is venting your own anxieties.
- 2) Show appreciation for the play of the other team. Every decent coach tries to instill this positive attitude and it needs to be vigorously reinforced on and off the field. The last thing young athletes need is to cultivate hostility toward their opponents, who are often friends or acquaintances. Congratulate the opposition during and after the game and their parents as well. Fans/students/parents are to cheer **for** their teams and not **against** the opponents-Matt: 7:15-20
- 3) Leave the referee out of it. Referees do not care which team wins. Their mistakes are honest ones, and your child needs to know that you believe this. Any criticism or questioning of the referee shows an exaggerated focus on winning and a lack of respect for authority.
- 4) Help Kids cope with other parent’s outbursts. Point out that the screaming parent must have forgotten that sports are supposed to be fun. Tell them that you intend to speak to that parent about his/her attitude and remind him/her of his responsibility of good sportsmanship.
- 5) After the game, give your child space and time and leave them alone except for encouragement. Your sportsmanship and behavior reflect upon the reputation of CAL.
- 6) Bringing animals to athletic events is prohibited.
- 7) A spectator/parent/fan should -
  - Demonstrate good sportsmanship.
  - Respect, cooperate, and respond enthusiastically to cheerleaders.
  - Diplomatically censor fellow spectators who display negative behavior.
  - Respect the property of the school and the authority of school officials.
  - Never heckle, jeer, or distract members of opposing teams.
  - Never criticize the athletes or coaches for the loss of a contest.
  - Refrain from second-guessing.
  - Apply the “courtesy is contagious!” slogan at all times.
  - Attend as many games as possible
  - Do everything possible to make the athletic experience positive for our child and others
  - View the game with team goals in mind
  - Attempt to relieve complete pressure, not increase it
  - Encourage multiple-sport participation
  - Release your children to the coach and the team
  - Look upon opponents as friend involved in the same experience

- Accept the judgment of the officials and coaches; remain in control
- Accept the result of each game; do not make excuses
- Demonstrate winning and losing with dignity
- Dignity mistake made by athletes who are giving their best effort and concentration
- Be an encourager – encourage athletes to keep their perspective in both victory and defeat
- Be a good listener
- Accept the goals, roles and achievements of your child
- Ask your children questions about why they play, what their goals and roles are, and then accept young athletes' reasons as their own

## DEAD PERIOD MANDATED BY KHSAA

- The designated “**DEAD PERIOD**” set by KHSAA and mandates the following:
  - Coaches may not have any contact with athletes during this period-NO EXCEPTIONS! *However, you can and should expect communications from the athletic department regarding upcoming fall sport information. This is within the guidelines of the KHSAA*
  - School uniforms, equipment and facilities may not be used by coaches and/or athletes during this time period
  - Students and families are encouraged to **take vacations** during this time to avoid conflict with summer practices and tryouts. The purpose of the “dead period” is to give athletes and parents a break from school sponsored athletic events.

## DRESS CODE

Also, see Parent/Student School Handbook

- Jersey Day for Athletic Teams: Each team will be allowed to wear their jerseys or team t-shirts once during the season and once during district or regional play off games. They may also wear them on jeans days or for pep rallies. Jerseys are to be worn with jeans. Sleeveless jerseys are to be worn with a shirt underneath or a team t-shirt may be worn instead of a jersey. Coaches ONLY will decide when the team may wear their jerseys and should communicate these dates to the Principal via team captains.
- Students must travel to and from games in team uniforms, team warm-ups, team shirts, shirts and ties, or attire conforming to the school dress code, as designated by the coach.
- Students are to look neat and clean at all times when representing CAL. All shirts must be completely tucked in and pants worn at the natural waistline.
- Athletes are not permitted to wear jewelry, including body piercing, during practices or games.
- The CAL policy on facial hair and hairstyles will be followed; however, the coach may impose additional requirements.
- Undergarments may not be visible and are not acceptable as outer garments in any athletic facility.
- Coaches should dress in a professional manner determined by the AD with proper coaching attire, coaching shirts, dress pants; proper shoes (no sandals, flip flops).

## DRUG TESTING

The use of illegal drugs and alcohol has a detrimental impact on students' behavior, performance, and safety and may cause permanent physical and mental damage. The need to prevent and deter the substantial harm of drug and alcohol use may require a procedure whereby all students who attend CAL submit to drug testing. The AD and high school principal may develop a procedure for both random and reasonable suspicion drug testing. Substance abuse is a major violation of CAL discipline code. Once an athlete is determined to be using alcohol, drugs, or tobacco, the school will take whatever actions it deems necessary.

## EARLY DISMISSAL

There are very few exceptions to the policy of “no early dismissals”, however, if an exception is ever granted, students are responsible for all work missed due to early dismissals for athletic contests (field trips). When a student-athlete knows he/she will miss a class for competition, it is strongly recommended that class homework be obtained in advance. It is the heart of the athletic department to minimize the academic disruption caused by early dismissals and to leave students in class as late as possible, without distracting them from athletic preparation.

## **EQUIPMENT AND UNIFORMS**

- Athletic uniforms are the property of CAL and must be returned at the end of the season.
- School colors are Royal Blue, Red and White.
- Students must pay for any lost or damaged equipment or uniforms.
- All uniforms must be collected, inventoried and stored for future use. Coaches do not receive stipends until this requirement is met.

## **GENDER EQUITY STATEMENT**

*The policy and practice of the Christian Academy School System is to be in compliance with Title IX in our athletic programs so that gender equity is achieved at all levels.*

## **GUIDING PRINCIPLES FOR CAL ATHLETICS**

- Athletic Department’s Role
  - It is the desire of the CAL Athletic Department to avoid conflicts of interest and to encourage each family to decide what is best for them.
  - The athletic department will maintain an “arms-length” relationship with non-school teams.
  - The school will restrict the use of school owned athletic uniforms, equipment, and the CAL names and logos for non-school teams.
  - We are obligated to ensure that our in-season coaches follow Christian Academy policies as they are representing our school to the athletes, parents, and community.
- Coach’s Role
  - During the school team’s season, a CAL coach may not create or organize a non-school team for the sport in which they coach. CAL coaches may be permitted to accept coaching responsibilities for non-school teams if such teams are created and organized by parents and/or others (e.g. Church, Middletown Recreation, Jeffersontown Optimists, etc.). The Athletic Director must approve such coaching engagements in advance.
  - During the school team season, coaches will under no circumstances require, encourage, or otherwise recruit their school team players to participate on non-school teams. Additionally, coaches may not use a players participation, or lack thereof, on a non-school team as a means of measuring the players commitment to the school team.
- Parental Role
  - The parents shall drive the creation and organization of non-school teams, including the selection of a coach.
  - It is solely the parents’ responsibility to decide whether or not their child participates on any non-school team. We believe that parents are in the best position to understand the needs of their child and family relative to Biblical instruction regarding the Sabbath.

## **GUIDELINES FOR THE USE OF PRIVATE VEHICLES**

**An Authorization Form for Motor Vehicle Records Check is required for the school’s use in determining if you will receive or maintain authorization to drive on school business. Only information related to driver’s license will be obtained for current employees, applicants offered employment and volunteers.**

As a condition for driving any vehicle on school business (including your personal vehicle or a school vehicle), drivers must give Christian Academy of Louisville authorization to conduct a MVR check and provide all necessary information for the check (please allow 2 business days for this process to be completed). Driving on school business will be prohibited if authorization to conduct a MVR check is not given. An MVR check will be conducted periodically (typically annually) unless the Business Office determines a more frequent check is necessary. You will be provided a copy of the MVR check if requested and will receive a copy if its contents will affect the authorization to drive on school business. Because a suspension of your authorization to drive may impact upon your employment, you and your department will be notified if your authorization to drive on school business is suspended or at risk of being suspended.

Any driver who continues to drive on school business after refusing to authorize a MVR check or after authorization to drive on school business has been suspended will be subject to the corrective action procedures contained in the school's staff, athletic, or general policies, as applicable. Such drivers will be deemed to be acting outside the scope of their employment and will not be covered by Christian Academy of Louisville insurance and indemnification policies. In the event of a claim or suit arising while driving on school business under these circumstances, the driver will not be indemnified.

Drivers authorized to drive any vehicle on school business must report to the Business Office any accident occurring while driving a school vehicle, any license suspension, and any conviction for a moving violation (whether the violation occurred on or off the job). Christian Academy of Louisville will conduct a Motor Vehicle Records (MVR) check if an individual meets any of the following situations:

- Employees who drive or who are expected to drive on school business at any time whether using a school or a personal vehicle.
- Individuals offered employment into a job for which authorization to drive on school business is a requirement of the job.
- Anyone using a vehicle from the school or renting from an outside agency in the name of (or on behalf of) Christian Academy of Louisville.
- Anyone who has had a vehicular accident while on school business or in a school vehicle.
- Anyone asked to drive by a coach for the purpose of transporting members of a team to an athletic event (i.e. game, practice, tournament, team camp, etc.).

If **you** or one of your **parents** is in one of these categories, complete and submit this form **to the business office or the athletic office. (See Appendix for form)**

## **HAZING/BULLYING/PEER HARASSMENT POLICY**

Hazing or peer harassment that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with any team will not be tolerated. All athletes must be given the opportunity to compete without threat of any type of abuse. Coaches have a responsibility to maintain a safe and positive environment for all athletes. Students are encouraged to notify coaches or other school personnel of instances of hazing or harassment. Anyone engaging in these behaviors is subject to being dismissed from the team and may face administration disciplinary action.

## **INTRAMURALS**

The Intramural program is offered Monday, Wednesday, and Friday for grades 2-5. This program serves as an introduction and feeder program into the CAL athletic programs in which students will learn the basic fundamentals of each sport and will gain valuable participation experience. CAL coaches and athletes will serve as coaches in teaching the basic skills and discipling these young student-athletes.

Intramural sports offered are:

Fall: Cross Country, Volleyball, Tennis, Flag Football

Winter: Boys' and Girls' Basketball, Cheerleading

Spring: Cross Country, Wrestling

## **LETTER JACKETS**

Student-athletes may earn a varsity letter by participating on a Varsity team for an entire season and be in good standing with the coach for that season. CAL establishes dates for students to order jackets. The school does not purchase jackets; however, if the student-athlete earns a varsity letter, he/she may purchase a letter jacket. Please check with the athletic department and check online at [www.christianacademyschools.org](http://www.christianacademyschools.org) for more information concerning letter jackets.

## **MAKING THE TEAM**

Athletics exist at different levels at CAL. These include Intramural teams, Middle School teams, Junior Varsity teams and Varsity teams. CAL is a member of the Kentucky High School Athletic Association (KHSAA) and, at the varsity level, competes for district, regional and state championships.

As a student moves through the Middle School and the High School, the requirements for “making the team” become more stringent with each new level. Each year, a student must try out and meet a standard of competitive skill level in order to be selected for the team. A student is not guaranteed a place on the team because he/she was on the team the year before, or because his friends are all on the team, or because it is his/her senior year.

CAL desires to be as competitive as possible at the varsity level, so only the athletes with the highest skill level and the strongest work ethic are selected for varsity teams. Additionally, coaches must maintain a balance of (depending on the sport) 8th, 9th, 10th, 11th and 12th graders on varsity teams in order to perpetuate an on-going strong competitive program. Coaches will give every student trying out for a team every opportunity to demonstrate his/her ability and skill level. At the conclusion of this process, the coach might have to make final cuts that may be hard for a student to accept. This is one of the hardest tasks that a coach has to do, and it must be done in fairness and in kindness. Remember, if you see an interpersonal conflict coming; enlist the counsel of the AD before it arrives.

Student-athletes will be evaluated year round, as well as during tryouts. Skill drills, dependability, effort, and team leadership are also part of a coach’s evaluation. In addition, there are other attributes that coaches look for:

- Muscular strength
- Muscular endurance
- Flexibility
- Cardiovascular fitness
- Sports specific skills
- Vertical leap and agility (ability to move and change directions)

Coaches will inform parents and student-athletes early when they feel the student’s chances are slim, based upon returning athletes and space on the team. This will enable the athlete to seek a sport or a team that will give him/her a better chance for success.

## **MULTI-SPORT ATHLETES**

- Coaches at CAL will encourage athletes to participate in multiple sports throughout the year. The AD will not permit coaches to suggest to players that they specialize in one sport to the exclusion of others. High school is a time when trying different sports should be encouraged.
- Students who are a member of a CAL athletic team are strongly encouraged NOT to participate on any other team that is not affiliated with CAL athletics, while that sport is in season. The school team should take priority in regards to practices and games and the athlete is not to miss any school team practices or games to attend the non-school team. Athletes can only participate on one CAL team per season.
- If an athlete decides to quit a team, the coach will arrange a meeting with the player and his/her parents to discuss the matter. If it is a varsity player, the AD will sit in the meeting with the head coach. If it is a sub-varsity athlete, the varsity coach will sit in the meeting with the coach in charge of that level.
- An athlete who quits a team generally is not allowed to practice, play, or participate with any other CAL team until the original team’s regular and post-season play is completed.

• In the event an irresolvable conflict arises in performance dates relative to scheduled participation in both Fine Arts and Athletics, please adhere to the following guidelines:

- It is our desire at CAL to maximize the participation of our students so that they may grow in their areas of giftedness.
- Performing Arts are considered part of the academic curriculum.
- Scheduling situations require individual attention from administrators (Athletic Director, Fine Arts Director and the Principal).
- ⊖ Coaches need to anticipate potential conflicts in scheduling and seek to resolve these issues with the AD and the Fine Arts Director before they present themselves.
- The AD is to ensure full communication, upon learning of the conflict, among all impacted parties (e.g.: student, parent, coach, teacher, and principal.)
- ⊖ If there is an unavoidable conflict which cannot be resolved by the AD and Fine Arts Director, the HS Principal, with input from all parties, will make the decision on what and how the student will participate.

## **MUSIC**

All music played at any CAL athletic event must be Christ-honoring and approved by the AD in advance. Failure to comply with these standards will result in the loss of privileges of playing music at any athletic events for that sport. When there is access to a public address system at a CAL home game, a public prayer and national anthem will be voiced PRIOR to the beginning of that home event.

## **NCAA CLEARINGHOUSE**

If you are a prospective student-athlete at a Division I or II college or university, you have certain responsibilities to complete before you may participate. Information concerning who needs to register with the Clearinghouse and what documents need to be submitted can be found in The Guide for College Bound Student Athletes on the NCAA website; [www.ncaa.org/library/generalcbsa](http://www.ncaa.org/library/generalcbsa). It is the students' responsibility to begin this process and request items from the school as needed.

## **NON-SCHOOL COMPETITION**

- Pupils: (both domestic and foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.
- Definition: Recruiting is defined as an act, on behalf of or for the benefit of,
  - a) A school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.
  - b) An athletic coach or any other member of the school staff shall not influence a student even if the student, his/her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
  - c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.
- Penalty: Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of such recruitment shall be guilty of willful neglect of duty, misconduct, and/or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches, such as, but not limited to an athletic

director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This regulation shall also apply to students or their parents.

### **PARKING AND STUDENT PICK-UP**

- Parents are asked to assist the coaches by arranging for their students to be picked up at the designated time and places after practice.
- Students/Parents may park only in designated areas.
- Cars are not allowed to park in the loading or unloading area unless to drop off heavy equipment or shipments.
- Park in an area that will be safe from foul balls, etc. CAL is not responsible for damaged vehicles during athletic contests.

### **PHYSICIAN'S NOTE/INCIDENT REPORT**

- Any student receiving physician's care for an injury or illness which results in loss of time from school or athletic competition must provide a note from a physician clearing him/her to return without restriction to athletic competition.
- Any student who suffers a loss of consciousness during a practice or contest may not resume athletic participation until receiving written clearance from a physician. An injury report must be filed in the athletic office within 2 days of any incident.

### **PLAYING TIME**

Playing time will be based upon the level of the team. The following guidelines have been established to give clarity to this sensitive issue:

- **Intramurals:** Equal playing time for all participants.
- **MS Teams:** We value each player's development so all athletes at the middle school level will have significant playing time during games. Player preparation, talent, safety and game circumstances all impact the amount of playing time for each athlete. Coaches have primary discretion over determining athletes' playing time. We encourage parents to communicate with coaches if they are concerned that these guidelines are not implemented in a balanced manner over the course of the season versus within a single game.
- **HS Teams:** Coaches have primary discretion over determining athletes' playing time. Athletes' are not guaranteed playing time in any of the games; however, they will have the opportunity to develop their skills in practices and contribute to the team as directed by the coach.
- **Chain of Command:** After communication with the coach, in a spirit of collaboration, parents are encouraged to contact the Varsity head coach for that sport and then the Athletic Director, if concerns persist.

### **POLICY ON BRINGING UP ATHLETES**

- 6<sup>th</sup> grade teams are available primarily for 6<sup>th</sup> graders and possibly 5<sup>th</sup> graders, based upon need of the program and skill level. The focus is on the development of individual and team skills, sportsmanship, and having fun.
- Middle School teams are available primarily for 7<sup>th</sup> and 8<sup>th</sup> graders and possibly 6<sup>th</sup> graders, based upon need of the program and skill level. The focus is on the development of individual and team skills, sportsmanship, and having fun.
- Freshmen teams are for 9<sup>th</sup> graders and possibly younger grades based upon the need of the program and skill level of the athlete. The focus is on the development of the individual and team skills, sportsmanship and having fun.

- Junior Varsity teams are an advanced developmental program available primarily for students in grades 9-11 and possibly younger grades based upon need of the program and skill level. This level is to prepare skills and ability for the varsity level.
- Varsity teams are advanced programs primarily for 9-12 graders and possibly younger grades based upon the need of the program and skill level. Skills and ability are at a high level. These athletes are the leaders of each program in and out of the athletic arena. Exemplary sportsmanship and commitment to excellence is a high priority.
- It is the desire of CAL athletics to develop each athlete and program with a long-term view in mind. This will be best served as we provide opportunity for our athletes to compete together as a group and develop as a team. Therefore, coaches must seek the approval of the Athletic Director when considering bringing up younger athletes to a higher-level program.

### **PRACTICE CLOTHING/SPIRIT WEAR**

- Coaches may require team members to purchase spirit pack items- practice clothing bearing the school name and sport. This may include: practice uniforms, shorts, t-shirts, hoodies, and bags. Spirit packs are non-budgeted items, paid for and kept by the athlete. Spirit pack price limits are as follows: V=\$250; MS=\$150. (Any exceptions must be approved by the AD).
- Students are not permitted to wear revealing clothing, clothing with references to alcohol, tobacco, drugs, profanity or Satan, or clothing that has offensive symbols. All spirit wear must be approved by the AD and may or may not be approved to wear to school-see school handbook.

### **PRACTICES**

- Coaches should cover practice expectations in a pre-season meeting and/or informational letter.
- Practice is mandatory to be successful. HS teams practice Monday through Friday. Some coaches will practice Saturdays. Practice will be scheduled between 3:15 and 9:00 p.m. when school is scheduled. Wednesday practices for HS teams will end by 5:15 p.m., without exception, so that our students may attend church. MS teams may practice on Wednesdays; however, HS teams will have priority due to space issues. **NO SUNDAY PRACTICES!**
- Varsity coaches shall advise and give direction to lower level squads in such areas as fundamentals, drills, patterns, offenses, defenses, conditioning, and coaching techniques.
- Parents have a responsibility to pick up students in a timely manner. Students should **not** be on campus after school unless their practices are immediately after school. Supervised study halls for teams with late practices are mandatory. Please arrange for your student accordingly.

### **SENIOR RECOGNITION**

Senior athletes will be recognized at the final regular season home game for indoor sports and the second to final home game for outdoor sports. This will be an opportunity for the team and coaches to express gratitude for the investment that the senior student-athlete and his/her parents have made to the team. Coaches should plan this in consultation with the athletic office and solicit parental support.

The athletic office will approve the date and will provide the following:

- Flowers to each senior athlete to be given to the parents
- Set up of microphone and table for ceremony
- AD/Principal will be at the game to congratulate the senior athletes and parents

The head coach will be responsible for the following:

- Confirming the date with the athletic office and communicate that date to your team/parents
- Pick up flowers at the athletic office and arrange for proper set up of event
- Provide script on each senior athlete to be read when they are announced

## **STRUCTURE OF THE ATHLETIC DEPARTMENT**

### **Athletic Director**

The Athletic Director (AD) serves under the direction of, and has a direct reporting relationship with the HS principal, while staying in communication with the Superintendent. The AD oversees the total operations of the athletic department and is assisted by the Assistant AD and other members of the athletic staff.

### **Assistant Athletic Director**

The Assistant Athletic Director is an extension of the Athletic Director in matters pertaining to the department. It is his function to assist the AD in carrying out specific responsibilities of the department. When the Assistant AD asks a member of the coaching staff to do something that is related to their respective areas of responsibilities, the coach should consider this request as coming from the AD.

### **Athletic Administrative Assistant to the AD**

The Administrative Assistant to the AD has many responsibilities some of which include processing athletic department purchase orders, assists in the awards night details, and verifies the eligibility of our student athletes and coaches.

### **Intramural Coordinator**

The Intramural/Summer Camp Coordinator serves in coordinating all aspects of the intramural and summer camp program. They provide a necessary feeder system for our MS and HS sport programs.

### **Athletic Trainer**

The Athletic Trainer is contracted to CAL through the KORT program. They work and serve at the discretion of the Athletic Director and ensure proper supervision of our athletic teams to provide assistance during any injury or incident that may occur.

### **Varsity Head Coaches**

Varsity head coaches will have a direct reporting relationship to the Athletic Director on all functions of their positions, including program administration, operations, facilities, etc. Varsity head coaches, under the direction of the above outlined structure, will be responsible for the coaches on their coaching staffs, at the varsity, junior varsity, middle school levels and intramurals. In an effort "to build successful programs, the Varsity coaches will work with the AD to help recruit, hire, train, and mentor the coaching staff of each sport. Each Varsity head coach is responsible to oversee his/her total program. This oversight will include staffing, budget management, media relations, equipment and uniform inventory control, etc...A solid unified relationship with the AD is essential for this position.

### **Assistants/JV/MS Coaches**

All other coaches are to report directly to the varsity head coach of the program they are coaching. The main function of the coach is to support the mission and vision of the head coach and that of CAL Athletics. Specific job responsibilities will be assigned by the head coach.

## **STUDENT ELIGIBILITY**

Christian Academy of Louisville is a member of the KHSAA, (Kentucky High School Athletic Association), which is the governing body for Kentucky high school athletics. Questions pertaining to KHSAA rules and regulations can be asked of the Athletic Director or his assistant. Answers can be found in an updated KHSAA handbook, which remains in the A.D.'s office or at [www.khsaa.org](http://www.khsaa.org)

### **A. Academic Eligibility**

According to KHSAA rules and Christian Academy regulations, student athletes must maintain certain grade requirements. At the end of each week, the school administration checks grades of athletes and sends a report to the Athletic Director of students who do not meet the guideline requirements. The grade requirements are as follows:

#### **Minimum Academic Requirements**

1. Cumulative Grade point average must be 2.0 or better.
2. No "F" academically in any subject.

Note: Any student not fulfilling these academic requirements is **INELIGIBLE** for ONE WEEK which will run from Saturday (12:01 am) to Saturday (12:01 am). Ineligible students may attend practices. They may attend home games as spectators only and may not attend away games Monday through Thursday. It is expected for these athletes to be home studying. At the next grade check, if the student has improved and met the minimum academic requirements they will

be eligible to play in the next game. If not, the student remains ineligible for one more at the next grade check, if the student has improved and met the minimum academic requirements, he will be eligible to play in the next game. If not, the student remains ineligible for one more week.

**Eligibility runs from midnight Friday to midnight Friday.**

**B. Limits of Eligibility**

Students in grades 8-12 are eligible to try out for all High School sports. Students may not repeat any grade and participate in sports in that 2<sup>nd</sup> or “repeating” year. A student who turns 19 years old before August 1 of a school year is not eligible to participate in athletic competition.

**C. Residence Requirements**

A Student shall be eligible in the school year in which he or she first enrolls each school year, or makes himself or herself a candidate for an athletic team by engaging in a practice prior to enrolling in any member school. The student shall be eligible in that school so long as he or she remains enrolled at that school and meets all other eligibility requirements.

**D. Transfer Students**

Issues relating to students transferring into CAL should be referred to the AD and the KHSAA policies on transfer students.

**E. Home-School Participants**

Home-Schooled athletes must comply with KHSAA rules regarding home-school programs, found at [www.khsaa.org/rules/handbook](http://www.khsaa.org/rules/handbook). The current stipulation is that no home-schooled athlete may participate on any HS level teams sanctioned by the KHSAA.

**F. Required Forms/Fees-found on [www.christianacademyschools.org](http://www.christianacademyschools.org)**

- **Physical Examination Form**-All student athletes must have A “KHSAA SPORTS PARTICIPATION FORM” turned in before he or she attends tryouts or practices. All information is mandatory on the form. If a sports physical form is not on file, the student will not participate until a physical is received in the athletic office. Physicals are ONLY good for one calendar year from the date indicated by the physician. A new physical must be completed for each school year for sports. It is recommended for sports physicals to be completed between June 15 and July 15 of each year. The KHSAA form is used for HS and MS athletes.
- **KORT Form**
- **Parent Consent form** on file in the athletic office BEFORE participating in tryouts or practice.
- **Proof of Insurance**-The student must have proof of insurance, up to \$25,000, to participate on a school team. The insurance information must be completed on the required KHSAA SPORTS PARTICIPATION FORM for student athletes. Please turn this form into the Athletic Office.
- **Athletic Fee:** ALL HS and MS sports are \$125 per sport. An athletic fee is collected from all participants. All fees should be sent to the athletic office. Please indicate the student’s name and on which team the student is participating on the check. Other team fees may apply.

**G. New Student Participation**

Any student new to CAL must have submitted an application of enrollment, which indicates the intent to attend CAL, prior to participating in any off-season conditioning, practices, or games. This includes any summer activities or leagues.

**STUDENT MANAGERS**

- Student managers are valuable assets to our athletic teams.
- Students desiring to serve as managers for teams should contact the coach of that team.
- Student managers are required to meet and follow all rules and regulations pertaining to interscholastic athletics and may earn letters by meeting team requirements.

**SUMMER CAMPS AND JR. CENTURION PROGRAMS**

- CAL offers several exciting summer camps and Jr. Centurion programs for students of all ages. These camps/clinics are conducted by varsity level coaches and athletes and are designed to teach the basic fundamentals of the sport, while providing a platform to disciple young boys and girls.
- Character lessons from God's Word will be discussed during daily devotional times.
- Coaches compensation will be based upon the camp financial worksheet. Coaches should meet with the AD to discuss the terms of the camp financial worksheet before submitting an application to conduct a camp.
- Varsity head coaches are encouraged to develop summer camps and jr. centurion programs for their sport.
- Parents may go online at [www.christianacademyschools.org](http://www.christianacademyschools.org) in order to find out information about these programs.

## **SUPERVISION OF STUDENT ATHLETES IN GYM/FIELD**

- Students will not be permitted to enter the gym/playing field without an assigned coach's supervision.
- Students found in the gym/fields unattended will be asked to leave until the supervising coach arrives, and are subject to disciplinary action.
- Coaches will instruct student athletes not to roam the halls until games/practices begin.
- If a coach is to be late for practice, he/she must arrange adequate adult supervision until their arrival.
- Coaches who are responsible for supervision of the gym will have a physical presence there at all times.

## **TEAM PHOTOGRAPHS/PICTURES**

- The athletic office will schedule team and player photographs at the beginning of the respective sport seasons (fall, winter, and spring) to be used for the sports program, yearbook, school newspaper, and media.
- The athletic office will inform coaches, athletes, and parents on the process to purchase photo packages of the team and player pictures.

## **TEAM RULES/SCHOOL RULES**

- Coaches will be responsible for establishing team rules. These pre-approved rules must be communicated to the team at the beginning of the season. These rules would include, but not limited to, practice attendance, lateness to practice or games, or care of uniforms/equipment.
- The Parent/Student School handbook applies to all students and all sports and will be followed.

## **TRANSPORTATION**

- Generally speaking, coaches are *not* permitted to transport athletes at any time. Parents are responsible to provide transportation to all games or practices and **pay for the travel expenses involved, including meals.** **All request for a bus/van for transportation scheduling must take place through the athletic office, however, the expenses are incurred by the program/parent (with the exception of state tournaments) and should be included in the TEAM FEE at the beginning of the season. The transportation portion of the team fee will then be transferred to the athletic budget to pay for the expense.** Parents should direct transportation questions to the coach at the beginning of the season. **Students may not transport students to any sports activity.** Do not allow your student to find his own way to the games. Special circumstances should be discussed with the Athletic Director. Parents and students should discuss proper safety procedures for their student driving to and from athletic events. Transportation of students in student vehicles is not permitted. Coaches and parents must understand that if this is done, personal insurance is exposed and should not be done without previous written parental permission.
- CAL strongly suggests that coaches do not use their personal vehicles for student transport and prohibits transporting individual students.
- Directions to athletic contests will be provided on the athletic information line and website.

- During transport, seat belts must be worn and all students must remain seated. Luggage and equipment must be free of the doors and not blocking the aisles.
- Only team personnel and players are allowed to use CAL transportation.
- Only G or PG rated movies may be watched on athletic trips. Coaches should be very judicious in the selection of a movie, to insure it is commensurate with our school's mission.
- Music that is played should be free from profanity, violence, or suggestive lyrics.
- Athletes traveling home after games, with anyone other than parents, must provide written permission slips prior to the game day.
- Parents should arrange for pick-up of their children in a timely fashion after games and practices.
- Coaches may not leave athletes unsupervised, whether on CAL campus or an away site, until all students have been picked up and should not be alone at any time with an athlete.

### **TRY-OUTS/TEAM SELECTION/CUTS (All Sports, Grades 6 -12)**

- **The following sports are cut sports offered at CAL:**
  - o Fall: Volleyball, Golf, Cheerleading
  - o Winter: Girls' and Boys' Basketball and Cheerleading
  - o Spring: Softball, Baseball and Tennis
- **The following sports are non-cut sports offered at CAL:**
  - o Fall: Football/Cross Country/Field Hockey and Soccer
  - o Winter: Swimming
  - o Spring: Spring Football, Track and Field, Lacrosse, MS Soccer
- Before a student may try-out or practice all required forms must be turned into the athletic office.
- In all sports where it is anticipated that a student-athlete may be cut, it is mandatory that the tryout period last at least two days.
- The Coach will communicate with the AD with a brief rationale for each cut, before it is announced.
- If a student-athlete has a legitimate excuse (in the judgment of the Varsity head coach and the AD) for missing the tryout period, a subsequent one-day try-out may be granted to assess that player's abilities in consideration for the team.
- In the try-out process, it is important for the Varsity coach to have unlimited input as to which players are kept on the squad at all levels of the program.
- When an athlete is cut, it is always to be done in a private, face-to-face meeting with the coaches. Two coaches must be present in the meeting with the athlete. In that meeting the reasons for the cut should be explained. Also, the coaches should tell that athlete what skills to work on. He/she should be encouraged to pursue other athletic interests.
- Cheerleading for MS and HS is during fall and winter seasons and tryouts are in April of each year.

### **UNIFORM GUIDELINES**

Teams that wish to order team shoes, warm-ups, T-shirts, hats, or miscellaneous equipment that otherwise would not be provided by CAL through the spirit pack, may do so by following these procedures:

- Complete the appropriate form and submit to the AD's office WELL BEFORE NEEDED. Note: when used for uniforms/team wear, a sample or picture from the catalogue must be included on that form.
- Our colors are Royal Blue, Red and White.
- All money must be collected and submitted prior to issuing the item.
- If these procedures aren't followed, a coach may find himself/herself with uniform items that are not approved and can't be worn, and/or with a bill that is not covered by school funds.

### **UNIFORM REPLACEMENT POLICY**

- Varsity uniforms may be purchased every 3-5 years. Due to the nature of some sports, once the uniforms are purchased, only fill-ins will be necessary – football is an example of that.
- J.V. and M.S. uniforms will be purchased on an as-needed basis – usually every 6-7 years.

- Style changes or fashion do not warrant changes in uniforms if current uniforms are in good condition.
- A coach should purchase uniforms of quality that can be easily filled in, instead of requiring wholesale replacement.
- When varsity and junior varsity uniforms are the same. They can be easily moved up and down, allowing greater flexibility in sizing.
- Existing sets of uniforms will be used where possible. However, uniforms in poor condition or poor fit will be replaced, if at all possible.
- The funding of new uniforms shall come from the athletic budget and individual sports budgets that are submitted by each coach.
- Within two weeks after the final game, all uniforms must be collected, inventoried and turned into the athletic office. Turn in a copy of the inventory with the complete set of uniforms.
- The parent is responsible for the dollar replacement cost of any lost or damaged school issued equipment uniforms.

**Note: In sports where uniforms tend to be changed annually, students may purchase and keep uniforms. This decision is at the discretion of the coach and Athletic Director. Exams and final grades may be withheld until uniforms are returned and/or all monies or fees are paid.**

### **USE OF ATHLETIC FACILITIES**

- CAL athletics is considered the primary user of the gym and fields. All request for use of the gym and athletic fields are to be submitted to the Athletic Director for approval.
- The in-season sport has priority for the use of athletic facilities.
- All events and facilities usage must be submitted for approval and entered in Schedule Star. Please clear all use of the athletic facilities with the AD.
- Coaches do not have authorization to schedule, rent, loan, or otherwise provide CAL facilities to others or allow former athletes or anyone else to use our facility for profit without the consent of the AD.
- CAL athletic facilities are primarily intended for use in CAL athletic contests and practices. Any facility rental/usage must gain approval by the athletic director.
- All facility rental fees collected will be deposited and disbursed from a designated athletic facility rental account.
- Students are not permitted to use any facility without direct supervision from a school employee and permission from the head coach.
- Outdoor facilities are restricted from use after dark. Lighting systems are not to be turned on.
- Facilities, including the weight room, are not to be used by students or someone not affiliated with CAL without direct supervision by authorized personnel.
- Facilities are NOT available for personal camps, city camps, city leagues, summer leagues, non-CAL summer camps, etc. without permission from the Athletic Director. If approved, a Certificate of Insurance naming CAL as additionally insured as well as a rental contract must be provided. CAL coaches may wish to arrange their private lessons/camps through the Athletic Director.
- All facilities should be left as you found them and secured upon departure. Coaches should lock the gym, if they are the last team scheduled that evening.
- Music at all CAL athletic events and in the weight room must be Christ-honoring and AD approved.

### **WEATHER CHANGE POLICY**

- If a game or practice is questionable due to weather issues, a change will be posted on the [www.highschoolsports.com](http://www.highschoolsports.com) as soon as a decision has been made. An announcement will be sent to all school offices that would have students affected by this change.

### **WEIGHT ROOM USE**

- The weight room is a common-use facility. Each team will have equal access to this facility, with priority given to in-season sports.
- Coaches will schedule the weight room through the Athletic Department.
- No student is permitted to use the weight room without direct supervision from a CAL coach.

- Students must have proper workout attire, consisting of a clean, dry T-shirt, athletic shorts, socks, and athletic shoes (no cleats). Students must remove all jewelry before entering the weight room.
- No food or drinks are permitted at anytime.
- Students are responsible for re-racking and cleaning of weight room after each use.
- Violations of weight room rules or policies may result in a loss of privileges.
- Music played in the weight room must consist of: Christian radio stations or Christian CDs.

## Appendix A

### CAL SPORTS PROGRAM EVALUATION (Player/Parent Form)

**Athletes/Parents**, please take the time to answer questions listed below openly and honestly. Your answers will be kept confidential and shared with the coaching staff in a combined report manner. Your time is greatly appreciated.

**Sport: (level)** \_\_\_\_\_  Parent  Athlete  
**Name: (optional)** \_\_\_\_\_

Do you feel like the coach (es) impacted you for Christ? How did you grow closer to the Lord by being a part of this team? Explain:

Do you feel practices were well-organized?  Yes  No  
 Please comment:

Were drills well taught?  Yes  No Which drills did you feel were most beneficial, and which, if any were of little help?

What was the highlight of the season?

Do you feel the coaching staff did a good job preparing you and the team for the next opponent?  
 Yes  No Please explain.

Was the season a personal success for you?  Yes  No  
 Why?

If you had it to do over again, what would you do differently?

What are some things the coach (es) could do differently?

Did the coach do a good job with the mental preparedness that goes along with an athletic season?  
 Yes  No Explain:

What advice would you give your teammates who are returning next season?

What advice would you give to rookie players?

What suggestions could you offer the coach (es) to improve the overall program?

What suggestions could you offer the CAL Athletic Department in order to improve the overall program?

Note: Use the back of this form for additional comments.

Appendix B



**Christian Academy School System**  
**Authorization Form for Motor Vehicles Record Check**

**ALL INFORMATION IS REQUIRED**

Campus ES\_\_RC\_\_SW\_\_CAI\_\_ Grade Level\_\_

Event (Field trip, game, etc.) \_\_\_\_\_

First date you will drive \_\_\_\_\_

**NAME:**

Last\_\_\_\_\_First\_\_\_\_\_Middle\_\_\_\_\_  
(Name exactly as it appears on driver's license – no nicknames)

Date of Birth\_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's License Number \_\_\_\_\_

State of Issue\_\_\_\_\_

**HOME ADDRESS:**

Street\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Student's Name \_\_\_\_\_

**PROOF OF PERSONAL AUTOMOBILE INSURANCE:**

Name of Insurer \_\_\_\_\_  
Policy Number \_\_\_\_\_

*I understand, for insurance and liability purposes, involvement in an accident or traffic violation after this MVR check is completed requires reporting the incident within 24-48 hrs. to Karen Bickel – English Station HR Dept. ex 1011.*

*I authorize Christian Academy School System to obtain driver's license information from any state or jurisdiction that I have been licensed to drive motor vehicles and to share this information with the appropriate school officials.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix C**

**Christian Academy of Louisville  
Student Athlete Accident/Incident Report**

Name of Athlete \_\_\_\_\_

HS \_\_\_ MS \_\_\_ Elem \_\_\_ Age \_\_\_\_\_ Sport \_\_\_\_\_

Date Occurred \_\_\_\_\_ Time \_\_\_\_\_ AM PM

Place: CAL Off Campus Event  
School Practice Game Home Other

Description of Accident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coach Supervising Event? Y N Name \_\_\_\_\_  
Present at scene of accident? Y N

Parent/Guardian Contacted? Y N  
Name & Number of Notified \_\_\_\_\_

Did the individual(s) involved to seek medical assistance? Y N  
From : \_\_\_\_\_

Was disciplinary action taken as a result of this accident?    Y    N

Name of Person Reporting \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

**- IMPORTANT -**

Please supply a copy of this report and any supporting documentation to the CAL athletic office and notify Athletic Trainer of injury.

**Appendix D**

**Christian Academy Athletics  
Uniform Inventory**

**Sport:** \_\_\_\_\_

**Athlete's Name:** \_\_\_\_\_

**Date Checked Out:** \_\_\_\_\_

**Date Check In:** \_\_\_\_\_

Uniform Given	Number	Size	Replacement Cost

**Equipment Notes:**

I acknowledge receipt of my equipment and accept responsibility to return them in similar condition, outstanding of regular wear and maintenance. I recognize and accept the replacement costs associated with each item that I accept.

**Athlete's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Appendix E



**KORT**

**The Best In Rehab**

Official Sports Medicine Provider for  
Christian Academy of Louisville Athletics



*CAL retains the services of a state licensed and nationally certified athletic trainer through the Kentucky Orthopedic Rehab Team (KORT).*

## KORT's Notice of Privacy Practices

I do hereby consent to Kentucky Orthopedic Rehab Team in using or disclosing my protected health information for the purpose of providing treatment to me or to carry out the Practice's health care operations. I do hereby consent to allow the Practice to use or disclose my personal health information for treatment provided from another healthcare facility or practice. I further consent to the disclosure of my protected health information in order for another healthcare facility or practice to conduct health care operations; including quality assessments & procedures, medical necessary tests, as well as review of the competency of health care professionals.

I acknowledge that I may obtain a full and unabridged version of KORT's Notice of Privacy Practices from the ATC, which contains a more detailed description of the uses and disclosures allowed by this consent as well as any other rights I may have pertaining to my personal health information, from the Athletic Trainer at CAL or any KORT location. It will also be posted in the athletic training room at CAL.

\_\_\_\_\_  
Athlete's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian's Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian's Name (signed)

\_\_\_\_\_  
Date

Christian Academy of Louisville Athletic Department may retain my child's original copy of the sports physical in the permanent files as required by KHSAA. For emergencies, the coach of my child's sport may keep a copy of the KHSAA sports physical in the team notebook.

\_\_\_\_\_  
Parent/Legal Guardian's Name (signed)

**Appendix F**

\_\_\_\_\_  
Date



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
 2280 Executive Drive, Lexington, Kentucky 40505  
 Athletic Participation/Physical Examination Form/Consent and Release  
**PART I - ATHLETE INFORMATION**  
*(This part must be completed by the student)*

Name (Last, First, Initial) \_\_\_\_\_ School Year \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 (Street, City, State, Zip): \_\_\_\_\_  
 Gender \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
 Birth Place \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ (County, State): \_\_\_\_\_

**Attendance History**

Grade	School Name	School Year	Varsity Play – (Yes/No)?
9			
10			
11			
12			

*I am planning to participate in the following (circle all you might try to play):*

- Baseball    Basketball    Cross Country    Football    Golf    Soccer    Fast Pitch Softball  
 Swimming    Tennis    Track and Field    Volleyball    Wrestling    Cheerleading    Other

**PART II - MEDICAL HISTORY**

*This part must be completed by parent and student and presented to the authorized health care provider before the physical.*

CHECK THE APPROPRIATE RESPONSE TO EACH ITEM: ..... YES NO

1. Have you ever been hospitalized? .....  YES  NO
2. Have you ever had surgery of any kind (e.g., tonsillectomy) .....  YES  NO
3. Are you presently taking any medications or pills? .....  YES  NO
4. Do you have any allergies (medicine, bees, or other insects)? .....  YES  NO
5. Have you ever passed out during exercise? .....  YES  NO
6. Have you ever been dizzy during or after exercise? .....  YES  NO
7. Have you ever had chest pain during or after exercise? .....  YES  NO
8. Have you ever had high blood pressure? .....  YES  NO
9. Have you ever been told you have a heart murmur? .....  YES  NO
10. Have you ever had racing of your heart? .....  YES  NO
11. Has anyone in your family died of heart problems before 50? .....  YES  NO
12. Do you have any skin problems? (itching, rashes, acne) .....  YES  NO
13. Have you ever had a head injury? .....  YES  NO
14. Have you ever been knocked out or unconscious? .....  YES  NO
15. Have you ever had a seizure or suffer from epilepsy? .....  YES  NO
16. Have you ever had a stinger, burner or pinched nerve? .....  YES  NO
17. Have you ever had heat related problems? .....  YES  NO
18. Have you ever been dizzy or passed out in the heat? .....  YES  NO
19. Do you cough heavily, or breath heavily during activity? .....  YES  NO
20. Do you use any special equipment (e.g., knee brace)? .....  YES  NO
21. Have you had any problems with your eyes or vision? .....  YES  NO
22. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones? .....  YES  NO
23. Are you missing one of any paired organs (e.g., eyes) .....  YES  NO
24. Have you ever been diagnosed with any form of asthma? .....  YES  NO
25. Are you using an inhaler for asthma? .....  YES  NO
26. Are you diabetic? .....  YES  NO
27. Do you administer insulin to yourself? .....  YES  NO
28. Are you presently using tobacco in any form? .....  YES  NO
29. Do you have a history of sickle-cell anemia in your family? .....  YES  NO
30. Have you had any other medical problems? .....  YES  NO
31. Have you had a medical problem or injury within the last year? .....  YES  NO
32. Can you swim? .....  YES  NO
33. When was your last tetanus shot? \_\_\_\_\_

Please explain any YES answers from questions 1-31 on page 1. \_\_\_\_\_

**PART III - PHYSICAL EXAMINATION**

*This part must be completed by the authorized health care provider named in Bylaw 2.*

PATIENT NAME: \_\_\_\_\_  
 HEIGHT: \_\_\_\_\_ WEIGHT \_\_\_\_\_ BP \_\_\_\_\_ / \_\_\_\_\_ PULSE \_\_\_\_\_  
 VISION: R- 20/ \_\_\_\_\_ L- 20/ \_\_\_\_\_ BOTH- 20/ \_\_\_\_\_ CORRECTED? Y N

	Normal	Abnormal	Comment
HEART			
Rhythm (Regular/Irregular)			
Murmur (supine)			
Murmur (standing)			
ENT			
Lungs			
Skin			
Abdominal			
Genitalia			
Musculoskeletal			
Neck			
Shoulder			
Elbow			
Wrist			
Hand			
Back			
Knee			
Ankle			
Foot			
Dental			
Other			

After having reviewed the data above and the student's medical history, I make the following recommendations on participation in athletics:

1. Cleared \_\_\_\_\_
  2. Cleared after additional evaluation for \_\_\_\_\_
  3. Restricted from participating in the sports of \_\_\_\_\_
  4. Cleared only to participate in the sports of \_\_\_\_\_
- Recommendations/Restriction (attach additional if necessary) \_\_\_\_\_

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said student to be physically fit to practice for and participate in interscholastic athletic contests.

Authorized Signature _____  Date: _____	Provider's Name (please print)	
	Address:	
	City/State/Zip	
	Phone	

*This Physical Examination is valid for one year from date administered.*

**PART IV - EMERGENCY PERMISSION FORM**

*(This part must be completed by student and custodial parent / guardian)*

STUDENT NAME \_\_\_\_\_  
SOCIAL SECURITY NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
SCHOOL \_\_\_\_\_  
BIRTH DATE \_\_\_\_\_  
PHONE \_\_\_\_\_

*PERSON TO CONTACT IN CASE OF MEDICAL EMERGENCY:*

NAME \_\_\_\_\_  
RELATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
DAYTIME PHONE \_\_\_\_\_  
EVENING PHONE \_\_\_\_\_

Please list any health problems/concerns your child may have, including allergies (medications / others) and any medications presently being used: \_\_\_\_\_

*Students desiring to participate in Wrestling must also complete KHSAA Form WR101 and required attachments between October 15 and the first contest.*

*This form must be reproduced in order for a copy to travel with respective athlete.*

**PART V – CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE**

*The student and parents/guardian must read this statement carefully. This form **must** be completed before the student participates (hereinafter including try out for, practice and/or compete) in interscholastic athletics.*

As parent/legal guardian, I agree to allow my child to participate in interscholastic athletics.

The student and parent/legal guardian recognize that participation in interscholastic athletics involves some inherent risks for potentially severe injuries, including but not limited to death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, or effects to the general health and well being of the child. Because of these inherent risks, the student and parent/legal guardian recognize the importance of the student obeying the coaches' instructions regarding playing techniques, training and other team rules. By signing this form, the student and parent/legal guardian acknowledge that the student's participation is wholly voluntary and to having read and understood this provision.

The student and parent/legal guardian individually and on behalf of the student, hereby irrevocably, and unconditionally release, acquit, and forever discharge the KHSAA and its officers, agents, attorneys, representatives and employees (collectively, the "Releasees") from any and all losses, claims, demands, actions and causes of action, obligations, damages, and costs or expenses of any nature (including attorney's fees) that the student and/or parent/legal guardian incur or sustain to person, property or both, which arise out of, result from, occur during or are otherwise connected with the student's participation in interscholastic athletics if due to the ordinary negligence of the Releasees.

The student and parent/legal guardian acknowledge that they have read and understood the KHSAA Bylaws 1 through 33 by distribution through the member school or by review at <http://www.khsaa.org/handbook/>. **Please be aware that a student is subject to the one year period of ineligibility in Bylaw 6, otherwise known as the "Transfer Rule," upon participation in any varsity contest regardless of the amount of participation or lack thereof.**

The student and parent/legal guardian agree to abide by the KHSAA Bylaws and Due Process Procedure as now enacted or later amended. The student and parent/legal guardian further acknowledge that they agree to abide by the rulings of the Commissioner, Assistant Commissioner, Hearing Officer and Board of Control.

The student and parent/legal guardian acknowledge that the student must have insurance coverage up to a limit of \$25,000 in order to be eligible to participate in interscholastic athletics.

**PART V – CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES,  
LIABILITY WAIVER AND CONSENT AND RELEASE (continued)**

*The student and parents/guardian must read this statement carefully. This form **must** be completed before the student participates (hereinafter including try out for, practice and/or compete) in interscholastic athletics.*

The student and parent/legal guardian consent to this student receiving a physical examination as required by the KHSAA.

The student and parent/legal guardian, individually and on behalf of this student, give the high school, the KHSAA and their representatives permission to release this student’s demographic information (including motion picture and still photography) and participation statistics (including height, weight and year in school, participation history) and other information as may be requested, and agree that the student may be photographed or otherwise digitally or electronically captured during school-based competition and such image or other report may be used without permission or compensation.

The student and parent/legal guardian, individually and on behalf of this student, consent to the high school and the KHSAA and their representatives to use and disclose the necessary personally identifiable information from the student’s education records including academic, financial and health care information, to third parties including school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws, including making determinations regarding eligibility to participate in interscholastic athletics and any administrative or legal proceedings resulting from participation or attempted participation in interscholastic athletics, without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act. I further release the high school, the KHSAA and their representatives from any and all claims arising out of the use and disclosure of said necessary personally identifiable information. I also agree to release to the high school, the KHSAA, and their representatives, upon request, the detailed and completed application for financial aid.

The student and parent/legal guardian, individual and on behalf of the student, hereby consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.

Students' Name (please print)	School
Student and Parent/Guardian Address	
Signature of Student	Date
Name of Parent(s)/Guardian(s) who has/have custody of this student (please print)	Emergency Phone Number
Signature of Parent(s)/Guardian(s) who has/have custody of this student	Date
Insurance Carrier	Policy Number

**Appendix G**

<b>Christian Academy of Louisville 2009-2010 Sport Offerings and Fees</b>		
<b>High School 9-12</b>	<b>Middle School 6-8</b>	<b>Elementary 3-5</b>
<b>\$125</b>	<b>\$125</b>	<b>Varies</b>
<b>Fall Season</b>	<b>Fall Season</b>	<b>Fall Season</b>
<b>August -October</b>	<b>August -October</b>	<b>August -October</b>
<b>Girls</b>	<b>Girls</b>	<b>Girls</b>
Cross Country	Cross Country	Cross Country
Cheerleading-V/JV	Cheerleading	Volleyball
Volleyball - V/JV/9th	Volleyball-6th/7th/8th	Tennis
Field Hockey-V/JV	Tennis	
Golf - V/JV	Field Hockey	
Soccer - V/JV		
<b>Boys</b>	<b>Boys</b>	<b>Boys</b>
Cross Country	Cross Country	Cross Country
Football - V/JV/9th	Football - 5th-6th/7th-8th	Football-Flag & Tackle
Golf - V/JV	Tennis	Tennis
Soccer - V/JV		
<b>Winter Season</b>	<b>Winter Season</b>	<b>Winter Season</b>
<b>November-January</b>	<b>November-January</b>	<b>November-January</b>
<b>Girls</b>	<b>Girls</b>	<b>Girls</b>
Basketball - V/JV/9th	Basketball - 6th/7th/8th	Basketball
Cheerleading - V/JV	Cheerleading	Cheerleading
Swimming	Swimming	
<b>Boys</b>	<b>Boys</b>	<b>Boys</b>
Basketball - V/JV/9th	Basketball - 6th/7th/8th	Basketball
Swimming	Swimming	
<b>Spring Season</b>	<b>Spring Season</b>	<b>Spring Season</b>
<b>February-April</b>	<b>February-April</b>	<b>February-April</b>
<b>Girls</b>	<b>Girls</b>	<b>Girls</b>
Softball- V	Softball	Cross Country
Track and Field	Track and Field	Soccer
Tennis - V/JV	Lacrosse	
Lacrosse-V/JV	Golf	
	Soccer	
<b>Boys</b>	<b>Boys</b>	<b>Boys</b>
Baseball – V/JV	Baseball - 6th/7th/8th	Cross Country
Lacrosse-V/JV	Lacrosse	Soccer
Tennis - V/JV	Track and Field	Wrestling
Track and Field	Golf	
Spring Football -9th-11th	Soccer	

Added MS Lacrosse to the Spring Season-2010

Moved MS Tennis from Spring to Fall-2009

Added Intramural Soccer to the Spring Season-2010

Note: Cheerleading for MS and HS is during fall and winter seasons. Tryouts are in April of each year.

Appendix H

**Christian Academy of Louisville Athletic Department Information**  
**“EVERY ATHLETE A DISCIPLE”**

Please use this as a reference for contacting coaches and/or school personnel about sports for Christian Academy.

CAL Athletic Department-502-244-3225 (Office) 502-244-3193 (fax)  
[www.christianacademyschools.org](http://www.christianacademyschools.org) (website) 502-244-3225 ext. 1199 (hotline)

Mark Butler- Athletic Director, ext 1037  
[mbutler@christianacademyschools.org](mailto:mbutler@christianacademyschools.org)

Keith Morgan, Assistant AD, ext.1124  
[kmorgan@christianacademyschools.org](mailto:kmorgan@christianacademyschools.org)

Carmen Evans- Administrative Assistant to the AD, ext. 1080  
[cevans@christianacademyschools.org](mailto:cevans@christianacademyschools.org)

Don McCormack-Intramural Coordinator, 418-8768  
[d\\_mc1@bellsouth.net](mailto:d_mc1@bellsouth.net)

Renee Beck- Athletic Trainer, 494-2128  
[rlbeck@selectmedicalcorp.com](mailto:rlbeck@selectmedicalcorp.com)

For CAL Sports Game and Practice Schedules visit:  
[www.highschoolsports.net](http://www.highschoolsports.net)

Sign up for CAL Athletic ENEWS by sending an email to [enews@insightbb.com](mailto:enews@insightbb.com) to get the latest information regarding CAL Athletics!

**ATHLETIC FEES: 2009-2010**

HS/MS \$125 per sport - Checks payable to: “CAL” with student name and sport on check. Other team fees may apply i.e.: Spirit wear/banquet etc....

Note: Fees will be collected on the mandatory check-in dates. Refunds will be given to any student-athlete who does not make a team.

**IMPORTANT FORMS: 2009-2010**

All athletes **MUST** have a current KHSAA Sports Physical, KORT form, and Parent Contract form on file in the Athletic office and all team fees paid **BEFORE** participating in tryouts or practice. Sports physicals are good for (1) calendar year from date of physical exam. A new sports physical is required each year. The KHSAA SPORTS PHYSICAL FORM is available in all the school offices OR can be downloaded from the CAL website, [www.christianacademyschools.org](http://www.christianacademyschools.org), choose the Athletic link. Please print out both sides and take with you to doctor’s appointment. Send original, with both sides completed, to the athletic office. Be sure to keep a copy for your records.

## Appendix I

### 2009-2010 Important Athletic Calendar Dates

**DEAD PERIOD:** June 25 – July 9 (NO CONTACT between any Coach and Athlete-No Exceptions!)

**MANDATORY SEASONAL COACHES TRAINING DATES:** 2009-2010

Fall Sports – July 11<sup>th</sup> 8:00 a.m.-10:00 a.m. in the Cafeteria

Winter Sports – October 3<sup>rd</sup> 8:00 a.m.-10:00 a.m. in the Cafeteria

Spring Sports – February 6<sup>th</sup> 8:00 a.m.-10:00 a.m. in the Cafeteria

**Note:--requirements to coach.**

Application, Background Check, Safety Course, CPR-First Aid, NFHS Certification (formerly ASEP), Medical Symposium (all V head coaches), Rules Clinic-(member of the V coaching staff). Present documentation of completion to the athletic office for reimbursement.

**MANDATORY CHECK IN DATES:** 2009-2010

Fall Sports – July 11<sup>th</sup> 10:00 a.m.-1:00 p.m. in Centurion Hall

Winter Sports – October 3<sup>rd</sup> 10:00 a.m.-12:00 noon in Centurion Hall

Spring Sports – February 6<sup>th</sup> 10:00 a.m.-1:00 p.m. in Centurion Hall

**OFFICIAL START DATES:** 2009-2010

Fall Sports-Tryouts/Practices may begin July 15, 2009-High School/Middle School

Winter Sports-Tryouts/Practices may begin October 15<sup>th</sup>; (Swimming)-October 1<sup>st</sup>

Spring Sports- Tryouts/Practices may begin February 15<sup>th</sup>

**MANDATORY PLAYER/PARENT MEETING DATES:** 2009-2010

Fall Sports – July 30<sup>th</sup> 6:00 p.m. in the auditorium/classrooms

Winter Sports – October 26<sup>th</sup> 6:00 p.m. in the auditorium/classrooms

Spring Sports – February 25<sup>th</sup> 6:00 p.m. in the auditorium/classrooms

**TEAM PICTURE DATES:** 2009-2010

Fall Sports – August 19<sup>th</sup> HS @ 3:30 and August 26<sup>th</sup> MS @ 3:30

Winter Sports – HS/MS-November 11<sup>th</sup> @ 3:30

Spring Sports – HS-March 3<sup>rd</sup> @ 3:30 and MS-March 10<sup>th</sup> @ 3:30

**\*Note:** All HS athletic programs must have an end of season banquet to celebrate the season and recognize all the athletes in the program. The banquet should include all HS teams in the program from Freshmen-Varsity and are to be held together on the same date/time/location. MS teams will have end of season team parties or outings and each athlete will receive a certificate of participation. Locations and cost of the HS banquets and MS end of season outings must be approved by the AD.

## Appendix J

### COACHES CONTACT INFORMATION AND SPORT OFFERINGS

#### **FALL SPORTS:**

##### **High School:**

Cross Country - Lowery Stallings, 802-8247, [lowery\\_stallings@yahoo.com](mailto:lowery_stallings@yahoo.com)  
Cheerleading - Cynthia Kelley, 552-2134, [KyCol4JC@aol.com](mailto:KyCol4JC@aol.com)  
Field Hockey- Jeremy Nelson, 502-584-5050, [jjnelson@insightbb.com](mailto:jjnelson@insightbb.com)  
Football- John Dryden, 812-786-9351, [jdryden@christianacademyschools.org](mailto:jdryden@christianacademyschools.org)  
Golf- Boys- Scott Duncan, 502 417-7666, [duncpromo@aol.com](mailto:duncpromo@aol.com)  
Golf-Girls- Jenny Rousos, 254-0051, [rousos@bellsouth.net](mailto:rousos@bellsouth.net) and Sherry Leavell, 420-3207, [leavells@stifel.com](mailto:leavells@stifel.com)  
Soccer -Boys - Doug Lucas, 419-2336, [dilucas@teamexpansion.org](mailto:dilucas@teamexpansion.org)  
Soccer -Girls - John Zutt, 245-9055, [jzutt@bellsouth.net](mailto:jzutt@bellsouth.net)  
Volleyball-Kevin Bowers, 864-542-6705, [baseballer27@gmail.com](mailto:baseballer27@gmail.com)

##### **Middle School:**

Cross Country - Ashley Hilton, 502-432-3957, [sartaine@gmail.com](mailto:sartaine@gmail.com)  
Cheerleading - Marletta Firman, 502-994-2433, [mfirmen13@gmail.com](mailto:mfirmen13@gmail.com)  
Field Hockey - Valerie Cook, 244-3225, [vcCook@christianacademyschools.org](mailto:vcCook@christianacademyschools.org)  
Football-(7<sup>th</sup>/8<sup>th</sup>) - John Dryden, 812-786-9351, [jdryden@christianacademyschools.org](mailto:jdryden@christianacademyschools.org)  
Football-(5th/6<sup>th</sup>) - John Dryden, 812-786-9351, [jdryden@christianacademyschools.org](mailto:jdryden@christianacademyschools.org)  
Volleyball – Kevin Bowers, 864-542-6705, [baseballer27@gmail.com](mailto:baseballer27@gmail.com)  
Tennis- Girls'/Boys'- Debbie Cornett, 502-292-0363, [mark.cornett@insightbb.com](mailto:mark.cornett@insightbb.com)

#### **WINTER SPORTS:**

##### **High School:**

Basketball- Boys- Clay Moody, 244-3225, [cmoody@christianacademyschools.org](mailto:cmoody@christianacademyschools.org)  
Basketball-Girls'- Don Rice, 244-3225 ext. 1072, [drice@christianacademyschools.org](mailto:drice@christianacademyschools.org)  
Cheerleading - Cynthia Kelley, 552-2134, [KyCol4JC@aol.com](mailto:KyCol4JC@aol.com)  
Swimming - Robbie Brown, 244-3225, [rbrown@christianacademyschools.org](mailto:rbrown@christianacademyschools.org)

##### **Middle School:**

Boys' Basketball - Clay Moody, 244-3225, [cmoody@christianacademyschools.org](mailto:cmoody@christianacademyschools.org)  
Basketball-Girls'- Don Rice, 244-3225 ext. 1072, [drice@christianacademyschools.org](mailto:drice@christianacademyschools.org)  
Cheerleading - Marletta Firman, 502-994-2433, [mfirmen13@gmail.com](mailto:mfirmen13@gmail.com)  
Swimming - Robbie Brown, 244-3225, [rbrown@christianacademyschools.org](mailto:rbrown@christianacademyschools.org)

#### **SPRING SPORTS:**

##### **High School:**

Baseball - Tim Brown, 797-5414, [tbrown@christianacademyschools.org](mailto:tbrown@christianacademyschools.org)  
Softball- Kyle Mullin, 338-1889, [kmullin@rev-a-shelf.com](mailto:kmullin@rev-a-shelf.com)  
Boys Lacrosse- Phil Brock, 387-3644, [brock\\_phil@hotmail.com](mailto:brock_phil@hotmail.com)  
Girls Lacrosse- Stu Bailey, 689-3078, [stu.bailey@insightbb.com](mailto:stu.bailey@insightbb.com)  
Boys Tennis- Todd Hammonds, 510-0648, [todd\\_hammonds@yahoo.com](mailto:todd_hammonds@yahoo.com)  
Girls Tennis- Jeff Mallory, 608-8928, [jmallory@christianacademyschools.org](mailto:jmallory@christianacademyschools.org)  
Boys/Girls Track and Field- Lowery Stallings, 802-8247, [lowery\\_stallings@yahoo.com](mailto:lowery_stallings@yahoo.com)

##### **Middle School:**

Baseball - Tim Brown, 797-5414, [tbrown@christianacademyschools.org](mailto:tbrown@christianacademyschools.org)  
Softball – Kyle Mullin, 338-1889, [kmullin@rev-a-shelf.com](mailto:kmullin@rev-a-shelf.com)  
Boys Lacrosse- Stan Lott, 542-4257, [SANDTLOTT@aol.com](mailto:SANDTLOTT@aol.com)  
Girls Lacrosse- Valerie Cook, 244-3225, [vcCook@christianacademyschools.org](mailto:vcCook@christianacademyschools.org)  
Boys/Girls Golf - Jay Dortch, 777-4150, [jayd@fsgweb.com](mailto:jayd@fsgweb.com)  
Boys Soccer- Justin Guest, 741-9110, [jgquest@gmail.com](mailto:jgquest@gmail.com)  
Girls Soccer- Joey Autry, [jautry@bellsouth.net](mailto:jautry@bellsouth.net)  
Boys/Girls Track - Ashley Hilton, 432-3957, [sartaine@gmail.com](mailto:sartaine@gmail.com)

#### **Intramural Offerings: Grades 3-5**

Contact: Don McCormack, Intramural Coordinator, 418-8768, [d\\_mc1@bellsouth.net](mailto:d_mc1@bellsouth.net)

##### **Fall Sports:**

Girls' Volleyball  
Boys' Flag Football  
Girls'/Boys' Cross Country  
Boy's/Girls' Tennis

##### **Winter Sports:**

Cheerleading  
Boys'/Girls' Basketball

##### **Spring Sports:**

Boys'/Girls' Soccer  
Boys'/Girls' Cross Country  
Boys' Wrestling

**Appendix K**

**JULY '09**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Independence Day (Observed)  
27 Resume Regular Hours (7:30-4:00)

**AUGUST '09**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 First Day for New CASS Teachers  
6 First Day for Returning Teachers  
13 First Day for Students

**SEPTEMBER '09**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day, Closed  
8 In-Service, No school  
23 KY EL/MS Conference Day

**OCTOBER '09**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 End 1<sup>st</sup> Quarter  
29 In-Service, No school  
30 Closed

**NOVEMBER '09**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

5 Evening Open House-KY  
25 Noon Dismissal for Students  
26-27 Thanksgiving Break

**December '09**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 \*End First Semester/  
Noon dismissal for Students

\*CAI Christmas break date subject to change, pending release of New Albany/ Floyd Co. school calendar

**JANUARY '10**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Begin Second Semester  
18 M.L. King Jr. Day- Closed  
19 In-Service; No school

**FEBRUARY '10**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12 Inservice; No school  
15 Presidents Day, Closed

**MARCH '10**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 End 3<sup>rd</sup> Quarter  
3/22-26 Likely CAI Spring break\*  
24 KY EL/MS Conference Day

\*Spring break date subject to change, pending release of New Albany/ Floyd Co. school calendar

**APRIL '10**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Good Friday; Closed  
5-9 KY Spring break

**MAY '10**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

27 Last day for students  
Noon dismissal for Students  
28 Teacher Inservice  
28 Commencement Services  
31 Memorial Day

**JUNE '10**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

F & F Training-1<sup>st</sup> 2-weeks in June  
14 Begin Summer Hours 8:30 – 3:30

1<sup>st</sup> Quarter Aug. 13-Oct. 16 45 days  
2<sup>nd</sup> Quarter Oct. 19-Dec. 18 41 days  
3<sup>rd</sup> Quarter Jan. 4-Mar. 12 46 days  
4<sup>th</sup> Quarter Mar. 15-May 27 48 days

\*MAKE-UP DAYS (in order):  
TBA (Dates may vary due to differences in KY and IN regulations.)

**Appendix L**

**STUDENT NAME (please print)** \_\_\_\_\_ **Grade** \_\_\_\_\_

**2009-2010 Christian Academy of Louisville  
Athlete and Parent Contract**

Participating in Christian Academy sports is a privilege. Responsibility comes with that privilege. The following principles are understood to be in effect for an athlete involved in Christian Academy of Louisville interscholastic sports:

A current KHSAA sports physical form is required prior to participation in practices or games.

Athletic fees and additional team expenses must be paid promptly. Practice and/or playing time may be restricted until all fees are paid.

Student must show proof of insurance, up to \$25,000, to play. Appropriate documentation is required to be included on the KHSAA sports physical form.

Uniforms and equipment distributed to the athlete is the responsibility of the participant and the parents. **Distributed items must be returned within one-week post season.** Replacement of lost or damaged uniforms and or equipment is required. The Athletic Director will determine costs. Failure to comply will cause grades to be withheld until returns or replacement costs are complete.

Due to the varied talents of athletes on each team, playing time is not guaranteed. It is the intent of each coach to give each player quality minutes during the season. Encourage your student to work hard to improve his/her talents so that he/she will be an intricate part of the team.

Excused absences include illnesses and death in the immediate family. Any other absences need the coach's prior permission to be excused. Please schedule vacations, doctor and dental appointments, etc. so as not to conflict with practice.

Grade checks will be made every week. Parents are asked not to withdraw any student for the reason of grades, without first speaking to the coach. Replacement is impossible once the season begins. If discipline is needed, we ask that you be creative and find ways to punish the student without punishing the team and the coach.

Transportation: It is the parent's responsibility to transport their student to and from practices and games. The school will provide transportation on limited occasions for games or events.

Appropriate sportsmanship is required of every athlete and his/her parents at all times. The CAL athlete and parents have an obligation to conduct themselves at all times in a manner that is pleasing to God. Inappropriate attitude and/or behavior may cause an athlete or parent to be removed from the competition area. The coach and/or Athletic Director have the final decision in such matters.

I have read this contract and will abide by all it contains. In addition, I waive the receipt of a hard copy of the KHSAA eligibility information, which is available on the KHSAA website ([www.khsaa.org](http://www.khsaa.org)).

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix M**



Christian Academy of Louisville  
**CENTURION CLUB**



Membership Form

Your membership in the CAL Centurion Club will enhance our athletic program and provide equipment and uniforms to train and outfit our student athletes at all levels from K – 12. Basic Membership includes a single and/or family pass to every home event during the upcoming school year, plus additional apparel and spirit items. The membership pays for itself in a very short time, and more importantly - you're supporting our teams by being in the stands and cheering them on to victory! Please decide on your level of choice and complete the form below. Don't forget to indicate the shirt sizes! You may drop your form off in the Athletic office or register online at [www.christianacademyschools.org](http://www.christianacademyschools.org) . GO Centurions! **Circle level below:**

Level I: Bronze Centurion Level \$75

- Single Pass for Every Home Game
- One T shirt size \_\_\_\_\_

Level II: Silver Centurion Level \$225

- Family Pass for Every Home Game
- Two T-shirts: sizes \_\_\_\_\_, \_\_\_\_\_
- Window Decal

Level III: Gold Centurion Level \$500

- Family Pass for Every Home Game
- Two T-shirts: sizes \_\_\_\_\_, \_\_\_\_\_
- Two Chair back seats
- Window Decal
- Two Centurion Flags
- Two Centurion Hats

Level IV: Platinum Centurion Level \$1000

- Family Pass for Every Home Game
- Four T-shirts: sizes \_\_\_\_\_, \_\_\_\_\_
- Four Chair back seats
- Two Coaches POLO shirts sizes: \_\_\_\_\_, \_\_\_\_\_
- Window Decal
- Two Centurion Flags
- Four Centurion Hats
- Special Recognition Centurion Plaque

~ ~ ~ ~ ~ ATHLETIC PASSES WILL BE MAILED TO YOUR ADDRESS BEGINNING IN AUGUST ~  
 ~ ~ ~ ~ ~

**Complete and Return this form with Payment to:**

Christian Academy of Louisville  
 ATTN: Athletic Department  
 700 S. English Station Road  
 Louisville, KY 40245  
 Phone: 502-244-3225

✂ \_\_\_\_\_ *Please make checks payable to CAL ATHLETICS* \_\_\_\_\_

Date \_\_\_\_\_ Email Address: \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Check # \_\_\_\_\_ or Cash Amount \$ \_\_\_\_\_ \$ \_\_\_\_\_ TOTAL PD.

**Please list the names of parents and students with grade for the Family Pass (es):**

\_\_\_\_\_  
 \_\_\_\_\_

