



# Concord Christian Academy

## Athletics Handbook

37 Regional Drive, Concord, New Hampshire 03301

(603) 228-8888 [www.concordchristian.org](http://www.concordchristian.org)

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## **I. INTRODUCTION**

The Concord Christian Academy Athletic handbook is a reference guide for coaches, student-athletes, and parents concerning the policies that govern interscholastic athletics at Concord Christian Academy.

## **II. VISION**

Our vision is to foster a culture of excellence demonstrated by the individual athlete and by teams who compete for state championships, earning a reputation for holistic development of the student-athlete. Student athletes' development includes six aspects: academic rigor, character, leadership formation, sacrifice, school spirit, and unparalleled sportsmanship.

## **III. MISSION**

The mission of CCA Athletics is to invoke a positive formation within the student-athlete, family, and our community through a Christ-centered athletic program which pursues competitive excellence, spiritual growth, and inspires leadership.

## **IV. SPORTS OFFERED**

Tryouts for programs are open to all students providing they meet the standards of academic eligibility, school citizenship, completed information, and basic health and physical qualifications including concussion testing. Participation in the program, therefore, is a privilege earned by a student who meets and maintains these standards.

## High School

Fall:	Winter:	Spring:
Girls Volleyball	Girls Basketball	Baseball
Girls Soccer	Boys Basketball	Track & Field
Boys Soccer		Girls Lacrosse
CO-ED Golf		

## Middle School

Fall:	Winter:	Spring:
Girls Soccer	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Girls Lacrosse

## V. PLAYING TIME

There are many benefits to be gained by participation in athletics at any level. Student-athletes learn the value associated with discipline, performance under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership, organizational skills, participating within rules, physical well-being, and striving towards excellence. Although there are many measures of success in the minds of each participant, perhaps the most emotional is “playing time” during contests. If a student has questions as to his/ her “playing time” he/she is encouraged to discuss it with the coach. At CCA being a member of the team does not guarantee an equitable amount of playing time. There are many factors that govern an individual's playing time, but overall, students must be ‘positive contributing team’ members attending practice, showing effort, having a positive attitude, and exhibiting full commitment. Another factor that must always be considered is athletic skill. These factors are present at the sub-varsity and varsity levels.

## VI. GOVERNING BODIES

Concord Christian Academy is a member of the New Hampshire Interscholastic Athletic Association (NHIAA) and is therefore governed by association rules and regulations. The NHIAA is a member of the National Federation of State High School Sports Association and is

bound by its set of rules, policies, and regulations. Rules governing individual sports vary depending on the sport. Copies of the complete set of NHIAA rules and regulations are available at [www.nhiaa.org](http://www.nhiaa.org).

Our Middle school sports are part of the Tri-County league and adhere to the policies, rules, and regulations set by the Tri-county. Additional policies, regulations, and rules are set by CCA. CCA may set its own policies, rules, and/or regulations as long as they are more stringent than stipulated by the NHIAA or Tri-County.

## **VII. SPORTSMANSHIP**

In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others.

Jeremiah 9:23-24 The Lord says “ Let not the wise boast of their wisdom or the strong boast of their strength or the rich boast of their riches, but let the one who boasts boast about this: that they have the understanding to know me, that I Am Lord, who exercises kindness, Justice, and righteousness on Earth, for in these I delight,” declares the Lord.

## **VIII. COACHING RESPONSIBILITIES**

Coaches are educators and should set an example for student-athletes.

### **Coach Characteristics**

1. Coaches shall serve as positive role models for their players.
  - Accept seriously the responsibility and privilege of representing the school and the community; display positive public actions at all times.
  - Uphold the honor and dignity of the profession. In all personal contact with the student-athlete, officials, athletic directors, school administrators, the state high school association (NHIAA), the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
  - Be a positive role model for his/her athletes throughout all practice sessions and games. This would include providing proper examples of sportsmanlike attitudes toward the opposing team and coaches. Only positive motivational techniques shall be used at all times.

- Exemplify dignified behavior and self-control at all times. A coach who is under control at all times will have few behavioral problems with his/her team and will greatly influence the behavior of spectators in the stands.
- Be thoroughly acquainted with the contest rules and be responsible for their interpretation to team members. The spirit and letter of the rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- Refrain from directing harassing, humiliating, embarrassing, or condescending comments to team members or actions that are harassing, humiliating, embarrassing, or condescending.
- Refrain from swearing or using vulgar language.
- Avoid the use of alcohol and/or tobacco products when in contact with players.

2. Coaches shall encourage student-athletes to maintain good grades.

- Stress that it is the responsibility of the student-athlete to remain scholastically eligible for extra-curricular activities.
- Monitor students' grades through the use of weekly and report cards using the following guidelines
  1. Review weekly student' progress reports.
  2. Monitor students showing signs of struggle.
  3. Encourage students to obtain after-school help or tutoring
  4. Refrain from asking faculty members to give student-athletes special consideration.

3. Coaches shall encourage and develop a sense of community.

- Refrain from allowing non-team members to sit on the players' bench or be at practice.
- Promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.

4. Coaches shall instill in student-athletes the importance of good sportsmanship, stressing that student-athletes should:

- Treat opponents with respect; shake hands after contests.
- Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that could incite the fans.

- Cooperate with officials, coaches, and fellow participants in conducting a fair contest.

5. Coaches shall practice good sportsmanship

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Refrain from promoting personal politics, or bias of any kind.
- Instruct participants in proper sportsmanship and insist upon it.
- Treat opposing coaches, participants, fans, and officials with respect.
- Develop and enforce penalties for participants who do not abide by positive sportsmanship standards.
- Meet rival coaches before and after contests and exchange friendly greetings to set the correct tone for the event.
- Respect and support contest officials. The coach shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Thank an official after a game for a well-officiated game, win or lose.
- Scout opponents only by any means other than those adopted by the league and/or state high school athletic association.

6. Coaches shall always be professional.

- Do not discuss specific students with others. Constructive feedback should be given to players in a confidential manner.
- Investigate an incident thoroughly, in conjunction with the Athletic Director before accusing a student of an infraction.
- Take an active role in the prevention of drug abuse including alcohol and tobacco and under no circumstances should authorize their use.
- Members of the coaching staff will advise the Athletic Director of matters pertaining to coaching and athletics before going to the Principal, Head of School, or Board of Trustees.
- Be addressed by your student-athletes as Coach or Mr./Mrs./Ms.
- Know your job description and follow through on all matters and communications, especially submitting information to the Athletic office regarding physicals, awards lists, eligibility, etc., in a timely manner.
- Complete and maintain all necessary coach eligibility requirements. (see Coaches' Eligibility section)

- Follow established procedures for the distribution and collection of equipment and uniforms.

## **Coach Expectations**

### Attendance

- Preseason Coaches' Meeting
- Meet the Coach Night/Parents meeting
- Coaches' Training
- End-of-season awards night
- Support all CCA Athletics when able

### Student-athlete eligibility and rosters

- NO ATHLETE MAY PARTICIPATE IN ANY ATHLETIC PRACTICE OR CONTEST WITHOUT BEING CLEARED THROUGH THE ATHLETIC OFFICE FIRST. (Please see the Student-Athlete Eligibility section).
- Update the roster if any players are added or dropped from the team.

### Daily Procedures

- Respect your athletes and parents by ending practice when scheduled.
- Allow students time after school to transition from academics to athletics by allowing a minimum of 15 minutes between dismissal and practice.
- In the event of an unexpected school cancellation or early dismissal due to severe weather or some emergency, practice schedules must be approved by the Athletic office.
- Check the daily attendance email and enforce the attendance policy (see Attendance). If a coach cancels a practice, please notify the Athletic office no later than 12:30 pm to allow for parent notification. Practices should not be canceled regularly.
- Practice sessions should be well planned, well structured, and should not exceed two hours (excluding time for dressing, showering, warm-up, cool-down, meeting, or reviewing game film).
- Teams shall not compete/practice for seven consecutive days.
- Varsity/JV teams are expected to practice/compete 5-6 days a week
- Coaches should be the first to arrive and the last to leave any practice.



- Supervision and expectations for time between school and practice/event are to be established.
- AT NO TIME SHOULD STUDENT-ATHLETES BE LEFT UNATTENDED. The coach or designated adult needs to wait for their rides.
- Students should never be in the gym unattended.
- All equipment should be cleaned up, stored, and secured properly at the end of each day.
- Encourage student-athletes to secure their belongings during practices and games. The Athletic Department cannot be responsible for items missing that have not been secured.
- Report contest results to Athletic Director within 2 hours of playing.
- Coaches are responsible for direct communication with parents using the Sports You App
- Coaches should refrain from contacting students on a one on one basis via text,email, or social media.

#### Team Selection

Coaches should inform all potential candidates for a team of the following

- Try-out schedule
- Criteria used to determine team members
- Number of members to be selected
- Practice/game commitment for the season
- Use discretion and confidentiality with all cut notifications. Submit a roster to the athletic director once a team has been determined.

#### Scrimmages

- Must be approved by the Athletic Director prior to scheduling

#### Program rules and regulations

- It is the responsibility of the head coach to enforce program rules relative to the team and individual conduct, personal grooming, attendance at practices, and contests, etc. These program rules should be made known to all team members at the parent's meeting
- Develop only standards that are meaningful and which can be justified and respected by all team members as a means of developing team discipline, pride, and individual character.

- Be sure your team rules include information about whether or not practices are open or closed to spectators.
- Keep the Head of School and Athletic Director informed relative to major disciplinary action.

#### Equipment/Uniforms

- Coaches are responsible for team-issued equipment, and shall ensure that all equipment is returned at the end of season.
- Follow established equipment and uniform procedures as established by the Athletic Department.
- Notify the Athletic Director of any equipment that will need to be repaired or replaced.
- Ensure that team members are present when uniforms are being distributed and collected.

#### Bus transportation

- Coaches will be asked to drive students to and from practice and/or games.
- Student-athletes are expected to ride the bus to all away contests. Exceptions can be made in advance.
- Parents wishing to transport their child home from an away contest must notify the coach in advance.
- No student should be allowed to leave an away event with anyone other than their own parent unless given written prior notice and approved by the coach.
- Only school-designated personnel with proper paperwork filed may drive school buses.
- With prior approval from the school administration and coaches, students may drive their own cars.
- Coaches are responsible to fill out a bus log and ensure that the bus is clean upon return of the vehicle

#### Promote the whole athlete

- Foster spiritual growth and academic achievement
- Encourage participation in multiple sports by all student-athletes.
- Demonstrate and encourage healthy eating.
- Practice and promote good hydration.

## Program Development

- As the head Varsity coach, ultimately the JV, Middle school, and Varsity level is under your guidance.
- Establish a program system, expectations, and guidelines that all teams will follow.
- Attend JV and Middle school team games to the best of your ability
- Assist and encourage JV and Middle school coaches

## Exposing players to the next level

- Speak with student-athletes about the opportunities for playing collegiate sports and the necessary process to do so.
- Contact college coaches on behalf of your student-athletes.
- Encourage athletes to play club sports.

## Duties to Avoid Liability

The best way to avoid possible lawsuits is to follow written policies. Nothing will place a coach in jeopardy faster than not following rules!!

1. **Duty to Supervise:** The coach must be physically present to provide adequate supervision. All coaches must ensure that facilities are locked and students cannot gain access without proper supervision. Most sports-related lawsuits cite the coach's failure to be present during practice or in a locker room. If athletes are present, the coach must be present. It's that simple; it's that important!
2. **Duty to Plan:** The coach owes their athletes sound planning – for practices, training, injury prevention, and emergency response. This duty is a strand that flows through all other duties. Progression is essential. A coach must plan skills instruction, practices, and drills so that athletes do not move too rapidly into techniques, scrimmages, or contests that are beyond their skill levels. Obviously, a coach wants athletes to improve, but improvement should not be forced.
3. **Duty to Assess Athletes Readiness for Practice and Competition:** A coach must evaluate the athletes on his or her team for injuries or incapacities and determine any limitations on participation caused by that injury or incapacity. This is a demanding task and may include trying to ascertain the mental condition of athletes and perhaps even noting possible cases of abuse.

4. **Duty to Maintain Safe Playing Environment:** It is a coach's duty to provide a safe environment for practice and play. This includes not only the playing field and the gymnasium but also the proper use of equipment. It is the coach's responsibility to inspect the facility and equipment regularly and thoroughly and report any concerns to the Athletic Director.
  
5. **Duty to Instruct:** Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
  
6. **Matching or Equating Opponents:** It is a coach's duty to fairly match or equate players for practice or competitive conditions. The more body contact the sport generates, the more careful the coach must be in matching participants.
  
7. **Duty to Condition Properly:** Practices must account for a progression of cardiovascular and musculoskeletal conditioning. Consideration must be given to weather, maturation, and readiness.
  
8. **Duty to Warn:** A coach must warn athletes of the inherent risks in the sport and the dangers of using questionable techniques. A coach must repeat these warnings sufficiently so that athletes know, understand, and appreciate the possible risks.
  
9. **Duty to Provide Emergency Care:** The coach must provide proper first aid and establish emergency medical procedures that can be put immediately into action.

## **IX. NHIAA COACHING REQUIREMENTS**

### Article I: Policy

#### Sect. 32: Coaches Eligibility

In order to be eligible to coach in an NHIAA member school the person must have (or be in the presence of someone with\*) (CM 5.2016):

A\*. Current certification in First Aid CPR with AED

CPR, AED, First Aid Certification

- We will cover the cost.

- You have one year from the date of hire to get certified.
- Certification must be kept current after that to continue coaching each year.

B. Completed a Coaching Principles Course approved by the Coaches Education Committee. The approved list is located on the NHIAA website.

- This is a one-time requirement for Varsity coaches
- Available courses are listed under Coaches' Corner at nhiaa.org
- This is a blended course – part classroom/part online. The online-only version is not valid.
- Please have the vendor invoice the school Finance@concordchristian.org

C. Completed the NFHS Concussion Course (free of charge).

- This course MUST be taken prior to any coaching
- A new certificate is on file at the start of every even-numbered school year (i.e. 2018-19; 2020-21).

D. Completed the NFHS Heat Illness Course (free of charge).

- This course MUST be taken prior to any coaching, and is a one-and-done course.

E. Rules Review

- All first-year head varsity coaches must attend a rules review within one year of hire.
- All head varsity coaches in their second year or beyond are required to complete a yearly online rules update or attend a rules review in person given by their sports-specific rules organization.
- Must be done annually.

F. All first-year gymnastics coaches are required to attend a live rules review PRIOR to coaching.

G. In order for a team to perform any stunting/aerial tumbling, they must be supervised by a coach who has taken the AACAA certification program. In the absence of someone who is AACAA Clinic certified, the team must be ground-bound. (CM 11.2017)

NOTE:

- New coaches have one (1) year from the date of hire to complete (A; B and E). All other items above are required prior to coaching.
- \*A: Requires that someone certified be on the field/court until the coach completes the requirements.
- The above is recommended for volunteer coaches.
- Coaches hired after June 2004 who became eligible through the sport-specific clinic/workshop will be required to take the NFHS Coaching Principles course or comparable program approved by the Coaches Education Committee.
- It is recommended coaches continue their professional development through additional education clinics and opportunities listed on the NHIAA website.
- A list of approved courses can be found on NHIAA Website
- The NFHS offers additional certifications, including Accredited Interscholastic Coach and Certified Interscholastic Coach. Go to [NFHSLearn.com](http://NFHSLearn.com) for more information. (CM 5.2018)
- The NHIAA is authorized by the Coaches Education Committee to evaluate the professional credentials of trained medical personnel on an individual basis. (CM 11.2018)
- Follow NFHS rule books

- Each sport also has a Policy & Procedure manual published by the committee – read it and pay close attention to state-specific requirements, especially deadlines.
- You can review rules on the NHIAA website under sports, season your sport plays, choose your sport.

## X. STUDENT-ATHLETE REGISTRATION PROCESS

### Step 1 = Online Registration

- Register to participate in athletics by filling out an Online sports questionnaire.

<https://concordchristianacademy.campbrainregistration.com/>

### Step 2 = A Physical

- Complete a valid and up-to-date (within the last 13 months) physical exam and submit a copy of it to the school nurse. This is a matter of safety, and there can be no exceptions made for this

### Step 3 = Concussion Testing

- Complete a valid and up-to-date (within the last 24 months) concussion test

and submit a copy of it to the school nurse. This is a matter of safety, and there can be no exceptions made for this \*Concussion testing can be purchased from the school.

### Step 4 = Academic Eligibility

- Weekly Eligibility
  - Students must complete assignments and must maintain a passing grade in order to participate in athletics on a weekly basis. If students are failing one or more subjects or have more than two or more missing or incomplete assignments in one class, the student will be given one full week to bring up their grade and complete their assignments. If students continue to maintain a failing grade or continue to have incomplete work after the week, the student will be unable to attend practice or participate in games until all the student grades are passing and the work has been completed.
- Quarterly Eligibility
  - If a student has an F in one class or two D's in two core classes, they are ineligible.
  - No more than 5 demerits in a grading period.

## Step 5 = Athletic Fees

- Fee amounts:
  - High school athletes \$175 per season\*
  - Middle school athletes \$175 per season
  - K - 6th athletes \$75 per season
  - \*High School Golf \$205 per season

# XI. STUDENT-ATTENDANCE POLICY

## Absences

- Students must be present for the entire day unless they have prior permission or a doctor's note
- If a student-athlete is dismissed by the School Nurse due to illness; he/she is ineligible to participate in athletics that day.
- Unique or extenuating circumstances not listed above may be excused through the discretion of the Athletic Director and the Dean of .

## Tardies

- Students will serve a detention from 2:45-3:15 pm after three unexcused tardies in a quarter. Detentions are issued for each unexcused tardy after three unexcused tardies per quarter. It is expected that students will serve the detention the day after the unexcused tardy. This may impact practices and games, so students are encouraged and expected to be on time for school as well as to be on time for classes. The tardy policy applies to all classes as well as the start of the school day.
- Student-athletes will be ineligible for athletic participation for that day if they exceed five unexcused tardies to school or to a specific class during the quarter.
- Student-athletes are expected to attend the practice or event but are not allowed to participate.



## Suspensions

- If an athlete receives a suspension during a season of participation in a sport, that athlete will be ineligible to participate in practice or in scheduled games and will not be allowed to accompany the team to home or away events, until they have met with the Head of School, Athletic Director, and parents.

## Fundraising

1. Complete fundraising approval form prior to any fundraising events.
  - a. Fundraising events should be school appropriate
  - b. Student-athletes must be supervised and abide by behavioral expectations while participating in fundraising activities
2. Have any checks made payable to – Concord Christian Academy Memo Booster Club
3. Do not use cash for expenses
4. What can we use team fundraising money for
  - Team apparel
  - Team dinners
  - Senior gifts
  - Supplemental equipment
  - Uniforms
  - Pre-approved items

## XII. NHIAA BY-LAWS AT A GLANCE

As a coach, you are responsible to know the NHIAA By-Laws as well as any sport-specific Policies and Procedures. Here is a quick glance at some of the most important by-laws. The NHIAA Handbook can be found at [www.nhiaa.org](http://www.nhiaa.org), click on Rules on the left sidebar and handbook.

## Article II: Eligibility

Refer to this article for more information on student eligibility including the following. The details of each are very complicated, please ask if you have questions.

- Age of contestant- A student who has reached the age of 19 on or after September 1st may not represent the school in any interscholastic athletic contest during that school year.
- Scholastic standing – CCA’s Academic Eligibility policy is more strict than the NHIAA
- Semester rule - A student is eligible for competition, whether or not he/she competes in interscholastic athletics, for no more than eight (8) consecutive semesters beyond the eighth grade; the eight consecutive semester rule begins upon the initial enrollment date in ninth grade. Approved participation by seventh and eighth graders does not count toward the eight (8) allowed semesters. Also, if a student terminates at one school he/she may not transfer to another school to increase eligibility.
- Transfer rule-
  - A. A student who transfers enrollment with a corresponding move into a new school district by his/her parents or guardians shall be declared eligible immediately if all other eligibility requirements are met. A change of residence under this By-Law shall consist of the moving of all household properties to the new address and the parents and student(s) actually living there. A second family residence shall not meet the requirements of this standard. The term “parents” shall mean the student’s
    1. natural parents
    2. adoptive parents
    3. foster parents, if the student is placed in a foster home after becoming award of the court
    4. custodial parent, if parents are divorced
    5. legal guardian but only in the case where neither parent is living or legally competent, or
    6. a family whom a student has been living with for at least 365 days.
  - B. Residence is defined as the place where the student’s parents have established their permanent home. This means that the family regularly eats and sleeps in a specific place of lodging. It is a place where the student and his/her parents are habitually present and to which when departing, they intend to return directly.
  - C. A student who transfers enrollment without a corresponding move into a new school district by his/her parents or guardians shall be required to be in attendance in the new school for one (1) year from the date of enrollment in order to establish athletic eligibility.

This includes those students who transfer from a non-member school (i.e. prep school, etc.) back to the local school and those students who change schools as a result of change in guardianship (i.e. move to live with a different parent/guardian without parent/guardian changing residence).

- D. A student transferring to an NHIAA member school without a parental/guardian change in legal residence may not be added to the roster of a sports team (at any level) after the opening of a sports season (first date to practice) in that sport as listed in By-Law Article XXXVIII of the NHIAA Handbook.
- E. A student who transfers to a new school within one (1) calendar year of the relocation of his/her coach to that school without a corresponding change in residence is considered to have transferred for athletic reasons and is not eligible to participate in sports coached by that coach for one (1) calendar year from the date of enrollment in the new school.
- F. Other:
  - 1. Eighteen-year-old emancipated individuals and homeless students who change their legal residence and school in compliance with local board of education residency requirements are ineligible for 365 days. Requests for waivers may be submitted to the Executive Director. Upon receipt of a Transfer Rule Affidavit from the school principal, the Executive Director will review each case on an individual basis. Only one (1) transfer in 12 months will be permitted.
  - 2. Students placed in a school by outside agencies (i.e. courts, State Department of Welfare, other school districts, medical referrals) become eligible upon registration and enrollment in the receiving school provided all other eligibility requirements are met. The principal is to verify eligibility to the Executive Director.
- G. These requirements may be waived, if all the following conditions are met:
  - 1. The student has not transferred for the purpose of participating in interscholastic athletics and there has been no recruiting of the student for athletic purposes.
  - 2. The Transfer Rule Affidavit is completed and submitted to the NHIAA and approved in writing by the Executive Director.
  - 3. All other eligibility requirements are met.

## **Sect. 7: Non-School Competition**

A member of a school team is a student-athlete who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team, as of the first date to practice in that sport, are prevented from missing a high school practice or

competition to compete with an out-of-school team, practice, or competition including tournaments, showcases, combines, or other athletic events.

Whenever a conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition must be honored by the student-athlete. Priority must be given at all times to the high school team, its practices, and its contests unless a waiver has been granted by the principal and athletic director. It is expressly understood that waivers shall not be granted on a regular basis and shall only be granted in extraordinary circumstances.

Penalties: Any student-athlete who violates this rule, unless a waiver has been granted as stated above, for the first time shall be declared ineligible for the next four (4) consecutive interscholastic events or three (3) weeks of a season in which the student-athlete is a participant, whichever is greater. This Penalty is effective from the date of his or her last participation in a high school sport. Any student-athlete who violates this rule a second time or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year.

## **Sect. 9: Out-of-Season Competition**

### ***School Year: Fall Starting Date Until Spring Closing Date***

- A. A coach may have contact with his/her team or potential (above grade 6) team members for the purpose of instruction, skill development and conditioning outside of the season provided the following steps are followed:
  1. A coach is defined as anyone presently under contract or anyone under contract the previous year. (This includes volunteer coaches.)
  2. That no district-provided operational school funds are used to subsidize out-of-season activity. Use of Booster funds or fundraised monies is permissible only to subsidize activity that is open to all.
  3. A written plan is developed by the coach and approved by the principal, athletic director, and superintendent.
  4. The written plan describes the goals of the activity, the number of participants, the site to be used, and the amount of time.
  5. The purpose is to allow individual and/or small groups of students to participate in conditioning and instructional/skill development activities for individual growth and improvement. Scrimmages, games, leagues, and full team practices are not allowed.
  6. The plan is approved and does not compete with existing seasonal commitments by the student-athlete. The provisions of By-Law Article II: Eligibility Sect. 7: Non-School Competition with respect to priority given to school teams applies to activities permitted under the provisions of this By-Law.

7. The coach has the ability to have contact with his/her prospective athletes during the academic year in the season that precedes their sports season. This would be termed the “live” period for contact. The fall season could work with students during the previous spring season. The winter season could work with students during the fall and the spring season could work with students during the winter.
  8. Individual schools may adopt more restrictive policies relative to out-of-season competition based on the school districts policies and or resources.
- B. Summer: A high school coach who is employed by a school district (paid or volunteer) may coach his/her sport under the following conditions:
1. The school year has ended for the school.
  2. That no school funds are used (excludes facilities and equipment).
- C. Captains Practice: Captains practices are not permitted under any circumstances whether during the school year or summer.
- D. Other: Coaches may coach in All-Star competitions (eg. A.A.U.) and are exempt from this By-Law only if the following conditions exist:
1. That the NHIAA, through the Executive Director, has been properly notified by the member school principal of the coaches selection.
  2. That no school funds or equipment are used.
  3. That no more than 25% of the group/teams can come from his/her school team or potential (above grade 6) candidates of that school. Expanding or rotating groups/teams is not permitted as a means to circumvent this policy. Regardless of how a program is structured, the coach cannot have contact with more than 25% of his/her existing or potential players.
  4. Whenever possible, the players from that same school must be divided between different groups/levels.
  5. That where a conflict exists between the participation of a school-sponsored team and an outside team; the school team will receive priority consideration.
  6. Sports activities that are permitted out of season must also meet the following conditions:
    - a. No use of school-owned or issued warm-ups and/or uniforms
    - b. A student may accept a symbolic award or merchandise which does not have a value or cost in excess of \$20.00
- E. Out-of-Season Competition Definitions:
1. Open Gym: School-sponsored “open gym “or “after school” activities are permitted in the member school’s facilities out-of-season if they adhere to the following principles.
    - a. Diversity of students - The program must be open to all students on an equal basis.
    - b. Diversity of activities - A variety of sports must be activities that are offered throughout the year, not a focus on one (1) sport.

- c. Student conducted - Students must be able to choose from school-offered activities. A coach of a sport under NHIAA jurisdiction shall follow all the regulations under the NHIAA Out of Season Competition By-Laws.
  - d. Recreation emphasis - The program cannot be an organized program of instruction and/or competition.
  - e. A high school coach who is employed by a school district (paid or volunteer) may supervise an open gym under the conditions listed in a-d.
2. Conditioning Programs: School-sponsored "conditioning programs" are permitted "out-of-season" if they do not involve equipment which is specific to a sport conducted on an interscholastic basis. Examples of prohibited equipment include, but are not limited to: basketballs, volleyballs or nets, hockey stick (field or ice), or pucks/balls, track starting blocks, shots, discuses, hurdles, or high jump and pole vault standards, football helmets, pads or dummies, baseball/softball bats, balls or bases, wrestling mats, gymnastic apparatus. Generic equipment such as cones, weights, jump ropes, and other fitness apparatus are permitted in a conditioning program. The conditioning program must be open to all students on an equal basis.
  3. Intramurals: A high school coach who is employed by a school district (paid or volunteer) may organize a school-sponsored intramural program in any sport as long as there is no instruction and the activity is recreational in nature.

## **Sect. 11: Post Graduates/Early Graduation**

A student must be an undergraduate: i.e., he/she shall not be a graduate of a secondary school. An early graduate of a high school may represent his/her school in athletics until the end of the sport season in which he/she is participating if otherwise eligible. The official transcripts must be withheld until at least the season is completed.

## **Article IX: Sportsmanship**

### **Sect. 4: Taunting**

Taunting in all sports is a flagrant unsportsmanlike foul, which shall result in the ejection of the participant from that day of competition, plus the next day of the scheduled competition.

Taunting is defined as:

"Any actions or comments by coaches, players, or other game personnel which is intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is contact that berates, needles intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters."

Examples of taunting that would lead to ejection include, but are not limited to "trash talk", physical intimidation outside the spirit of the game, reference to sexual orientation; "in the face" confrontations by one player to another; standing over/straddling a tackled or fallen player. NOTE: This policy reinforces the responsibility of game officials, site managers, and game directors during the regular season and NHIAA tournament play.

## **Sect. 5: Hazing**

Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. Anything that causes mental anguish or physical discomfort is considered to be classified as hazing. Hazing or harassment practices of students will be disciplined according to School Board policy and will be reported to the police, in accordance with the State of NH Student Hazing Law RSA 631.7.

NOTE: The NHIAA encourages all member schools to develop a policy on hazing.

## **Sect. 6: Disqualification from an Interscholastic Athletic Event**

- A. Any player who is disqualified before, during, or after any sanctioned event at the sub-varsity or varsity level, for exhibiting unsportsmanlike conduct, shall not participate in the next scheduled interscholastic athletic event, including NHIAA tournament contests. Any coach who is disqualified before, during, or after a game at the sub-varsity or varsity level, for exhibiting unsportsmanlike conduct, shall not participate in the next two scheduled interscholastic athletic events, including NHIAA tournament contests and MUST take the NFHS Teaching and Modeling Course for Disqualified Coaches prior to returning to coach in any capacity, effective 2011-12. Any player or coach who is disqualified from a game and participates in the next scheduled interscholastic athletic event(s), including NHIAA tournament contests, shall cause that school's game(s)/event(s) to be forfeited in the event of a win. In the event of loss(es), the matter will be referred to the Sportsmanship Committee for action. The school may request a hearing with the Executive Director and/or Sportsmanship Committee to explain the circumstances of the situation. The Executive Director, in consultation with the Sportsmanship Committee, may modify consequences. It is the coach's responsibility to promptly notify the school of any disqualification and the school must immediately impose the stated sanctions regardless of when formal notification is received from the NHIAA.
  
- B. A disqualified student-athlete must view the "NFHS Sportsmanship" video on the NFHS website under the supervision of a school official prior to returning to game action. A certificate of completion must be filed with the athletic director and reported to the

NHIAA effective for the 2012-13 season.

- C. If any player or coach receives a second game disqualification during the season, that individual will be required to forfeit any participation in that interscholastic sport, at any level, for the balance of that season.
- D. If the game disqualification is administered in the final contest of the season (including tournament play), the penalty shall be carried over in that sport and invoked at the first regular season game the following academic year. If a disqualification is administered to a graduating senior or coach in his final game of coaching for that school, it is the expectation that the school will take immediate and appropriate disciplinary action.
- E. Any player who leaves the bench area during an interscholastic athletic event where an altercation is taking place in the playing area shall receive a one-game disqualification for the next scheduled game. If the infraction is not reported by the game official, it is the responsibility of the school administration to report and enforce the consequence. (CM 5.2019)
- F. \*This rule supersedes the NFHS Ice Hockey penalty rule 4-5 Game Misconduct Penalties. A player or coach who has received a game misconduct penalty for unsportsmanlike conduct shall be immediately removed from the game and the NHIAA Sportsmanship By-Law invoked as stated above.

Note: During the period of disqualification, **a coach may not be in attendance before, during, or after the game(s)/event(s) for which the disqualification is imposed. The local school administration can impose additional sanctions in addition to the two-game suspension required under this By-Law should they feel such action is warranted.**

- G. \*Soccer Yellow/Red Card Violations
  1. Any team, whose players/coaches receive 4 (four) red cards or a collective total of 12 cards during the regular season, will be ineligible for NHIAA tournament play and have their remaining season games forfeited and their season terminated. The school will be required to attend a hearing with the Soccer Committee.
  2. If a player/coach receives his/her third yellow card of the regular or post-season a, one (1) game disqualification will be given.
  3. Any team whose players/coaches receive a collective total of five (5) cards in a game will result in immediate termination of the game and result in forfeiture by the offending team. If both teams receive a collective total of five (5) at the same time both teams will receive a forfeiture loss. This will include regular season and tournament play.
  4. Game officials must report all yellow and red card infractions to the NHIAA Office via the Arbiter following their games.



5. Athletic Directors are required to report all yellow and red cards via the soccer card report on the NHIAA website.

H. Notes:

1. An athlete or coach, who receives two (2) yellow cards, resulting in a red card, will only be counted for the red card disqualification.
2. Preseason cards are not counted.
3. Any team scheduled to play against a team that has been disqualified from tournament play will be notified prior to the game.
4. Teams (players/coaches) that qualify for tournament play and during post-season play reach a cumulative total of either four (4) red cards or 12 cards will be required to attend a hearing with the Soccer Committee.
5. Any team (member school) attending a hearing with the Soccer Committee may result in a hearing with the Sportsmanship Committee for additional sanctions.
6. Any player involved in a fight shall receive a two (2) game suspension for the first offense. A second offense will lead to disqualification in that sport for the balance of the sports season.
7. This decision cannot be appealed to the NHIAA Sportsmanship Committee, as it is considered to be a judgment call by a game official

## **Below-Grade-Nine-Waiver**

### **CRITERIA FOR GRANTING WAIVERS**

1. The student-athlete must be necessary for the school to field a team in that sport.
2. The student-athlete cannot take the place of an athlete in grades 9 through 12.
3. The student-athlete must meet all NHIAA eligibility requirements.
4. The student-athlete must legally reside in the same school district as the high school.
5. In individual sports, students in grades 9 through 12 shall represent their school in competition at the State Tournament. They cannot, under any circumstances, be displaced by a Below Grade 9 student-athlete in a competition.

Sect. 1: No below grade seven participation will be allowed in any NHIAA sport at any level (sub-varsity and varsity).

Sect. 2: No below grade nine participation at any level in any sport will be allowed for schools in Divisions I and II (sub-varsity and varsity).

Sect. 3: Division III schools 8th-grade students who legally reside in their district may play on a sub-varsity team provided those students are needed to maintain the school's sub-varsity program and a waiver has been granted by the Below Grade Nine Athletic Participation Committee. Division III schools may use 8th-grade students to participate at the varsity level in

the following sports: cross country, golf, gymnastics, indoor track, outdoor track, skiing, and tennis.

Sect. 4: Division IV schools 7th and 8th-grade students who legally reside in the district may participate, provided those students are needed to maintain the school's program and a waiver has been granted by the Below Grade Nine Athletic Participation Committee.

Sect. 5: The provisions of Sect. 3 and Sect. 4 apply even when a school is playing in a higher division due to petitioning up or as a result of the number of divisions in a sport. (For example, if there are only two (2) divisions in a sport such as swimming, schools normally classified as Division III or IV would still have the right to seek a waiver from the Below Grade 9 Committee for younger players to participate.)

Sect. 6: Combined enrollment of the cooperative schools shall not exceed the divisional alignment numbers, set forth by Classification, in order for Below Grade Nine participation to be permitted. With respect to the use of Below Grade Nine students in Unified Sports programs, the same guidelines and restrictions used for all other sports will apply to unified sports team. Because of the unique makeup of these teams and the fact that there are students up to the age of 21 involved, in reviewing requests the Below Grade Nine Committee must look at student safety as paramount in granting waivers. Following the basic rule, Division III schools may use grade 8 players and Division IV may use grade 7 and 8 players on their team regardless of the team they are matched with and what division they play in as a team.

Sect. 7: When granted permission by the Classification Committee to petition down in a specific sport(s), a school is entitled to ask the Below Grade 9 Committee for a waiver under the provisions of Sect. 3 and Sect. 4 regardless of the school's original divisional classification. (For example, a Division III school granted permission to participate at the Division IV level in a specific sport would be entitled to request a waiver under the provisions of Sect. 4 of this By-Law in that sport(s) only)

Sect. 8: Below-grade nine students who have been granted a below grade nine waiver will be expected to maintain the same academic standards set for high school students.

Sect. 9: If a school uses a below grade nine student-athlete without the approved waiver, the team will forfeit all contests in which the ineligible contestant participated. In sports in which team standings are not kept, the NHIAA will deny any requests for waivers in the ensuing year in that sport. If a second violation occurs, that school will be brought before the Below Grade Nine Committee with the possibility of receiving sanctions.

### **XIII. GUIDELINES FOR MINIMUM NUMBER OF ATHLETES NECESSARY TO FIELD A TEAM**

BASEBALL - 15 -Varsity; 12 - Sub-Varsity  
BASKETBALL - 12 -Varsity; 10 - Sub-Varsity  
BASS FISHING - 2  
BOWLING - 8 - Varsity; 8 - Sub-Varsity  
CROSS COUNTRY - 7  
FIELD HOCKEY - 15 - Varsity; 15 - Sub-Varsity  
FOOTBALL - Review each request based on merits.  
GOLF - 8  
GYMNASTICS - 6  
ICE HOCKEY - 20  
INDOOR TRACK - 15 - boys; 15 - girls  
BOYS LACROSSE - 18 - Varsity; 16 - Sub-Varsity  
GIRLS LACROSSE - 18 - Varsity; 16 - Sub-Varsity  
OUTDOOR TRACK - 15 - boys; 15 - girls  
SKIING - 10 per discipline  
SOCCER - 18 - Varsity; 15 - Sub-Varsity  
SOFTBALL - 15 - Varsity; 12 - Sub-Varsity  
SPIRIT - 8  
SWIMMING & DIVING - 1  
TENNIS - 8 - Varsity; 6 - Sub-Varsity  
VOLLEYBALL - 9 - Varsity; 9 - Sub-Varsity  
WRESTLING - 14 - dependent upon weight classes



## XIV. ATHLETIC HANDBOOK ACKNOWLEDGEMENT

My signature below signifies that I have received and reviewed Concord Christian Academy Athletics Handbook and I agree to abide by the expectations, policies, and procedures outlined therein.

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

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## XV. STANDARDS OF LIFE AND CONDUCT

### ***PLEASE SIGN AND RETURN THIS PAGE TO THE ATHLETIC OFFICE***

To put these core values into practice, students must commit themselves to abide by CCA's standards of conduct, as well as the laws of our land. The standards below come from Eternal principles given to people in God's word. Consequently, we believe these standards are valid for CCA students at all times and in all places, not just during school hours. Students are asked annually to re-subscribe to the standards. The response of academic faculty and administration to two violations of these standards will be appropriate for the circumstances.

1. I will show reverence for God by respecting spiritual life activities and refraining from profane, obscene, vulgar, and crude language or behavior.
2. I will treat my fellow students with respect and kindness, looking out for their welfare as much as my own. I will refrain from cruel and abusive words and deeds. Hazing or any other initiation practice is contrary to the spirit of our standard of Life conduct and is banned at CCA. Likewise, actions that intentionally exclude, taunt, or intimidate are not allowed.
3. I will show respect for my teachers, attend to their instruction and follow their directions.
4. I will respect others' property. Specifically, I will not steal.
5. Respecting others' time and personal rights, I will exercise self-control and not distract others or disrupt a class.
6. I will do all I can to build up others and make the academy a safe and secure place. I will do all I can to promote the good of our school community.
7. I will refrain from vaping, tobacco, alcoholic beverages, and illegal drugs.
8. I will uphold biblical standards of morality concerning sexual activity and refrain from public displays of affection.
9. I'll be truthful, honest, and fair in my dealings with everyone. In my academic work, I will not cheat or misrepresent another person's work as my own.
10. I will pursue excellence in all I do, Faithfully meeting my obligation in completing my assignments to the best of my ability.
11. I will use the internet and social media only in ways that are consistent with the purposes of CCA. Among other things, this means I will do nothing to demean, embarrass, or otherwise be harmful to others.

## Student-Athlete Acknowledgement

I, \_\_\_\_\_ commit to the following guidelines in CCA's sports program. I understand that violation of these principles or inability to comply may mean disciplinary action on the part of my coach or school administration. I have read, understand, and am committed to the Concord Christian Academy Standards of life and conduct as written in the handbook.

- I understand that my life on the court/field, as well as off the court/field, reflects on the character of my team and school. I will do all that I can to maintain the Student Code of Conduct at school, or away from CCA.
- I commit to Christian values in my attitude and playing style as an athlete of CCA
- I will honor my coach, meaning that I will have a respectful, cooperative and willing attitude.
- I will respect the officials in the league and tournament games that I participate in. This means that
- I will not demonstrate any form of disrespect and will accept their rulings in the competitive environment.
- I will honor and respect my teammates, encouraging and supporting them in the effort to foster a healthy team environment.
- I commit to attending practices, games, and tournaments and will give the coach ample notification on the rare occasion when I cannot attend.
- I am committed to striving to do my best, working hard to glorify Christ, and help my team achieve its goals.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

During the school year, we take photographs of school activities involving students to share the school's positive experiences and updates. Some photographs may capture your child's participation, directly or indirectly. These photos may be published through our website, social media pages, news bulletins, billboards, and ads. With this, we seek your consent in allowing us to publish photos which may involve your child to the said platforms. Please provide your response by selecting your choice below and submitting this form:

### Photo Release Consent

- I hereby allow the reproduction and publication of my child's photograph(s)
- I do not allow the reproduction and publication of my child's photograph(s)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_