

# Foundation Academy Parent-Athlete Handbook



***“Every Athlete A Disciple”***

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## OUR VALUES

**Using** the arena of athletics to help accomplish the mission of Foundation Academy to win student-athletes to Christ and make disciples for Christ are our core values. 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". Our coaches are to promote and encourage the success of all other programs, emphasizing the need to share multi-sport athletes and to collaborate fruitfully with students, parents, and FA 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 servanthood to our teams.

## OUR VISION

- To honor God and exalt Jesus Christ by discipling young people through athletics.
- To foster each athlete's personal relationship with Jesus Christ
- To produce disciplined, Christ honoring teams that strive for excellence at all levels
- To be ambassadors for Christ and Foundation Academy 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 *Florida High School Athletic Association Handbook and the Foundation Academy Parent/Student Handbook*. The web link to FA is [www.foundationacademy.net](http://www.foundationacademy.net) and to the FHSAA is [www.fhsaa.org/rules/handbook](http://www.fhsaa.org/rules/handbook).

## MISSION STATEMENT AND PHILOSOPHY

It is the goal of FA Athletics to support the mission of Foundation Academy which partners with families and the church to build a firm foundation for life through Christ-centered education.

**PURPOSE:** The primary goal of the sports program of Foundation Academy is to win student-athletes to the Lord and make disciples of Jesus Christ. 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 Foundation Academy 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 FA 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 FA 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

## ADMINISTRATIVE/ON-SITE MANAGER SUPERVISION

- All home athletic events will have a FA administrator and/or an on-site manager on duty. Duties include, but are not limited to, providing safe crowd control, contacting appropriate personnel in case of emergency, and dealing with facility issues.
- The administrator and/or on-site manager will serve as an extension of the Athletic Director and Athletic Department in keeping spectators off the playing field/sideline areas and courts.
- The administrator and/or on-site manager will foster a positive experience (except for winning) of visiting teams.
- All onsite managers will be scheduled through the athletic office

## **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: 407-877-2744**

- **Mark Butler, Athletic Director, 407-877-2744ext 226**  
[mbutler@foundationacademy.net](mailto:mbutler@foundationacademy.net)
- **David Baginski, Assistant AD, 407-877-2744ext. 230**  
[Dbaginski@foundationacademy.net](mailto:Dbaginski@foundationacademy.net)

## **ATHLETIC SIGNINGS**

1. Initial request for an athletic signing should be made to the AD
2. AD will then confirm date/time and reserve location
3. AD will then provide a press release information to the FA staff and local media
4. AD will then publicize the signing through Email etc....
5. AD will conduct the athletic signing in coordination with the player/parent to ensure their wishes are taken into consideration etc...
6. The signing will then be posted on the FA website as a permanent record

## **ATHLETIC TEAMS**

### **BOYS**

Fall: Football, Golf, Cross Country, Bowling

Winter: Basketball, Soccer

Spring: Track /Field, Baseball, Tennis

Intramurals: Soccer; Flag Football; Basketball

### **GIRLS**

Fall: Volleyball, Golf, Cross Country, Cheerleading

Winter: Basketball, Cheerleading

Spring: Softball, Track /Field, Tennis

Intramurals: Soccer; Volleyball; Basketball, Cheerleading

**FEES:** HS/MS/Intramurals=\$50; Additional team fees/Spirit packs may apply for each sport

## **ATTENDANCE**

- Students must be in attendance for the majority (at least four hours) of the school day, or have athletic director's permission, 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:**

In order for a student to letter, he/she must meet the following criteria:

1. A student may not miss more than 3 unexcused practices.
2. A student must attend all contests. (Exceptions: illness or death in the family)
3. A player must be a member of the team the entire season.
4. Students injured may still earn a varsity letter if they attend all practices.

**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, certificates.

**C. Varsity Team Awards:**

Each coach will select awards for the following and the athletic department will provide the award.

- **Lion 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. (Freshmen do not qualify)
- 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 should receive a certificate of participation from the coach 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.

**F. HS Award Nights:**

- HS Award Nights will take place upon the conclusion of each sports season. All HS teams will meet together to eat, watch a highlight video and witness the presentation of the three major awards of the evening. Then each team will divide up into various locations to handout other sport specific awards and watch a highlight dvd of the year etc....

**G. 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....
- This will not be any type of official banquet style gathering, but rather a get together at someone's house, casual eating establishment etc...All locations, dates and times must have AD approval.

**BOOSTER CLUB**

- The Lions Booster Club is a non-profit organization whose mission is to enrich the FA athletic community by providing financial support, promoting an increased attitude of school spirit, and helping each athlete reach his/her highest potential.
- Parents/Supporters fill out a booster club membership form and can join at various levels.
- 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 Lions 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
    - FHSAA dues
    - FACA 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 Booster Club a success. Listed below are some key areas of responsibility that need coverage:
  - Special Recognitions i.e. Senior Nights, Award Nights etc...
  - Spirit Wear/Logo Wear items to sell at home events
  - Concessions
  - Communications
  - Hospitality
  - Membership
  - Fundraising-see fundraising section in this handbook

Note: 1 Peter 5:2 – “Be shepherds of God’s flock that is under your care, serving as overseers – not because you must, but because you are willing...”

## **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 FA. 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 outweighs the outcome of any contest.
- Players will be expected to shake hands and pray 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. Foundation 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 FHSAA 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 FHSAA 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 FHSAA.
- 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 FA 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.” (I 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 FA, 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 FA.
- 6) Bringing animals to athletic events is highly discouraged.
- 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 competitive 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

## DISCIPLESHIP PLANS

Each coach, in consultation with the AD, will make a plan of intentional discipleship and work that plan throughout the course of the season. After salvation, this should be our paramount focus of why we do what we do. Coaches are encouraged to employ athletes to lead prayer, read scripture and lead devotions. The discipleship plan will include the Plan of Salvation, as written below, and will be shared with each team at start of season. **God's Plan of Salvation—**

- **Admit**  
 "For all have sinned and come short of the glory of God" (Romans 3:23)  
 Pray: Lord, I admit that I am a sinner in need of a Savior.
- **Believe**  
 "For God so loved the world, that He gave His only Son, that whosoever believes in Him, shall not perish but have everlasting life." (John 3:16)  
 Pray: Lord, I believe that Jesus died and shed His blood for my sins.  
 I believe this in my heart and not just my head.
- **Call**  
 "For whosoever shall call upon the name of the Lord shall be saved." (Romans 10:13)  
 Pray: Lord, I call upon You to save me from my sins. I confess and repent of my sins. I know that your Son Jesus paid my debt on the cross—a debt that I could never pay despite all my good works—and I thankfully accept your gift of eternal life in Heaven that his death makes possible.
- **Discipleship**—connect with your local church for further spiritual growth opportunities.
- **See appendix form for more details and suggestions**.....

## 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 at designated times 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 will decide when the team may wear their jerseys and should communicate these dates to the AD for approval.
- 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 FA. 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 FA 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. Volleyball players must wear shorts or warm-ups at all times other than for the game competition time.
- 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 requires a procedure whereby all students who attend FA submit to drug testing. The AD and Headmaster will develop a procedure for both random and reasonable suspicion drug testing. This is compliance with the Florida State Legislative HB 461.

The random drug testing procedure will -

- Require students and parents to agree to a testing as a prerequisite for participation in extra-curricular and co-curricular activities.
- Afford students the maximum amount of privacy that is consistent with accuracy of testing and reporting.
- Require that test results be kept in confidential files separate from the student's other records.
- Prohibit test results being delivered to law enforcement.
- Establish such safeguards and procedures as are reasonable and necessary to assure accuracy of the testing, including, but not limited to, the use of a licensed physician as the medical review officer.
- Establish an appeal procedure that has finality with the decision of the AD and Headmaster.

Athletes will adhere to the school's procedure regarding drug testing; the athletic department may do additional testing as well.

## **EARLY DISMISSAL**

Students are responsible for all work missed due to early dismissals for athletic contests. When a student-athlete knows he/she will miss a class for competition, it is strongly recommended that class and homework be obtained in advance. Early dismissal times are determined by the AD in collaboration with Headmaster. These times are published on the Events Calendar. Coaches are to communicate any time change request to the AD for approval. 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. Early dismissals times are determined based upon travel distance and the time needed to adequately warm-up in order to prevent possible injury during the contest. The teachers will be encouraged to print out or view the Events Calendar daily so they will accurate knowledge of dismissal times to ensure athletes are dismissed at the appropriate times.

## **EQUIPMENT AND UNIFORMS**

- Athletic uniforms are the property of FA and must be returned at the end of the season.
- School colors are Navy/White and Light Blue.
- Athletes may wear approved game shirts on the day of a contest with AD approval.
- All uniforms will be completely tucked in when being worn to school or during a game.
- Students must pay for any lost or damaged equipment or uniforms.
- All uniforms must be collected, inventoried and stored for future use. Coaches will not receive Compensation until this requirement is met.

## FUNDRAISING

The AD must approve all fundraising projects. Once a project is approved, it must be re-approved each school year. Each sport's booster representative will be responsible to helping to raise additional funds for the program. Note: Dress for carwashes must be modest and in keeping with the spirit of Foundation Academy. Girls may wear swimsuits underneath shorts and a shirt. Boys may wear swimsuits and keep their shirts on at all times. Coaches make sure that this does not become an issue. Collecting money on the streets will not be permitted. Approved methods of fundraising include:

- Game Sponsorships
- Banners Sales
- Percentage of Sale Events
- Program Advertisements
- Sweat Equity Activities
- Concessions
- Outside Events/Donations
- Team Logo Sales
- Tournaments
- Camps/Clinics

## GAME RESULTS PROCEDURES FOR THE LION ENEWS

The Lion E-News is a weekly publication for the Athletic Department.

- 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.
- After each game, coaches should send in a game results form to the AD so that announcements can be made regarding the outcome of the contest to the students and staff. See the appendix form labeled "Game Result Form" for the details.
- If there are any questions, please feel free to e-mail [mbutler@foundationacademy.net](mailto:mbutler@foundationacademy.net)

## GENDER EQUITY STATEMENT

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

## **GUIDING PRINCIPLES FOR FA ATHLETICS**

- **Athletic Department's Role**
  - It is the desire of the FA 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 FA names and logos for non-school teams.
  - We are obligated to ensure that our in-season coaches follow Foundation Academy policies as they are representing our school to the athletes, parents, and community.
- **Coach's Role**
  - During the school team's season, a FA coach may not create or organize a non-school team for the sport in which they coach. Any exception must have AD approval as there are FHSAA guidelines that must strictly followed. FA 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, AAU or FHSAA recognized groups, 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 Foundation Academy 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 Athletic 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 Foundation Academy 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).

Foundation Academy 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) Foundation Academy.
- 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 form **to the athletic office**.

### **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.

### **HOUSING/HOTELS AT TOURNAMENTS**

- The Athletic Department will reserve rooms deemed necessary for hotels during district, regional, and state competitions. Hotel expenses for regular season tournaments or meets are the responsibility of the athletes.
- For safety and team reasons, all rooms will be booked for no less than four athletes. Parents may not purchase individual rooms for their athletes.
- Parents may be asked to stay in separate lodging, due to “team” reasons.
- Parents are responsible for making their own lodging reservations. The Athletic Department will not make provision for parents.

### **INTRAMURALS/ELEMENTARY SPORTS PROGRAM**

The Elementary Sports program is offered for grades 3-5 and parents must sign up and register during the sign up days at the beginning of each season. This program serves as an introduction and feeder program into the FA athletic programs in which students will learn the basic fundamentals of each sport and will gain valuable participation experience. FA coaches and athletes will serve as coaches in teaching the basic skills and disciplining these young student-athletes. Sports are offered according to the schedule below:

Fall: Volleyball/Flag Football

Winter: Basketball/Cheerleading

Spring: Soccer

### **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. FA 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 for more information concerning ordering letter jackets.

## **MAKING THE TEAM**

Athletics exist at different levels at Foundation Academy. These include Elementary teams, Middle School teams, Junior Varsity teams and Varsity teams. FA is a member of the Florida High School Athletic Association and, at the varsity level, competes for district, regional and state championships.

As a student moves through the Middle School and the Upper 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.

FA 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**

- Students may participate in two sports simultaneously if both coaches agree and all conflicts pertaining to participation have been resolved. One sport must be declared as the major sport. In cases where students wish to play multiple sports it is the responsibility of the athlete to declare, in writing to the AD, which will be considered the major sport. Both coaches must sign the letter, as well.
- Coaches at FA 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 FA athletic team may not be permitted to participate on any other team or club that is not affiliated with FA athletics, while that sport is in 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 FA 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 Performing Arts and Athletics, please adhere to the following:
  - It is our desire at FA to maximize the participation of our students so that they may grow in their gifts. Therefore, these sensitive situations require individual attention from overseers (athletics director, and performing arts coordinator).
  - Anticipate potential conflicts and resolve before they present themselves (i.e.: before auditions and try-outs occur).
  - Our role is to provide godly counsel to parents and the student involved; it generally should be aligned with the greater gifting in the student. Overseers are to insure full communication occurs among all impacted parties (e.g.: student, parent, coach, teacher, and overseer.)
  - Ultimate determination is to be made by the parent in consultation with son/daughter and in consideration of the counsel we provide with the understanding of the consequences involved.

## **MUSIC**

All music played at any FA 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 FA 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.

## **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.
- Parking/Pick up for gymnasium events is located at the east side of the campus.
- 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.. FA is not responsible for damaged vehicles during athletic contest.

## **PHYSICIAN'S NOTE**

- 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.

- **Elementary:** Equal playing time for all participants is strongly encouraged and is the goal.
- **MS Teams:** 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 their child is not being developed 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

- Elementary grade teams are available primarily for 3<sup>rd</sup>-5<sup>th</sup> grades 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 6<sup>th</sup>- 8<sup>th</sup> grades 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 FA 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 TIMES

- Only Varsity athletes are permitted to practice/condition before school starts in the morning.
- Times of athletic practices will be set by the coach and published in the Parent Letter prior to the season.

\* Practice is mandatory to be successful. HS teams practice Monday through Friday. Some coaches will practice Saturdays. Practice will be scheduled between 3:00p.m. and 9:00 p.m. when school is scheduled. Wednesday practices for HS teams will end by 6:00 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.

\* Varsity coaches shall advise and give direction to lower level squads in such areas as fundamentals, drills, patterns, offenses, defenses, conditioning, and coaching techniques

• **NO Sunday meetings of players or practices are permitted.**

• Vacation practices and tournaments must have prior approval from the AD. Coaches are to remember that vacations are for family time and are to be respectful of such. Requests for practice and/or games during vacation days must be submitted for approval in writing and must receive written approval from the AD prior to the mandatory parent meeting. All vacation practices and tournaments must be announced at this pre-season parent meeting.

• When school is out because of hurricanes, or other natural disaster, all practices will be cancelled or postponed. In playoff situations, FHSAA will set the make-up or postponed-game itinerary.

• 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.

\*Each coach should keep daily attendance records for all practices and games.

## 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

## ELIGIBILITY RULES FOR HOME-SCHOOLED ATHLETES

*The following must be completed and submitted to the athletic office for consideration of a home schooled student to participate in athletics at Foundation Academy. Completion of these forms is not a guarantee of acceptance. The following steps should be completed before participation may be granted:*

1. Home School Athletic Participation Application Form
2. FHSAA EL7 Registration Form for Home Education Student to Participate in Athletics
3. Interview with the Athletic Director
4. Upon approval, the home-school sports participation fee is:
  - \$350.00 **paid once per year prior to 1<sup>st</sup> participation**
  - Individual Sports: \$100.00 fee per sport plus the fee set in place by the coach for extra equipment (ex: shoes, hat, undershirts, socks). Each sport will vary. All fees are due by the first day of practices
  - See appendix for the Home School Application Form

## **SPECTATORS**

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. The administrative liaison and the AD, as well as the athletic department staff are responsible to see that spectators are kept off the sidelines and courts. Only administrative personnel, or those designated by FA, may be on the sidelines.

## **SPIRIT PACKS**

These are optional items purchased by the players/parents and become the property of the athlete. These items may include t-shirts, hats, practice uniforms, warm-ups, etc....with the intention of creating school/team spirit while also being needed items for use in the sport. These items do not have to be turned back in to FA. Coaches will order these items, in consultation with the AD, several weeks before the start of their seasons to ensure prompt delivery.

## **STRUCTURE OF THE ATHLETIC DEPARTMENT**

### **Athletic Director**

The Athletic Director (AD) serves under the direction of, and has a direct reporting relationship with the Headmaster. 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 Secretary**

The athletic secretary serves the athletic department in carrying out specific responsibilities assigned by the AD. They work to serve the athletic community in all areas pertaining to the department.

### **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.

### **Elementary Sports Coordinator**

The Elementary Sports Coordinator serves in coordinating all aspects of the Elementary Sports program. They provide a necessary feeder system for our MS and HS sport programs.

### **Athletic Trainer**

The Athletic Trainer works and serves 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 FA Athletics. The head coach will assign specific job responsibilities.

## STUDENT ELIGIBILITY

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

### A. Academic Eligibility

- *Students in Grades 9-12* - must have a cumulative 2.0 GPA based on a 4.0 scale to remain eligible.
- *Students in Grades 6-8* - must have been regularly promoted from the previous grade, carrying a normal class load, and maintain a 2.0 GPA. CCA reserves the right to impose higher academic standards than the FHSAA requires. Individual coaches may not set academic eligibility requirements.

### B. Limits of Eligibility

- Students have four consecutive years of eligibility, beginning when they first enter the 9th grade.
- Four years after a student enters the 9th grade, that student shall become ineligible for interscholastic athletics.
- Middle School students may participate in interscholastic athletics one year as eighth graders, one year as seventh graders, and one year as sixth graders.
- A student must be less than 19 years, 9 months of age to participate in high school athletics.

### 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." Other questions may be addressed in the FHSAA Handbook.

### D. Transfer Students

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

### E. Home-School Participants

FA will accept home-school students for athletic participation, however, It is the responsibility of the home-school participant to complete all necessary forms and comply with FHSAA guidelines.

### F. Required Forms

The following forms must be turned in to the athletic office one day prior to beginning practice.

- **EL2 FHSAA Physical Form**-All students are required to have an annual physical examination by a physician. This physical must be given on or after April 1 of the previous school year. Only the FHSAA form can be accepted.
- **EL3 FHSAA Parent/Student Consent Form**-Both the student and parent are required to sign this form in order for the student to participate in athletics.
- **Birth Certificate**-A copy of a certified, embossed birth certificate must be on file at FA to establish eligibility with the FHSAA. **This applies to all student/athletes, including those who are home-schooled.**

### F. New Student Participation

Any student new to FA must have submitted an application of enrollment, which indicates the intent to attend FA, prior to participating in any off-season conditioning, club team, 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.
- Student managers may earn letters by meeting the same criteria as team members.

## SUMMER CAMPS AND JR. LION PROGRAMS

- FA offers several exciting summer camps and Jr. Lion programs for students of all ages. These camps 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 must complete the camp application form requesting the dates of the camps at least three months before the start of the camp.
- 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. Lion programs for their sport.
- Parents may register online at [www.foundationacademy.net](http://www.foundationacademy.net) in order to participate in these programs.

## TEAM 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 dates will follow the try-out process, once the team has been chosen and uniforms have been issued.
- The athletic office will inform coaches, athletes, and parents on the process to purchase photo packages of the team and player pictures.
- The athletic/development office will work together to create a fall/winter/spring program for each season. Individual sports teams cannot create their own sport programs; however, they may sell ads in the season program and still generate revenue for their sport.

## 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.
- FA 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 FA 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 FA 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 FA:**

- o Fall: Volleyball, Golf, Cheerleading/Bowling
- o Winter: Girls' and Boys' Basketball and Cheerleading
- o Spring: Softball, Baseball

- **The following sports are non-cut sports offered at FA:**

- o Fall: Football/Cross Country
- o Winter: Soccer
- o Spring: Track and Field

- Before a student may try-out or practice all required forms/fees 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 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.

- 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**

- FA 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 the Events Calendar. Please clear all use of the athletic facilities with the AD.
- Coaches do not have authorization to schedule, rent, loan, or otherwise provide FA facilities to others or allow former athletes or anyone else to use our facility for profit without the consent of the AD.
- FA athletic facilities are primarily intended for use in FA 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 FA without direct supervision by authorized personnel.
- Facilities are NOT available for personal camps, city camps, city leagues, summer leagues, non-FA summer camps, etc. without permission from the Athletic Director. If approved, a Certificate of Insurance naming FA as additionally insured as well as a rental contract must be provided. FA 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 FA athletic events and in the weight room must be Christ-honoring and AD approved.

## **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 FA 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 be consistent with FA policies and guidelines.

## Appendix A

### FOUNDATION ACADEMY ATHLETIC DEPARTMENT POLICY ON COACH, PARENT, AND PLAYER RELATIONSHIPS

Since research indicates a student involved in extracurricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote success after high school. We hope the information proved will allow both you and your child's experience with Foundation Academy athletics to be positive one.

#### **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 or 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.

## Appendix B

### FA 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?

**Additional Player/Parent Comments: Use back of this sheet to make comments**

APPENDIX C

Foundation Academy  
Authorization Form for Motor Vehicles Record Check

ALL INFORMATION IS REQUIRED

Campus North \_\_\_ South \_\_\_ 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 the Athletic Office.*

*I authorize Foundation Academy 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 D

**Foundation Academy  
STUDENT-ATHLETE PROGRESS REPORT**

Player's Name \_\_\_\_\_

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

Class/Teacher Attendance Grade Comments

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Please put an appropriate letter grade for the student's progress. Feel free to offer any comments, that we, as coaches, might offer any "encouragement" necessary to improve the student's academic and/or behavioral performance. We feel that all interscholastic sports are not justified unless we meet two goals:

1. Encourage the student-athlete to be a good citizen and an alert student.
2. Establish a good morale factor by creating a "we" feeling in the student body that enhances the academic atmosphere.

It is our desire to see that all players be successful both on the field and in the classroom. Please let us know of anything we can do to partner with you to make this a positive situation for all involved.

Foundation Academy Coach

## Appendix E

### FOUNDATION ACADEMY FACILITY USE STANDARDS

**Use** of Foundation Academy facilities is restricted to functions associated with the school program, functions related to the Foundation Academy ministry programs, or functions of an outside party only when previously approved and scheduled. Use by an outside party must in all cases be consistent with the character and behavior expectations of Foundation Academy.

**Use** of academic spaces, athletic venues, and various school resources (tables, chairs, etc.) must first be approved. Scheduling of any outside groups must also be approved. All facilities requests must be submitted to the Athletic Department, approved by the Athletic Director, and posted on the school events calendar. Allow two week minimum for approvals.

**Care** of FA facilities must be consistent, and must exhibit the excellence that of Foundation Academy. Excellence begins with a pride of ownership, which is encouraged and expected of the FA students, employees, volunteers, and parents. The conditions we contribute to here, permit here, and leave on exhibit here speak to the degree we personally value our school and our Savior, in Whose Name we exist and serve.

**Care** of FA facilities is to be given with the recognition that the last effort toward appearance I choose to make or not make before I leave the campus can very well contribute to the first impression the entire school makes to the next guest arriving on campus. While campus appearance generally falls under the jurisdiction of the Facilities Department, it is the responsibility of each student, parent, and employee to do their part. This is “our” school.

**Care** for the facilities includes being responsible to maintain a controlled environment of student behavior, being responsible to fix or turn in a work order to fix an object that needs attention, and being responsible to “put back” into proper storage what was “taken out” for a specific use when that use has been completed.

**Care** for the facilities means an event has not completely concluded until all vestiges of that function have been properly removed and/or returned to their proper place of storage. If you “put it up,” “take it down.” If you “take it out,” “put it back,” if you “move it over,” “move it back,” etc. In addition, specific events shall be planned in a manner that has their scope limited to that which can be managed in set-up and strike by the capabilities of the faculty and their parent support, as assisted by Operations. Events are not to be planned where the scope and amount of work required is beyond the reasonable capabilities at hand to produce it. Note that Facilities can facilitate events but the department is not staffed to produce specific events. Facilities can assist those who are “putting on” an event, but Facilities cannot “put on” an event.

**Security** of FA facilities is paramount. Security is a matter that also generally falls under the Athletic Department; however, it is the responsibility of all students, parents, volunteers and employees to act responsibly on this issue. Fundamental to security is vigilance. Some may assume that the FA campus is a safe place, but in reality, a safe place is one that is made that way by specific attention given to consistently monitor the surroundings.

**Security** at FA is enhanced by locking spaces and buildings that are to be left unoccupied for some period of time, and by calling the Athletic Department when you observe any strange people, vehicles, or activities taking place on our campus. You will further increase our success in maintaining a secure property by being aware of your surroundings and developing personal relationships with individuals that visit our school, which will help you identify security risks as well as open the door for ministry opportunities.

**Security** of the school’s athletic venues is of utmost importance due to our expectation of excellence and stewardship at a school that represents Christ. Since most athletic venues cannot be secured behind lock and key, it is vital that we are diligent in our observations throughout any event being held in these areas. It is the responsibility of the athletic sport liaison, as may be delegated to the last coach to leave the venue, to be sure event lights are turned off, all visitors have exited the area, and all gates and doors of all buildings are locked.

## Appendix F

### **PROCEDURE FOR OUTSIDE USE OF ATHLETIC FACILITIES & CLASSROOMS**

1. Outside party (non-FA) seeks to use an FA athletic facility or classroom
2. Party is directed to contact Assistant Athletic Director to determine fee (if any) and availability.
3. Assistant A.D. receives all information from the party and documents it on the Facilities Request Form.
4. Assistant A.D. presents Facilities Request Form to the A.D. for approval.
5. A.D. initials his approval on the Facilities Request Form and returns it to the Assistant A.D.
6. Assistant A.D. contacts party and faxes or emails event contract and collects payments for processing.
7. Upon Receipt of signed contract, Assistant A.D. will post event on School Events Calendar which at that time locks in that venue for that applicant for that designated date and time. (NOTE: In certain case, a deposit may be required up front to secure a venue. This will be handled on a case by case basis and at the discretion of the A.D.)
8. Follow-up communications relating to the party's use of the facility is conducted by the Assistant A.D.
9. Payment for the event is to be made to the Assistant A.D. Payment can be made any time leading up to the event, but must be made before the event actually begins. Assistant A.D. will forward payment and Deposit Slip to accounting department.
10. After the event, Assistant A.D. will do a walk through with facilities staff to ensure there is no damage in event area & that all follow up cleaning is completed.

### **PROCEDURE FOR INTERNAL USE OF ATHLETIC FACILITIES & CLASSROOMS**

1. FA staff member seeks to use an FA athletic facility or classroom.
2. Staff member is directed to contact Assistant Athletic Director to determine availability.
3. Assistant A.D. receives all information from the contact and documents it on the Facilities Request Form.
4. Assistant A.D. presents Facilities Request Form to the A.D. for approval.
5. A.D. initials his approval on the Facilities Request Form and returns it to the Assistant A.D.
6. Assistant A.D. will post approved events on School Events Calendar which at that time locks in that venue for that staff member for that designated date and time.
7. Follow-up communications relating to the staff members use of the facility is conducted by the Assistant A.D.
8. After the event, Assistant A.D. will do a walk through with facilities staff to ensure there is no damage in event area & that all follow up cleaning is completed.
9. This procedure is to be followed for all school functions with the exception of standard school day classroom schedule. These procedures include but are not excluded to: weight room, team practices, after school clubs & assemblies.

**Appendix G**

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

**2010-2011 Foundation Academy Athlete and Parent Contract**

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

A current FHSAA sports physical form (EL2) and Consent and Liability form (EL3) is required prior to participation in practices or games.

Athletic fees and additional team expenses must be paid **BEFORE** participating in any practice or game. Practice and/or playing will not be permitted until all fees are paid.

Student must show proof of insurance to play. Appropriate documentation is required to be included on the FHSAA sports physical form.

Uniforms and equipment distributed to the athlete is the responsibility of the athletes 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 practices and games.

Grade checks will happen periodically. 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.

**New TRANSPORTATION Policy beginning 2010-2011:** It is the parent's responsibility to transport their student to and from practices and games. The school may provide transportation on limited occasions for games or events; however, this will be the exception and not the rule.

Appropriate sportsmanship is required of every athlete and his/her parents at all times. The FA 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 FHSAA eligibility information which is available on the FHSAA website ([www.fhsaa.org](http://www.fhsaa.org)).

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

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

Appendix H

| <b>Foundation Academy Sport Offering's</b> |                          |                         |
|--|--------------------------|-------------------------|
| <b>High School 9-12</b>                    | <b>Middle School 6-8</b> | <b>Elementary 3-5</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            | Volleyball              |
| Cheerleading                               | Cheerleading             |                         |
| Volleyball                                 | Volleyball               |                         |
| Bowling                                    | Bowling                  |                         |
| <b>Boys</b>                                | <b>Boys</b>              | <b>Boys</b>             |
| Cross Country                              | Cross Country            | Football-Flag           |
| Football                                   | Football                 |                         |
| Golf                                       | Golf                     |                         |
| Bowling                                    | Bowling                  |                         |
| <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                                 | Basketball               | Basketball              |
| Cheerleading                               | Cheerleading             | Cheerleading            |
| <b>Boys</b>                                | <b>Boys</b>              | <b>Boys</b>             |
| Basketball                                 | Basketball               | Basketball              |
| Soccer                                     | Soccer                   |                         |
| <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                                   | Softball                 | Soccer                  |
| Track and Field                            | Track and Field          |                         |
| Tennis                                     | Tennis                   |                         |
| <b>Boys</b>                                | <b>Boys</b>              | <b>Boys</b>             |
| Baseball                                   | Baseball                 | Soccer                  |
| Track and Field                            | Track and Field          |                         |
| Tennis                                     | Tennis                   |                         |

Appendix I

**2010-2011 Important Athletic Calendar Dates**

**MANDATORY SEASONAL COACHES TRAINING DATES: 2010-2011**

**Fall Sports** – Saturday, July 31<sup>st</sup> 8:00 am-9:45am in Room S119

**Winter Sports** – Saturday, October 9<sup>th</sup> 8:00 am-9:45am in Room S119

**Spring Sports** – Saturday, December 11<sup>th</sup> 8:00 am-9:45am in Room S119

**MANDATORY CHECK IN DATES: 2010-2011**

**Fall Sports** – Saturday, July 31<sup>st</sup> 10:00am - Noon in Gym

**Winter Sports** – Saturday, October 9<sup>th</sup> 10:00am-Noon in Gym

**Spring Sports** – Saturday, December 11<sup>th</sup> 10:00am-Noon in Gym

**OFFICIAL START DATES: 2010-2011**

**Fall Sports:**

Monday, August 9<sup>th</sup> (Volleyball, Football, Golf, Cheerleading)

Monday, August 16<sup>th</sup> (Bowling, Cross Country)

**Winter Sports:**

Monday, October 18<sup>th</sup> (Boys Soccer)

Monday, October 25<sup>th</sup> (Girls Basketball)

Monday, November 1<sup>st</sup> (Boys Basketball)

**Spring Sports:**

Monday, January 10<sup>th</sup> (Softball)

Monday, January 17<sup>th</sup> (Baseball, Track & Field)

Monday, January 31<sup>st</sup> (Tennis)

**MANDATORY PLAYER/PARENT MEETING DATES: 2010-2011**

**Fall Sports** – Tuesday, August 24<sup>th</sup> 7:00pm -Gym (breakout classrooms)

**Winter Sports** – Thursday, November 4<sup>th</sup> 7:00pm-Gym (breakout classrooms)

**Spring Sports** – Thursday, February 3<sup>rd</sup> 7:00pm -Gym (breakout classrooms)

**TEAM PICTURE DATES: 2010-2011**

**Fall Sports** – Wednesday, August 25<sup>th</sup> HS/MS @ 3:30pm-Gym/Field

**Winter Sports** – Wednesday, November 10<sup>th</sup> HS/MS @ 3:30pm-Gym/Field

**Spring Sports** – Wednesday, February 16<sup>th</sup> HS/MS @ 3:30pm-Field

**HS AWARD NIGHT DATES: 2010-2011**

**Fall Sports** – Thursday, December 2<sup>nd</sup> 6:30pm-Gym (breakout classrooms)

**Winter Sports** – Thursday, March 10<sup>th</sup> 6:30 pm-Gyms (breakout classrooms)

**Spring Sports** – Thursday, May 26<sup>th</sup> 6:30 pm-Gyms (breakout classrooms)

**Note:** MS Teams will have end of season team parties to recognize athletes.

Appendix J

COACHES CONTACT INFORMATION AND SPORT OFFERINGS

**Foundation Athletic Department. Contact Information**

15304 Tilden Road, Winter Garden, FL 34787

Phone 407-877-2744      [www.foundationacademy.net](http://www.foundationacademy.net)      Fax 407-877-1985

**Mark Butler**, *Athletic Director*

[mbutler@foundationacademy.net](mailto:mbutler@foundationacademy.net) ext. 226

**David Baginski**, *Assistant A.D.*

[dbaginski@foundationacademy.net](mailto:dbaginski@foundationacademy.net) ext 230

**2010-2011 Coaches**

Rick Martin, **Bowling**—[rmartin@foundationacademy.net](mailto:rmartin@foundationacademy.net)

Rob Smith, **Cross Country**—[rsmithprint@cs.com](mailto:rsmithprint@cs.com)

Brad Lord, **Football**—[blord@foundationacademy.net](mailto:blord@foundationacademy.net)

Chris Bateman, **Golf**—[cbatemangolf@embarqmail.com](mailto:cbatemangolf@embarqmail.com)

German Del Valle, **Volleyball**—[gdevalle@foundationacademy.net](mailto:gdevalle@foundationacademy.net)

Tami Uhrig, **Cheerleading**—[tamiu4cm@aol.com](mailto:tamiu4cm@aol.com)

Mark Butler, **Boys Basketball**—[mbutler@foundationacademy.net](mailto:mbutler@foundationacademy.net)

**Girls Basketball**—TBD

Raul Menacho, **Soccer**—[miguelin825@hotmail.com](mailto:miguelin825@hotmail.com)

**Baseball**—TBD

Steve Richards, **Softball**—[srmajormulch@bellsouth.net](mailto:srmajormulch@bellsouth.net)

Luke Bennett, **Track/Field**—[lbennett@foundationacademy.net](mailto:lbennett@foundationacademy.net)

***“Every Athlete A Disciple”***

**Appendix K**

**Foundation Academy  
Student Athlete Accident/Incident Report**

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

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

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

Place: FA 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 FA athletic office and notify Athletic Trainer of injury.



APPENDIX L  
FOUNDATION ACADEMY

# Lions Booster Club

## Membership Form



Your membership in the FA Lions Booster 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 mail it to Foundation Athletics, 15304 Tilden Road, Winter Garden, FL. 34787. *GO LIONS!*

*Circle level below:*

**Level I: Bronze Lion Level**    \$ 75 \_\_\_\_\_

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

**Level II: Silver Lion Level**    \$125 \_\_\_\_\_

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

**Level III: Gold Lion Level**    \$250 \_\_\_\_\_

- Family Pass for Every Home Game
- Two T-shirts: sizes \_\_\_\_\_, \_\_\_\_\_
- Two Chair seat cushions
- Window Decal
- Two Lion Flags
- Two Lion Hats/Visors

**Level IV: Platinum Lion Level**    \$500 \_\_\_\_\_

- Family Pass for Every Home Game
- Four T-shirts: sizes \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- Four Chair seat cushions
- Two Coaches POLO shirts: sizes \_\_\_\_\_, \_\_\_\_\_
- Window Decal
- Two Lion Flags
- Four Lion Hats/Visors
- Special Recognition Lion Plaque

**Level V: Diamond Lion Level**    \$1000 \_\_\_\_\_

- All of the above *plus* a foursome in the Lions Golf Classic in the Spring.

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

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

FOUNDATION ACADEMY  
ATTN: Athletic Department  
15304 Tilden Road, Winter Garden, FL 34787  
Phone: 407-877-2744

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

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

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

Address \_\_\_\_\_

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

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

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

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

## Appendix M

# FA Team/Booster Representative Guidelines/Responsibilities

**Purpose:** The purpose of the Booster Team Representative is to provide support for the team in the following areas:

### **Official Booster Team Representative**

- Assign parent volunteers to different roles and jobs throughout the season.
- Help keep parents informed of schedule changes, travel, meetings, etc. (email group)
- Attend regular meetings with the AD to establish effective communication
- Help advertise and sale athletic passes for the Lions Booster Club
- Help with the organizing/planning of tournaments for the team
- Help organize/plan the annual golf tournament sponsored by FA Athletics

### **Travel Coordinator**

- Arrange pre-game meals for player's when/if needed.
- Coordinate transportation through the AD to away games when/if needed
- Inform parents of directions to away games via the website

### **Logo Sales Coordinator**

- All artwork/color/logos approved by the AD and work through approved vendors
- Sale FA spirit wear at all home games

### **Concession Coordinator**

- Ensure that all home games have assigned workers for concessions
- Communicate with the Booster Club/AD regarding any issues related to concessions

### **Media Coordinator**

- Send in updated news relevant to your particular sport to the AD each week.
- Help the coach post game results and stats on the FHSAA website/newspapers etc..

### **Statistics Coordinator**

- Report all statistics to local media outlets and to AD weekly
- Provide support for the coach by keeping the game book or team stats etc...

### **Fundraising Coordinator**

- Operate within the approved guidelines established by the AD.
- Communicate opportunities to parents, coaches, and the AD.
- Collect and verify all monies received/earned and report specifics to the AD for deposit.

### **Uniform Liaison**

- Responsible for all uniforms issued prior to the start of the season.
- Thorough inventory conducted of all uniforms collected at the end of each season.
- Submission of all uniforms back to the AD in an organized fashion immediately following post-season play.

### **Outreach Specialist**

- Responsible for networking within community and schedule opportunities for the team to do community service activities.
- Organize, plan and implement the hospitality program for the team

### **Official Score Keeper**

- Keep official book for every game.

### **Official Clock Keeper**

- Run the clock at all home games.

### **Video Coordinator**

- Film each game and return tape to the head coach promptly