

HERITAGE CHRISTIAN ACADEMY ATHLETIC MANUAL

MISSION

The mission of the Heritage Christian Academy (HCA) athletic program is to provide students with the opportunity to participate in a quality sports program. Our aim is to develop students' character and athletic ability.

PURPOSE

The goal of the athletics program at HCA is to teach fundamental development to our students in a way that will be helpful to them in the rest of their lives. We teach the students to maintain proper care of God's holy temple, to exhort one another in times of trial, to persevere and complete tasks which are begun, and to cooperate with members of a team.

At HCA, we must never allow the athletics program to become "The Program". Because all of life is competitive and unfair, athletics is offered so that the student might learn to face tough circumstances with the determination to continue on, whether or not victory is possible. We desire for our athletes to learn to persevere, lose with grace, and win with humility.

Finally, the athletics program at HCA will be one that teaches self-sacrifice, self-discipline and personal commitment to attain the goal of excellence. We need to teach a winning attitude, but not one at all costs, and one that will develop characteristics in students to overcome struggles that they will have throughout their lives. With this in mind, athletics can be a fruitful experience for all student athletes who participate in the programs of HCA.

PHILOSOPHY OF COMPETITION

The philosophy of competition is crucial, especially in a Christian school atmosphere. HCA's participation in an athletic association (currently the KCAA), and with nearby schools, represents an opportunity for those students with specific athletic skills to be involved in competition. While the attitude of our program is not one to "win at all costs", participation in any event should be in a manner to win the game within the rules of play itself, at all times projecting the standards of conduct as set forth by HCA for our student body.

Within this level of competition in the middle and high school programs, all individuals should not expect the opportunity to participate in the team sport of their choice due to a limitation of participants allowed on a playing field or court at one time. However, through a wide offering of sports, some of which have large numbers of participants, all individuals who so desire should have a chance to participate in some activity.

Being picked as a member of the team does not guarantee equal playing time for each individual. Both athletes and parents must realize that participation in a game is only one aspect of being a part of the team, which has as one of its goals to win as many games as possible. Contributions

made in practice, as well as on the bench, will play significant roles in the team's success level in actual game situations. Participation in game conditions is determined by a combination of ability, attitude and practice ethics, with the knowledge that those individuals with greater natural athletic abilities, while exhibiting proper attitudes, will have a greater degree of participation in games. Playing time, starting, etc. is solely at the discretion of the coach. Good judgment on the part of the coach is emphasized in an attempt to reward all team members with playing time when such participation does not serve as a detriment to the team's overall ability to win the game.

Other/Outside Requirements:

Additional requirements or restrictions not stated in this manual may apply due to state or federal laws or Department of Education regulations. Also, additional rules may apply to HCA as a member of an athletic league, conference or association. Therefore, any such rules affecting team eligibility for regular season and tournament participation will apply unless the administration determines that a different status is more beneficial to the majority of HCA players for a particular sport/season. The option to be ineligible will be determined by the athletic director after acquiring input from the coach and submitting a recommendation/explanation to the headmaster for approval.

Determination of Team and Number of Players:

Recent growth in school enrollment brings the need to determine number limits for certain sports. Determination of a limit to the number of players that any team/sport will carry involves too many variables for this manual to set such numbers. The coach of that team/sport, in consultation with the athletic director, will submit as part of his season plan a number limit if preseason "sign-ups" indicate that demand is greater than the number of team positions available. Determination of the appropriate number of team positions available, along with the grades appropriate for play, will include consideration for, but not limited to, the following factors: the mission, purpose and philosophy of competition previously described in this manual; past experience of the coach and school on optimal numbers; and expected losses to injury, transfer, behavior and/or grades. Consideration should also be given to the effect on future years, as well as the current year, and will require analysis of that sport's makeup of players by grade, as well as the levels carried by that sport (varsity, JV, and/or middle) and the nature of the sport (For example, contact sports should avoid extreme age differences). When determination is made that sign-ups exceed the limit, then the coach will submit a "try-out" schedule to the athletic director for publication to the students and parents. As previously stated, being picked as a member of the team does not guarantee equal playing time for each individual. A coach may select a certain number, or certain players, that will be considered a role of reserve, alternate or "under development" status that will likely carry limited playing time, but are a benefit to the team and school in practice or other areas. It should be noted that such a selection is usually a compliment to the student. To avoid later misunderstandings, it is recommended, but not required, that the coach communicate his evaluation to any team member that is likely to see limited playing time (since mid-season discussions between coaches and parents about playing time or comparisons to other players easily result in controversy and/or hurt feelings).

Transfer Students:

A transfer student is eligible to play on the 15th day after enrollment at HCA, pending verification that the student was in good standing with his/her previous school and sport in a manner similar to the requirements of HCA athletics. If the sport in question was subject to a ‘try-out’ as mentioned above, then the transfer student will be subjected to a similar try-out for determination of making the team. Practice attendance requirements, sports, and fundraising fees (without proration) must be fulfilled during the 15 days after enrollment or eligibility will be delayed until such is fulfilled. The athletic director will determine if the 15-day restrictions apply to a new student enrolled at or near the first of a new school year.

Advancing a Player (Playing Up):

Certain sports have a setup where the same group practices together (such as JV and varsity basketball) and this allows players to participate on more than one team. It is the coach’s discretion on the use of such players eligible for both teams under the “play to win, but not at all costs” philosophy. If the sport has different coaches for the two teams that do not agree on the use of such players, the varsity coach’s opinion will prevail. A more complicated issue involves teams with separate practices and coaches (such as middle school vs. JV/varsity). This manual cannot set a rule that will contemplate all the possibilities of sports, numbers, and level of competition. However, a player should not be “stretched” between two teams, and the preference should be for a player to be with his/her friends/teammates of similar age and grade. However, temporary exceptions can be made when an older team finds itself short-handed due to unforeseen circumstances (such as losses due to injury, transfer, behavior, and/or grades). In such cases, where playing up would benefit the majority of the older team’s players (such as avoiding game or tournament cancellation), then the coach of the older team and the athletic director may approach the coach of the younger team with the request for player(s) to play up. Upon agreement, the parents of the younger player may be contacted with the request. There may be rare situations where a younger player is considered qualified to play up on a “permanent” basis. Such a situation would be where the coaches of both younger and older teams and the athletic director agree that the player with the younger team would not be engaging in an appropriate level of competition to advance his/her skills, AND that elevation to the older team would increase advancement of such skills without putting the player at an elevated level of physical danger by competing against older players, AND also be a benefit to the older team. Upon such determination, the coaches and athletic director would approach the parents of the player with their evaluation, but make it clear that “playing up” is optional and may contain unforeseen risks and is limited to the choice of one team or the other, but not both.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

Communication

The AD is responsible for communicating with the Administration, Coaches and Players, Parents, Teachers, Athletic Boosters, Administrative Committee, Front Office, and other groups. The AD reports to the Headmaster.

Policy Development

The AD is responsible for the development and supervision of the entire athletic program, in coordination with the Administrative Committee and Administration. He makes recommendations to the Administrative Committee for new policies or revisions to current policies to be adopted by the Board. These policies include oversight of coaches and their responsibilities, student eligibility, and use of facilities (gym, ball fields, equipment, etc.). He determines/schedules use of the gym and other facilities for team practices and games.

Finances

The AD is responsible for the following finance related issues:

1. Submit an annual financial update/plan to the Headmaster for Board approval.
2. Approve all sports purchase orders and requisitions.
3. Monitor ticket sales, gate, and concession receipts.
4. Prepare income statement, roll coins, and otherwise prepare deposits.
5. Obtain, confirm, and pay officials.
6. Contracts and payment of coaching staff.
7. Coordinate all athletic fundraisers with other school departments.
8. Coordinate overnight travel. Athletes are responsible for room fees, meals, snacks, etc.
9. Coordinate with the head coach a parents/boosters meeting to announce/determine the financial funding required for the upcoming season (at least a month before the first game).

Scheduling

The AD is to develop schedules for each team based on the following guidelines:

1. Develop game and practice schedules to minimize conflicts with other school activities and classes. The number of game days per week should be limited to two (2) whenever possible. Exception is allowed for Saturday games. Games should not be scheduled for exam weeks.
2. Coordinate final schedules and changes with the Administration and on the Master Calendar (date, time, location, opponent, etc.).
3. Keep coaches, parents, athletes, referees, teachers and others informed with current schedules. Directions to away games should always be made available to students and parents at least one day before the trip.
4. Travel with the teams on the bus in the event coaches cannot.

Game Preparation and Clean-Up

The AD or a Headmaster designee will attend all home games. This person will:

1. Ensure the playing area is safe.
2. Oversee scheduling of paid and volunteer staff for games (gate, clock, books, cleanup, concessions and other duties).
3. Consult with coaches regarding statisticians for away games.
4. Prepare dressing facilities for visiting and home teams and referees.
5. Provide coaches with access to facilities and equipment. Prepare first aid kits, igloo, cups, balls, etc. for games.
6. Maintain supplies for first aid kits.
7. Ensure the proper securing of facilities and equipment following games.
8. Delegate cleanup and trash removal as needed.

Equipment and Uniforms

1. Supervise care, use, and security of sports facilities.
2. Purchase, maintain, and secure equipment.
3. Be accountable for all sports equipment. Obtain inventory from coaches before and after season.
4. A coach shall not give uniforms to graduating seniors as a gift without the AD's approval. The coach will be responsible for purchasing replacement uniforms. If those uniforms cannot be reordered or made, the coach would be responsible for purchasing a new team set.

Insurance

1. Coordinate with Administration to ensure proper accident and liability coverage for school and players.
2. Ensure coaches keep records of all injuries. AD should maintain a file of these accident reports in his office.

Physical Examinations

1. Coordinate with local health care providers to set up school wide athletic physicals. HCA will notify families of which provider we are contracting with.
2. File all physicals and notify coaches and parents of those students lacking exams.

Banquets and Awards

1. Set date for banquet and obtain awards to be distributed.
2. Coordinate with coaches, administration and teachers regarding end of year awards such as End of Season sports report and Letter/Award winners.

Personnel

1. Oversee the hiring of coaches by making recommendations to Administration and participating in the interview process. (When discussions are being held regarding potential coaches, there should be a respect for confidentiality by all parties – AD, Board, Coach, Administration – until the hiring process has gone through the proper channels.)
2. Meet with coaches at least one month before the first practice for planning and provide them with copies of school and league/association athletic regulations.
3. Evaluate coaches at the end of season and communicate concerns. Significant concerns should be communicated in writing and, after review/edit/approval by the headmaster, be presented in a meeting of the headmaster, athletic director and coach.
4. Parents as Coaches: Experience has shown that parents coaching a team containing their own child often results in either real or perceived conflicts of interest; therefore, preference is to not have a parent as a coach. However, when circumstances result with Athletic Director concluding that a parent as coach is the best option, the Athletic Director shall submit to the Headmaster an explanation of efforts made to search out coaches and why another option is not available. This policy may apply to relatives other than parents depending on the facts and circumstances (as determined by the Athletic Director and submitted to the Headmaster).

Conferences

1. Represent HCA at all athletic conferences and associations in which HCA is a member.
2. Expedite all reports to appropriate conference or association.

Players/Students

1. The athletic director shall oversee, and coordinate with coaches, enforcement of eligibility rules (including, but not limited to, grades/behavior/financial requirements).
2. Other student responsibilities fall primarily to the coaches for enforcement with the Athletic Director to assist a coach when needed.
3. For outdoor practices provide to the coaches a summary/guideline for weather related restrictions and cancellations (such as lightning, thunder, heat and humidity).

RESPONSIBILITIES OF COACHES

1. Coaches will meet with the AD for planning at least one month before the first practice.
2. Submit an initial practice schedule for approval and notify the AD of any changes.
3. Keep AD informed of any changes to practices, student's playing status, equipment needs and discipline problems.
4. Ensure all physical exams and parental consent forms are turned in before the first practice and all fees and other financial commitments are completed before the first regular game.
5. Know the regulations of the athletic association and ensure compliance.
6. Know and enforce the HCA discipline policy and Athletic Manual.
7. Ensure players are on the transportation provided for away games. Travel on the bus with the teams to and from away games. Remain with students at school until they are picked up by parents. Coach is responsible for cleaning bus upon return to school. If the coach's other job responsibilities prevent him/her from traveling, the AD will take responsibility. There is no mileage or meals reimbursement if coaches choose to drive to away games.
8. Consult with AD on persons to keep statistical books. Coach will maintain these books and turn them in to AD at completion of season.
9. Clear any purchases through the AD and submit all reimbursement requests to him.
10. Complete accident reports when a student is injured at practice or during a game. Contact parents and AD should an injury occur.
11. Have a first aid kit at practice and games. If supplies are needed, contact AD prior to the start of the practice or game.
12. If overnight trips are necessary, the coach is responsible for room assignments, curfew and bed checks. The coach is also responsible for cleaning uniforms, if needed.
13. Have prayer before each practice and game.
14. Playing time, starting, etc. is at the discretion of the coach.
15. Submit T-shirt designs to AD for approval.
16. Assist the AD on enforcement of player eligibility rules (grades/behavior/financial/etc).
17. Coordinate with the AD a parents/boosters meeting to announce/determine the financial funding required for the upcoming season (at least one month before the first game).

Practices

1. Coordinate practices at least two weeks in advance with the AD. In order to accommodate parent and student schedules, once practice times are scheduled, they should not be changed without one week's advance notice. If a coach cannot be present at a scheduled practice, he/she should have a substitute cover the time.
2. Conduct well organized, challenging practice sessions with emphasis on fundamentals.
3. Conduct a visual check of area to eliminate any unsafe conditions. Clean up the area after practice.
4. For outdoor practices, apply weather related restrictions or cancellations as set by the AD.
5. Have adequate water available.
6. Wednesday practices are allowed until 5:00 p.m.
7. Player's may not practice or play on a team that is just starting to practice for that season if they are on another team for that season. Example: if a soccer player is going to play basketball and basketball has started practicing before soccer is over that play may NOT

practice till soccer is over. Coaches must give that player time to practice with the upcoming team before all cuts are made. This will not count against the play.

Uniforms and Equipment

1. Inventory and inspect equipment prior to beginning of season to determine needs.
2. Submit requests for uniforms, equipment, etc, through the AD.
3. Maintain records for adequate uniform and equipment eligibility.
4. Collect uniforms and equipment at end of season.
5. A coach shall not give uniforms to graduating seniors as a gift without the AD's approval. The coach will be responsible for purchasing replacement uniforms. If those uniforms cannot be reordered or made, the coach would be responsible for purchasing a new team set.

Gym Security and Closing

1. Lockup equipment and facilities after practice.
2. Assist the AD to turn off all lights as needed and locking/checking outside doors.
3. Coaches are responsible for ensuring facility is cleaned after practice (including dust mopping and cleaning any trash on floor).

Code/Guideline for Coaches' Conduct

Heritage Christian Academy athletics program's stated mission is to develop students' character and athletic ability through participation in sports. To accomplish that mission, athletic activities should be examples of the meaning of Christian sportsmanship. In order to provide guidance with a goal that the behavior of anyone and everyone involved in the program will not detract from the students' enjoyment of athletics, the following "code of conduct" is mandated as a guideline for coaches, assistants, and volunteers:

1. Set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior at all times – game, practice, travel and locker room.
2. Respect the judgment of officials; abide by rules of the event.
3. Treat opposing coaches, participants and fans with respect.
4. Instruct players in good sportsmanship and demand they display such.
5. Coach in a positive manner, reflecting Christian values (avoid anger, sarcasm, unconstructive criticism, and physical contact that could be misinterpreted.)
6. Acknowledge the athletic director as your supervisor and respect his judgment.
7. Maintain a proper level of authority over your players. Often students will accept you as either "one of the guys" or "the man in charge", but not both. It is hard for them to respect the authority of "one of the guys". Your job is to be "in charge".
8. Read, remember, and abide by the school athletic manual.
9. Communicate to the players that they are representatives of the school and enforce the school/athletic rules of conduct and dress code.

10. If you have to deal with a tough situation, such as an upset parent, be quick to call in the athletic director. It is important that the athletic director be in position to be a witness to any conversations or actions and to also be a moderator, if necessary.

RESPONSIBILITIES OF STUDENTS

Sports Fees and Requirements

The intent of the HCA sports programs is that they be self-supporting. The programs are funded primarily through sports fees, fundraising by athletes, community donations, admissions and concessions. Sports fees and/or fundraising requirements are tentatively determined by the AD and completed by meeting(s) with the coach and parents/boosters to determine additional financial needs such as the addition of games, tournaments, uniforms and equipment.

1. Student's parent/guardian must sign a sports permission slip allowing student to participate.
2. Each athlete must have a recent physical on file that is designated for the current school year.
3. All fees and related financial/fundraising requirements must be paid/completed in full before the first regular season game.
4. Sports fees are non-refundable after the day before the first scheduled contest. Exceptions are at the discretion of the Athletic Director.
5. No student may participate in scheduled games unless tuition and fees are current and/or paid in full.

Students as School Representatives and Related Travel

HCA athletes represent the school and our Lord Jesus Christ. School policies related to Christian values apply to all athletic activities including travel to and from events. Students are expected to behave responsibly at all times on road trips. This includes respect for other students, coaches, referees and members of the opposing teams. Students are to avoid the usage of profanity, drugs, alcohol and tobacco at all times. This includes at school and sporting events, as well as outside the school. Consequences for their use range from a demerit to expulsion, depending on the severity of the situation.

1. Athletes who are traveling to an away game must have parent/guardian approval. A completed permission slip must be on file with the AD.
2. Students who are not participating in the away games may not leave school early with the team unless approved by the Headmaster and parents. Earliest departure time is Noon.
3. Students are required to ride the bus. If all seats are filled the AD may make other arrangements for the students.
4. Students who travel on the bus must return on the bus unless a parent/guardian signs his/her student out with the AD or Coach.
5. Students must abide by rules set forth in the Bus Policy.
6. It is the responsibility of the parent to pick up a student on time after an event. Coaches will remain at the facility until all students have been picked up.
7. Room assignments are at the coach's discretion.

8. Curfew and bed check times are determined and enforced by coaches. Students in violation will forfeit playing of the game or tournament.
9. Students are expected to be on time for devotions, meals and departure.
10. Students are responsible for their share of room costs and any incurred charges such as movies, video games, room service, phone calls, etc.
11. Students should contact the coach or other adult in case of an emergency.

Bus Policy

1. Boys in the back of the bus and girls in the front. The number of students per bus seat/bench will not exceed intended design. Final decision is made by AD or Coach. Boys and girls may not sit in the same seat/bench.
2. Coaches will ensure students clean the bus upon return to the school. This includes picking up trash, cleaning windows, etc.
3. Students should remain seated at all times.
4. Students not on time for the departure of the bus will not be able to play in the away game. Exceptions must be approved by the AD.
5. Use of music and video players, as well as gum chewing, is at the discretion of the coaches riding the bus. If granted permission to use electronic devices on the bus, (music and video players, etc.), students must use headphones.
6. The bus is for athletes and coaches (coach's spouses and family) only. Parents and other students may not ride the bus to games. Coaches or AD may ask a parent to help keep the book or stats (etc.) for the team. That parent may ride the bus. Rare exceptions (such as emergency situations) may be allowed if the AD and coach agree that such exception will be fair to other families and will not be a distraction/hindrance to the team.

Practice

1. Practice is mandatory.
2. In order for coaches to concentrate on the team, only team members are allowed at practice. Other students, parents or any other individuals are not allowed in the gym, ball field, etc unless the Athletic Director determines their attendance to be appropriate or necessary
3. Player's may not practice or play on a team that is just starting to practice for that season if they are on another team for that season. Example: if a soccer player is going to play basketball and basketball has started practicing before soccer is over that play may NOT practice till soccer is over. Coaches must give that player time to practice with the up coming team before all cuts are made. This will not count against the play.

Academic Requirements

A student must maintain a C average (GPA with no F's) of all subjects in order to be eligible for any HCA extracurricular activity, including the sports program. A student receiving a grade lower than the requirement on the quarterly interim report or nine (9) weeks report card will be ineligible until his/her grade is brought up for that class and verified at the end of the week (see next sentence). Grades will be checked weekly on Friday morning until eligibility is restored.

The student is declared ineligible as of the day reports are sent home. A student receiving an incomplete (I) on an interim report or report card is ineligible until the work is completed and receives a grade and the teacher signs the report card. Athletes must attend practice, but are not allowed to play in games until the grade is brought up. They may not leave school early for away games.

Absences and Tardies

If a student is absent or tardy after 1st class at school on the day of practice or a game, he/she will not be able to participate. Exceptions are at the discretion of the AD. If the student is absent or tardy due to a doctor's appointment, a doctor's excuse is required to participate.

Demerits

When students receive demerits, the following consequences will apply:

- 1st demerit = 2 game suspension
- 2nd demerit = 3 game suspension
- 3rd demerit = dismissed from team

For one and two demerits, the student must attend practices and exercises, but is not allowed to play in a game. A game is considered any and all games played during a day. For example, a student who plays both JV and Varsity would miss both games for 2 days or 3 days as required.

Dress and Appearance

1. The school dress code will apply to travel to and from games. Attire for "dress-down" days will not be acceptable for travel. You must be in dress code before and after every game. The team warm-up or uniform is acceptable attire to and from home games and for away games that lack dressing facilities. Any other variation from this policy requires written permission approved by the Athletic Director and Headmaster.
2. No caps or hats may be worn. No pajama pants may be worn.
3. Hair will not be of a length or style that interferes with a player's vision or is a distraction.
4. No headphones, music or video players in gym at home or away games.
5. Students not adhering to these policies will not be allowed to travel with the team. Repeated offenses can lead to a demerit.

Quitting

If a student quits a sport after the season has started, he/she will turn in all equipment and cannot participate in the next sport until the parent and athlete have met with the athletic director and approval is granted. Students that quit with prejudice (i.e., in an open dispute with the coach, not following a coach's directive, or quitting in the middle of a practice or game) cannot participate in the next sport until the parent and athlete have met with the Athletic Director and Headmaster

and approval is granted. If a parent wishes to remove a student because of poor grades or as a home disciplinary measure, there will be no penalty for the next sport.

Game Attendance by an Ineligible Player

The head coach will decide if an ineligible player will or may attend the team's game(s). If the ineligible player is allowed or required to attend the game then that player will sit with and accompany the team, as would a regular player. However, the ineligible player will not be in uniform and must abide by the school dress code. An ineligible player will not otherwise be allowed as a spectator for his team's game(s). An ineligible player may not leave school early for away games.

RESPONSIBILITIES OF PARENTS, FAMILY & OTHER SPECTATORS

Heritage Christian Academy Parents/Family/Spectators Code of Conduct:

1. Set an example for the students by showing outstanding sportsmanship. Parents/spectators participate in the event by watching, cheering and supporting the efforts of all participants. Athletic events should be fun. The sport/game is for the students-athletes; their participation in and enjoyment of the sport is most important, and is negatively affected by embarrassing behavior in the stands.
2. Have respect for the authority of all game officials. Do not harass, abuse, or berate officials during or after the event. Do not enter the playing field/court without the official's permission. Remember, "Officiating is the most difficult sport."
3. Respect the athletic director, coach and assistants; do not criticize a coach publicly. Do not coach from the sideline; let the coach do his/her job, even if you disagree. Discuss any concerns with the Athletic Director. If such concerns cannot be resolved, the Athletic Director will decide upon and coordinate a meeting with the coach and/or Headmaster. Lastly, for remaining unresolved issues of a serious nature, a meeting of a board committee may be scheduled by the Headmaster.
4. Respect all players. Cheer in a positive manner. Encourage your team; do not berate the other team.
5. Do not use foul or abusive language toward anyone for any reason.
6. Learn the rules of the sport.
7. Get involved with the booster organization and promote the athletic program in a positive way.
8. Remember, parents and fans also represent our school and the Christian values that it holds dear.

In order for coaches to concentrate on the team, only team members are allowed at practice. Other students, parents or any other individuals are not allowed in the practice gym, ball field, etc unless the Athletic Director determines their attendance to be appropriate or necessary.

Parents/spectators are expected to have respect for all players. Cheer in a positive manner. Encourage your team; don't berate the other team. Cheer in a way to reward the good play of both teams and promote fair play.

Parents/spectators are not to use foul or abusive language towards anyone for any reason.

Parents/spectators have a responsibility to learn the rules of the sport.

Parents/spectators are encouraged to get involved with the booster organization and promote the athletic program in a positive way.

Parents/spectators must demonstrate the utmost in sportsmanship and integrity; they are the role models for their children.

LETTER JACKET POLICY

The following guidelines and recommendations have been established and set forth for the athletes of Heritage Christian Academy for the sole purpose of unification and understanding of the policies of this school. The guidelines are as follows:

1. A letter (H) is only available to athletes of HCA that have participated in established varsity-level sports. To be awarded a letter by a coach of HCA, the athlete must have participated in 50% of that varsity sport's activity.
2. Students will not be able to purchase a letter jacket until their freshman year of school, regardless of when they receive their letter.
3. Letters will be awarded to students only at appropriate sports banquets. Students will receive a certificate of participation and letter (H) for the first time. Each year thereafter students will receive a certificate of participation along with a chevron (showing year of participation in that sport). Each participant will also receive, at the end of the junior year, their shoulder numbers depicting their year of graduation.
4. Lost or misplaced letters will only be replaced under the approval of the Athletic Committee. Verification of the letter will need to be declared by the Director. If the AD approves the re-issuing of the letter, it will then be replaced at the student's expense.
5. Each coach will provide the Athletic Director (AD) with a list of students that will receive awards each year. This will be on file in the office of the AD. AD (not the coaches) will take care of ordering appropriate awards.
6. Students will only receive one letter (H) for sports participation. Inserts will be given depicting the appropriate sport or sports. Guidelines have been established where each insert can be placed.
7. There will be a master list of eligible students that can purchase a jacket on file in the AD office.

The following guidelines have been established for the jacket:

1. The letter jacket must be purchased through the school (Athletic Director).
2. There are two (2) approved styles:
 - A. The traditional short waist style with knit collar, cuffs and waistband. (boys)
 - B. Hooded style like tradition but not banded at the waist with hood. (girls)

3. Jacket will be solid, navy blue with navy snaps and pockets. Students can chose the option of either the enogalite sleeves or wool sleeve. This does not affect the price of the jacket. However, if student wishes to have leather sleeves, this will be an added expense of the basic jacket and has been approved by the AD.
4. The trim pattern on the jacket will be a navy cuff with a two-pattern stripe. There will be two (2) gray stripes with the accent trim of teal on each side of the gray.
5. The student's letter is to be sewn on the left-hand side of the jacket only.
6. The student's given name can be monogrammed on the right side of the jacket only. There will be no nicknames or initials on the jacket. Last name on the back of jacket only.
7. Shoulder numbers will be applied to the right shoulder only.
8. No other patches, symbols, etc. will be applied to jacket unless approved by the Athletic Director.

ACKNOWLEDGEMENT OF ATHLETIC GUIDELINES/HANDBOOK

By signing below, I acknowledge that I have read, understand and agree to comply with all the rules set forth in the Athletic Guidelines and Handbook.

Student Name (Please Print) _____

Student Signature _____ Date _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____