



Athletic Department Handbook

Updated November 2019

1. Program Overview

Clear Water Academy offers a comprehensive interscholastic athletics program. Athletics is viewed as a vehicle that contributes to overall mission of the school which is to integrally form Christian Leaders. Specifically, the athletics program focuses on the Human Formation, one of the four dimensions that involve the growth in the basic virtues common to every mature person: honesty, self-discipline, responsibility, perseverance, kindness, good manners, loyalty and solidarity.

Our students currently compete in nine different sports across four different athletic seasons.

Season 1 (Sept – Nov)	Season 2 (Nov-March)	Season 3 (March-April)	Season 4 (May – June)
Volleyball	Basketball	Badminton	Soccer
Cross Country		Floor Hockey (Grade 7-9)	Track & Field
Golf		Team Handball (Grade 9 and Up)	

Students, parents, alumni, teachers and outside individuals are recruited each year to contribute as a coach, team sponsor, or faith leader.

Clear Water Academy employs an Athletic Director to oversee both the Junior High and Senior High Athletic Program.

2. Memberships & Associations

Our students compete in the Calgary Independent Schools Athletic Association (CISAA) Schedules, policies, standings and information can be found on the CISAA websites.

CISAA High School Athletics:

<https://www.leaguelineup.com/welcome.asp?url=isaasr>

CISAA Junior High Athletics:

<https://www.leaguelineup.com/welcome.asp?url=isaajr>

Our school is also a member of the Alberta Schools Athletic Association (ASAA).
Alberta Schools Athletic Association:

<https://www.asaa.ca/>

At the Junior High level, Clear Water Academy is a member of the South Central Zone (SC Zone) branch of the ASAA.

<http://www.sczone.ca>

Coaches are encouraged to develop a familiarity with these websites, and review the rules and policies listed on the websites for their appropriate level.

3. Program Philosophy

OUR VISION:

Clear Water Academy Athletics will be known for our competitive spirit and the exemplary conduct of our athletes, coaches and parents.

OUR MISSION:

To Foster Great Character in a Competitive Environment

OUR CORE VALUES:

Discipline - Integrity - Perseverance

Athletic Policies

Participating in extracurricular programs and athletics is a privilege attained by meeting the standards of eligibility. The Dean of Students will determine the student's eligibility based on the following standards:

- Student academic performance. Students on academic probation are ineligible to participate in any extracurricular athletics or activity, including practice.
- Students on suspension are ineligible to participate during the suspension.
- Students who represent Clear Water Academy in extracurricular athletics or activities must conduct themselves in accordance with the Parent & Student Handbook. Students, whose conduct reflects negatively on themselves or the school as determined by the Dean of Students, are considered ineligible.
- Students who miss class without an excused absence from the Dean of Students will not be eligible to participate in any activities that day.

A. Tryouts & Athlete Selection

- All students will receive a fair and equitable tryout. Selection will be based on ability, attitude, behavior, commitment, safety of the athlete, sport IQ and academic performance. Two tryout dates are required before team selection is final. Athletes who have not been successful in their attempt to make a team will meet individually with the Head Coach who is required to explain why. We try to avoid cuts, but in some cases there are too many athletes for a particular team.
- The Director of Athletics must approve all final rosters and development strategies.
- The Director of Athletics will work with all coaches to ensure students have the best possible opportunity to play on a team or develop as a member of a team.
- Grade 6 Students are eligible only if they are deemed ready and are needed.
- Grade 7 & 8 Students are eligible to play at the Grade 7/8 and 8/9 level.
- Grade 9 Students are eligible to play at the Grade 8/9 and High School level. Grade 9 Students are eligible to play at the High School level if they are deemed ready and needed.
- High School students are only eligible to play at the high school level.

B. Distribution of Playing Time

Parents & Athletes should have a clear understanding of the distribution of playing time.

The following policies apply to all programs:

- Playing time is earned as a result of attitude, behavior, commitment level, preparedness, safety of the athlete, and academic performance.
- At the Grade 7/8 level, playing time should be as equitable as possible. All players should receive relatively equal playing time during the regular season. All players should play in each and every game. In special circumstances, such as the final minutes of close games, playoffs, tournament medal games, playing time will be at the coach's discretion.
- At the Grade 8/9 level, all players should play in each game, and throughout the season should be afforded the opportunity to play in a variety of situations. However, playing time does not necessarily have to be equal. Athletes should earn playing time through ability, attitude, behavior, commitment level, and preparedness.
- High School Athletics are fundamentally more competitive than Junior High. Coaches may have athletes dress for games who do not get into the game due to the level of competitiveness. Players should always understand their role, and have an open line of communication with the coach. Throughout the season, coaches should look for opportunities to allow all athletes to compete and continue to develop through exhibition games, tournaments and when facing less skilled competition. Again, ability, attitude, behavior, commitment level, and preparedness play a role in playing time.

C. Transportation & Bussing

Parents are responsible for getting their son or daughter to the games or making arrangements. There are two ways for students to travel to athletic competitions at off campus locations.

- Parent - All drivers must meet the Clear Water Academy transportation requirements.
- By driving themselves. NOTE: Students cannot drive other students.

D. Tournaments & Exhibition Games

Tournaments and exhibition games are an excellent way to supplement the league season. Coaches are encouraged to work with the Athletic Director to schedule participation in tournaments as well as exhibition games with other schools.

The following are guidelines for tournament participation for volleyball and basketball.

- Grade 7/8 Teams – One-Two Tournaments
- Grade 8/9 Teams – Two-Three Tournaments
- High School Teams – Three-Four Tournaments, including at least one out of town.

Within reason, the athletic department will cover the cost of tournament registration. Please discuss all tournament registration with the athletic director.

E. Clothing

Teams are encouraged to order “Crusader Team Wear”.

All clothing must be approved by the Clear Water Academy Leadership team, and must be paid for by students before the order can be submitted.

F. Supervision of Athletes

Coaches are required to supervise athletes for the entire duration of practices and games. The coach should never leave student athletes unsupervised. This is especially important for down time at other schools.

Parents need to be on time for pickup of athletes from practices and games. Coaches are required to stay with athletes whose parents are late picking them up from competitions. If a parent is consistently late, or a problem arises, please address the issue with the Director of Athletics.

G. Uniforms

At the commencement of the athletic season, the Athletic Director will deliver team uniforms to the coach. The coach is required to distribute all uniforms to players. Players will sign out uniforms using the uniform registration sheet. This document will be filed with the Athletic Director.

At the conclusion of the athletic season, specifically on the last game, players are required to return their uniform to their coach. Once the coach receives all uniforms, the coach will return the uniforms to the Athletic Director for verification and cleaning. Any missing uniforms are the financial responsibility of the athlete to replace.

Students are expected to treat uniforms with care and respect. Normal wear and tear is expected. Students will be financially responsible for major damage to or loss of their uniform.

H. Equipment

Students are not permitted in the school equipment room unless supervised by a coach.

All coaches are required to keep the equipment room in an orderly and neat fashion.

Coaches are expected to look after and return equipment that travels to other schools for competitions.

Equipment rooms are required to be locked, with all items returned at the end of each practice.

Specific equipment needs should be discussed with the Athletic Director. At the conclusion of a season, equipment needs should be addressed with the Athletic Director so equipment can be ordered for next year.

I. Scheduling

The Athletic Director is responsible for all scheduling of our gymnasium and athletic fields, as well as communicating league, tournament and playoff game schedules to coaches.

Coaches are encouraged to communicate preferences to the Athletic Director in advance of the season for practice times and tournaments.

If a coach cancels a practice, please let the Athletic Director know with as much notice as possible as quite often this practice time can be used by one of our other teams.

If there are any last second changes to the schedule, the coach is responsible for communicating this to all players and parents via Team Snap.

J. Communication

The Athletic Director is responsible for all communications with the CISAA, ASAA, and SC Zone. Individual coaches should not communicate with the sports coordinator or league executive unless given permission to do so.

The Weekly/Athletics Website is the primary communication tool between the Athletic Director and other members of the community.

Coaches should stay in constant communication with the Athletic Director throughout their sports season communicating any potential issues immediately.

Once a team has been selected, coaches are required to send a congratulatory letter home via Team Snap.

Coaches will be in constant communication with the players on their team. Players should never be “in the dark” regarding discipline, distribution of playing time or their role on the team. This prevents stressful situations, and player-coach-parent conflict. A pre-season team meeting is required to communicate coach’s expectations.

K. Game Day Procedures

Home Games

- The Athletic Director provides scorekeepers, referees & score sheets.
- Teams must get to the gym as soon as possible at the end of the day. Gym needs to be set up before changing into team gear. This includes setting up the playing court, picking up all garbage, setting out spectator chairs, and setting up score tables.
- Act as a positive host to other schools. This includes welcoming them to our school, and showing them where change rooms are.
- Teams are responsible for cleaning up the gym following a competition at home. This includes returning all equipment and chairs, and doing a cleanup of the gym.
- Each competition will begin with a Prayer led by a team member or team minister. This is to happen on the bench before warm-up or after.

Away Games

- Parents are responsible for all transportation
- Bring necessary warm up equipment and a First Aid Kit.
- Ensure the coach has access to a cell phone.
- Coaches are responsible for communicating early dismissal times and coverage
- Each competition will begin with a Prayer.

All scores must be reported to the CISAA, or CISAA JH. At the 8/9 and high school level, the winning team is required to report the scores on the CISAA website within 24 hours of a competition. The coach is responsible for this.

L. League Games & Playoffs

Except in extenuating circumstances, all teams and individual sport athletes are required to participate in CISAA League scheduled events and playoffs. Please communicate with the Athletic Director if a scheduling conflict arises, or a game must be cancelled or rescheduled.

M. First Aid & Emergency Procedures

Coaches are required to have a stocked first aid kit present at all athletic competitions. If any materials require restocking, please let the Athletic Director know.

Coaches should also have a cell phone with them at all athletic competitions and practices.

Coaches are encouraged to keep their First Aid and CPR training up to date.

There are three levels of injury that can arise during athletics.

Level 1 – Treatable on scene by the coach and parents using a standard first aid kit.

Level 2 – Student is released to parents but encouraged to seek medical attention.

Level 3 – Emergency situation. Coach should activate EMS by calling 9-1-1.

In the event of a Level 2 or 3 injury, coaches are required to fill out a Clear Water Academy incident report.

N. End of Season Procedures

At the conclusion of the athletic season, coaches are required to:

- Collect uniforms right after last game. Athletic Director will have them cleaned.
- Return all equipment and coaching materials used during the season.
- Have a brief meeting with the athletic director addressing successes of the season, concerns and equipment needs. The goal of each successive season should be to move forward and run a more successful program in the future.
- Have a wind-up party or special lunch with their team. Please discuss ideas with the Athletic Director. Students are responsible for all costs associated with this or AD may contribute.

O. Awards

Each month, the Crusaders Athlete of the Month is recognized during morning announcements, on the Athletics Bulletin Board and in The Weekly. Coaches are encouraged to nominate only a deserving member of their team for the award.

Once a year, a pep rally is held to celebrate students participating in athletics. These are organized in conjunction with Student Council. All coaches and athletes are encouraged to attend. Major athletic awards are distributed. We recognize the Athlete of the Year, and Sportsman/woman of the year for each division and gender. For each of our teams, there will be an award for "Heart of a Crusader" and "MVP". In addition, one former member of the Crusaders Athletics Program may be inducted into the Hall of Fame.

P. Physical Environment

The Physical Environment at Harvey Hall should always be clean and efficient. Please return everything to its proper location.

Q. List of Responsibilities

1. Athletic Director

- To act as a leader for the athletics' department, ensuring the athletics' program runs with integrity in conjunction with the goals and philosophy of Clear Water Academy.
- To ensure the policies of this manual, The CISAA, ASAA and SC Zone are followed.
- To act as a liason between the school and the CISAA, ASAA and SC Zone.
- For the purchasing, maintenance and inventory of all athletics equipment and uniforms, and first aid supplies.
- To act as a resource and provide resources and professional development for coaches for practice design, strategy and team management.
- For the scheduling of the gymnasium, athletics fields and for communicating practice, game, and tournament schedules to coaches.
- For posting of pertinent information and celebrations on the athletics bulletin board, morning announcements, and The Weekly.
- For the organization of one pep rally per year celebrating athletics in conjunction with student council.
- For the scheduling of referees and scorekeepers for all home games.
- For coordinating all athletics awards.

2. Coach

- For all day to day operations of their sports team.
- For being familiar with all CISAA, ASAA and SC Zone Policies, and having read the CISAA Document "Role of the Coach"
- To provide leadership and be a positive role model for all athletes, consistent with the philosophies of Clear Water Academy and Crusaders Athletics.
- To provide a positive athletic experience for athletes.
- To ensure the policies of this manual are followed.
- To provide first aid care to injured athletes.
- For the care and return of equipment brought to off campus activities.

- For communicating with the Athletic Director, athletes and parents frequently throughout the athletic season.
- For proactively communicating with academic teachers of their athletes to address concerns.
- To be proactive about tournament and exhibition game scheduling to supplement the league season in conjunction with the athletic director.
- For setup and clean up of the gym before home games and practices.
- To ensure students act positively and respectfully both on and off campus.
- In the absence of the Athletic Director, for the supervision of the all happenings in the gymnasium after school during games and practices.
- For following the end of day procedures and locking up the gymnasium following use.

3. Parent

- To attend athletic events and cheering on the team in a positive manner.
- To ensure athletes arrive on time and are picked up on time from all events.
- To ensure athletes follow school transportation policies as per athletic contract.
- Volunteer if possible.
- For abiding by the parent code of conduct.
- Address concerns with Head Coach first before involving AD.

4. Athlete

- To represent the school in a positive and dignified manner at all times.
- To be mentally and physically prepared for all athletic events.
- To always follow school policies and procedures on and off campus.
- To keep uniforms in excellent condition and return clean at end of season.
- To always demonstrate Self Discipline, Integrity, and Perseverance.
- To communicate all injuries, illnesses and scheduling conflicts to the coach.
- To support other Crusaders sports teams.

5. Teacher Sponsor

- To ensure the coach provides leadership and is a positive role model for all athletes, consistent with the philosophies of Clear Water Academy.
- To ensure the policies of this manual are followed.
- To provide first aid care to injured athletes.

- For the care and return of equipment brought to off campus activities.
- For communicating with the Athletic Director, athletes and parents.
- For proactively communicating with academic teachers.
- To be proactive about tournament and exhibition game scheduling to supplement the league season in conjunction with the athletic director.
- For setup and clean-up of the gym before home games and practices.
- To ensure students act positively and respectfully both on and off campus.
- In the absence of the Athletic Director, for the supervision of the all happenings in the gymnasium after school.
- Follow end of day procedures and locking up the gymnasium following use.

6. Team Minister

- Coordinate Team Prayer before games
- Lead 1 Stations of the Cross Warm-Up during a practice
- Coordinate Season Ending Team Pizza Party

F. Dress Down Days