



CAMBRIDGE
ACADEMY

Athletic Handbook

2019 - 2020

This handbook may be revised at any time during the athletic year.

Cambridge Academy Student Athletic Philosophy

The athletic program at Cambridge Academy is a program that exists as a way to allow students to participate in a meaningful program outside of the academic program. In all instances, academics must take a priority over athletics. It is extremely important for student athletes to learn to budget their time to juggle academics, athletics and extracurricular activities. As the Athletic Handbook for the South Carolina Independent Schools Association states “the primary purpose of school is education. The participation in Athletics is a privilege for those students who are in good academic standing.”

Athletic Opportunities Offered

Cambridge Academy is a member of the South Carolina Independent School Association and offers a competitive athletic program. The following teams may be offered for the 2019 - 2020 academic year:

CA Sports Seasons – Fall (Aug-Nov), Winter (Oct – March), Spring (Jan – May)

Fall Sports: Sport (Grade Level)

Middle School Cheerleading (6-8)
Boys Middle School Football (*5-8)
Varsity Football (9-12)
Varsity Girls Golf (6-12)
Middle School Volleyball (*5-8)
Varsity Volleyball (7-12)
Girls / Boys Varsity Cross Country (6-12)
Girls/ Boys Varsity Swim (6-12)

Winter Sports: Sport (Grade Level)

Girls / Boys Middle School Basketball (*5-8)
Girls Varsity Basketball (8-12)
Middle School Basketball Cheerleading (6-8)
Varsity Co-Ed Sporting Clays (7-12)

Spring Sports: Sport (Grade Level)

Girls / Boys Varsity Golf (6-12)
Girls / Boys Varsity Track and Field (6-12)
Girls Varsity Soccer (8-12)
Middle School Girls Soccer (*5-8)
Middle School Baseball (*5-8)

*5th grade participation for each sport is pending team size. Coaches will determine 5th grade participation by the start of each season.

Eligibility

Cambridge Academy adheres to the guidelines set forth by the South Carolina Independent School Association (SCISA) in regards to athletic eligibility. The primary purpose of school is education. The participation in athletics is a privilege for those students who are eligible to represent the SCISA member school where he/she is a full time student and is meeting all academic, grade, age, residency (guardianship), eight semester, and additional eligibility rules. An ineligible player is not allowed to participate against another school in any competition whether practice sessions, scrimmages, jamborees, or scheduled games (SCISA or out-of-league games). An academically ineligible player may not take part in practice sessions.

NO STUDENT shall compete in athletic practices, camps or competitions until the appropriate year's paperwork is on file (ie: Athletic Agreement for Participation Form, Physical Form, Warning of Inherent Risk / Waiver Form, Concussion Form, and the Pre-Participation Physical Evaluation / Medical History Form). All paperwork must be resubmitted each academic year. The student must also pay the \$40 per sport athletic fee before they join a team.

Eligibility Rules from the SCISA Athletic Blue Book.

*Please note that Cambridge Academy reserves the right to make policies in addition to the ones listed below, or make the policies listed below stricter.

Academic Eligibility

A student in grades 9-12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9th grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. *Note: A student must have earned a minimum of 4 core units or any 5 units of credit to be declared eligible at the start of a school year (the student must also be in compliance with all other eligibility standards).*

Courses taken during the school year by the "Home School" method are not eligible for athletic eligibility determination. "Virtual school" course will be considered on a case by case basis and must receive prior approval.

Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st semester. A Maximum of Two Credits earned during summer sessions may be accepted from an accredited school with an established summer school program.

A student may use college credit courses for eligibility purposes provided the student has met or is meeting all requirements for graduation. A maximum of One (1) Correspondence Course per school year may be used for eligibility purposes.

A One Credit Course is a course taken for 36 weeks, one period each day for a minimum of 45 minutes. A course taken each day as above for 18 weeks would be a half credit which when combined with another half credit course would be the equivalent of a one credit course. A course taken for 36 weeks but only three, 45 minute periods each week would not be a one credit course. Note: A One Credit Course taken for 18 weeks, shall meet for one period each day for a minimum of 90 minutes. Dual Credit Courses are treated as one half of a Carnegie unit.

Core Courses: Those courses in English, Mathematics, Science, Social Studies, Computer Science (1), Fine Arts (1) and Foreign Language that are recommended by the Commission on Higher Education and are common to SCISA schools.

Eligibility is to be declared on the fourth (4th) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. *Example 1:* The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. *Example 2:* The marking period ends on a Monday and Tuesday is a holiday for students. Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.

New students/Transfer students from block scheduling system. Students coming from a block academic schedule system must have maintained good academic standing throughout both semesters of continuous academic work. (*Example:* a student who earned 4 units for the first semester but withdrew/dropped-out the 2nd semester shall be declared ineligible).

Age Eligibility

A student is INELIGIBLE to participate in athletics if his/her 19th birthday is before July 1.

Junior Varsity: In order to participate in junior varsity athletics, a student must not have reached his/her sixteenth (16th) birthday before July 1.

B-Team: In order to participate in B-Team athletics, a student must not have reached his/her fifteenth (15th) birthday before July 1. *Exception: B-Team Football. A student must not have reached his/ her fourteenth (14th) birthday before July 1.*

SCISA does not grant waivers for age eligibility requirements.

Grade Level Eligibility

Varsity Teams: Eligible students in grades **8-12** may participate on varsity teams in baseball, lacrosse, basketball, softball, football and soccer. Eligible students in grades **6-12** may participate on all other varsity teams.

Note: To address player safety, coaches and parents must carefully evaluate the skill level and physical competitiveness of students below the 9th grade before permitting participation on any varsity teams.

Junior Varsity Teams: Sport specific grade restrictions exists for Junior Varsity Teams. Eligible students in grades **5-10** may participate on junior varsity teams in track, cross country, swimming, volleyball, golf and tennis. Eligible students in grades **6-10** may participate on junior varsity teams in basketball, baseball, softball, soccer, lacrosse, and wrestling.

Note: To address player safety, coaches and parents must carefully evaluate the skill level, experience, maturity level and physical competitiveness of students below the 8th grade before permitting participation on any JV-Team.

Junior Varsity Football: Class A and Class AA football schools, eligible students in grades 6-9 may participate in junior varsity football. Class AAA football schools:

Eligible students in grades 8-10 may participate in junior varsity football.

Note: To address player safety, coaches and parents must carefully evaluate the skill level and physical competitiveness of students below the 9th grade before permitting participation on any junior varsity team.

B-Teams / Middle School: Eligible students in grades **5- 8** may participate on B-Teams.

Eight Semester Rule Eligibility

EIGHT SEMESTER RULE: All students will have Eight (8) Consecutive Semesters of Eligibility beginning when he/she first enters the ninth grade, regardless of whether he/she participates in athletics. Exceptions to the *Eight Semester Rule* may be granted by the Athletic Committee for a **DOCUMENTED MEDICAL CONDITION, caused by an illness or injury**, which prevented his/her attending school sufficiently to pass.

A request for a waiver may be considered at the time that the facts have been determined.

Example: Student A was unable to attend school during the tenth grade because of an extended illness. A request for a waiver could be made and considered as soon as he/she recovers. All requests for waivers must be made in writing by the Headmaster.

Requests for an Eight Semester Waiver must contain the following:

1. A written request from the school for an Eight Semester Waiver.
2. A copy of: A. Birth Certificate; B. Complete Transcript.
3. Documented medical information from a licensed healthcare provider stating the causal relationship between the medical condition and the school absences.
4. Detailed attendance records clearly indicating and corresponding to absences directly related to the documented medical condition.
5. Statement from the school administration attesting to the academic failure/retention due to excessive absences caused by a documented medical condition. Also, detailed information addressing how/why academic assistance would or would not be able to bring the student up to standard.
6. A written appeal brief must be filed, in its entirety, ten days prior to a scheduled meeting.
7. The school may request to personally appear before the Athletic Committee. Presentations to the Athletic

Committee shall be limited to 15 minutes.

The decisions of the Athletic Committee (whether appealed or not) to grant a waiver shall not be considered as setting a precedent for other cases of somewhat similar nature.

Below Grade 9 Eligibility

1. Students below the 9th grade must pass four (4) subjects each grading period/semester to be eligible for the next grading period.
2. A student must have passed the previous school year to be eligible for athletic participation the first grading period.
3. A student who repeats a grade below the ninth grade after having passed that grade would not be eligible during the year that is repeated. A waiver may be considered following the presentation of appropriate academic documentation detailing school's recommendation for repeating the grade. *Note: a student cannot use a course that he/she has previously received credit for current athletic eligibility.*
4. All students must comply with the age requirements and grade level restrictions for each level of competition.

Amateur Status Eligibility

A student-athlete must maintain an amateur status. A student may not have competed for money or valuable consideration other than prizes with symbolic value. Symbolic value is used to mean that the award must have some relationship to the sport being played.

Some examples are but not limited to: miniature gold and silver footballs, basketballs..., plaques, trophies, cups, ribbons, banners, sweaters and jackets. Allowable travel, meals, and lodging expenses are acceptable.

Accepting a fee for instructing, supervising or officiating in organized youth sports programs, camps or playground activities shall not jeopardize amateur status. Coaches are responsible for making this known to his/her players.

Recruiting / Eligibility

The recruiting or proselytizing of student athletes shall be considered a violation of the spirit and philosophy of the rules and regulations governing SCISA Athletics and considered unsportsmanlike conduct. A student should not be subjected to undue influence or any special inducement by any person or group in an attempt to entice the student to transfer primarily for athletic purposes. Recruitment in this manner shall cause the student to be ineligible upon transfer and shall jeopardize the standing of the school in the Association.

Some examples of undue influence are:

1. *The student is asked by a member of the school faculty, a coach or member of a "booster club" to transfer from one school to another. School personnel cannot make the initial contact.*
2. *Special Privileges given to parents such as employment or financial aid.*
3. *Financial aid for transportation, room, board, or tuition.*
4. *Given any consideration not afforded other students. Example: financial assistance cannot be awarded because of the student's participation in a specific sport or sports in general.*

Note: Prior to enrollment a prospective student-athlete may visit a school provided the arrangements for the visit are cleared through the school administration of the school to be visited.

Financial Awards / Eligibility

Many SCISA member schools utilize outside agencies to determine if and how much financial aid should be awarded, such as the SSS Financial Aid Evaluation Process out of Princeton, New Jersey. This organization will evaluate the need for financial aid based on information provided to them by parents on a standardized application. Those qualifying for financial aid are determined by the Princeton group, not by the school or one person, putting the school out of the decision process as to who gets help. Schools who made such determinations “in-house” must have a written procedure and appropriate documentation available for SCISA review. SCISA is duty bound and charged by the membership to provide a level playing and the uniformity of standards.

Warning Signs, Red Flags and Reporting

1. A pattern of transfers into an athletic program, especially at the senior high level.
2. Sheer number of athletes receiving financial aid.
3. Involvement of Booster Clubs with financial aid.
4. No evidence of inclusion of non-athletes.

This type of activity should and will draw scrutiny and an evaluation by SCISA.

Enrollment Eligibility

1. A student is considered to have enrolled in a school if they:

A. File a completed Agreement for Participation Form and attends a practice at any time during the defined sport season (including the first day of a fall athletic practice regardless whether school is in session); or

B. Attends school during a class day counted toward the gross days requirement.

2. **Sixty Day Rule:** A student who enrolls (see #1 for definition of enrolls) and then transfers must wait sixty (60) calendar days before establishing eligibility (to be eligible to participate in athletics).

The Sixty Days may be waived following league/Committee review if all of the following conditions are met to the satisfaction of the Committee at it's sole and absolute discretion for a **non-member to member** transfer:

A. The school shall file completed a Transfer Form (Parent's Form and School Form).

B. The parents provide a statement detailing the reason for the transfer;

C. The student enrolls in the SCISA member school on or before: *1. September 16th for fall sports; 2. January 7th (end of first semester) for winter sports.*

D. If approved, a transfer must participate in ten (10) days of practice before he/she is allowed to participate in a game.

E. Second semester transfers are subjected to the Sixty Day Rule (*transfers after January 7th/end of first semester*).

3. Any student who transfers from a member school to a member school must complete a Transfer Form.

4. The Athletic Committee may waive these requirements if a *Bona Fide* change in residence is determined. *Bona fide means: The move must be with the intent of being permanent. The entire household must be moved into the new residence. The original residence must be clearly closed as the residence of the family and must not be used by the family.*

5. A transfer is ineligible to participate in the play-offs or state championship unless he/she has enrolled and attended classes at the member school for thirty (30) calendar days prior to the start of the play-offs.

6. A transfer student must have been eligible to represent his/her former school academically as well as eligible under any school, student or athletic policy that was in place when the student transferred or the student must wait for ninety (90) calendar days to be declared eligible for athletics. The Athletic Committee reserves the right to extend this period under special circumstances.

Athletic Participation

Participation is a Privilege, Not a Right

Participation in Cambridge Academy athletics is a privilege, not a right. Academics is the top priority of every student athlete and school work must always come first. However, students should not use school work as an excuse to miss athletic practices or competitions. A major part of the responsibility of the student athlete is to learn to juggle the demands of school work and extra-curricular activities. If at any time a student athlete feels as though they can not handle the demands of both athletics and academics, they should meet with their coach to discuss stepping down from their position on the team.

No Cut Policy

Cambridge Academy follows a no-cut athletic policy for athletes in grades 6 - 12. 5th grade participation for each sport is pending team size. Coaches will determine 5th grade participation by the start of each season.

While we follow a no-cut policy, the ultimate goal of every team is to be as competitive as possible. Coaches make a conscientious effort to communicate with their team regarding how their playing time is determined. Not every player may play in every game, nor are all team members guaranteed equal playing time. Substitution rules can sometimes keep a coach from getting a player into a game. A coach may decide not to put a player into a game if the coach believes that it would be physically or emotionally harmful to that player. In addition, no Cambridge Academy coach will knowingly put an athlete in a situation where there is a chance the athlete will be publicly embarrassed. These decisions are judgment calls entrusted to the coach, usually in the midst of the contest. The coach relies on his or her experience, his or her knowledge of the student's skills as demonstrated in practice, and what is best for the individual and the team in order to make prudent decisions.

Participation in Multiple Sports

Cambridge Academy encourages participation in multiple sports. However, we do not

encourage students to play multiple sports within the same season. We recognize that there may be circumstances in which a student might feel that playing in two sports within one season is appropriate. It will only be appropriate if practices and competitions do not overlap. This is never appropriate for first year athletes. Should a student wish to request to be allowed to play multiple sports during the same season, the student's parents must make a request that participation in multiple sports within one season be allowed. The Athletic Director will review the student's academic records and past success in juggling a multiple sport season if applicable. The Athletic Director will meet with the two coaches involved to review the request. The Athletic Director will notify the parents of the final decision. All appeals should be made to the Athletic Director within one week of final notification.

Try-Outs

Although Cambridge Academy adheres to a no-cut policy, there may be try-outs held if a middle school aged athlete wishes to participate on a varsity team when there is a middle school team offered in the same sport. The student's health, ability to perform at an advanced level, and overall maturity will be considered in the try-out process. The coach will then determine the best team placement for the athlete. The final decision for team placement is up to the individual coach.

Gender in Athletics:

SCISA's policies are designed that all students are able to compete on a level playing field in a safe, competitive and friendly environment, free of discrimination. SCISA's rules and regulations are intended to provide every student athlete with equal opportunities to participate in athletics. A student shall participate based on the gender noted on the student's certificate of birth. The Certificate of Birth is defined as: : 1. It must be an original certified document. 2. It must be obtained from the state, county, or city government in which the student was born. 3. It must include the given and surnames. 4. It must be legible and unaltered.

SCISA sport activity-specific participation opportunities and restrictions.

Football: football participation is allowed for all eligible students regardless of gender.

Wrestling: students may only participate for his/her gender specific team (girls on the girls' team, boys may only play on the boys' team).

Volleyball: SCISA sponsors volleyball only for girls. A boy may not compete on the girls' volleyball team for any reason.

Girls' Golf: SCISA sponsors a fall season only for girls. A boy may not compete on the girls' golf team for any reason. Currently, girls are allowed to play both seasons (spring season one tee box is utilized)

Boys' Golf: SCISA allows for girls to participate in both the fall girls' league and as a member of the spring boys' team.

Cross Country, Swimming, Track & Field: A student may only participate in the his/her specific gender when participating in these individual/team, sports.

Bowling, Scholastic Shooting Program: If both genders compete on the same team, they are considered to be a boys' team for the purpose of competition. SCISA offers championships in boys, girls, and Co-ed teams bowling.

Basketball/Soccer: If a school sponsors both a boys and girls team, students may only

play for his/her gender specific team (girls on the girls' team, boys may only play on the boys' team). If a school only sponsors a boys' team, then female students may play on the boys' team. A boy may not compete on the girls' team for any reason.

Competitive Cheer: Not more than one (1) male may participate on a girls' competitive cheer team.

Tennis: If a school sponsors both a boys (spring) and girls (fall) team, students may only play for his/her gender specific team (girls on the girls' team, boys may only play on the boys' team). If a school only sponsors a boys' team, then female students may play on the boys' team (spring). A boy may not compete on the girls' team for any reason. The Committee reserves the right to allow girls dual season participation in order to salvage a boys team.

Baseball, Softball: If a school sponsors both a baseball and girls softball team, boys may only play on the baseball team and girls may only play on the softball team. A boy may not compete on the girls' softball team for any reason.

In addition to the above SCISA rules concerning gender in athletics, the Cambridge Academy Athletic Department restricts locker room use to the gender noted on the student's certificate of birth. Cambridge Academy has single stall restrooms that may be used if a student chooses not to use the locker room of the gender noted on their certificate of birth.

Sportsmanship

Philosophy

Cambridge Academy and the South Carolina Independent School Association believes that interscholastic athletics are an integral part of the total educational program. High standards of behavior, scholarship, and citizenship are important to a sound athletic program. Students volunteering to participate in athletics must assume the responsibilities of this privilege and are required to meet these expectations. Moreover, adults shall be models of good sportsmanship and will lead by example by demonstrating fairness, respect, and self-control. Athletes, coaches, officials, and fans shall at all times conduct themselves in a reasonable and sportsmanlike manner. Each person will be responsible for his/her words and actions at all SCISA athletic events and will conform his/her behavior in adherence to the Code of Conduct.

Sportsmanship Expectations

As a member school of the South Carolina Independent School Association, all players, coaches, officials, parents, and fans must agree to the following:

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating, or participating in any SCISA athletic event and shall conform my behavior to the following code of conduct.

1. I will treat any coach, parent, spectator, player, official, or any other attendee with respect regardless of race, creed, color, national origin, religion, sex, or ability.
2. I will not engage in unsportsmanlike conduct with any coach, parent, spectator, player, official, or any other attendee.

3. I will not engage in any behavior which would endanger the health, safety, or well-being of any coach, parent, spectator, player, official, or any other attendee.
3. I will not use drugs or alcohol while at any athletic event. I will not attend, coach, officiate or participate in an athletic event while under the influence of drugs or alcohol.
4. I will not use tobacco (including smokeless types) while at any athletic event.
5. I will not engage in the use of profanity.
6. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, spectator, player, official, or any other attendee.
7. I will not initiate a fight or scuffle with any coach, parent, spectator, player, official, or any other attendee.
8. I will not argue with officials or go through the motions indicating dislike or disdain for a decision.
9. I will not make any degrading remarks about any official, coach, athlete, or school. I will not make any degrading remark or criticism of any official, coach, athlete, or school to the media.
10. I will not detain or attempt to stop an official following the contest to request a ruling or explanation of actions taken by the official. I will not follow or “chase” an official after a contest is over.
11. I will not leave the bleachers or stands and enter the playing area to protest, object, criticize, or question a call.
12. I understand that conduct that leads to my removal from an athletic event may be considered a serious violation of the code of conduct.
13. I understand that as a coach or as a school administrator, that the removal of a team before the completion of the game may be considered a serious violation of the code of conduct.
14. I hereby agree that if I fail to conform my conduct to the code of conduct while attending, coaching, officiating, or participating in a SCISA athletic event that I will be subject to disciplinary action by SCISA.

Flags and Banners

Flags and banners can communicate a positive message of school spirit, support, encouragement and sportsmanship. SCISA guidelines require the safe display and appropriate message of all flags and banners. The improper use of flags and banners can obscure the vision of spectators and can potentially injure a spectator. Banners shall not relay a message that can be harmful, hurtful or considered unsportsmanlike. SCISA prohibits the use or possession of flags or banners by spectators at all SCISA events. Cheerleaders and/or a school mascot may: Wave a flag during dead ball situations in areas approved by Home management or the tournament director; Flags may only contain the school name; Display banners which positively support his/her school and are approved by the School Head and displayed with the approval of Home management or the tournament director.

Noise Makers

Noise makers are prohibited at all SCISA athletic events.

SCISA Consequences of Violation of Code of Conduct

CONSEQUENCES - Any one or more of the following penalties may be imposed upon any school, coach, spectator or athlete upon a violation of Code of Conduct or Constitution of this association.

WARNING A warning is an official notice that an inexcusable, unethical, or unsportsmanlike action is a matter of record and any such act must not happen again.

PROBATION Probation is a more severe type of penalty and is for a specified time period. A team on probation shall not play in any play-off, championship, conference tournaments, or invitationals.

SUSPENSION Suspension is a severe penalty which may be imposed for any specified time period during which a team, individual, or coach is not allowed to participate. The suspension may be for one or multiple activities.

FINE Fines may be levied for each infraction or violation. A fine may be levied in addition to one of the above penalties. All fines must be paid within ten (10) calendar days from the date of the notification.

Ejection / Disqualification of Players and Coaches

Conduct that leads to an ejection/disqualification will be considered as serious unsportsmanlike conduct and/or a violation of a safety rule. Depending upon the severity of the offense, a player or coach may be warned, fined, suspended or placed on probation. These offenses are cumulative over the student's career. The disqualification of a coach will be considered on a case by case basis.

Guidelines for a player disqualification / ejection from an Athletic Event

FIRST OFFENSE: An Official warning and a one game suspension. If the disqualification is for unsportsmanlike, or flagrant illegal conduct, a \$100 Fine.

SECOND OFFENSE: a \$200 fine and suspension until an appearance before the Athletic Committee or SCISA staff.

THIRD OFFENSE: will result in the termination of eligibility (reinstatement may only be granted by the Athletic Committee and a \$500 Fine if reinstated by the Athletic Committee).

Disqualification/Ejection of a coach

An official warning and \$250 fine. The Committee could also consider suspension if the incident so warrants.

Disqualification/Ejection Procedure: School Procedure of a Player or Coach

Disqualification

1. The school will file a completed Form B (Disqualification/Incident Report). The school will mail the appropriate fine.
2. The school shall suspend the player for the next contest, unless a school plans to appeal the disqualification (see #3).
3. Appeal Process: The school shall file a written appeal brief within 24 hours of the conclusion of the contest to SCISA by e-mail or fax. The school shall mail a \$100 Appeal Fee. The school shall provide evidence that either the wrong player was identified or that a rule was misapplied. The game video will be requested and it shall be mailed next day delivery to SCISA or video clips of the play(s) in question may be posted for viewing or e-

mailed to SCISA. Note: A student is allowed to participate during the appeal process. If the appeal is successful, the \$100 shall be returned to the school. If the appeal is unsuccessful, the \$100 shall be forfeited to SCISA. If a school allows a student to participate during the appeal process and the appeal of the disqualification has no supporting evidence (such as video) and the disqualification is upheld, the game or games could be forfeited.

4. Any school that permits a student who was disqualified/ejected from a contest to participate in the next contest without filing a FORM B (Disqualification/Incident Report) and submitting an appeal shall forfeit the contest and pay a \$100 fine.

5. Any school or coach that permits any suspended coach or athlete to participate in any athletic contest in violation of the suspension, the coach shall be suspended and the program subject to probation. All games shall be forfeited. A \$250 fine will be issued.

In addition to the above SCISA policies, Cambridge Academy adheres to the following policies concerning sportsmanship

1. Athletes, parents and fans should not approach a coach, before, during, or after a competition to discuss decisions made during a competition. Should a parent have a concern to discuss with a coach, they should make an appointment to do so. The Athletic Director may be present for the appointment. Cambridge follows the “24 Hour Rule” for these types of communications.

2. Athletes, parents and fans should not approach an official before, during, or after a competition for any reason.

3. Athletes, parents, and fans should not approach athletes, parents, fans, or coaches from the opposing team before, during, or after the competition for any reason.

4. General rule of thumb: Never communicate with coaches, players, officials, or fans from either of the participating schools from the start of warm-up until the end of the competition, other than in an effort to cheer for them.

5. Parents and fans should remain seated in the bleachers in areas away from both teams and their playing areas. Never enter the court or field during a competition. Parents and fans should never sit in the area designated as “the bench” for either team or approach the bench at any time during a game. In the case that the front row of bleachers is used as “the bench” this would include the entire front and second row directly behind the team.

6. Parents and fans should show respect to referees at all times. Parents or fans ejected by the referees from any athletic competition could lose their privilege to attend future competitions. Each case will be evaluated by the Cambridge Academy Athletic Department, with advise from SCISA if needed. Parents and fans who cause the school to a fine because of their behavior / ejection will be required to pay the fine directly to SCISA.

7. Athletes, coaches, parents, and fans should represent the school’s athletic program in a

positive way online (social media, email, etc.). No one should engage in online communication that negatively reflects, or is harmful to Cambridge Academy. Per the Cambridge Academy Student Essential Information Handbook:

Cambridge Academy students are held to a higher standard of action, as are their parents and family members. In cases where parents, or other family members choose to publically portray Cambridge Academy in a negative way (verbally, written, or through use of social media), harass or bully a member of the Cambridge Academy faculty or staff (which includes verbal and physical harassment on and off of school grounds, and via email, phone calls, text messages, and social networking sites), or display concerning actions at any Cambridge Academy sponsored event, the student may be dismissed.

Role of the Cambridge Academy Athlete

Cambridge Academy athletes are representatives of our school both on and off the athletic fields and courts. It is the school's belief that athletes should represent our school in a positive way at all times and be examples of sportsmanship, leadership and dedication to the school and team.

1. If a student misses more than half a day of school on the day of an athletic practice / competition the student must present an acceptable excuse (doctor appointment, funeral, etc.) in order to participate in the practice or competition.
2. If an athlete misses the practice immediately prior to a competition, their play time in the competition will be determined by the coach. In general, if a player misses the practice before a game, they will not start or play during the first quarter of competition. Exceptions to this rule, or extensions to the amount of play time missed will be considered depending on the reason for the absence. Coaches make their own decisions regarding this policy and may vary from coach to coach. Coaches will announce their policy prior to the first practice.
3. In general, practices are held every school day (Monday – Friday) during an athletic season, unless there is a game. Athletic practices are not optional. All players are expected to attend all regular practices. Practices during school holidays, or on the weekend, will be considered optional and will be kept to a minimum. **EXCEPTION:** Coaches may decide to hold practice on a Sunday before a Monday competition if the team did not practice on Friday. These practices will be scheduled with advance notice at a time that the majority of the team agrees upon and will not be considered optional. Practice times are set by the coaches and will be announced at the beginning of the season.
4. Games, pre-season competitions (jamborees) and post-season competitions (tournaments) are not optional. Players and parents are expected to review the team schedule well in advance to avoid conflicts. Any player that does not attend post season tournaments will be considered withdrawn from the team and will not be eligible for awards at the Athletic Banquet barring extenuating circumstances.

5. Although the Cambridge Academy Athletic Department encourages our student athletes to participate in club sports outside of our athletic programs, CA takes the stance that school sports come first. If a student plans to play a club sport outside of school sports, the athlete and their family should closely evaluate the schedules, travels, and demands of both programs to ensure that there is no overlap and that participation in one will not hinder the participation in the other. Missing a CA athletic practice or competition for a club practice or competition is not considered an excused absence and could affect the athlete's playtime and ultimately result in removal from the CA team. In all cases, communication with the coach is key.

6. The use of tobacco, alcohol, and drugs (including abuse / overuse of prescription drugs) is a violation of the Cambridge Academy Student Code of Conduct and will be grounds for immediate dismissal from an athlete team.

7. Cambridge Academy has a zero tolerance for hazing / bullying. Any student found in violation of this policy after a thorough investigation by the Athletic Director will be immediately removed from an athletic team. Coaches will take measure to ensure that hazing / bullying does not take place on their team. Players and parents should immediately report any concerns to the Athletic Director for review. The Athletic Director will make the Head of School aware of all such concerns.

8. Athletes are responsible for borrowed athletic equipment, including uniforms. There will be a \$50 fine for any uniform not returned within two (2) weeks of the athletic season, or for the return of a damaged uniform. A uniform will be deemed damaged if it is torn, discolored, has been altered in any way, or if the lettering/numbering is no longer readable. The Athletic Director will inspect all uniforms for damage.

9. Athletes should take pride in our school facility and our athletic equipment. Any athlete found damaging school property or athletic equipment (including graffiti of press box, score table, or locker rooms), will be charged the amount of repair / replacement and are subject to disciplinary action. Severe cases could be cause for removal from team.

10. Students will be assigned a locker in the locker room at the start of each season. The athlete is responsible for the items stored in their lockers. At no time should items be left unattended on the floors, or benches in the locker room. The locker rooms will be cleaned out weekly by the team. All items not stored in lockers will be moved to the school Lost and Found on Friday of each week.

11. Any player ejected from a game for unsportsmanlike conduct will be brought to the Head of School for disciplinary action. The player will not be eligible to compete in athletic competitions until a date that is agreed upon by the Head of School, Athletic Director and Coach.

12. Athletes are students first and must uphold all academic requirements set forth by Cambridge Academy and SCISA. Report Cards and Progress Reports will be reviewed by the Director of Student Affairs and reported to the Athletic Director to determine

athletic eligibility. Concerns from teachers may be brought to the Athletic Director for review, not individual coaches. Any athlete that receives a failing grade in a course on their Report Card will be placed on academic probation and will be ineligible for athletics for the remainder of the season. Any athlete showing significant negative grade changes, or receives a failing grade on a Progress Report, may be placed on academic probation and declared ineligible for the remainder of the athletic season. All cases will be reviewed individually by the Director of Student Affairs and the Athletic Director. A student placed on academic probation can not attend practices or competitions with the team for the remainder of the season. Parents should always monitor their child's grades closely to ensure that this does not happen.

13. Injured athletes are expected to attend practices and competitions with the team unless their injury prevents them from attending school, or the injury ends their athletic season. Attending practices and competitions with the team will allow the player to continue to learn the game, bond with their teammates, and be ready to rejoin the team when they are medically cleared.

14. Athletic competitions are not considered optional, no matter the sport. All members of a team should attend all athletic competitions. If a player must miss a competition, they should communicate this to the coach well in advance. The coach will determine the appropriate consequences for missing a competition. *The only exception to this rule* is for competitions where a limited number of team members can participate. Should the competition limit the number of team members attending, the coach will devise a method for determining who the travel team will be.

15. At times, inclement weather will force an outdoor sport to practice inside. Should this happen, the practice is still considered mandatory, unless otherwise stated in writing to the parents.

15. All athletes have a responsibility to their team, and to their school, to work together to prepare for, and clean up after athletic events. Coaches will assign duties to all members of a team. No team member shall leave from a practice, or athletic competition until their assigned duties are complete. Failure to complete their assigned duties, may result in loss of play time, or even dismissal from a team.

17. At no time shall an athlete take pictures inside of a locker room or restroom. Athletes found in violation of this strict policy are subject to disciplinary action which could include loss of athletic eligibility.

18. Cell phones are not allowed at practices or athletic events. Phones must remain in the locker room or in the athlete's bag.

Awarding of Varsity Letters

Preface: The criteria for earning the Cambridge Academy Varsity Letter have been established by the members of the Cambridge Academy Varsity coaching staff. The coaching staff believes that, for students at our school, earning a varsity letter should require evidence of commitment to team and expertise in sport. We have established well-defined standards for the sake of uniform decision-making. The criteria are set according to standards the coaching staff believes are high, yet reasonable. The policies are intended to encourage students to persevere toward the goal of earning the varsity letter rather than to discourage or belittle anyone who fails to attain the standards. The coach of each sport will go over their requirements for receiving a Varsity Letter prior to the first practice. Varsity Letter recipients will be recognized at the annual Athletic Banquet.

To earn a varsity letter at Cambridge Academy the following minimum requirements must be met by the student athlete of any sport:

1. Be a student in good standing in grades 6 – 12
2. Must meet and maintain athletic eligibility requirements set forth by Cambridge Academy and the South Carolina Independent School Association throughout the entire athletic season
3. Must actively participate in the varsity level sport for the entire athletic season unless an injury ends their season
4. Conduct themselves as a varsity player both on and off the field by being:
 - Respectful to their fellow players at all skill levels
 - Supportive of their teammates
 - Supportive of their fellow students, no matter what the endeavor
 - Gracious winners and good losers
 - Respectful to the referees and game officials and follows correct game protocol
5. Must participate in all fundraisers and/or community service projects required by the Coach.
6. Attend all practices and games unless excused by the coach prior to the practice or game.
7. Must complete the team job assignment at each practice and/or game that is assigned to them at the beginning of the season by their coach.
7. Must conform to practice, training, and game rules/regulations as established by the school, the Coach, and SCISA.
8. Attend the awards banquet unless excused by the coach prior to the banquet.

The coach reserves the right to make an exception to these requirements if there is just cause.

Seniors who do not meet the criteria for a letter may receive a letter if they have been a positive force in the program.

An athlete who would have qualified for a letter had it not been for an injury is eligible to receive a letter.

Sport Specific Varsity Letter Requirements:

Each sport will have additional sport specific requirements that will be set by the individual coach. These requirements will be given to the athletes prior to the season. These requirements will vary by sport and are the sole discretion of the coach. All coaches must have their requirements approved by the Athletic Director prior the start of the season.

Role of the Cambridge Academy Athletic Parent

Cambridge Academy parents are expected to set the standard of exemplary sportsmanship while attending games/matches and when discussing CA athletics with others and at home. Parents need to trust the school and coach as partners in education and development of their child. There must be a trust that the coach is doing everything that he/she can to help their child in their growth as athletes and as young adults. Mutual trust, respect, and encouragement among coaches, players, and parents will result in a top quality athletic program at Cambridge Academy.

Parents in their roles as spectators should understand their responsibilities to be encouragers of the team and supporters of the school. Spectators should remember that school athletics are learning experiences for the students and that mistakes are sometimes made. Athletes from all sports should be praised in their attempts to improve themselves as athletes and as people. In addition, appreciation for outstanding play by either team should be shown. More specifically, spectators should be aware that it is a privilege to observe the game/match, not a right. Respect should be shown to the opposing players, coaches, spectators, and support groups and we should treat them as our guests. Game officials should be treated with respect. Understand that they, like you, are doing their best to promote the student-athlete. Admire their willingness to participate in full view of the public and be eager to accept their authority. Any parent that is removed from an athletic competition by a referee, or a school representation, may lose their right to attend future athletic events. Any parent that causes the school to receive a fine due to unsportsmanlike conduct will be required to pay the fine directly to SCISA.

Athletics are heavily tied to emotions. Fans, players, and coaches often get excited and overly emotional, no matter how much they try not to. There is a time and place to discuss and communicate concerns. The Cambridge Academy Athletic Department will follow the 24 Hour Rule. The "24-Hour Rule" simply states that coaches will not discuss a game or situation until at least 24-hours after the fact. This important rule does two things. First, it moves the discussion away from the presence of the players. Second, it allows all parties to have time to put things in perspective and "cool off", if necessary. If parents will respect the 24-hour rule, their concerns are more likely to be fully addressed in reasoned discussion. More importantly, the player's enjoyment of a game won't be marred by an ill-timed confrontation.

Cambridge Academy Athletic Parents also play a major role in CA athletics through their volunteer services. Although we have a school bus it may not always be available to all teams and we must often rely on parent volunteer drivers to transport players. Volunteer sign up opportunities will be discussed at the beginning of each athletic season. We ask that volunteers sign up as early as possible to drive to our away events. Knowing how many drivers we have in advance relieves stress from the “game day” duties of our coaching staff. Coaching staff also reserves the right to select a “travel team” should we not have enough volunteer drivers to transport the entire team to an away venue. Volunteer drivers should plan to drive players both to the venue and back to Cambridge Academy at the conclusion of the event. Should we have both a middle school and varsity team, or both a boys and girls team, they will travel together and the conclusion of the event is considered to be after the last game of both teams is played. Athletic events follow the same school guidelines as field trips. All volunteer drivers must have the appropriate paperwork on file in the school business office before they are approved to drive players. The coach, or designated school official, will assign players to cars. These assignments should be followed both to and from the game sites.

All Cambridge Academy athletes have a responsibility to their team, and to their school, to work together to prepare for, and clean up after athletic events. Coaches will assign duties to all members of a team. No team member shall leave from a practice, or athletic competition until their assigned duties are complete. Failure to complete their assigned duties may result in loss of play time, or even dismissal from a team. Parents are asked to respect this rule and allow ample time after a sporting event for their athlete to complete their team duties. Parents are also encouraged to assist with clean up after games when possible.

Parents should only concern themselves with their own child regarding athletic decisions and should not discuss another athlete’s status, play time, ability, etc. with anyone (including their own child and other parents). If a parent has a major concern about an athlete other than their own child, they should make an appointment to speak to the Athletic Director.

Parents should be respectful of the start time and end time of practices and games ensuring that your athlete is dropped off and picked up in a timely manner. It is the parent’s responsibility to know their child’s practice and game schedule. This information is communicated by the coach at the beginning of the season and any changes will be reported in a timely manner. Any player with a history of being picked up late from practices or games will be removed from the team.

ATHLETIC COMMUNICATION PROCEDURES:

The Cambridge Academy Athletic Department is committed to communicating the goals and objectives of the athletic program, eligibility rules, and expectations of our athletes. If more information is required or should a concern arise during an athletic season, the procedure listed below should be followed:

1. the *student* athlete should first speak directly with his/her coach,

2. if further clarification is required, a parent should then contact the coach (please refer to the “24 Hour Rule”)
3. if the issue remains unresolved, the parent should then communicate his/her concerns to the Athletic Director. When needed, the Athletic Director will receive advice from the Head of the School on how to best resolve a situation.

Policy on Injured Players / Concussions

If a student-athlete is injured during the course of the season, a new physical is not required. However, a release from a physician is required. All injuries should be reported to the Head Coach within **24-hours**. Failure to report an injury could result in removal from the team. Injured players, who are able to attend school, are expected to continue to attend practices to observe.

SCISA requires that every coach (head coaches, assistant coaches, paid and volunteer coaches) take either the NFHS Concussion Course or completes the CDC’s “Head’s Up” Training every year prior to his/her first practice. All Cambridge Academy coaches will complete this training. It is advised that parents also take these free online courses. In addition Cambridge Academy has the following Concussion Policy:

What is a Concussion:

According to the CDC, “A concussion is a type of traumatic brain injury. Concussions are caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth causing the brain to bounce around or twist within the skull. This sudden movement of the brain can cause stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain”.

Signs of a Concussion

- Appears dazed or confused
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

Symptoms Reported by Athlete

- Headache or pressure in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise

- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just “not feeling right” or “feeling down”

Any student athlete with a *suspected* concussion will be asked to seek medical treatment by a licensed physician* immediately. If the family of the student refuses to seek medical treatment, the student will no longer be allowed to practice, play, or participate in athletics at Cambridge Academy until the school has received written medical clearance by a licensed physician*. Any student with a *suspected* concussion will begin concussion “return to play” protocol on the date of release from the licensed physician. This means that no athlete suspected of a concussion will ever be immediately allowed to return to play.

* If the athlete’s parent is a physician, the student should get treatment and clearance from a licensed physician other than the parent.

Return to Play Protocol

Once a student athlete has received written medical clearance by a licensed physician to return to athletics, and no longer shows any signs of concussion, the following plan of action will be followed. These steps will not be completed in one day, but instead over days, weeks, or months as deemed appropriate by the coaching staff according to the severity of injury and overall health of the athlete:

Step 1

Begin with about 5 to 10 minutes of light aerobic exercise. No weightlifting.

Step 2

Continue with activities to increase heart rate with body and head movement. Activities should be moderate intensity. Weightlifting can begin but at a reduced weight from athletes typical routine.

Step 3

Add heavy non-contact physical activity. Regular weightlifting routine may resume.

Step 4

Athlete may return to practice and controlled full contact activities.

Step 5

Athlete may return to competition.

Heat Related Illness and Athletic Participation

SCISA requires that every coach (head coaches, assistant coaches, paid and volunteer coaches) take the Guide to Heat Acclimatization and Heat Illness Prevention course every year prior to his/her first practice. All Cambridge Academy coaches will complete this training. It is advised that parents also take this free online course. In addition, Cambridge Academy will follow all guidelines set forth by The South Carolina Independent School Association for Heat Related Illness and Athletic Participation

Prevention, Recognition & Treatment. The SCISA guidelines are found on the SCISA website.

Inclimate Weather / Lightning Policy

As a general rule, if school is closed due to weather, practices will be cancelled. Exceptions to this rule can only be made by the Head of School.

All Cambridge Academy coaches will have a Lightning Detection application on their cellular device. Coaches will use this application before outdoor practices and competitions to ensure that no lightning is in the area. Should lightning be detected in the area, the practice / competition will be either postponed or cancelled due to the severity of the weather. In the event of postponement, athletes will wait inside of the school building in the area designated by the coach until the practice or competition resumes. During a competition, the Head Coach from the opposing school and game officials will take direction from the Cambridge Academy Head Coach to be moved to a safe location. During a postponement, fans and spectators will be asked to wait in their vehicles until the competition resumes. All postponements will last for at least 30 minutes at which time the weather situation will be reevaluated.

Evacuation Policy

Should a situation arise that calls for an evacuation during an athletic practice or event, the athletes will follow the direction of their Head Coach who will use the same policies outlined in the Cambridge Academy Crisis Plan. Should the evacuation occur during a competition, the Head Coach from the opposing school and game officials will take direction from the Cambridge Academy Head Coach to be moved to a safe location. When inside the building, all fans and spectators will be asked to evacuate the building following the exit signs and make their way to their vehicles. When outside on the athletic field, all fans and spectators will be asked to evacuate the field through the entry gate and make their way to their vehicles.

