

**PROVIDENCE ACADEMY  
GREEN BAY, WI**

**ATHLETIC  
HANDBOOK**

**2017-2018**

Fall 2017

Fellow Paladins,

Greetings in the name of the Lord!

Although Providence Academy has a rich and distinguished history it has only recently begun to field its own athletic teams. We believe that as our school grows, so will its athletic opportunities. I am greatly encouraged by this prospect, not because I am looking forward to championship banners hanging in our gym, but because I know that athletics can have the ability to help make virtuous people. As a former athlete, both in high school and college, I can trace much of my leadership ability to my time as captain of my college football team. I believe I first learned the love of hard work, the ability to handle adversity, the ability to work well with people I didn't like and to establish a bit of grit, temperance and courage from playing on sports teams.

Our program is new and this handbook is meant to answer many of the questions that you may have regarding athletics. Please read through this handbook so that you can be informed of the different guidelines that we have for the athletic program at Providence Academy. If you are unsure of something that you read, or need further clarification, please contact the athletic director, coach, or myself at your convenience.

This handbook serves as a guideline. We will follow the handbook as closely as possible, however, we reserve the right to make corrections and/or additions to this handbook as we feel are appropriate. We look forward to serving each child and pray that every child's experience at Providence Academy is a positive one.

Once again, if there is anything that we can do to make your athletic experience more positive, please do not hesitate to contact the athletic director, coach, or myself.

Sincerely,

*Ron Jung*

Ron Jung  
Headmaster

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## ATHLETIC PROGRAM PROFILE

Mascot – Paladins (both boys and girls) - The Paladins, sometimes known as the Twelve Peers, were the foremost warriors of Charlemagne's court, according to the literary cycle known as the Matter of France, where they represent Christian Truth and Virtue.

Colors – Purple and Gold

Sports – Grades 9-12 Girls Volleyball, Cross Country (boys and girls), Basketball (boys and girls), Boys Soccer, and Track.

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# ATHLETIC PROGRAM

## PURPOSE

Providence Academy strives to partner with parents in raising up Godly leaders on the sports field whose firm foundation is Jesus Christ. Providence Academy is committed to discipling student-athletes in their ability to think strategically, develop athletic disciplines, respect authority, understand the value of teamwork, and develop healthy lifestyles so that they can compete with integrity for His glory. Our goal is to achieve excellence in athletics, but most importantly to build future generations of strong believers who can stand firm in their faith and impact the world for Christ.

## PHILOSOPHY

Providence Academy athletics helps to fulfill the mission of the school by teaching the Christian way of competing and the Christian way of life as expressed through our three core values in athletics:

- o **Character**

*“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.” Gal 5:22-23*

*“Not only so, but we also rejoice in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope.” Rom 5:3-4*

*“Similarly, if anyone competes as an athlete, he does not receive the victor’s crown unless he competes according to the rules.” II Tim 2:5*

*“Be on your guard; stand firm in the faith; be men of courage; be strong.” I Cor 16:13*

- o **Commitment**

*“Whatever you do, work at it with all your heart, as working for the Lord, not for men.” Col 3:23*

*“Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever. Therefore I do not run like a man running aimlessly; I do not fight like a man beating the air. No, I beat my body and make it a slave so that after I have preached to others, I myself will not be disqualified for the prize.” I Cor 9:24-27*

*“He who gathers crops in the summer is a wise son, but he who sleeps during harvest is a disgraceful son.” Prov 10:5*

- o **Community**

*“As iron sharpens iron, so one man sharpens another.” Prov 27:17*

*“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interest, but also to the interests of others.” Philippians 2:3-4*

*“Dear friends, since God so loved us, we also ought to love one another.” I John 4:11*

The Providence Academy Athletic Department acknowledges the following order of priorities in our school – 1) God, 2) family, 3) academics, and 4) athletics. When this order is followed, it gives student-athletes the opportunity to be balanced spiritually, physically, mentally and emotionally.

## GOALS

Based on our philosophy, our athletic department and team goals are:

- o ***Excellence*** - programs focused on discipleship, that honor God and are well managed and well executed
- o ***Success*** - reaching maximum potential both individually and as a team.

We will emphasize the individual goal of academic excellence to all of our students in grades 9 through 12. Being a great student and a great athlete is a difficult task, an admirable goal and a worthy accomplishment.

It is our desire that our athletic community – coaches, players and parents – participate in such a way that honors God and conveys a positive witness to those around us. We will be modest in victory and gracious in defeat. Winning on the scoreboard should be one of our goals, but losing can many times present beneficial learning opportunities.

## CORAM DEO

The latin phrase *Coram Deo*, conveys the essence of what it means to follow Christ the Lord in the totality of our lives. We are to live “before the face of God, under the authority of God, to the glory of God.” We desire to conform every aspect of Providence Academy to this all-encompassing principle.

## TEAM LEVEL PHILOSOPHY

We recognize the normal stages of a child’s development and provide appropriate opportunities in athletics:

Grammar school athletic programs (6<sup>th</sup> grade) encourage participation and experimentation and establish a love for the game. The fundamentals of the game will be strongly emphasized. Try-outs are for the purpose of team placement based on skill and ability. Cuts are highly discouraged but permissible if based on facility or resource issues. Coaches will do their best to provide equal playing time. Grammar athletics will work to develop skills and technique as well as introduce the concept and critical need of “teamwork”. And finally, athletics at this stage provides first time excitement of wearing Providence Academy colors in sports.

School of Logic athletic programs (7<sup>th</sup> -8<sup>th</sup> grade) strive to further a love for the game, continue to develop fundamental skills, and help athletes begin to understand and execute more advanced level strategies and schemes. Try-outs are for the purpose of team placement based on skill and ability. Cuts are discouraged but permissible if based on facility or resource issues. Playing time is at the discretion of the coach.

School of Rhetoric athletic programs (9<sup>th</sup>-12<sup>th</sup> grades) strive to be the best they can be with a focus on excellence in execution. Players are put in positions to get the most out of their athletic talent, cultivate leadership skills and understand “team-first” responsibility. Each head coach will put the collective efforts of the team ahead of individual achievement and will take knowledge, ability to execute, attitude, conduct and safety into consideration when it comes to playing time. Athletes should not assume that they are guaranteed a spot on a varsity team simply because they participated on the same team in previous years.

## **MULTIPLE SPORTS AND ACTIVITIES**

We encourage athletes to be well rounded, participating in different activities both athletically and otherwise, especially early in their athletic careers. Different sports challenge athletes in different ways, and the skills developed through the training methods used in one sport will often help the athlete in another sport.

Regarding multiple sport participation, student-athletes may not participate in multiple team sports at the same time. Student-athletes may, however, participate in a lifetime sport (cross country, golf, swimming, tennis, and track) and a team sport at the same time if agreed upon by coaches of both sports. Good, open communication between the student-athlete, his/her parents, and the two coaches involved are tantamount and a priority will be declared in case of scheduling conflicts. The Athletic Director in consultation with all parties will have final say.

Regarding multiple activity participation, student -athletes may participate in a non-athletic department (i.e. fine arts, etc.) program and on an athletic team at the same time if leadership from both activities gives permission to do so. Leadership from both activities will work closely together to minimize conflict, however, reserve the right to require, on rare occasion, sole commitment to their activity. Where there is dual commitment and schedule conflict, there must be a declared priority and agreements made between student, parents and team or department leadership before the seasons begin as to how the student will divide his/her time between the activities.

## **GENERAL POLICIES**

### **SPORTSMANSHIP**

During home contests, we serve as hosts to the visiting team, its students and spectators. They are our guests, and they should be treated accordingly. At away contests, we are expected to act as invited guests. We will treat the home school's personnel and facilities with care and respect.

As participants and spectators, we want to cheer for our team, not against the opponent, being modest in victory and gracious in defeat. Additionally, we will regard the rules of the game as an agreement, the spirit and letter of which we should not break. Players play the game, coaches coach the game... no official has ever "lost" a game for a team. Much like we do not readily credit an official for a win, we will not blame an official for a loss. Officials will be treated with respect and we will accept absolutely and without quarrel the final decision of any official.

Any member of the Providence Academy community who is a participant or spectator at an event, who uses profanity, engages in inappropriate behaviors such as fighting or similar misconduct will be dismissed from the event and is subject to disciplinary action by the school.

## **SCHEDULING**

The athletic department does its best to schedule games and practices well in advance of the season. Because we cannot control league changes or changes made by an opponent when we travel to their home court/field, changes to schedules will inevitably occur. Additionally, since our coaches are part-time, there will most likely be a few changes throughout the season due to their work schedules. Athletes and parents will be notified by text and email of changes.

## **TRANSPORTATION AND TRAVEL**

All athletes must travel in designated vehicles to and from practices and games. The following exceptions will be considered on a case-by-case basis, and require a signed parental waiver, for student-athletes who:

1. Drive themselves, by themselves,
2. Drive themselves and no more than one other student-athlete who is not a sibling to the driver (this exception requires parental approval from both sets of parents of the student-athletes), or
3. Ride with an adult that is not the student-athlete's parent.

## **SEVERE/INCLEMENT WEATHER**

Any changes to published schedules due to bad weather will be communicated as soon as an affirmative decision can be made. Generally, this will be done by text message initiated by the coach. If lightening is present during an outdoor event, all parties must be moved indoors. The event can only be resumed if 30 minutes have passed since the last visual evidence of lightning. For outdoor practices, heat and humidity are closely monitored. Where possible, practices will be scheduled in the coolest times of the day. Practices will not be held outside in a heat index of 100 or above.

## **COMMUNICATION – INTERNAL**

Direct communication between the coach and players is very important, and is usually the best way for any questions to be answered or conflicts to be worked through. Inevitably, there will be times when a meeting between a parent and coach is warranted. Please call or e-mail the coach to arrange a convenient time for a phone conversation or meeting. Try to exercise the 24-hour rule – wait 24 hours before placing that call or sending that email. Too often our emotions get the best of us. And remember, before or after practices or games is never an appropriate time to approach a coach. Coaches will be happy to meet with you, but it may be a few days before a convenient time can be arranged.

A meeting with the coach is an opportunity to exchange information and respectfully discuss any concerns or questions that you may have. Hopefully the meeting will promote better understanding and communication, but the meeting should not be viewed as an opportunity to convince the coach that your child should be playing more, playing a different position, or that the coach should be employing a different strategy. After the meeting, just as before the meeting, your support of the team and the coach is expected. If there is a significant issue that you believe requires additional discussion, then the Director of Athletics, coach and parent can meet together to resolve the issue.

If issues cannot be resolved after meeting with the Director of Athletics, then a meeting involving the Upper School Head, along with the Director of Athletics, coach and parent should take place. Any unresolved or escalated issues should then be taken to the Headmaster.

## **COMMUNICATION – EXTERNAL**

All press releases must be approved by the Athletic Director or his/her appointed contact person within the athletic department (calling in box scores to the local newspaper is not considered a press release and should be the responsibility of the Head Coach or his/her appointed contact person). Please do not damage the relationship our school has with media outlets by harassing them for lack of press coverage of our athletic events.

Parents should never contact opposing schools or officials to voice complaints over athletic contests, opposing players, coaches or fans, or officials. All concerns and/or opinions should be communicated directly with Providence Academy' Director of Athletics.

## **FINANCIAL EXPECTATIONS**

Expenses for athletic programs fall into two categories – athletic participation fees and “other” expenses. Athletic participation fees vary by sport. Other expenses might include additional equipment, garments or shoes that the student-athlete may want in order to participate, pre- or post-game meals, end-of-season coach's gifts, yard-signs, post-game celebrations and possible overnight travel.

## **PARTICIPATION**

Participating in athletics is a privilege and is contingent on the following:

- 1) *In good academic and moral standing* - Student-athletes may not participate in practices or games if they have failed to achieve the minimum academic requirement or are suspended from school.
- 2) *Missed School due to Athletics Participation* - A student who misses school due to athletic competition is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in before the class period. Any tests that the student will miss should be taken ahead of time if possible. Otherwise, the student is responsible for working out an arrangement with the teacher ahead of time for making up the test. Under no circumstances should a student fail to talk with a teacher whose class he or she will miss at least a day ahead of time.

## **TRYOUTS**

Tryouts allow coaches to place like-skilled players together which aids in each player's development. Tryouts can be one day to five days, depending on the sport and grade level. If a student misses tryouts, he/she will be placed on the lower level team. Coaches reserve the right to pull players up from lower level teams at any time. A student-athlete that attends one day of tryouts has started the season.

Important – a roster spot on any one team in a previous year does not guarantee the same spot on the same team in the current year. For example, a junior basketball player who earned a varsity spot last year as a sophomore is not guaranteed to make the varsity basketball roster in his junior year.

## **TIME COMMITMENTS**

9<sup>th</sup>-12<sup>th</sup> Grade Athletics: Average practice length for all sports will not exceed an average of 2 hours per day, in addition to the one-hour athletic period. No team related events will be held on Sundays. Practices and/or games may be held on Saturdays and across some school holidays depending on the sport and season. During mid-year or final exam weeks, no games will be played until the afternoon/evening of the last regularly scheduled day of exams. No practices or games of any kind will be held during the first week of the Christmas holidays or on Good Friday. Students will be allowed to attend evening church services once a week without penalty.

## **DEPARTURE FROM TEAM**

There are three types of departure from a team:

- a) Leaving a team – season ending injury, poor health status, family emergency or academic performance all may lead to permissible departure from the team only after being discussed between parents, the head coach and/or Director of Athletics. A student-athlete may still be eligible for a varsity letter in this circumstance, and he/she will still be eligible for his/her next season sport.
- b) Quitting a team – regardless of reason, any player quitting a team after the season begins (as defined by attending the first day of tryouts if tryouts are necessary) will not be eligible to participate in the next sport of his choice. Ninth through twelfth graders will not earn a letter in that sport. Athletic fees will not be refunded.
- c) Being dismissed from a team – regardless of reason, any player who is dismissed from a team for conduct, rules infractions or disciplinary reasons will not earn a letter in the sport (for a 9<sup>th</sup>-12<sup>th</sup> grader) or be eligible to play in the following season sport. Athletic fees will not be refunded.

## **INJURIES**

The parents are responsible for the treatment and rehabilitation of injured athletes. Injured athletes must be seen by a certified athletic trainer or doctor for evaluation before being released for participation.

Injured athletes, regardless of grade, are still required to attend practice unless treating and/or rehabilitating an injury, or as approved by the Head Coach. Athletes missing a practice or a game for training must first get permission from their coach. It is the player's responsibility to communicate with the coach.

## **STEWARDSHIP**

All student-athletes are expected to be good stewards of all equipment, facilities and uniforms entrusted to them. Locker rooms, weight room and training room are expected to be clean and orderly at all times. Student-athletes should use assigned lockers to store their uniform, equipment and personal items. Personal items should be stored in locked lockers at all times.

### **ATHLETIC UNIFORM AND DRESS CODE**

Student-athletes are issued team uniforms and are expected to take great care of the uniforms. If a student-athlete is missing a uniform or uniform-piece the day of a game, another uniform will not be issued, no exceptions. If a uniform is lost and cannot be found, another uniform will be issued out (if available) once the lost uniform has been paid for in full. Damaged uniform pieces will need to be replaced at the expense of the student-athlete.

Students in 9<sup>th</sup>- 12<sup>th</sup> grade are permitted to wear a team uniform or team-issued t-shirt/sweatshirt to classes no more than one day a week as determined by Providence Academy administration.

Each coach will determine team dress code when traveling to an away game. All practice gear at all times should be Providence Academy athletic apparel, or as appointed by the Head Coach.

### **LETTERING POLICY**

Varsity Letters are earned for significant contributions to a varsity team (not sub-varsity) either in playing time or servant-leadership. Being on a varsity roster does not mean that a varsity letter will be earned. Student-athletes in grades 9-12 can earn a varsity letter in a sport under these qualifications:

- 1) Playing/Participation Time – varies by sport as agreed upon by the Varsity Head Coach and Athletic Director. These requirements will be communicated to athletes and their parents at the beginning of each sport season.

OR

- 2) Servant-Leadership – for those team members who do not meet the minimum playing time requirement, they may qualify for a varsity letter under servant-leadership by demonstrating commitment, positive attitude, and enthusiasm and serving the team in a significant way throughout the season, as decided by the Head Coach.

AND

- 3) Completion of season – a team member must complete the season on the team's roster. If a player quits a team or is dismissed from a team, he or she will not qualify for a varsity letter. If an injury or season-ending injury impacts the minimum playing/participation time qualification, then it is up to the discretion of the Varsity Head Coach and Athletic Director to determine whether or not the playing/participation time qualification would have been met based on to-date contribution at the time of the injury

## REQUISITES FOR PARTICIPATION

Each Providence Academy student-athlete desiring to participate in Providence Academy athletics must have the following completed and signed documents on file in the athletic office before the first day of practice in any given sport:

- Athletic Physical Card or Alternate Year Physical Card: Athletes must have a physical by a licensed physician or APNP every other year and have the Physical Form on file in the Providence Academy Athletic Office beginning with the student's ninth grade year. In alternate years, the Alternate Year Physical Card must be completed and on file. All freshmen must have a physical before participation in a sport at Providence Academy. Transfer students providing documentation from their previous school will be acceptable. All information on the student athlete's physical and insurance/health forms will be kept strictly confidential and will not be available for view or use by the general public in accordance with the Health Insurance Portability Accountability Act (HIPAA)
- Emergency Contacts & Emergency Medical Treatment Release
- Concussion Information Statement: Forms signed by both the player and a parent/guardian must be received by the Athletic Office before a player and participate on a sports team
- WIAA Athletic Eligibility Information Bulletin: Form signed by both the student athlete and a parent/guardian.
- Providence Academy Participation Contract: Form signed by both the student athlete and a parent/guardian acknowledging receipt of the Athletic Handbook, agreement to abide by all rules and regulations set forth in the handbook, and agreement to pay designated participation fees, volunteer fees, and any equipment fees for lost or damaged equipment.

All forms must be turned in before the student may participate in practices. All of the aforementioned documents can be found on the Providence Academy website or in hard copy form in the athletics office.

In addition to the above required documentation, a student-athlete must not have any outstanding athletic fee payments or outstanding uniform/equipment items. **IMPORTANT** – No student-athlete will be allowed to go to their next sport if either fees or uniforms have not been turned in.

### **AGE/GRADE ELIGIBILITY**

For participation in Providence Academy athletics, students entering 9<sup>th</sup> – 12<sup>th</sup> grades must be less than 19 years old on August 1<sup>st</sup> on any given school year.

## **AMATEUR STATUS**

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- D. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- E. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

## **RESIDENCY**

Private school residency requirements of Article II, Section 2 of the WIAA Handbook require that eligible students be full time students, residing full time with parents in their primary residence. Residency questions related to divorce are addressed in this section also. Transferring students are considered to be ineligible for the remainder of the school year unless their eligibility is verified first by the Athletic Director prior to any practice.

# STUDENT-ATHLETES

## CODE OF CONDUCT

Students attending Providence Academy are encouraged to participate in cocurricular activities because they provide many opportunities to develop the attitudes, values, and skills necessary for a lifetime of service to their Savior. Those students who participate in co-curricular activities do so on a voluntary basis. They represent their school. They often serve as models for their fellow students. Consequently, they have a higher level of responsibility in service to our Lord and to the members of the Providence Academy family. The Code of Conduct for Co-Curricular Activities assists students in recognizing their Christian responsibility to use the God-given abilities and time in a manner that glorifies God.

The Code of Conduct outlines the following items:

1. Reasons for the loss of academic eligibility
2. Consequences for violation of Code guidelines
3. Manner in which eligibility can be reinstated
4. Appeal procedures The Code of Conduct is in effect 12 months a year.

### I. Academic Deficiencies

#### a. Guidelines

- i. A student must maintain a minimum 1.7 grade point average (GPA) as reported on his/her trimester report card.
- ii. A student will be ineligible to play if they have more than one (1) "F" (failure) and/or "I" (incomplete) grades on his/her trimester report card.

The period of ineligibility for violations of guidelines i and ii is minimally 15 school days and nights. An ineligible student may not return to competition until the school day following the 15-day ineligibility period or longer as determined by Providence Academy administration. For students who participate in fall activities, the minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one third of the maximum number of games/meets allowed in a sport. In either case, students must have the approval of the Athletic Director prior to returning to competition.

During any period of ineligibility, the student is expected to attend all team practices and meetings.

#### b. Reinstatement

- i. A student identified as ineligible due to a deficient GPA or having more than one "F" or "I" grade, may apply for reinstatement according to the procedures set by the administration.
- ii. A student may apply for reinstatement as often as appropriate, until he/she has been reinstated.
- iii. A student may be reinstated only once during an academic year.
- iv. A student, who transfers into Providence Academy and is academically ineligible upon entry, may not apply for reinstatement until he/she has been in attendance at Providence Academy for at least fifteen (15) full school days.

## **II. Attendance**

### **a. Guidelines**

i. On the day of a scheduled activity or practice, participants are to be in attendance at school at least one-half of the school day and have a valid excuse for any period absent. A student who is too ill to attend school in the morning must attend school 5th through 8th periods to participate in activities or practice. Students who leave school ill during the day may not return to practice or performance later in the day. Valid excuses include but are not limited to: illness, medical appointments, court appointments, or funerals. Additional excuses are at the discretion of the school administration.

ii. Truancy problems will be handled by the administrator's office and could lead to suspension from school, including co-curricular participation.

iii. Students under suspension (in-house or sent home) may not participate during the period of suspension.

### **b. Consequences**

i. Students who are not in attendance at least one-half day will not be permitted to participate in the day's activity (performance or practice).

ii. Consequences for attendance violations will be handled by the administrator's office.

### **c. Reinstatement**

i. The student will be reinstated upon the completion of disciplinary action.

## **III. Alcohol, Tobacco and Other Controlled Substances**

### **a. Code of Conduct**

i. The use, purchase, sale, distribution or possession of unauthorized drugs, drug paraphernalia, alcohol, tobacco products (including smokeless), or look-alikes or the use, sale, or distribution of prescription, over-the-counter drugs and inhalants for other than their intended purposes and/or by someone other than who they are prescribed to, is in violation of Providence Academy policy. NOTE: The sale and/or distribution of drugs, alcohol, tobacco, or look-alikes will not be tolerated and will result in permanent suspension from all athletic and non-athletic activities at Providence Academy.

ii. No student enrolled at Providence Academy should be present at a bar unless accompanied by his/her parents or legal guardian. Code of Conduct "i" remains in effect even if accompanied by one's parent or legal guardian.

iii. Code of Conduct "i" applies to attending a party with parents or legal guardians where alcohol and/or other drugs are available or served.

iv. If a student is in a situation or gathering without parents or legal guardians in which people around him/her are possessing or using tobacco, alcohol or drugs, that student must vacate the situation or gathering immediately. A student's presence at such gathering, even if the student does not partake, is a

violation of our Code of Conduct. The use of tobacco, alcohol and drugs by minors violates state laws, school policy and therefore, God's law. Our students should therefore not want to be a part of an activity that would bring discredit to the student, parents, school, or our Lord. Students must avoid such activities.

b. Violations

i. First Offence

1. Suspension for a number of games equal to 20% of the regular season's scheduled events. This suspension applies to all co-curricular activities in which the student participates at the time of violation.

2. If the student does not follow through with the recommendations of the Co-Curricular Review Committee, the suspension will be doubled.

3. If the season concludes before the completion of the penalty, the suspension will be applied toward the next sport in which the student participates.

ii. Second Offence

1. Suspension is 50% of scheduled contests.

2. 2-3 remain in effect

iii. Third Offence

1. Suspension is one full calendar year.

2. #2-3 remain in effect.

iv. Fourth Offence

1. Permanent suspension from all athletic activities at Providence Academy.

#### **IV. Conduct Unbecoming to a Paladin**

The PA administration and coaching staff have agreed that conduct unbecoming to a Providence Academy student/athlete shall not be tolerated. Participation in athletics is a privilege, not a right. Conduct unbecoming an athlete may include, but is not limited to the following:

1. Stealing in or out of school

2. Flagrant misbehavior in class

3. Out-of-school suspension

4. Disorderly conduct as defined by state law in or out of school

5. Criminal behavior

6. Disrespectful attitude directed toward school personnel

7. Other conduct which adversely affects and relates to the management **or reputation** of the school. *This includes conduct on social media.*

#### **V. Performance Enhancing Substances (PES)**

Providence Academy is against the use of anabolic/androgenic steroids and other performance enhancing substances. Coaches, teachers, sports medicine staff, and school administrators who ignore or encourage the use of PES and/or sell PES to students will be subject to disciplinary action. Possession and/or use of PESs are a violation of the Wisconsin Interscholastic Athletic Association (WIAA) code of conduct and the Providence Academy co-curricular code as well. Any student who is in possession of, or uses PESs will be subject to disciplinary action as listed above for Alcohol, Tobacco and Other Controlled Substance use. Providence Academy strongly discourages students from using creatine or any other nutritional supplements

without the approval of the student's physician and/or parents/guardians. Many of these products may have unwanted side effects, may be ineffective, and have not been tested for long-term safety on developing adolescents and young adults. Permissible supplements are supplements that replace the calories, fluid and electrolytes the body normally loses during exercise. The WIAA has published an extensive list of banned performance enhancing substances along with other pertinent information to help educate athletes and parents about performance enhancing and banned substances. This information can be obtained from the Athletic Director or at the WIAA website: <http://wiaawi.org/publications/performanceenhancers.pdf>

## **VI. Hazing**

Hazing occurs when an act is committed against a student, or a student is coerced into committing an act, that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into, or affiliated with, any school group, club, athletic team, grade level, activity or organization. Hazing is strictly prohibited at Providence Academy and will subject the violator to enhanced disciplinary action as explained below. Hazing is defined as: Any activity involving unreasonable risk of physical harm including, but not limited to paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities. Any activity involving the consumption of alcohol, drugs, tobacco products or any other food, liquid or other substance that subjects the student to an unreasonable risk of physical harm. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature. Any activity that subjects a student to an unreasonable level of embarrassment, shame or humiliation, or which creates a hostile, abusive and intimidating environment for the student. Any activity involving any violation of federal, state or local law, or any violation of school or school district policies and regulations. Any student-athlete who knowingly participates in, has knowledge of, or who participates in the planning of any hazing ritual or incident will be considered "in violation of" the hazing policy. Penalties for violations of this portion of the Code of Conduct will be administered by the administration of Providence Academy, and will include competition suspensions.

## **VII. General Conduct**

### **a. General**

i. Students at Providence Academy are expected to conduct themselves in a manner which gives glory to our Lord, serves the best interests of the school, its students and co-curricular activities in which he/she is participating. Students "to whom much has been given" through their participation in co-curricular activities will be expected to reflect the highest standards of Christian conduct in and out of school, as they represent Providence Academy.

ii. Failure to do so will lead to consultations with the Athletic Director in cooperation with the coach. (Violations may result in suspension of cocurricular eligibility.) If appropriate, there will be referral to the Administrator.

iii. Students who violate the Providence Academy Code of Conduct will be ineligible for receiving any special award for that activity for that school year.

iv. A student who violates the Providence Academy Code of Conduct while not involved in a co-curricular activity will be subject to the appropriate penalties in the next activity in which the student becomes involved to one full calendar year from the date of the violation.

v. A student must complete the activity or season in which a suspension is served in good standing in order for the suspension to be valid. A student who does not complete the activity or season in good standing must serve the entire suspension in the next activity or season in which he/she chooses to participate.

vi. If a student violates the Providence Academy Code of Conduct while not currently participating in an activity, he/she cannot subsequently participate in an activity, which is already officially in progress in order to serve the suspension.

vii. If a student is participating in two or more co-curricular activities at the same time, the code violation will be enforced for both activities at the same time. Thus, a violation would make them ineligible for both activities for the same % of time.

viii. By WIAA rule, a student who violates the Co-Curricular Code during the WIAA tournament series shall be suspended for the entire tournament series, regardless how far the team advances.

ix. Students who transfer to Providence Academy from another school and who are under code violations, will finish their violation requirements before becoming eligible to participate in co-curricular activities at Providence Academy.

#### b. Reinstatement

i. The student will be allowed to return to full participation in his/her co-curricular activity at the end of the suspension period.

ii. Violations will be cumulative throughout the students four years of attendance at Providence Academy.

iii. A written recommendation from the Administrator is required for reinstatement.

### **VII. Activity Policies**

Coaches may set team policies for their activity in areas not covered by this code. The Athletic Director will approve such policies.

### **VIII. Notification**

a. Reports of violations must be made to the administration, Athletic Director, or appropriate coach promptly. Withholding or delaying the report of a violation will be considered a violation of school policy and discipline may include suspension from extra-curricular activities.

b. Written notification of a student's suspension from a co-curricular activity will be sent to the parents and a note will be placed in their permanent file record.

## **IX. Appeals Procedure**

a. A student accused of a violation of the Code of Conduct for co-curricular activities has the opportunity to appeal his/her case by asking to appeal before the Co-Curricular Review Committee with his/her parents. Following is the appeals procedure:

i. After a ruling of suspension has been made, a student and/or the student's parents may formally appeal the decision in writing to the administrators' office. The appeal must be received within (5) five days from the first day the suspension becomes effective. If the appeal letter is not received within the five (5) day period, the student and his/her parents forfeit their appeal rights.

ii. Upon receipt of a formal appeal, the Co-Curricular Review Committee shall meet within three (3) school days.

iii. All decisions by the Co-Curricular Review Committee are final.

b. Although school disciplines (such as suspension) under appeal do not take effect until the appeal process has been completed, *a player is **ineligible** during the appeal process.*

c. The Co-Curricular Review Committee shall consist of the following people:

i. Headmaster (1) Chair – votes only in the case of a tie.

ii. Upper School Administrator (1)

iii. Director of Athletics (1)

iv. Coach (1)

v. Board Member (1)

## PARENTS

Without a doubt, parents are the most influential models for young athletes. From a parent's conduct to the place sports plays in the family order of life priorities, parents make the biggest impact on a young person's athletic experience. Not only are parents influential, they are critical to the success of our athletic programs. The athletic department needs parents to come alongside all sport's teams to serve in one or more of a variety of volunteer positions throughout the year. Team parents, travel coordinators, drivers, overnight chaperones, statisticians, scoreboard operators, videographers, concessions, admissions, field/gym preparation or close down are just a few of the opportunities that provide much needed help and good community time between parents. Serving the athletic department also sets a good example for our student-athletes.

The guidelines that follow provide a foundation for our joint effort to guide your sons and daughters through the challenging yet wonderful experience of high school sports.

### **PRESENCE AT GAMES, PRACTICES OR TRYOUTS**

The coach's classroom is the court or field, usually with undefined walls, making it easy for parents to naturally move close to the action. Parents should be interested, supportive observers from a distance. The coach needs room to be able to instruct and the player to perform without distraction from the stands. Distraction only yields poor results. Cheer them on, yell! Coach or yell at them, no!

It is important to student-athletes that, if possible, parents are present at games, both home and away. A parent's attendance tells the child that he/she cares and that they want to share in the joys and frustrations which are a part of competition. It also gives parents an opportunity to develop a bond with their child and other parents, and to observe the progress made throughout the season.

Practices and tryouts, which are considered valuable instructional and evaluation time, are closed to all non-team or program personnel, unless previously approved by the Head Coach. Invited guests are expected to refrain from disrupting tryout or practice sessions, and from interacting with players and/or coaches.

### **PERSPECTIVE – WHY KIDS PLAY THE GAME**

Most young people participate in sports for the following reasons: to have fun, to develop that natural desire to play, to make new friends or be with their friends, to be part of a team, and to compete. "To win" or "to be a champion" is often not at the top of the list. Athletes must hear from parents and coaches that it is the process of competing that counts. Too much emphasis on winning and losing puts the value of sports out of context.

### **COACH AS LEADER**

Each coach is prayerfully and thoughtfully considered, recruited, interviewed and hired and therefore has the authority over our children in each given sport. Parents and student - athletes must trust that coaches try to make the best decisions for the team as well as the individuals that make up the team. Coaches are with the team on a daily basis in practice and in competition, evaluating character and performance, and therefore will make judgment decisions based on what they feel is in the best interest of the team. Playing time, players' positions, and strategy should be left to the discretion of the coach. Parents should help their child understand that being a team member means accepting the coach's decisions even when he or she does not agree with them.

It is also important to remember that neither coaches nor parents are infallible evaluators of talent, nor are either perfect play-callers. A team does not function well with non-coaches trying to coach. Parents should not place a child in a tough spot of having to decide who they are going to listen to, their coach, or their parent. Yielding to authority is a biblical lesson that our children will learn from for years to come.

## COACHES

Successful athletic programs start with quality coaches. We believe coaches are one of the most significant components to the athletic program and therefore seek to hire Christian role models who are committed to fulfilling the mission of the school, desire to disciple our student-athletes and serve their families, and who are knowledgeable in their sport.

School athletics are an integral part of each student's overall education and development and coaches shall assist each student-athlete toward developing his or her full potential. Safety, mentoring and development of our student-athletes are the most important responsibilities of our coaches.

### CODE OF CONDUCT

Because the behavior of a team can reflect the coach's own manner, attitudes, temperament and approach to athletics, coaches shall conduct themselves in a way, both on and off the court, that brings positive recognition to God, Providence Academy, their team, their sport and themselves. Instruction and correction, while demanding and critical, should be positive. Coaches should never embarrass or demean student-athletes. The same high standards of preparation, organization, hard work, self-discipline, sacrifice and Godly behavior that coaches expect of players should be the same that is expected of coaches.

### TIME COMMITMENTS

Coaches are expected to attend all scheduled events (practices and games). Coaches should arrive to practices and games early enough to set up equipment and the facility, and to greet their team. Coaches should not leave the facility of a game or event until all student-athletes have left the premises, or have made prior arrangements with parents.

Coaches shall abide the practice time requirements outlined on page 10 of this handbook. Clarification on some nomenclature and definitions:

- "Walk Throughs" are considered practices
- "Service Projects" are not considered practices or games and can be conducted on a limited basis.

## **COMMUNICATION**

Coaches must communicate with student-athletes and parents on a regular basis. Coaches must communicate to parents at the start of the season the expected commitment to the team and the anticipated practice and game schedule, and the communication must be in writing. Weekly communication from the Head Coach to parents is also a minimum requirement.

## **PROGRAM DEVELOPMENT**

Varsity Head Coaches are the Program Directors for their respective sport. Program Directors, in partnership with the Director of Athletics, oversee all teams and all levels in their sport. This provides a firm foundation for program development. The coach will strive to motivate and assist athletes, both in-season and out-of-season, to achieve their full potential as players.