



Athletic Handbook 2011-2012

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THE FOUNDATION OF THE FIRST ACADEMY ATHLETICS

Our Values

Using the arena of athletics to help accomplish the mission of The First Academy. We are here to help train up our student-athletes in the way they should go - Proverbs 22:6. This means that we will coach from a biblical perspective and strive to be a true reflection of Jesus Christ to our athletes.

Promoting honesty, integrity, humility, loyalty, unity, and encouraging total character development of our athletes. These traits are non-negotiable in building a “TEAM”. This will include all our coaches promoting and encouraging the success of all other programs, emphasizing the need to share multi-sport athletes.

Showing good sportsmanship, respecting others at all times and under every circumstance. This includes behavior towards coaches, teammates, officials, opposing coaches, opposing players, and fans. Defiance and respect are never tolerated in a disciplined program.

Creating a winning environment by displaying a positive attitude and providing daily encouragement to those under our leadership. Our student-athletes will respond better when they know we genuinely love and care for them.

Fostering a commitment to excellence. Success in athletics is the result of coaches and players going the extra mile. Teams who pay the price in the off-season win championships. We must communicate great expectations, provide great instruction, emphasize great fundamentals, and demand great effort. Most importantly, according to God’s word, if we want to be great, we must model great servant hood to our teams.

Our Vision

- To honor God and exalt Jesus Christ through athletics.
- To produce disciplined, championship teams at all levels and in all sports.
- To be ambassadors for Christ and The First Academy at home and away.
- To model humility in winning and grace in losing.
- To graduate student-athletes committed to the bible, prayer, and servant leadership.

Our Voice

Pursuing greatness God’s way, through unity, service and sacrifice.



GOD'S HALL OF FAME

Author Unknown

Your name may not appear down here
in this world's hall of fame,
in fact you may be so unknown
that no one knows your name.

The All Stars here may pass you by
on neon lights of blue,
but if you love and serve the Lord,
then I have good news for you.

This hall of fame is only good
as long as time shall be,
but keep in mind God's hall of fame
is for eternity.

To have your name inscribed up there
is greater yet by far,
than all the halls of fame down here
and every man-made star.

This crowd on earth may soon forget
the heroes of the past,
they cheer like mad until you fall
and that's how long you last.

But God, He never does forget
and in His hall of fame,
by just believing in His Son
inscribed you'll find your name.

I tell you, friend, I wouldn't trade
my name however small,
that written there beyond the stars
in that celestial hall.

For any famous name on earth
or glory that they share,
I'd rather be an unknown here
and have my name up there.



PLAN OF SALVATION

The Plan of Salvation, as written below, will be included in all printed programs and materials produced by the Athletic Department.

God's Plan of Salvation - Simple as A, B, C

Admitt

"For all have sinned and come short of the glory of God" (Romans 3:23)

Pray: Lord, I admit that I am a sinner in need of a Savior.

Believe

"For God so loved the world, that He gave His only Son, that whosoever believes in Him, shall not perish but have everlasting life." (John 3:16)

Pray: Lord, I believe that Jesus died and shed His blood for my sins.

I believe this in my heart and not just my head.

Call

"For whosoever shall call upon the name of the Lord shall be saved." (Romans 10:13)

Pray: Lord, I call upon you to save me from my sins. I confess and repent of my sins. I know that your Son Jesus paid my debt on the cross-a debt that I could never pay despite all my good works-and I thankfully accept your gift of eternal life in Heaven that his death makes possible.



ROYAL BOOSTER ASSOCIATION

The Royal Booster Association is a parent, non-profit organization whose mission is to enrich The First Academy athletic community by providing financial support, promoting an increased attitude of school spirit, and helping each athlete reach his/her highest potential.

In addition, the Boosters desire to be a positive public relations agency to our community and to promote a spirit of cooperation and unity between parents, students, coaches, teachers, and administrators.

Boosters hold regular monthly meetings with the athletic director and assistant headmaster/director of development. The Booster's president, athletic director and assistant headmaster/director of development will develop the monthly agenda and annual goals. Minutes of the monthly meeting will be distributed to those in attendance, the headmaster and Upper School principal.

The Boosters responsibilities/guidelines:

1. Handle all concessions for athletic contests
2. All request must be submitted thru and approved by the athletic director
3. Provide the following:
 - FHSAA Dues
 - FACA Dues
 - State Series Passes
 - Updating of banners in the gym
 - Post-season play-off expenses
 - Awards, trophies and medallions for Athletic Awards Ceremony
 - Athletic Awards Ceremony expenses
 - Capital improvements
 - Items that will last and benefit all sports



INTRODUCTION

Note: Information in this handbook is supplemental to that found in the *Florida High School Athletic Association Handbook* and *The First Academy Parent/Student Handbook*. **The web link to TFA is www.thefirstacademy.org and to the FHSAA is www.fhsaa.org/rules/handbook.**

Mission Statement

The First Academy is a Christ-centered, college-preparatory school whose mission is to prepare children for life as Christian leaders who choose character before career, wisdom beyond scholarship, service before self, and participation as a way of life.

Philosophy

The purpose and mission of the Athletic Department at The First Academy is to fulfill the mission of TFA through competition in interscholastic sports – implementing Biblical principles in our instruction and setting Godly examples. The goal of our Athletic Department is to do our best for the Lord (Col. 3:23). It should be the desire of every coach at TFA to use interscholastic sports as a means of developing champions for Christ.

Our coaches will:

- Build relationships with players and parents (rules without relationship build contempt)
- Encourage good citizenship and academics
- Teach the team concept, coupled with strong competition
- Present teams prepared to play
- Do all these things with the primary goal of bringing honor to the Lord Jesus

The Athletic Director will provide each parent/child participating in the Interscholastic Sports Program with a detailed Athletic Handbook. Please refer to this resource for more detailed information.

In accordance with our school’s mission statement, “. . . participation as a way of life” students are encouraged to try out and participate in a sport at The First Academy. A comprehensive athletic handbook is provided to those interested in participating in one of the many opportunities available. All athletes, coaches and fans are expected to represent our school in a Christ-like manner. The Christian philosophy of athletics must stem directly from the school’s Christian Philosophy of Education. The ultimate goal must be “to be conformed to the image of Jesus Christ” (Romans 8:29) and to “develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body” (I Thessalonians 5:23).

It is the goal that the athletes develop positive Christ-like character qualities and express them through their involvement in athletics. Athletics is a microcosm of life. The athletes are confronted with all types of life situations, which can be perfect learning situations for teaching biblical principles. It is the job of the coaches to model Christ-likeness and properly direct the students in these situations so as to build the biblical character qualities. Athletics should help foster vital relationships among team members coming from the team concept and direct leadership of the Christian coach. There should be a commitment to excellence in each particular sport. “Do heartily as unto the Lord.”

Athletics is a means to an end, not an end in itself, in that athletics represents an aspect of the educational program, not the main focus of the program. One of the main goals of the athletics program is that the student becomes a well-rounded individual, striving toward his God-given potential. The athletic program shall provide well-planned and well-balanced interscholastic activities for as many participants as possible, consistent with available facilities, personnel and financial support. The athletic program shall be planned so as to present a minimal amount of interference with the academic program. The athletic program shall function so as to involve not only the participants, but also the student body and school community. The athletic program shall provide an opportunity for the loyalty of parents and friends of the school to be renewed, strengthened and united.

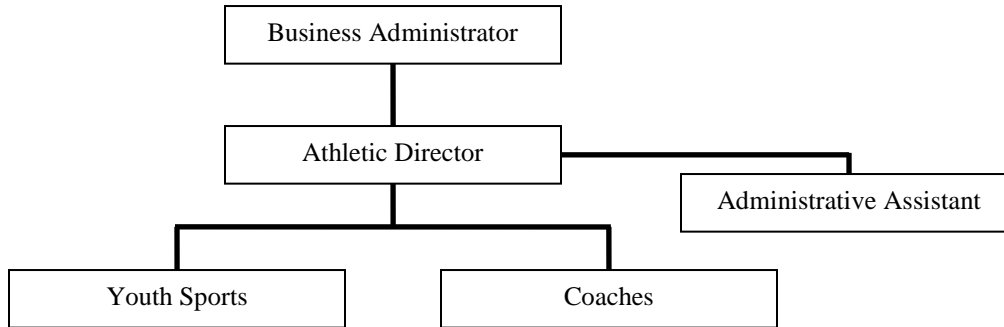


Sportsmanship

Proverbs 22:1 states that “a good name is to be more desired than great riches.” In keeping with that advice, TFA strives to maintain a reputation that is respected in the community and brings glory to the Lord. A good name takes years to build, but only takes moments to destroy, and the behavior of our spectators at athletic events is pivotal in shaping that outcome. We encourage all fans to respond with humility in victory and grace in defeat. They are to avoid criticizing players, coaches, or referees and should censor fellow spectators who display negative behavior. Fans that persist in demonstrating unsportsmanlike conduct may be asked to leave the game by a school official or safety officer on duty.



ATHLETIC DEPARTMENT ORGANIZATIONAL CHART



Darrell Don, Athletic Director	407-206-8638
Ginger Millsaps, Administrative Assistant	407-206-8634
Athletic Department Fax Number	407-206-8724
Athletic Department Information Line	407-206-8636

Structure Of The Athletic Department

Athletic Director

The athletic director (A.D.) serves under the direction of, and has a direct reporting relationship with the Business Administrator. The athletic director oversees the total operations of the Athletic Department and is assisted by the athletic administrative assistant.

Athletic Administrative Assistant

The athletic administrative assistant's responsibilities include processing Athletic Department Purchase Orders, assists the A.D. in monitoring the Athletic Department budget, verifies the eligibility of our student athletes, oversees the verification of game contracts, works with the coaches in scheduling early dismissal times and arranging transportation, secures game/match officials, and provides administrative support to the Royal Booster Association in the area of operating the gate and concession stands. The athletic administrative assistant also serves as the liaison for communication and game coverage of Middle School athletic events, assists with inventory control, carries out various projects and events at the PSAC, and any other responsibilities assigned by the A.D. When the athletic administrative assistant asks a member of the Athletic Department staff to do something that is related to their respective areas of responsibilities, the coach should consider this request as coming from the A.D.

Varsity Head Coaches

Varsity head coaches will have a direct reporting relationship with the athletic director on all functions of their positions, including program administration, operations, facilities, etc. Varsity head coaches, under the direction of the above outlined structure, will be responsible for the coaches on their coaching staffs, at the varsity, junior varsity, and Middle School levels. In an effort "to build championship programs, the Varsity Coaches will work with the Athletic director to recruit, hire, train, and mentor the coaching staff of each sport. Each Varsity Head Coach is



responsible to oversee his/her total program. This oversight will include staffing, budget management, media relations, equipment and uniform inventory control, etc.

Athletic Teams

Boys

Fall: Cross Country, Football, Swimming, and Golf

Winter: Basketball and Soccer

Spring: Track & Field, Baseball, Spring Football, and Tennis, Lacrosse

Girls

Fall: Cross Country, Swimming, Volleyball, and Golf

Winter: Basketball and Soccer

Spring: Softball, Track & Field, and Tennis

After School Sports (Grades K-5)

Lower School Grades K - 5 and Home-School Grades K - 5

After School Sports are opportunities for children to learn and develop their athletic skills. This program is affiliated with the Association of Christian Youth Sports Program. Practices are held after school one or two days a week, with games usually on Saturdays. Volunteers are needed to coach these teams. Registration fees and uniform fees apply. It is the desire of the athletic program to provide an excellent experience for our Lower School and Home-School students in grades K-6. Home-School students should contact the After School Sports director.



COACHES

Coach's Clinics

All coaches are strongly encouraged to improve knowledge in their sport. All head coaches will attend one FHSAA Clinic for their sport(s) or another clinic of his/her choice, for professional development.

Coach, Parent and Player Relationships Parent/Coach Relationship

Both parenting and coaching are difficult at times. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our children. As parents, when your children become involved in our programs, you have an obligation to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication Parents Should Expect From Their Child's Coach

- Philosophy of the coach (general and sport specific)
- Expectations the coach has for the child, as well as other players on the squad
- Locations and times of all practices and contests
- Team requirements (i.e. special equipment, off-season conditioning, etc.)
- Procedures if an athlete is injured during practice/contest
- Discipline that may result in the denial of an athlete's participation
- Opportunity to evaluate the coach at the end of season in a manner which compliments, not conflicts with the contents of this handbook

Communication Coaches Should Expect From Parents

- Concerns expressed directly to the coach
- Notification, well in advance, of any schedule conflicts
- Specific concerns in regard to a coach's philosophy and/or expectations
 - Medical or physical limitations of the child

As children become involved in the athletic programs, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way athletes or their parents wish. At this time, discussion with the coach is encouraged.

Major Concerns to Discuss with Coaches

The treatment of the child, both mentally, physically and emotionally

Ways to help the child improve

Concerns about the child's behavior

It is very difficult for parents to accept their child's not playing as much as they may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all athletes involved.

Minor Concerns to Discuss with Coaches

- Playing time
- Team strategy
- Play calling
- Other student athletes



We want the parent-coach relationship to “Major on the Majors” and “Minor on the Minors”. When issues arise to be discussed, the following procedures should be followed to help promote a resolution to the issue of concern.

Procedures to Follow When a Parent has a Concern to Address with the Coach (see Parent/Student Handbook/Conflict Resolution)

1. Call the coach to set up an appointment to discuss the situation face to face. Please avoid using emails or phone conversations for problem resolution.
2. If the coach cannot be reached, call the athletic director, who will set up the meeting.
3. Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a Parent do if the Meeting with the Coach does not Provide Satisfactory Resolution?

1. Call and set up an appointment with the athletic director to discuss the situation.
2. If the issue is not resolved at this meeting, the appropriate next step would be to set an appointment to meet with the Business Administrator.

Coaching Competencies

Coaches at TFA will be evaluated annually using the following guidelines. The evaluation will be completed by the athletic director and signed by the Upper School principal at the end of the season.

- Personal relationship with Jesus Christ – active church member; displays the fruit of the Spirit; pursues opportunity for spiritual growth; and is intentionally evangelistic.
- Ability to disciple students and build a family-friendly team organization – develops opportunities for discipleship programs for coaches and athletes at all levels of responsibility; looks for opportunities to develop character; build relationships with families in a positive manner; teach/coach in a positive and supportive way.
- Fundamentally sound in sport and within that program – teaches fundamentals of sport to athletes and coaches; keeps informed to new methods through continuing education; prepares schedules; makes provision for necessary equipment; oversees equipment and facility being used; requires athletes to achieve academic standards.
- Promotes program within TFA and community and at the collegiate level – encourages athletes to participate in all sports at all levels; develops relationships with local media; develops relations with coaches at collegiate level; prepares film and athletes for the recruiting process.
- Works within the structure of the school and Athletic Department – obtains proper approvals for purchases; follows the guidelines of the FHSAA in regards to recruiting; obtains approvals for use of facilities; schedules practices and games with approval of A.D.

Coaching Contracts

All head coaches will be given a coaching contract prior to the beginning of the season. Coaches serve at the pleasure of the Athletic Director and may be removed with or without cause.

Coaching Evaluations

All head coaches will be evaluated by the Athletic Director at the conclusion of the season. Based on these evaluations the Athletic Director will decide whether or not to renew the coaching contract for another year. There is no presumption of continued employment as a coach apart from this process.



Coaching Responsibilities/Requirements

- Non-Staff coaches are required to have their children attend TFA
- Schedules are to be submitted to the A.D., and the athletic administrative assistant, so that each game/ match can be contracted in a timely manner. A notebook containing game contracts will be kept in the Athletic Office. Any changes to the schedule must be submitted to the A.D. for approval.
- Coaches are responsible for staying with students after practices and games until all players have been picked up.
- Physicals, parent consent and liability forms, and emergency treatment cards must be on file in the Athletic Office before a student may participate in practices/tryouts or games. The coaches will have a copy of the emergency treatment cards for each player with them at all times.
- Varsity head coaches are required to submit team rosters for each team in their program to the athletic administrative assistant prior to first game/match so that we insure eligibility of all athletes. Rosters are to be updated when there are changes made to the team.
- All purchases must be submitted the Athletic Director prior to the order being placed. Unauthorized purchases may be subject to non-payment and will become your personal responsibility.
- All fundraising must be approved by the assistant headmaster/director of development and the A.D.
- Coaches need to regularly monitor the status of their budget through the A.D., to insure that they know what is available for their program.
- Coaches must provide a complete practice schedule to the A.D. and athletic administrative assistant at the beginning of the season.
- Coaches must provide weekly schedules to the Athletic Director which includes times of practices, times for departure of away games and uniforms needed for games that week.
- Coaches are required to secure all facilities at the end of practice/games if they are the last scheduled event for that day.
- Varsity coaches are expected to report all game scores and stats to *The Orlando Sentinel* at the completion of each game.
- Varsity head coaches are responsible for being familiar with requirements, deadlines, rules and regulations published in FHSAA manual. Coaches not attending the annual required rules clinics will be responsible for the fine imposed by FHSAA. Rules clinics are now available on-line at www.fhsaa.org. The deadlines are posted in the manual.
- All team wear (uniforms, t-shirts, warm-ups, etc.) must have design/pricing approval by the Athletic Director and Assistant Headmaster prior to ordering.

CPR/First Aid Training

All coaches are required to be certified in the areas of CPR and First Aid. The First Academy will provide on-campus training in both areas. CPR certification is valid for one year; the First Aid certification is valid for three years.

CDL License/Transportation

Varsity Head Coaches and all on-staff coaches are required to obtain CDL license to permit usage of TFA Bus. CDL Training is to be arranged through the Operations Department.

Hiring Process

When there is a coaching vacancy, the following hiring procedure will be followed:

1. All candidates (except those currently on staff at TFA) must complete a TFA application packet.



- a. Coaches who will receive a stipend for their services must complete the *Faculty Employment Application* (complete with Statement of Faith and Doctrinal Questionnaire).
 - b. Volunteer coaches (who receive no stipend) must complete the *Screening Form for Those Working with Students*.
2. When these forms are completed, the following interview process will be followed:
 - a. The Athletic Department will check references.
 - b. Candidates for a head coaching position will interview with the Athletic Director, Upper School principal and Headmaster (unless he directs otherwise).
 - c. Candidates for assistant coaching positions will interview with the head coach and the athletic director. In some instances, an interview with the Upper School principal may be required.
 - d. Candidates for volunteer positions must interview with the head coach and athletic director.
 3. Upon completion of the interview process, a hiring decision will be made.
 4. If a candidate receives an offer, upon acceptance they must complete all necessary personnel forms with the Human Resources Department, and a Coaching Supplement Agreement with the athletic director.

An individual receiving a stipend for his/her coaching responsibilities WILL NOT be considered an employee of TFA until his/her employment papers have been completed. ONLY EMPLOYEES of TFA are covered under our school insurance policy.

This complete procedure must be adhered to, prior to hiring. UNDER NO CIRCUMSTANCES should individuals (paid or volunteer), who have not had a background check performed by our Human Resources Department, be allowed to work with our student-athletes. Nor should individuals who are to be paid coaches be allowed to coach if they have not completed their employment forms with the Human Resources Department.

Purchase Order Policy

1. Determine what is to be purchased or check amount to request.
 2. Determine quantity, cost, and account to bill. (include shipping)
 3. Fill-out purchase order request form. (Gold Form)
 4. Attach quote or worksheet listing items and cost.
 5. Submit to Athletic Assistant for AD approval.
 6. Once approved PO # will be released to order items.
 7. Turn all shipping manifest and invoices into Athletic Assistant to be paid. Make copies for your own records if desired.
- All purchases must be submitted to the Athletic Director for approval prior to the order being placed. Unauthorized purchases may be subject to non-payment and will become your personal responsibility.
 - Do not order additional items on an existing PO without approval from Athletic Director. Submit a new PO request form for any additional purchases with a vendor. No purchase order piggybacking!!!
 - The PO process is not complete until the invoice has been paid and the proper account being charged. Please do not hold any invoices, as we want to maintain a working relationship with the vendors.
 - All expense reimbursement accounts must be balanced within 30 days of PO approval and order date.
 - Any shortages in operating budget accounts or expense reimbursement accounts will be billed to that sport's auxiliary account or become the responsibility of the coach.



Rules Meeting

FHSAA rules meetings are done via the Internet on the FHSAA website. Coaches are personally responsible for logging onto this meeting and will be charged with fines levied by the FHSAA for not fulfilling the clinic rules requirement.

Scheduling Games

According to the FHSAA Policy Handbook, a maximum number of three (3) contests may be scheduled in a school week. A team may play in three (3) different regular season matches/games or one (1) regular season match/game and one (1) tournament during a school week. Not more than one of the three regular season matches/games may cause a loss of time from school.

Supervision of Student Athletes in Gym/Playing Field Areas

- After the last period of the day, P.E. teachers will clear the gymnasium and lock all doors. The athletic director and/or athletic administrative assistant will provide accountability for this requirement.
- Students will not be permitted to enter the gym/playing field without an assigned coach's supervision.
- Students found in the gym/playing fields unattended will be asked to report to after care/study hall.
- Coaches will instruct student athletes not to enter the gym when unsupervised.
- If a coach is to be late for practice or pre-game, he/she must arrange adequate adult supervision until their arrival.
- Coaches who are responsible for supervision of the gym will have a physical presence there at all times.

Summary of Important Information for Coaches

- **Schedules** are to be submitted to the athletic director and the athletic administrative assistant so that each game/match can be contracted in a timely manner. A notebook containing game contracts will be kept in the athletic office. Any changes to a schedule must be submitted to the A.D. for approval.
- **Coaches are responsible for staying with students** after practices and games until all players have been picked up.
- **Physicals, parent consent and liability forms and emergency treatment cards must on file in the athletic office** before a student may participate in practices, tryouts, or games. The coaches will have a copy of the emergency treatment cards for each player with them at all times.
- Varsity head coaches are required to submit **team rosters** for each team in their program to the athletic administrative assistant prior to the first game/match to insure eligibility of all athletes.
- **All purchases** must be submitted to the Athletic Director prior to the order being placed. Unauthorized purchases may be subject to non-payment and will become the purchaser's responsibility.
- All **fundraising** ideas must be approved by the director of development.
- Coaches need to regularly monitor the **status of their budget** through the A.D. to insure what is available for their sport.
- Coaches must provide a complete **practice schedule** to the A.D. at the beginning of the season.
- Coaches must provide weekly schedules to the A.D. which includes times of practices, times for departure for away games, and uniforms needed for games that week.
- Coaches are responsible to **secure all facilities** at the end of practice/game if they are the last scheduled event for that facility.
- Varsity coaches are expected to report all **game scores and stats** to The Orlando Sentinel at the completion of each game.
- Varsity head coaches are responsible for being **familiar with requirements, deadlines, rules and regulations published in the FHSAA manual**. Coaches not attending the annual required rules clinics will



be responsible for the fine imposed by the FHSAA. Rules clinics are now available online at www.fhsaa.org. The deadlines are posted in the manual.

- All team wear (uniforms, t-shirts, warm-ups, etc.) must have design/pricing approval by the Athletic Director and Assistant Headmaster prior to ordering.

Summer Camps

Summer camps are approved and scheduled under the direction of the Athletic Director and Summer Camp Coordinator. All dates and offerings are to be advertised through media avenues selected by Camp Coordinator. Individual fliers are not to be distributed without prior approval.

Uniform Guidelines

Teams that wish to order team shoes, warm-ups, T-shirts, hats, or miscellaneous equipment that otherwise would not be provided by TFA, may do so by following these procedures:

- Complete the appropriate form and submit to the A.D.'s office WELL BEFORE NEEDED. Note: when used for uniforms/team wear, a sample or picture from the catalogue must be included on that form.
- Our colors are Royal Blue and Gold. These must be the dominant colors in team uniforms, along with white. Black, or any other color, may be used as a trim color with the athletic director's approval, but never as the dominant color.
- The Athletic Director must approve all uniform decisions/purchases.
- All money must be collected and submitted prior to issuing the item.
- If these procedures aren't followed, a coach may find himself/herself with uniform items that are not approved and can't be worn, and/or with a bill that is not covered by school funds.

Uniform Replacement Policy

- Varsity uniforms may be purchased every 3 years. Due to the nature of some sports, once the uniforms are purchased, only fill-ins will be necessary – football is an example of that.
- J.V. and M.S. uniforms will be purchased on an as-needed basis – usually every 6-7 years.
- Style changes or fashion do not warrant changes in uniforms if current uniforms are in good condition.
- A coach should purchase uniforms of quality that can be easily filled in, instead of requiring wholesale replacement.
- When varsity and junior varsity uniforms are the same. They can be easily moved up and down, allowing greater flexibility in sizing.
- Existing sets of uniforms will be used where possible. However, uniforms in poor condition or poor fit must be replaced.
- The funding of new uniforms shall come from the athletic budget and individual sports budgets that are submitted by each coach.



ELIGIBILITY

Student Eligibility

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

Academic Eligibility

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

Limits of Eligibility

- Students have four consecutive years of eligibility, beginning when they first enter the 9th grade.
- Four years after a student enters the 9th grade, that student shall become ineligible for interscholastic athletics.
- Middle School students may participate in interscholastic athletics one year as eighth graders, one year as seventh graders, and one year as sixth graders. Those repeating any grade may not participate in interscholastic athletics during their second year in that grade.
- A student must be less than 19 years, 9 months of age to participate in high school athletics.

Residence Requirements

“A Student shall be eligible in the school year in which he or she first enrolls each school year, or makes himself or herself a candidate for an athletic team by engaging in a practice prior to enrolling in any member school. The student shall be eligible in that school so long as he or she remains enrolled at that school and meets all other eligibility requirements.” Other questions may be addressed in the FHSAA Handbook, pages 35-36.

Transfer Students

Issues relating to students transferring into TFA should be referred to the A.D. and the FHSAA policies on transfer students.

Required Forms

The following forms must be turned in to the Athletic Office one day prior to beginning practice.

- **FHSAA Physical Form**
All students are required to have an annual physical examination by a physician. This physical must be given on or after April 1 of the previous school year. Only the FHSAA's form can be accepted.
- **FHSAA Parent/Student Consent Form**
Both the student and parent are required to sign this form in order for the student to participate in athletics.
- **Birth Certificate**
A copy of a certified, embossed birth certificate **must be on file at TFA to establish eligibility with the FHSAA**. This applies to all student/athletes, including those who are home-schooled.
- **Emergency Medical Authorization**
This form shall be completed for each year of enrollment at TFA. Any change of information on this form will be the New responsibility of the parent. Blank forms are available in the Athletic Office.
- **Physician' Note**



- Any student receiving physician's care for an injury or illness which results in loss of time from school or athletic competition must provide a note from a physician clearing him/her to return without restriction to athletic competition.
- Any student who suffers a loss of consciousness during a practice or contest may not resume athletic participation until receiving written clearance from a physician.

New Student Participation

Any student new to TFA must be enrolled prior to participating in any off-season conditioning, practices, or games. This includes any summer activities or leagues.

Home School participation

- Beginning in the 2011-2012 school year, **TCS** middle and high school students will be eligible to participate in all TFA sports. There will be an annual, non-refundable, activity fee of \$500 per student. This fee does not guarantee participation and will not be collected until a student has been placed on a team. There will also be a participation fee which will vary in amounts according to program level. Player package costs will also be additional.
- Beginning in the 2011-2012 school year, any middle and high school home school students will be eligible to try-out for all sports offered at TFA. There will be an annual, non-refundable activity fee of \$1000 per student. In addition, there will be a required participation fee which will vary in amount according to the level of program. Player package costs will also be additional. Required fees will not be collected until a student has been placed on a team.

Special Eligibility Rules for Home School Athletes

- Home School athletes must comply with FHSAA rules regarding home-school programs, found on pages 118-119 in the FHSAA Handbook: www.fhsaa.org/rules/handbook. The student and parents must meet with the athletic administrative assistant to insure compliance with these regulations.



FACILITY USAGE

After School Gym Usage

- All students K-12 are to report to the designated after school programs at the end of the regular school day. Only those students who have prior approval by the divisional principal will be allowed to be elsewhere on campus – athletic practice, fine arts practice, etc. Open gym will not be held as an alternative to after school care for students.
- All events, practices, and open gym times are to be approved and calendared prior to the use of the gym through the athletic department. Unscheduled events such as pick-up games will not be permitted. Requests of use of the gym must include the name of the supervisor and the names of the students involved in the event.
- Students will not be permitted to be in the gymnasium or weight room without a designated supervisor on site at all times. The supervisor must be a TFA coach or faculty/staff member. A separate supervisor will be required for the weight room and gymnasium and must be in a visible location at all times
- Unsupervised students will be directed to aftercare or study hall. Students who fail to comply with this policy will be subject to discipline in accordance with the parent/student handbook.
- The gymnasium will be locked at 3:30 each day unless a coach is present to supervise a calendared event. A staff member will be assigned on a weekly basis to be responsible for securing the facility each day. A sign-out log will be posted for the assigned staff member to check each day when the facility is secured.
- The gymnasium schedule will be posted on a weekly basis in the window of Coach Kinard's office.
- To Schedule the use of the Gymnasium, please contact the Athletic Department: 407-206-8634 or GingerMillsaps@thefirstacademy.org

TFA / Disney Tennis Center Usage

- The First Academy will serve the church and school community needs by handling the scheduling and calendaring of the tennis center.
- The First Baptist Church will provide restroom facilities for the tennis center by securing the student center during hours of operation.
- REQUESTS for use WILL be made in writing/e-mail 48 hours prior to use to enable checkout of keys and light codes.
- The center will have operation hours until 10:00 PM each night. No use after 10:00 PM without approval will be allowed. Days of operation will be Monday-Saturday.
- The cost for use of the facility will be \$10/hour during daytime and \$20/hour if lights are needed.
- Availability of the center for each month will be e-mailed two weeks prior to the start of each month. The center's calendar for each month will be posted in the athletic office and sent to FBCO for confirmation of dates scheduled at the beginning of each month.
- Requests for events further in advance can be made on an individual event basis.
- The center is used primarily during the day by TFA Physical Education classes, but requests can be made if courts are available.
- TFA Tennis teams and youth sports programs have priority use of the center during their season. All practices /matches are scheduled to conclude by 7:00 PM each day and by 5:15 PM on Wednesday.
- FBCO has priority use of the center on all open available dates/times when scheduling conflicts arise.
- FBCO will assign a person to facilitate the check out of keys and light codes for use by their groups.
- FBCO will have a set of keys for center use. All codes for use of lights will be PROVIDED to FBCO by the TFA athletic department.
- FBCO will assign a person to lock-up the facility when usage of the center is complete.



- All users of the center are responsible to clean the facility when finished and are responsible for any damages that occur during use.
- All damages must be reported to the athletic department immediately to ensure proper billing and repairs are made.

Weight Room Use

- The weight room is a common-use facility. Each team will have equal access to this facility, with priority given to in-season sports.
- Coaches will schedule the weight room through the athletic department and performance director.
- No student is permitted to use the weight room without direct supervision from a TFA coach.
- Students must have proper workout attire, consisting of a clean, dry T-shirt, athletic shorts, socks, and athletic shoes (no cleats). Students must remove all jewelry before entering the weight room.
- No food or drinks are permitted at anytime.
- Students are responsible for re-racking and cleaning of weight room after each use.
- Violations of weight room rules or policies may result in a loss of privileges.
- Music played in the weight room consists of:
 - Z88.3, which is the only approved radio station
 - Christian CDs, which have been pre-approved through the Athletic Office

Facility Use Standards

- **Use** of TFA facilities is restricted to functions associated with the school program, functions related to the First Baptist Church Orlando ministry programs, or functions of an outside party only when previously approved and scheduled. Use by an outside party must in all cases be consistent with the character and behavior expectations of The First Academy and the First Baptist Church Orlando.
- **Use** of academic spaces must first be approved by the applicable school division principal, the Operations Administrator, and the Leadership Team. Spaces located in areas scheduled by First Baptist Church Orlando must also be approved for scheduling on the church calendar. Use of athletic venues must first be approved by the Athletic Director, the Upper School principal, the Operations Administrator, and the Leadership Team. Allow one week minimum for approvals.
- **Use** of athletic venues must follow the protocol established for and titled “Outside Use of Athletic Facilities.” Included in this protocol is the requirement for a named TFA “Event Host” to oversee the function. The host’s responsibilities are specified in the document titled “Event Host Responsibilities.”
- **Care** of TFA facilities must be consistent, and must exhibit the excellence that is The First Academy. Excellence begins with a pride of ownership, which is encouraged and expected of the TFA students, employees, and parents. The conditions we contribute to here, permit here, and leave on exhibit here speak to the degree we personally value our school, our church, and our Savior, in Whose Name we exist and serve.
- **Care** of TFA facilities is to be given with the recognition that the last effort toward appearance I choose to make or not make before I leave the campus can very well contribute to the first impression the entire school makes to the next guest arriving on campus. While campus appearance generally falls under the jurisdiction of the Operations Department, it is the responsibility of each student, parent, and employee to do their part. This is “our” school.
- **Care** for the facilities includes being responsible to maintain a controlled environment of student behavior, being responsible to fix or turn in a work order to fix an object that needs attention, and being responsible to “put back” into proper storage what was “taken out” for a specific use when that use has been completed.
- **Care** for the facilities means an event has not completely concluded until all vestiges of that function have been properly removed and/or returned to their proper place of storage. If you “put it up,” “take it down.” If you “take it out,” “put it back,” if you “move it over,” “move it back,” etc. In addition, specific events shall be planned in a manner that has their scope limited to that which can be managed in set-up and strike



by the capabilities of the faculty and their parent support, as assisted by Operations. Events are not to be planned where the scope and amount of work required is beyond the reasonable capabilities at hand to produce it. Note that Operations can facilitate events but the department is not staffed to produce specific events. Operations can assist those who are “putting on” an event, but Operations cannot “put on” an event.

- **Security** of TFA facilities is paramount. TFA parents consistently name campus safety and security as a high priority and a high satisfier for why they have chosen TFA. Security is a matter that also generally falls under the Operations Department, however, it is the responsibility of all students, parents, and employees to act responsibly on this issue. Fundamental to security is vigilance. Some may assume that the TFA campus is a safe place, but in reality, a safe place is one that is made that way by specific attention given to consistently monitor the surroundings.
- **Security** at TFA is enhanced by the wearing of badges to identify those who work here, by locking spaces and buildings that are to be left unoccupied for some period of time, and by calling the school’s Response Team’s attention to any noted unusual person, vehicle, or activity. Locking of TFA buildings shall follow the protocol of the Crisis Management Plan for “Lock Down” events, and shall otherwise follow the normal, daily routine, as depicted by the Operations Department.
- **Security** of the school’s athletic venues, including the Payne Stewart Athletic Complex, is of utmost importance due to 1) the expectation of excellence of stewardship at a school of excellence, 2) the heavy investment of donors who sacrificially gave in order to construct the complex, and 3) the potential of harm that can come at a facility that is somewhat remote from the rest of the school plant. It is the responsibility of the Athletic Director, as may be delegated to the last coach to leave the venue/complex, to be sure event lights are turned off and all gates and doors of all buildings are locked. The Athletic Director is charged with establishing protocols to accomplish this expectation.



Athletic Facility Use Agreement

The First Academy
2667 Bruton Blvd.
Orlando, FL 32805
Office (407) 206-8634 • Fax (407) 206-8724

Organization _____ Contact Person _____

Street Address _____ City/State _____

Daytime Phone _____ Emergency/Other Phone _____

Fax _____

Identify all facilities requested by placing an X in the box next to the requested facility.

Depending on the size of the event, TFA reserves the right to require Lessee to contract a minimum number of security and/or first aid personnel.

Facility	Utilities / Maintenance	Miscellaneous	Equipment Needed
<input type="checkbox"/> Gym	<input type="checkbox"/> A / C	<input type="checkbox"/> Facility Administrator	<input type="checkbox"/> FB Sideline / Down Markers
<input type="checkbox"/> Track	<input type="checkbox"/> Field Striping	<input type="checkbox"/> Cleaning Crew	<input type="checkbox"/> Pole Vault Equipment
<input type="checkbox"/> FB / Soccer Field	<input type="checkbox"/> Stadium Lights	<input type="checkbox"/> Security	<input type="checkbox"/> High Jump Equipment
<input type="checkbox"/> BB Field	<input type="checkbox"/> BB Lights	<input type="checkbox"/> Ambulance	<input type="checkbox"/> LJ / TJ Equipment
<input type="checkbox"/> SB Field	<input type="checkbox"/> SB Lights	<input type="checkbox"/> Additional Dumpsters	<input type="checkbox"/> Hurdles
<input type="checkbox"/> PSAC Practice Field	<input type="checkbox"/> PA System		<input type="checkbox"/> Field Event Equipment
<input type="checkbox"/> John Young Field	<input type="checkbox"/> Concessions Stand		<input type="checkbox"/> Timing System & Operator
<input type="checkbox"/> Tennis Courts			<input type="checkbox"/> Other Miscellaneous Equipment

GYMNASIUM	95.00/HR	P.A. SYSTEM- FLAT FEE	100.00
SOFTBALL FIELD	60.00/HR	TRACK TIMING SYSTEM- FLAT FEE	400.00
BASEBALL FIELD	60.00/HR	SOFTBALL/BASEBALL LIGHTS	40.00/HR
PSAC PRACTICE FIELD	50.00/HR	FB/TRACK STADIUM LIGHTS	60.00/HR
FOOTBALL/SOCCER STADIUM & TRACK		TENNIS COURT LIGHTS	20.00/HR
0-4 HOURS FLAT FEE	1,000.00	SECURITY (MANDATORY)	35.00/HR
4-8 HOURS FLAT FEE	1,500.00	EXTRA DUMPSTERS - LARGE EVENTS	50.00/EACH
OVER 8 HOURS FLAT FEE	2,000.00		
TENNIS COURTS (PER COURT)	10.00/HR/DAY 20.00/HR/NT		

* ABOVE FEES ARE ALL INCLUSIVE COSTS WITH THE EXCEPTIONS OF THESE ADDITIONAL FEES



Date(s) of intended use (attach schedule if available) _____

Time (include time for set up and tear down) From: _____ AM/PM To: _____ AM/PM

Explain purpose of the event / activity: _____

Estimated number of participants: _____ Approximate age range of participants: _____

Estimated number of spectators: _____ Estimated number of vehicles: _____

Name of Facility Use Administrator: _____

Facility Usage Approval: Yes _____ No _____

Event Calendar with TFA: Yes _____ No _____

Anticipated Cost for this event (to be completed by authorized TFA personnel prior to signing agreement).

Total facility rental costs _____ Less Security Deposit _____ Date Due _____

Total utility / maintenance costs _____ Total Due _____ Date Due _____

Total miscellaneous costs _____

Total supervisor on duty fees _____ **Total anticipated costs** _____

All fees must be paid prior to event.

Certificate of Insurance on file with TFA Expiration Date: _____

We, _____, agree to operate our event under the Facility Guidelines of The First Academy. In the course of our event, should any property of The First Academy be damaged, we agree to make restitution in a manner that is acceptable to The First Academy. We understand that The First Academy (through its Representative) reserves the right to shut down any event that is operated in a manner that violates the policies and procedures of The First Academy Athletic Facility Guidelines. We also acknowledge that The First Academy is not liable for any injuries sustained by participants and/or spectators during the course of our event. We have provided a copy of our certificate of insurance to The First Academy as proof of our ability to support any such occurrences ourselves. Finally, we agree to pay all financial obligations to The First Academy by the dates agreed to above.

Signature of Group Contact

Signature of Authorized TFA Personnel

Operations Administrator Approval _____

Today's Date _____

Finance Office Approval _____

Date Calendared _____

Upper School Principal Approval _____

Athletic Director Approval _____

Anticipated Cost for this event (to be completed by authorized TFA personnel prior to signing of agreement).

_____ Total facility rental costs _____ Less Security Deposit _____ Date Due

_____ Total utility / maintenance costs _____ Total Due _____ Date Due

_____ Total miscellaneous costs

_____ Total supervisor on duty fees All fees must be paid prior to event

_____ Total anticipated costs



Certificate of Insurance on file with TFA

Expiration Date: _____

We, _____, agree to operate our event under the Facility Guidelines of The First Academy. In the course of our event, should any property of The First Academy be damaged, we agree to make restitution in a manner that is acceptable to The First Academy. We understand that The First Academy (through its Representative) reserves the right to shut down any event that is operated in a manner that violates the policies and procedures of The First Academy Athletic Facility Guidelines. We also acknowledge that The First Academy is not liable for any injuries sustained by participants and/or spectators during the course of our event. We have provided a copy of our certificate of insurance to The First Academy as proof of our ability to support any such occurrences ourselves. Finally, we agree to pay all financial obligations to The First Academy by the dates agreed to above.

Signature of Group Contact

Signature of Authorized TFA Personnel

Procedure for Outside Use of Athletic Facilities

1. Outside party (non-TFA, non-FBCO) seeks to use a TFA athletic facility
2. Party is directed to contact the Athletics Coordinator (A.C.)
3. A.C. receives all information from the party and documents it on the Athletics' Facility Use Agreement (FUA)
4. A.C. presents the FUA to the Athletic Director (A.D.) for his approval
5. A.D. initials his approval on the FUA, pending the commitment of a TFA Event Host, and returns it to the A.C.
6. A.C. marks the Athletics calendar as tentative only for the party's use
7. A.C. contacts potential Event Hosts and seeks a commitment
8. Upon gaining a commitment from the Event Host, A.C. contacts the party and requests a copy of the party's liability insurance certificate
9. Upon receipt of the party's insurance certificate, A.C. forwards a copy of the completed FUA and insurance certificate to the Operations Administrator and the Upper School principal
10. If the Operations Administrator and Upper School principal approve the outside use they place it before the Leadership Team for information, resolving any questions, and final approval
11. Once approved, the A.C. notifies the party, sends the party a copy of the FUA, directs them to return a signed copy of the agreement, along with a use deposit, and gives the party direct contact information for the Event Host
12. Follow-up communication relating to the party's use of the facility is between the party and the Event Host directly, under the supervision of the A.D.
13. Once the party's signed FUA and facility use deposit are received by TFA the Athletics calendar and the TFA Calendar are booked for the party's use by the A.C.
14. A.C. next contacts and schedules the school's cleaning company to provide cleaning staff and a full cleaning routine after the event (and also during the event if the size of the group warrants it) and writes confirmation of same on the FUA
15. A.C. then sends a copy of the completed FUA to the Director of Facilities for his use
16. After the event A.C. submits P.O. to the Finance office for compensation due the Event Host for services rendered

Operations Administrator Approval _____

Today's Date _____

Finance Office Approval _____

Date Calendared _____

Upper School Principal Approval _____

Athletic Director Approval _____



POLICIES

Administrative Supervision

- All varsity athletic events will have a TFA administrator on duty. Duties include, but are not limited to, providing safe crowd control, contacting appropriate personnel in case of emergency, and dealing with facility issues.
- The administrator will assist the A.D and staff in keeping spectators off the playing field/sideline areas and courts.
- The AD and US Principle will include a schedule for the teacher/administrator supervision in the personnel handbook each year (fall, winter sports by July 1st...spring sports by December 15th).
- After school supervision will be provided only for student athletes who are in attendance of their respective team's practice or game/match. Students who are not members of a designated team will not be allowed to remain in the gym or on practice fields. Unsupervised students will be directed to the assigned study hall location.

Attendance

- Students must be in attendance for the majority (at least four hours) of the school day, or have an administrator's permission, in order to practice or participate in a contest.
- School-sponsored games are considered an excused school-related absence from school.
- Students are expected to be at all practices and games.
- Students are allowed one personal game absence and two practice absences without penalty provided the following is satisfied:
 - **Practice Absence:** Parents provide written notice at least one day prior to the absence
 - **Game Absence:** Parents provide written notice at least two weeks prior to absence

Awards Policy

Varsity Letters

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

- A student may not miss more than 3 unexcused practices.
- A student must attend all contests. (Exceptions might be family illness or death and family commitments such as weddings.)
- A player must be a member of the team the entire season. A student who does not meet this criterion will receive only a Certificate of Participation.
- Students injured may still earn a varsity letter if they attend all practices.

JV And Middle School Team Awards

Each coach at the Middle School and JV level will select and present 3 certificates from the list below:

Letters, pins and bars

One chenille letter will be awarded to an athlete per career. Pins and bars will signify the sports and years of participation.

Senior Medals

These medals will be awarded to 3rd and 4th year lettermen in a sport at the Athletic Awards Ceremony.

Varsity Team Awards

Each varsity coach will select and present 4 awards for the following:

- Most Improved Player



- Outstanding Player
- Coach's Award

Varsity coach selects and presents 1 more of their choice: (some examples are listed below)

- Leadership Award
- Positive Spirit Award

Award Definitions

Outstanding Player – This award, while based heavily on statistical performance, should also reflect the player's positive traits, such as hard work, leadership, and commitment to his/her teammates.

Leadership Award – This award recognizes the player who best fits the profile the coach has described to the team of what a positive leader is and does.

Positive Spirit Award – This award recognizes the player who rises above circumstances and remains positive, is less self-focused and more team-focused, and is encouraging to others.

Coach's Award – This award may be defined and used by each coach to recognize any particular trait that he/she wants to see developed in his/her players.

Most Improved Player – This award recognizes improvement in skills related to the particular sport and the understanding of the sport.

Hustle Award – This award recognizes the player who does all he can to “get it done.”

All varsity awards, with the exception of Senior Medals, will be presented at an awards night at the end of the school year. JV and Middle School certificates will be given at the end of the season at team parties.

Conduct

Student Conduct

As members of athletic teams, athletes are high-profile representatives of The First Academy. Students are expected to act in an appropriate manner. The following behaviors are inappropriate and will not be tolerated:

- Fighting
- Profanity
- Use or possession of/being under the influence of alcohol, tobacco, or drugs
- Unsportsmanlike conduct
- Rude or disrespectful behavior
- Taunting opponents or officials
- Destruction of property
- Obscene gestures
- Derogatory or degrading comments

Students who exhibit any of the above behaviors or any other inappropriate behavior will be suspended from athletic competition pending further investigation. The athletic director, the coach, and the Upper School principal will determine the length of suspension.

Unsportsmanlike or Inappropriate Conduct

- Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. If the act occurs during an athletic contest, the student will be removed from the contest by the head coach.
- A student who strikes, curses, or threatens an official or coach during a game, or at any other time, or who fails to maintain a standard of conduct satisfactory to the FHSAA and/or the coaches and administration, will be ineligible for a period of up to six weeks and must pay the fine, if assessed, by the FHSAA to the school.
- A student who is ejected from a contest for a flagrant foul or unsportsmanlike conduct shall be ineligible to participate in any contest for one week. If no contests are scheduled during that week, the student will miss the



next football game, or the next two contests in any other sport, and must pay the fine, if assessed, by the FHSAA.

- All students who act in an unsportsmanlike manner, resulting in a letter/penalty, will be required to meet with the athletic director before resuming athletic participation.

Dismissal Offenses

The following is an overview of the philosophy of The First Academy Athletic Department on dismissal from a team.

This should be a last resort.

- The rationale: We cannot reach or teach students if they are not present. For the coach to decide to dismiss a student/athlete, the coach should feel that keeping the athlete would destroy the team or his/her ability to make progress with the team. The Coach's Letter to athletes and parents should cover these behaviors.

Behaviors in the range of "dismissal offenses" for the student/athlete:

- Lying, cheating, stealing or aiding another to do so
- Drinking alcohol, smoking anything
- Any involvement in illicit drugs
- Behavior that causes the coach to consider the athlete an undermining influence because of repeated examples of poor attitude, attendance, or work habits.

The coach will not summarily dismiss a student in violation. The athletic director and Upper School principal will be given detailed information regarding an incident that includes the possibility of dismissal from the team. It could be that the offense, on the surface, does not seem to rise to the level of dismissal, but the coach has cumulative information regarding the student/athlete that puts the athlete in the category of incorrigible. It could be that the student's cumulative attitude and behavior damage the chemistry of the team and the coach's ability to succeed. The decision to dismiss a student athlete will be determined jointly by the athletic director, Upper School principal, and the coach.

Spectator Conduct

Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. Fans are reminded that their sportsmanship and behavior reflect upon the reputation of TFA.

Fans are not permitted on the playing surface at any time unless authorized.

Bringing animals to athletic events is not permitted.

A spectator should:

- Demonstrate good sportsmanship.
- Respect, cooperate, and respond enthusiastically to cheerleaders.
- Diplomatically censor fellow spectators who display negative behavior.
- Respect the property of the school and the authority of school officials.
- Never heckle, jeer, or distract members of opposing teams.
- Never criticize the athletes or coaches for the loss of a contest.
- Refrain from second-guessing.
- Apply the "courtesy is contagious!" slogan at all times.
- Fans/students will be directed by the athletic staff to cheer for their teams and not against the opponents.

Dress Code

Also, see Parent/Student Handbook

- Students must travel to and from games in team uniforms, team warm-ups, team shirts, shirts and ties, or attire conforming to the school dress code, as designated by the coach.
- Students are to look neat and clean at all times when representing TFA.
- Athletes are not permitted to wear jewelry, including body piercing, during practices or games.



- The TFA policy on facial hair and hairstyles will be followed; however, the coach may impose additional requirements.
- Undershirts may not be visible. Undershirts (the sleeveless, scoop-necked kind) are not acceptable as outer garments in any athletic facility.

Early Dismissal

Students are responsible for all work missed due to early dismissals for athletic contests. When a student-athlete knows he/she will miss a class for competition, it is strongly recommended that class and homework be obtained in advance. Coaches will schedule games to limit the number of early dismissals.

An administrative assistant will dismiss students released early from school at the time(s) specified by the athletic director. Coaches are not to communicate time changes to the administrative assistant, but rather to the athletic director. All scheduled games that will require early dismissal must be approved by the Athletic Director and Upper School Principal prior to schedule being finalized.

Equipment and Uniforms

- Athletic uniforms are the property of TFA.
- School colors are Royal Blue and Gold. White may also be a dominant color on a uniform.
- Athletes may wear approved game shirts on the day of a contest.
- All uniform shirts or team shirts will be completely tucked in when being worn to school or during a game.
- Students must pay for any lost or damaged equipment or uniforms.
- All team wear (uniforms, warm-ups, t-shirts, etc.) must be approved by the Athletic Director prior to ordering.

Fundraising

The athletic director and the assistant headmaster/director of development must approve all fundraising projects before July 1st preceding the school year in which the fundraiser will take place. Once a project is approved, it must be re-approved each school year.

Inclement Weather

The following policy of FHSAA is in effect at TFA. Please note carefully how coaches at TFA will deal with inclement weather for outdoor contests.

Policy 32 FHSAA Inclement Weather Policy for Outdoor Contests

The FHSAA Board of Directors has established the following policy in the event of inclement weather which threatens an outdoor contest:

- If a thunderstorm or electrical storm occurs in the area prior to the start of or during any outdoor contest, the officials must immediately contact the principal or his/her designee of each school involved in the contest to determine if the contest should be played as scheduled, delayed, suspended or postponed. If the principal or his/her designee of only one of the competing schools is available, his/her request must be honored.
- The safety and welfare of all concerned is of paramount importance. In no case may an official deny a request by a principal or his/her designee to delay, suspend or postpone an outdoor contest due to inclement weather or imply that the contest will be forfeited as a result of such a request.
- A suspended contest shall be resumed from the point of interruption. Otherwise, National Federation Rules, regarding the resumption of suspended contests, will apply.

TFA Policy

When information regarding inclement weather is available, the athletic director will make a decision by 2:00 p.m. concerning cancellation of practices or home contests. Coaches will be notified of cancellations and the information will be posted on the TFA website as well as recorded on the Athletic Information Line at 407-206-8636. If inclement weather occurs once a practice has begun, the head coach (or his designated lightning monitor) is responsible for following the “30-30” rule, as well as radio/TV warnings, and the lightning detector, if available. All TFA coaches are to be familiar with the safety tips listed below.

Tips for Lightning Safety

- No place is safe near thunderstorms.



- Use the 30-30 rule
 - If there are 30 seconds or less between lightning and thunder, go inside.
 - Even if lightning can't be seen, just hearing thunder means you should go inside.
 - Wait 30 minutes or more after hearing the last thunder before going outside.
 - The safest place from lightning is a house or a large, fully enclosed building with plumbing and wiring.
- A vehicle with a solid metal roof and metal sides offers some protection. Common myth: Rubber tires protect you by insulating you from the ground. Wrong – lightning laughs at two inches of rubber. (It is the metal shell that protects you.)
- Top locations and activities for lightning casualties in Florida are -
 - Open areas (sports fields, golf courses, beaches)
 - Water-related activities
 - Under trees
 - Open farm equipment
 - Telephone (top sources of indoor casualties)
 - Radios and radio equipment
- **When thunderstorms threaten, avoid these locations like your life depends on it – it does!**
- Outdoor sports have the fastest rising lightning casualty rate. Coaches, referees, parents, and children – please have a lightning safety plan!

Mission Trips and Community Service

Coaches wishing to plan or participate in Mission Trips and Community Service Projects must submit a request for approval to Leadership Team. The request must include trip agenda, travel plans, costs and supervision/chaperone arrangements.

Multi-Sport Athletes

Students are cautiously permitted to participate in two sports during the same season involving teams sponsored by The First Academy when adhering to the following guidelines:

- A written agreement between the athlete, both coaches and the parents with final approval from the Athletic Director
- The athlete must designate the primary sport
- Participation in the primary sport requires attendance at all regular and tournament contests without penalty from secondary sport.
- In case of overlapping sport seasons, the prior sport season has priority and athletes may not compete until prior season has been completed. Coaches at TFA will encourage athletes to participate in multiple sports throughout the year. The A.D. will not permit coaches to suggest to players that they specialize in one sport to the exclusion of others. High school is a time when trying different sports should be encouraged.
- In the case of cheerleading (year- long sport), the athlete must have finalized contract prior to participation.
- If an athlete decides to quit a team, the coach will arrange a meeting with the player and his/her parents to discuss the matter. If it is a varsity player, the A.D. will sit in the meeting with the head coach. If it is a sub-varsity athlete, the varsity coach will sit in the meeting with the coach in charge of that level.
- An athlete who quits a team will not be allowed to practice, play, or participate with any other TFA team until the original team's regular and post-season play is completed.

Music

All music played at any TFA athletic event must be Christ-honoring. Only Christian CD's and radio stations approved by the athletic director shall be played at TFA athletic events. Failure to comply with these standards will result in the loss of privileges of playing music at any athletic events for that sport.



Non-School Competition

Participation in non-school teams (AAU, Club, etc.) is allowed providing there are no scheduling conflicts with any TFA team in which that student is a member of. TFA teams and their commitments must take priority over any outside team event. If any conflict should arise the expectation would be for the student athlete to attend the TFA event. Failure to comply could result in dismissal from TFA team.

Off-Season Conditioning Guidelines (FHSAA Policy 22)

The Board of Directors has established the following guidelines relative to off-season conditioning programs conducted by member schools:

- Definition
- Off-season – That period of time during the regular school year but outside the defined sports season for a given sport.
- Sports season – The period of time which begins with the first permissible day of practice and ends with the last permissible date for regular season contest (if not participating in state series competition) or the date of elimination from state series competition in a given sport. During a sports season a school may organize its teams in the sport for practice and inter-scholastic athletic competition within the regulations established to govern that particular sport.
- Conditioning IS:
 - Weight training: use of free weights and stationary apparatus.
 - Cardiovascular conditioning: distance and interval training.
 - Plyometrics: use of preset conditioning programs such as, but not limited to, “Bigger, Faster, Stronger,” etc.
- Conditioning IS NOT:
 - Teaching sport specific skills and drills.
 - The use of sport specific equipment (i.e. starting blocks, hurdles, rebounders, ball machines, bats, balls, rackets, etc.)
- Off-season conditioning programs are open to all students enrolled in that school for participation.
- All pre or post-season conditioning program participants must have on file the “FHSAA Consent and Release of Liability Certificate” and the “FHSAA Pre-participation Physical Evaluation” (or equivalent).
- Participation is voluntary and is not required directly or indirectly for membership on a team.
- Supervision by school personnel is required.
- It is recommended that instruction is part of the off-season conditioning program.
- It is recommended and strongly encouraged that schools provide information in the followings areas:
 - Proper use of weight-room equipment
 - Proper weight training techniques
 - Proper nutrition
 - Proper cardiovascular-conditioning techniques
- The school administration assumes the responsibility for making certain that there is adherence to these guidelines.
- Failure to comply with the above Off-Season Conditioning Guidelines could result in, but not limited to :
 - Assessment of fines, up to \$2,500 per violation
 - Loss of permissible practice time
 - Loss of privileges to participate in a pre-season jamboree or classic with reimbursement of a minimum of \$500 to each affected school and to the FHSAA
 - Reduced number of regular season “home” contests
 - Loss of privileges to participate in the FHSAA state series



Off- Season Participation Guidelines (FHSAA Policy 23)

The Board of Directors has established the following guidelines relative to contact by coaches in a given sport with student-athletes who participate in that sport at times during the school year outside that sport's season as defined in "Sport Seasons Guidelines" contained elsewhere in this handbook. (Note: this refers to the current FHSAA Handbook):

- Definitions
 - Off-season – That period of time during the regular school year but outside the defined sports season for a given sport.
 - Sports season – The period of time that begins with the first day of practice and ends with the last permissible date for regular season contest (if not participating in the state series competition) or the date of elimination from state series competition in a given sport. During a sports season a school may organize its teams in the sport for practice and inter-scholastic athletic competition within the regulations established to govern that particular sport.
 - Coach – Any person, regardless of whether they are employed or volunteer, who instructs, supervises, or otherwise manages student-athletes in conjunction with a practice, tryout, drill, workout, evaluation or competitive activity.
 - "Involved in any respect" – Engaged in anything to do with the non-school team, including, but not limited to, coaching, scheduling, transporting, officiating and hiring of officials, training, taping, managing team expenses, purchase of uniforms and equipment, etc.
- During the off-season, a coach may have contact with any student athletes who are members of his/her team outside the normal teacher-student classroom examinations; explain eligibility regulations; solve insurance problems; review films; build morale; and conduct off-season conditioning as defined Policy 22 "Off-Season Conditioning Guidelines."
- During the off-season, a coach or prospective coach, or any member school may be involved with a non-school team in a sport that he/she coaches provided the non-school teams meets the following requirements:
 - Teams must be affiliated with an outside agency promoting athletic participation opportunities, such as but not limited to:
 - Baseball – Babe Ruth, American Legion, NABF, AAU, City/County Leagues
 - Basketball – AAU, USA, USOC
 - Golf – USGA, AJGA
 - Soccer – FIFA, Youth Leagues
 - Softball – ASA, USSSA
 - Swimming and Diving – USS, NISCA, ASCA, CSCAA, AAU
 - Tennis – FTA, USTA, USPC, ITF
 - Volleyball – USVBA, USOC, USA, AVA
 - Wrestling – USA, AAU
 - Participation must include a published schedule of competition.
 - All fees or assessment for participation must be documented.
 - Participation by student-athletes in non-school programs must be voluntary and in no way be an actual or implied prerequisite for membership on a high school team.
- Participation by a student in non-school athletics (e.g. AAU, American Legion, club settings, etc.) on a team that is affiliated with any school other than the school which the student attends, or attended the prior year, followed by enrollment by that student in the affiliated school, shall be considered *prima facie* evidence of recruiting by the school to which that student enrolled, or that the student enrolled in that school in whole or in part for athletic reasons. Unless this *prima facie* evidence of recruiting, or that the student enrolled in the new school in whole or in part for athletic reasons, is disproved by the school and student to the satisfaction of the commissioner, the student shall be ineligible to represent that school in interscholastic athletic competition for a period of 365 consecutive days from the date of his/her enrollment in that school. A team affiliated with a school is one that is organized by and/or coached by any member of the coaching staff at, or any other person affiliated with, that school; and/or which the majority of the members of the team (participate in practice and/or competition are students who attend that school) (Bylaw 11.4.10).



- Member schools may make their gymnasiums and other athletic facilities available to outside groups or organizations such as USA Wrestling, AAU Basketball, American Legion Baseball and others as approved by the conduct or recreational activities programs without being in violation of FHSAA Bylaws under the following guidelines:
 - The school may not assume responsibility for, nor provide facilities for, these activities except under the condition that if the school's facilities are used, such facilities must be contracted to the group or organization that is responsible for the program.
 - The school may not assume liability or insurance responsibility for non-school recreational activities.
- The school administration assumes the responsibility for making certain that there is adherence to these guidelines.
- Failure to comply with the above Off-Season Participation Guidelines could result, in but not limited to -
 - Assessment of fines up to \$2,500 per violation
 - Loss of permissible practice time
 - Loss of privileges to participate in a pre-season jamboree or classic with reimbursement of a minimum of \$500 to each affected school and to the FHSAA
 - Reduced number of regular season "home" contests
 - Loss or privileges to participate in the FHSAA state series

Open Facilities Program Guidelines (FHSAA Policy 24)

- The Board of Directors has established the following guidelines relative to open facilities programs conducted by member school:
 - Member schools may open their gymnasiums and other athletic facilities to students without being in violation of FHSAA Bylaws under the following guidelines:
 - The facility is open to all students who are bona fide students (Bylaw 11.1.1) in that school. Opening facilities for a select group of students to practice individual skills for a specific sport is a violation of this policy.
 - Students may only participate in open-facility activities in the school in which they are a bona fide student (Bylaw 11.1.1).
 - Middle School students cannot participate in Senior High school open-facility activities unless the Middle School student is a bona fide student (Bylaw 11.1.1) in that school.
 - Supervision by school personnel is required. However, school personnel, including faculty and non-faculty coaches in attendance, may not provide coaching or instruction in the skills and techniques in any sport by any school personnel. Their presence may be in a supervisory capacity only.
 - Participation is voluntary and is not required directly or indirectly for membership on a team.
 - No sport specific tasks, skills, or drills may be taught or assigned to students to perform during open facility activities.
 - Open facility activities for a specific sport (i.e. baseball, girls' or boys' basketball, volleyball, wrestling, etc.) will conclude a minimum of two weeks prior to first FHSAA permissible day of practice for that sport.
 - The school administration assumes the responsibility for making certain that there is adherence to these guidelines.
 - Failure to comply with the above Open Facilities Program Guidelines could result in but not limited to -
 - Assessment of fines up to \$2,500 per violation
 - Loss of permissible practice time
 - Loss of privileges to participate in a pre-season jamboree or classic with reimbursement of a minimum of \$500 to each affected school and to the FHSAA
 - Reduced number of regular season "home" contests
 - Loss of privileges to participate in the FHSAA state series



Out of Town Activities/Overnight Policy/Chaperones

In the event that a field trip, sports outing or other student activity requires students to stay overnight, the following guidelines will be observed:

- All Parent/Student Handbook guidelines for off campus activities and field trips apply for overnight activities.
- Curfew for students nightly is 11:00 pm. Should circumstances necessitate students returning to their rooms after 11:00 pm the Trip Sponsor is responsible for contacting an administrator to update him/her on the details of the situation.
- Students are never to be in the rooms of students of the opposite sex.
- In the event that students run into groups of people they know while on the trip it is understood that:
 - Students are on the trip to participate with their fellow TFA classmates. No TFA student will be allowed to engage with other non-TFA individuals or groups.
 - Students are not to be in the dorm rooms, hotel rooms or condos of non-TFA individuals or groups.
- The Trip Sponsor is responsible for contacting hotel management to block TV channels that are inappropriate for a TFA audience. Should the hotel not have the capacity to selectively omit channels from their guest rooms then other options should be explored to prevent students from accessing inappropriate material. This is an item that should be settled before our students ever arrive on site.
- Movies and Entertainment
 - Videos shown to students must be previewed by the Trip Sponsor before leaving on the trip. A list of videos that 'may' be shown should be presented to the Leadership Team along with the Itinerary for the trip one month prior to leaving.
 - No movies, plays or other entertainment venue should be allowed that is not on the itinerary. If, for instance, the Trip Sponsor would like to take students to see a movie at a local theater – that movie would need to be listed on the itinerary which is to be submitted one month prior to leaving.
 - If a trip needs some flexibility and 'may' see a movie, this needs to be listed on the submitted itinerary as an optional activity.
 - At no time will a TFA group participate in a 'spur of the moment' activity without direct approval from a TFA Administrator.
- The use of electronics by students on overnight trips is greatly discouraged. Should it be necessary for students to bring electronic devices, a written explanation of the need should be presented to the Leadership Team one month prior to leaving.
- It is highly recommended that students carry a cell phone with them on an overnight trip. It is also highly recommended that students and chaperones put an I.C.E. number in their phone. I.C.E. is a standard emergency protocol that EMS, Fire and Police have begun to use in helping people. It stands for: In Case of Emergency. Should a student or chaperone be found and unable to communicate, a quick check in a cell phone will provide these emergency personnel with vital and quick information.

Chaperones

Ratio: one adult chaperone per 10 students.

All trips of any kind, which have overnight stays, must be cleared with the principal and have a mandatory parent meeting scheduled at least one week in advance. At the meeting, a school-approved checklist is covered and signed by those in attendance. (See appendix).

- Chaperones Code of Conduct
 - All chaperones (faculty and parent) are expected to follow Parent/Student Handbook guidelines for dress and decorum.
 - Chaperones understand that their purpose is to oversee and monitor students so that everyone may enjoy the trip and benefit from its activities.
 - No Chaperone may make a decision outside the determined parameters of the trip without consulting with the Trip Sponsor. Trip administration falls squarely under TFA authority. Parents attending will agree to yield to the Administrative decisions made on the trip.



- Chaperones are to report situations that they see and interact with students to prevent injury, damage to property or other harm. All student discipline as a response to student behavior is to be determined by the Trip Sponsor.
- Chaperones agree to follow and uphold trip guidelines and itinerary.
- In the event that a chaperone has concerns about a Trip Sponsor decision or even disagreement about a decision, it is the expectation that the chaperone discuss the concern or disagreement directly with the Trip Sponsor in private. Matthew 18 is to be followed closely. Conversation to other chaperones or students regarding a Trip Sponsor's decision is expressly discouraged.
- Chaperones will agree to not purchase gifts or other items for small groups of students. Items are either purchased for everyone or for no one.
- Chaperones understand that failure to follow through on the above obligations could result in his/her elimination from future trips.
- Items to be turned in one month before the overnight activity:
 - Full Itinerary. This should include potential or optional activities. It should include costs for participants as well as potential and/or optional activities.
 - Any print materials that will be used on the trip.
 - Itinerary.
 - Trip guidelines and expectations.
 - Devotional material (where applicable).
 - Rooming assignments.
 - List of movies and/or entertainment which may be shown to students. All movies on the list should have a review included with its submission.
 - List of students and chaperones.
 - Permission slips (students only).
 - Photocopy of insurance cards (front and back).
 - Signed medical release form.
 - Background check (non-employee chaperones only).
 - Cell phone list.

Parking and Student Pick-Up

- Parents are asked to assist the coaches by arranging for their students to be picked up at the designated time after practice.
- Parking for gymnasium events is located in the front of the administrative building at the Lower School campus and at the Upper School Parking Lot. The parking area includes the paved and marked areas as well as the grass located near the Bruton Blvd. entrance.
- Cars should not park in the lanes by the sidewalk in the drive-thru area.
- Students may park only in designated areas.
- Cars are not allowed in the grass area in the rear of the gymnasium area. This area is to be used only for loading or unloading heavy equipment or shipments.
- Coaches will administer consequences for those who violate these policies.
- Repeat offenders will meet with escalating consequences.

Post-Season Lodging

- The Royal Booster Club will reserve and pay all costs deemed necessary for hotels during district, regional, and state competitions. Hotel expenses for regular season tournaments or meets are the responsibility of the athletes.
- For safety and team reasons, all rooms will be booked for no less than four athletes. Parents may not purchase individual rooms for their athletes.



- Parents may be asked to stay in separate lodging, due to “team” reasons.
- Parents are responsible for making their own lodging reservations. The Athletic Department will not make provision for parents.

Practice Clothing

- Coaches may require team members to purchase practice clothing bearing the school name and sport.
- Students are not permitted to wear revealing clothing, clothing with references to alcohol, tobacco, drugs, profanity or Satan, or clothing that has offensive symbols.

Practice Times

- Grades 6-8 (non-varsity athletes) are not permitted to practice/condition before school starts in the morning.
- Times of athletic practices will be set by the coach and published in the Parent Letter prior to the season.
- NO Sunday meetings of players or practices are permitted.
- Vacation practices and tournaments must have prior approval from the athletic director and Upper School principal. Coaches are to remember that vacations are for family time and are to be respectful of such. Requests for practice and/or games during vacation days must be submitted for approval in writing and must receive written approval from the athletic director and Upper School principal prior to the mandatory parent meeting. All vacation practices and tournaments must be announced at this pre-season parent meeting.
- All Wednesday practices will be finished by 5:30 p.m. No Middle School teams will be permitted to practice on Wednesdays with the exception of Middle School Football which will conclude at 5:00 p.m.
- When school is out because of hurricanes, or other natural disaster, all practices will be cancelled or postponed. In playoff situations, FHSAA will set the make-up or postponed-game itinerary.

Senior Recognition

Senior athletes will be recognized at the end of each season during scheduled games or events

Spectators

To enhance a safe environment for all spectators and athletes, spectators are not permitted on the sidelines or on the courts before, during, or after an athletic contest. The administrative supervisor and the A.D., as well as the athletic department staff are responsible to see that spectators are kept off the sidelines and courts. Only administrative personnel, or those designated by TFA, may be on the sidelines.

Student Managers

Student managers are valuable assets to our athletic teams.

Students desiring to serve as managers for teams should contact the coach of that team.

Student managers are required to meet and follow all rules and regulations pertaining to interscholastic athletics.

Student managers may earn letters by meeting the same criteria as team members.

Team Organizational Meetings

Each team will attend a mandatory parent/student organizational meeting prior to the first game (exceptions must be approved by Athletic Director).

Information pertaining to the following is to be covered:

- Physicals
- Student eligibility team
- Practice and game schedules
- Team rules and expectations
- Philosophy and vision for the programs



- Team costs/fees
- Team discipline policies
- Protocol for conflict resolution
- Summer calendar and expectations
- Royal Booster Association involvement
- Coach, parent, and player relationships

All parent meetings must be put on the calendar, through the athletic administrative assistant, as soon as a date is established.

Each head coach will write a Parent Letter. It must receive prior approval from the A.D. before distribution. It will serve as a contract laying out rules and expectations for the student/athlete, along with the lettering policy. This letter is to be signed by both student and parent. (See Addendum for a sample letter.)

Team Photographs & Photography Access

The athletic administrative assistant will schedule team and player photographs at the beginning of the respective sport seasons (fall, winter, and spring) to be used for the sports program, yearbook, school newspaper, and media. This must occur immediately following the try-out process, once the team has been chosen and uniforms have been issued.

The athletic administrative assistant will inform coaches, athletes, and parents on the process to purchase photo packages of the team and player pictures.

Photography access on game fields will be limited to those hired by TFA and/or assigned by the Athletic Department.

Tournaments/Holiday Scheduling

All tournaments must be approved by the A.D. and Upper School principal. They are to be scheduled prior to the beginning of the school year. All scheduling/timing of tournaments during Thanksgiving, Christmas, and Spring Breaks must be approved by the athletic director and Upper School principal. No games or events may be scheduled on Good Friday.

Transportation

When leaving during school hours for an athletic event, it is the coach's responsibility to arrange proper transportation for the athletes.

If an athletic event does not require leaving during school hours, the parent will be responsible for transportation to and from the event.

Transportation of students in student vehicles is highly discouraged. Coaches and parents must understand that if this is done personal insurance is exposed and should not be done without previous written parental permission.

TFA strongly suggests that coaches do not use their personal vehicles for student transport and prohibits transporting individual students.

Directions to athletic contests will be provided on the Athletic Information Line.

During transport, seat belts must be worn and all students must remain seated. Luggage and equipment must be free of the doors and not blocking the aisles.

Only team personnel and players are allowed to use TFA transportation.

While food and drink are permitted on buses, coaches and players are responsible for keeping buses clean and free from trash and debris. Failure to do this will lead to a loss of this privilege.

Only G or PG rated movies may be watched on athletic trips. Coaches should be very judicious in the selection of a movie, to insure it is commensurate with our school's mission.

Music that is played should be free from profanity, violence, or suggestive lyrics.



Athletes traveling home after games, with anyone other than parents, must provide written permission slips prior to the game day.

Parents should arrange for pick-up of their children in a timely fashion after games and practices.

Coaches may not leave athletes unsupervised, whether on TFA campus or an away site, until all students have been picked up.

Try-Outs/Team Selections/Cuts All Sports, Grades 6 -12

The following sports are cut sports:

- Fall: Volleyball, Golf
- Winter: Girls' Basketball, Boys' Basketball
- Spring: Softball, Baseball, Tennis

The following sports are non-cut sports:

- Fall: Cross Country, Football, Swimming
- Winter: Girls' Soccer, Boys' Soccer
- Spring: Spring Football, Track & Field, Baseball

Home-schooled students may not try out for cut sports. If a sport changes from non-cut to cut, any home-school players on that team will be given a try-out in that sport because of their prior status.

Before a student may try-out or practice, there must be on file with TFA, a completed Physical Form, an EMT card, a copy of an original Birth Certificate, and a Parental Permission form.

In all sports where it is anticipated that a student-athlete may be cut, it is mandatory that the tryout period last at least three days.

The athletic director and principal will be given the cut list, with a brief rationale for each cut, before it is announced.

If a student-athlete has a legitimate excuse (in the judgment of the varsity head coach and/or the A.D.) for missing the try-out period, a subsequent one-day try-out may be granted to assess that player's abilities.

In the try-out process, it is important for the varsity coach to have unlimited input as to which players are kept on the squad at all levels of the program.

When an athlete is cut, it is always to be done in a private, face-to-face meeting with the coaches. Two coaches must be present in the meeting with the athlete. In that meeting the reasons for the cut should be explained. Also, the coaches should tell that athlete what skills to work on. He/she should be encouraged to pursue other athletic interests.

All Middle School Athletes playing at the Varsity level must be approved by the Athletic Director, Upper School Principal and Middle School Principal.

No Middle School team try outs will be scheduled on days when school is not in session.