



THE MASTER'S ACADEMY

ATHLETIC HANDBOOK

LOWER SCHOOL

Pursuing athletic excellence, developing Christian character

ATHLETIC PHILOSOPHY

It is the goal of The Master's Academy lower school athletic department to provide a variety of extracurricular/intramural activities in which a student can participate regardless of his/her abilities. Lower school sports programs are intended to be recreational in nature. A student is guaranteed a minimum amount of playing time; however, absence from practice can affect playing time. It is the philosophy of the lower school athletic department to allow each student to develop to his/her potential in a positive, nurturing environment. Volunteers and P.E. coaches are team coaches. All volunteers are under the direction of the Lower School Athletic Director. If a league sport offers both recreational and competitive team opportunities, competitive teams may be considered with administrative approval.

PARTICIPATION PHILOSOPHY

Participation in lower school athletic programs is voluntary. Students are required to attend at least 75% of both games and practices during the season. Those who fail to meet the minimum requirement will not receive an award at the end of that particular season. The number of teams is dependent upon student and parent involvement. No student may participate if necessary fees have not been paid. Students absent from school may not participate in games or practices on that day.

LOWER SCHOOL ATHLETIC DIRECTOR RESPONSIBILITIES

- Communicate to parents and students the philosophy, specific goals and objectives for the lower school sports approved by the upper school Athletic Director and Board.
- Develop a school year sports calendar.
- Work with various leagues and officials in implementing sports.
- Develop handbooks for coaches to use as drills during the season.
- Evaluate each volunteer coach during a practice session.
- Evaluate each sport at the conclusion of the season.
- Will conduct coaches' clinics throughout each year for the various sports.
- Be responsible for the proper usage of TMA equipment and property.
- Investigate and report to the administration any incidents or accidents which may be harmful to children or to TMA's reputation.
- Dismiss any coaches who display non-Christlike actions on or off the fields.
- Cancel practices or games in the event of lightning, thunder or inclement weather.

VOLUNTEER COACH RESPONSIBILITIES

- Pass background and drug testing checks.
- Have a love for the Lord Jesus Christ.
- Attend all mandatory meetings scheduled by the Athletic Director and leagues.
- Hold at least one practice each week.
- Maintain proper usage of equipment and property both at TMA and other athletic sites.
- Report any problems to the lower school Athletic Director.
- Ensure that two adults are present at all practices.

- Ensure no child is left alone following practices or at games.
- Remove children from fields if lightning, thunder, hail, or other bad weather is present.

BASIC PROCEDURES AND INFORMATION

Registration

It will be the responsibility of the player and his/her parents to return the registration forms to the school office or to register online before the appointed deadlines. All forms must include the proper documentation (birth certificates, emergency information, etc.) as well as include the proper payment for the sport. Any registration not fully completed will be returned and could affect placement on a team.

Refunds

Parents may request a refund (minus a \$10.00 administrative fee) before the teams are formed. Once a player has been placed on a team no refunds will be issued. For those who ordered uniforms, no refund will be issued unless the athletic director can find someone to purchase the uniform.

Inclement Weather

In the course of a practice session, when negative weather changes take place, the coach must use his/her judgment as to whether the practice should continue or even begin. In the case of thunder, lightning, or hail, coaches **must** pull their team off the field and find appropriate shelter. Coaches must not place their team back on the field until at least thirty minutes have passed since the last sound of thunder or evidence of lightning. The best advice is, "When it roars, go indoors." If practice is cancelled due to inclement weather, players will be allowed to use the after school program free of charge during their scheduled practice time.



Practice Cancellation

In the event of inclement weather before school dismissal, practice may be cancelled at the discretion of the Lower School Athletic Director or Principal. Coaches will be contacted by the office and made aware of the cancellation. Players will be allowed to use the school phone to notify their parents of the cancellation. If parents cannot be reached, players will be taken to the after school study hall where they will wait for their parents to pick them up with no cost for the scheduled practice time. When a game is called due to inclement weather or poor field conditions, the league will do its best to contact the Lower School Athletic Director and each coach. Once a coach has been contacted, it will be his/her responsibility to contact each player of the cancellation. A coach may also utilize the team mom in making these contacts.

Off Campus Practice

All efforts will be made to provide each team with practice time on the TMA campus. Any team wishing to practice at a facility off site must first have the permission of the Lower School Athletic Director. No transportation is provided by the school, and parents must provide their own transportation to practices and game locations.



Player Pick Up

For practices scheduled after school dismissal, coaches (or team mom) may go to the front office and have the team called over the intercom system at the 2:40 dismissal time. Coaches will pick up their players in the breezeway and take them to the restrooms to change. For practices scheduled later in the day, coaches (or team mom) will go to the after school study hall to pick up their players. Coaches must make sure each player is officially signed out of after school. Players are not charged for after school while waiting for a practice; however, siblings using after school are not eligible for free after school care. Siblings must remain in after school during



practice times. Coaches and team moms need to carefully supervise students changing clothes. No student should walk to or from the practice areas unless escorted by an adult.

Player Drop Off After Practices

After practice, the coach or team mom will take any players not picked up within ten minutes by his/her parent to the after school study hall. At no time will the coach or team mom allow a player to walk to after school unescorted. The after school staff member will check the student(s) in and the parents will be charged accordingly. If practices last until six o'clock, after school closes at six, and the coach will need to remain with any children for parent pick up.

Please make sure students have gathered all their belongings from practice areas before going home or going to after school.

Equipment and Uniforms

The school will provide the basic equipment for a coach to hold practice. Players will be responsible for their own personal equipment such as cleats, shin guards, etc. for both games and practices. The coach will be responsible for returning equipment to the lower school athletic office following practice. Coaches may not take home any equipment without the approval of the athletic director. Coaches should be aware of and are responsible for equipment and facility misuse and/or abuse. Coaches should report to the lower school Athletic Director any safety issues regarding equipment and facilities. Uniforms for each player are ordered by parents.



COACHING RESPONSIBILITIES

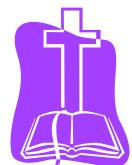
Background and Drug Test

Those interested in coaching at TMA must take a drug test and pass a background check. Coaches may pick up a packet from the athletic director. All tests must be completed and results returned before practices for the season can begin. No one will be allowed to coach without administrative approval.



Spiritual Character

Every coach from TMA must have a love for the Lord Jesus and a personal relationship with the Lord. His/her life must reflect that love and be evident in the way he/she conducts the practices and games. Coaches will need to work not only on the basic skills of the game, but will also need to incorporate a devotional into each practice and game to help in the building of the players' spiritual growth. Players on all TMA and opposing teams should be encouraged by TMA coaches and spectators. Win, yes, but not at the cost of our Christian testimony to our own children and to others.



Time Commitment



Most coaches at the lower school level are volunteers, and we appreciate the time devoted to help each team. Coaches will need to attend all mandatory meetings held before the start of the season by the league, as well as any meetings scheduled by the lower school Athletic Director. Coaches should hold at least one practice a week. The practice time will vary with the age group and the talent level, but should be no shorter than forty-five minutes and not exceed an hour and a half. Coaches will need to commit to being at the game thirty minutes before it starts and stay until all his/her players have been picked up following the game. Coaches with teams which are not official TMA teams, but made up of only TMA students, **MUST** secure permission to practice at TMA from the lower school Athletic Director. First priority on all fields and courts are TMA teams.

PLAYER RESPONSIBILITIES

Team and Time Commitment



It is important that young students learn the value of commitment. Any student who desires to wear a TMA uniform must understand what is required of him or her. Students who play on a TMA team should commit to the TMA team as their primary team. A student is free to play in other leagues, but if there is a conflict, commitment to the TMA team should be the priority.

These are team sports, and each team member is a necessary part of the whole.

Awards are presented only to those students who meet the following two requirements:

- a. Played the entire season
- b. Attended 75% of games and practices

Leaving the team

Teaching our children to complete what they have started is very important. Teams are formed accordingly, and if a player decides to quit during the season, it not only affects the team but in a sense the whole league. In the course of the season, if a player leaves the team for any reason other than medical, that child will not be allowed to play on any TMA team until the next semester. No money will be refunded to the player's family nor will he/she be eligible for any awards.

Practice and Participation Time

Every child may be eligible to play in every game; however, absences from practice may affect the amount of playing time.

PARENT'S RESPONSIBILITIES

Parent Behavior

Parent involvement should exemplify the highest standards of conduct and never bring reproach on our Lord Jesus Christ. Harassment, put-downs, abusive yelling, etc. by adults could evoke rejection from the event by the referees or the athletic director. Parents who are not coaches may not sit near the team bench or disrupt the coach during games and practices. Any parent who makes a scene during a game or practice session will be asked to leave and could result in his/her child also being removed from the school team. Parents will need to read the athletic handbook and become familiar with the policies regarding sports.

Concession Helpers

To help support our athletic programs, parent volunteers may be needed to run our concession stands during the different seasons. Each team will provide a list of parents to rotate working with the athletic director in the concession area.



RECREATIONAL TEAMS

Recreation Teams

For those students who like to play, who like to develop their skills, who want guaranteed playing time, or who just want to have fun, the TMA recreational teams will meet their athletic needs. Recreational teams are formed by the lower school Athletic Director and P.E. coaches who strive to balance the skill levels on each of the teams in a division. In grades 3-5, the lower school Athletic Director and the team coaches use a "draft" system to form teams.