



CENTURIONS

Athletic Department

Handbook

Athletic Director: Billy Hunt

I. PREFACE

The purpose of athletics at Cicero Preparatory Academy is to develop in our scholar-athletes a Great Soul while pursuing competitive greatness. Lessons that are learned through competition and practice can enrich the lives of our scholar-athletes. Many virtues sought after in a Great Hearts education can be built up through athletics.

Athletics is an integral part of the process of preparing students for life. Our Great Hearts philosophy tells us that athletics has a two-fold benefit for athletes.

First, the training and disciplining of the body leads to an excellence of physique, health and happiness.

Second, “competition” has two Latin parts: “petere” which means “to seek” and “com-” which means “together”. Competition literally means to seek or strive together. In athletics there is both struggle and camaraderie.

The struggle allows the student to be courageous in the competitive environment, where they avoid the extreme of becoming a dishonest savage or cowering from a challenge. The middle between those extremes is the virtue, literally “strength” of spirit that students grow in through competition.

The camaraderie formed by teammates struggling for the same goal forms a community that is equally important in all athletic pursuits. Each team member contributes to the victory, shares in the losses, supports the rest of the team, and delights in any glory attained.

Both scholar-athletes and fans will learn many invaluable lessons. It is the role of the Athletic Department, in conjunction with the administration, to make rules that govern the spirit of competition for the school. Athletics at Cicero Prep (CP) provides our students the chance to learn, compete and grow as individuals, while providing unique travel opportunities to experience other Arizona communities.

This handbook is written to clarify the policies of the athletic program of CP. Most of the information is aimed specifically toward the high school athletics program, but each of the principles contained within this document also apply to the middle school athletics program (unless stated otherwise). Any reference to the Arizona Interscholastic Association (AIA) applies only to the high school athletics program because AIA does not sponsor or regulate our middle school athletics program. The middle school program follows the governing body of Arizona Middle School League (AZMSL).

II. INTRODUCTION

A. To the Parent

This material is presented to you because your child has indicated a desire to participate in interscholastic athletics. Your families interest in this phase of our school program is important. We believe that participation in sports provides a wealth of opportunities and experiences for the student. It is our hope to maintain a program that is sound in purpose and will further each student’s educational, physical, and mental maturity.

A student who participates in athletics is voluntarily making a choice of self-discipline and self-denial. Failure to comply with team or school rules of training and conduct, or failure to

fulfill academic requirements may mean exclusion from a squad. There is an expectation that each participant will discipline his/her mind and body for rigorous competition. While winning is important and we will strive to make that happen, we understand the importance sports plays in one's life. **Life lessons learned are key to success. Time management, Commitment, Accountability and Work Ethic are the pillars of our program. We then provide support to these pillars by reinforcing our core values (the foundation) of Truth, Beauty, and Goodness.**

Parents play a critical role in the overall success of their student's involvement in athletics. It is important that all parents realize the importance of their role in this area of their student's life so that they can provide the key ingredients in their child's recipe of athletic success.

1. Support and Cooperation

- a) Attend every contest that is feasible. Being at the game is important to your athlete. Be positive and supportive without adding undue pressure and unrealistic expectations. Try to be objective. Avoid the temptation of seeing your student as the best player on the team or as faultless. All players, no matter how capable, need correction, redirection, and occasional chastisement.
- b) Belief in and support of the coach's judgment, character, actions, strategy, and overall philosophy will help your child do the same. In contrast, critically questioning a coach's actions and overall program will likewise lead the student athlete in that way. The attitudes and ideas communicated in the home will often be carried out in the heart and mind of the athlete.
- c) Let your child know that you are supportive and that you believe in him/her regardless of the individual or team performances in a contest.
- d) Be flexible whenever possible. As carefully as planning is done, changes in times and schedules sometimes need to be made.
- e) Buildup, rather than put down, other team members. It is important that each one sees the other team members as a vital part of the team, regardless of their role or skill level.
- f) Be sensitive to those around you as you watch the contest. Being a parent of a star athlete or a parent of an athlete who plays less often each holds its share of joy and pain.
- g) Support your athletic department and coach. You may not agree with how the department is run, the core values or the way a coach runs their team. However, we are here for the athletes and we want them to be successful in more than just sports. We are growing them for future success in life and we are using methods and guidelines that work. Each athlete is different, and we may adjust to their personality, but the program does not change from how it runs.

2. Communication

- a) If your scholar-athlete must miss a practice or contest for unavoidable family reasons let the coach know as soon as possible.
- b) If you have a valid question or comment, express it to the appropriate person (most often the coach) in a positive way and at an appropriate time.
- c) **At the high school level, 95% of the communication will be between the coach and athlete. Parents should expect to get information from their child. We**

want them to be responsible for themselves and we want them to communicate.

- d) Parents and athletes should check regularly with our sports website for all things related athletics. This is the best location to know practice and game schedules, scores, updates, and registering and paying for sports.
www.ciceroprepathletics.com.
- e) More information can also be found via these social media outlets.
 - a. www.facebook.com/CiPAthletics/ - Filters from main website
 - b. Twitter - @CiceroAthletics – Filters from main website, additional post as needed
 - c. Instagram – cipcenturions – AD will post lots of information here including any last-minute changes or updates. (highly suggest this one)

3. Guidelines for handling parent/coach concerns

- a) Remember that the coach is the designated person in charge. You may not understand or agree with some of his/her philosophies or decisions but be willing to give the benefit of the doubt and show your support.
- b) The first responsibility is for the athlete to work with the coach. A coach appreciates communications from the athletes regarding team or individual situations. If a parent wants to speak with a coach about a concern, it should be done at a suitable time or via an appointment. Confronting a coach before or after a contest is not an appropriate time. If the concern still exists after meeting with a coach, the concern should be taken to the Athletic Director (AD). If there is still concern, the parent and the AD will meet with the Headmaster.

Parent Summary

Your role as a spectator is important. Support your athlete, your team, and your school in a positive manner. There are certain things that have become common in some sport venues that are not acceptable at CP. You can see how critical and important your role is in the success of your child's athletic involvement. Please take the time to carefully consider and evaluate how your attitudes and actions are presently influencing your child. Most parents desire to enhance the athletic experience of their children. This can best be done with attitudes that are consistently supportive and encouraging. The administration, coaching staff, and, most of all the athletes – the chief beneficiaries of parental involvement, appreciate your efforts of support, communication, and sportsmanship.

B. To the Athlete

Being a member of a CP athletic team is the fulfillment of an early ambition for many students. This accomplishment carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad at CP you have inherited a wonderful tradition, a tradition you are challenged to uphold. Our tradition is that of winning with honor and losing with grace. We win when we do our best, where we are, with what we have. Our desire is to win, but only if doing with honor. Such a tradition is worthy of the best efforts of all concerned. When you wear the colors of CP, it is assumed that you not only understand school traditions but that you are willing to assume the responsibilities that go with them. The contributions you make should be a satisfying accomplishment to you and your family.

1. RESPONSIBILITIES TO YOURSELF

You have a responsibility to broaden yourself and develop strength of character. You owe it to yourself to gain the greatest possible good from your school experiences. Your academic studies and your participation in other extra-curricular activities, as well as sports, help to prepare you for your life as an adult.

2. RESPONSIBILITIES TO YOUR SCHOOL

Another responsibility you assume as a team member is to your school. You assume a leadership role when you are on an athletic team. You are on stage with the spotlight in your direction. The student body, the surrounding community, and other communities judge our school by your conduct and attitudes, both on and off the playing field. Because of your leadership role, you can contribute greatly to school spirit and pride. Make CP proud of you and others proud of your school by your faithful exemplification of these ideals.

3. RESPONSIBILITIES TO OTHERS

As a team member you also bear a responsibility to your family and friends and others around you. As an athlete you will be watched by the younger students and they will copy you in many ways. Work hard to set a good example for them.

III. PHILOSOPHY OF ATHLETICS AT CICERO PREP

Athletics plays a big role in much of today's society. The emphasis heard most is the importance of winning. What does it mean to win or lose? Whereas winning is important, it should never be purchased at the cost of fair-play and good sportsmanship. We demand that every coach and sponsor make it their highest priority that their students constantly pursue the highest standards of ethical care and respectful demeanor.

The responsibility of coaches is to provide the proper balance at each level of competition. For example, one objective for coaches coaching below the varsity level is to provide game experience for each participant.

The athlete is the one in control of his/her own behavior and attitude and is the one who determines his/her relationship to the program. Effort, teamwork, enthusiasm, compassion, and humility all are positive reflections in the game of life. If one's goal is to honor their sport with virtue and dignity, what kind of effort will that person give in practice and games? What will the reaction be to an incorrect call by an official or an unkind action by a teammate or an unfair decision by a coach? What will the reaction be to lack of playing time or a tough loss? **These are areas of life over which the athlete has control – effort, reaction, and attitude.**

In his Ethics, Aristotle says, "Both art and virtue are always concerned with what is harder; for even the good is better when it is harder. Therefore, for this reason also the whole concern both of virtue {/excellence/arete} and of political science is with pleasures and pains; for the man who uses these well will be good, he who uses them badly bad" {NE II.3 1105a9-13}.

Circumstances beyond one's control can prevent the best team from defeating the other team in some

situations. The desire to win is very strong. Winning games, region championships, and state titles should be the desire of every athlete. Individual success at the team, region, and state level is a dream of most athletes. As long as all the desires involved with athletic competition are brought under the tent of the goal – to honor and respect the game and our competitors – then they are kept in proper perspective. The needed balance is there which allows the athlete to compete at his/her best.

It is the desire of the athletic department that every team or individual that competes for CP experiences the thrill of winning games and rising to their full potential. More importantly, the goal of the athletic department is that each athlete puts emphasis on getting better, not being perfect. This allows them to see excellence as the pursuit of getting better every day.

IV. GOVERNANCES

A. CICERO PREP

Great Hearts is responsible for all school policies and delegates their fulfillment to the Headmaster. The Headmaster has the responsibility of the high school and likewise the junior high. The day-to-day responsibility for overseeing the athletic program is assigned to the Athletic Director. Each participant is directly responsible to his/her own coach who is responsible to the athletic director who in turn reports to the Headmaster.

B. ARIZONA INTERSCHOLASTIC ASSOCIATION

All member schools voluntarily join AIA and compete with other member high schools in Arizona or high schools of other states, if approved. As a member school, CP agrees to abide by and enforce all rules and regulations set forth by AIA. The Association has specific rules regarding individual eligibility including attendance, grades, age, awards, school representation, and transfers between schools. The primary role of AIA is to maintain rules and regulations that ensure equity in competition for the scholar-athletes and a balance with other educational programs. AIA is also responsible for all state playoffs and tournaments for athletics and activities. A complete summary of all AIA rules can be reviewed by visiting www.aiaonline.org.

C. THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

The National Federation consists of the fifty individual state high school athletic and/or activities associations and its purpose are to coordinate the work of all its members. CP plays all athletic contests under the governing rules of the NFHSA.

D. Middle School

The middle school teams representing CP compete with junior high teams from the surrounding community and follow rules and regulations from AZMSL.

V. ATHLETIC DEPARTMENT POLICIES

A. REQUIREMENTS FOR PARTICIPATION

1. A Summary of the Minimum Requirements of AIA

a) Academics

A student must be enrolled in a minimum of five courses the first six semesters of high school and a minimum as determined by the district during the seventh and

eighth semester. The configuration and method of course delivery shall be as determined by the member school.

b) Age Rule

If a student becomes 19 years of age after September 1, they are eligible to compete for the remainder of that school year. If they become 19 years of age on or before September 1, they are not eligible for any part of that school year.

2. Minimum Requirements of Cicero Prep

Students must meet the following eligibility requirements listed below to be allowed to compete, travel, or perform for extra-curricular activities.

a) Participation

An athlete may participate in only one sport per season (unless AD grants permission).

b) Academic Eligibility

i. High School

In addition to Arizona Interscholastic Association's (AIA) rules, a student athlete, must be academically eligible to participate in the athletic program according to the standards of the CP Parent/Student Manual. Athletes must understand that failure to maintain academic eligibility hurts them, their family, and their team. Failure to attend and/or maintain eligibility may warrant suspension from participation or removal from the team.

To be eligible for extracurricular activities at the Academy, the student must maintain passing grades in all subjects and must have displayed good behavior. If a student fails any course in a quarter, he/she may be suspended from all Academy extracurricular activities for the following quarter. If a student is currently deficient in a course, he/she may not be allowed to leave campus early, when this occasionally occurs for games. If a student has demonstrated a commitment to academics (as evidenced by homework completion, test/quiz scores, attendance at tutoring, participation, and sense of wonder in and out of the classroom) and is currently passing all courses, they may regain their eligibility for participation in extracurricular activities. However, such a student stays on probation for the remainder of the quarter and is subject to a grade check every two weeks. If at any point the student fails to maintain a passing grade in every course, he will face an additional two-week suspension and may be barred from participating for the remainder of the season.

Each scholar-athlete's academic performance will be reviewed throughout each season. Scholar-athletes must maintain no more than one D and no F grades. Behavior in class or in school can also lead to ineligibility. Any ineligibility lasts a minimum of two weeks. While ineligible, a scholar-athlete may not participate in practices or games and may not be released from class for athletic events.

Any scholar-athlete deemed ineligible will start a two-week process working with their teacher to improve in the areas the teacher deems necessary. After the two-week period, the teacher will determine if improvement was made and recommend to the Athletic Director the eligibility of the scholar-athlete. After the initial 2-week period, eligibility will be evaluated for a scholar each week.

A failing grade at the 1st and 3rd Quarter final grades results in a 2-week ineligibility from any athletic team at the start of the next sports season. A failing grade at the 1st semester will result in a 3-week ineligibility from any athletic team at the start of the 2nd semester.

In rare instances, the Headmaster or Athletic Director may deem it is in the best interest of a scholar-athlete with a failing grade(s) to continue athletic participation while the scholar-athlete is working to improve academic performance. In such cases, the scholar-athlete will remain eligible and the exception and rationale will be documented.

Playing sports is a privilege and should be earned through the classroom as well as on the practice field with teammates. In order to make sure both the academics and sports team do not suffer a setback from ineligible students, a scholar-athlete who becomes ineligible more than twice in the same sport may be recommended by the AD to the Headmaster to be dismissed from the team so they may focus on their academics.

ii. Middle School

The rules stated above apply to all sports and all levels for Cicero Prep. However, MS starts fresh each school year and GPA's do not carry over from JH to HS.

iii. Attendance

Student athletes must be in school at least half the day on the day of the game in order to participate in that day's activity (practice or game), unless prior administrative approval has been given (example: college visits, appointments, etc.). As students they must understand that they must fully participate in classes in order to participate in after-school activities (practice or game). Simply put, if athletes are not healthy enough for class, they are not healthy enough for athletics.

iv. Conduct Eligibility

Any student who receives a detention must serve at the earliest scheduled time. Getting a detention does not excuse you from being late to practice and coaches may have additional penalties for being late and not behaving in class. Everyday behavior as a student of CP is very important. How you act in class, the hallways, and on school grounds should be done in a positive light and you should be good role models to younger students. Poor behavior considered being un-Cicero like can and may lead to eligibility issues.

Any student assigned a suspension may not participate in any activities the day of the suspension. Any student who receives a suspension from school for behavior, attitude, or absences shall be ineligible for a period of time determined by the administrator, usually starting from the first day of suspension or the day of infraction.

v. Commitment

Scholar-athletes must understand that they are making a commitment to CP, their teammates, and their coach when participating in the athletic program. This commitment carries with it the expectation of attendance at all games, practices, and meetings unless excused by either illness or the coach's permission. **Participation on teams outside of Cicero Prep is considered secondary and therefore has secondary priority when there is a conflict, unless prior arrangements can be agreed upon between the athlete and the coach.** This commitment extends to getting proper nutrition and rest, and even sacrificing personal activities in order to keep up with schoolwork. This commitment also extends to quitting a team. Once selected to a team, students and parent or guardian have committed themselves to supporting CP and the team through completion of the sport season. Students are responsible to themselves and the team to finish the season, unless, in consultation with the coach and AD, early release from the team is advisable.

vi. Physical Examination

A student shall not be allowed to practice or compete in interscholastic athletics until there is on file with the AD, or his/her designee a record of a preparticipation physical examination (PPE) performed by a doctor of medicine (M.D.), an osteopathic physician (D.O.), a naturopathic physician (N.D., N.M.D.), a certified registered nurse practitioner (N.P.) licensed to practice, a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery, or a certified chiropractic sports physician (CCSP). The physical examination for the following school year shall be given on or after March 1. The physical examination card on file shall be signed by one of the medical providers and shall state that, in the opinion of the examining provider, the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. The principal or his/her designee, if deemed advisable, may require a student to be reexamined.

vii. Register My Athlete

Online Registration through RegisterMyAthlete will be used to provide medical, emergency, and policy agreement information to allow your scholar-athlete to participate. Completion of the online registration is required PRIOR to tryouts/first day of practice.

www.ciceroprepathletics.com

viii. Risk of Participation

All athletes and parents must realize the risk of serious injury, which may be a result of athletic participation.

ix. Financial Obligations, Tax Credit Program and Equipment

Athletic Funding/Fees

The athletic department at CP is not funded through state funding. CP charges the following fees:

\$250 Each Middle School Sport
\$295 Each High School Sport

Fees are due at the beginning of each respective season. Sports fees are non-refundable once a student has participated in the first practice (the 'no refund' policy applies to all situations, including but not limited to losing eligibility due to GPA). Due dates will be announced just prior to the season opening.

The fees will not cover the costs of travel, referees, uniforms, and equipment. The athletes and parents support the sports budget through concessions, sporting event ticket sales, tournaments, and other fund-raising activities. CP reserves the right to make additional assessments to each student participating in a sport to cover expenses for that sport should CP not be able to raise enough funds to pay all expenses.

Tax Credit

The Arizona Public School Tax allows Arizona taxpayers to contribute \$200 (filing single) or \$400 (filing jointly) to Cicero Prep and receive that contribution back as a dollar-for-dollar credit on their state tax liability. **This means Cicero Prep families and friends can support our school at no net cost to them!** If the contribution is made before April 15 you can also write it off on your federal taxes. Tax Credits to Cicero Prep are vital to the success of our athletic program. These financial contributions comprise the majority of our department's budget. Tax Credits AND Registration Fees are needed to support all the Cicero Prep Athletic Programs. Tax credits may not be used in lieu of paying the Registration Fees.

****If you child is playing a sport at CP, and you have not submitted a tax credit form to the school, you should speak to the Athletic Director****

x. Player / Parental Support

Playing sports is different than in the past. Most school sports rely on player and parent volunteer hours in order to make the season and sports program a success. **Each family with a student participating in one or more sports is expected to donate time and talent to support the athletic department's efforts to fund the program. Parents should expect to help out in some capacity for each sport, which their child/children participate.** Example of duties would be the following:

- Helping with Fundraisers (no matter the season)
- Working home gate and/or concessions
- Driving and chaperone duties for away games
- Being a team parent

- Cooking for tournaments and hospitality rooms
- Assisting with game scoring and other duties, as appropriate

xi. Uniforms/Equipment

Athletes represent CP in the way they dress. It is important that they maintain a team appearance. Athletes will wear their uniform properly and completely, and only for games or approved events. On game days, athletes may wear CP spirit wear, along with CP uniform pants or approved team wear or attire designated by AD, if approved by the Headmaster. When athletes travel to other schools, they will follow the guidelines of acceptable attire as if they were at CP. (If you wouldn't be allowed to wear it at CP, don't wear it when you are representing CP.) Uniforms are assigned at the beginning of the season. Uniforms will be returned in good condition within one week of the end of the season. Uniforms damaged or not returned will be billed at the cost of replacement. School owned equipment / uniforms will be issued to each athlete.

B. ATHLETIC CODES OF CONDUCT

1. SPORTSMANSHIP

a) Athletes

All athletes shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Intimidation, bullying, or forms of "trash talk" will not be tolerated. A CP athlete should be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time, referee, etc..... As CP athletes display these characteristics, good things usually happen, teams are successful; players are motivated; fans are supportive and enthusiastic; parents are proud; prospective athletes want to participate.

b) Parents and Spectators

It is important to make guests to our school activities feel welcome. All visitors should feel as though they have been treated fairly and dealt with in a sportsman-like way. The skills of the visiting team should be recognized and appreciated during events at CP. **The following behavior is not acceptable at any contest: booing or jeering, mocking or taunting, and yelling negative comments to officials.** Refrain from confronting officials or other participants during or following a contest. If a problem occurs, inform the school administration and allow them to deal with the situation. A game official or school administrator (or their designee) has the authority to remove any person from the confines of an athletic contest for unsportsmanlike behavior. The school may also deny the privilege of attending future contests.

c) Honor the Game – Athletes will "Honor the Game" by showing respect for the **ROOTS** of positive play.

Respect the **R**ules of the game: do not bend them to win.
Respect the **O**pponent: they are not the enemy, just the opposition to bring out your best.
Respect the **O**fficials, whether or not you agree with them.
Respect the **T**eammates by never doing anything to embarrass them.
Respect your **S**elf by living up to your standards, no matter what anyone else does

2. HAZING/HARASSMENT/BULLYING

Hazing/Harassment or Bullying is not to be a part of the CP athletic program. Hazing is defined as an initiation process conducted against a player of a team. Any behavior directed toward another student that denigrates or endangers the mental or physical health or safety of the student for the purpose of initiation or admission into or continued membership on any such team is not acceptable behavior.

a) Game Behavior

If a high school player is ejected by an official for an unsportsmanlike act (such as fighting), the athletic director will notify AIA of the ejection and that player, at a minimum, will not be allowed to participate in the next scheduled contest. More severe consequences could be incurred depending on the infraction.

3. DROPPING OR TRANSFERING SPORTS

It is highly recommended that each athlete finishes each season. In the unusual case where an athlete and parent agree it needs to happen, that athlete needs to consult with the head coach of that sport and have AD approval.

If an athlete drops a sport, he/she may not begin another sport including practicing with that team until the first season is complete. The final decision will be made by the AD and Headmaster.

4. MISSING PRACTICES/CONTESTS

When an athlete joins a team, the commitment is made not only by the athlete but by the parents/guardians as well. It is hard work scheduling around an athlete's schedule for a season. An athlete is expected to attend all scheduled practices. If an athlete is going to miss a practice or contest, the coach should be consulted as far ahead as possible. If a family finds it necessary to be gone for an extended time during the season it is important to work with the coach so he/she can plan also. Missing a practice or contest will generally result in some team-specific consequences.

5. TRAVEL

- a)** All team members are expected to travel to away contests in transportation suitable to school policy. Each member is also expected to return to school on the same transportation. However, if a parent/guardian is at the site of the contest, they may take their

student after checking out with the coach. Any other plans must be pre-arranged in writing with the athletic director.

- b)** There are sometimes delays or cancellations due to weather conditions or circumstances. When school is canceled due to weather, contests are automatically canceled. There are, however, times when conditions change significantly and practices can be rescheduled during the same day. Rescheduling can only be done with the approval of the Headmaster. If school is canceled due to other situations, decisions may be made regarding playing of contests or practices throughout the day. Transportation scheduled to drive on trips that encounter poor conditions on the way to an event or return home should consult as a group and side on the side of safety when making decisions.
- c)** CP transports their teams by way of parent transportation, bus and/or shuttles. It is expected that CP athletes will obey the laws relating to school buses when being transported by the bus. In all modes of transportation, CP athletes will keep the vehicles clean, remain seated and belted when applicable, maintain an “inside voice” in conversation, and show the drivers appreciation.
- d)** Food Stops: The coach may decide to stop at a restaurant before or after an event. Appropriate dress and behavior are expected.
- e)** The estimated return time from trips is usually given to the team members before the trip. A coach must wait with the students until all students have rides, so when the team returns late at night it is important to arrange transportation on time.

6. RESPONSIBILITY OF ATHLETES

The coach has full authority of all scholar-athletes when teams are traveling. This is true even when parents are traveling with teams. Teams are considered in the authority of the school when they travel for team functions and coaches have specific rules and responsibilities for their teams. This is not meant to be disrespectful to parents, but there needs to be one clear level of authority to govern the team. Coaches should communicate and keep team parent, chaperones and drivers apprised as much as possible, so everyone is on the same page. Coaches should also make sure everyone understands their expectations and not do something they know parents are opposed to. Communication is the key to a successful team and travel. Questions or concerns should be addressed to the coach and follow the chain of authority as listed earlier in the handbook.

7. COLLEGE RECRUITMENT

Preparation for college athletics is a byproduct of participation in high school athletics and some CP athletes have and will continue to compete at the college level. It is important for an athlete to work with their coach and athletic director who will aid in making contacts with college programs. Any athlete who anticipates competing at an NCAA Division I or II college must register with the NCAA Clearinghouse through the counseling department or athletic

department. A very small percentage of athletes will gain a “full ride” athletic scholarship to college.

8. CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES

Inevitably in a school situation, scheduling conflicts will arise between athletic events and other school activities. When the athletic schedule is produced, care will be taken by the Athletic Director to avoid conflicts if possible. In some instances, a student will have to choose prior to the season between events, such as playing on an athletic team or taking part in a drama production. Typical conflicts may involve musical performances/competitions with athletic practices or contests. **A student who is participating on an athletic team is expected to attend all regularly scheduled practices and should not expect to miss practice to try out for another activity, unless prior permission has been given by the AD and coach.** For students participating in several activity programs, scheduling conflicts will occur. It is important that the student keeps a calendar of events for his/her activities, and if a conflict is found, immediately informs all the sponsors/coaches involved. In order to deal with each participant fairly, a consistent policy is necessary. If left unattended, unresolved and not discussed, the scholar-athlete is often placed in a difficult position between the athletic coach and activity sponsor. The decisions are difficult, but the following guidelines are presented as the method for dealing with activity schedule conflicts:

- a) AIA sanctioned activity.
- b) Contests that are a criterion for advancement to a higher level of competition such as a regional or state tournament.
- c) Major competitions and performances including contests or tournaments determining region championships.
- d) Includes regularly scheduled games, contests and major performances. An event previously scheduled and placed on the school calendar will take precedence over a rescheduled event or an addition to the calendar.
- e) How important the student’s participation is to the group’s performance.

If, after utilizing the prioritized criteria above, all items remain equal, the student in consultation with the AD must make the final decision. No penalty can be assessed to the participant.

9. MISSING CLASS

On occasion a scholar-athlete will be missing class. When this happens the scholar-athlete is responsible for having all work due the day of competition turned in before leaving school, unless arrangements have been made with the teacher. The scholar-athlete is responsible for turning in all work missed the day of competition within a day of returning from competition. Scheduled tests and quizzes must be taken before leaving unless other arrangements have been made with the teacher.

10. SQUAD SELECTION/PLAYING TIME

In our desire to see as many students as possible participate in the athletic program. Teams are encouraged to keep as many students on a team as they can without compromising the integrity of their sport. Time, space, facilities, equipment, coaches' preference, and other factors will place limitations on the most effective squad size for any sport. It is the decision of the athletic director regarding the number of players to be named to a team in a given season. Based on the above, CP may need to form Junior Varsity (JV) teams. The coach will determine who will be Varsity and who will be JV. JV teams will either be a full team or may be certain players on the varsity team who play in JV games from time to time based on availability of other schools.

It needs to be understood that students who make a team will not necessarily see equal playing time. No amount of playing time is guaranteed to any athlete. Playing time depends on the skill and experience of the athlete and the philosophy of the coach. **Varsity will consist of the best team players, regardless of grade.** At all HS levels below varsity it is generally expected that an athlete will participate in each contest but there may be occasions when this does not happen. At these levels' emphasis will be on the development of players in practice with a possibility of game time. One exception is in the middle school program. Coaches at this level will ensure that student athletes see playing time at every competition under normal conditions. The amount of time will not be on an equal basis, but the scholar-athlete will experience game situations. The coach on the middle school level has the discretion to play his/her team based on attitude and numbers.

11. SPECIALIZATION

The tendency for many athletes in schools today is to specialize in only one sport in high school. Some think that it will help their chances to play in college. Others say that they want to work on their grades. It is the recommendation of the athletic department that athletes do not limit their participation to just one sport if they have the ability and can participate more. If an athlete is truly a "blue chip" participant, it may be to their advantage to specialize. However, for most high school athletes, the most important thing to concentrate on in high school athletics is to work hard and have fun. Many studies show that multi-sport athletes maintain higher grades in high school.

12. REPORTING OF INJURY

All injuries, which occur while participating in athletics at CP, must be reported to the coach, who will then inform the AD. If the injury requires medical attention by a doctor or emergency center, it will be necessary to have an injury report form completed. Also, before the athlete will be allowed to resume practice, a note from the attending physician, giving permission to participate, must be on file in the Athletic Department.

13. PERSONAL BELONGINGS/VALUABLES

It is the responsibility of the athlete to secure personal belongings at CP or when traveling to other schools. Money and valuables should not be left unprotected. The school will not be responsible for any loss that may occur.

14. SPORTS SEASON/PRACTICES

a) High School AIA Regulations

Each year AIA establishes the starting and ending dates for the three sport seasons – Fall, Winter, and Spring. Within these seasons various sports are contested.

b) Practices

Practice days are normally Monday-Friday. Occasional practices may be held on Saturdays with the approval of the athletic director. Teams may also practice off campus due to availability of gym/field facilities. Practices will be held for some teams during vacation time or days when school is not in session. There will be no practices on Sunday. Coaches or another school-approved adult must be present at all practices. All adults leading practice must be cleared by the athletic director and submit a background check and other certifications required by the school and/or Great Hearts.

c) Academic and Holiday Breaks

While both players and coaches appreciate the breaks built into the academic schedule, it is not possible to limit the High School team schedules completely to non-break times. Unexcused absences over academic and holiday breaks will have the standard ineligibility from future contests. Middle School teams will only host optional team events over breaks.

d) Religious Holidays

It is the intention of Cicero Prep to honor a scholar-athlete's commitment to his/her religious obligations. Scholar-athletes should clearly communicate in advance any conflicts in their practice and game schedule with religious holidays. Coaches should excuse such absences without bias.

e) Early Dismissals

It is the intention of the Athletic Department to limit the number of early dismissals required for participation in athletic contests. The athletic director will generate all dismissal times. After being dismissed early, all scholar-athletes may go change in the locker room and then go to the front office to be picked up by their transportation.

15. ADMISSION/CENTURION & THE LEGION PASS

Admission charges are made for athletic contests involving all high school games and for some middle school tournaments. Expect to pay admission charges at other schools for sports contests. Cicero Sports Passes are available for

purchase on an individual basis. Members receive admission to all home events. See the athletic department for details.

16. ATHLETIC AWARDS POLICY

a) Varsity Letter Requirements

An individual will letter in an athletic activity if he/she completes the season for that activity, participates in 85% of the scheduled varsity competition and practices unless excused by the coach.

b) Lettering Criteria That Pertains to All Varsity Sports

- 1) An athlete who moves from one level of competition to another will receive his/her award at the higher level, provided the athlete has met the requirements.
- 2) The AD will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- 3) Injury: Any athlete who plays regularly and was thereafter injured may be awarded a letter, if, in the AD's judgment, the athlete would have met the lettering requirements.
- 4) Complete the season in good standing with the school.

17. Awards

a) Varsity Awards

- The 1st varsity award will be a chenille letter, certificate, and sport emblem.
- The 2nd and subsequent varsity letters earned will be a certificate and sports bar.

b) Participant Certificate

- All other athletes will be awarded a participant certificate.

c) Athletes of the Year

- One male and one female will be awarded an athlete of the year trophy. It will be based on the overall performance of the whole year and will factor in the highest athletic achievements, number of sports played, and character and virtue. This award is chosen by the athletic director.

18. Trophies

Cicero currently presents three trophies to be given out to each team after their season.

- 1) Top Performer
- 2) Most Improved
- 3) Centurion Award

Coaches will submit their choices for these awards to the AD. The AD may provide input to help the coach make their decisions, but at the end of the day,

the coach will have final say on the awards, except for the Centurion award. The Centurion award is based on character and virtue and this applies in the classroom as well as in athletics. The AD may have information that some coaches may not be aware of when it comes to scholar-athletes during school hours.

Some sports may have more than one top performer, for example, Track is a sport that varies in events. Comparing a sprinter to a field event athlete or a long-distance runner would be unfair to those athletes. Depending on the size of the team, the AD may grant a coach to present multiple top performers based on their event category. See below examples.

Top Performer-Sprinters
Top Performer-Distance
Top Performer-Field Events

INTERSCHOLASTIC ATHLETIC TEAMS

A. High School

- a. **Fall Season (Aug-Nov)**
 - i. Girls Volleyball
 - ii. Swimming
 - iii. Cross Country
 - iv. Boys Soccer

- b. **Winter Season (Nov-Feb)**
 - i. Basketball
 - ii. Girls Soccer

- c. **Spring Season (Feb-May)**
 - i. Tennis
 - ii. Golf
 - iii. Track & Field
 - iv. Baseball
 - v. Softball
 - vi. Beach Volleyball

B. Middle School Sports

- a. **Fall Season(Aug-Nov)**
 - i. Golf
 - ii. Girls Volleyball
 - iii. Flag Football
 - iv. Cross Country

- b. **Winter Season (Nov-Feb)**
 - i. Baseball
 - ii. Softball

iii. Soccer

c. Spring Season (Feb-May)

- i. Tennis
- ii. Basketball
- iii. Swimming
- iv. Track & Field

The AD may determine and recommend to the Headmaster from year to year, based on participation numbers if a sport may be cancelled or a new sport may be introduced.

This handbook is a general overview of the Cicero athletic department and the basic rules and regulations we follow. Please note that updates and changes can be made from time to time with the approval of the Headmaster. The Headmaster has the final authority on all rules and regulations.

This handbook was created using the following resources. Great Hearts Philosophy of Athletics, Cicero Prep Handbook, Lumen Christi HS, Grace Christian HS, NFHS Rules & Regulations, and local school district handbooks, policies and guidelines. This limited the need to reinvent the wheel and create a policy from scratch. It allows Cicero to follow some of the same rules and regulations as our competitors, while at the same time adjusting the rules to fit the Great Hearts and Cicero family values.



Athletic Handbook Acknowledgement

I, _____ (your name),
acknowledge that I have fully read and understand the policies and procedures in
the Cicero Prep Athletic Handbook, and to the best of my ability, I will uphold the
values and traditions of Cicero Prep and will represent my school in a positive
light.

I understand my participation in Cicero athletics is governed by this handbook and
agree to abide by the policies and procedures listed.

Student Signature:

Date:

Parent/Guardian Signature:

Date: