



Athletic Handbook (2025-2026)

Organization and Administration

Administrator

The Administrator, as the Head of School, is the overseer of all activities of the school, including athletics. Responsibility for the day to day operation of the athletic program is delegated by the Administrator to the Athletic Director. The Administrator has final say in all matters of discipline, organization, schedules, fund raising, etc.

Athletic Director

The Athletic Director reports to and assists the Administrator in the supervision of coaches and others involved in school athletic programs. The Athletic Director is to provide overall leadership and coordination among the various sports to facilitate programs that provide student athletes worthwhile learning opportunities. The Athletic Director serves as a Christian role model for all students, but most specifically student athletes.

Coaches/Assistant Coaches

Vintage Christian Academy coaches and assistant coaches are volunteers who graciously donate their time and talents to help our student athletes achieve success both on and off the field. All coaches are recruited and assigned positions by the athletic director upon arrival by the administration. Prior to attending any practice or games, all coaches must submit a background check, agree with our statement of faith, and be approved by school administration. Coaches are required to attend CPR/First Aid training. In addition, coaches will monitor students before and after practices and help maintain facilities and equipment.

Coaching Protocol (Steps to take before joining the sidelines and being approved to coach)

- A) Receive verbal approval from the athletic director and the head of school
- B) Complete application packet provided by the athletic director.
- C) Complete a background check from the school.
- D) The head of school will approve any coaches after a review of the coach.
- E) The coach will have 2 weeks from the date of approval to complete any required courses.
- F) Coaches are responsible for monitoring students and upkeep of all VCA athletic property.

Athletic Code

Basic Eligibility

- A) Students wishing to participate in athletics must be enrolled at VCA or have approval from the administrator/athletic director if they are a homeschooled student.

- B) All athletes must have submitted required paperwork and paid fees before participating in any athletic activities.
- 1) Athletic Physical Form (completed by a licensed physician)
 - 2) Insurance Information Form
 - 3) Medical and Emergency Contact Information Form/Questionnaire
 - 4) Transportation Permission Form
 - 5) Agreement to Media Release for advertising and promotion

Sports Fees

- A) Athletic fees are essential for the day-to-day operation of the Athletic Department. Every effort is made to keep the fee minimal. The fee amount for each year is determined by the athletic director and head of school based on the budget requirements for that particular year. The athletic fee will be revisited on a year-to-year basis.
- B) Flag Football, Volleyball, Boys Basketball, Girls Basketball, and Soccer is \$200 per athlete. Cross Country, Track, Cheerleading, and Archery are \$150 per athlete.
- C) Homeschoolers' athletic fee is \$300 per sport.
- D) This fee is non-refundable after the first game is played.

Sports Physicals

- A) A student may not participate in any practices or games until they have been medically cleared. VCA seeks to provide all students who wish to participate in athletics with the safest conditions of participation. Every student wishing to participate will be required to submit to a physical examination by a licensed medical doctor. Such an examination will be at the expense of the parent or guardian. The required medical paperwork must be turned in to the athletic director before participation. Sports physicals are valid for 2 years. Physical forms are available from the athletic director or school office.

Academic Eligibility

- A) To participate in athletic events (games, tournaments, matches, meets, and banquets) student athletes must meet eligibility requirements. Eligibility is determined based on a review of the students grades and discipline reports. Eligibility/ineligibility is checked at 3 week intervals throughout the school year.
- 1) Minimum standard:
 - a. To be eligible for participation in athletic events, student athletes must have a passing grade (70% or higher) in all subjects, both core and elective and do not have a behavior report in FACTS.
 - b. Homeschooled students must provide a weekly report reflecting the same grade/conduct and show appropriate progress to be approved by the athletic director or head of school. The homeschool athlete will provide a printed report of this information with a date that reflects when it was printed.

- c. Part time students must have passing grades in part time enrolled classes and home school enrolled classes. They must provide the necessary documentation to confirm eligibility.
- d. Grades and missing assignments will be checked every 3 weeks by the athletic director. Any student that has a failing grade in any 3 week grade check will be ineligible to play until they are passing all classes..
- e. The athletic director will inform the head coach regarding ineligible athletes before the next practice or game.

Conduct

- A) Participation in athletics is a privilege carrying with it special responsibilities. The public nature of competitive athletics requires standards which exceed the norm. Our athletes, coaches, and athletic directors represent Christ, their parents, and their school within practice and competition, and are therefore held to a higher standard. We expect all members to demonstrate respect, kindness, responsibility, and self control at all times.
- B) Athletes and coaches who do not meet the following code of conduct requirements will have their eligibility suspended by the athletic director or head of school.
 - 1. On the FIELD/COURT/TRACK our athletes will be respectful towards coaches, teammates, opponents, and officials. They will abide by all the rules of the game. They will be modest in victory and gracious in defeat.
 - 2. On CAMPUS our athletes will set an example of good citizenship for their classmates. They will help promote school spirit and they will be positive leaders in school activities.
 - 3. In the CLASSROOM our athletes will show respect for their teachers and for their classmates. They will maintain good attendance, positive grades, and be a role model for the younger students.
 - 4. On TRIPS our athletes will conduct themselves in a manner that exemplifies Christ and the expectations of Vintage Christian Academy.

Alcohol, Drugs, Tobacco, and Firearms

- A) Possession use, sale, furnishing, or being under the influence of any controlled substance will result in the immediate dismissal from the athletic program and probable expulsion from the school.
- B) Possession of any weapons on school property will result in immediate dismissal from the athletic program and probable expulsion.
- C) School property is defined as any area on campus, school vehicles, or any building being used to host a school function (home or away).

League Fines

- A) If any student athlete or family member's conduct or behavior results in Vintage Christian Academy being fined by our league, that player and his/her family will be responsible to pay the fine.

Attendance

- A) Athletes are required to attend all practices and competitions unless prior arrangements have been made with the head coach.
- B) Requests for an excuse from practices or competitions should be made in writing to the head coach at least one day prior to their absence. Requests should come from the parents only.

Programs and Participation

Athletic Programs

- A) Vintage Christian Academy offers participation in many sports for both boys and girls with teams for elementary and middle school students. High school students are eligible to participate in archery. For more information about specific dates and times, please refer to the sport schedule that will be released prior to the season.

Participation

- A) Athletic participation is open to any VCA student in good standing with the school and meets the rules and requirements of the athletic department .A student may join any sport they wish, but if they quit a sport once the season has started, they will not be allowed to participate in any sport for the remainder of the semester. Students who quit a sport are not eligible for awards in that sport. Each case will be handled separately and extenuating circumstances will be taken into consideration.
- B) Athletic programs are available for grades 4 through 9 in the following sports:
 - 1) Elementary Cross Country
 - 2) Middle School Cross Country
 - 3) Elementary Flag Football
 - 4) Middle School Flag Football
 - 5) Elementary Volleyball
 - 6) Middle School Volleyball
 - 7) Elementary Boys/Girls Basketball
 - 8) Middle School Boys/Girls Basketball
 - 9) Elementary Soccer
 - 10) Middle School Soccer
 - 11) Elementary Track and Field
 - 12) Middle School Track and Field
 - 13) Cheerleading
 - 14) Elementary Archery
 - 15) Middle School Archery

Multi-Sport Athletes

- A) Many of our students will participate in multiple sports during the year. When one sport overlaps a second, it is important that the student athlete completes his/her obligation to the current team/sport before advancing to the next season.
- B) In some cases, student athletes may be enrolled in multiple sports at the same time. In these cases, coaches will work together for the benefit of the athlete to make sure that consideration is given to both sports regarding practice and playing time. The athletic director will only intervene when coaches can not agree on a plan.

Homeschooled Students

- A) Homeschooled students are allowed participation in athletics at VCA **except archery**. (NASP requires in school practice to be eligible to participate at their events.) These students are allowed to compete in all sports offered by the school, so long as they abide by all eligibility requirements as set forth in this handbook.
- B) Homeschooled students and families must meet with the head of school and athletic director before being allowed to register.
- C) Homeschooled students must provide a weekly grade report reflecting the same grade/conduct information and show appropriate progress. The student will provide a report from their homeschool that reflects the date the report was printed.

Uniforms, Equipment, and Travel Attire

- A) All equipment and uniforms issued to a student athlete are property of Vintage Christian Academy and must be returned at the completion of each sport.
- B) Parents of student athletes are financially responsible for all school equipment and uniforms issued to their athletes during the school year and will be responsible to pay for all lost, stolen, or damaged equipment due to negligence.
- C) Student athletes/parents should read and follow all care instructions, with emphasis on proper washing and drying.
- D) Each student athlete will be required to sign for each set of cloth goods and equipment before the start of the season. The same equipment must be signed in at the end of each season. Failure to return uniforms will result in additional charges to the parent.

Travel Attire

- A) Student athletes are expected to dress appropriately while traveling to and from athletic events. Each coach will determine the dress attire for his or her team.

Accidents and Injuries

Emergency Travel Binder

- A) The athletic department will create an emergency travel binder for each team. A copy of this binder must be on each vehicle that is transporting VCA student athletes to and from any contest that is away from VCA.

- B) The emergency travel binder must contain student emergency contact information, student insurance information, and any red flag medical information that might be helpful in the event of an emergency.
- C) A copy of a seating chart will also be in the binder and will be filled out by the coach prior to leaving for an event.

CPR and Emergency First Aid

- A) All coaches will be certified in CPR and first aid as well as use of an AED machine.
- B) The athletic department will maintain a stocked first aid kit for each team.
 - 1) First aid kits are for coach and trainer use only.
 - 2) Athletes are not permitted to access any equipment from the kit without permission from the coach.

Reporting Injuries

- A) Coaches should report all accidents and injuries to the athletic director by completing an Athletic Department Accident Report within 24 hours of the incident. Incidents will also be reported to the head of school.
- B) It is the responsibility of each athlete to notify the head coach of any injury that occurs during an athletic event.
- C) On occasion, an injury may not appear to require medical attention until after the athlete leaves the event. In those cases, it is important that the head coach or athletic director be notified as soon as possible. Some injuries may require clearance from a medical doctor before the athlete can return to practice or full participation.

Concussion Protocol

- A) Definition of a Concussion - A complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may include (A) temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns; and (B) involve loss of consciousness.
- B) Signs and Symptoms of a Concussion - These include but are not limited to headache, dazed or stunned appearance, ringing in the ears, fatigue, slurred speech, nausea or vomiting, dizziness, loss of balance, blurred vision, sensitivity to light or noise, grogginess, and memory loss.
- C) Treatment of a Concussion - Athletes suspected of having a concussion shall be immediately removed from practice or competition. Every athlete suspected of having a concussion must be seen by a physician before they can return to play or practice. The treatment for a concussion is rest. They must also avoid external stimulation in order to fully recover.
- D) Return to Play - When all signs and symptoms of a concussion have cleared and the athlete has received written clearance from a physician and his/her parent or legal guardian, the athlete may seek clearance from the athletic director and head of school to return to play.

- E) Liability Exclusion - Vintage Christian Academy, the athletic director, its coaches and staff shall be released from liability once an athlete that has been suspected of a concussion has been medically cleared by a physician and permission to return to play has been granted by a parent or legal guardian.

Parent Coach Relations

Conflicts or Concerns

- A) Parents who have questions, concerns, or disputes over circumstances that occur before, during, or after a game concerning coaches, other players, officials, or opposing coaches or players shall direct those concerns to the Athletic Director or designated game administrator.
- B) All questions, concerns, or disputes must be directed to the athletic director by email. To set up an in-person meeting, please contact the school office.
- C) All of our coaches and volunteers are giving of their time to help coach and teach our student athletes in their particular sport. They are not perfect and will occasionally make mistakes. Please do not confront or corner coaches before, during, or after a game. We have a 72 hour rule for parents who want to meet with a coach. Parents must set a meeting through the school office to meet with coaches concerning issues with their child. No meeting will be granted to discuss playing time.

Playing Time

- A) Elementary Teams - These are considered instructional teams and all players will participate in every game. Coaches will attempt to share all playing time between all players regardless of ability.
- B) Middle School Teams - These are considered instructional and competitive teams. In every game, we are competing for a spot in the ACAA (Austin Christian Athletic Association) postseason tournaments. Coaches will use discretion to make sure each athlete plays, but equal playing time is not guaranteed. Playing time is earned through hard work and commitment during practice sessions regardless of athletic ability.

Communications

Game and Practice Schedules

- A) It is the responsibility of the athletic director to prepare all schedules as they relate to athletic events. Schedules are posted on the VCA website under the athletics tab. Hard copies will be available to families in the front office.

Schedule Changes

- A) Schedule changes, although annoying and disruptive, are inevitable and most times are due to circumstances that are beyond our control
- B) In cases where games or practices are postponed, canceled, or rescheduled, parents will be notified by the head coach as soon as information becomes available.

- C) All coaches will reach out to families to make sure that they have updated contact information to all parties.

Email

- A) The athletic director and coach is responsible for communications between athletics and parents. An email list for each sport will be established by the athletic director. Please make sure that your contact information in FACTS is up to date. If you are not receiving emails from the athletic director, please contact the school office.

General Information

League Affiliations

- A) Austin Christian Athletic Association (ACAA) - Vintage Christian Academy is affiliated with ACAA for all elementary and middle school athletics. These programs consist of flag football, volleyball, cross country, boys basketball, girls basketball, co-ed soccer, and track and field.
- B) National Archery in Schools Program (NASP) - Vintage Christian Academy is a member of the NASP program that offers competition in archery for our 4th-9th grade students.

Media Connections

- A) ACAA Website- All elementary and middle school schedules, league standings, tournament brackets and other information are accessible on the ACAA website.
www.acaaathletics.org
- B) MileSplit.com- All track and field meet results are usually available to view on www.milesplittexas.com 48 hours after completion of each meet.

VCA Athletics

Acknowledgment of Hand Book

By signing below, I acknowledge that I have read and understand the rules and regulations for athletics at Vintage Christian Academy.

Athlete Name/Names: _____

Parent/Guardian#1 Name (Print): _____

Parent/Guardian#1 Signature: _____

Parent/Guardian#2 Name (Print): _____

Parent/Guardian#2 Signature: _____

Date: _____

Extra Information

Shirt Size: _____

Short Size: _____

Birthdate: _____

Favorite Sport: _____

Favorite Gatorade: _____

Favorite Snack: _____