

# NCC STUDENT ATHLETE HANDBOOK

This handbook has been compiled for the benefit of both athletes and parents. It contains major expectations for NCC Student Athletes. Both **Parent and Student Athlete** must read and sign this handbook before an athlete will be allowed to begin team activities.

In order that you may become informed, please go over each part carefully, discuss it, and stress the importance of abiding by the standards. \*\*Signature box's can be found at the end of the handbook\*\*

Niagara Christian Collegiate, in association with NRHSAA and OFSSA, support a strong wholesome interscholastic program as an integral part of the education process for students. Each student-athlete is required to adhere to the rules and regulations of OFSSA, NRHSAA, and Niagara Christian Collegiate.

## 1. Eligibility:

Prior to participation, each athlete must fully complete the clearance package and be certified by NCC Athletics and the NRHSAA and or OFSAA if required.

1. Athletics Info Sheet
2. Physical Form
3. OFSSAA Ethics in Sports Form
4. NCC Student-Athlete Code

## 2. Scholastic Eligibility:

To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies

1. A student must be currently enrolled in 6 courses out of 8 in the quadmester system.
2. A student must have passed 6 courses at the completion of the previous academic year.
3. No student is eligible if he or she has 2 F's at the midpoint of a quadmester.
4. Students who have 1 F or has an average of less than 60% will be placed on probation for a minimum of one week until they can pull their grade over 50%.

## 3. Attendance:

Regular class attendance is required of all student-athletes. You should be aware that class attendance is a necessity due to the probability of missing some classes due to athletic competition during your season. Unexcused absences will be dealt with at each coach's discretion. Be proactive in obtaining assignments and turning in assignments or tests prior to a known absence. If an athlete is absent from classes (1 or more classes) the day of a game or practice, he/she will not be eligible for that day's contest or practice. Exceptions are emergency conditions and school activities.

#### 4. Drop or Removal:

ALL ATHLETES, AFTER THE FIRST TWO WEEKS OF THE SEASON, ARE EXPECTED TO REMAIN ON THE TEAM UNTIL THE END OF THE SEASON.

If an athlete quits or is removed from the team for academic or disciplinary reasons he or she;

1. Cannot participate on any other NCC sports team in that calendar year. (Ex. Fall sport quits. Not eligible to participate until spring sports. Would miss winter sports season)
2. Must notify, in writing, the head coach and AD of their intention to leave the team.
3. Must return all equipment to the Athletic Director within 48 hours of roster removal.
4. Must meet with the Athletic Director within 48 hours of roster removal.

Should an athlete not meet with the AD, or return equipment, they will not be able to participate in any NCC athletics program for one full calendar year.

A coach may drop athletes after the deadline if he or she feels justified to do so. This decision must get the approval of the Athletic Director and the Student-Athlete would not be subject to the above conditions so long as the removal was not for academic or disciplinary reasons.

#### 5. Academic Dishonesty:

Dishonesty of any kind is not an expected value of an NCC student-athlete. Any student who assists or partakes in any form of dishonesty, including any academic dishonesty, shall become immediately ineligible for practice or competition until said student meets with the NCC Administration and Athletic Director. Further suspensions may be possible as a result.

#### 6. Equipment & Uniforms:

Athletes shall assume responsibility for all athletic uniforms and equipment issued to them and are expected to maintain the quality of the equipment in their possession. Any lost or damaged equipment/uniforms will result in the athlete becoming ineligible to participate in other sports until the items are returned or financially reimbursed. Proper care of the equipment is in keeping with the scriptural guideline to be good stewards of that which God has provided.

**SECTION 7.02 EQUIPMENT BORROWING AND FACILITY USE** Equipment may be borrowed from the Workout Centre and used in the gymnasium providing it is not booked. Students are to be advised that any abuse of equipment and/or facilities is a criminal offense and may be captured on camera.

#### 7. Transportation:

All participants must ride to and from all school-related athletic events in transportation provided by NCC. Students may be released to their parents only if the coach has a signed transportation approval form from the AD. Transportation requests can be submitted to the Athletic Director for approval 24 hours prior to the event date. Requests may or may not be

approved. Transportation Approval Forms can be picked up in the Athletic Directors office anytime. All school vehicles must remain clean. Your stewardship is to ensure that you help maintain a clean environment for the next group using the vehicle. Riding home with your parents does not relieve you from your team responsibility. **See Attachment 1:2**

#### 8. Alcohol, Tobacco, Drugs and Performance Enhancing Substances:

The use or possession of tobacco or tobacco by-products (Vapes, Hookahs etc.), alcohol, drugs or performance-enhancing substances are a threat to the physical, spiritual, and mental well-being of student-athletes and an impediment to the learning process and are strictly prohibited. If a Student-Athlete has been found in use or possession, of any of the above, he/she will be immediately suspended from participation for a minimum of four competitive weeks. Further sanctions will be imposed following the NCC Athletics Disciplinary Board decision.

#### 9. Emergency Treatment Procedures:

If a student-athlete sustains an injury (dental injuries included) because of participation in a supervised NCC practice or contest, he or she should report it immediately to the Coach and Athletic Director.

It will be the student-athletes responsibility to notify the parents regarding their injury unless he/she requires either hospitalization or surgery. The Athletic Director will contact the parents and inform them of the injury should the student-athlete be hospitalized or seriously injured.

#### 10. Anti-Hazing Policy:

Niagara Christian Collegiate Athletics prohibits bullying, hazing, intimidation or threats. Hazing includes, but is not limited to humiliation tactics, forced social isolation, verbal or emotional abuse, forced or excessive consumption of food or liquids, or any activity that requires a student-athlete to engage in illegal activity. I understand that hazing of any type is not permitted in any NCC Athletics sanctioned activity. I will not engage in any of the prohibited conduct. I further understand that it is my responsibility to immediately report any acts of hazing that I become aware of to a coach, the athletic director, a teacher, or an administrator. By signing, I affirm my responsibility to prevent and report hazing. I also understand that any violation of this could result in team and school consequences that could include dismissal from the activity or further disciplinary consequences.

#### 11. Behaviour Standards:

The Bible tells us that we are known by our actions (Prov. 20:11). The testimony we communicate far surpasses the win/loss record in importance. Our desire is that others recognize a distinct difference in our athletes, coaches, and spectators -- a difference that points them to Jesus Christ. In conjunction with academics, every athlete is expected to maintain a high standard regarding his/her classroom behaviour. Excessive detentions (more than three) could be a reason to suspend an athlete from competition. Students are responsible for scheduling detentions and serving them in the time frame given.

All Athletes are expected to display Christ-like character. Negative, disrespectful or non-Christ-like attitudes or actions will not be accepted including;

1. Use of foul or vulgar language.
2. Using the Lord's name in vain.
3. Disrespect to a game/match referee, like arguing or obvious disregard for the referee's authority.
4. Willful actions that endanger an opponent.

As student-athletes at NCC, students and coaches must understand their important role in the community. Each student-athlete will be required to participate in a community service project that benefits the community during the school year.

Communication with the Head Coach is paramount to the success of the program and displays behavioural maturity. If an athlete must miss a game or a practice, they must adhere to the communication policies of their respective sport and coach. Failure to adequately communicate with the Head Coach can result in removal from the team.

**ACAC SOCIAL MEDIA POLICY** The ACAC recognizes the vital importance of participating in online conversations and is committed to ensuring that participation in online social media adheres to ACAC values, policies and procedures as outlined in the ACAC Operating Code. The ACAC respects the right for member institutions, athletes, coaches, athletics department personnel and ACAC staff to use social media tools not only as a form of self-expression, but also as a means to create further awareness about the ACAC and its participants. It is important that all participants are aware of the implications of engaging in forms of social media and online conversations that reference the ACAC and/or the individual's relationship with the ACAC, members and the ACAC brand. Users are urged to understand the policies and terms of the social media platform being used by reading through the terms and services before posting. The ACAC offers the public service of posting comments and content on a variety of electronic and social media applications although monitoring cannot possibly be conducted without periodic interruption. The ACAC will not pre-screen content, but reserve the right to remove by its sole discretion any content that it considers to be illegal, obscene, defamatory, threatening, invasive of privacy or otherwise injurious or objectionable. 2018-19 The King's University Athlete Handbook 13 Opinions expressed in non-ACAC authorized posts are not necessarily those of the ACAC and its members and the ACAC cannot guarantee the accuracy of such posts. 1. Definitions 1.1. ACAC shall imply all directors, volunteers and staff involved in an official capacity with the ACAC. 1.2. ACAC members shall include ACAC member institutions and encompass all participating student-athletes, coaches, officials and athletics department personnel. 2. The following list includes but is not limited to the activities, terms, messages and/or posting content deemed to be unacceptable: • Vulgarities • Offensive, defamatory, obscene and/or insulting comments • Threats and harassment • Personal attacks • Discriminatory, racist and/or sexist comments • Comments that incite violence and/or hatred • Comments that are clearly irrelevant to the thread and intended solely for provocation • Comments that divulge personal and confidential information that allow for the identification of a person other than the author • Comments that demonstrate a lack of respect towards the ACAC, ACAC representatives, another ACAC member, an administrator, ACAC contractors (e.g. game officials) and/or a moderator; • Posting of pictures and/or videos of parties, drinking, or reckless behaviour while wearing identifiable ACAC and/or ACAC member clothing; • Posting the same

message in repetition; • Promoting a third party business/enterprise that does not pertain to the ACAC or the topic of discussion; • Creating social media accounts that may be perceived as impersonating an official ACAC channel. 3. In addition to ACAC social media interfaces, social media may include (but is not limited to): • Social networking sites (e.g. Facebook, MySpace, LinkedIn, Google+, Tumblr, Bebo, Yammer) • Video and photo sharing websites (e.g. Flickr, Snapchat, YouTube, Instagram) • Blogs, including corporate and personal blogs • Blogs hosted by media outlets (i.e. comments posted to news stories) • Micro-blogging (i.e. Twitter) • Wikis and online collaborations (i.e. Wikipedia) • Forums, discussion boards and groups (i.e. Google Groups, Forums) 2018-19 The King's University Athlete Handbook 14 • Video or podcasting and Instant messaging (including text messaging) 4. Expectations for Personal Behaviour in Social Media There exists a clear distinction between speaking "on behalf of the ACAC" and speaking "about" the ACAC. This set of 5 principles refers to those personal or unofficial online activities where an individual might reference the ACAC. 4.1. Adhere to all applicable policies. All members are subject to the ACAC's Code of Ethics in every public setting. 4.2. Every individual will be held responsible for his/her actions and will be accountable for anything posted that can potentially tarnish the ACAC's or any member's image. All are encouraged to participate in the online social media space, but are cautioned to exercise sound judgment and common sense. Please make certain to include the following disclaimer to each profile or platform used where the author can be identified as related to the ACAC: "The views expressed on this article/commentary/twitter feed/blog are the views of the author alone and do not reflect the views of the ACAC". 4.3. Act as an agent of the ACAC even if you are not an official online spokesperson for the ACAC. If you encounter positive or negative remarks about the ACAC or its online brand which you deem to be noteworthy, you are encouraged to share them by forwarding said message to the ACAC office at office@acac.ab.ca 4.4. Let subject matter experts respond to negative posts. Occasionally one may encounter negative or disparaging posts about the ACAC, its members or its brands, or observe third parties attempting to initiate negative conversations. Unless you are an authorized online spokesperson on the matter, avoid the temptation to react. Forward the post(s) content to the ACAC office to investigate these comments. 4.5. Be conscious when intersecting business and personal commentary online. The ACAC respects the right to freedom of speech but it must be understood that anyone has access to content posted online. When using social media, an individual is expected to model appropriate behaviour in accordance with the individual's role and status in connection with the ACAC. This is particularly important when publishing information online that can be seen beyond friends and family, and understand that information originally intended just for friends and family can be forwarded. It's possible for everyone to see what is posted on these platforms including sponsors, rivals, and fans. 5. Non-adherence to these guidelines may be considered an ACAC Code of Ethics violation. Violators may be subject to discipline under the ACAC Code of Ethics Policies. Removing content from social media after it has been posted (publicly or privately) does not preclude the violator from being subjected to ACAC disciplinary action.

## 12. School Attire and Game Day Clothing:

All Athletes are expected to be in the full school uniform the day of games before and after contests unless prior permission has been obtained from the Director of Athletics or Principal's office. Shirts and ties are allowed on game days based on a team decision. **See Attachment 1:1**

### 13. Early Dismissal

It is the student athlete's responsibility to notify each classroom teacher of his/her absence due to an athletic event 48 hours prior to the departure day. The student is responsible complete all work, assignments and tests missed because of the absence. A sport absence does not constitute a valid excuse for late work.

### 14. Playing-Time Philosophy:

High School athletics is about foundationally using the players in the role that they best fit for the good of the team as determined by the coaching staff. It is not expected that every athlete will play in a game or match. In some cases, a coach may choose to keep additional athletes as practice players as opposed to cutting them from the team. It is important to remember that playing on a team is a privilege, not a right. The head coach will utilize the best combination of players in a game to help him/her and the team meet the needs and goals of the athletics program.

### 15. Policy on Use of Students in Photos and Video (Livestream)

Photos and video footage of students adds significantly to the communication value of school publications, media productions, and web sites. It is the school's desire to share the achievements and recognition earned by students with the broader community and local media. This effort can be aided using photos or video footage showing students involved on the court or field of play. Unless notified in writing of an objection by a parent, legal guardian, or student 18 years or older, photographs and video footage of students and/or names may be posted in school-produced materials including printed publications, media productions, and websites.

If parents do not wish photographs or videos (live stream) of their student to be used in these mediums, they should send an opt-out email to the Athletic Director [jkryger@niagaracc.com](mailto:jkryger@niagaracc.com). Please be aware that opt-out requests are valid for the current school year and must be renewed at the start of each new school year.

### 16. Parental Support and Guidelines:

NCC Athletics strives to partner with parents in using the vehicle of athletics for the training of life lessons in their son/daughter. Parents are asked to pray for their son/daughter; his/her team, and the team coaches. Parents are also encouraged to honour the school and Jesus Christ in their verbal and non-verbal actions during their support of NCC at athletic contests home or away. Parents are welcome to conference with the coach on their son or daughter's individual development and progress. Parents are asked to not communicate with any of the program's coaches within or after 24 hours of a game, especially regarding playing time, game strategy, or any issue regarding the competition. Any coaching complaints, positive feedback, suggestions or worries can be brought to the Director of Athletics at any time by contacting him/her via email or phone.

## 17. Chain of Events for Athletic Conflicts

During a season it is not uncommon for issues to arise within teams or amongst players and coaches. In the event an issue occurs, the communication should take place as follows;

1. The athlete should discuss the issue with the head coach and try to come to an understanding. If the above discussion does not provide an adequate conclusion to the issue, the parent should meet with the coach to discuss the issue.
2. If the above discussion does not provide an adequate conclusion to the issue, the athlete and or parent should discuss the matter with the Athletic Director.
3. If the above discussion does not provide an adequate conclusion to the issue, the athlete and parent should discuss the matter with the Principal and Athletic Director.

## 18. Athletic/Activity Conflict Policy

In the event of a conflict between two teams or a team and a school activity, the coaches, program leads, and athletic director will meet upon being informed of said conflict by the student-athlete.

The purpose of this meeting will be to determine possible resolutions by using the following criteria;

1. League, Playoffs, Zone, Regional or Provincial competitions or games should have priority. If two similar events occur on the same date, the participant will perform in the event which has the greatest importance toward the team, group, or individual event or outcome. If both events are of equal importance to both parties then the decision will be left up to the student.
2. Consideration should be given as to how the loss of the individual will affect the group or team concept and the total function of the program before a decision is made. Regularly scheduled contests or performances over any type of practice session or exhibitions will always take precedent.
3. It is expected all school-related activities take precedent over non-school activities.
4. The student may not be penalized in the event a conflict still exists after all options have been exhausted or for missing out on a conflicted game or practice.

## 19. Suspensions/Discipline

A Head Coach or Director of Athletics may at any time and without notice reprimand an athlete, suspend the athlete from the team, or impose conditions of probation on the athlete's continued participation on the team if the student-athlete has engaged in misconduct or violated policy. The conditions of a suspension will be dealt with on an individual basis by the NCC Athletics Disciplinary Board.

## CODE OF ETHICS AND CONDUCT

Athletics plays a significant role in the holistic education of student-athletes. It is a powerful tool to develop leadership skills and godly character. Therefore, every effort should be made to demonstrate the highest standard of excellence and commitment.

Therefore, relying on God, with the help of my coaches and teammates, I will strive to;

1. Follow all guidelines of the Ontario Federation of School Athletics Associations letter and spirit and place myself in compliance with the association and its members.
2. Treat coaches, administrators and officials with respect as the authority figures placed over me as I represent NCC and OFSAA
3. Treat fellow students and athletes with respect and celebrate diversity regardless of gender, ethnicity or cultural background.
4. Instill godly character in my teammates by demonstrating high standards of personal honesty and integrity
5. Accept responsibility for my behaviour and performances in the academic and athletic arena.

*“Don’t let anyone look down on you because you are young, but set an example for believers in speech, in life, in love, in faith and purity.” 1 Timothy 4:12*

## ATTACHMENT 1:1

### Game Day Dress Code

Game-day team attire at NCC is a recognized and a quickly growing tradition. In an effort to build school spirit and recognize the competition student athletes will be participating in that day, NCC has prepared the following dress code for student athletes on game days;

Student Athletes are to be neat and clean in appearance and are permitted to wear Business attire on game day at the discretion of the Coach.

"Business Casual" attire means

- A long or short-sleeved dress shirt with a tie. Shirt must always be tucked in.
- Clean dress slacks or khaki pants (no side pockets). No jeans or athletic pants.
- Teams can choose to wear team issued jackets/pants at the discretion of the coach.
- Appropriate shoes and socks, including dress shoes, dress boots, or other presentable shoes, but not including sneakers, sandals, flip-flops, or work boots.
- Ladies business attire includes dress skirt (no shorter than three inches above the middle of the knee) or dress slacks and dress shirt/blouse. No leggings stretch pants or above the knee skirts (shorter than three inches above the middle of the knee).

**Excluded Game Day Items:** The following are items that may not be worn during the academic school day.

- Shorts of any kind
- T-shirts, jerseys, or sports apparel.
- Headgear of any kind (caps, hats etc.)
- Sunglasses while indoors
- Headphones while indoors

NCC team warm-up jackets/pants may be worn during the academic school day at the discretion of the Coach. Any violation of the above policy may result in the player missing the game and/or losing playing time. All players "out of game day uniform" are subject to the NCC dress code policy as it relates to detentions and discipline.

**ATTACHMENT 1:2**

**Athletics Travel Release Form**

Name: (student athlete) \_\_\_\_\_  
is a member of the Boys/Girls \_\_\_\_\_ team at Niagara Christian Collegiate (NCC).

I will not be traveling with the above listed NCC team To/From (circle one or both) the  
competition/event at \_\_\_\_\_ (location(s))  
on \_\_\_\_\_ (date(s))

I will be traveling with (check one) \_\_\_\_\_ Parents \_\_\_\_\_ Family \_\_\_\_\_ Myself \_\_\_\_\_ Other  
Name of person(s) traveling with \_\_\_\_\_

I (we) assume full responsibility in making alternative travel arrangements. NCC has offered to provide transportation to and from the competition/event, but I(we) refuse this offer and agree to accept all risks of personal injury which may result from my(our) decision to use alternative arrangements.

I (we) understand that Niagara Christian Collegiate and its affiliates are not responsible for any injury or accident that may occur. Furthermore, I(we) assume responsibility for all activities before the above-mentioned student athlete joins or once he/she leaves the supervision of the team and coaching staff.

\_\_\_\_\_  
Student Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature  
(if under 18 years of age a parent/guardian signature is required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

*\*This form must be on file with the Athletics Director 24 hours before departure of noted trip.*

**ATTACHMENT 1:3**

**NCC ATHLETICS TRAVEL & HOTEL POLICY**

NCC Athletics is committed to providing a positive and safe athletic experience for athletes, coaches, and employees through its travel arrangements while representing the athletic department, and the school. Consistent with the *Athletics Code of Conduct (Student Athlete Handbook)*, student athletes are not only representatives of their sport, but are considered ambassadors of Niagara Christian Collegiate and the Department of Athletics.

**STUDENT ATHLETE EXPECTATIONS**

All student-athletes must travel as a part of the team contingent and must always be accompanied by a member of the coaching staff or a designated NCC Athletics staff member. Athletes can request permission to travel separately from the team. This request must be submitted in writing/email to the Head Coach a minimum of 48 hours prior to departure for competition. If approved by the Head Coach, request needs be forwarded to the Athletic Director for final approval

In the event of an accident, the individuals identified as your “emergency contacts” will be informed by the Department of Athletics in an appropriate manner and timeline. All parties traveling must carry proper identification and Provincial Health Card. For international students proper approved insurance must always be carried.

Teams should be reminded that they are in the public eye when traveling and their dress code and behavior should reflect NCC. Athletes are responsible for insuring that their hotel room is left in a neat and undamaged state. No items are to be removed other than those which you have brought with you. Only team members or coaching staff are allowed in your rooms. Student-athletes are not allowed to have any guests in their rooms at any time and agree not to willfully damage the property of others, which would include, but not limited to: hotel rooms, facilities at other schools, and transportation vehicles.

The school is responsible for accommodation charges only. Any additional charge (i.e. long-distance calls, room service, and/or movie rentals) will be the responsibility of the individual or list members and paid upon check-out. **Drugs, alcohol and tobacco products are always strictly forbidden.**

NCC Athletes agree and are committed to behaviour that will enhance the image of NCC by treating your teammates, opponents, officials, spectators, and the public in general with respect and dignity, which would include but is not limited to: Refraining from and eliminating sexist, racist or discriminatory language and/or behaviour. NCC Athletes also agree to abide by the rules and regulations set out by OFSAA, SOSSA, NCC and the sport governing body.

\_\_\_\_\_  
STUDENT ATHLETE SIGNATURE (DATE)

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE (DATE)

### **PROCEDURE WHEN SPORTS TEAMS RETURN TO CAMPUS LATE (MEALS)**

Coach or designated athlete leader must call the kitchen (Ext 2233) before 6:00pm and let the staff know what time the team is expected to be back on campus and the number of meal plan players.

- If teams arrive by 6:30 the Kitchen staff will put food aside for them and student athletes are expected to eat in the Cafeteria.
- For teams returning after 6:30pm the Kitchen staff will prepare takeout's and the student athletes can pick them up in the Cafeteria upon return to campus.

**ATTACHMENT 1:5**

**RETURN TO CAMPUS LATE (CLASS)**

When our NCC teams return to campus before the end of a school day we ask that students return to the scheduled class in session. If 30 minutes or less remain in the school day we ask students to be monitored (by the coach) in a quiet area on campus until the school bell rings. Please notify the office when you return from a road trip in case of fire or emergency on campus.