



2016-2017

Athletic Handbook

Students and Parents

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Ben Lippen School Athletic Philosophy

What We Believe

We believe that the principles and lessons learned in the classroom, at home and through the local church can be put in to practice through athletics. Athletics allow the student to develop and use his or her God-given ability to glorify God. Because the arena of competition is usually surrounded with pressure, the athlete is tested and true character revealed. Consequently, the opportunity for character growth readily presents itself through athletic competition.

Our Commitment to Excellence

We believe as Christians we are commanded by Scripture always to do our best. As believers, we are not to waste the talent God has given us by giving anything less than total commitment, thorough participation, and maximum effort. Becoming the best may not always be the result of our athletic program, however doing our best must be!

Role Model Coaches

Because of our commitment to excellence, coaches at Ben Lippen become one of the most significant components of our athletic program. They have the responsibility to model Christ-like attitudes, behaviors, and desires for our students-athletes, while under pressure themselves. One of the coach's most pivotal roles is to work with athletes whose character, revealed under pressure, needs to become more Christ-like. The coach should use teachable moments that a team or individual face to impart biblical principles. Coaches have great responsibilities, but also great opportunities, to mold young lives for Christ.

The Ben Lippen Athlete

We believe all Ben Lippen athletes should learn to be diligent in preparation, relentless in effort, disciplined, respectful in actions, self-controlled with words, humble in spirit and aggressive in pursuit of excellence. As Christian athletes display these characteristics, God is glorified no matter what the outcome of the game.

The Bottom Line

In order for the Ben Lippen athletic program to be successful, we must equip our student-athletes for their real test: Life as a follower of Christ.

Notice of Nondiscriminatory Policy

Ben Lippen School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic or other school-administered programs.

Ben Lippen School Athletic Department Staff

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Ben Lippen School Amendments to South Carolina Independent School Association (SCISA) Constitution

To view SCISA Constitution, go to www.scisa.org

ARTICLE VI: Eligibility Rules: Student

SECTION I. Academic Requirements

Athletic and Co-Curricular Eligibility

- Athletes must pass six subjects each year to participate in athletics;
- Athletes must maintain a 2.0 grade point average from the previous year to be eligible for the first quarter of the next year.
- Any courses taken during the summer must be approved by the administration. A maximum of two summer school courses may be used for athletic eligibility purposes.
- Academic status for athletes will be evaluated at each nine-week grading period. All athletes must have a 2.0 grade point average during the grading period being evaluated.
- Athletes who have a 2.0 grade point average but have a failing grade in individual subjects will be considered on a case-by-case basis by the athletic director and the principal.
- Athletes will be suspended from all games (including pep rallies for cheerleaders) if their average is below a 2.0. Athletes placed on suspension will be re-evaluated five weeks from the first day of the quarter.
- Part-time students must enroll and pass four core classes or five of any classes offered.

SECTION II: Age Requirements

- A student is INELIGIBLE to participate in athletics if his/her 19th birthday is before July 1, 2016.
- **Junior Varsity:** In order to participate in junior varsity athletics a student must not have reached his/her sixteenth (16th) birthday before July 1, 2016.
- **B-Team/Middle School:** In order to participate in B-Team/Middle School athletics a student must not have reached his/her fifteenth (15th) birthday before July 1, 2016. Exception: **B-Team/Middle School Football:** In order to participate in B-Team/Middle School Football a student must not have reached his/her fourteenth (14th) birthday before July 1, 2016.

SECTION III: Grade Level

Because Ben Lippen School offers a variety of boys and girls sports, it is very difficult to define across-the-board standards for promoting athletes to a higher-level team. Guidelines have been developed that will be used by the coaching staff and the athletic director to determine if a player should compete at a higher level.

The make-up of the teams involved, the physical and emotional maturity of the player involved will be considered when making this decision.

Coaches and parents must carefully evaluate the skill level and physical and emotional competitiveness of an athlete below the ninth grade before permitting participation on a varsity team. Factors that will be used in this evaluation are:

- Part-time students must enroll and pass four core classes or five of any classes offered.
- Physical maturity to handle play at a higher level.
- Emotional maturity to handle the pressure on and off the field.

Academic Elective PE Credit

An athlete will receive **one-half** of one elective physical education credit if:

- He or she participates in three or more sport seasons of the same junior varsity and/or varsity sport.
- He or she participates in two sport seasons of two different junior varsity and/or varsity sports.

An athlete will receive **one full** elective physical education credit if:

- He or she participates in four seasons of two different junior varsity and/or varsity sports.

Apparel

All apparel (t-shirts, sweatshirts, warm-ups) that will be worn as team apparel must be coordinated by the coach and approved by the athletic director. This includes color as well as slogans used.

Athletic End-of-the-Year Awards

Each year the Athletic Department presents three major awards.

Academic award – Female and Male

This award is presented to the female and male senior with the highest cumulative grade point average. Recognizing the huge time commitment involved in balancing academics and athletics, this award is given to an athlete that has participated in two varsity sports during his/her senior year.

Athlete of the Year – Female and Male

This award is presented to the female and male athlete for participation in fall, winter, and spring sports seasons. Post-season awards figure highly into the selection for this award. The post season awards we recognize are individual team awards, The All Area Team selected by The State newspaper, The All Region Team selected by the schools in the Region, the All State

Team selected by the Coaches' Association and participation in State All Star Games. Students in grades 9 through 12 are eligible to receive this award.

Gail Councill Award and the Patterson Award

The most prestigious athletic awards presented each year are the Gail Councill Award to a female senior athlete and the Patterson Award to the male senior athlete.

These awards are given to a female and male senior athlete for participation in athletics from their 9th through 12th grade. Athletes that receive these awards are the best representation of what we hope Ben Lippen's Athletic Department produces.

Conflict Resolution

1. Commit the situation to prayer, seeking God's direction in dealing with the situation.
2. Go directly to the person involved (Matthew 18:15-17).
3. If resolution does not occur, take your concerns to the next level. The Athletic Department will not entertain most matters unless a meeting with the primary coach has taken place.
4. Support is expected. Well-placed criticism given privately to a coach is welcome.

Discipline

Late to practice and games

Definition of an unexcused lateness or absence – Any lateness or absence that the coach is not made aware of prior to its happening. Also, any situation based on the coach's discretion that is not excusable.

Definition of an excused lateness or absence: Any situation brought to the coach's attention prior to its happening in which the coach verbally tells the athlete (in person or over the phone) that it is acceptable that he/she miss the practice/game or allows the athlete to come late to the practice/game.

Excused absences or lateness include the following:

- Illness accompanied with a note from the parents (with a doctor's excuse when possible)
- Family emergencies
- Other conflicts brought to the coach's attention before they occur

Important Note: All excused situations are up to the coach's discretion. An athlete may come to the coach with proper motives and with proper timing, but the coach always maintains the right to make the final decision.

Any athlete receiving academic help after school is excused until 4 p.m. from practice with a note from his/her teacher. This should be an occasional occurrence only. Missing practice on a regular basis, although excused, may affect your playing time.

Suspensions

No athlete may participate in an athletic event on the day he/she is suspended (either in-school suspension or out-of-school suspension), nor may he/she attend any Ben Lippen athletic activity without administrative permission.

Foul language or unsportsmanlike conduct will not be tolerated. Athletes will be removed from the contest and remain on the bench at the coach's discretion based on the seriousness of the offense. Continual abuse of this policy will result in missed games and eventual dismissal from the team.

Any student athlete who confronts a coach with disrespect including but not limited to profanity, argumentative language or gestures, will be subject to dismissal from a team. Each case will be handled on an individual basis as to the severity of the actions.

Technical Foul/Cautions/Ejections

Any athlete receiving a conduct technical foul in basketball, a caution in soccer (yellow card), a caution in volleyball (yellow card), or a verbal caution in baseball or softball will immediately be removed from the contest and will remain out of the contest for a period deemed necessary by the head coach. Any basketball, volleyball, softball or baseball player receiving a caution or conduct technical in two consecutive contests will be removed for the remainder of that contest and be suspended from the next scheduled contest.

If at the discretion of the principal, the athletic director or the head coach, an athlete's play or attitude is contrary to the direction of the athletic program of Ben Lippen School, he/she may be removed from a team. A parent conference will precede this action.

Internal Handling of Discipline Issues

- When questions or problems arise, please make arrangements to speak first with the coach or responsible party. Please refrain from talking to other parents about a problem; it is divisive and not unifying. If a problem persists, then make an appointment to speak to the principal, coach, or responsible party present.
- Situations/issues, which occur during the school day involving behavioral/disciplinary action, are to be handled by the principal. Should the situation involve athletes the coach will be informed on an as-needed basis, as determined by the principal.
- Situations/issues, which occur after the school day involving team players/activities, which require behavioral/disciplinary action, are to be handled by the coach. The principal will be informed on an as-needed basis, as determined by the coach.
- The principal and coach agree to communicate with each other regarding their awareness of situations/issues, which have occurred in the other person's arena of responsibility. These situations/issues require the attention of the principal or coach and may include behavioral/disciplinary action be taken.
- There are certain after-school situations that may require the involvement of the principal; primarily serious, or repetitive, behavioral issues (i.e. threatening behavior/drug use, etc.) Because the principal is responsible for the student-athletes under his/her

care, he/she has the authority in these situations to apply the required disciplinary consequences.

- The athletic director does not expect coaches to discipline athletes for misbehavior, which took place during school hours, nor does school administration administer discipline for misbehavior, which occurs after school within the context of the team activities. The principal and coach will make exceptions when they agree it is best for all involved.
- The principal has the responsibility and authority to place students on Behavioral and/or Academic Probation as is necessary. Coaches will be informed regarding athletes who are placed on probation as well as the stipulations of the probation (i.e. suspended from participation in practice and/or games).

Emergency Action Plan – Indoor Athletics

Equipment

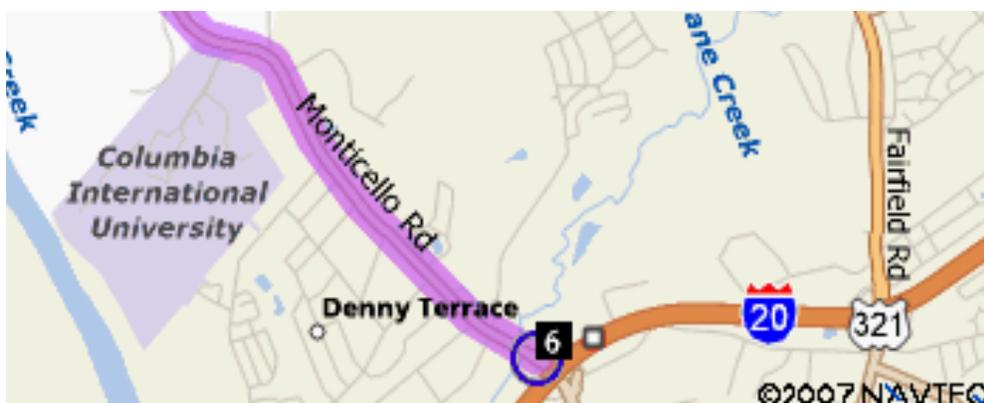
Three automated external defibrillators (AED) are located at the Ben Lippen School. One is in the main office behind the receptionist's desk. The other AED is located in the gymnasium lobby beside the girls' bathroom (enter lobby and turn left; the AED is at the end of the hall on the right on the wall). A third AED is located in the outside concession stand.

Plan

- CALL 911: Provide EMS with directions below, your name, age and number of individuals injured, condition of injured, and first aid treatment being provided.
- CALL CIU Security: Call (803) 513-3967 and instruct them to meet EMS at corner of International Boulevard and Monticello Road and instruct them to direct EMS to Ben Lippen School entrance.
- STAND by the entrance of Ben Lippen School and direct EMS when they arrive to the appropriate venue.

Directions for EMS

- The address is 7401 Monticello Road.
- Exit 68 from I-20 on the campus of Columbia International University.
- Turn LEFT onto International Boulevard and then your first LEFT onto the Ben Lippen School Campus.
- When entering the school take RIGHT toward buildings. GYMNASIUM is the SECOND building on the RIGHT.



Emergency Telephone Numbers

Palmetto Richland Emergency Services	(803) 434-6350
Palmetto Poison Control	(800) 222-1222
CIU Health Services (9 a.m.-5 p.m.)	(803) 600-4076
CIU Security	(803) 513-3967
High School Office	(803) 807-4100
Athletic Director	(803) 807-4198
Athletic Office	(803) 807-4197
Athletic Trainer, Stephen Murphy	(919) 946-8297 (cell)

Emergency Action Plan – Outdoor Athletics

Equipment

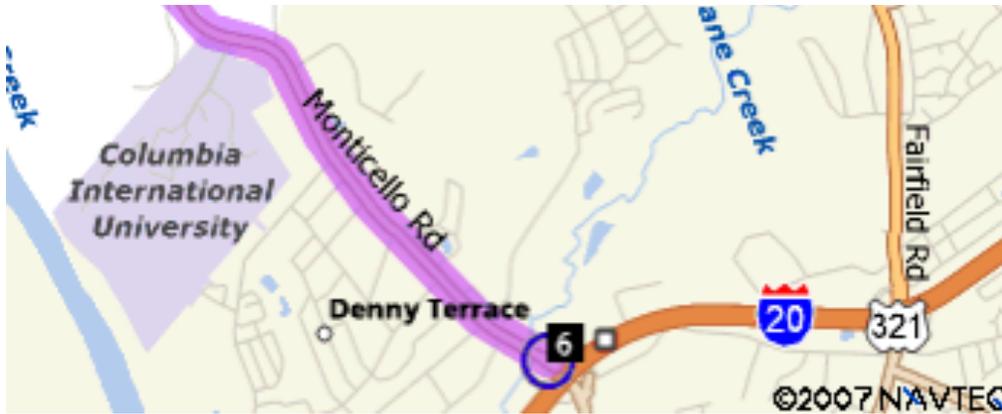
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Plan

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- STAND by the entrance of Ben Lippen School and direct EMS to the appropriate venue.

Directions for EMS

- The address is 7401 Monticello Road.
- Exit 68 from I-20 on the campus of Columbia International University.
- Turn LEFT onto International Boulevard and then your first LEFT onto the Ben Lippen School Campus.
- There are two emergency entrances. The first is immediately on your left before you reach the football stadium. The second is past the football stadium located on the left and take the LEFT past the football stadium (gravel parking area) onto a dirt road. This allows access to all of the outdoor fields.



Emergency Telephone Numbers

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Fundraising

Fundraising for any team must be coordinated through Ben Lippen School's Office of Development, the Athletic Department and Ben Lippen School's administration.

General Rules for Players

1. All players are required to attend all practices and games unless given prior permission to miss by the coach.
2. Players are to attend all end-of-the-year activities. Players who do not attend may forfeit individual awards.
3. Players are to follow team dress standards established by the coach.
4. Players are responsible for the proper care and return of uniforms. Players will be charged for damaged or lost uniforms or equipment.
5. If a player requires academic help after school at a time, which would make him/her late to practice, he/she must receive prior permission from the coach and bring a note from the teacher who provided the academic help.

Insurance

Each family is responsible for providing their own health insurance. Ben Lippen does **not** offer a supplemental policy to cover the deductible.

Each student is covered by a catastrophic policy with a \$25,000 deductible. This is provided through SCISA, paid for by Ben Lippen School.

Lettering

Requirement for receiving a varsity letter: An athlete must play on a varsity team for the entirety of the season. First-time lettermen receive a pin representing their sport at their end-of-the-season awards banquet. After their banquet, these first time lettermen may pick up their BL Letter from the athletic department. Subsequently, each year an athlete letters in the same sport, he/she will receive a bar.

Lightning

Coaches subscribe to a lightning alert service that informs progressively of any lightning strikes near the Ben Lippen School area. Athletes will be instructed to clear any playing field when there is a strike within 7.9 miles of Ben Lippen. They are to move quickly to either the outside concession stand area, the outside bathrooms OR the gym – whichever is closest. No one should ever go into any dugout for shelter during a lightning strike. Coaches are notified when 30 minutes has elapsed from the original lightning strike, or 30 minutes from any additional lightning strike.

Parents

With full recognition of and respect for parental responsibility under God, it must be kept in mind that for athletic participation, parents have delegated the responsibility and authority to the coach.

Playing Time Policy

Middle School and Junior Varsity

The coach will choose a starting team for each game and play the best players. Substitution will be made as much as possible, while remaining competitive.

Varsity

The coach will choose a starting team for each game and play the best players. These players are chosen based on ability and performance in practice and games, and team chemistry.

The sole discretion regarding playing time lies with the head coach and his/her assistants.

Practice

The first practice date for each of our three sports seasons is set by SCISA. These dates will be posted on the Ben Lippen athletic website.

- Saturday games are allowed.
- Attendance is required at all practices.
- Sunday practices or team meetings by players are never permitted.

Holiday Games and Practices

Not all teams will practice during holiday breaks, but some teams will. Middle School and Junior Varsity teams may have voluntary practice for those team members who are in town.

Varsity teams will be allowed one out of town tournament and one in town tournament during the holidays.

At Christmas break varsity teams will have a week where no games or practices are scheduled.

Spring Break tournaments will be scheduled at the beginning or at the end of the break so that at least half of the break will be open for family vacation.

Prospective Athletes

Prospective student-athletes (students not enrolled at Ben Lippen) will not be allowed to work out or take part in any team activity until he/she has fully completed the enrollment process. In addition, all required forms must be submitted to the athletic department before an athlete may participate in any team practice or activity. See below "Required Forms for Athletic Participation" for a list of required forms.

Required Forms for Athletic Participation

- A **current physical** dated April 1, 2016 or later
- SCISA Form: **Agreement to Participate** - must be signed and dated April 1, 2016 or later
- SCISA Form: **Warning of Inherent Danger** - must be signed and dated April 1, 2016 or later
- Drayer Form: **Drayer Physical Therapy Release Form**
- New Athletes must also fill out the **SCISA New Athlete/Transfer Athlete Form**
- Football athletes must submit the **Helmet, Equipment, and Technique**

These items will be good through the end of the school year. The athletes must submit forms to the athletic department. Forms only need to be submitted once per school year. Please call Kim Carlen in the Athletic Department with any questions at (803) 807-4197. Forms can be downloaded and printed from the Ben Lippen Athletic Website. Go to the Forms Section at the top of the home page to download these forms.

School Attendance

In order to play in a game or participate in practice, a student must arrive at school by the beginning of third block.

If an athlete has a scheduled appointment that keeps him/her out of school beyond the beginning of third block, the athlete must make the coach aware of this situation ahead of time in order to participate. The student must give a note from the doctor/dentist to the coach.

If a student has an early dismissal for athletics he/she must arrange to make up any missed work or tests with the teacher and be informed of any missed homework assignments.

Students are not excused from early classes because of returning home late from an athletic event the night before.

Substance Abuse

Substance abuse and all major violations of the Ben Lippen School Handbook will be handled through the appropriate channel in keeping with the policies of the Student Handbook.

Summer Camps and Workouts

Individual and team camps are a very valuable activity in the summertime. All summer participation is voluntary but highly encouraged. Coaches may schedule one weeklong and one weekend camp, or just several weekend (three day) camps during the summer. The cost of summer camps is at the parent's expense.

Coaches of different sports will work together to coordinate summer camps so as not to conflict with each other – though avoiding calendar conflicts is the goal, it is not always possible to do so.

SCISA guidelines will be followed for summer workouts, all of which are voluntary, but again, highly encouraged. There is no cost for summer workout participation.

Team/Player Selection

All teams shall have a designated tryout period determined by the athletic director. Academically eligible students will be selected based on attitude, coachability, talent and team needs.

Team rosters will be posted on the athletic announcements page.

Transportation

Transportation will be arranged for all off-campus games and practices during normal school days.

Transportation will be provided by Ben Lippen bus or in a Ben Lippen school car. On occasion, a Ben Lippen vehicle may not be available for use. During such a case, a coach or an assistant coach may be asked to drive his/her vehicle to transport athletes to away venues. In addition, parents who have undergone a security background and reference check and are cleared by CIU and Ben Lippen to transport athletes may be asked to aid in transporting athletes to away venues.

The only time an athlete will be allowed to drive his/her own vehicle to an away venue is if their home is closer to the away site than to Ben Lippen. Athletes must clear this with both their coach and with the athletic department.

Students will never be allowed to transport another student unless they normally carpool to school together. **Parents should fill out the Parent Transportation Permission Form located on the home page of the Athletic Website. Go to the forms section to find this and fill it out for each event that your student will be driving to a game. The parent or legal guardian at least 12 hours prior to the event should fill out this form.**

If students go off campus to eat after school, but before a late game, the Athletic Department has no authority during such times, and the decision for the students to leave campus is left to parental discretion.

Two exceptions to this policy are:

- Athletes who drive to school and the away event is closer to their home. With coach's permission, as well as clearance from the athletic department, these athletes may drive to and from the event in their own vehicle. **These athletes will not be allowed to transport other athletes, and the athletes must follow the bus to the event.**

- Students who ride home with parents or with another adult (with coach and parent permission).
- When leaving from home, either on a school day or on a weekend, transportation is at the parents' discretion (unless coach requires you to travel from school).