



THE KING'S ACADEMY ATHLETIC HANDBOOK

*If anyone competes as an athlete,
he does not receive the victor's crown
unless he competes
according to the rules."*

2 Timothy 2:5

KNIGHT'S MISSION

The King's Academy Knight's (TKA) athletic program was established in 2005 for the benefit of TKA students who are interested in participating in competitive sports programs. We strive to provide consistent biblical reinforcement through athletic competition. Parents work with us to help their child build character and a strong work ethic through athletics and encourage them to accept growing responsibility as they mature. We provide a vital athletic experience that facilitates confidence in one's ability and discipline. We seek to help build strong, yet humble servants for Christ.

Student athletes participating in the Knight's athletic program learn life lessons and skills that will equip them for the world beyond high school athletics. It is our desire to provide the very best opportunity to those who wish to play at the next level. Winning is a desired goal, but it is not the most important goal. The most important goal is bringing honor and glory to God through athletics. "It is possible to win a game yet lose our ability to shine light into a dark world."

We offer middle and high school sports including baseball, basketball, bass fishing, cheerleading, cross county, golf, soccer, softball, swim, tennis, track & field and volleyball. Our team name/mascot is the Knight's, and our colors are navy and silver. Our web site is www.tkaknights.org.

STATEMENT OF FAITH

Our Statement of Faith is based on fundamental Christian beliefs that we strongly support as the foundation of our organization. The King's Academy does not promote or endorse any denomination. We desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctiveness. Coaches are encouraged to lead by example and, when possible, share a short team devotion and/or lead the team in prayer. Athletes may also be given the opportunity to lead devotions and team prayers.

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:21)
- We believe there is only one God, eternally existent in three persons—Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
- We believe in the deity of Christ (John 10:33)
- His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)
- His sinless life (Hebrews 4:15; 7:26)
- His miracles (John 2:11)
- His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)
- His resurrection (John 11:25; I Corinthians 15:4)
- His ascension to the right hand of the Father (Mark 16:19)
- His personal return in power and glory (Acts 1:11; Revelation 19:11)
- We believe that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28,29)

- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26, 28)
- We believe in the present ministry of the Holy Spirit who's indwelling the Christian who is enabled to live a Godly life. (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)

Statement on Marriage, Gender and Sexuality

- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography, is sinful. (Matt 15:18-20; 1 Cor 6:9-10.)

TKA ATHLETIC STAFF

Michelle Rutledge joined The King's Academy in 2008 as the Director of Athletics. Prior to accepting the Director position, she served at several levels in the Knight's athletic program including board member, coach, and volunteer committee. Michelle and her husband live in Woodstock and have 3 adult daughters and 1 grandson. Her primary responsibility is to serve as the department head over all athletics and ensure compliance with all GAPPS and TKA policies as well as the overall direction of the program. mrutledge@thekingsacademy.org or michellerut@bellsouth.net / cell 404.429.6157.

Chris Camp joined The King's Academy as the Assistant Athletic Director in January 2020. Chris loves sports and was a three-sport athlete through high school and has coached youth, middle and high school sports for over 17 years including several years coaching in our Knights basketball program. His primary role is to assist the Athletic Director in the areas of administration and compliance. ccamp@thekingsacademy.org.

Victoria Matteson joined the King's Academy in 2014 as the part-time Administrative Assistant to the Athletic Director. Victoria and her husband have 3 adult children who attended The King's Academy and participated in athletics. She has served as parent volunteer committee member. Her primary role is to assist the Director with the day-to-day administrative duties to ensure compliance with league deadlines. tka.athleticassistant@gmail.com.

LEAGUE POLICIES

The Knight's athletic program is a member of **GAPPS (Georgia Association of Private and Parochial Schools)**. The Knight's program has worked hard to earn and maintain a reputation of excellence and high character among the King's family, GAPPS' members and the local community. TKA athletes and coaches are "Ambassadors" for the Knight's on and off the field. Therefore, coaches will have high expectations of each athlete which includes but is not limited to attendance, work ethic, a positive and willing attitude, Christ-like behavior, good sportsmanship, and respect for their coach and teammates.

1. ACADEMIC AND AGE ELIGIBILITY

To be eligible to tryout, practice or participate in any interscholastic activities, a student must be academically eligible as set forth in the GAPPS manual. Students gain or lose eligibility on the first day of the subsequent semester. The Athletic Director will verify the academic eligibility of each student athlete. A student has eight (8) consecutive semesters or four (4) years of eligibility from the date of entry into the 9th grade.

Students must take a minimum of three (3) full-time classes per semester in high school to be considered a full-time enrolled student. Students in less than three (3) full-time classes at a member school are considered AES (Alternative Education Students).

A student's gender is determined by the gender on his/her birth certificate. Girls may participate on boys' teams when no girls' team is offered in that sport or activity by the associate. Boys may not participate on girls' teams even when there is no corresponding boys' sport or activity.

To participate in high school sports, a student must not have reached his/her 19th birthday prior to May 1st preceding his/her year of participation. To be eligible to participate in middle school sports, a student must not have reached his/her 15th birthday prior to September 1st in the year of participation. All student athletes will be required to sign an Affidavit of Eligibility.

2. FILMING & PHOTOGRAPHY

Coaches or anyone associated with a school (parents, fans, friends, etc.) are not permitted to film games in which they are not participating and are expected to refrain from accepting film from unauthorized sources. Coaches are encouraged to trade films with opponents in a professional manner. Flash photography is prohibited at all indoor GAPPS state playoffs events unless permission is obtained from GAPPS on a case-by-case basis. Flash photography at outdoor GAPPS state playoff events is at the discretion of the onsite game officials.

3. LEAGUE COMMUNICATION

All communication with the league must come from the member school's Athletic Director. Coaches and parents may refer to the league manual on the GAPPS web site, www.gappsports.com for questions regarding eligibility and rules or contact the AD. At no time, without permission from the AD, should a coach or parent contact the league office.

4. NOISE MAKERS

Artificial noisemakers are prohibited at all indoor events. Artificial noisemakers are allowed at outdoor events except for air horns, whistles, or other similar devices that simulate the sounds of clock horns or officials' whistles.

5. PUBLIC PROTESTING

Any school or member of a school that uses a GAPP's event for their own purpose of staging a public protest is out of compliance with the sportsmanship section of the GAPP's manual and subject to league discipline which could include immediate ejection from the league.

6. SPORTSMANSHIP

GAPPS member schools are required to conduct all relationships with other schools in a spirit of good sportsmanship. Players, coaches and fans are expected to exhibit good sportsmanship before, during and after a contest. The student section is expected to treat both teams and the officials/referees with respect while cheering enthusiastically for their team. Taunting or other acts of intimidation toward the opposing team or individual player or official is strictly prohibited. Singling out a player or official by name, number or physical characteristic is strictly prohibited. Unsportsmanlike conduct may result in warning, ejection and/or fines.

The GAPPS sportsmanship statement should be read before every GAPPS game: *“GAPPS and its member schools have made a commitment, to promote good sportsmanship by students, athletes, coaches, and spectators at all GAPPS sanctioned events. Please represent your school with the highest regard. Any profanity, degrading comments and intimidating actions directed at officials, competitors, or other spectators will not be tolerated and are grounds for automatic ejection from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at today’s GAPPS event. All fans and spectators must remain in the stands and/or designated areas and are not permitted to enter the playing arena at any time.”*

7. SUDDEN CARDIAC ARREST PREVENTION ACT

On July 1, 2019 SB 60 went into effect requiring the Department of Education to post guidelines and relevant information on the nature and warning signs of sudden cardiac arrest on its website for students participating in interscholastic athletic activities, their parent or guardians, and coaches. Under the Bill, any student who passes out either while participating in or immediately after an athletic activity who has a history of fainting during or after the activity must be removed at that time until they are cleared in writing by a healthcare provider.

8. SPORT’S PHYSICALS

Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate they are physically approved for participation.

1. Physical examinations will be good for twelve (12) months from the date of the exam. EXCEPTION: Any physical examination taken on or after April 1 in the preceding year will be accepted for the entire next Association year.
2. GAPPS requires that member schools use the latest edition of the pre-participation physical evaluation form approved by the American Academy of Pediatrics. This form can be downloaded from the Knight’s website.
3. Physicals may be done at a health care provider’s office, CVS and/or other places that offer sports physicals.

KNIGHTS POLICIES

1. ALTERNATIVE EDUCATION STUDENTS

GAPPS member schools may use homeschool students (Alternative Education Students, aka, AES) if they do not have enough enrolled students to form a team. Athletic and academic eligibility of all AES athletes must be verified by the Athletic Department and GAPPS before they can be added to a roster.

- AES students must live within 30 miles of the member school
- The King’s Academy will become the AES student’s “home base” for all sports
- AES students must sign an AES Agreement Form and pay an additional \$60 athletic fee*
- AES students must provide a copy of the Declaration of Intent to Homeschool
- AES students must provide a signed copy of their report card or transcripts

**While TKA enjoys the opportunity to include AES students according to GAPPS' rules, this does represent an additional strain on the school's budget. Therefore, AES students will assist with this overhead, by paying a \$60.00 overhead fee in addition to their registration fee.*

2. CODE OF CONDUCT

All athletes and coaches are required to sign a Code of Conduct. Athletes and coaches are expected to abide by this Code of Conduct throughout the entire season. Our desire is to honor Christ and each other in our relationships and reflect His character. Coaches expect each player to put forth serious effort and give 100% participation to be confidently prepared for the upcoming athletic season.

3. CONCUSSION POLICY

The state of Georgia passed the "Return to Play Act of 2013" that went into effect on January 1, 2014. TKA coaches are required to pass a GHSA concussion training and submit a certificate of completion. Athletes who exhibit symptoms of concussion should be removed from practices and contests until they have been evaluated by a medical professional. Athletes must turn in a signed clearance from a medical professional to the AD before they can return to play.

We highly recommend that all athletes, particularly athletes participating in football, cheerleading, soccer, baseball, softball and basketball, have a base-line concussion test. Children's Health Care of Atlanta offer online scheduling for their "Baseline ImPACT" Concussion Test go to: choa.org/medical-services/concussion/impact-testing. A representative from CHOA will contact you to schedule testing. Baseline Testing may also be offered at The King's Academy at the start of the fall and spring sport's seasons.

4. CONFLICT RESOLUTION

As Christians, we should seek to resolve conflict in an appropriate and Christ-honoring way, attempting to resolve all concerns or disputes promptly, respectfully and peacefully. Parents should address concerns directly with the coach before discussing them with other students and parents. *Use of email by "REPLY ALL" or social media to resolve a dispute is not the biblical approach to conflict resolution and will not be tolerated.* Parents are encouraged to schedule a conference in private away from the athletic event and on a separate day if possible. If a resolution does not occur from a parent and coach conference, a parent or coach should contact the Athletic Director to schedule a conference between all parties.

5. GAPPS ALL STAR PLAYER FEES

GAPPS All-Star players will be required to pay the full All-Star fee if they choose to participate in the GAPPS All-Star Game. The team's budget will reimburse the All-Star athlete ½ of fee after the game. Players should email the AD to request the reimbursement.

6. GATE FEES

Gate fees are determined by GAPPS and member schools may charge up to the maximum amount allowed. GAPPS passes are issued to a limited number of Coaches per member school. During regular season GAPPS events, the host school must honor the GAPPS, GHSA & GISA passes which shall admit the bearer and one other person. For GAPPS state playoff events, the host school shall honor only the GAPPS pass, valid media credentials and the GAOA (bearer only). Law enforcement personnel in uniform and bus/van drivers are to be granted free admission.

Free admission to regular season Knight's home games will be given to those listed on the TKA Knight's Gate Pass List. A copy of the list will be provided to the Volunteer Coordinator for basketball, football and volleyball.

KNIGHTS' GATE PASS LIST (Free Admission to ALL Knight's Regular Season Home Games)

- GAPPS, GHSA & GISA Pass Holders
- Knight's Coaches
- TKA Executive Board Members & Spouse
- Athletic Director & Spouse

- Touchdown Club Members
- Law Enforcement in Uniform
- Valid Media Credentials
- Bus/Van Driver

Limited Free Admission to Knight’s Regular Season Home Games

- Spouses of Knight’s coaches and immediate family members living at home will receive free admission to regular season Knight’s home games to the sport their spouse coaches (basketball, football and volleyball).
- Committee Members (Team Treasurer, Volunteer Coordinator, Communications or any others designated by the AD) receive free admission to regular season home games of their team.

7. INSURANCE

Knight’s athletes are covered by a supplemental insurance policy. This policy is designed to assist with out of pocket expenses resulting from injuries sustained while participating in a TKA Knight’s’ event. All claims should first be filed with the student’s primary insurance carrier. Players who sustain an injury should file an “Incident Report” with the insurance company. Parents should email the Athletic Director to obtain a copy of the Incident Report.

8. MEDICAL RELEASE FORM

Parents are required to complete and sign a Medical Release form when registering for a sport online. This form releases The Kings Academy from any claims or damages arising out of or relating to any physical injury while participating in TKA’s athletic program. The form also authorizes coaches, assistant coaches, or parents acting in the capacity of activity supervisor to administer common first aid treatment on site and act as the agent of the parent to consent to emergency medical, surgical or dental examination or treatment in their absence.

8. MULTIPLE SPORT ATHLETES

TKA athletes are encouraged to participate in multiple sports during a calendar year provided there is no conflict in practice and game schedules. Athletes must fulfill their commitment to the first program they join while participating in a second program. In the event of schedule conflicts, coaches of both programs must be notified and try to coordinate practice and game schedules if possible. Priority will always be given to the first sport joined.

9. PARENT VOLUNTEERS

Parent volunteers are crucial to the success of each sport’s season. Parents are expected to volunteer in some capacity as deemed necessary per sport. Parent volunteers and Team Coordinators receive free admission to the game they are working and must check in at the gate. It is recommended that each sport have the following Parent Volunteer Committee consisting of the following Team Coordinators:

The Volunteer Coordinator will communicate the volunteer positions needed per sport and may use Team Snap and/or Sign Up Genius for volunteer sign up. Volunteer positions include but are not limited to concessions, stats, spirit-wear, score keeper, ordering team awards, team communications, announcer, snack coordinator, etc. Some sports require that parents submit a “refundable” volunteer check. This check will only be cashed if a parent fails to fulfill their volunteer commitment.

Team Treasurer:	collect forms, fees, gate & concessions – deposits and reimbursements
Volunteer Coordinator:	recruiting and coordinating all volunteers for home games
Communication Coordinator	update roster and contact information, manage calendar and email communications

Coordinator positions may vary from sport-to-sport as determined by the needs of the sport and/or the Athletic Director. Coordinators are selected by the Athletic Director and/or Head Coach and work directly with the Athletic Director and Assistant to the Athletic Director before, during and after the season.

10. PLAYING TIME AND ATTENDANCE POLICIES

Playing time and position assignment are determined by the coaching staff. Playing time is not guaranteed and is at the coaches' discretion. Attendance, work ethic, experience at a position, and making sure the player can be effective and remain safe at their assigned position are considered when determining playing time. Athletes are encouraged to speak directly with their coach if they have questions about playing time.

Coaches will determine and communicate attendance expectations and consequences for violation of attendance policies at the beginning of each season. Athletes should communicate directly with their coach if they plan to miss a practice or game in advance.

As stated in OUR MISSION, "student athletes participating in the Knight's athletic program learn life lessons and skills that will equip them for the world beyond high school athletics." When a parent intervenes on behalf of their athlete, it hinders them from learning these life lessons and skills which includes taking responsibility for communicating with his/her coach directly about their attendance and what they need to work on to earn playing time undermines the authority of the coach. Therefore, we encourage the student athlete to talk directly with their coach about playing time and ways they can improve to earn more playing time.

11. PUBLICITY AND PRODUCT SALES

The King's Academy underwent a professional branding redevelopment in 2016. All logos representing The King's Academy or our Knight's athletic program are protected and may not be used without permission. In addition, products or media featuring our school, programs, branding, or associated matter may not be produced, marketed or sold wither permission. Please contact the student Program's Director sbreaden@thekingsacademy.org with any questions regarding this matter.

12. QUITTING A SPORT

TKA athletes are expected to commit to the team and the coach for the entire season. Quitting should be a last resort after all other options have been exhausted. Student-athletes should arrange jobs and any other activities so as not to conflict with practice and games. If a student-athlete is dismissed or voluntarily leaves the team, at any time during the season, he or she is not eligible to participate in another sport until the season of the sport dropped is over, unless there is an agreement between the two coaches involved and approved by the Athletic Director.

13. SCHOOL WEATHER CLOSINGS

The King's Academy will independently make decisions regarding school closings due to inclement weather after consulting news outlets and local reports. Please consult the school's social media outlets on Facebook, Instagram, and Twitter, or check incoming emails or emergency notifications from the school to determine whether TKA may be closed for weather-related reasons. All school closings or the need for a modified schedule due to weather be posted on all TKA media outlets.

All TKA Knight's after school activities will be cancelled when school is closed due to weather. Coaches must reschedule all games and cancel all after school practices during school closings. A coach may evaluate the temperature and road conditions on a day-to-day basis during a school closing and is permitted to offer an optional practice if conditions have improved with the approval of the AD. Athletes are not required to attend an optional practice during a school closing.

14. SEASON-END BANQUET

Sport's programs will host an end-of-season banquet to celebrate the accomplishments of the athletes and award Special Awards as well as Participation Awards. Parent volunteers are responsible for planning the end-of-season banquet. The gym or high school assembly room may be reserved by contacting Anna Patterson at apatterson@thekingsacademy.org. It is recommended that a date be selected at the beginning of the season and put on the Team Snap calendar.

15. SPECIAL AWARDS

Athletes will receive a Participation Award such as a certificate, medal, or statue at the season-end banquet. In addition, each sport program will provide the following special awards at the season-end banquet to four (4) athletes on each team. Each award can only be given to ONE athlete (no ties) to maintain the integrity of receiving these awards. Coaches will determine the recipients of each award; however, players may vote by private ballot for the Armor Award before the coach makes the final decision.

Coaches may also add other sport-specific awards with pre-approval from the AD. The Athletic Department will order all Special and Participation Awards from Creative Awards.

Most Valuable Player Award: This award is more talent-focused, statistic based rather than character-focused, but both must be considered.

Coaches Award: This award is more character-focused than talent-focused, but both must be considered. The coaches' award winner must not be a benchwarmer ("pity award") but must have had significant play time during the season. Leadership & reliability should be factors.

Armor Award: This award is primarily Christian character-focused, and the player must have led in contributing to the Christian spirit and wellbeing of the team.

Achievement Award (Most Improved): Player must have shown significant improvement in ability, attitude and/or effort from the beginning of the program to its end.

16. SPIRIT DAY GUIDELINES

Students will enjoy TKA Club & Teamwear Spirit days once a month on the last Wednesday and Friday of the month falling in the same week (dates may be adjusted due to holidays and notice is provided in the school's weekly email.) Participation is voluntary. Students athletes are expected to follow the Spirit Wear guidelines as stated in the TKA Family Handbook.

17. SPIRIT FAN WEAR STORES

The King's Academy has created guidelines for the development and merchandizing of general school spirit wear as well as Knights Athletics spirit fan wear. Regarding Knights Athletic spirit wear, the design creation is up to individual sport committees. A point person should be designated by each sport committee to handle this process, and this should be a priority as season planning begins (due to order/delivery times, etc.). This can be a team committee member, interested parent involved in the sport, etc. **All designs and products must be approved by our school-appointed Spirit Shop committee before production.** Note: This process relates to spirit wear for the team fans/families, NOT actual team uniform. Team uniforms are selected and designed by coaches and approved by the Athletic Director.

18. SUPERVISION

Coaches and/or parents should ensure that no athlete is left unsupervised at any practice or game site. Parents should make every effort to pick up their athlete promptly. Athletes will be supervised for 15 minutes as they await pickup, after this time the coaches may need to leave and a parent should remain behind until all athletes are picked up. Please notify the coach if you are going to be late picking up your athlete or if your child has other transportation arrangements.

19. STUDENT ATHLETE LEAVE POLICY

Student athletes are expected to follow the TKA Student Leave Policy found in the TKA Family Handbook on RenWeb. (The full handbook is posted on FACTS/RenWeb in Resource Documents). When possible, students should make every effort to remain in classes until the end of the lunch period and leave between classes.

20. TEAM COMMUNICATION

Team Snap will be used for team communications. Each team has a private Team Snap account. Students and parents are required to join Team Snap to access rosters, schedules, stats, photos and more. Participants may download the APP to their phones for easy access to all team communications.

21. TEAM PHOTOGRAPHY

Teams are required to use the TKA photographer for mandatory team and individual photos. These photos will be used by the TKA Yearbook and may be purchased if desired. The Basketball Committee is responsible for contacting the photographer to arrange for photo shoot. Gina Cellino is the TKA photographer. Ginacellinophotography@gmail.com.

22. TKA SIGNING DAY

The King's Academy has many student athletes playing sports at the college level. We encourage athletes and parents to join us for TKA Signing Day. This is a special day of celebration for athletes signing to play at the college level. A small reception will follow.

23. TRANSPORTATION

Athletes are responsible for their own transportation to and from sporting events and are expected to arrive on time to all warm-ups, practices and games. Athletes should have permission from their parents to ride with other teen drivers and/or coaches. Disciplinary action may be taken by the coach if an athlete consistently arrives late and violates attendance policies.

24. UNIFORM DRESS CODE

Knight's uniforms must meet all GHSA & GAPPS requirements. Practice and game uniforms are expected to be modest while at the same time relevant to the sport. All practice and game uniforms must be approved by the Athletic Director and/or TKA Administration before the order is placed to ensure there is a good balance between what is current and modest. Below are guidelines regarding modesty:

Male Athletes: Must wear a shirt at practices and games (swim team is the exception)
 Shorts must be worn properly. Not rolled at the waist or pulled down to reveal under garments.

Female Athletes: Sports bras must not be showing or must blend with the outer garment
 Skirts and shorts should be modest in length and fit. Not tight fitting

Uniform and equipment items are property of The King's Academy Knight's except for items purchased by the athlete. Each student must dress in assigned practice and game apparel when participating in scheduled events. Some dress code issues may not be covered under specific guidelines of this packet. Therefore, please be aware that all decisions regarding dress code for TKA Knight's events and what constitutes a violation will ultimately be determined by the coaches and AD.

25. VARSITY LETTERING

Athletes in grades 9-12, who complete a season as a Varsity participant are eligible to receive ONE varsity letter regardless of the number of sports played. Eighth (8th) graders on a varsity team are not eligible for a varsity letter until they enter the 9th grade. Playing time is not a factor in whether an athlete receives a letter. If a student is injured during the season and unable to compete, the coaches should determine how the student can best serve the team as a Varsity participant. Varsity letters will be provided by The Kings Academy to be presented at the end-of-season awards banquet. Sport-specific pins will be issued with the letter. Each subsequent year, varsity athletes will receive a bar pin signifying their continued participation in each sport.

JV participants who play 50% or more of the varsity season may be eligible to receive a varsity letter at the coach's discretion.

Varsity letter jackets are offered to high school athletes and may be ordered from M&L Enterprises, 4543 Mossburg Court, Marietta, Georgia 30066. 678.644.7957. Detailed information for letter jackets can be found on RenWeb Resources.

TEAM REGISTRATION

Athletes are required to PRE-register on Team Snap before evaluations or tryouts. Once athletes have been notified that they have made the team, they will complete the registration and payment through Team Snap.

1. FORMS AND DOCUMENTS

Students participating in athletics are required to fill out and submit the following forms:

Submit Annually:

Signed Pre-Participating Physical Examination Form (All Athletes)
Report Card Signed by Parent (AES Athlete)
Copy of Letter of Intent to Homeschool (AES Athlete)
GAPPS AES Application Form (AES Athlete)

Submit One Time:

Copy of Birth Certificate (All Athletes)
High School or Middle School Affidavit of Eligibility (All Athletes)
Senior Exit Form (AES Athlete only at beginning of senior year)

2. FUNDRAISING

Fundraisers may be established during the year by the coaches or parent volunteers as needed. Families must agree to participate in any group fundraising activities or pay an equivalent net monetary amount as established by the program. All fundraising ideas and projects must be pre-approved by the AD.

3. PARTICIPATION FEES

Payment of participation fees are due by the determined deadline of the program. Participation fees may be paid with a credit card during the online registration process. A service fee will be charged at checkout and is non-refundable. Fees paid by check should be made payable to TKA Athletics and turned in to the Athletic Department. Athletes who have not paid their participation fees by the deadline will become ineligible until fees are paid or arrangements are made with the Athletic Department. Athletes are subject to a \$25 late fee unless payment arrangements are made before the deadline.

4. PAYMENT ARRANGEMENTS

Families who need additional time to pay their registration fees may request a "Payment Arrangement Form" from the Athletic Department. This form allows families to divide their fees into affordable monthly payments, however, the final payment must be received no later than the last day of the regular season.

5. SCHOLARSHIPS

Scholarship funds may be available on a LIMITED basis as determined by each sport's budget. Scholarships are intended for athletes experiencing a true financial hardship. Athletes requesting a scholarship should submit a financial aid application to the Athletic Director for review. The Athletic Director and TKA Administration reserve the right to determine what constitutes a financial hardship and how scholarship funds are distributed.

6. SPONSORSHIPS

Sponsorship forms are available to athletes needing assistance paying for their registration fee. Athletes receive 70% of the sponsorship and 30% goes to the Knight's overhead athletic budget. Sponsorship forms are available on the website at www.tkaknights.org. Sponsors must email their contact and company logo to the Web Master at webmaster@tkaknights.org. Team Treasurers are responsible for ordering Sponsorship plaques at the end of the season along with a 5x7 photo from the team photographer.

7. TEAM AGREEMENT

Athletes and parents will be required to sign a Team Agreement when registering online. This agreement outlines the general expectations of athletes and parents in TKA athletics and ensures that both have read and agree to the terms of the Athlete Code of Conduct and the policies set forth in the TKA Athletic Handbook.

8. WITHDRAWAL AND REFUNDS

Athletes must notify the Athletic Department when they withdraw from a sport's program to be eligible to receive a refund. Athletes who withdraw from a program with an outstanding balance will be ineligible for tryouts and/or participation in any sport's program until the outstanding balance is paid in full.

100% refund when notice given within 30 days after the GAPPS start date for the sport's season.

50% refund when notice given within 45 days after the GAPPS start of for the sport's season.

NO REFUNDS after 45 days

NOTE: Non-refundable deposits and expenses incurred for equipment, insurance, uniform, camp fees or other expenses that cannot be recovered by the program on behalf of the athlete will be deducted from all refunds. Any exceptions to the refund policy must be approved by the Athletic Director.