



# **ATHLETIC HANDBOOK**

**2025 - 2026**

*SEMPER ALTIUS*

## **Registration Information**

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### **Nondiscriminatory Policy**

Royal Palm Academy Athletics admits any students of any race, color, and national or 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, national or ethnic origin in the administration of its participatory policies, admissions policies, or athletic programs.

### **Procedure for Registration**

A student can become a full, participating member of a Royal Palm Academy athletic team once the following requirements are met:

1. Student and parent/guardian have completed and returned Royal Palm Academy Athletic Permission Form (see Appendix A)
2. Student and parent/guardian have read the Royal Palm Academy Athletic Handbook and signed the Athletic Contract (see Appendix B)

## **Athletic Permission Form**

Royal Palm Academy students wishing to participate in a sport must fill out a Royal Palm Academy Athletic Permission Form. This form is accessible at the end of this handbook (see Appendix A) and in the main office of the school. Permission forms must be completed and returned on or before the deadline set for the last day of signups. Any student who decides to participate on a team after the deadline should see the Athletic Director before attending practice. Deadlines are not intended to prevent a student from participating on a sports team, but they are necessary to make sure that team sizes do not become too large to allow for proper instruction of participants. A permission form need only be completed one time during the school year. Please indicate in the spaces provided at the top of the form which sports the student may be interested in playing.

### **Fees**

All sports offered at Royal Palm Academy have costs required for operation. Student athletes and their families are required to pay a \$150 per athlete per sport fee to cover part of the operating costs, uniforms cost, equipment costs, and tournament fees. Students and their families may be asked to provide their own personal equipment for certain sports.

# General Information

## Levels of Competition

Development of the skills fundamental to each sport receives primary emphasis on each athletic team offered at Royal Palm Academy. Each of the teams' experience, however, may be slightly different depending on the level at which the team is competing.

LEVEL	<b>Varsity</b> Teams at this level strive to prepare students for high school athletics	<b>Junior Varsity</b> Teams at this level serve as transitions from the developmental level to varsity level teams.
COMMITMENT REQUIRED	<i>High</i> Students and families must commit up to 5 events a week—practice, games, scrimmages, etc.	<i>Moderate</i> Students and families must commit up to 5 events a week—practice, games, scrimmages, etc.
SIGNUPS	Yes	Yes
COMPETITION	Officiated games against other SAC schools. Season ends with a conference tournament.  Non-Conference	Officiated games against other SAC schools. Season ends with a conference tournament  Non-Conference
PLAYING TIME	At discretion of teams' coach(es). Playing Time is not guaranteed.	Coaches will make every effort to play every team member in each game. Playing time will vary.
SKILLS EMPHASIZED	-Advancing game strategies -Leadership skills on and off the field/court -Individual fundamentals reinforced and extended	-Importance of team cohesion -Individual fundamentals introduced and reinforced -Formal game strategies introduced

## Athletic Teams at Royal Palm Academy

Royal Palm Academy offers the following sports as recognized by the Sunshine Athletic Conference (BOLD)

SEASON	GIRLS	BOYS
Fall	<b>Volleyball</b> → Varsity → Junior Varsity <b>Cross-Country</b> Cheerleading Tennis Golf	<b>Flag Football</b> <b>Cross-Country</b> Tennis Golf
Winter	<b>Basketball</b> → Varsity → Junior Varsity Tennis Golf Futsal	<b>Basketball</b> → Varsity → Junior Varsity Tennis Golf Futsal
Spring	<b>Soccer</b> → Varsity → Junior Varsity <b>Track and Field</b> Tennis Golf	<b>Soccer</b> → Varsity → Junior Varsity <b>Track and Field</b> Tennis Golf

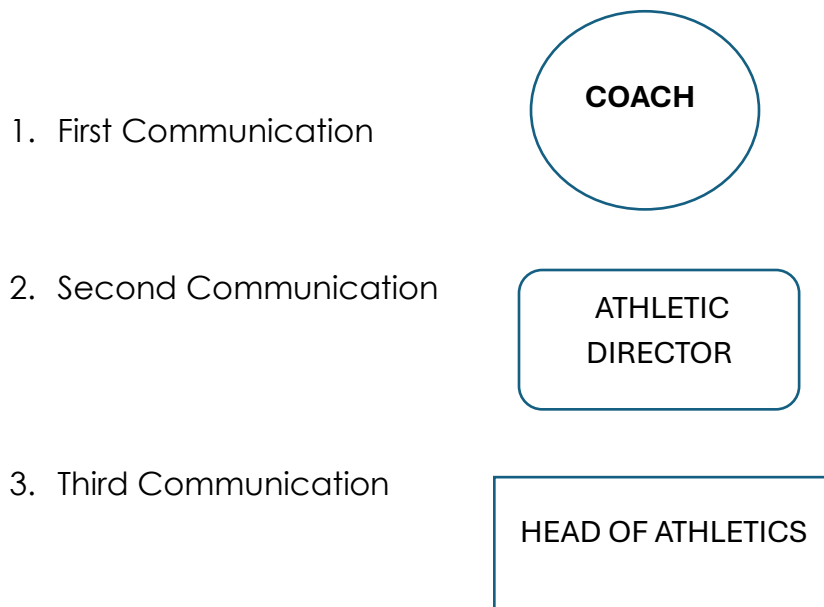
### Signups

Announcements of signup dates will occur over school email announcements and the school newsletter prior to the signup dates.

### COMMUNICATION GUIDELINES

Royal Palm Academy coaches should establish clear procedures and guidelines for communication with athletes and parents that align with the philosophy and mission of Royal Palm Academy. TeamReach should only be used to communicate basic information such as the time and location of games and practices. Discussions of concern should observe the 24 hour rule before engaging with a coach. Please follow the proper channels of communication beginning with the coach. Please communicate with the Athletic Director if the problem needs further attention.

## ATHLETIC ORGANIZATION COMMUNICATION FLOW CHART



## ***Coaching Expectations and Requirements***

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### **EXPECTATIONS**

Coaches are first and foremost educators and must work in coordination with parents, who are the primary educators of children. At all times, coaches must be examples of Christ the Teacher and serve as role models for student-athletes to emulate. They must be messengers of the school mission and ensure that athletic programs embody the Catholic characteristics prevalent at Royal Palm Academy.

### **CONDUCT**

Coaches are called to be models and witnesses to their faith every day, and as such, they are expected to uphold high standards of conduct both during and outside the season.

### **REQUIREMENTS**

- Background Screening
- Virtus Training
- First Aid & CPR
- Concussion Protocol Training
- Attend Coaches and Parent Meetings

## **Goal Setting**

When working with Royal Palm Academy student-athletes, a successful coach will work towards goals in the following three dimensions: team, personal, and school.

## **Team Goals**

Royal Palm Academy coaches build a team by:

1. Advancing the athletes' understanding of their role as members of the communal body of Christ.
2. Creating a positive and memorable experience that the student-athlete will cherish for the rest of his/her life.
3. Teaching each sport's specific and unique skills to the very best of his/her abilities by using all means, methods, and resources available.
4. Teaching the skills of healthy competition that will prepare athletes and the team to succeed.

## **Personal Goals**

Royal Palm Academy coaches grow as individuals by:

1. Modeling character, sportsmanship, self-discipline, and a lived faith.
2. Appreciating the moments of grace throughout a season, at times of winning and losing.
3. Becoming a lifelong learner of their sport.
4. Maintaining perspective in and throughout all athletic endeavors, realizing teachable moments exist in all experiences.
5. Fostering positive relationships with all school community stakeholders.

## **School Goals**

Royal Palm Academy coaches contribute to the school community by:

1. Infusing the school mission in all athletic activities.
2. Promoting academic excellence is an essential component in the development of student-athletes.
3. Committing to effective communication with administrators, teachers, parents, and athletes.
4. Supporting the development of student-athletes as leaders and role models in the greater school community.
5. Creating a culture of school unity and spirit as exemplified through sportsmanship, positive fan participation, and respect for all.

## Language

Language should always be appropriate and constructive. Coaches are expected to not only monitor their own language, but they should also set and enforce standards of appropriate language for their athletes.

## Treatment of Opponents

Although opponents are not a part of our school community, they are members of the larger body of Christ and should be treated as such. Coaches should model such respect for their athletes and should instruct players on how to welcome their opponents and all visitors in a way that conveys a sense of hospitality and community.

### **Prayer**

Athletic experiences play an important role in the spiritual formation of students at Royal Palm Academy. Genuine and lasting spiritual development is only possible through careful and conscientious preparation by those in leadership positions. Coaches, as team leaders, are chosen not just to be mentors and role models for student-athletes, but also to be witnesses. Prayer should become an intentional component to a team's culture, not just a rushed event before or after a game or practice. Rather than emphasizing winning, prayers should focus on embodying the spirit of Christianity. Coaches are encouraged to build and create spiritual traditions into their approach to coaching at Royal Palm Academy.

### **Coaching Duties**

In addition to serving as witnesses and models of faith, Royal Palm Academy coaches are expected to fulfill the following duties:

- Plan out practices and games
- Always supervise athletes until they are picked up from practices/games
- Condition athletes properly
- Assess athletes' readiness for practice & competition
- Instruct properly on what to do and what not to do
- Responsible for the setup of game days
- Provide water, ice, and first aid supplies
- Maintain safe playing conditions
- Ensure cleanliness of facilities (both at home and away games)
- Provide proper equipment
- Communicate practice and game schedule to athletes and parents
- Train and supervise assistant coaches

## **Awards and Recognition**

The Royal Palm Academy Athletics Program hosts a Sports Award Ceremony at the conclusion of each sport season. Coaches are expected to attend the athletic awards assembly to introduce their players and summarize their season publicly. Recognition of athletes, however, should be utilized throughout the season as a means of personal athlete formation and team building. Recognition of athletes should embody the goals and philosophies of the athletic department and program, not only physical talent. Areas of recognition may include one's academics, sportsmanship, and Christian nature/spirituality.

## **Student Expectations and Requirements**

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Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the Royal Palm Academy community in a favorable way. By joining the school's athletic program, a student becomes a representative of his/her team and of Royal Palm Academy.

### **Eligibility and Probation**

We expect student-athletes to maintain academic and behavioral standards in keeping with the Royal Palm Academy Student-Parent Handbook and the teachings of the Catholic Church. These regulations and procedures apply while on school premises, during practices and competitions, and in the public arena. A student will be considered *ELIGIBLE* to participate in interscholastic athletics at Royal Palm Academy if their most recent academic report reflects:

- ❖ A passing grade in each subject
- ❖ A *Satisfactory* grade or better in all special subjects
- ❖ A *Satisfactory* grade or better in conduct for all subjects

A student-athlete will be considered *ON PROBATION* should his/her most recent academic report reflect any one or a combination of the following academic grades or conduct:

1. One failing grade in any subject
2. Below *Satisfactory* in any special subjects
3. One *Incomplete* in any subject
4. Below *Satisfactory* conduct in any subject

A student-athlete will also be considered *ON PROBATION* should his/her behavior require:

1. Removal from a classroom
2. After-school detention
3. Out-of-school suspension

*Probation* is a one, two (2)-week period\* during which a student-athlete works to improve his/her grades and/or conduct. During this two-week period, a student is still considered a full, participating member of the athletic team, but *time should be spent wisely on improving one's grades and conduct*. Student-athletes are encouraged to seek extra help from those teachers in courses where he/she is struggling either before school or after school. Royal Palm Academy faculty and staff are always willing to assist students in their academic studies and personal growth as young adults.

\*The only exception to the two-week probationary period is the *Incomplete*. As soon as the student-athlete makes up the work that caused the incomplete AND the work is to the satisfaction of the appropriate teacher, the student-athlete is no longer on probation.

### **Evaluating Probationary Improvement**

A student-athlete remains a full, participating member of a team if his/her grades at the end of the probationary two-week period reflect a passing average or better in every class, and the student-athlete maintained conduct in keeping with the Royal Palm Academy Student-Parent Handbook and the teachings of the Catholic Church.

## **Ineligibility**

A student-athlete will be considered *INELIGIBLE* for interscholastic sports at Royal Palm Academy should there be no improvement after the two-week probationary period. *Ineligibility* means that a student-athlete may NOT participate in interscholastic athletics at Royal Palm Academy for the remainder of the season. This will result in the removal of the student from the team's roster.

All student-athletes are allowed one (1) probationary period per school year. Should a student-athlete fail to meet the academic and behavior standards outlined above more than once during a school year, he/she will be considered ineligible and will no longer be permitted to participate in interscholastic sports at Royal Palm Academy for the remainder of the school year.

## **Student-Athlete Expectations**

A student-athlete's behavior is governed by the same rules, regulations, and procedures that apply to all students as set forth in the Royal Palm Academy Parent-Student Handbook. Each student-athlete is expected to demonstrate and encourage in others' behaviors that reflect good sportsmanship. If behavior infractions occur, student-athletes may face both a school and an athletic consequence.

## Attendance

All student-athletes must be marked as present in school on the day of practice or a game in order to participate. Please see the *Student-Parent Handbook* for what constitutes an absence.

All student-athletes must recognize the time commitment made to a team. One is expected to attend all practices and games. If one cannot attend a practice or game, please make sure the coach and/or athletic director have been notified in advance. The team rules as outlined by the coach/team at the beginning of the season will inform the consequences for a missed practice or game, in addition to the natural consequences that result from missing practice instruction or game experience.

## **Dress Code/Uniforms**

Student-Athletes are highly visible representatives of the school and, as such, are responsible for using good judgment in their overall appearance. All teams, regardless of level, are responsible for ensuring that their game attire speaks volumes of their class and excellence. No player should make modifications to his or her uniform. Athletes are to wear a school issued uniform and treat their uniform with respect. Teams that treat their uniforms with respect, exude class.

**Uniforms must be returned** to the associate athletic director within seven (7) days of the last game. Progress reports and/or report cards may be withheld until the uniform is returned. If a uniform is not returned, parents are responsible for the cost of replacing the uniform (\$75.00).

# ROYAL PALM ACADEMY STUDENT-ATHLETE HONOR CODE



## ATHLETIC HONOR CODE

At Royal Palm Academy, we strive as student-athletes to create a purposeful experience that promotes honesty, integrity, and respect. Together we build an athletic program that enhances the ways in which we engage, grow, and thrive as a community.

Royal Palm Academy takes pride in its small community-based environment upon which mutual trust and respect flourish for one another. The school recognizes that growth in the realm of integrity is an important issue that may be handled differently at different grade levels. Therefore, it is incumbent upon the school to make their policies clear to coaches, and their team, and it is the responsibility of the athletes and parents to support the athletic honor code to the highest degree. With a unified and clearly articulated and supportive approach, we feel that our athletes will learn valuable lessons in integrity that will serve them well for a lifetime.

All student-athletes at Royal Palm Academy operate under an Honor Code. To make a system of honor work, each athlete is responsible for his or her own conduct, and athletes are expected to lead by example. In addition, athletes, coaches, and parents are members of a learning community with high standards. The honor code sets the expectations for all community members. We strive to put learning first, giving priority to those activities that promote the acquisition of skills and the development of character. We aspire to live in a culture with few rules but with high standards of behavior rooted in mutual respect. We expect all members of the Royal Palm Academy athletic community to meet these expectations.

# Sportsmanship

## Players

All student athletes are expected to represent Royal Palm Academy in an exemplary manner. This behavior is expected both on and off the court or field. Student-athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during a practice or game will be left to the discretion of the coaches for each sport along with input from the athletic director. This can range from sitting out at practice to a one-game suspension. In extreme cases when an athlete has been ejected from a game, multi-game suspensions and dismissal from the team may be appropriate. The athletic director and principal will make the final decision following a meeting with the athlete, coach, and parent.

## ***Expectations of Parents and Stakeholders***

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**“It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty teachers are to collaborate closely with parents who are willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.” (Code of Canon Law, 796)**

Royal Palm Academy coaches and administrators respect the primacy of the parents as the first teachers of their student-athletes and will partner with parents in the formation of student-athletes. Parents and other members of the community play a vital role in the holistic education of children, including students' participation in school-sponsored athletics. Together, all stakeholders should actively work to ensure that the Catholic mission and identity of Royal Palm Academy permeates the athletics program.

### ***Top Five Ways to Support Your Student-Athlete***

1. **Be present** – Show up to games, cheer, and support our teams!
2. **Be positive** – Children learn from modeling. When talking about the game, season, performances and decision-making, please share the gift of a positive outlook on life! Make sure that your child knows that win or lose, he/she is loved and supported.
3. **Encourage independence** – Encourage student-athletes to be responsible for the care of their athletic gear and to be prepared for practices and games.

In addition, student-athletes should speak directly with their coach about any questions and/or concerns.

4. **Observe the “24 Hour Cushion”** – As do all good educators, Royal Palm Academy coaches will naturally and deliberately reflect on game situations and decisions. Please allow coaches the time they need to process their decisions before approaching them with any questions. As stated above, coaches need not discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes.
5. **Model Royal Palm Academy’s behavior expectations for visiting spectators** – Take pride in our athletic program and model for visitors how we...
  - i. cheer for our team rather than against our opponents.
  - ii. respect the integrity and authority of game officials.
  - iii. allow coaches to coach without criticism from the spectators.
  - iv. help clean up at the end of athletic events.

**All parents of student athletes are expected to represent Royal Palm Academy in an exemplary manner. This behavior is expected both at practices and games. Parents of student athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during practice or games will be left to the discretion of the coaches for each sport along with input from the athletic director and the principal. This can range from a parent being asked to not attend games to a parent being banned from attending any games. In extreme cases, the student athlete may also be dismissed from the team. The athletic director and principal will make the final decision following a meeting with the athlete, coach, and parent.**

### *Transportation*

*Parents are solely responsible for transportation to and from practices and games. Please ensure that your student athlete is picked up promptly at the end of each practice or game. The RPA bus may be available for use depending on schedule and qualified drivers.*

### ***Removal from Team – Parent Decision***

The Head of School, Head of Athletics, Associate Athletic Director, and coaches will respect and support a parent's decision to remove his or her child from a team for any reason. However, once the child is removed, he or she may not return to that team for the remainder of the sport season.

### ***Revisions/Modifications to Policy***

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The Head of School and the Head of Athletics may make changes to any policies outlined in this handbook as needed and make the final decision regarding any policy. Changes will be made public well in advance.

***The Head of School and the Head of Athletics can remove a student or cancel a season if student-athletes or parents do not adhere to Royal Palm Academy School standards.***



## Athletic Permission Form 2025-2026

Name of Athlete \_\_\_\_\_ Grade: \_\_\_\_\_

Sports: Basketball \_\_\_\_\_ Soccer \_\_\_\_\_ Flag Football \_\_\_\_\_ Volleyball \_\_\_\_\_ Track and Field  
\_\_\_\_\_ Cross Country \_\_\_\_\_

### **Insurance**

The following information must be completed and signed by the appropriate parent or guardian and turned in to the main office before participation in student athletic activities will be allowed. If the following information is not complete, this form will be returned to you.

Parent/Guardian : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell/Emergency Phone Number: \_\_\_\_\_

All students participating in student athletic activities at Royal Palm Academy must have their own medical coverage. Students will not be allowed to participate in student athletic activities unless the following information is submitted and the form is signed by the parent or the guardian of the student.

Insurance  
Company: \_\_\_\_\_

Policyholder: \_\_\_\_\_ Policy and Group Number: \_\_\_\_\_

Address or phone number of insurance company: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

**Athletic Fee** (Please register each student-athlete through our FACTS sign up page for each sport that they will participate)\*Seasonal Sport **\$150** & Cheer - **\$400**

Athlete T-shirt Size YS YM YL ~ AS AM AL AXL

### **SPORTS PHYSICAL REQUIRED PRIOR TO PARTICPATION**

**Please provide a Sports physical form with proper signatures from your health provider. The school must have a copy prior to participation.**

**Wavier of Liability**

We, the undersigned, hereby certify that I (we) am (are) the parent or legal guardian of the student. I hereby give permission to the staff of Royal Palm Academy to seek during the period of school athletic activities, appropriate medical attention and for the student to receive medical attention and treatment to be covered under the student's insurance policy detailed on page 1 of this form. I/We the undersigned, for ourselves, our heirs, our executor and administrator, waiver, release, and forever discharge Royal Palm Academy and its staff, officers, agents, employees, representatives, successors and assigns from any and all liability claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, personal injury or property damage that may be sustained or occur during participation in student athletic activities or while at school.

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Appendix A



## ATHLETIC CONTRACT

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Please initial each statement below to acknowledge your agreement to this contract. Then, sign the form at the bottom and return it to the athletic director to be eligible for participation.

As a Royal Palm Academy Student-Athlete...

\_\_\_ I will strive to give my best to the team in every practice and every game.

\_\_\_ I will be on time for all practices and games.

\_\_\_ I will make every effort to commit and participate as a team member. I accept that my commitment and participation may reflect my playing time and future consideration of playing competitively.

\_\_\_ This experience is an opportunity to learn not only \_\_\_\_\_ (sport), but also teamwork with all its inherent responsibilities. There will be times when I will follow someone's lead and there will be times when I must assume that lead – I always have a contribution to make to my team.

\_\_\_ I will take my coaches' directions and comments as constructive suggestions, which make me a better athlete and my team a successful unit.

\_\_\_ Practice is where I learn the concepts of the game. How I apply those concepts in mind and body in practice will carry over into the game situation.

\_\_\_ I will always play hard, but always will be a fair sport whether we are winning or losing the game, realizing that everyone on my team and my opponent's team is playing for fun and the competitive experience.

\_\_\_ I will carry these principles to my schoolwork and my family life with the realization that these are of greatest importance and take precedence to any sport.

\_\_\_ I will be an example of Christ in all my actions on and off the field/court of competition.

\_\_\_ I have read the athletic handbook and agree to follow the policies and procedures as stated.

Player Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN ALL FORMS TO THE ATHLETIC DEPARTMENT**

