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<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics and Co-Curricular Activities</td>
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<td><a href="mailto:jchenier@cng.edu">jchenier@cng.edu</a></td>
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<td>Volleyball Coordinator</td>
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</tr>
</tbody>
</table>

Athletics Office: (+ 57) 212 35 11 ext. 140
I. Introduction

The role of the Department of Athletics and Co-Curricular Activities is to extend the mission and vision of CNG beyond the four walls of the classroom. While direct focus is put on strengthening the body in pursuit of competitive success, we also believe in sport as a vehicle for educating the mind and developing character so our student-athletes may develop the necessary tools to meet their potential for excellence in the future both on and off the field of play.

I.i. Mission Statement

CNG serves a diverse student population and prepares responsible global citizens through an accredited American/Colombian college-preparatory program focused on motivating students to achieve their individual potential for excellence.

I.ii Vision Statement

Educating the mind, strengthening the body, and developing character for leadership and service in the world of today and tomorrow.

I.iii Sports at CNG

- Soccer
- Basketball
- Volleyball
- Gymnastics
- Table Tennis
- Chess
- Track and Field
- Dance
- Strength and Conditioning
II. Calendar, Schedules and Attendance

II.i Major Events

First semester

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>September</td>
<td>Volleyball Condor Cup</td>
</tr>
<tr>
<td>October</td>
<td>ESPN Cup</td>
</tr>
<tr>
<td>November</td>
<td>High School Binationalis</td>
</tr>
<tr>
<td>September-December</td>
<td>First Season UNCOLI</td>
</tr>
<tr>
<td></td>
<td>• Basketball C Team Girls and B Team Boys</td>
</tr>
<tr>
<td></td>
<td>• Soccer C Team Boys and B Team Girls</td>
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<td></td>
<td>• Volleyball A Team Boys and Girls</td>
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<td></td>
<td>• Chess C-B-A Teams Girls and Boys</td>
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<td></td>
<td>• Track and Field</td>
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<td></td>
<td>• Gymnastics</td>
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<td>• Table Tennis</td>
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Second Semester

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>March</td>
<td>Volleyball Condor Cup</td>
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<tr>
<td>March</td>
<td>Middle School Binationals</td>
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<tr>
<td>May</td>
<td>Gymnastics CNG Cup</td>
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<tr>
<td>May</td>
<td>Volleyball Condor Cup</td>
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<tr>
<td>May</td>
<td>MS/HS Sports Award Night</td>
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<tr>
<td>January-March</td>
<td>Second Season UNCOLI</td>
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<tr>
<td></td>
<td>Chess</td>
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<tr>
<td></td>
<td>Track and Field</td>
</tr>
<tr>
<td></td>
<td>Basketball A Team Girls and Boys</td>
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<td></td>
<td>Soccer C Team Girls and B Team Boys</td>
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<tr>
<td></td>
<td>Volleyball C Team Boys and B Team Girls</td>
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<tr>
<td>March-May</td>
<td>Third Season UNCOLI</td>
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<td></td>
<td>Chess</td>
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<tr>
<td></td>
<td>Basketball C Team Boys and B Team Girls</td>
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<tr>
<td></td>
<td>Soccer A Team Boys and Girls</td>
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<tr>
<td></td>
<td>Volleyball C Team Girls and B Team Boys</td>
</tr>
<tr>
<td></td>
<td>Table Tennis</td>
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</tbody>
</table>

National Festivals for 5th graders in Basketball, Volleyball, Gymnastics and Soccer vary in location and date from year to year.

II.ii Attendance

Student-athletes are expected to attend practice sessions as agreed to by team and Department policy. Every team has established consequences for unjustified absences.
III. Co-Curricular Code of Conduct and Eligibility

*Code of Conduct*

Sportsmanship is a primary goal of Condor Athletics. It means to live up to the ethical framework provided by the CNG Honor Code, to enjoy sports treating opponents with fairness, courtesy and respect. Good sportsmanship does not happen accidentally, it develops through practice, courage and dedication in taking the time to make sure things happen according to our philosophy. This is one of the most important responsibilities for coaches, since it represents a more lasting mark than any championship. Because the values we seek from athletics cannot exist without good sportsmanship, we can count on the support of our four schools only if those involved in athletics promote the highest sportsmanship possible.

Every student-athlete must agree to and sign the *Co-Curricular Code of Conduct* and submit it to their coach during the first week of practice each school year.

Good sportsmanship is expected at games from all coaches, parents, student-athletes and CNG fans whether they are playing or are spectators. This includes respect for other teams, their fans, and the officials.

**III.i. UNCOLI Policies**

CNG supports the UNCOLI Sportsmanship policy

1. Show respect for players, parents, other coaches and staff.
2. Berating your opponent’s school or mascot, berating opposing players, obscene cheers or gestures, negative signs, artificial noise makers, or complaining about officials calls (verbal or gestures) is prohibited. Coaches and athletes are expected to behave in a manner that demonstrates good sportsmanship, use appropriate language and to otherwise act in ways that are not detrimental to the reputation of the team or the school.
3. Respect the integrity and judgment of the game officials.

4. Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.

5. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury, a physician must be consulted, and a written release obtained.

6. Provide proper supervision of student-athletes while under the coach’s direction.

7. Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.

8. Understand the proper administrative chain of command and refer all request or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc.

9. Consistently require all players to adhere to the established rules and standards of the game.

10. Properly instruct student-athletes in the safe use and care of equipment and uniforms.

11. Do not recruit student-athletes from other schools.

12. Do not suggest, provide, or encourage any student-athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the Colombian government, Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.

III.ii. Uniform Policies

CNG uniforms are for use in competitions only. Student-athletes must not wear them in Physical Education class or practice. Appropriate athletic clothing and footwear must be worn in order to attend practice.
III.iii. Learning Center Policies

If a child requires special instructional accommodations, the child’s case will be studied with the support of the Learning Center in order to determine if he/she may participate in said activity, or if he/she will require Learning Center support to ensure his/her successful participation in the activity. **Learning Center support during activities will result in an extra cost to parents.**

IV. General Policies For Team Members

A. Once registered in a league or tournament, attendance at competitions is mandatory for students in the 6th grade and older. Any Student athlete who does not attend practice regularly will not be eligible to represent the school in competitions. **Competitions are optional for all students in the 5th grade and younger, however once a commitment has been made, families are expected to honor it.**

B. Competitions in Bogota typically take place in the afternoons between 3:00pm and 8:00pm, or on Saturday. Some tournaments involve full weekend participation; travel tournaments (optional in most of the cases) may involve weekends and multiple days of missed school.

C. Competition at the “A Team”, “B team” and “C team” levels is highly competitive and playing time is merit based; not all teams members may participate in every competition. In the 5th grade and younger, the emphasis of Festivals is on teamwork and joy of playing rather than winning, and all team members share equal participation time.

D. Students are expected to have optimal attendance. On the days of sport or organization events, students must attend all classes in order to participate. The administration reserves the right to limit participation of students in case of nonattendance at school.

E. Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practices, contests, trips, etc.
F. Students suspended from school will not be allowed to participate in activities or athletics while they are on suspension. An administrative decision will be made regarding individual students on behavior probation and whether they may participate upon their return to classes.

The Director of Athletics and Co-curricular Activities will be the initial referral for all sports related issues. The Principal’s office will be notified of all violations of the Honor Code and/or eligibility requirements and any action that was taken by the coach/sponsor. The Principal will then take appropriate disciplinary action according to the CNG Code of Conduct.

A student may be suspended from participating in any sport/activity according to the following procedures:

1. All reports of violation of the Honor Code and/or eligibility requirements are to be made either to the Director of Athletics and Co-curricular Activities or Principal.
2. The Director of Athletics and Co-curricular Activities or Principal contacts the student, the parents, the coach or sponsor to inform them of the violation and procedures to be followed. If requested, a meeting is scheduled within three (3) school days. This meeting will include the Director of Athletics and Co-curricular Activities or Principal, the student and his or her parents, and the student’s coach or sponsor.
3. The Director of Athletics and Co-curricular Activities and coach or Principal will determine the course of action. The student and his/her parents are notified of the decision immediately.
4. Any student who violates the guidelines and/or does not satisfactorily complete the season or activity may not be eligible for any awards or special recognition, including graduation ribbons, given for participation in the activity. Furthermore, a student who holds an elected or appointed office or position (i.e., team captain, student Organization, officer) may be required to relinquish said position upon violation of the guidelines.
5. Penalties will be applied in every area of activity in which a student participates. Any offences constitutes a violation in all activities covered under the guidelines.
IV.i. Scholastic Eligibility

In order to participate in athletic activities, students-athletes are expected to meet with academic success and attend Opportunity Days as requested. Students with less than a 2.7 average and/or one or more failing grades must have an agreed upon improvement plan in order to attend meetings/practice. To attend events/games, students must maintain at least a 2.7 average and no grade below 2.2. For events that require travel (Binational & other tournaments) the expected minimum average is also 2.7 with no grades below 2.2.

IV.ii. Guidelines for Action

All guidelines follow the CNG Code of Honor and Disciplinary Policy. Guidelines are for the school year and refer to infractions which occur in or out of season. Guidelines also apply during the entire calendar year when the student is actively engaged in school-related activity on or off campus.

Consequences for infractions by student-athletes and are determined by the following guidelines:

1st Offense – Suspension from at least one contest.
2nd Offense – Suspension from at least one-half of the season.
3rd Offense – Suspension from all athletics for the remainder of the school year and loss of recognition.

These suspensions may carry over from one sport to the next during a single school year.

If a student decides to leave a team, before the end of a season that they have committed to without just cause (i.e. injury or illness), the following consequence applies: Suspension from
any team, club, or group activities or special educational field trip for the upcoming UNCOLI trimestral season. This consequence will carry over to the following school year if the infraction occurs during the third UNCOLI season of a school year.

IV.iii. Right to Appeal

A student and his or her parents may appeal a decision by writing a letter to the Director of Athletics and Co-Curricular Activities with copies to the Principal, within three (3) school days following the meeting. This letter should request a hearing with the Administrative Council. Within five (5) school days after the letter is received, the Director of Athletics and Co-Curricular Activities will notify the parents and the participants of the time and place of the appeal hearing. The school’s Administrative Council will hear both sides of the case and will take action which they consider to be in the best interest of the student and the school. During the time between the original decision and the hearing, the Principal has the authority to waive the action which has been taken.

IV.iv. Fees and Costs

Costs related to the Athletic program are part of tuition, except for traveling expenses and sports uniforms.

IV.v. Athletic Curriculum, Team Participation, Try out and Selection Process

**Athletic Curriculum**

Each sport, has a Curriculum where standards and skills are specified in detail. They include physical and social aspects that are developed and monitored in every student-athlete.
**Team Participation**

No student will be allowed to participate below their grade level. In rare circumstances, if both the coaches and the Director of Athletics and Co-Curricular Activities agree, a recommendation may be made to the student-athlete and his/her parent/guardian to participate in a grade level above his/her age group. If a Coach considers that a student-athlete needs to participate in a School level greater than his or her own (from Elementary School to Middle School or from Middle School to High School) the student-athlete’s parents have to give permission, as well as the Director of Athletic and Co-Curricular Activities.

**Try out and Selection Process**

During the tryouts week, the first one after registration opens in the first semester, coaches will identify the possible representatives of the sport for the UNCOLI games. There are no cuts; student-athletes will remain on the team as long as they attend regularly (see section II) to practice sessions and meet requirements eligibility (see section IV) and level.

**IV.vi Student- Athlete Registration**

Student-athletes will register online according to the announced dates and are free to choose any activity that interests them. Once registered, students commit to attending regular practice according to the schedule. This is fundamental to the development of the team and to be considered for league and tournament play.

**IV.vii. Practice or Competition**

- Practices will only be canceled due to poor weather, political protest or other difficult conditions beyond the school’s control in extreme circumstances. The Office of Athletics and Co-Curricular Activities will inform parents via e-mail of the cancellation.
- No coach may cancel a competition without the consent of the Director of Athletics and
Co-Curricular Activities, or designee.

- Professional Development and Early Dismissal Days are scheduled in advance, and the dates can be found on the School Calendar. No training sessions or games take place on these dates.

If student-athletes have to miss a training session or a game, the following must be done:

- Primary and Elementary: Parents have to let the coach know of the absence beforehand.
- Middle and High School: The student-athlete is responsible of letting his or her coach know the reason why he or she will be absent beforehand.

**IV.viii. Campus Use, Team Areas and Equipment**

- The neatness and cleanliness of locker rooms, the weight room, hallways and other training facilities are the joint responsibility of student-athletes, coaches and all school personnel. Student-athletes should take pride in CNG facilities and help ensure they last to help serve the generations that follow.
- Improper behavior, horseplay, vandalism, roughhousing, harassment, hazing/bullying, as well as improper care of equipment are examples of activities for which disciplinary action would be appropriate, up to and including denial of participation.
- Team members are responsible for all school equipment issued to them and for their own personal use. Make sure you check your protective equipment every day before practice or a game.
- Equipment room, coaches' offices and other campus sport facilities are not be entered or used without permission from a member of the CNG coaching staff.
- Only CNG staff and student-athletes are permitted in/on playing surfaces, locker rooms and team meeting areas. All others (including family, friends and media) must wait outside these areas for student-athletes and coaches.
- It is forbidden to wear jewelry during practice sessions or any game.


**Transportation Behavior**
Student-athletes are expected to conduct themselves appropriately at all times while riding to and from athletic contests. Any student-athlete(s) involved in activities that result in damages will cover all repair or replacement costs to the vans, buses or airplanes. Said student-athlete(s) will be subject to dismissal from the team and school discipline.

**Locker Rooms**
Student-athletes are responsible for keeping their locker locked at all times and should refrain from bringing any valuables to school.

**IV.ix. Afternoon Campus Supervision**

- If the student-athlete does not have any afternoon activity scheduled, he or she must go home.
- The coach and assistant coach are responsible for their team’s after school supervision for as long as the training session lasts.
- Team members must remain in the training area at all times.
- Team members must not wander to areas unauthorized by their coach or assistant coach.

**IV.x. Afternoon Transportation**

Official after school bus hours:
2:15 pm after regular classes end.
3:45 pm after the first training block ends.
4:45 pm after the second training block ends.
Buses required for additional activities, such as training, matches or championships on and off campus will be scheduled by the coordinator of the relevant sport.
V. Parent Involvement

CNG encourages parent involvement in all aspects of school life, and the CNG team firmly believes that parent support is essential for the success of student-athletes of all ages. To achieve that goal, a full family effort is required, and we expect parents to play a role in helping children handle the pressure of competition with appropriate maturity, balancing high expectation and time commitment with academics and learning from both successes and failures.

*The Parent’s Role:*

1. Strive to stay informed. Practice and competition schedules, as well as other important information that student-athletes and parents need to know, are available on the CNG community site. We rely on the athletics section of the CNG community website for most communication. Additionally, the CNG Department of Athletics and Co-Curricular Activities will send you an email regarding any time-sensitive issues that need to be communicated. In order for us be efficient, please provide an e-mail account that you check regularly at the moment of registration.

2. Attend all meetings or gatherings called by your child’s coach or Director of Athletics and Co-Curricular Activities. If you would like to meet or speak with your child’s coaches or another member of the CNG Athletics staff, immediately before or after the practice or competition is not the time. Please contact the CNG office of Athletics and Co-Curricular Activities or email the coach to set up an appointment.

3. Allow the coaches to provide all instruction. It is a coach’s job to give constructive criticism on performance. It is a parent’s role to show love, recognition and encouragement to help student-athletes have a positive view of themselves.

4. Push your son/daughter to show commitment by regularly attending practices and competitions. Let him/her know that you feel it is important to represent CNG with honor and sportsmanship.
5. Understand that a parent’s attitude often dictates that of the son or daughter. Children subconsciously absorb messages about a parent’s wishes or feelings. For example, be enthusiastic about helping out with others in his or her group or team. The weakest student-athlete in a group or team one year could be the best the following year.

6. It is the responsibility of parents to make sure the student-athlete has gone through a physical examination by a physician to determine if he or she is fit to participate in an athletic activity.

7. Remember these messages from student-athletes:

**PARENTS, WE WANT TO PLAY WITH THESE 10 RULES**

1. *Please do not yell at me in public*
2. *Please do not yell at the coach*
3. *Please do not belittle the referee*
4. *Please do not belittle my teammates*
5. *Please do not lose your cool*
6. *Smile and have fun watching me play*
7. *Please do not give me lectures after game*
8. *Do not forget that it is only a game*
9. *Understand that I will always do the best that I can*
10. *Having your support makes me happy*

**VI. Health Services and Injuries**

- If a student-athlete needs to visit the nurse, the Coach or Assistant Coach has to extend him or her an Infirmary Pass.
- In the event of injury, students receive emergency care from the coaches or school nurses
and are taken to the hospital if further treatment is necessary. The nurse will notify the parents as soon as possible.

- Students who are registered in any Athletics & Co-curricular activities are covered by the student insurance policy.

VII. Rain Plan

In case of rain, practice will be held on stage, bleachers, weight room, and/or a classroom for a video session. In these alternative spaces back up plans will be executed.

VIII. Students-Athlete Selection for Athletic Trips

Binational Games imply traveling outside of Bogota to the corresponding venue. Therefore, the coach has to select the student-athletes who will travel according to the following criterion:

- The student-athlete is eligible (see section IV.i.)
- Student-athlete is not on any form of Disciplinary Probation.
- The student-athlete’s parent/guardian has agreed to pay all expenses.
- The student-athlete has a satisfactory athletic level according to the coach’s consideration.
IX. Media Policies

All team members and their families are allowed to take pictures, record videos and to have personal and family memorabilia. In no case is it permissible to record or photograph for publications without the expressed permission of the Director of Athletics and Co-Curricular Activities. In the case of a person who does not belong to the CNG community, a request must be made prior to the event, and authorization from the Director of Athletic and Co-Curricular Activities must be given. If the school finds a person recording any type of media, CNG will be obliged to review it, and if it is the case merits delete any information.

X. Awards Ceremony

At the end of each school year, all Middle School and High School student-athletes are expected to attend the Condor Sports Awards Ceremony. This event is to celebrate the accomplishments of individuals and teams in the entire Athletic Program.

Following individual sport award sessions, the following major awards are given:

- Most Improved Player (A-B-C teams boys and girls)
- Most Valuable Player (A-B-C teams boys and girls)
- CNG Student-Athlete of the Year
- Scholar-Athlete of the Year (Middle School and High School)
XI. Appendix.

CNG CO-CURRICULAR CODE OF CONDUCT 2014-2015

Student Name_____________________________  Organization(s)/Sport(s) __________________________

Middle and High School officials, coaches and sponsors of student activities believe that students who are selected for the privilege of membership on teams, performing groups, and activities should conduct themselves as responsible representatives of Colegio Nueva Granada. In order to assure that expectations are clear, a Code of Conduct is enforced. Members of teams and organizations must always demonstrate high moral character according to the CNG Code of Honor and a strong academic commitment and are expected to exhibit appropriate behavior both during and out of season, in or out of uniform, on or off campus.

Co-Curricular Activities and Education
1. Students are expected to meet with academic success and attend Opportunity Days as requested. The eligibility rules of CNG are that students must be in good academic standing, maintaining a 2.7 GPA and with no grade below 2.2 at a marking period.
2. All student use of tobacco products, alcohol or illegal drugs on campus or at school sponsored activities is forbidden. Any violation of this rule will be considered as a Serious or Grave offense as determined by the CNG Honor Code and Disciplinary Policy. Violations will result in the student being placed on permanent behavioral probation, which will have an impact on the student’s continued participation in the sport/activity.
3. On the days of sport or organization events, students must attend all classes in order to participate.
4. School officials are not expected to police off-campus, non-school activities; however, if the violation is brought to public attention, is sufficiently severe to bring discredit upon CNG, and infringes upon the rights of an individual, the school will take action.
5. Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practices, contests, trips, etc.

An addendum, if set by the by-laws of the student organization or specific sponsor or coach, must be attached to this document and have prior approval of the Director of Athletics and Co-Curricular Activities or Principal.

6. Students suspended from school will not be allowed to participate in co-curricular activities. An administrative decision will be made regarding individual students on behavior probation and whether they may participate.
7. If a student decides to leave a team, club, or group (i.e. musical or theatrical) before the end of a season or a scheduled performance that they have committed to without just cause (i.e. injury or illness), the following consequence applies: Suspension from any team, club, or group activities or special field trips for the upcoming UNCOLI trimestral season. This consequence will carry over to the following school year if the infraction occurs during the third UNCOLI season.
8. The Director of Athletics and Co-Curricular Activities will be the initial referral for all sports related issues. The Principal’s office will be notified of all violations of the Co-Curricular Code of Conduct, as well as any athletic sanction (i.e. Red cards, ejections) and any action that was taken by the coach/sponsor. The Principal will then take appropriate disciplinary action according to the CNG Code of Honor and Disciplinary Policy.
9. Exceptions to minimum eligibility rules may only be made in special cases as determined by a Review Committee composed of at least one administrator, as well as teachers, sponsors or coaches as dictated by the necessities of the case.
10. The CNG CODE OF HONOR AND DISCIPLINARY POLICY will dictate consequences for violations of this Code of Conduct. In cases that merit further follow up, a LETTER OF AGREEMENT will be drawn up and signed by student, parent, coach/sponsor, and administrator in order for participation in the co-curricular activity to continue.

Student Signature____________________________

Parent Name ______________________________

Date______________________________________

Student Name_____________________________

Parent Signature____________________________