

ATHLETIC HANDBOOK

Makua Lani Christian Academy

2017-2018



“For I know the plans I have for you”, declares the Lord, “Plans to prosper you and not to harm you, plans to give you hope and a future.”

- Jeremiah 29:11

**Fully Accredited Member of:
Association of Christian Schools International (ACSI)
Western Association of Schools and Colleges (WASC)**

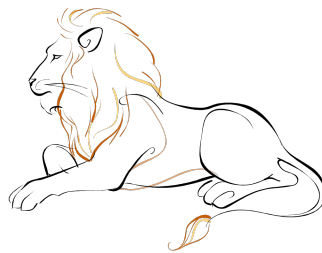


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Makua Lani Christian Academy - Mission Statement

Makua Lani Christian Academy will work together with the parents and the church to provide a Christ-centered spiritual, academic, and physical foundation that will produce individuals who will be Biblical thinkers capable of serving the world for Christ.

Philosophy of Christian Athletics

The philosophy of Christian athletics must reflect the school's philosophy of Christian education. The athletic program is no less valuable in the training of a young person to be conformed to the image of Christ than academic programs offered by MLCA. It is the understanding that through athletics, the Holy Spirit is able to train the athlete's spirit and the coach is able to train the athlete's mind and body.

It is the goal that the athletes develop positive Christ-like character qualities and express them through the medium of athletics. Athletics is a microcosm of life. The athletes are confronted with all types of life situations, perfect learning situations for the teaching of Biblical principles. It is the job of the coaches to properly direct them in these situations to build Christ-like character. Athletics should help foster relationships among the team and a sense of "ohana" (family). These relationships will help the athlete to value teamwork, vital to the development of character.

Athletics should foster awareness of individual gifting and allow the athlete to come to his/her fullest potential in these giftings. Offering athletic abilities for the good of the team helps to build the attitude of a servant in the athlete. There should be a commitment of excellence on the part of the athlete to any given sport "Do heartily as unto the Lord".

Athletics are a means to an end, not an end in themselves. The athletic program represents one aspect of the educational program, it is not the main focus of the program. As such, the athletic program shall require the athlete to perform in academics with the same commitment as in athletic endeavors. The program will function so as to involve not only the participants, but also the student body and school community. The program shall provide well-planned and well-balanced inter-scholastic activities for as many participants as possible. The program shall be planned so as to present a minimal amount of interference with the academic program.

It shall be the goal of the coach and athlete to win the contest. This winning attitude encompasses both spiritual and physical victory. "Do you know that in a race all the runners run but only one gets the prize?" The discipline and commitment of a winning attitude will develop perseverance and consistency. "I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified." (1 Cor. 9:24&27)

Consistent with the philosophy of individual development, and the understanding that a winning attitude is a win in itself, the coach will endeavor to play as many players as possible, but not necessarily all in any one game. Opportunities should be afforded all students to give the best they have to give the effort of the team.

STUDENT ATHLETICS

Athletic Eligibility:

1. A student must have passed (no F's) all courses in the quarter preceding the activity and must maintain a 2.0 grade point average (GPA).
2. A student must have 80% or above for the citizenship grade during the entire participation period. Any student on step three of the Severe Discipline program will be ineligible for activities as long as the steps are in place. Any student on the Severe Discipline Step 2 or greater will have their citizenship grade reset to 80% (rather than 100%) at the new quarter.
3. A student with an incomplete grade from the previous quarter is ineligible unless the incomplete is made up within 10 school days after the end of the quarter.
4. Eligibility will be based on the quarter before, as well as the quarter of participation. Grades will be checked and on or before the 3rd Monday of each new quarter and then throughout the period of participation. An athlete who is ineligible due to academics may not attend practice or participate in any games until such eligibility is restored as determined by the athletic director.
5. Student-athletes must be at school the entire day to be eligible to participate in practices or games for that day.
 - a. Saturday games: Students must be at school all day Friday to be eligible to participate in a Saturday game.
 - b. Failure to comply with these rules will result in a team forfeiture.
6. Age: A student is eligible if he/she has not reached the age of 19 years on or before September 1st of the current academic year.
7. Length of Participation: A student shall have only four consecutive years of eligibility after entry into the ninth grade. Entry into the ninth grade during that school year shall constitute the beginning of the consecutive years of eligibility. Upon official registration as a ninth grader, regardless of the student's non-attendance for part of a year or a full year, that year shall be counted in determining the years of eligibility.
8. Physical Examination: A student seeking to participate in a sport shall have passed a physical examination not more than twelve (12) months before the first official practice of the sport and shall have his/her favorable physical examination record on file in the school office.

Participation:

1. School credit will be issued for satisfactory sports participation. One-half credit will be issued for each season (fall, winter, spring) of participation. A pass/fail grade (which translates as an A/F on transcripts) will be given.
2. There will be a two-week probationary period for all who sign up. A student may at that time quit the team without consequence. The coach also has the option to have the student leave the team because of a poor attitude. After this two-week probationary period, students will not be allowed to join a new sport except in the case of eligible transfer students.
3. A student must have participated in no fewer than 5 full practices for the season before being allowed to participate in BIIF competitions.
4. Concurrent Participation:
 - a. Students are permitted to concurrently participate in more than 1 sport with written approval by the principal and athletic director. Students will have a primary sport. If they fail to follow through with their primary sport (which is the sport they are currently participating in prior to the second sport they would start), they will receive a failing grade for the sport they drop.

- i. **EXAMPLE:** Student A starts cross-country in the fall, and also plays soccer in the winter. Cross-country is their primary sport, and they will finish that sport in complete. If they fail to do so, they will receive a failing grade for cross-country, and it will appear on their transcript.
 - b. Suggestions for Concurrent sport athletes: Make sure to communicate with your coaches. Your coaches are allowed to make arrangements for you to concurrently participate in both sports. However, they also have the authority to not let you, and you must respect that decision.
 - i. Note: Concurrent participation of 2 sports in the same season (i.e. soccer and swimming) does not result in an additional school credit.
5. Students must submit all necessary paperwork and finances to the athletic director by the issued deadline. Failure to do so will result in non-participation in that sport.

Basic Rules:

1. School discipline enforced: four referrals or a suspension may mean being kicked off the team.
2. If a student receives a school referral for behavioral problems or has been suspended, they may not play in the next game/meet.

Discipline Process:

1. **1st Infraction:** Player will be sent home and will have to set up a conference with the principal and/or the athletic director before returning to the team.
2. **2nd Infraction:** Player will be sent home and may not return until coach, administration and parents come to a decision.
3. **3rd Infraction:** Possible expulsion from the team. May not participate with team until the administration and school board come to a final decision.

Ground Rules for Expulsion from the Team:

1. Drug abuse (of any kind)
2. Lack of respect for coaches displayed by consistent negative behaviors such as complaining, poor attitude, no response to commands, arguing, insubordination, and other situations defined by coaches.
3. Poor Sportsmanship
4. Poor attendance: No more than one (1) absence per week if there are four (4) practices in the week, and no more than two (2) absences per week if there are five (5) practices in the week, or an executive decision by the coach administration

BIIF and State Tournaments:

1. To minimize stress and confusion, the administration will take full responsibility for the arrangements at BIIF and HHSAA State Tournaments. This includes:
 - a. Transportation
 - b. Overnight Accommodations
 - c. Budget
 - d. Etc. (Includes all other arrangements that may be necessary)
2. At the BIIF and HHSAA State Tournaments, coaches and chaperones have full responsibility over the children and must enforce all of the Makua Lani rules and guidelines. For this reason, it is important that all coaches be familiar with

both the student/parent and athletic handbooks. If there are any questions or concerns while at BIFF or State tournaments, it is important that you immediately contact the athletic director and administration.

3. The family of the student will be fully responsible for all fees associated with state tournaments (i.e. transportation, lodging, food).

BIIF Enrollment Rules:

To be eligible during a school semester for participation in interscholastic activities, a student must:

1. Have a current sports physical on file at the school (current is within the year)
2. A student must have passed for the immediately preceding semester, at least 4 semester units of credit toward graduation.
3. Be carrying a minimum of 3 classes (semester units) that lead to granting of credit toward graduation.
4. Be in regular attendance at school classes in which enrolled.

Makua Lani follows BIIF by-laws. We have incorporated additional details and specific information for our rules into our athletic handbook.

Dress Code:

Our main goal in supervising the appearance of students is that the students be clean, neat, and modest, and that girls look feminine and boys look masculine.

Students not meeting these standards will be required to change. Clothing should not be “too” of anything: not too high, not too low, not too tight, not too loose, and not too transparent. If you are in question, it more than likely is not appropriate.

1. Clothing that allows undue exposure is not acceptable:

Short blouses or shirts that expose the middle, jog bras, halter/bikini tops, shoulder straps less than 2 inches, tank/tube tops, low cut blouses, low cut dresses, short dresses or skirts, dresses or skirts with inappropriate design (i.e. immodest slits), shorts with inseams of less than 4 inches. All skirts should long enough so that no under garments are exposed while sitting, standing, walking up stairs, etc... When in doubt, do the mirror test and see for yourself. Because of the uniqueness of each individual, the principal may deem it necessary to re-evaluate skirt lengths. If in doubt, ask before you purchase. Ultimately, the Administration –in love- has the decision on this. Complaining is subject to citizenship points.

2. General Standards

The administration has the final say on dress code violations and infractions

- The administration may deem specific items of clothing inappropriate even if they are not restricted below:
- No clothing with inappropriate signs, slogans, or wording – specifically skulls, dragons, occult symbols, anything referring to chemical substance (ie..beer, alcohol, etc...)
- All clothing must be appropriately buttoned and zipped up. All shorts need to be hemmed and of modest length. Pants and shirts should not have holes. No see-thru garments.
- Shirts must be worn during all team functions.
- Changing of garments must be done in the privacy of a locker room or restroom facility.
- Boys - No earrings body piercings
- Girls – Earrings in ears only, no body piercing.
- No visible tattoos for boys or girls
- No body chains
- Hair color must be a natural color (ie. Blond, brown, black, auburn) and kept at a modest length.

Makua Lani Christian Academy

Emergency Action Plan

2017-2018

1. Emergency Personnel/Team:

- A. Athletic Trainers: Gordon Dong, Kevin Perrino
- B. Administrator: Sandy Butler
- C. Coaches: Alex Dong, Dan Moreno, Milton Alcos, Riley Alcos, Kimberley Winther
- D. Other Certified Members: Page Alapai

2. Emergency Equipment Checklist:

- 1. Athletic Training Kit
- 2. AED
- 3. First Aid Kit
- 4. Spine Board
- 5. Splints
- 6. Ice
- 7. Water

3. Role of the First Responder:

- a. The first responder will more than likely be the coach, trainer or athletic director.
- b. The first person needs to establish that the scene is safe and provide the immediate care needed for the athlete(s)
 - i. Check for electrical wires, fire, water, etc.
- c. The following situations require the activation of the Emergency Medical System (EMS):
 - i. Unconscious athlete
 - ii. No pulse or circulation
 - iii. Anaphylactic shock, i.e., allergic reaction to food, drugs, or insect bites
 - iv. Electrical Shock
 - v. Head injury with loss of consciousness
 - vi. Neck injury resulting in the loss of sensation, strength or range of motion; DO NOT MOVE ATHLETE.
 - vii. Suspected Fracture, or affected limb; DO NOT MOVE ATHLETE

4. Call 911/Activate EMS:

- a. First responders to the situation need to analyze the situation, then have someone call 911.
- b. When calling 911, make sure you, or someone helping you, can answer these questions:
 - i. Name of site
 - ii. Address of site
 - iii. Cross streets
 - iv. Phone number of the caller
 - v. Number of people involved
 - vi. Condition of the injured
 - vii. First Aid treatment rendered
 - viii. Specific directions as needed to get to the emergency scene
 - ix. The site administrator needs to document the time EMS was called.
 - x. EMS to transport via; ambulance, air, or car.
 - xi. EMS transported to which hospital

5. Provide appropriate CPR or First Aid

- a. First aid treatment was provided by _____

6. Notify Parent or Guardian

- a. Who notified Parents: _____

7. **Notify AHCT (Trainers):**
 - a. Coach or assistant coach to notify AHCT
 - b. AHCT to notify Athletic Director if necessary, i.e., catastrophic injury
 - c. Athletic Director to notify Principal in necessary, i.e., catastrophic injury
8. **Do Not Talk To The Media; Refer them to the Athletic Director or Principal**
9. **Role of the Secondary Responder (site coordinator, coach)**
 - a. Retrieval of emergency equipment: Make sure all equipment is made available for the AHCT to use.
 - b. Open the appropriate gates, or clear appropriate areas so that all emergency vehicles will have an easy, accessible entry to the scene of the accident.
 - c. Designate an individual to flag down the EMS and direct them to the scene
 - d. Limit the scene to first aid providers and EMS. Move the bystanders away from the scene of the accident.
10. **Locations of Makua Lani Christian School Practice and Home Game Sites:**
 - a. Volleyball – Old Airport / Magic Sands / Coconut Grove / Kailua Gym
 - b. Cross Country – Old Airport/Walua Rd.
 - c. Soccer – Old Airport Soccer Fields / Makua Lani Soccer Field
 - d. Golf – Makalei Country Club/Kona Country Club
 - e. Track – Kealakehe High School Track
 - f. Tennis – Holua & Kailua View Tennis Courts
 - g. Swimming – Kona Community Pool
 - h. Basketball- Old Airport
11. **Phone numbers for individuals involved in the MLC Academy Emergency Action Plan:**
 - a. Gordon Dong.....808-987-4786 or 808-325-5393
 - b. Sandy Butler.....808-329-4898
 - c. Alex Dong.....808-987-6451
 - d. Page Alapai.....808-895-0695
 - e. Frederick Herrmann.....808-895-4066

Makua Lani Christian Academy

Sports Registration (2017-2018)

Parents:

Please fill in the necessary information and return the form to the Athletic Director or the office.

- A. *Only one: Registration, Transportation, and Emergency Contact/Medical Release Form is needed for all sports played per academic year.*
- B. *A new physical is needed every 12 months and must be submitted prior to/when the previous one expires.*

Name: _____

Date of Birth: _____

School(s) Attended In The Last Year: _____

Please list all sports to be played: _____

Finances: A \$150-\$300 fee per sport (non-refundable) will be added to the tuition billing.
Some scholarships available. Contact the school office.

Forms Required: Doctor's Sports Physical Form (*must be completed every year per BIIF rule*)
Parent Permission Form – Games Transportation
Notarized Medical Release Form
Emergency Contact Form
Medical History/Insurance Forms

Basic Information:

- All students must have some form of medical insurance. If you do not, contact the office for information of companies that can provide you with insurance.
- All forms and finances must be current before the athlete can attend practice.
- The student has 2 weeks after the first practice begins to decide if they plan on staying on the team. They can leave the team during this time without any repercussion. After the 2-week period, if they decide to leave, they will receive an F on their report card. Commitment to the team and the school is considered an important quality.
- Makua Lani's Philosophy of Christian Athletics includes developing individual skills and perseverance as well as fostering a winning attitude as individuals and for the team. Please read over the philosophy statement carefully.

Fees for students making states are the responsibility of the individual family.

To compete in interscholastic athletics activities is entirely a voluntary action on my part. I fully understand that I must comply with the rules and regulations of the athletic department, league and the Hawaii High School Athletic Association (HHSAA). Furthermore, I certify that I know and understand the extent and risks involved in the participation of interscholastic athletics activities.

Parent/Guardian Signature

Student Signature

Date

Makua Lani Christian Academy

Transportation Permission Form – 2017-2018

Student Name: _____

Game Transportation:

As the parent or legal guardian of the above student, I give my permission for son/daughter to be transported to and from games by the bus company or vehicle(s) provided by the school for the 2017-2018 sport seasons. Optional transportation will be only adult drivers, no students.

Local games/matches:

Student drivers may drive themselves and siblings, but may not transport any other student athlete without prior written approval by both sets of parents and/or guardians.

Transportation to local games/matches will still be organized by the athletic director and head coach. Students will not come back to the school after the game/match and will be looked after by the coach or an alternate parent until all students have left the game site.

Practice Transportation:

I understand that transportation to and from practices and home games is not the school's responsibility, and I do not hold Makua Lani Christian Academy liable for any mishaps or injuries that may occur during this time.

It is understood by the parent/guardian and student signing this form that Makua Lani has the following expectations:

1. Your student understands and will abide by the transportation arrangements noted on this form.
2. These arrangements will remain in effect for the 2017-2018 school year.
3. Should alternate plans be needed, written instructions will be received by the parent/guardian in the office in advance of the game.
4. Last minute transportation plans made by phone are not acceptable.
5. If the arrangements set forth on this document are not possible for any given game, the parent/guardian will be responsible for transporting your student.
6. Athletic teams may be released from school early according to game times.
7. If a student or parent wants to make alternate transportation for their child after away games, school administration and coaches must receive specific instructions prior to departure for game from parent/guardian.

Parent/Guardian Signature

Student Signature

Date

This form needs to be resubmitted if any information changes.



Emergency Contact / Medical Release / Liability Waiver

Student's Name: _____

Father's/
Guardian's Name _____ Bus. Phone _____ Cell # _____

Employer _____

Mother's /
Guardian's Name _____ Bus. Phone _____ Cell # _____

Employer _____

Student Resides with _____

When the listed student becomes ill or incurs an injury during a school sponsored activity and I am unable to be contacted, the school authorities have my permission to contact and release the student to the custody of any one of the following:

	Name	Relationship	Home Phone	Bus. Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Medical Liability Waiver

Recognizing the possibility of physical injury associated with athletics and in consideration for Makua Lani Christian Academy and its affiliates accepting the athlete for its team(s), I hereby release, discharge and/or otherwise indemnify Makua Lani Christian Academy, its affiliated organizations and sponsors, their employees, travel staff and associated personnel, parent volunteers, including the owners of fields and facilities utilized for the programs, activities and/or being transported to or from the same, which transportation I hereby authorize.

I hereby give consent to have an athletic trainer and/or doctor of medicine or dentistry, or an administratively approved (administrator/athletic director/coach) representative of Makua Lani Christian Academy, provide my son/daughter with medical assistance and/or treatment and agree to be responsible financially for the reasonable cost of such assistance and/or treatment. I also give consent to release my son/daughter's medical information to a designated Makua Lani Christian Academy representative (administrator/athletic director/coach) in my absence.

Parent/Guardian Name: _____

(Please Print)

Signature of Parent/Guardian: _____ Date: _____

This form remains valid for one school year. Please complete a new form if any information changes.

MEDICAL CONDITIONS / CURRENT INSURANCE INFORMATION

Last Name _____ First Name _____ M.I. _____

Medical Conditions

Allergies (Including Medications):

Are you currently taking medication (please list):

Other medical conditions to be aware of (Specificity Necessary):

Medical Insurance Information

Medical Insurance Co. _____

Phone: _____

Policy Holder's Name: _____ **Policy Number:** _____

Player's Physician: _____ **Phone:** _____

Parent/Guardian Name: _____ **Emergency Phone #** _____
(Please print)

Signature of Parent/Guardian: _____ **Date:** _____

Please attach a copy of the medical insurance card or paperwork associated with the policy listed above.

Please complete a new form if any information changes.

MAKUA LANI CHRISTIAN ACADEMY - MEDICAL AND LIABILITY RELEASE

I hereby give my permission and approval as parent / guardian for _____ to participate in all athletic activities sponsored by Makua Lani Christian Academy – Kailua-Kona, Hawaii. It is my understanding that these activities will be conducted within and without the State of Hawaii and that some of the activities will be physically strenuous. I understand that my child must obey all rules and regulations, which will be clearly stated prior to the event. In case of serious violation of any rules or regulations, I will be notified by telephone, if possible, and arrangements will be made for the child to return home. Should the above discipline be necessary, I agree to be responsible for any expense incurred.

In the event that my child becomes ill or sustains an injury while participating in an athletic activity, I give permission to a leader or chaperone (listed below) to take whatever steps are necessary to administer first aid. In the event that I can not be reached by telephone, I also consent to an X-ray examination, anesthetic, medical, dental, or surgical diagnosis and treatment including hospital care if necessary and the administration of drugs or medicine to be rendered to my child under the general or specialized supervision and upon the advice of a duly licensed physician and / or surgeon. I understand that this consent will apply to all emergency situations, and agree to release my child into the supervision of a designated school leader and/or chaperone (listed below) after medical care is received. A copy of this form is as valid as the original. This consent shall remain in effect until written revocation is made.

I further agree that the medical and emergency information provided on this form and any attached document(s) is accurate and current.

Makua Lani Christian Academy will not be responsible for the liability or insurance coverage of private or public carriers. Neither Makua Lani Christian Academy nor the designated school leaders and/or chaperones listed below will be responsible for personal injury to my son/daughter, or for the loss or damage to his/her personal property while under their supervision.

My child may be released into the care and supervision of: Gordon Dong, Kimberly Dong, Sandy Butler, Milton Alcos, Patricia Alapai, Alex Dong, Riley Alcos, Aaron Alapai, Kevin Perrino, Kimberley Winther, Michael McClellan, Melody Ussery, Reagan Daniels.

This the _____ day of _____, 20__

PARENT/GUARDIAN (Print): _____

PARENT/GUARDIAN (Sign): _____

STATE OF HAWAII , COUNTY OF (_____)

Personally appeared before me, _____, a Notary Public, _____, with whom I am personally acquainted (or who proved to me on the basis of satisfactory evidence), and who acknowledged that he/ she executed the within instrument for the purposes therein contained.

WITNESS my hand, at office, this _____ day of _____, 20__

NOTARY PUBLIC _____ **My Commission Expires:** _____



Makua Lani Christian Academy Athletic Handbook Sign-off

... “do you not know that your body is the temple of the Holy Spirit which is in you, whom you have from God, and you are not your own? For you are bought at a price; therefore glorify God in your body, and in your spirit, which are God’s.”
1 Corinthians 6:19-20

A WORD TO OUR ATHLETES:

As athletes, our Christian testimony is displayed by our conduct and will have either a positive or a negative effect on those we are witnessing to, which includes the opposition, the officials, the spectators and our children.

ALL ATHLETES MUST UNDERSTAND AND COMMIT TO THE FOLLOWING:

1. Attempt to know and understand the rules of the game.
2. Respect the God-given authority of the officials.
3. Respect the judgment and strategy of the coaches.
4. Respect the property of others (team mates / other schools, etc...).
5. Respect the other team and their coach and fans by welcoming them with Christian hospitality, appreciating good play by either team and avoiding excesses in celebration. Examples of inappropriate behavior are excesses in celebration such as hooting, cat calls, excessive yelling and stomping on the bleachers.
6. Discourage those whose behavior is unbecoming.
7. Be gracious in victory and in defeat.
8. Represent Jesus, your family and your school both on and off the field at all times.

**LONG AFTER THE SCORE IS FORGOTTEN, OUR
BEHAVIOR AND REPUTATION ARE REMEMBERED**

Parent/Guardian Signature

Student Signature

Date