



# ATHLETIC HANDBOOK



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# MISSION & INTRODUCTION

**THE MISSION FOR MANNAHOUSE CHRISTIAN ACADEMY'S ATHLETIC PROGRAM IS TO HAVE ALL STUDENTS REALIZE THEIR PHYSICAL GIFTING AS IT RELATES TO SPORTS IN COMPETITION. THIS WILL ALSO HELP PUSH STUDENTS PAST THEIR PERSONAL LIMITATIONS, WHILE GAINING CONFIDENCE THROUGH PERSEVERANCE. MORE IMPORTANTLY, THE GOAL OF THE ATHLETIC DEPARTMENT IS THAT EVERYTHING THAT IS DONE BE HONORING AND GLORIFYING TO GOD.**

## INTRODUCTION

### TO THE PARENT

#### **Support and Cooperation**

1. Attend every contest that is feasible. Being at the game is important to your student athlete.
2. Objectivity is key. This means avoid seeing your student athlete as the best player on the team. All players, no matter how capable, need correction and redirection.
3. Supporting the coach's judgment, character, actions, strategy and overall philosophy will help your child do the same. In contrast, criticism and constant questioning of coach's actions and overall program will likewise lead the student athlete in that way.
4. Show positive support to your student athlete, regardless of the individual or team performance in a contest.
5. Be understanding in regards to changes in times and schedules that sometimes need to be made.
6. As a fan of MCA, it is important to be Christ-honoring both in your remarks and attitude.

#### **Communication**

1. If your student athlete must miss a practice or contest for a family reason that is unavoidable, let the coach know as soon as possible.
2. If you have a valid question or comment, verbalize it to the appropriate person (most often the coach). Choose an appropriate time and do so in a positive way. Some issues are best dealt with during the off-season.
3. To question is not necessarily to criticize. It is all in the frame of the mind and the approach. Be tactful and positive in how you question.
4. Remember that the coach is the designated person in charge. You may not understand or agree with some of his/her philosophies or decisions, but be willing to give the benefit of the doubt and show your support.
5. Guidelines for handling parent/coach concerns: Generally, the first responsibility is for the student athlete to work with the coach. A coach appreciates communication from the student athletes regarding team or individual situations. A coach will not "hold it against" a student athlete for wanting to talk about a situation. If a parent wants to speak with a coach about a concern, it should be done at an appropriate time or via an appointment. If the concern still exists after the meeting with the coach, the concern should be taken to the athletic department.

Our staff has committed to meeting the following obligations and responsibility toward each participant:

- To provide adequate equipment and facilities
- To provide capable coaches
- To provide equalized contests with skilled officials
- To make rules that govern the spirit of competition for the school

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

Your efforts of support, communication and sportsmanship are appreciated by the administration, coaching staff and most of all, the athletes – the chief beneficiaries of the parental involvement.

## TO THE ATHLETE

Being a member of a MCA athletic team means you have voluntarily made a choice of self-discipline and self-denial. Failure to comply with team or school rules of training and conduct, or failure to maintain academic requirements may mean exclusion from a team. An expectation is that each participant will discipline his mind and body for rigorous competition. We believe God calls us to strive for excellence, and we do not want our athletes to compromise or accept mediocrity.

Our tradition has been to glorify God by winning with honor and losing with grace. We desire to win, but only if in doing so we honor God. Such a tradition is worthy of the best efforts of all concerned. It will not be easy to contribute to such a fine athletic tradition. When you wear the “Blue and Gold” of your school, we assume that you not only understand our traditions, but are also willing to assume the responsibilities that go with them. We believe the contribution you make will be a satisfying accomplishment to you and your family.

### 1. Responsibilities to **God**

Christians are Ambassadors for Christ and the Light of the World. As a member of an athletic squad from a Christian school, the most important responsibility an athlete has is to be a good representative of God.

### 2. Responsibilities to **Yourself**

You have a responsibility to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your academic studies, participation in other extracurricular activities, including sports, help to prepare you for your life as an adult.

### 3. Responsibilities to **Your School**

Another responsibility you assume as a team member is to your school. MCA cannot maintain its position of having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing positively to the reputation of your school. You assume a leadership role when you are on an athletic team. You are on stage with the community and the other communities judge our school by your conduct and attitudes, both on and off the court. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make MCA proud of you and others proud of your school, by faithful exemplification of these ideals.

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# SPORTS PROGRAMS

## 4. Responsibilities to **Others**

As a student athlete, you also bear a responsibility to your family, team, friends and others around you. As a high school athlete, the younger students will watch you and will copy you in many ways. Work hard to set a good example for them. Build up other team members, rather than putting them down. It is important that each student athlete sees the other team members as a vital part of the team, regardless of their role or skill level.

### SPORTS PROGRAMS

HIGH SCHOOL	GIRLS	BOYS
<b>Fall</b>	Soccer (boys team)	Soccer
	JV & V Volleyball	Mascot
	Cheerleading	
<b>Winter</b>	JV & V Basketball	JV & V Basketball
	Cheerleading	Mascot
<b>Spring</b>	Track & Field	Track & Field
	Golf	Golf

MIDDLE SCHOOL	GIRLS	BOYS
<b>Fall</b>	Soccer ( boys team)	Soccer
	Volleyball	
<b>Winter</b>	Basketball	Basketball
	Cheerleading	
<b>Spring</b>	Track & Field	Track & Field

# GOVERNANCE

## GOVERNANCE

### MANNAHOUSE CHRISTIAN ACADEMY

- The Mannahouse Eldership gives oversight to the MCA ministry. The formulation and delegation of MCA ministry is carried out by the school staff and administration.
- The day-to-day responsibility for overseeing the athletic program is assigned to the athletic department. Each participant is directly responsible to his/her own coach who is responsible to the athletic department who in turn reports to the principal.

### OREGON SCHOOL ACTIVITIES ASSOCIATION (OSAA) – HIGH SCHOOL

All member schools voluntarily join the Oregon School Activities Association. As a member school, Mannahouse Christian Academy agrees to abide by and enforce all rules regarding individual eligibility including attendance, grades, age, awards, school representation and transfers between schools which all schools must follow.

The primary role of the OSAA is to maintain rules and regulations that ensure equity in competition for the student athletes and a balance with other educational programs. The OSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. The OSAA attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner. The OSAA is also responsible for all state playoffs and tournaments beyond district play for athletics and activities.

#### 1. **Academics**

The Oregon School Activities Association (OSAA) requires that any student athlete must have passed five credits of work in the semester immediately preceding the semester of participation. Student athlete **MUST** be on track to graduate in order to be eligible as for all semesters. Students not earning 5 credits may still be eligible by being placed on a *Plan of Assistance* per OSAA Guidelines.

#### 2. **Graduation**

A student becomes ineligible to participate in sports upon graduation from high school. Following initial enrollment, a student may participate in the interscholastic program for four consecutive years (eight semesters) after entering the ninth grade. Students below the ninth grade level may not participate on high school teams.

#### 3. **Age**

A student who becomes nineteen before August 15 shall become ineligible for interscholastic competition. A student who becomes nineteen on or after August 15 shall remain eligible for that entire school year.

#### 4. **Monetary Compensation**

A student athlete may not accept monetary compensation or recognition of athletic ability, participation and/or achievement. Also, a student athlete may not accept non-monetary compensation or items of value solely in recognition of athletic ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any discounts, coupons, etc. does not exceed \$300 in any association year. Should there ever be a question, contact the athletic department immediately, since eligibility is at stake.

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# BASIC ATHLETIC DEPARTMENT POLICIES

## 5. Spectator Conduct at OSAA Sanctioned Events

In addition to the general expectations included in the OSAA Constitution, Rule 3, that school officials "...shall take all reasonable measures to ensure that the school's students and supporters maintain a sportsmanlike attitude toward all events..." the following specific expectations regarding spectator conduct at all OSAA sanctioned events, including regular and postseason competition, are provided:

- Spectators are not permitted to have signs or banners (larger than 8 ½ by 11 inches), confetti, balloons or glass containers. Spectators are required to wear shirts.
- Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
- Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language. Spectators shall not be permitted to engage in any racially/culturally insensitive action.
- All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of inappropriate conduct or actions that are not permitted are: turning backs, holding up newspapers or jeering at cheerleaders during opposing team introductions; disrespecting players by name, number or position; negative cheers or chants; throwing objects on the floor.
- Spectators who fail to comply with Association or site management spectator conduct expectations may be expelled from the contest.

Any questions should be directed to the athletic department. The OSAA deals only through school administration and not directly with parents.

## BASIC ATHLETIC DEPARTMENT POLICIES

### REQUIREMENTS FOR PARTICIPATION

#### Academic Requirements

In addition to OSAA academic requirements for student athletes, MCA has implemented additional requirements to ensure that an athlete's education isn't affected as a result of participation in athletic activities. This applies to all middle school and high school student athletes. That being said, all current classes must be at or above 60% (D- and above) by Monday (or the first day of classes), beginning the fourth week of school and every other week thereafter. The athletic department will check grades on Monday afternoons. There will be several steps taken to work with the student athlete to bring up their grade, however low grades can result in inability to participate in games and/or practices or, in severe cases, the student athlete may be removed from the team. The full academic eligibility rules can be found on our website. The basic breakdown is as follows:

	If Under 60%	Limitations
First Grade Check	Grace Week	No limitation, ok to practice/play in games
Next Grade Check	On Probation	OK to practice, no game participation or traveling with team to events
Next Grade Check	On Probation	Stay home and study. No practice/participation or traveling with team to events
Next Grade Check	Removed from the team for the rest of the season; turn in uniform	

### **Physical Examination**

Student athletes must have physical exams every two years. Forms are filed in their health records. Any student athlete that does not have a current physical on file will not be allowed to participate in any practices or games. Only OSAA physical forms are valid.

<http://www.osaa.org/docs/forms/PhysicalExamination-2017.pdf>

### **Acknowledgment of Athletic Policies**

A copy of this handbook will be available online annually, as well as in the athletic department, for each student trying out for an athletic team. Each parent/guardian shall read the material and certify that they understand the athletic eligibility rules and policies of the school.

### **Insurance**

The student athlete's family holds the primary coverage for any athletic injuries.

### **Financial Obligation**

A sport fee of \$150 for all middle and elementary school athletes and \$175 for high school athletes will be assessed per season, and paid at the time of registration. Our website takes several different payment methods, as well as payment plans.

### **Uniforms & Equipment**

In some sports, student athletes will be required to purchase a portion of the game uniform, which will become their property. School issued uniforms will be checked out to each student athlete, in turn making them responsible for ensuring they are clean and in good condition. School issued equipment is to be worn or used only for contests and practices. It is not to be worn in PE classes or at other times unless directed by the Athletic Department.

- Loss of any equipment is the financial obligation of the student athlete, up to the full replacement value. A uniform check out form will be completed by the coach and student athlete at the time uniforms are issued. This form will include uniform replacement fees.
- No student athlete will be allowed to participate in a sport until all previously issued athletic equipment has been returned or proper restitution is made.
- On game days athletes are to wear school issued warm-ups to school in place of their school uniform. If warm-ups weren't issued then a school uniform must be worn.
- Spandex shorts are allowed to be worn by HS Volleyball girls only during practices or volleyball contests. Athletes are not to wear spandex off of the court. Once practices and/or games are done, athletes are to put on pants before leaving the gym. Spandex are NEVER to be worn outside of the gym. If student athletes continue to violate this rule, an out of uniform detention will be issued.

### **Attendance**

Student Athletes must attend at least a half day of school (arrive by lunch) in order to participate in a practice and/or a game that day (exceptions would be when unusual circumstances arise; the administration and athletic department would announce modifications to this policy as necessary).

### **Late Arrival**

On dates where there is an away game, if the team bus arrives at MCA at 12:00 AM or later, students must be at school by 9:30am.



## ATHLETIC CODES OF CONDUCT FOR SPORTSMANSHIP

### **Student Athletes**

All student athletes shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. A MCA athlete should be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit and aggressive in pursuit of excellence, without regard to the score, opponent, time, referee, etc. As Christian athletes display these characteristics, good things usually happen: teams are successful, players are motivated, prospective athletes want to participate and, very often, non-believers are drawn to Christ.

### **Parents and Spectators**

It is important to make our guests feel welcome. All visitors should feel as though they have been treated fairly and dealt with in a sportsman-like way. The skills of the visiting team should be recognized and appreciated. Everyone needs to work to create a positive atmosphere at MCA. The following behavior is not acceptable at any contest: booing or jeering, mocking or taunting or yelling negative comments to other players or referees. Never confront referees or other participants during or following a contest. It is never a fan/parents job to tell a referee or a coach how to do their job. If a problem occurs, inform the school administration (coach/athletic director) and allow them to deal with the situation. A game official or school administrator (or their designee) has the authority to remove any person from the confines of an athletic contest for unsportsmanlike behavior. A new request from officials is that no spectators stand along the walls during games in the HS gym.

### **No Protest Policy**

In order to provide a safe and inclusive learning environment where Christian unity and love are clearly modeled and communicated, MCA has adopted a "No Protest" policy for all school functions and activities; to include, but not limited to: MCA athletic competitions, practices, club activities, chapel services, assemblies, and academic coursework. MCA defines protesting as, "A public statement or action that ex-presses approval of, or disapproval of, a policy, event, or situation within popular culture." Although MCA values self-expression, we believe dissent is most effectively communicated within the context of sincere dialogue between students, staff, and parents. Through discourse with one another we grow in empathy and understanding. This approach in-turn, builds a school culture of inclusion and Biblical unity. MCA students will have the opportunity to address social injustice issues within the context of teacher guided discussions during various times throughout the school year. The consequences for public protesting during a MCA event or activity are in alignment with the discipline procedures outlined in the MCA Student Handbook.

## PARTICIPATION

Generally, an athlete may participate in only one sport per season. If one desires to participate in two sports during the same season, the athlete must have the support of the coaches of both sports, and work through the athletic director to coordinate practices, meets or games in order to gain approval for dual participation.

## **DROPPING OR TRANSFERRING SPORTS**

Quitting a sport after the season has begun may create problems for the entire program. On occasion, a student athlete may find it necessary to drop a sport for a good reason. If this is the case, the student athlete is to consult with their immediate coach and also the athletic department. Quitting a sport is not recommended unless there is a very serious reason for doing so. It is important for an athlete to learn the importance of commitment and following through with a decision made. This is a life lesson that is so important and it is difficult to find other scenarios in life at an early age in which to teach this to our youth. If a student athlete drops a sport within the first week of practice, no sport fee will be charged. After this first week, a \$50 fee will be charged.

## **MISSING PRACTICES/CONTESTS – REMOVAL FROM A TEAM**

When an athlete joins a team, a commitment is made not only by the athlete but by the parents as well. It is hard work scheduling around an athlete's scheduled practices. If an athlete is going to miss a practice or contest, the coach should be consulted as far ahead as possible. If a family finds it necessary to be gone for an extended time during the season, it is important to work with the coach so he/she can plan. Missing a practice or contest will generally result in some consequence.

At times, parents may deem it necessary to remove their student from an athletic team on a temporary or permanent basis. It must be realized that these actions penalize the entire team in addition to the removed athlete. It is suggested that this course of action be viewed as a last resort and used when other disciplinary methods have been exhausted. Regular consultation should be maintained with the coach and athletic department if removal from the team is a consideration.

High school student athletes participating in a fall sport should be prepared to start practice on August 16th. International student athletes need to plan travel accordingly to ensure they are in the country at this time. Both International and American student athletes will be held to the same standard for attending official practices. Any practice missed will count against them.

Mandatory practices will not be held during Mannahouse youth camps or conferences.

## **TRAVEL**

- All student athletes are expected to travel to away contests in transportation provided by the school. Student athletes are also expected to ride home with the same transportation. However, if a parent/guardian is at the site of the contest following the game, they may take their student athlete after checking with the coach. Any other arrangements must be pre-arranged with the athletic department at least one day prior to the contest. Student athletes will not be allowed to ride home with other students.
- When at away events, the coach may decide to stop at a restaurant before or after an event. Appropriate dress and behavior are expected.
- Arrange to pick up your child in a timely manner. A coach must wait with the students until all have rides; this being said, when the team returns late at night, it is important to arrange transportation on time. When parents wait at home for a phone call before picking up their student, it does not work if the parents are twenty or more minutes away. Arrange for the students to call from the away school, a restaurant, or a cell phone. Most coaches should have their duties completed ten minutes after return and be able to go home, too.
- Upon departure from away games, parents will be notified of the estimated time of arrival at MCA.

## RELEASE FROM CLASS

If a student misses a class because of an athletic contest, it is the responsibility of the student to turn in all work due that day BEFORE leaving school - there will be no accommodations or special treatment for athletes missing class. All work needs to be turned in. Scheduled tests and quizzes must be taken before leaving unless other arrangements have been made with the teacher. The student is responsible to get notes, handouts, etc. before departure or as agreed upon by the teacher. These absences do not count against them.

## TEAM SELECTION & PLAYING TIME

In accordance with our philosophy of athletics and our desire to see as many student athletes as possible participate in the athletic program at MCA; coaches are encouraged to keep as many student athletes on a team as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

Volleyball and basketball are usually the most limited because of team size and indoor space limitations. It is the decision of the Athletic Department, in conjunction with the Coach, regarding the number of players to be assigned to a team in a given season.

Student athletes who make a team will not necessarily see equal playing time. No amount of playing time is guaranteed to a student athlete. Playing time depends on the skill and experience of the athlete and how those attributes blend with the rest of the team and the level of competition. At all levels below high school, it is generally expected that an athlete will participate in each competition, but there may be occasions when this does not happen.

One exception may include the middle school post-season tournaments/playoffs. The coach may opt to use a more limited rotation of players during the postseason, and will notify team members of the tentative plan.

## COACHES POLICIES

Although each coach may establish other rules or standards, unique to that sport or program in which they work, those listed in this handbook will take first priority. The policies will be consistent with and not contradict other school practices and policies. The coach will file a copy of the rules with the athletic department.

## CONFLICT RESOLUTION

If a conflict or perception of a conflict arises with a coach or other staff person, the first responsibility is for the student athlete to discuss the situation with the coach. This should occur before the parent speaks with the coach. If no resolution is found, the next two steps of appeal are directed to the athletic department and then the principal, in that order. Before or after a game is usually not an appropriate time for a parent to approach the coach to discuss a situation.

## SPECIALIZATION

The tendency for many athletes in schools today is to specialize in only one sport. It is the recommendation of the coaching staff at MCA that athletes not limit their participation to one sport, if they have the ability/capability of playing in two or three sports per year. If an athlete is truly a “blue chip” participant, it may be to their advantage to specialize. However, for 99% of student athletes, the most important thing to concentrate on in school athletics is hard work and fun. Many college coaches prefer athletes that are multi-sport participants in high school. Studies show that multi-sport athletes maintain higher grades in school.

## REPORTING OF INJURY

All injuries that occur while participating in athletics must be reported to the coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed by the coach.

## SPORTS SEASONS & PRACTICE START TIMES

All practices and game schedules are now located on our athletic website:  
<https://mannahouseacademy.com/sports/>.

Registration and payments for all athletic teams will be completed through the website. Payments are required to be paid in full before first game. If left unpaid, it will be added as a charge to your school contract and automatically deducted.

## ADMISSION/SEASON PASSES

Northwest League admission prices are \$6 for adults and \$3 for students. Students at Mannahouse Christian Academy get in free to all home games. Admission is charged for all league playoff or championship level contests. If MCA hosts a first round playoff game for basketball, the admission fee is regulated per OSAA directive.

Typically, no admission charges are made for middle school contests. An exception will be for playoffs.

# COMMITMENT TO BEING A STUDENT ATHLETE AT MANNAHOUSE CHRISTIAN ACADEMY

I \_\_\_\_\_, fully commit my time willfully to the Mannahouse Christian Academy sports program as a student first, athlete second. This Athletic Handbook does NOT bind me to a contract, rather highlights my commitment to participating under the direction of the school's leadership team.

Listed are the things I will uphold and follow through on as Student Athlete:

- Be an initiator of the Standards upheld by the School as illustrated in our Handbook
- I realize and fully understand that school work and activities always come first.
- I recognize that if I am ineligible due to grades, unfortunately I cannot participate in team related activities until otherwise told
- I will not engage in any kind of bullying, hazing or team horsing around involving other players and/or coaches
- I will do my very best to stay in communication with parents and coach(s) regarding all team related events that may be missed due to a conflict in schedule. It is up to the Coach to determine if the conflict doesn't violate team expectations as it relates to future game participation
- I will not use any profanity towards referees, players, or parents in any way
- I will not entertain conversations that are sexually vulgar or any others that are immoral in nature
- I will treat all coaches, parents, and teammates with the respect that is taught daily and upholds the identity of Christ

# COMMITMENT TO BEING A PARENT OF A STUDENT ATHLETE AT MANNAHOUSE CHRISTIAN ACADEMY

I \_\_\_\_\_, fully commit my time to the Mannahouse Christian Academy sports program as a parent and fan. This Athletic Handbook does NOT bind me to a contract, rather highlights my child's commitment to participating under the direction of the school's leadership team.

Listed are the things I will uphold and follow through on as a parent of a Student Athlete:

- Be encouraging not only to my own student athlete, but to others on the team
- Hold student athletes accountable for upholding a higher grade in ALL their classes
- I will ensure my student athlete doesn't miss practices and/or games unnecessarily
- I will not use any profanity towards referees, players, or other parents in any way
- I will treat all coaches, student athletes and other parents with the respect that is taught daily and upholds the identity of Christ
- I will see that my student athlete gets proper rest and reduces sugar intake
- I realize the importance of my role in the overall success of my student's involvement in athletics

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**LEARN.**  
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