



HAWAIIAN MISSION ACADEMY

ATHLETICS HANDBOOK

Kyle Bullington – **Athletic Director**

Sarah Baroro – **Principal**

Rev. August 20, 2023

TABLE OF CONTENTS

AFFILIATIONS.....	4
The Interscholastic League of Honolulu (ILH)	4
The Hawaii High School State Athletic Association (HHSAA)	4
The National Federation of High Schools (NFHS).....	4
The National Interscholastic Athletic Administrators Association (NIAAA).....	4
PHILOSOPHY AND OBJECTIVES.....	5
Athletic Program Philosophy	5
Student Athlete Learning Objectives	5
Athletic Program Goals.....	5
STUDENT ATHLETE AND PARENT CODE OF CONDUCT.....	6
Appropriate Student and Parent Behavior	6
Unacceptable-Inappropriate Student and Parent Behavior	6
Role of the HMA Community and Spectators	6
ZERO TOLERANCE AND DISCRIMINATION CODE	7
Zero Tolerance Code.....	7
Discrimination, Harassment, Intimidation, Bullying, Violence, or Hazing Policy	Error!
	Bookmark not defined.
COACHES AND VOLUNTEERS RESPONSIBILITIES AND GUIDELINES	8
Responsibilities of Coaches	8
Guidelines for Coaches	8
Volunteer Requirements	8
HMA ELIGIBILITY REQUIREMENTS.....	9
Academic Eligibility Requirements.....	9
Financial Eligibility Requirements	9
Participation Rules and Requirements	9
Attendance Requirements	10
ILH ELIGIBILITY RULES AND REQUIREMENTS	11
Participation Rules	11
Transfer Rules	11
Outside Participation Rules.....	12

Collaborative Participation	13
HMA GYM PROCEDURES AND PROTOCOLS	14
Fan Safety	14
Admission to Games	14
Taking of Photos and Videos	14
Potlucks and Tailgating.....	14
Athletic Trainers	14
Right to Search.....	15
TRANSPORTATION AND OVERNIGHT TRAVEL.....	16
To and From Athletic Events.....	16
Overnight Travel and Tournaments	16

AFFILIATIONS

The Interscholastic League of Honolulu (ILH)

Hawaiian Mission Academy is a member of the Interscholastic League of Honolulu (ILH). The ILH is comprised of 21 private schools across the island of Oahu. The league provides opportunities for schools to participate in a variety of sports on the intermediate, junior varsity, and varsity levels its student athletes between 7th and 12th grade. The ILH one of the official leagues of the state of Hawai'i.

The Hawaii High School State Athletic Association (HHSAA)

The Hawaiian High School State Athletic Association is the official education athletic association for the state of Hawai'i. The goal of the HHSAA is to provide an organization in which all schools in Hawai'i can work together to support and promote athletics as an integral part of the educational process. The HHSAA is an official member of the National Federation of High Schools. (NFHS)

The National Federation of High Schools (NFHS)

The National Federation of High Schools is a non-profit organization that mandates high school athletics rules for over 20,000 interscholastic sports programs within the United States. The goal of the NFHS is to establish a uniform set of rules and policies nationwide to help schools improve their interscholastic sports.

The National Interscholastic Athletic Administrators Association (NIAAA)

The National Interscholastic Athletic Administrators Association preserves, enhances, and promotes educational-based athletics through the professional development of interscholastic athletic administrators. As a recognized accredited education institution committed to leadership programs, resources, and service opportunities, the Association supports the athletic administrator's effort in providing quality athletic participation opportunities for students.

PHILOSOPHY AND OBJECTIVES

Athletic Program Philosophy

At Hawaiian Mission Academy, we believe in the profound value of physical expression through sports. Our mission is to **unite faith and athletics to inspire personal growth and foster love and understanding for others**. The athletics department aims to provide a constructive channel for physical expression and personal growth, offering students, parents, faculty, staff, and community members the opportunity to share positive experiences and uphold Christian values. Participating in interscholastic sports allows us to engage with others, promoting understanding and appreciation of our similarities and differences. We strive to create an inclusive environment that nurtures the talents of our athletes and encourages them to reach their full potential, both on and off the court.

Together, we are committed to empowering our athletes, cultivating their talents, and creating an environment where faith, sportsmanship, and personal growth intertwine. By integrating faith and athletics, we inspire our students to become bold, yet compassionate leaders, equipped to make a positive impact in the lives of others.

Student Athlete Learning Objectives

1. Student Athletes will learn how to embody Christian values on and off the court.
2. Student Athletes will learn their areas of strength and areas of improvement.
3. Student Athletes will learn how their contributions, in cooperation with their teammates, work together to help their team reach a common goal.
4. Student Athletes will learn the importance of self-sacrifice and being a “team-player.”
5. Student Athletes will learn how to control their emotions and respond to various situations in a composed manner.

Athletic Program Goals

1. The program will provide character education that will show student athletes how and why to choose the honorable course of action.
2. The program will provide opportunities to be a positive Christian witness.
3. The program will provide students with physical education and high-level sport-specific knowledge.
4. The program will provide education in the importance in balancing physical, mental, social, and spiritual activities.
5. The program will provide accountability practices that will show student athletes the importance of fulfilling academic responsibilities.

STUDENT ATHLETE AND PARENT CODE OF CONDUCT

Players and parents are accountable for their behavior before, during, and after games and practices. The following has been listed to assist players and parents to know what is appropriate and what is unacceptable.

Appropriate Student and Parent Behavior

1. I will applaud and be respectful during the introduction of athletes, coaches, and officials.
2. I will be quiet and reverent during prayer and the National Anthem.
3. I will accept all decisions of the officials.
4. I will shake hands with all participants and coaches at the conclusion of a game, regardless of the outcome.
5. I will show concern for an injured athlete, regardless of the team.
6. I will encourage others in attendance to display sportsmanlike conduct.
7. I will show respect for each participating school.
8. I will maintain self-control at all times.
9. I will recognize and appreciate skill in performance regardless of team affiliation.

Unacceptable-Inappropriate Student and Parent Behavior

1. I will not use disrespectful, derogatory, profane, or taunting language.
2. I will not use racial or sexual language.
3. I will not engage in reflationary cheers even if I feel that the opposing school has violated the spirit of sportsmanship.
4. I will not enter the field of play or throw any objects into the field of play.
5. I will not boo or heckle a decision of an official.
6. I will not criticize or display anger towards an official.
7. I will not refuse to shake hands or refuse to give recognition for good performances.
8. I will not blame the loss of a game on officials, coaches, or fellow athletes.
9. I will not use noisemakers at any time unless they have been approved by HMA.
10. I will not show disrespect towards anyone involved in the game.
11. I will not use or promote performance enhancing drugs while a parent or student of HMA.

Role of the HMA Community and Spectators

The HMA Community and Spectators are expected to abide by the same guidelines as the athletes and parents of athletes. By reflecting a Christ-centered atmosphere and promoting a positive reputation for Hawaiian Mission Academy, spectators become an important part of the athletic program. We encourage the attendance and support of the community. All spectators are bound to the aforementioned code of conduct.

ZERO TOLERANCE AND NONDISCRIMINATION POLICY

Zero Tolerance Code

STUDENTS in the crowd in violation of the code of conduct will be escorted out of the gym by the acting gym manager or Athletic Director. Future attendance will be reviewed by the Athletic Director and Principal. If a student refuses to leave, appropriate measures (Parents, peers, Honolulu Police Dept.) will be taken to ensure that the integrity of the environment and game can continue.

STUDENT ATHLETES in violation of the code will be taken out of the game immediately with a review of possible future game suspensions by the Athletic Director and Principal. Students who receive technical fouls in basketball or red cards in volleyball are subject to a possible suspension by the ILH.

PARENTS AND SPECTATORS in violation of the code will be escorted off-campus by the acting gym manager or Athletic Director. Future attendance will be reviewed by the HMA Administration and Athletic Dept. If a parent or spectator refuses to leave, appropriate measures (Staff, peers, Honolulu Police Dept.) will be taken to ensure that the integrity of the environment and game can continue.

The officials, gym manager, or Athletic Director has the authority to stop a game at any time if a crowd member is threatening the safety and integrity of the game. Said person will be escorted off campus by the acting gym manager or Athletic Director.

***Any student, student athlete, parent, or spectator found in violation of the code will be required to meet with school administration before being invited back to the team or be welcomed back as a spectator to games.**

Nondiscrimination Policy Statement

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students and its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or sex in the administration of educational policies, applications for admission, scholarship or loan programs, and extracurricular programs.

COACHES AND VOLUNTEERS RESPONSIBILITIES AND GUIDELINES

Responsibilities of Coaches

1. Arrange with the AD to hold 4-5 team contact days per week. (Ex: 2 games, 3 practices)
2. Hold tryouts and narrow down to a select team of 12 (Basketball) 14 (Volleyball) 10 (Tennis) 8 (Golf) student-athletes.
3. Enforce the academic eligibility of your student athletes.
4. Attend, coach, and help transport student-athletes to all games and athletics-related events.
5. Control players' actions before, during and after events. This may include pulling a player for a cooling period, pulling a player for the rest of the game, or suspending a player from a game.
6. Properly maintain and store all team equipment.
7. Communicate injuries, emergencies, serious conflicts, and any other significant issues to the AD.
8. Complete all "Volunteer Requirements" listed below.

Guidelines for Coaches

1. Agree with and follow the philosophy, goals, and objectives of Hawaiian Mission Academy and the Seventh-day Adventist church.
2. Take responsibility for the athlete's well-being and development by providing a physically and emotionally safe environment during practice and competition.
3. Maintain a professional demeanor and exemplify ethical behaviors including honesty, integrity, fair play, and sportsmanship.
4. Complete and pass a current background check and clearance as required by Hawaiian Mission Academy.
5. Desired additional coaching staff, such as assistant coaches, must be approved and background checked before their first contact with students.

Volunteer Requirements

HMA Athletics greatly depends on volunteers to help the athletic department. To ensure the safety of students, HMA requires all volunteers who come in contact with students regularly to meet the following requirements:

1. Department of Justice Background Check and Fingerprinting (*VECHS Form*)
2. Sterling Volunteers Clearance (*Adventist Screening Verification*)
3. Copy of Current Driver's License (*Field Trip Drivers & Vehicle Information Form*)
4. Copy of Current Car Insurance (*If transporting students in personal vehicle*)
5. Complete the NFHS Concussion, Heat & Illness Prevention, and Sudden Cardiac Arrest courses.

Coaches should contact the Athletic Director for specific instructions on how to meet these requirements.

HMA ELIGIBILITY REQUIREMENTS

Academic Eligibility Requirements

The HMA Administration along with the Athletic Director shall be responsible for the academic eligibility of all athletes.

1. To participate in athletics, students must not have multiple D's or one F on their progress report.
2. Eligibility will be checked each Monday. Turning in late work on Monday to make a change for the week is not an option. However, each situation will be handled on a case-by-case basis.
3. If a student is found to be below the academic eligibility requirement, they will be considered **"Yellow Flagged"** for one week. If the student athlete fails to bring their grade up after the "Yellow Flag" phase, they will be **"Red Flagged."** At each phase a notice will be sent to both the parent and the student.
 - a. **Yellow Flag** – This is a warning that the student is below the academic eligibility standard. The student athlete will still be eligible to participate in practices and games. (*1 week period*)
 - b. **Red Flag** – The student athlete will not be eligible to participate in practices or games. The student athlete will have this week to meet the academic eligibility requirements. If the student fails to meet the requirements by the following Monday, they will remain in the Red Flag phase. (*1 week period*)
4. If the student athlete fails to meet the academic eligibility standard for four consecutive weeks - Yellow Flag week, Red Flag week, and two additional weeks, they will be automatically withdrawn from the team.
5. A student athlete can automatically return to being "unflagged" from any phase on Mondays if they meet the academic eligibility standard.

Financial Eligibility Requirements

1. A participation fee determined by the financial committee at the beginning of the school year will be assessed by the business office. Currently, this fee is \$150 per sport.
2. Student athletes must coordinate with the HMA business office to pay the set fee by the first game to be eligible to play.
3. Additional fees may occur for sports that use consumable items such as spandex, warmups.
4. On select years, varsity teams may participate in a mainland or outer island tournament trip. This trip will also include additional fees that must be paid for the athlete to attend.

Participation Rules and Requirements

1. All student athletes must turn in valid "Preparticipation Physical Evaluation" forms. The forms must be signed and dated by a licensed physician. This form must be submitted before the first league game. These forms are available on the athletics portion of the website.

2. Student athletes must participate in a tryout in order to be on a varsity team.
 - a. There is no uniform set of criteria for earning a spot on a team, however roster decisions are generally made based on the number of students trying out, their performance during tryouts, and their assessed skill-level.
 - b. The coaches reserve the right to choose the group of students they will that will best complete a cohesive team.
 - c. Earning a spot on a team one year does not guarantee a position on the same team for any subsequent year. Students must try out for their respective sport each year.

Attendance Requirements

1. Student athletes are expected to attend all scheduled practices and games, unless excused by an illness or injury.
2. Student athletes are expected to commit to the athletic schedule when they join a team. This includes being at games or practices during holiday breaks. (*Thanksgiving, Christmas, Spring Break*)
3. Student athletes who have been given an unexcused for the day by the front office will be ineligible to play that day.
4. Student athletes are expected to arrive on time and if they are late, they are subject to losing playing time in the following game.
5. Any student who attends school for less than half a day, shall be ineligible to play or practice for that day. At the discretion of the Athletic Director, an exemption may be granted due to extenuating circumstances.
6. If a student athlete must miss part of the day due to a game, they must notify the teachers of the periods they miss, turn in any assignments that are due that day, and coordinate with their teachers to reschedule any quizzes, exams, or presentations scheduled for that day.

Return to Play Requirements

1. General Injury
 - a. Upon leaving a game or practice due to injury, the student athlete must receive a doctor's clearance to return to play. The return to play protocol from a general injury will be handled on a case-by-case basis.
2. Concussion Protocol
 - a. Before returning to physical activity from a concussion, the student athlete must first be symptom free and back to school full time without any academic adjustments.
 - b. There is a mandatory seven-step return to play protocol following a concussion, each with 24 hours between the last.
 - c. Step 1: Limit cognitive activities, Step 2: Return to school, Step 3: Begin light non-contact exercise, Step 4: Moderate non-contact physical activity, Step 5: Return to non-contact practice, Step 6: Full contact practice, Step 7: Return to games.
 - d. The Athletic Director, Principal, or coach reserve the right to hold a student athlete longer than 24 hours at each step to ensure a proper recovery.

ILH ELIGIBILITY RULES AND REQUIREMENTS

Participation Rules

1. A student in grades 7th, 8th, and 9th is eligible to participate at the **intermediate level** of ILH athletic activities.
2. A student in grades 9th, 10th, and 11th is eligible to participate at the **junior varsity level** of ILH athletic activities. Once a student has participated at the junior varsity level, that student is not allowed to participate at the intermediate level.
3. A student in grades 9th, 10th, 11th, and 12th is eligible to participate at the **varsity level** of ILH athletic activities. Once a student has participated at the varsity level, that student is not allowed to participate at the intermediate level.
4. A 7th, 8th, or 9th grade student has a 1-year limit of eligibility in each grade at the intermediate level. A 7th, 8th, or 9th grade student may participate only one year in each grade level. A 7th, 8th, or 9th grade student who repeats a grade will not be eligible during the grade being repeated at the intermediate level.
5. A student will have four consecutive school calendar years of varsity eligibility from the date he or she begins the 9th grade for the first time at any school.
6. A student becomes permanently ineligible to participate if he or she has reached the age of (19) nineteen by September 1st.
7. Dual Participation: No student may participate in two ILH sponsored sport activities on the same calendar date.
8. A student who has graduated from high school is not eligible to participate in an ILH sponsored athletic activity.
9. An ILH school team season starts with the first day of practice as specified by the ILH and ends with the last State Tournament date in that sport, or with the last scheduled ILH date if there is no state tournament. For an ILH school team in junior varsity and intermediate season, the ending date is the last scheduled ILH event for the given team, even if other teams in that division have games to play. During this “school season” time, the school team may play school opponents of their choices provided they abide by rules pertaining to amateur standing and follow required sanctioning procedures.
10. Ineligible students may practice with their school team but may not participate in any ILH sponsored activity.

Transfer Rules

1. A student who represented an ILH school in Hawai'i and who transfers to a member school shall be ineligible to represent the school to which he/she transfers to in any sport in which he/she has participated at the former school, for one calendar year from leaving the former school. If the student has not participated for the previous school in the immediate past school year prior to transfer, he/she will be eligible to immediately participate upon entering the new school provided other eligibility rules are met.

2. If a participant who represented a combined ILH group, i.e., Pac-5 team, transfers to another school of the same group, he/she may be eligible to participate in that specific group activity immediately.
3. A student who has represented a non-ILH school in Hawai'i in regular league play and whose name appears on that school's eligibility and participation lists shall be ineligible to represent the ILH school to which he/she transfers in any sport in which he/she has participated at the former school, for one calendar year from the date of release from the former school. If the student has not participated for the previous school in the immediate past school year prior to transfer, he/she will be eligible provided other requirements are met.
 - a. **Exception:** Any 9th grader from a non-ILH school enrolling at a member school may participate starting at the 10th grade level.
6. When a student transfers from a non-member school to an ILH school, the period of participation shall be reckoned from the beginning of the school year in which he/she first registered as a member of the 7th grade in any school.
7. A student who transferred to a member school from a neighbor island or from outside the State of Hawaii because of change in family residence shall be eligible.
8. An ineligible transfer student may participate in practice but may not participate in ILH competition, including preseason games.

Outside Participation Rules

1. Outside Participation is defined as participation in any non-school sponsored, formally organized activity for a particular sport that includes formal practices, scrimmages or games. (**Example:** Any ILH volleyball player cannot be in an outside volleyball league during the ILH Volleyball season, but can participate in another outside league sport such as bowling, basketball, etc.)
 - a. Once a student participates in an ILH Sport, he/she is now an ILH Participant.
 - b. Outside participation rules apply only to previous ILH Participants.
 - c. A previous ILH participant is a student who has participated in any ILH specific sport or multiple sports at any time during 7-12 grades (example: participated in 8th grade but not again until 11th grade)
2. An ILH Team Sport Season and Individual Sport Season ends with the last tournament date in that sport, or with the last ILH scheduled date if there is no State tournament in that sport.
 - a. For an ILH school team in the intermediate season, the ending is the last scheduled ILH event for that team.
 - b. The member school or host school of a co-op team assumes all liability for any additional activity conducted by its team.
3. An ILH Team Sport Season and Individual Sport Season starts with the first day of practice as specified by the ILH.
4. Within the "sport season" time, an ILH team may compete with HHSAA and/or NFHS member schools of its choice; provided it abides by rules pertaining to amateur standing and follows required HHSAA and NFHS sanctioning procedures.
 - a. Within the "sports season" time, if an ILH team wishes to compete with a foreign opponent, a letter from the head of school validating itself as a educational institution whose competitors are not compensated is required. In addition, the team must abide by

rules pertaining to amateur standing and follow required HHSAA and NFHS sanctioning procedures.

- b. The member school shall assume all risk and liability for playing an opponent that is not of the HHSAA, NFHS or is club/organization.
5. Individual sports participants are not allowed outside participation on the same calendar day of a scheduled ILH or HHSAA event in which their team is scheduled to participate. All team members must abide by this rule, whether an individual is scheduled to participate in the ILH or HHSAA event or not.
 - a. ILH individual sports are Air Riflery (Sport and Precision), Bowling, Cross Country, Golf, Judo, Kayaking, Swimming & Diving, Sailing, Tennis, Track & Field, and Wrestling.
6. ILH team sport participants are not allowed outside participation during their ILH sports season. Team sport participants may return to outside participation at the conclusion of their respective ILH sport season.
 - a. ILH team sports are Baseball, Basketball, Canoe Paddling, Cheerleading, Soccer, Softball, Volleyball, and Water Polo.
7. Exceptions:
 - a. Participation in a National Championship event during the ILH sports season may be allowed on an exemption basis.
 - b. Individual private training during the ILH sport season is allowed.
 - c. For team sports, individual private training during the off-season is allowed with a non-ILH school coach.
 - d. ILH participants are allowed to take part in clinics, camps, and specialty schools during the ILH sports season. They are not allowed to receive compensation for their participation.

Collaborative Participation

1. PAC-5 is a collaborative athletic program that offers sport opportunities for ILH schools who do not provide the sports experience themselves.
 - a. Currently, HMA is not participating in any PAC-5 teams.
2. Students are only allowed to participate in combination (CO-OP) teams if HMA is the host team.
 - a. Currently, HMA is not hosting any CO-OP teams.

HMA GYM PROCEDURES AND PROTOCOLS

Fan Safety

The following regulations must be followed by all who enter HMA's gym to ensure safety during athletic events:

1. No standing/setting up chairs in front of emergency exit doorways.
2. No approaching the team bench during any athletic event.
3. No approaching the score table during any athletic event.
4. Wait until play is on the stage side of the court to enter the bathrooms.

Admission to Games

The following prices are set by the ILH for admission to all ILH games at HMA.

1. Adults: \$8
2. Seniors & Students: \$5
3. Students with valid HMA ID's and other participating schools: Free

Taking of Photos and Videos

1. In general, the taking of photos (no flash allowed) and videos at HMA athletic events is welcomed provided it does not interfere with the operations of the athletic event.
2. Coaches, gym managers, and officials reserve the right to relocate you if you are found in interference of the event.

Potlucks and Tailgating

1. According to ILH policy, visiting teams are not allowed to have potlucks after games.
2. For visiting teams, this includes tailgating in the parking lot and bringing entire meals for the team into the gym.

Athletic Trainers

1. The ILH and HHSAA requires an athletic trainer at every official league athletic event.
2. HMA has partnered with Queens Medical Center to provide a certified trainer to assist with student athlete injuries during games.
3. The athletic trainer reserves the right to decide whether a student athlete is allowed back into the game following an injury on the court.

Right to Search

HMA reserves the right to search student athlete's lockers, cars, and personal possessions if there is reasonable suspicion that a student athlete has items in possession that could threaten the safety of themselves or others. Searches may include the search for drugs and alcohol. HMA strives to ensure that the search be justified based on the evidence provided and related to the scope of the circumstances.

TRANSPORTATION AND OVERNIGHT TRAVEL

To and From Athletic Events

HMA will provide transportation to games unless there are unavoidable circumstances preventing it. All athletes are expected to exhibit safe and proper behavior when riding to and from athletic events. Students who misbehave may lose their transportation privileges. If the student athlete is not traveling to the event with the team, they are expected to communicate their plans with the coach or Athletic Director in advance. If a student rides to away athletic events with the team, a parent may pick up their student athlete at the away athletic location with proper notification to the coach or Athletic Director.

Overnight Travel and Tournaments

If HMA Athletics participates in a mainland or outer island tournament, students must abide by the student code of conduct found in the school handbook and athletic handbook. Students will also be subject to a grade check at a minimum of three weeks before the departure date to secure airline tickets. Students are required to travel with the team to and from the tournaments unless a parent requests an exemption. Travel will only be coordinated for student athletes and coaches, parents who wish to attend will be expected to find their own accommodations.