

# **MCS ATHLETIC HANDBOOK**

(STUDENT/PARENT VERSION - August 2023)



**Mountainview Christian School**  
**Salatiga, Central Java, INDONESIA**



# Mountainview Christian School Athletics

Jl. Nakula Sadewa Raya #55 Salatiga 50722 Jateng Indonesia

Phone: 011-62-298-311673 Fax: 62-298-321609 [athletics@mtview.id](mailto:athletics@mtview.id)

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## **A Message from the Athletic Department:**

Dear Coaches, Student-Athletes, and Parents:

As we begin the new school year, the athletic department's desire is that this MCS Athletic Handbook will serve as a helpful tool to facilitate excellence, consistency, and unity in our athletic program as we strive to glorify Him with our God-given athletic gifts and talents.

Please read through this handbook thoroughly. This document exists to help us be united in our efforts to have the best sports program possible at Mountainview. For this to happen, all of us need to work together as a TEAM and follow the policies and guidelines set before us here.

In closing, here is the theme verse for our Athletic Department from Psalm 115:1,

**“Not to us, O LORD, not to us but to your name be the glory, because of your love and faithfulness.”**

Go Eagles!

For Him!

## **TABLE OF CONTENTS**

### **ATHLETIC POLICIES and EXPECTATIONS**

Athletic Vision Statement

MCS Athletics Philosophy

Core Values of the MCS Athletics Program

### **STUDENT-ATHLETE EXPECTATIONS**

Attendance Requirements

Code of Conduct for MCS Athletes

Academic Eligibility

Part-time Student Participation in MCS Athletics

Team Managers

Health Policies

### **MCS ATHLETIC FORMS AND FEES**

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Parental Permission Slip

Emergency Medical Form

MCS Player's Guidelines & Responsibilities

### **GENERAL INFORMATION**

Athletic Fundraising

Out-of-Town Athletic Trip Policies

Athletic Uniforms Policy

ISSAC Information

MCS Sports Seasons

Games and Tournaments

Practice and Game Schedules

### **APPENDICES**

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## Mountainview Christian School Athletics Policies & Expectations

**Athletic Vision Statement:** The goal of the MCS Athletic Program is to provide the students with a medium for competition and within that framework develop an athlete's character and skill level, and to cultivate overall school spirit and community connectivity in a Christ-like manner.

### **MCS Athletics Philosophy:**

The philosophy of the Athletics Program at Mountainview is subject to the philosophy and mission of the school as outlined in the MCS Faculty & Staff Handbook and the MCS Parent & Student Handbook. The following directives of the program are an extension and practical application of our school's mission.

As a Christian school, our goal is to HONOR God in everything we do. This is done in Athletics through:

1. **Godly Character** development, exhibiting sportsmanship and respect for others - including coaches, officials, teammates, opponents, and spectators.
2. **Fundamental Skills** Training (improving through hard work and discipline)
3. Developing **Perseverance** as the athlete learns to face challenges and pressures with strength and humility.
4. **Community Connectivity** - helping unify the community by hosting various sporting events which open opportunities for connecting with Indonesians, as well as with people all over the world, and welcoming them graciously to our campus for healthy fun and positive physical activity.
5. **Commitment & Time Management** - teaching athletes to extend their best effort in practice and games and holding them accountable to good time management.

### **Core Values of the MCS Athletics Program:**

- **Godly Character** – The athlete will learn to show respect for others and good sportsmanship.
- **Fundamentals** – Each coach will commit to developing the athlete's skills and by training in the fundamentals; the athlete will commit to do his/her best to improve in their skill level by following the coaches' instruction and leadership.
- **Perseverance** - When faced with challenges (success and defeat, team conflict, disappointment, physical pain and hard work, possible injury), the athlete will learn to seek help and grow in how they handle adversity.
- **Community** – The Athletic Program should cultivate overall school spirit and pride by working together with coaches, athletes, and parents to hold excellent sporting events that positively impact others for Christ.



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- **Time Management** – The student-athlete will learn the importance of effective time management so that other commitments (particularly academics) are not hindered.

## **STUDENT-ATHLETE EXPECTATIONS:**

### **Attendance Requirements:**

- Each athlete is expected to attend all practices unless officially excused with a note from a parent, teacher, and/or doctor.
- A student who is away from school due to a school-sponsored trip may participate in extracurricular activities.
- A student who leaves school due to illness may not return and participate in extracurricular activities.
- A student with an excused absence not due to illness must arrive by 11 a.m. in order to participate in extracurricular activities on that day.

### **Code of Conduct for MCS Athletes:**

As a representative of Mountainview, the student-athlete is expected to maintain a code of conduct that best reflects the Christian values of Mountainview.

The athlete is expected to:

- Be committed to the team and the coach by doing his/her best until the end of the season.
- Attend all practices and games and be on time. *If three or more unexcused absences occur (not approved by the coach), the player may be asked to leave the team.*
- Give a note from a parent, doctor, or teacher, if the athlete needs to miss practice or is late for health or academic reasons.
- Communicate directly with the coach if he/she cannot make a practice or game.
- Respect coaches' and referees decisions.
- Behave respectfully, both on and off the court, towards administrators, teachers, coaches, officials, teammates, opposing teams, and the overall student body.
- Follow the IISSAC Code of Conduct at all IISSAC tournaments.

### **Academic Eligibility**

These standards apply to all team sports as well as other activities which happen outside school hours (including Student Activities Committee, Drama productions, etc).

**Eligibility** means that a student has met the following requirements and must be performing acceptably well academically to be eligible to participate in extracurricular activities. "Acceptably well" is defined as no Fs and no more than one D. If a student has an F in any class, or two or more Ds in any class, he/she is not performing acceptably well. Such students are academically ineligible. If a student is able to meet the following requirements, he/she is free to participate in extracurricular activities. Academic requirements are based on the most recent grade recorded on Renweb/FACTS. A student must ...



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1. Be a current student in grades 7-12
2. Have earned a 2.2 G.P.A. for the most recently completed quarter
3. Have earned all passing grades for the most recently completed quarter (no F's)
4. Have and is performing acceptably well academically, meaning has no more than one D in any class.
5. Be a student in good standing. A student who is suspended (in-school or at home) will be on probation for the first 2 weeks after the suspension. If he/she still fails to satisfy the eligibility requirements on the succeeding eligibility check, then he/she will be declared immediately ineligible for the rest of the current season.

**There will be three eligibility checks per season.** If a student is earning a grade below 64.5% (F) in one class, or 73% and lower (D) in more than one class, he/she will automatically be put on **probation**. Students who are on probation are restricted from participating in any extracurricular activities until their grades in the affected classes improve, and they become eligible. This means no practice, no games, no performances. Students who are on probation on Monday morning will be on probation for the rest of the week. Eligibility can be reinstated the following week, if the student has raised his/her grade sufficiently. If the student is doing acceptably well (no F's and no more than one D) in all classes on the following eligibility check, he/she may return to full participation.

A student on probation must meet with the corresponding class teacher to come up with a plan of action and accountability to improve his/her grade. The student must go to the teacher's classroom every day from 2:45-3:15 pm to work on assignments, ask questions, and get help. He/she must fill out a "Study Card" for the 1 week ineligibility period and get it signed daily by the teacher once he/she has attended this study session. This "Study Card" is the responsibility of the student to be signed by the secondary Principal and must be turned into the Athletic Director at the end of the week's probationary period. He/she can only be declared eligible if all grades are above 64.5% in all classes and there are no more than two classes with a grade of 73% or lower (D) at the next Academic Eligibility Check.

A student earning a grade below 74% in at least one class following an Academic Eligibility Check may be put on **Academic warning**. This warning will inform both student and coach/advisor of an academic concern. While the student may continue at full participation, this warning is intended to help both student and coach/advisor proactively work towards better academic performance so that extracurricular participation is not impacted.

A student is declared ineligible if he/she does not meet expectations following **TWO CONSECUTIVE** Academic Eligibility Checks.

Grades at the beginning of the quarter may be disproportionately affected by a few grades, eligibility checks won't begin until the beginning of the third week of the school year. For the first three weeks of quarters 2, 3, and 4, the students' current grades in a class will be averaged with their grades from the previous term. This means that if a student misses a few assignments at the beginning of the second quarter, but had an A the first quarter, they are still performing acceptably well.



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With a student's first activity (the first time he/she is required to be eligible) there is a one-week grace period. They can be on probation for one week and still participate fully. After that, any probation/ineligibility results in being unable to participate in practice, games, performances for the following week.

The only way a student who is ineligible on Monday can become eligible that week is if his/her grade is poor / unacceptable due to an error on the system.

[Note: A student's return to eligibility does not guarantee that he/she can return to his previous position.]

## **Absence and Participation in Extracurricular Activities**

A student who leaves school due to illness may not return and participate in extracurricular activities (including open gym, youth group, etc.) after school that day. A student who is absent for any portion of the school day due to illness or an unexcused absence/tardiness may not participate in any extracurricular activities that day. A student who misses the whole day due to illness or an unexcused absence may not attend any extra-curricular activity even as a spectator. Exceptions to this policy must be approved by the event adviser and the secondary principal.

## **Part-time Student Participation in MCS Athletics:**

Students must take at least one class at Mountainview in order to participate in an after-school sport. Exceptions may be made by the Coach (if space allows). The sports participation fees for these students will be doubled, as the sports program is subsidized by tuition.

HOWEVER, per IISSAC regulations, a student must be considered "part time" (considered at least 50% enrollment) in order to participate in IISSAC tournaments. This means a secondary student must be currently enrolled in 4 courses at Mountainview in order to be eligible to participate in IISSAC tournaments.

## **Team Managers:**

Each Varsity Coach is responsible to identify and select one team manager per team. If more than one team manager is chosen, the Athletic Department will only cover the costs for one of those managers to attend the IISSAC tournament.

The team manager's responsibilities are:

- Follow the MCS Athlete Code of Conduct and Academic Eligibility Guidelines.
- Attend all practices and games to help set up the gym at the beginning and make sure all equipment (including portable scoreboard) is put away at the end.
- Record the athletes' attendance; distribute and collect various forms to be turned in to the Athletic Director.
- Place a fully supplied First Aid Kit at the score table. Administer minor treatment of injuries (bandaids and ice). Get help when needed, in case of an emergency.
- Record players' Statistics at each game and give it to the Coach.





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- Record game results on [Team Season Results](#) Form (Appendix D in coaches' handbook) and turn into the Athletic Director at the end of the season

## **Health Policies**

Although not required, physical examinations by a competent medical professional are encouraged before a student participates in athletics. An [Emergency Medical Form](#) must be completed by all players and turned into the coach **prior to the first game of the season** (Varsity Players must complete this on the IISSAC website: [IISSAC](#)). This medical form must be updated yearly, or as needed.

## **MCS Athletic FORMS and FEES:**

After tryouts and the selection of the Varsity and JV teams for **each sports season**, athletes must do the following:

1. Complete the [Parental Permission Slip](#) (Appendix A), the [Emergency Medical Form](#) (Appendix B or [www.iissac.com](http://www.iissac.com)), and the [MCS Player's Guidelines & Responsibilities Form](#) (Appendix C) with a parent or guardian. The signature of a parent and athlete indicates that each has read, understood and agreed to abide by the stated policies in this handbook. The Emergency Medical Form must be completed one time for the whole year and will be kept on file with the Athletic Department.
2. Pay the Athletic Fee of Rp.250.000 to the Finance Office.
3. Turn in the Parental Permission Slip with **proof of payment** ("paid" stamp at bottom of form from Finance Office) and the Emergency Medical Form to the coach (who will collect all players' forms and then give to the Athletic Director prior to the first game). The athlete cannot compete in any games until STEPS 1-3 are complete. **Coaches must assist in upholding this expectation.**
4. IISSAC players have additional fees for going to IISSAC. (see p.8 for information regarding IISSAC)

## **GENERAL INFORMATION**

### **Athletic Fundraising:**

Every year our parents and athletes work together to help raise funds for the MCS Athletic Teams. This primarily involves helping to donate, make, and/or sell drinks, snacks, and food for our local tournaments as well as for the big IISSAC tournament, when we are the hosts. These proceeds help cover the costs of tournaments, athletic trips, and/or special equipment (such as the Basketball scoreboard). It is a wonderful opportunity to draw our community together through hard work and fun as we welcome and serve those who come to our Mountainview campus!

### **Out-of-Town Athletic Trip Policies**

Unless previously arranged, all players will travel to and from the intended destination with the team. For IISSAC Events (for information regarding IISSAC, please see next page), team members are



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responsible for all meal expenses, event t-shirt orders (if they want one), and to pay the Finance Office Rp. 800,000 to help cover expenses of the trip. The remaining balance for the cost of transportation and hotel will be covered by the Mountainview Athletic Department. For any other tournaments, all expenses must be fully covered by the athletes, which most likely will require team fundraising.

## **No Refund Policy** (added March 29, 2018)

Once a student has been selected to be on the MCS IISSAC team, it is understood that the student is committed to being a part of the team for the whole season. The student has 2 days to sign the forms and accept this role. IF he/she chooses to leave the team at any point (beyond 2 days after the team has been selected), he/she must pay the full cost of IISSAC (not just Rp.800.000). Students should seek guidance from parents and teachers and look carefully at their academic load and other commitments to make sure they can manage their time well and fully commit to all practices and games scheduled for that sport.

## **Athletic Uniforms Policy:**

Athletic uniforms issued by MCS are the property of the school. They must be returned in the best possible condition at the end of the season. Special care should be taken in keeping uniforms clean throughout each season and in good condition. Any failure to take care of an athletic uniform will be the responsibility of the athlete. *Students who do not return their uniforms within a week (five school days) after the season ends will be charged a Rp.100.000 per uniform late fee. Any uniforms that are not returned within a month (twenty school days) of the end of the season must pay the late fee of Rp. 100.000 per uniform plus a Rp.500.000 per uniform replacement fee. Coaches must maintain this expectation and create a FEE on student accounts when necessary.*

If the coach agrees, the team may collectively decide if they want to create personalized team uniforms to pay for themselves and to keep. Steps to take:

- A designated team member is put in charge of this process.
- The design must be approved by the Athletic Director prior to ordering.
- School colors (blue & yellow) must be used.
- The collection of fees, ordering of the shirts and sizes, and payment is the sole responsibility of the team members (not the Athletic Department).
- Orders should be submitted with a minimum of 3 weeks prior to the first tournament. MCS School uniforms may be worn until the new ones arrive.

**IISSAC (Indonesian International Small School Activity Conference) Information:** MCS is one of the founding schools of this conference, established on April 4, 2004 and is privileged to be a part of it with other international schools. Here is some basic information about IISSAC:





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- **Mission and Vision:** To promote interaction between international schools in Indonesia through friendly competition and other character building activities.
- **ISSAC Member Schools:**
  - Bali Island School
  - Bandung Independent School
  - Bandung Alliance Intercultural School
  - Mountainview Christian School
  - Surabaya Intercultural School
  - Wesley School
- **Current Executive Positions:**
  - Chairperson – Mike Lucero - Wesley School
  - Secretary – Dr. George Santiago, Surabaya Intercultural School
- **Team Numbers and Eligibility:**

Participants must be between grade 6 and 19 years of age at the time of the competition.

Number of Students is limited by the event:

  - Basketball (FIBA – 12 players per team)
  - Soccer (FUTSAL – 12 players per team); 5 on 5 plus goalies
  - Swimming 2 swimmers per school per event

**Part Time Student Eligibility**

  - *They take a 50% class load at the designated ISSAC school*
  - *They do not attend or represent any other school*
- **ISSAC Event Calendar (2023-24 School Year)**
  - SOCCER, October 27 - 29, 2023
  - BASKETBALL, February 16 - 18, 2024
  - SWIMMING, April 26 - 28, 2024
  - BADMINTON/CROSS COUNTRY, April 26 - 28, 2024

These dates and locations will change each year and be updated annually.

## **MCS Sports Seasons:**

The Athletic Program has 3 seasons:

- Season 1 (August-October)
  - Girls & Boys Soccer, both JV and Varsity Teams
  - Girls Volleyball
  - Boys Volleyball (if coach is available & enough players are interested)
- Season 2 (January-March)
  - Girls & Boys Basketball, both JV and Varsity Teams
- Season 3 (March-April)
  - Girls & Boys Swimming
  - Girls & Boys Invitational Badminton
  - Girls & Boys Invitational Cross Country



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## **Games and Tournaments:**

Throughout the season, our teams play a series of friendly matches with local Indonesian schools. Varsity Teams play up to two games a week, and JV only one game a week. We try to host at least one local tournament for most sports and then all seasons (except for Volleyball) culminate with the IISSAC tournament. For Covid-19 requirement, all participants (players, coaches, ADs, chaperones, managers) must be fully vaccinated.

## **Tournaments:**

- Season 1
  - Girls & Boys Soccer: one local tournament & the IISSAC tournament
  - Girls & Boys Volleyball (local OR away)
- Season 2
  - Girls & Boys Basketball: one local tournament (both JV & Varsity teams) & the IISSAC tournament (Varsity only)
- Season 3
  - Swimming: one in-house swim meet & the IISSAC swim meet
  - Badminton: the IISSAC tournament
  - Cross Country: one on-campus 3k/5k Race; the IISSAC Race

## **Practice and Game Schedules:**

- Practices will be held up to 4 times per week on any day but Wednesday or Sunday (Saturday is optional).
- *Practices should start after 3:15 pm, and last 1.5 hours for JV teams, and up to 2 hours for Varsity.*
- Lunch Team meetings are limited to one per week and must be coordinated/approved in advance by the Principal.
- Practice schedules will be posted prior to each sports season. Games will be scheduled as far in advance as possible on any practice day or on Saturday. With evening practices, dorm students will need to work out their study hours with their dorm parents.
- Game schedules will be posted weekly on the School Calendar (Renweb) for the upcoming week. The Athletic Department will try our best to schedule the games and ensure the teams and referees arrive on time, but coaches, athletes and fans must remain flexible in the starting time, depending on the arrival of those invited and various circumstances that may arise.



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## **APPENDICES:**

Appendix A: Parental Permission Slip (a few examples)

Appendix B: Emergency Medical Form

Appendix C: MCS Player's Guidelines & Responsibilities Form

Appendix D: IISSAC Code of Conduct

Appendix E: IISSAC Coach & Spectator Expectations



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## 2023/2024 SOCCER TEAM PARENTAL PERMISSION SLIP



Having read the **MCS Athletic Handbook**, we give permission for our child to participate in the MOUNTAINVIEW Soccer TEAM.

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

The participation fee is Rp. 250,000.

**Please pay in the Finance Office. Then give the payment receipt and this permission slip to your manager.**

-----  
For Finance Office use only:

Date paid: \_\_\_\_\_

Amount: \_\_\_\_\_

Received by: \_\_\_\_\_



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## 2023/2024 VOLLEYBALL TEAM PARENTAL PERMISSION SLIP



Having read the **MCS Athletic Handbook**, we give permission for our child to participate in the MOUNTAINVIEW VolleyballTEAM.

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

The participation fee is Rp. 250,000.

**Please pay in the Finance Office. Then give the payment receipt and this permission slip to your manager.**

For Finance Office use only:

Date paid: \_\_\_\_\_

Amount: \_\_\_\_\_

Received by: \_\_\_\_\_



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## 2023/2024 VARSITY BASKETBALL PARENTAL PERMISSION SLIP



Having read the **MCS Athletic Handbook**, we give permission for our child to participate in the MOUNTAINVIEW Basketball TEAM.

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

The participation fee is Rp. 250,000.

**Please pay in the Finance Office. Then give the payment receipt and this permission slip to your team manager. You will not be able to play in a game until this fee has been paid!**

-----  
For Finance Office use only:

Date paid: \_\_\_\_\_

Amount: \_\_\_\_\_

Received by: \_\_\_\_\_





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## 2023/2024 SWIMMING TEAM PARENTAL PERMISSION SLIP



Having read the **MCS Athletic Handbook**, we give permission for our child to participate in the MOUNTAINVIEW Swimming TEAM.

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

The participation fee is Rp. 250,000.

**Please pay in the Finance Office. Then give the payment receipt and this permission slip to your coach.**

-----  
For Finance Office use only:

Date paid: \_\_\_\_\_

Amount: \_\_\_\_\_

Received by: \_\_\_\_\_



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## 2023/2024 **BADMINTON TEAM** PARENTAL PERMISSION SLIP



Having read the **MCS Athletic Handbook**, we give permission for our child to participate in the MOUNTAINVIEW Badminton TEAM.

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

The participation fee is Rp. 250,000.

**Please pay in the Finance Office. Then give the payment receipt and this permission slip to your manager.**

-----  
For Finance Office use only:

Date paid: \_\_\_\_\_

Amount: \_\_\_\_\_

Received by: \_\_\_\_\_



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## 2023/2024 CROSS COUNTRY TEAM PARENTAL PERMISSION SLIP



Having read the **MCS Athletic Handbook**, we give permission for our child to participate in the MOUNTAINVIEW Cross Country TEAM.

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

The participation fee is Rp. 250,000.

**Please pay in the Finance Office. Then give the payment receipt and this permission slip to your manager.**

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For Finance Office use only:

Date paid: \_\_\_\_\_

Amount: \_\_\_\_\_

Received by: \_\_\_\_\_



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## MCS EMERGENCY MEDICAL FORM

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Student's Name: \_\_\_\_\_

Year/Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent's/Guardian's Names: \_\_\_\_\_

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

Home Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Father's Business Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Business Tel: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency when parents cannot be reached, contact:

\_\_\_\_\_  
\_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Tel: \_\_\_\_\_

Special Instructions (allergies, asthma, epilepsy, medications, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Appendix B

## MCS Player's Guidelines & Responsibilities

**Athletic Vision Statement:** The goal of the MCS Athletic Program is to provide the students with a medium for competition and within that framework develop an athlete's character and skill level, and to cultivate overall school spirit and community connectivity in a Christ-like manner.

### **Core Values of the MCS Athletics Program:**

- **Godly Character** – The athlete will learn to show respect for others and show good sportsmanship.
- **Fundamentals** – Each coach will commit to developing the athlete's skills and by training in the fundamentals; the athlete will commit to do his/her best to improve in their skill level by following the coaches' instruction and leadership.
- **Perseverance** - When faced with challenges (success and defeat, team conflict, disappointment, physical pain and hard work, possible injury), the athlete will learn to seek help and grow in how they handle adversity.
- **Community** – The Athletic Program should cultivate overall school spirit and pride by working together with coaches, athletes, and parents to hold excellent sporting events that positively impact others for Christ.
- **Time Management** – The student-athlete will learn the importance of effective time management so that other commitments (particularly academics) are not hindered.

### **STUDENT-ATHLETE EXPECTATIONS:**

#### **Attendance Requirements:**

- Each athlete is expected to attend all practices unless officially excused with a note from a parent, teacher, and/or doctor.
- A student who is away from school due to a school-sponsored trip may participate in extracurricular activities.
- A student who leaves school due to illness may not return and participate in extracurricular activities.
- A student must arrive by 11 a.m. in order to participate in extracurricular activities on that day.

#### **Code of Conduct for MCS Athletes:**

As a representative of Mountainview, the student-athlete is expected to maintain a code of conduct that best reflects the Christian values of Mountainview.

The athlete is expected to:

- Be committed to the team and the coach by doing his/her best until the end of the season.
- Attend all practices and games and be on time. *If three or more unexcused absences occur (not approved by the coach), the player may be asked to leave the team.*
- Give a note from a parent, doctor, or teacher, if the athlete needs to miss practice or is late for health or academic reasons.
- Communicate directly with the coach if he/she cannot make practice or a game.
- Respect coaches' and referees' decisions.
- Behave respectfully, both on and off the court, towards administrators, teachers, coaches, officials, teammates, opposing teams, and the overall student body.
- Follow the IISSAC Code of Conduct at all IISSAC tournaments



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Jl. Nakula Sadewa Raya #55 Salatiga 50722 Jateng Indonesia

Phone: 011-62-298-311673 Fax: 62-298-321609 [athletics@mtview.id](mailto:athletics@mtview.id)

## Appendix C

### Academic Eligibility

A student-athlete is expected to maintain passing grades in all classes while participating in an MCS sports team. To help hold the players accountable to making academic success a priority, the Athletic department selects certain dates throughout the season to check the athlete's grades (AEC - Academic Eligibility Check).

**There will be an eligibility check every Monday morning.** If a student is earning a grade below 64.5% (F) in one class, or 73% and lower (D) in more than one class, he/she will automatically be put on **probation**.

A student on probation must meet with the corresponding class teacher to come up with a plan of action and accountability to improve his/her grade. The student must go to the teacher's classroom every day from 2:45-3:15 pm to work on assignments, ask questions, and get help. He/she must fill out a "Study Card" for the 1 week ineligibility period and get it signed daily by the teacher once he/she has attended this study session. This "Study Card" is the responsibility of the student to be signed by the secondary Principal and must be turned into the Athletic Director at the end of the week's probationary period. He/she can only be declared eligible if all grades are above 64.5% in all classes and there are no more than two classes with a grade of 73% or lower (D) at the next Academic Eligibility Check.

A student earning a grade below 74% in at least one class following an Academic Eligibility Check may be put on **Academic warning**. This warning will inform both student and coach/advisor of an academic concern. While the student may continue at full participation, this warning is intended to help both student and coach/advisor proactively work towards better academic performance so that extracurricular participation is not impacted.

A student is declared ineligible if he/she does not meet expectations following TWO CONSECUTIVE Academic Eligibility Checks.

Grades at the beginning of the quarter may be disproportionately affected by a few grades, eligibility checks won't begin until the beginning of the third week of the school year. For the first three weeks of quarters 2, 3, and 4, the students' current grades in a class will be averaged with their grades from the previous term. This means that if a student misses a few assignments at the beginning of the second quarter, but had an A the first quarter, they are still performing acceptably well.

With a student's first activity (the first time he/she is required to be eligible) there is a one-week grace period. They can be on probation for one week and still participate fully. After that, any probation/ineligibility results in being unable to participate in practice, games, performances for the following week.

The only way a student who is ineligible on Monday can become eligible that week is if his/her grade is poor / unacceptable due to an error on the system.

[Note: A student's return to eligibility does not guarantee that he/she can return to his previous position.]

### Part-time Student Participation in MCS Athletics:

Students must take at least one class at Mountainview in order to participate in an after-school sport. Exceptions may be made by the Athletic Director (if space allows). The sports participation fees for these students will be doubled, as the sports program is subsidized by tuition.





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HOWEVER, per IISSAC regulations, a student must be considered “part time” (considered at least 50% enrollment) in order to participate in IISSAC tournaments. This means a secondary student must be currently enrolled in 4 courses at Mountainview in order to be eligible to participate in IISSAC tournaments.

## **MCS Athletic FORMS and FEES:**

After tryouts and the selection of the Varsity and JV teams for **each sports season**, athletes must do the following:

1. Complete the [Parental Permission Slip](#) (Appendix A), the [Emergency Medical Form](#) (Appendix B or [www.iissac.com](http://www.iissac.com)), and the [MCS Player’s Guidelines & Responsibilities Form](#) (Appendix C) with a parent or guardian. The signature of a parent and athlete indicates that each has read, understood and agreed to abide by the stated policies in this handbook. The Emergency Medical Form must be completed one time for the whole year and will be kept on file with the Athletic Department.
2. Pay the Athletic Fee of Rp.250.000 to the Finance Office.
3. Turn in the Parental Permission Slip with **proof of payment** (“paid” stamp at bottom of form from Finance Office) and the Emergency Medical Form to the coach (who will collect all players’ forms and then give to the Athletic Director prior to the first game). The athlete cannot compete in any games until STEPS 1-3 are complete. **Coaches must assist in upholding this expectation.**
4. IISSAC players have additional fees for going to IISSAC. (see p.8 for information regarding IISSAC)

## **Athletic Uniforms Policy:**

Athletic uniforms issued by MCS are the property of the school. They must be returned in the best possible condition at the end of the season. Special care should be taken in keeping uniforms clean throughout each season and in good condition. Any failure to take care of an athletic uniform will be the responsibility of the athlete. *Students who do not return their uniforms within a week (five school days) after the season ends will be charged a Rp.100.000 per uniform late fee. Any uniforms that are not returned within a month (twenty school days) of the end of the season must pay the late fee of Rp. 100.000 per uniform plus a Rp.500.000 per uniform replacement fee. Coaches must maintain this expectation and create a FEE on student accounts when necessary.*

## **Agreement and Statement of Compliance**

This form must be signed and returned to the COACH by the athlete for each sports season. It must also be accompanied with the MCS [Parental Permission Slip](#) for the sport you are playing.

I have read, understood, and agree to comply with the terms and conditions outlined in this document.

\_\_\_\_\_  
Student’s Name (please print)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

Office Use Only:

Received by Coach on: \_\_\_\_\_



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## IISSAC Code of Conduct

### For Students:

*It is strongly suggested that students do not to travel alone in taxis or other forms of public transportation.*

- Smoking, drinking alcohol or extreme inappropriate behavior will not be permitted at any time during any activity.

Penalty: **Any infraction of this rule will result in the student being sent home immediately and suspension from all IISSAC activities for the remainder of the IISSAC calendar year.**

- Abuse (physical or verbal or through social media) of opposition, umpires or spectators will not be tolerated.

Penalty: **Suspension from the remainder of that IISSAC tournament/ activity.**

- Participants will not call out inappropriately to, or question the ruling of any umpire.

Penalty: **Suspension for the remainder of that and following game.**

**All penalties given for unsportsmanlike behavior (i.e. red card, technical foul, etc) will be reviewed by the tournament AD and IISSAC chair, who reserve the right to implement/enforce additional consequences including but not limited to suspension from the following game, suspension from the tournament, etc.**



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## ISSAC Coach and Spectator Expectations

### Spectators

ISSAC encourages as many staff, students, and family members to both attend and participate in tournament spectating. Positive cheering and enthusiastic support is what makes sports such a unifying and positive experience for all involved. With this in mind, please adhere to the following expectations...

### *Spectators should:*

1. Cheer with gusto and enthusiasm for your school
2. Encourage players and coaches (from either team) for good form
3. Get to know spectators from other schools
4. Have fun!

### *Spectators should avoid:*

1. Excessive angry outbursts\*
2. Addressing players or coaches in a negative way
3. Address a game official for any reason
4. Swearing in any language
5. Taunting, harassing, or distracting a player during a game (e.g. during a free-throw or penalty shot)
6. Enter the field of play during a game\*\*

\*Excessive in this context is any behavior that carries on past an initial outburst.

\*\*With the exception being an injury to the child of a spectator

ISSAC understands that being a part of sports can be exciting, heartbreaking, and frustrating. However, we strongly believe that the above standards will help ensure that a positive environment is maintained throughout a tournament. With this in mind, if a spectator repeatedly chooses to behave in a way that is harmful to the environment of the game, the following consequences will be enforced.

*Verbal Warning:* A verbal warning will be given after a spectator's first misconduct. A warning is to be communicated to the spectators AD and it will be the responsibility of the AD to communicate to the spectator. Any further warning at any point during the remainder of the tournament will result in a written warning.

*Written warning:* Any offense following the initial verbal warning will result in a written warning to be given by the ISSAC chair to the AD, who will then communicate this to the offending spectator. This *written warning* will be kept on file for a period of one calendar year. The spectator will also be warned that any further offense during any point in the tournament will result in his/her removal from the game.

*Removal from the game:* Any offense following the initial written warning will result in another written warning being assessed and the offending spectator will be removed from the game.

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*Removal from the tournament:* Any spectator who accumulates three written warnings will be barred from attending the remainder of the tournament.

Appendix E



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IN THE CASE OF EXTREME MISCONDUCT (e.g. a threat of violence, excessive aggressive behavior, harassing or yelling at an opposing player, etc. steps can and will be skipped)

## Coaches Misconduct Policy

IISSAC recognizes that coaches care deeply for their players and that their number one job as a coach is to look out for their safety and well being. With this in mind it is understandable that they react strongly to injustices (real or perceived). However IISSAC also recognizes that coaches must act as highly visible role models to players, other coaches, and spectators on how to deal with adversity and frustration. With this in mind coaches are held to a higher standard than a spectator.

Specifically:

1. A coach should minimize excessive\* yelling or angry outbursts.
2. Any interaction with a referee should refrain from negative or aggressive behavior and/or confrontational language.
3. A coach should not address another coach, player, or spectator in a negative or confrontational way.
4. Swear words (in any language) should never be used towards anyone at any time.
5. A coach should not enter the field of play to address a referee during play.
  - a. It is acceptable to approach a referee during a timeout, or during an official play break (e.g. halftime)
6. Any violence (or threat of violence) towards any participant at any time will result in immediate removal from the game

\*Excessive in this context is any behavior that carries on past an initial outburst.

\*\*Please note misconduct is NOT LIMITED to the general guidelines listed above\*\*

A coach that is found in violation of these rules will be subject to the following consequences.

*Verbal Warning.* A verbal warning will be given after a coach's first misconduct. A warning is to be communicated to the coaches AD and it will be the responsibility of the AD to communicate to the coach. The coach will be advised that any further warning at any point during the remainder of the tournament will result in a written warning.

*Written warning:* Any offense following the initial verbal warning will result in a written warning to be given by the IISSAC chair in the presence of the AD (if possible) and the coach. This *written warning* will be kept on file for a period of one calendar year. The written warning will result in the coach's immediate removal from the game during which the written warning is given.

## *Removal from Coaching*

Any coach who is removed from a game for behavioral reasons will not be able to coach the game immediately following their removal.

*Removal from the tournament:* Any offense following the first written warning will result in a second written warning and the coach being suspended for the remainder of the tournament.



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Please note that removal from the tournament is seen as a last resort and IISSAC will not take this action unless it is clearly necessary.

IN THE CASE OF EXTREME MISCONDUCT (e.g. a threat of violence, excessive aggressive behavior, harassing or yelling at an opposing player, etc. steps can and will be skipped)

## **Extreme Misconduct, Repeated Misconduct, Appeals**

### Extreme misconduct

In the case of extreme misconduct (e.g. a threat of violence, excessive aggressive behavior, verbal abuse towards an opposing player, etc.) steps can and will be skipped. Any person who commits an act of extreme misconduct will be immediately suspended from the tournament, asked to leave the premises, and will not be allowed to return or participate in any further IISSAC tournaments without approval from a majority of IISSAC schools.

### Written warning accumulation

#### Coaches

Any coach who accumulates 3 written warnings in a calendar year will be barred from attending or participating in any further IISSAC competitions for one calendar year from the date of the 3<sup>rd</sup> written warning.

#### Spectators

Any spectator who receives five written warnings in a calendar year will be barred from attending or participating in any further IISSAC competitions for one calendar year from the date of the 5<sup>th</sup> written warning.

### Refusal to vacate the game and/or tournament

If a situation should arise that a coach or spectator refuses to vacate the game and/or tournament the game official will stop the game and the offending person will be asked to remove themselves from the premises. The offending person is deemed the responsibility of the school that they are there to “support”. Coaches are expected to assist in any way possible to ensure that the offending person leaves the field of play peacefully. If the adult does not leave the venue, then play will remain suspended and the offending adult’s school will be suspended from competition until they have left the venue. The offending individual may not return to the venue unless they submit an appeal and said appeal is granted.

### Appeals

Any coach or spectator who is the recipient of any official disciplinary action (e.g. written warning, removed from a game, barred from future IISSAC events) may make an appeal to the IISSAC board. This must be done using the official “Appeals Form” located in the appendix of the IISSAC Handbook and must be done within 48 hours of being notified of said disciplinary action (for a written warning or removal from a tournament) or during the length of a suspension (in the case that the offending party has been banned from attending future IISSAC tournaments). The IISSAC AD’s will review the appeal within 24 hours and will choose to uphold, reject, or adjust the disciplinary action depending on the situation.

## **IISSAC Written Warning Form (Spectator)**

Name \_\_\_\_\_



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Date \_\_\_\_\_

The above named individual has been assessed an official written warning. Any further written warning, and the above named individual will be removed from the game in which they receive said written warning. The above named individual will be removed from the tournament should they accumulate three (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)

Date \_\_\_\_\_

The above named individual has been assessed their second official written warning and has been removed from the game in which they received said written warning. The above named individual will be removed from the tournament should they accumulate three (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)

Date \_\_\_\_\_

The above named individual has been assessed their third official written warning and has been removed from the tournament as they have accumulated three (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)

## IISSAC Written Warning Form (Coach)





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Name \_\_\_\_\_

Date \_\_\_\_\_

The above named coach has been assessed an official written warning. Any further written warning, and the above named individual will be removed from the game in which they receive said written warning. The above named individual will be removed from the tournament should they accumulate two (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)

Date \_\_\_\_\_

The above named individual has been assessed their second official written warning and has been removed from the tournament as they have accumulated three (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)



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## IISSAC Disciplinary Appeals Form

The IISSAC Disciplinary Appeals Form can be used by a spectator or coach to protest any of the following disciplinary actions:

1. An official Written Warning
2. Suspension from a game
3. Suspension from a tournament

*If you have been suspended from a tournament for extreme misconduct you MUST submit an appeals form prior to being allowed to attend any IISSAC tournament.*

Name, School, and Position (Spectator/Coach)\_\_\_\_\_

Disciplinary Action you are appealing (see above)\_\_\_\_\_

Date said action occurred\_\_\_\_\_

In the space below, please explain why you believe that your assessed disciplinary action should be reviewed. (You may attach a separate sheet if needed)

What action are you requesting occur? (please circle one)

Allowed back into the (current) IISSAC tournament

Allowed to attend a future IISSAC tournament

The prescribed disciplinary action be stricken from the records

To lodge an official complaint about said action

Signed\_\_\_\_\_Date\_\_\_\_\_

Signed (School AD)\_\_\_\_\_Date Received\_\_\_\_\_

*Your appeal will be reviewed by all IISSAC member AD's within 24 hours of the chair receiving a completed appeals form.*



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## IISSAC Board Review Form

Name of person submitting an appeal \_\_\_\_\_

Date said appeal was administered \_\_\_\_\_

*Action requested (circle – ensure it is the same as on appeal form)*

Allowed back into the (current) IISSAC tournament

Allowed to attend a future IISSAC tournament

The prescribed disciplinary action be stricken from the records

To lodge an official complaint about said action

*Action Taken*

None, the action stands

Allowed back into the (current) IISSAC tournament

Allowed to attend a future IISSAC tournament

The prescribed disciplinary action be stricken from the records

To lodge an official complaint about said action

Comments:

Signed (BAIS) \_\_\_\_\_

Signed (BALI) \_\_\_\_\_

Signed (BIS) \_\_\_\_\_

Signed (SIS) \_\_\_\_\_

Signed (Wesley) \_\_\_\_\_

Signed (Chair) \_\_\_\_\_