

**LA PIETRA**  
**Hawai'i School for Girls**



**Athletic Handbook**  
**For**  
**Students and Parents**



## Philosophy, Goals, And Objectives

---

The philosophy of the La Pietra – Hawai'i School for Girls Athletic Department is to provide a quality program that will develop young women physically, emotionally, socially, and ethically. We believe that athletics can teach positive values, confidence in oneself, and respect for others. We believe that doing one's best and exhibiting good sportsmanship supersedes winning at all costs.

Goals and Objectives:

- Provide opportunities for our students to participate in athletics
- Provide and maintain safe facilities
- Provide qualified coaches who exhibit good character and values
- Promote good sportsmanship
- Recognize student involvement
- Foster positive relationships with the student body, parents, alumnae, and community

### INTERSCHOLASTIC LEAGUE OF HONOLULU

The Interscholastic League of Honolulu (ILH) was formed in 1909 with Punahou, Kamehameha, and McKinley High School. More public and private schools joined, and a wide variety of interscholastic sports were offered to students. In 1970, the public schools of Honolulu withdrew from the ILH and became a part of the Oahu Interscholastic Association (OIA). Today, the ILH is comprised of 22 private schools with more than 8,000 students participating in 21 different sports. The Board of Athletic Directors and Principals of the ILH maintain an excellent program with emphasis on the well-being of the student-athletes. La Pietra – Hawai'i School for Girls is proud to be part of this organization.

### CHRISTIAN SCHOOLS ATHLETIC LEAGUE (CSAL)

The Christian School Athletic League (CSAL) provides schools an opportunity for fourth, fifth, and sixth grade students to begin to learn and develop fundamental skills. The objectives are to foster an appreciation for team sports and the camaraderie, sportsmanship, and fun inherent in participation. The emphasis is on participation and allowing each member of the team to experience playing time. While scores are recorded during the game, win-loss records will not be published and a league champion will not be determined.

### PAC-5 ATHLETIC PROGRAM

Pac-5 was organized and admitted into the ILH in 1973. Its purpose is to give smaller schools a chance to participate in a variety of sports such as: kayaking, cross country running, canoe paddling, track, softball, judo, and wrestling. The Athletic Director in charge of Pac-5 is Peter Estomago. By allowing our school to participate in sports in which we could not field a team by ourselves, Pac-5 has given our students a richer high school athletic experience.

## ATHLETIC ORGANIZATION

The Athletic Director is responsible for the planning, implementing, and supervising of the La Pietra Athletic Program. The Athletic Office is located in the Barbara Cox Anthony Sports Complex Gymnasium. For questions and concerns you may call Athletic Director, Ross Kinsler at (808) 922-2744 or email at rkinsler@lapietra.edu.

## LEVELS OF SPORT COMPETITION

6th grade sports:	grade 6
Intermediate sports:	grades 7 – 9
Junior Varsity:	grades 9 – 11
Varsity:	grades 9 – 12

## LA PIETRA SPORTS & COACHES

Coaches are expected to set a good moral example for their players and to maintain a disciplined team that reflects a positive image for themselves and La Pietra – Hawai'i School for Girls. For more information regarding starting dates and times, see the Athletic Bulletin Board in the hallway outside the Athletic Office and the Gymnasium Locker Rooms or go to the Athletics page of the La Pietra school website ([www.lapietra.edu](http://www.lapietra.edu)).

## COMMUNICATION PROTOCOL FOR THE LA PIETRA ATHLETIC PROGRAM

As your daughter becomes involved in the athletic programs at La Pietra, she will experience some of the most rewarding moments of her life. Both parenting and coaching can be extremely difficult vocations. By establishing an understanding of each role, we are better able to partner together and provide the greater benefits to our student-athletes. We look forward to working together through clearly established communication channels, guidelines, and policies of the school during your daughter's athletic experience here at La Pietra.

Communication from your daughter's coach, includes:

1. The coach's philosophy as it aligns with the school's vision and values.
2. Locations and times of all practices and contests.
3. Team requirements, i.e. fees, special equipment, off-season conditioning.
4. Established procedures should your daughter be injured during participation.
5. Disciplinary procedures that may result in the denial of your daughter's participation,  
(e.g. academic considerations or rule violations established by the school or league)

Communication from parents should channel directly to the coach, and include:

1. Concerns regarding your daughter's:
  - a. Mental and/or physical welfare
  - b. General behavior
  - c. Methods to help your daughter improve
2. Clarification in regards to coaching philosophy and/or expectations.
3. Notification of any schedule conflicts, well in advance of practice or event.

As noted above, certain items can and should be discussed with your daughter's coach. Other matters such as playing time, team strategy, play calling, and other student participants are not appropriate to discuss at any time and will be left to the discretion of the coach.

### PROTOCOL FOR COACH & PARENT MEETINGS

When you would like to meet with a coach to discuss your daughter's progress or an occasional concern, please refer to and use the following guidelines:

1. Never approach a coach immediately after a contest. This is not the proper time or place for a discussion concerning your daughter or the team.
2. Call the following day and make an appointment for a time that is mutually convenient for both you and the coach to meet.
3. Discuss all matters in a calm and civil manner. Raised voices, rudeness, or foul language is not acceptable.
4. Once you have stated your question or concern, please listen to the other party's explanation to allow optimal strategizing between both parents and coaches for your daughter's success and disallow emotions to override logic and reason.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step will be determined.

We hope the information provided in these athletic communication guidelines makes your family's overall experience with our middle school and high school athletic program at La Pietra – Hawai'i School for Girls meaningful in terms of progression in her chosen sport and enjoyable as she works with her peers, coaches and the league.

## 2019 - 2020 LA PIETRA SPORTS OFFERINGS

(Approximate Start Dates & Coaches)

SPORT	COACH	START DATE
<b><i>Fall Season:</i></b>		
Pac-5 Cheerleading (Inter & Varsity)	Dajuan Parker	Last Week of July
Pac-5 Cross Country (Inter, JV, & Varsity)	Doug Lau	Last Week of July
Varsity Volleyball	Tyler Hodson	Last Week of July
Pac-5 Kayaking (JV & Varsity only)	Michael Adrian	Last Week of July
JV & Varsity Sporter Air Riflery	Noah Staggs	Last Week of July
Intermediate Volleyball	Harry Lovell / Carmen Sharkey	2nd Week of August
JV Tennis (w/ St. Andrew's)	Cathlene Goya	2nd Week of August
6th Grade Swimming	Maria Jarrell	3rd Week of August
6th Grade Cross Country	Phys. Ed. Dept.	2nd Week of September
<b><i>Winter Season:</i></b>		
6th Grade CSAL Volleyball	TBA	2nd Week of October
Pac-5 Inter & JV Soccer	Shannon Leong	3rd Week of October
Intermediate Basketball	TBA	3rd Week of October
Intermediate Tennis (w/ St. Andrew's)	Cathlene Goya	Last Week of October
Pac -5 Canoe Paddling (JV & Varsity only)	David Ahia	Last Week of October
Varsity Basketball	Yon Smith	Last Week of October
Pac-5 Varsity Soccer	Shannon Leong	Last Week of October
Pac-5 Wrestling (Inter & Varsity)	Jared Ellis	1st Week of November
Pac-5 Swimming (Inter, JV, & Varsity)	Matthew Tanigawa	1st Week of November

# 2019 - 2020 LA PIETRA SPORTS OFFERINGS

(Approximate Start Dates & Coaches)

SPORT	COACH	START DATE
<i><b>Spring Season:</b></i>		
Pac-5 Softball (Inter, JV, & Varsity)	Cara Hasegawa	Last Week of January
Pac-5 Track & Field (Inter, JV, & Varsity)	Brett Adachi / Doug Lau	Last Week of January
Pac-5 Varsity Water Polo	Maria Jarrell	1st Week of February
Inter & Varsity Golf (w/ Sacred Hearts)	Nathan Lopez	1st Week of February
Pac-5 Judo (Inter, JV, & Varsity)	Arnold Wong	1st Week of February
Varsity Tennis (w/ St. Andrew's)	Cathlene Goya	2nd Week of February
6th Grade CSAL Basketball	TBA	2nd Week of February
Archery	Emily Pham	1st Week of February
6th Grade Tennis	TBA	1st Week of May

## ILH ELIGIBILITY

1. A student will have no more than 4 years of Varsity eligibility once she enters the 9<sup>th</sup> grade of any school.
2. A student will have no more than 3 years of Junior Varsity eligibility once she enters the 9th grade.
3. A student will have no more than 3 years of Intermediate eligibility once she enters the 7th grade.
4. A student who repeats a year may choose to either, participate in the repeat year and be ineligible to participate in her senior year, or refrain from participation in the repeat year and be eligible in her senior year except, for HHSAA State Tournament participation.

## ILH TRANSFER RULES

A student who represents an ILH or a non-member ILH (public) school in Hawai'i in league play shall be ineligible to represent La Pietra – Hawai'i School for Girls in the following year in any sport in which she has participated at the former school. The same rule applies to any student-athlete transferring from La Pietra to another ILH school.

## REQUIREMENTS FOR PARTICIPATION

1. The athlete is required to have adequate medical insurance.
2. All athletes must submit a completed **Physical Examination for Athletic Participation/ Parent Consent for Participation** form, **Athletic Participation Form**, and the **Parent Consent form for Concussion Testing** form to the main office in August and take part in the ImPACT Baseline Testing for the La Pietra Concussion Management Program (administered in July and August) prior to participation.
3. All student-athletes must be eligible according to the ILH Constitution and By-Laws. A copy is filed in the Athletic Director's Office.
4. Any student who attends school less than 1/2 day shall be ineligible to play or practice that day. Extenuating circumstances may alter this rule at the discretion of the School Administration.
5. Any student who receives a suspension (in-school or out of school) is NOT allowed to participate in ILH or CSAL practices or competitions on the day(s) of suspension.

## ACADEMIC REQUIREMENTS

Academic ineligibility will be declared if:

1. If the student obtains two or more "D's" or one or more failing mid-term or term grades, she will be declared ineligible for a period of time based on individual circumstances and administrative review.
2. If a student is assigned an after-school from a teacher or the School Dean, she must attend the detention prior to attending any athletic practice or competition for a La Pietra or Pac-5 team.

## TEAM REQUIREMENTS

A student participating on a team will be expected to comply with the following rules and regulations. Failure to do so may result in suspension from the team.

1. Attend all practices, games/meets and team meetings, unless excused by the coach (three or more unexcused absences may result in team suspension and student will be ineligible for an athletic award),
2. Attend classes (If a student is absent from school, the student may not participate in team practices or games/ meets on absent day(s). A student must be in school for at least half of the school day to be eligible for participation),



3. Maintain satisfactory grades (see “Academic Requirements”),
4. Display good sportsmanship and team cooperation at all times,
5. Treat athletic equipment and uniforms with care (The student is responsible for all equipment or uniforms issued to her. Lost, stolen, or damaged equipment and/or uniforms must be paid for by the athlete. All school issued uniforms and equipment must be returned at the end of the season).
6. Submit a completed physical examination for athletic participation to the Athletic Department before the beginning of the season (An athlete will not be allowed to try-out/practice unless these forms are properly filled out and turned in - see “Physical Examination / Athletic Participation form”).
7. Submit the Parent Consent Form for Participation in the Concussion Management Program and take part in the ImPACT Baseline testing for Concussions.
8. Adhere to all team and school rules. The student may not participate in team practices or games/meets when serving out-of-school or in-school suspension.
9. All parents (and athletes) must attend a Preseason Sports meeting clarifying goals, rules, and expectations of the La Pietra Athletic Department prior to participation in ILH or CSAL Games/Meets.

#### INELIGIBILITY

Any student who voluntarily drops out of a sport, accumulates unexcused absences, or is declared ineligible from a team due to disciplinary actions, shall be declared ineligible to participate in any La Pietra sport for one year at the discretion of the School Administration.

It is important that the athlete realizes her obligation to her team and carries out that responsibility for the duration of the season once she makes the team. It is an honor and a privilege to make the team when others may be denied.

In cases where the athlete is dropped by mutual consent of the Coach, Player, and Athletic Director, the ineligibility requirement is not in effect. Such a case would be when a student is having academic trouble and it is agreed that it would be best for her to drop the sport in order to concentrate on studies.

#### PERSONAL CONDUCT

Participation on an athletic team is a privilege. The participants must earn the right to represent the school by conducting themselves in such a way that La Pietra’s image would not be tarnished in any manner. Any participant whose conduct is judged to reflect a discredit upon herself, the team, or the school; whether or not such activity takes place before, during, or after the team activity; will be subject to disciplinary actions as determined by the School Administration.

## PHYSICAL EXAMINATION / IMPACT CONCUSSION MANAGEMENT PROGRAM / ATHLETIC PARTICIPATION FORM

The State of Hawai'i requires that all participants have an annual physical examination for athletic participation and ImPACT Baseline Testing once every two years. The physical form must be submitted to the Athletic Department. The completed athletic physical form must include the signatures of the physician, a parent/guardian, and the participant. The student-athlete must also take the ImPACT Baseline test administered by the La Pietra Athletic Department before the first day of practice. A student-athlete will NOT be allowed to practice until the forms and testing are completed.

The Athletic Participation Form is a brief medical history checklist. This form is for the La Pietra coach in case an emergency should arise and parents cannot be reached. This form is to be turned in prior to the first day of practice. Failure to submit this form shall result in a team suspension until the form is turned in. During the suspension period, the athlete may not practice or participate in competitions with the team.

## OUTSIDE PARTICIPATION

The ILH rules forbid outside participation during the season beginning with the first day of practice and ending with the last scheduled ILH or State Tournament game/meet. Outside participation includes activities within the same sport as community, church, or other organized league play and practices. If a student is found in violation of this rule, the student will be disqualified from further participation in that school sport, and all games won must be forfeited.

## PHYSICAL EDUCATION EXEMPTION & CREDIT

Students in grades 9 through 12 who are enrolled in Physical Education (PE) class during a sport season are allowed to take "PE Study Halls" only on days she attends practice or has a game. During the block their PE class is taught, she will check in for attendance purposes with her teacher, sign in at the main office and then study in the Student Learning Center or designated area. This study hall period of silent, independent studying is a privilege that can be taken away if not used appropriately.

Juniors (grade 11) and Seniors (grade 12) who are on a La Pietra or Pac-5 Varsity Team can apply to take another academic course in place of PE and to receive physical education credit for their participation in the varsity sport. They must complete and turn in a "Request for Physical Education Credit Form" and have it approved by the Academic Dean and Athletic Director. If approved, the student-athlete will receive 1/2 credit for physical education. This can be requested only once during her 11th grade year and once in her 12th grade year.

## ATHLETIC AWARDS

A student who completes the season and complies with the team requirements will receive a letter award certificate listing the sport(s) played. Athletic awards and certificates will be distributed in Athletic Recognition events (*JV & Varsity Athletic Banquet* and *Middle School Athletic Recognition Ceremony*) in May of each year.

## STATE TOURNAMENT POLICIES

The State Tournament is considered an extension of the regular season. Any student-athlete who qualifies for a State Tournament will be expected to participate in the tournament, unless she is declared ineligible by the school or her coach (grades, discipline, injury, etc.). Student-athletes must also meet HHSAA eligibility requirements. Only girls who qualify for a State Tournament as a participant or as a manager may be excused from classes to attend the tournament. The participant will be responsible for any necessary make-up work. Permission forms must be turned in to the Dean of Students and Athletic Department for neighbor island travel.

## FUNDRAISING

Teams wanting to raise money for team trips or additional team equipment (team bags, warm-ups, practice jerseys, etc.) may organize fundraising events only with the prior approval of the Athletic Director and the School Administration.

## SCHOOL TRANSPORTATION

Weekday transportation is provided for all La Pietra sponsored sports and some Pac-5 sports (when possible). It is required that all student-athletes complete and submit a signed seasonal (Fall / Winter / Spring) *Parent / Legal Guardian Authorization for Student-Athlete Travel* form prior to the start of their sports season. The School will not transport students who have not submitted this completed and signed form. The school van will leave daily at 3:15 PM (\*\* 2:45 P.M. on Fridays), regardless of practice time. Be on time, as the school van will not wait.

On competition days student-athletes may have an early release from classes to be transported to competition sites prior to competition start times. It is the responsibility of student-athletes to check the *Student-Athlete Early Release Schedule* in the Main Office or bulletin board in the Barbara Cox Anthony Sports Complex hallway and be at the school van at departure time. It is also an expectation that student-athletes communicate with teachers regarding class and homework assignments they may miss prior to early release dates. Athletes will need to make arrangements for parent pick-up from the practice/game site. Athletes may drive themselves ONLY if parent / legal guardian permission has been given on the signed *Parent / Legal Guardian Authorization for Student-Athlete Travel* form turned in to the athletic office.

\*\* Please be aware that we are not able to accommodate all Pac-5 sports, and on occasion, parents may need to arrange for transportation for their daughter.

## INJURIES

At La Pietra – Hawai'i School for Girls, we take every precaution to maintain safe playing conditions. However, as always with athletics there is a risk of injury. If, during an athletic event any injury does occur, please notify the head coach immediately. If the injury is serious, we also ask that you notify the Athletic Department by the next business day so that an injury report can be completed and a Post-Concussion ImPACT test can be administered if it is a possible concussion from an injury to the head. Tape and bandages are provided for the athlete to give additional support to weakened or injured areas. However, for an athlete who has a chronic injury and needs to be taped every day for

practices and games, it is recommended that a brace be purchased with the advice of a physician or a certified athletic trainer.

If an athlete is injured and sees a physician, the athlete may not return to practice or play until the physician gives written approval. In the case of a slight sprain or injury, the parent, student-athlete, and coaching staff will assist in determining whether or not the athlete can resume practice or play.

## UNIFORMS

The school or Pac-5 will issue all uniforms, with the exception of swimming, diving, water polo, golf, and tennis teams. Those sports will be required to purchase their uniform for the team. In most cases the uniforms are loaned out and it is expected that they be returned at the end of the season in good condition. If the uniform is lost, stolen, or damaged, the athlete is liable for the replacement costs.

Athletic uniforms may NOT be worn on school days when there are scheduled games. The same goes for team warm-ups and team t-shirts except on Fridays when students are allowed free dress.

Team t-shirts, jackets, shoes, or sweats must have the approval of the Athletic Director and School Administration before being ordered and purchased.

## GYM LOCKERS

Student-athletes who play on the La Pietra teams may use the locker rooms in the Barbara Cox Anthony Sports Complex Gymnasium. If students are on an athletic team and need a locker because they are not enrolled in a physical education class during that Term, a locker can be assigned by the Athletic Director. Student-athletes must purchase and use their own combination locks during the year. Locker rooms are open from 8:00 a.m. to 5:00 p.m. on school days.

## WEIGHT ROOM USE

The La Pietra weight room is available to all La Pietra junior varsity and varsity teams after school, provided a trained coach or faculty member is physically present and properly supervises them. Training is provided by the Athletic Department for all students and student-athletes upon request. The weight room may be used during the school day provided that there is a staff or faculty member physically present and supervising the activity and a physical education class is not using it. All weight room users are expected to follow all weight room rules or they will forfeit this privilege.

## GAME SITE BEHAVIOR

Remember, you have been chosen to represent the La Pietra Athletic Program. It is a privilege to be a part of an ILH/ La Pietra team. Please act accordingly. Good sportsmanship and following school rules are expected by athletes AND parents at all times. Parents are an important part of our teams and are expected to follow general rules of sportsmanship and respect for coaches, officials, players, and fellow spectators. Acts of verbal or physical harassment will not be tolerated. Show your La Pietra School Pride!

## NON-DISCRIMINATION CLAUSE

La Pietra – Hawai'i School for Girls does not discriminate on the basis of race, color, national and ethnic origin or religion in administration of its educational policies, admissions policies, tuition assistance programs, athletic or other school-administered programs.