



# **ATHLETIC HANDBOOK**

LA PIETRA – HAWAI'I SCHOOL FOR GIRLS

2024-2025

# PHILOSOPHY, GOALS, AND OBJECTIVES

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The philosophy of the La Pietra – Hawai'i School for Girls Athletic Department is to provide a quality program that will develop students 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. Today, the ILH comprises 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 4-6th 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 While scores are recorded during the game, win-loss records will not be published and a league champion will not be determined.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 canoe paddling, softball, judo, and wrestling. By allowing La Pietra to participate in sports in which we could not field a team by ourselves, Pac-5 has given our students a richer 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 [rkinsler@lapietra.edu](mailto: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 First Aid/Training Room and the Gymnasium Locker Rooms or go to the [Athletics page](#) of the school website.

## COMMUNICATION PROTOCOL FOR THE LA PIETRA ATHLETIC PROGRAM

As students become involved in the Athletic Program at La Pietra, they will experience some of the most rewarding moments of their lives. 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 greater benefits to our student-athletes. We look forward to working together through clearly established communication channels, guidelines, and policies of the school.

Communication from a student's coach includes:

- The coach's philosophy as it aligns with the school's vision and values.
- Locations and times of all practices and contests.
- Team requirements (e.g., fees, special equipment, off-season conditioning).
- Established procedures should a student be injured during participation.
- Disciplinary procedures that may result in the denial of a student'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:

- Concerns regarding a student's general behavior, mental and/or physical welfare.
- Methods to help a student improve.
- Clarification in regards to coaching philosophy and/or expectations.
- Notification of any schedule conflicts (well in advance of practice or event).

As noted above, certain items can and should be discussed with a student'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 a student's progress or an occasional concern, please refer to the following guidelines:

- Never approach a coach immediately after a contest. This is not the proper time or place for a discussion concerning a student-athlete or the team.
- Call the following day and make an appointment for a time that is mutually convenient for both you and the coach to meet.
- Discuss all matters in a calm and civil manner. Raised voices, rudeness, or foul language is not acceptable.
- 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 a student-athlete'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 steps will be determined.

We hope the information provided in these guidelines makes your family's overall experience with our Athletic Program at La Pietra – Hawai'i School for Girls enjoyable and meaningful.

# 2024-2025 LA PIETRA SPORTS OFFERINGS

(Approximate Start Dates & Coaches)

## FALL SEASON

SPORT	COACH	START DATE
Varsity Volleyball	Cathy Camacho	1 <sup>st</sup> Week of August
Cross Country (Int., JV, Varsity)	Malia West	1 <sup>st</sup> Week of August
Pac-5 JV & Varsity Sporter Air Riflery	Robynn Hata	1 <sup>st</sup> Week of August
Pac-5 Cheerleading (Int. & Varsity)	DaJuan Parker	1 <sup>st</sup> Week of August
Intermediate Volleyball	TBA	1 <sup>st</sup> Week of August
JV Tennis (w/ Sacred Hearts)	Chris Ma	1 <sup>st</sup> Week of August
6 <sup>th</sup> Grade Swimming	Emma Rolland	3 <sup>rd</sup> Week of August

## WINTER SEASON

6 <sup>th</sup> Grade CSAL Volleyball	Miya Huang	2 <sup>nd</sup> Week of October
Pac-5 Int. & JV Soccer	Ryan Leong	4 <sup>th</sup> week of October
Intermediate Basketball	Barry Brice	4 <sup>th</sup> week of October
Intermediate Tennis (w/ Sacred Hearts)	Chris Ma	3 <sup>rd</sup> Week of October
Varsity Basketball	Aythana Castillo Flores	4 <sup>th</sup> week of October
Pac-5 Varsity Soccer	Ryan Leong	4 <sup>th</sup> week of October

Pac-5 JV & Varsity Canoe Paddling	David Ahia	4 <sup>th</sup> week of October
Pac-5 Swimming (Int., JV, & Varsity)	Bill Brady	4 <sup>th</sup> week of October
Pac-5 Int. & Varsity Wrestling	Jared Ellis	2 <sup>nd</sup> Week of November
Pac-5 JV & Varsity Precision Air Riflery	Robynn Hata	1 <sup>st</sup> Week of December
6 <sup>th</sup> Grade Tennis	TBA	2 <sup>nd</sup> Week of January

## SPRING SEASON

Track & Field (Int., JV, & Varsity)	Lew Biven	1 <sup>st</sup> Week of February
Pac-5 Int. & Varsity Softball	Blake Lau	1 <sup>st</sup> Week of February
Int. & Varsity Golf (w/ Sacred Hearts)	Nathan Lopez	2 <sup>nd</sup> Week of February
Varsity Tennis (w/ Maryknoll School)	Steve Ando	2 <sup>nd</sup> Week of February
6 <sup>th</sup> Grade CSAL Basketball	Barry Brice	3 <sup>rd</sup> Week of February
Middle & High School Archery	Brent Trujillo	4 <sup>th</sup> week of February

## ILH ELIGIBILITY

- A student will have no more than four years of Varsity eligibility once they enter the ninth grade of any school.
- A student will have no more than three years of Junior Varsity eligibility once they enter the ninth grade.
- A student will have no more than three years of Intermediate eligibility once they enter the seventh grade.

## ILH TRANSFER RULES

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

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## REQUIREMENTS FOR PARTICIPATION

The athlete is required to have adequate medical insurance. The State of Hawaii requires all participants have an annual physical examination for athletic participation. ImPACT Baseline Testing for Concussion Management is also required every two years. All athletes must complete and submit the following documents annually prior to the start of the season. An athlete will not be allowed to participate in sports if all forms are not submitted. Completed forms will need to be uploaded to our Magnus Health portal. The link to the Magnus Health portal will be emailed to you prior to the school year.

Athletic Student Health Forms Available in Online Parent Portal:

- **Student Health Form 14 and Student Athletic Physical Exam forms.** A physical exam must be scheduled with a doctor and these forms must be completed by the physician.
- **Student/Parent Acknowledgement & Athletic Participation Agreement form**
- Emergency Contacts & Emergency Medical Authorization form

- ImPACT Concussion Management Program form and Concussion Worksheet

All student-athletes must be eligible according to the ILH Constitution and By-Laws. A copy is filed in the Athletic Director's office.

Any student who attends school less than half the day shall be ineligible to play or practice that day. Extenuating circumstances may alter this rule at the discretion of the school administration.

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. The student obtains two or more "D's" or one or more failing mid-semester or semester grades. The student 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 detention from a teacher or the Dean of Students, they 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 the 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 above).
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 them. Lost, stolen, or damaged equipment and/or uniforms must be paid for by the student-athlete. All school-issued uniforms and equipment must be returned at the end of the season.
6. 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.
7. All parents and student-athletes must attend a Pre-Season Sports meeting clarifying goals, rules, and expectations of the La Pietra Athletic Department prior to participation in ILH or CSAL games/meets.

## **SPORTS 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 student-athlete realizes their obligation to their team and carries out that responsibility for the duration of the season once they make the team. It is an honor and a privilege to make the team when others may be denied.

In cases where the student-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 if a student is having academic trouble and it is agreed that it would be best for them 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 themselves, 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.

## **IMPACT CONCUSSION MANAGEMENT PROGRAM**

La Pietra's Athletic Department administers the Immediate Post Concussion Assessment and Cognitive Testing (ImPACT) annually prior to the start of the season and is required of student-athletes every two years. It is required for students entering Grades 6, 7, 9 and 11 as well as new student-athletes when

participating in the ILH. ImPACT is a computerized exam. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of the head injury and when the injury is fully healed.

## **EMERGENCY MEDICAL AUTHORIZATION**

In case of an emergency during athletic participation, the Emergency Contacts & Emergency Medical Authorization form gives consent for medical treatment as deemed necessary by physicians designated by the coach(es) and/or transportation to a hospital emergency room for treatment for any illness or injury. Parents or guardians will be contacted as soon as possible. If one is not reachable, then the emergency contact will be alerted.

## **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.

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## **ATHLETIC POLICIES**

### **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 will be returned at the end of the season in good condition. If the uniform is lost, stolen, or damaged, the student-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.

## **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 La Pietra sponsored sports and some Pac-5 sports (when possible). Please be aware that La Pietra is not able to accommodate all Pac-5 sports, and parents may need to provide transportation for their student-athletes. The La Pietra school van will leave daily between 3 - 3:15 p.m., regardless of your practice/game time. Be on time, as the school van will not wait.

Athletes will need to make arrangements for parent pick-up from the practice/game site. Athletes may drive themselves ONLY with the permission of the Athletic Director and after they have turned in a signed Parent/Legal Guardian Authorization for Student-Athlete Travel For La Pietra or Pac-5 Athletic Teams to the Athletic Office. There will be no transportation provided on holidays, weekends, or matches beginning after 5 p.m.

## **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 and/or 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 coaches, officials, players, and fellow spectators. Acts of verbal or physical harassment will not be tolerated. Show your La Pietra school pride!

## **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.

## **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 they are declared ineligible by the school or coach (based on grades, discipline, injury, etc.). Student-athletes must also meet HHSAA eligibility requirements. Only student-athletes 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.

## **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 semester, 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 a.m. – 5 p.m. on school days.

## **FITNESS ROOM USE**

The Virginia Vandling Odgaard fitness room is available to all La Pietra junior varsity and varsity teams after school, provided a trained athletic coach is physically present and properly supervises them. The fitness room may be used during the school day provided that there is a physical education teacher or NASP certified staff/faculty member physically present and supervising the activity (and a PE class is not already using it). All fitness room users not enrolled in a physical education class during a semester need to complete and submit a waiver form to the Athletic Office prior to using the fitness room. All students are expected to follow the fitness room rules or they will forfeit this privilege.

## **PHYSICAL EDUCATION EXEMPTION & CREDIT**

Students in Grades 9 – 12 who are enrolled in a PE class during a sports season are allowed to take “PE Study Halls” on days they attend practice or have a game. During the block their PE class is taught, student-athletes will check in for attendance purposes with their teacher, sign in at the front office, and then study in the Student Learning Center or other designated area. This study hall period of silent, independent studying is a privilege that can be taken away if not used appropriately.

9th through 12th grade students who are on a La Pietra or Pac-5 Junior Varsity or Varsity team can apply to take another academic course in place of PE to receive physical education credit for their participation in the JV or Varsity sport. They must complete and turn in a Request for Physical Education Credit Form and have it approved by the Dean of Academics & Faculty, Registrar, and Athletic Director. If approved, the student-athlete will receive 0.5 credit for physical education. This can be requested only once during each year of high school.

### **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 at the end of their respective sport season.

### **NAME, IMAGE, LIKENESS POLICY**

Unless specifically instructed or otherwise authorized by La Pietra in writing, you agree that you nor the student will use La Pietra’s name, logo, or letterhead, including a picture of you or the student wearing any school-issued clothing (e.g., a hat or shirt with the school’s name or logo), for commercial purposes.

### **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 and admissions policies, tuition assistance programs, athletic or other school-administered programs.

