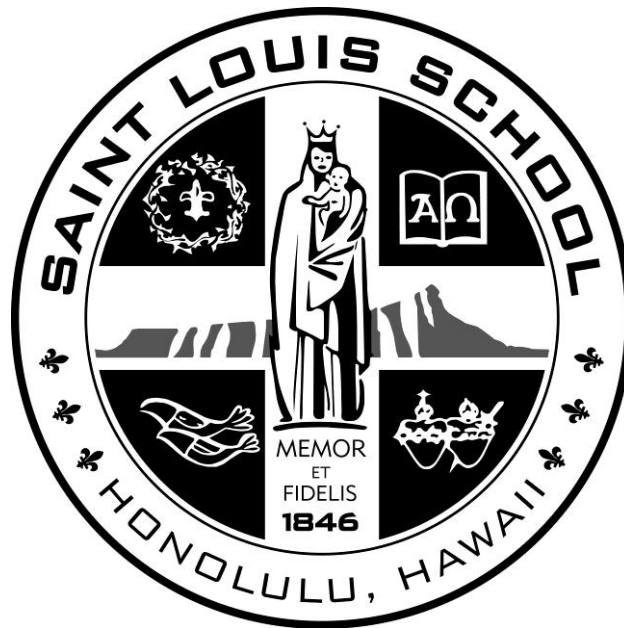


SAINT LOUIS SCHOOL



ATHLETIC DEPARTMENT POLICIES FOR ATHLETES AND PARENTS

Welcome to the 2011-2012 athletic season at Saint Louis School. The Crusaders have a proud history in its athletic program. We encourage and expect all our student-athletes to embrace the school's tradition of outstanding excellence in sport, sportsmanship, citizenship, and fair play. We are looking forward to an exciting season of success.

This athlete and parent handbook was made to help foster better communication between the athlete, parent, and athletic administration. It provides the athletic department's philosophy, goals, and procedure, along with the responsibilities and expectations of student-athletes, parents, and coaches while actively involved in our athletic program.

We are always looking at ways to improve and better our athletic program in its many facets and procedures. Should you have any questions, please feel free to contact me at 739-4882.

Sincerely,

Edward A. Paola
Athletic Director

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CHARACTERISTICS OF MARIANIST EDUCATION AND ATHLETICS

Athletics is an important aspect to education that Saint Louis School utilizes to help young men develop into responsible adults. As a school in the Marianist tradition, we build on and use insights of Father William Joseph Chaminade to foster an atmosphere that challenges the young man to move beyond what he perceives as his limitations.

Winning is an objective but not an end to itself. The process of winning which include the preparation and desire to win can be used as powerful tools to teach and incorporate important values for the development of young people. The following are the Characteristics of Marianist Education that are used as a guide to determine and explain the various duties of a coach at Saint Louis School in our continued effort to develop the complete Christian student.

EDUCATE FOR THE FORMATION OF FAITH

Saint Louis coaches should do the following:

1. Encourage and incorporate prayer into the daily routines of their practices and games. Each home contest should begin with a prayer where appropriate.
2. Demonstrate how virtue is practiced in sport by establishing expectations of accountability, hard work, and unselfishness. This includes the establishment and enforcement of fair and consistent team rules that require accountability of the student and has the expectation of responsibility to his team.
3. Stimulate the development of personal values by encouraging and supporting participation of the student in the religious and service activities of the school, his parish, and his community.
4. Develop in the student the ability to be inner-directed by developing confidence of the athlete in his conscience to guide him to make good decisions.
5. Be positive and help develop this confidence by making sure each student knows and understands his role on the team.

PROVIDE AND INTEGRAL QUALITY EDUCATION

Saint Louis coaches should do the following:

1. Create a positive learning atmosphere by recognizing outstanding performance, achievements, and significant improvements by the student both on and off the field.
2. Teach time-management skills by helping the student understand and fulfill their responsibilities to the team, while balancing their responsibility to sports, academics, family life, and outside activities.
3. Develop ownership of team goals by soliciting input from the student, both when establishing team goals and evaluating them during the season.
4. Praise loudly, criticize softly.
5. Be committed to a philosophy of positive reinforcement. Students must not be subjected to unreasonable verbal abuse or derogatory remarks.
6. Help the athletic administration will provide the best possible coaching for their sport by assisting in the training and supervision of assistant coaches and volunteers involved in their programs.
7. Help the athletic administration provide safe experiences by constantly evaluating the condition of equipment and facilities and by reporting any unsafe situations to the athletic administration.
8. Encourage, monitor, and support the students' academic performances.

EDUCATE FOR ADAPTATION AND CHANGE

Saint Louis coaches should do the following:

1. Educate the student to accept and respect differences in our pluralistic society by modeling acceptance of differences in the expressions and characteristics of others.
2. Encourage the appreciation of others by creating situations in practices where homogenous groups are broken up and students who normally do not work together have an opportunity to do so.
3. Be aware of “cliques” on the team that are exclusive and non-inclusive of others.
4. Educate self and other coaches in the program to the latest coaching techniques and strategies of the sport. Encourage attendance at clinics and continued education and training in sport.
5. Listen to suggestions of students and other coaches. If coaches incorporate any of their suggestions, make sure that they are recognized and thanked for their valuable input and improvement of your program.
6. Hand both wins and losses with humility. Teach the students to accept and deal appropriately with special victories and difficult losses. Make sure that recognition is given to all those who have contributed to the successes of the team.

EDUCATE IN FAMILY SPIRIT

Saint Louis coaches should do the following:

1. Foster a diverse coaching staff and team and encourage student to understand their own distinctive talents and heritage so that they can better appreciate those of others.
2. Never tolerate students making fun of any other person, but instead expect and demand respect and appreciation of each individual.
3. Emphasize family and social awareness by planning and supervising team-bonding experience through projects that are beneficial to others.
4. Create a cooperative atmosphere by giving each team member a responsibility.
5. Constantly talk about unity and the importance of each player fulfilling his responsibility and role on the team.
6. Encourage players to support each other in practices and games and to be especially sensitive in difficult times. Do not tolerate any form of hazing, public arguments, secrets, or any other activity that would detract from developing family spirit.
7. Publicly recognize the contribution of parents, volunteer, custodial personnel, or anyone else who provides support for your program. Make sure the student athletes know and appreciate their contribution.
8. Handle all individual disagreements confidentially and always respect the privacy of each individual.
9. Develop trust by soliciting input from the students during the season and especially at the end of the year.
10. Make sure the awards programs recognizes in a positive manner all those who have contributed to the successes of the team. Make it a special occasion for the seniors, many of whom have contributed a significant portion of their high school careers to the sport and the program.

EDUCATE FOR SERVICE, JUSTICE, AND PEACE

Saint Louis coaches should do the following:

1. Demonstrate and expect respect for the individual personality and the rights of others. Students should address coaches and adults appropriately, as well as address each other respectfully at all times.
2. Refuse to tolerate hazing at all times.
3. Model and expect appropriate language and conversation at all times. Demonstrate respect for others by stopping and dealing immediately with any cursing or other inappropriate conversation, including remarks regarding race, religion, economic status, intelligence, personality, etc.
4. Expect and demand fair play and good sportsmanship with respect for rules, officials, opponents, and spectators. A team is a reflection of the coach.
5. Facilitate team leadership through service to the team.

SAINT LOUIS SCHOOL ATHLETIC DEPARTMENT POLICIES FOR AHTLETES AND PARENTS

PHILOSOPHY

The philosophy of the Department of Athletics of Saint Louis School is that it considers athletics to be an integral part of the school's educational program and provides experiences that will help our students grow physically, mentally, socially, and spiritually. We believe that by promoting sportsmanship, the athletic program helps to instill pride and reinforces a sound value structure for our students. Saint Louis School is committed to providing the best athletic program possible.

PARTICIPATION

1. Any student attending Saint Louis School who qualifies under state association, league, and school rules and meets the standards of the Athletic Department will be given the opportunity to participate in the athletic programs of Saint Louis School.
2. The Athletic Department encourages its coaches to keep as many participants as possible. The following are some factors considered when determining the size of the team. The final decision on all team selection is the responsibility of the **Head Coach**.
 - a. Size of coaching staff
 - b. Practice facilities availability
 - c. Equipment
 - d. Transportation
 - e. Uniforms
3. It is not recommended that any student participate in more than one sport in any one season. However, he may participate providing he is able to meet the requirements of both sports to the satisfaction of the head coaches of both programs.
4. The head coach of any program is responsible for supervising all decisions regarding team personnel for all teams in his program.
5. Any student who decides to quit a sport during its season may not participate in another sport for one sports calendar year.

REQUIRED FORMS

All students must complete the following in order to participate in Saint Louis Athletics:

1. Saint Louis School Athletic Eligibility Form
2. Saint Louis School Physical Form
3. Saint Louis School Seasonal Transportation Release Form (For athletes who drive to practices)

ACADEMIC ELIGIBILITY

1. The eligibility of students of Saint Louis School is determined by the standards and requirements as set forth in the Bylaws of the Interscholastic League of Honolulu (ILH)
2. Athletic eligibility is determined by the student's counselor and administration, and they shall inform the student, parents, and the Athletic Director of any ineligibility. In order to participate in athletics or any other school sponsored activity, the student must earn at least a 2.0 GPA and have no more than one F.
3. Students who are ineligible will be allowed to practice with the team, but will not be allowed to participate in any game for a minimum of two weeks. After the two week suspension, the student must turn in to his counselor and the athletic department a Grade Check Report (GCR). This report must show a minimal grade point average of a 2.0. The student athletes must continue this two week report until the end of the quarter.

SPORTS OFFERED BY SEASON

FALL

Air Riflery (jv, var)
Bowling (jv, var)
Cross Country (int, jv, var)
Football (int, jv, var)
Tennis (int)
Volleyball (int, jv, var)

WINTER

Basketball (int, jv, var)
Paddling (jv, var)
Riflery (jv, var)
Soccer (int, jv, var)
Tennis (jv)
Wrestling (int, jv, var)

SPRING

Baseball (int, jv, var)
Golf (int, jv, var)
Judo (int, var)
Tennis (var)
Track and Field (int, jv, var)

Other sports not offered such as Kayaking, Swimming and Water polo will be offered through the Pac-5 Athletic Program.

TRANSPORTATION / STUDENT DRIVING

1. A student who rides a bus or van to an athletic event must ride the same transportation back to school. A student may be released to his parents only upon written request and at the coach's discretion with the Athletic Directors approval. No student may be released to a neighbor or friend for any reason.
2. Saint Louis School does permit students to drive to practices and games if it is the most efficient form of transportation to that event for that team.
3. In order for a student to drive, to carry passengers in his car, or to ride with another student, parent, or coach, a parent permission slip must be given to the coach of that team, and it will be kept on file in the Athletic Department.

MEDICAL INSURANCE

1. All students are required to have medical insurance prior to team tryouts in order to participate in any sport. Those students who are covered by family policies must indicate on the medical and parental consent form.
2. Should you need coverage, Saint Louis school offers a Student Accident Insurance plan for Hawaii private schools. This can be obtained through the main office.

MEDICAL ATTENTION AND PHYSICAL EXAMS

1. Physical examinations are required of all students before they can participate in any practice or games.
2. A student needs to take only one physical per year.
3. All students prior to the season must turn in the required physical form or copy, and they will be kept on file in the Athletic Department.
4. A trainer will be provided for all home contact sporting events, depending on availability. The home team is generally responsible for providing a trainer. If a trainer or physician is not available, first aid will be provided by coaches who are certified.
5. All injuries incurred by a student must be reported immediately to the trainers and coaching staff.
6. Any student who is seen by a physician must secure a written medical release from the physician before he can again participate in either practices or contest.

ILH OUTSIDE PARTICIPATION RULE

1. Outside Participation is defined as participation in any non-school sponsored activity for a particular sport including practice, scrimmage or game situations.
2. ***An ILH School Team Season starts with the first day of practice as specified by the ILH, and ends with the last State Tournament date in that sport, or with the last ILH scheduled date if there is no State Tournament in that sport. For an ILH school team in the junior varsity and intermediate season, the ending date is the last scheduled ILH event. During this "school season" time, the school team may play school opponents of their choice; provided they abide by rules pertaining to amateur standing and follow required sanctioning procedures.***
3. Participants in individual sports may have no outside participation on the same calendar day of a schedule ILH or HHSAA event in which their team is scheduled to participate. All team members must abide by this rule, whether an individual is scheduled to participate in the ILH or HHSAA event or not. Exception: Individuals not qualifying for post-season ILH (such as championship tournaments) or HHSAA state competition may participate in outside activities. The individual sports are:
 1. Air Riflery
 2. Bowling
 3. Cross Country
 4. Golf
 5. Gymnastics
 6. Judo
 7. Kayaking
 8. Riflery
 9. Sailing
 10. Swimming
 11. Tennis
 12. Track & Field
 13. Wrestling
4. Participants in a team sport are not allowed outside participation during their ILH sport season, beginning with the ILH starting date of that sport. Individuals may return to outside participation at the conclusion of their respective ILH season. The team sports are:
 1. Baseball
 2. Basketball
 3. Canoe Paddling
 4. Softball
 5. Volleyball
 6. Soccer
 7. Water Polo
5. *Exceptions*
 - a. *Participants in football are not allowed outside participation for the entire school year.*
 - b. *Participants in cheerleading are exempted from team sport restrictions.*
6. Participation in a national or international sporting event during the ILH season may be allowed on an exemption basis.

NCAA ELIGIBILITY FACTS

Any student-athlete interested in participating in college athletics should see his guidance counselor during his junior year to determine his core GPA status and to begin the NCAA Clearinghouse requirements. Any questions concerning NCAA Clearinghouse requirements, please contact the Counseling Office at 739-4809.

CONDUCT OF THE STUDENT AND SPORTSMANSHIP

1. The conduct of the Saint Louis School student is governed by:
 - a. By-laws of the Interscholastic League of Honolulu
 - b. Rules and policies of Saint Louis School
 - c. Training rules established by the coaching staff of each program, and
 - d. Rules of good sportsmanship.
2. Students must abide by the school's dress code at all times while representing Saint Louis School, unless exemptions are granted by the varsity head coach of the program with the approval of the athletic administration.
3. Offensive or foul language is not acceptable and will not be tolerated, as it is contrary to the mission and philosophy of Saint Louis School
4. The athletic administration reserves the right to withdraw any student from the athletic program if he fails to fulfill his obligations and responsibilities to Saint Louis School, the Athletic Department, or to his team, or whose conduct is judged to reflect discredit upon themselves, their team, or Saint Louis School.
5. Any student under suspension imposed by Saint Louis School or the Athletic Department may not participate or practice during the time of suspension.
6. Being a spectator at a Saint Louis School sporting event is a "privilege." Spectators are expected to contribute positively to the educational/athletic experiences of our students. Spectators will be held accountable for their behavior. Saint Louis School reserves the right to remove spectators from sporting events who are not behaving within the spirit and philosophies of Saint Louis School.
7. Any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for the next game. If the ejection occurs in the last contest of the season, the student shall be ineligible for the first contest of the next sport which the student participates. A student under suspension will not participate in the game(s) he is suspended from, but will be allowed to be with his team in proper school uniform supporting his team. A student who is ejected a second time shall be suspended from further participation until a meeting between the student, head coach, parent, and athletic director has been made to determine further consequences.

CONDUCT OF THE SAINT LOUIS COACH

1. The coach shall be aware the he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the profession. In all personal contact with students, parents, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall not use Offensive or foul language. It is not acceptable and will not be tolerated, as it is contrary to the mission and philosophy of Saint Louis School.
4. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
5. The coach shall avoid the use of alcohol and tobacco product when in contact with players.
6. The coach shall promote the entire interscholastic program of the school and direct his program in harmony with the total school program.
7. The coach shall master the contest rules and shall teach them to his team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
8. The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with sponsors, booster clubs, and administrators.
9. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
10. The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
11. The coach shall not exert pressure on faculty members to give student-athletes special consideration.

CONDUCT OF THE SAINT LOUIS PARENT OF AN ATHLETE

1. Attend the various athletic department/sport parent meetings before the start of the season.
2. Be a fan of everyone on the team.
3. Respect the decisions of officials, other fans and the opposition.
4. Do not speak negatively toward coach, the program or teammates by your conversation.
5. Work with other parents and school personnel to assure a wholesome and successful athletic program for the school.
6. Support coaches by staying off the field, court, mat, lanes, range, etc. during practices and competition. Your help in this matter is expected and sincerely appreciated.
7. If you have a concern address coaches and administrative staff professionally.

AWARDS

Athletes at all levels will need to meet a criteria set by the Head Coach for each team in order for the athlete to letter.

1. **Intermediate Level:** Students qualifying for an Intermediate letter for the first time will receive a chenille letter, and a certificate for every sport in which they qualify. Thereafter, the athlete will receive only the sport certificate.
2. **Junior Varsity Level:** Students qualifying for a JV letter for the first time will receive a chenille letter, a medal pin designating a particular sport in which he qualified, and a certificate. Thereafter, the athlete will receive only the sport certificate.
3. **Varsity Level:** Students qualifying for a Varsity letter for the first time will receive a chenille letter, a medal pin designating a particular sport in which he qualified, and a certificate. Thereafter, the athlete will receive only the sport pins to mount on the chenille letter and certificate.

ATTENDANCE

A student selected as a member of a Saint Louis athletic team is expected to attend every practice and game of his team. We believe that attendance in participation and practice is an essential part of the growth of the student and his development and responsibility as a team member.

1. **Illness:** A student may not participate in a practice or game on any day that he misses school due to illness.
2. **School Attendance:** A student's first responsibility is to attend his daily classes; if he misses a class or assembly that has not been cleared by the school administration, it will be addressed as a unexcused absence/cut, he is not to participate in any sport event that day. If a student has missed school the last day of the week or before a non-school day on which an athletic event is scheduled, the student must get the approval to participate in the athletic event from the Athletic Director. For example: If a student misses his classes on Friday due to an illness and there is a game scheduled on Saturday, he must get approval from the athletic director through his coach to play in the game.
3. **Absences:** If an athlete must miss practice or game for any reason other than immediate illness, he must notify the coach as far in advance as possible. If a player fails to notify the coach of any absence, it will be considered an unexcused absence, and the athlete is liable for disciplinary action.
 - a. **Excused absence:** These are absences due to illness or those that the coach has approved in advance. Approval for any excused absence is at the discretion of the head coach.
 - b. **Unexcused absence:** These are absences where the coach is not notified in advance or where the reason for the absence is not deemed appropriate by the head coach. An unexcused absence may be grounds for dismissal from the team.
 - c. **Conflicts:** When a conflict occurs between school events, the moderators/coaches should make every attempt to resolve the conflict. When a student misses a practice or game due to a school conflict and the coach is notified in advance, the absence will be considered an excused absence.
 - d. **Consequences of absences:** The consequences for any absences, excuse or unexcused, are those determined appropriate by the head coach of the program. **Multiple absences of any kind may be grounds for dismissal from the team.**

4. Pre-Season conditioning: Pre-season conditioning programs may not be mandatory for any student however, if an athlete chooses to participate in a conditioning program, he may be held to participation requirements in order to avoid injury and to insure the effectiveness and integrity of the conditioning program. These requirements are determined by the head coach of the sport offering the conditioning program.

ATHLETIC LOCKERS, EQUIPMENT, AND UNIFORMS

- 1 Athletic lockers and locks will be issued to all students upon request by the head coach of the sport. It is the students' responsibility to make sure his equipment is safe and secured at all times.
- 2 Each student is responsible for all uniforms and equipment issued to him. Damaged equipment should be taken to the coach or equipment manager immediately for repair to insure safety. All game uniforms should be washed after each wearing. Students are financially responsible for uniforms and equipment lost or stolen.
- 3 Any monies owed to the Athletic Department at the end of the school year, for any reason, will be added to the student's tuition bill. In addition, the student will not be permitted to participate in any athletic program at Saint Louis School until these financial obligations are met.

QUESTIONS ABOUT THE STANDARDS OF CONDUCT

Modification/Interpretation of the Standards of Conduct

The Athletic Director reserves the right to amend, suspend, or add any new rules or guidelines to the aforementioned policies in consultation with the Dean of Upper School. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in the foregoing policies.

SAINT LOUIS SCHOOL ATHLETIC DEPARTMENT PARENT/COACH COMMUNICATION

RELATIONSHIP

Both parenting and coaching are difficult vocations. By establishing an understanding of each other's position, we are better able to understand the actions of the other and provide the greatest benefit to young people. As parents, when your sons become involved in our program, you have the right to know what expectations have been placed on your son. This begins with clear communication between the Athletic Department, the coaches, and the parents.

Parents love their sons and want them to have successful and enjoyable experiences. Our program's goal is that each athlete has an enjoyable experience where he has the opportunity to grow athletically as well as personally.

COMMUNICATION YOU SHOULD EXPECT FROM THE SAINT LOUIS ATHLETIC DEPARTMENT

1. A Student/Parent Handbook for Athletics which explain the philosophy and policies of the Saint Louis Athletic Program.
2. Required Forms that must be completed by the parents and athletes to allow participation in our athletic program.
3. Help in answering any parent questions or concerns about the Athletic Department policies.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR SON'S COACH

1. Philosophy of the coach
2. Expectations the coach has for your son
3. Location and times of all practices and games.
4. Team Requirements, i.e. special equipment, off-season conditioning, etc.
5. Procedure should your son be absent, tardy, or injured.

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed directly to the coach with your son's knowledge
2. Notification of any schedule conflicts well in advance
3. Specific concern in regards to a coaches philosophy and/ or expectations

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your son mentally and physically
2. Ways to help your son grow athletically and personally
3. Concerns about your son's behavior or attitude

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time
2. Team strategy
3. Play calling
4. Other students/athletes

THE NEXT STEP

If you or your son has appropriate questions or concerns, we encourage you to take the following steps:

1. Encourage your son to talk candidly with his coach expressing his questions and concerns at a time convenient to both your son and his coach.
2. If, as a parent, you still have questions or concerns, you should contact the coach personally and arrange a convenient time to talk.
3. The final step, if concerns are still not resolved, is to contact the athletic administration and discuss the situation to determine any appropriate action.

Any questions you have should be directed to the athletic administration of Saint Louis School at 739-4882.

PARENT/ATHLETE SIGNATURE PAGE

Please Print

Student Name Grade

Home Phone Mother's Work Father's Work

I have read the Saint Louis School's Athletic Department Policies for Athletes and Parents and agree to follow the policies stated with in this Athletic Handbook.

Signature of Parent/Guardian Relationship Date

Signature of Student Athlete Date