



Student/Parent
ATHLETIC HANDBOOK
2018-2019

University Laboratory School

A Hawai'i Public Charter School

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SECTION 1 Mission, Vision, Philosophy, and Goals

Mission Statement: The University Laboratory School Athletic Department serves two missions: to provide the opportunity to participate in the Interscholastic League of Honolulu and to develop teamwork, dedication, respect, and cooperation that promotes loyalty and school pride through quality education-based programs.

Vision Statement: The athletic vision of ULS is to develop well-rounded student-athletes academically, physically, mentally, emotionally and socially.

Philosophy: Be Honest, Be Responsible and Always Do Your Best.

Athletic Goals:

- *Work with others:* In athletics, the student will learn the importance of teamwork and that the team is more important than personal desires or performance. Students will learn to work with others by developing self-discipline, respect for authority, and the spirit of hard work and self-sacrifice.
- *Strive for excellence:* Although the team may not always win, striving for excellence in character must still be demonstrated even in defeat. This means giving one’s best effort in practice and at games, and learning to improve from one’s mistakes.
- *Build character:* In athletics, students must learn to be courteous in victory and in defeat. Students will treat others with the same respect that they would want to receive from others.
- *Enjoy the sport:* Students must acknowledge that after all, it is JUST A GAME. A goal of athletics is to nurture the students by encouraging them to learn to enjoy their experiences, to have fun with their teammates and opposing players, and to be a contributing member of their team.
- *Develop good personal health habits:* Physical fitness is a life-long goal. Each student should work towards having a healthy body, mind, and spirit. Students should continue the good habits of physical fitness and healthy living throughout their lives.

SECTION 2 The Interscholastic League of Honolulu (ILH)

The Interscholastic League of Honolulu was formulated in 1909 with Kamehameha, McKinley, and Punahou schools. As the years passed, more public and private schools joined the league, and the league expanded to offer a wider variety of sports.

In 1970 the public schools in Honolulu withdrew from the ILH and formed a separate league, the O’ahu Interscholastic Association (OIA). Today the ILH includes twenty-five schools participating in twenty different sport activities. The principals and Board of Athletic Directors of the ILH maintain an excellent athletic program with the well being of the student as a priority. The University Laboratory School is proud to be part of the ILH. Members of the ILH include the following schools (according to year of entry):

Punahou School	1909	Sacred Hearts Academy	1970
Kamehameha Schools	1909	Lutheran High School	1972
St. Louis School	1920	Academy of the Pacific	1972
Mid-Pacific Institute	1920	ASSETS School	1993
‘Iolani School	1936	Honolulu Waldorf School	1994
Maryknoll School	1944	Lanakila Baptist High School	1997
University Laboratory School	1959	Ho’ala School	1998
Hawai’i Baptist Academy	1962	Hanalani Schools	2000
St. Andrews Priory School	1964	Le Jardin Academy	2001

Damien Memorial High School	1965	Christian Academy	2002
La Pietra-Hawai'i School for Girls	1969	Island Pacific Academy	2005
St. Francis School	1970	Pacific Buddhist Academy	2005
		Hawai'i Mission Academy	2008

ILH Code of Conduct

1. Athletes shall observe the letter and intent of the rules of their sport.
2. Athletes shall treat all persons with dignity and respect, providing a model of fair play and sportsmanship.
3. The athletes' education shall be held to be foremost.
4. Athletes shall honor contest officials and treat them with respect.

Pac-Five

Pac-Five was organized and admitted into the ILH in 1973. Its purpose was to give more students from the smaller member schools a chance to participate in a wider variety of sports, such as football, soccer, wrestling, swimming, baseball, softball, cross country, waterpolo, cheerleading, tennis, track and field, kayaking, canoe paddling, and judo. Beginning in 2003–2004, Pac-Five teams were allowed to participate in state tournaments. The original members of Pac-Five were Mid-Pacific Institute, University Laboratory School, Hawai'i Baptist Academy, Maryknoll School, and Lutheran High School.

Athletic Event Admission

Student admission to all University Laboratory School and Pac-Five ILH-scheduled, regular season athletic events is free upon presentation of a school ID card. Admission is charged for pre-season games, pre-season/post-season tournaments, play-off games, and championship events. Entry to Aloha Stadium for Pac-Five football games requires an event coupon along with the student I.D. card; the coupons will be distributed to all students through their first period teachers at the start of the school year.

Admission is charged to ILH (volleyball, basketball, cheerleading, judo, and wrestling) events for all levels (Intermediate, Junior Varsity, and Varsity).

Team Snack Policies

ILH policy **prohibits potlucks** after athletic events at non-home sites. Non-home team parents may provide **drinks only**. Teams may, however, have potlucks on their own school sites.

Uniforms

Uniforms are provided for all ULS athletes. In most cases, uniforms are loaned out and it is expected that they will be returned at the end of the season in good condition. If a uniform is lost or stolen, the athlete is liable for the replacement cost. Some sports, such as volleyball, bowling, swimming, golf, tennis, and water polo, will require athletes to pay for and keep their uniforms. **Uniforms issued must be returned within one week of the completion of the season.**

Team jackets, sweat tops, or t-shirts that are to be used during the season must have the approval of the Athletic Department before being purchased. Caution is advised in this area because not all athletes can afford to purchase these items. The University Laboratory School does not want to put any undue pressure on families to purchase these items for their child.

Early Releases for Practice and Games

Students who participate in extracurricular activities must perform successfully in their classes and **demonstrate appropriate behavior** in school and in the community.

At any time that a student is not performing satisfactorily academically, or is not meeting acceptable behavior expectations, the student will be denied an early release.

Any student who is not in attendance at school shall be deemed ineligible to participate that day. Extenuating circumstances may alter this rule at the discretion of the school administration.

SECTION 3 Sports Participation

All students representing the University Laboratory School in interscholastic activities must meet all requirements and eligibility provisions set by the school and the Interscholastic League of Honolulu.

1. Eligibility Requirements

a. Medical insurance, physical examination, and parent consent

Copies of these forms can be found on the ULS website.

1. All student athletes are required to have medical insurance prior to team tryouts in order to participate in any sport. Accident insurance policies are optional.
2. All student athletes are required to have a signed, completed physical examination for athletes form on file with the athletic department. The medical examination is valid for one calendar year.
3. Parent and student athlete are required to complete and sign the Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form.
4. ImPACT concussion baseline testing conducted by ULS.

b. Age

Students who turn nineteen years of age before September 1 are not eligible to participate.

c. Outside Participation

An athlete may **NOT** participate in any outside organized team activity of the same sport, including practice, scrimmage, or games. Check with the athletic department for the specific ruling regarding each sport. Some exemptions apply to individual sports.

d. Levels of participation

Intermediate (grades 7–9): Emphasis on skill development and participation
Junior Varsity (grades 9–11): Teams will build for varsity competition
Varsity (grades 9–12): Teams composed of best athletes

- e. Repeat grade level students
Students have four consecutive years of eligibility once they enter grade nine.
- f. Transfer students eligibility
Transfer students from ILH member schools are ineligible for one year if they **participated in the same sport at the prior ILH school**. Transfer students from OIA schools are ineligible for one year if they **participated in the same sport at their prior OIA school**.
- g. Multiple ILH sport participation
For an athlete to compete in more than one sport per season, they must have the approval of both coaches, their parents, and the athletic director.
Athletes participating in sports should complete each sport season before participating in the next sport. Failure to do so could result in non-participation in the other sport. Each circumstance will be evaluated on an individual basis.
- h. Vacations/Trips
The values of athletics is to build in students teamwork, dedication, commitment, decision-making, time management, and sacrifice, all diminished when players miss part of season.
The athletic department would like all families to consider each team's two and one-half month season as a COMMITMENT and should attempt to schedule trips and vacations around the practice and game schedules.
- i. Amateur Status
A student must be an amateur to be eligible to represent his or her high school. An amateur is one who engages in a sport for the pleasure and the physical, mental and social benefits.
- j. PAC-5 Eligibility
All student-athletes who wish to participate in a PAC-5 athletics team are required to turn in the necessary, updated, and completed paperwork.
 1. Their perspective schools' pre-participation exam (PPE)
 2. The "*PAC-5 Emergency Information and Consent Form*"
 3. Completed ImpACT baseline test as necessary

If a student quits the sport in season, the family may be responsible for the financial PAC-5 participation athletic fee based on the sport your child plays.

2. Academic Responsibility

Being a member of the school's athletic team is a privilege that carries certain expectations and responsibilities. During athletic events, including and not limited to practices and contests, the student represents her or his school and community. The student-athlete is therefore obligated to uphold the rules and responsibilities of participation in high school athletics.

An athlete must remember that he or she is a student first and an athlete second. **A student who has an F or two Ds at any PowerSchool Update may be ineligible to participate in practice or games until deficiencies are corrected.** The student-athlete and parent will be notified by the Dean of Students via the Academic Performance Notification after the designated PowerSchool Update if the child will be placed on an Athletic Suspension (no practice and no playing in games). The following PowerSchool Update will indicate if the student-athlete has improved their grades to be removed from Athletic Suspension and allowed to go back to practice and play. If there is no improvement, the ineligibility period is extended until the student takes care of the deficiencies.

HHSAA State Tournament participation requires a 2.0 GPA.

Students that need extra help should schedule meeting times with specific teachers.

SECTION 4 Athletic Trainer/Training Room

The athletic trainers at the University Laboratory School (ULS) are responsible for providing preventative care as well as the evaluation, treatment, and rehabilitation of athletic injuries sustained by ULS student-athletes while participating in school-based athletic activities or events. The health and safety of the ULS student-athlete is the main priority while also striving to return the student-athlete to their sport in the safest, most timely manner. Quality care helps to ensure a positive, healthy recovery process, a safe return to full participation in the student-athlete's sport, and continued athletic success.

- Report all injuries to the athletic trainer immediately no matter how minor or insignificant the injury may seem. In some cases an injury may seem minor at the time, but may not be, and this can lead to more problems.
- The athletic trainer will only evaluate and treat ULS student-athletes who are injured while participating on ULS or PAC-5 teams.
- If the athletic trainer is not present, all injuries seen under the supervision of a coach should be given a follow up (calling parents/legal guardian) to determine the severity of the athletic injury sustained.
- Students who sustain injuries during school (PE, Morning Break, etc.) or outside of school (Home, Club Sports, etc.) must go to the school office if any first aid or other care is required.
- **ULS Athletic Trainer has the ultimate discretion as to whether a student-athlete may resume participation in athletic activities for ULS athletics.**

Athletic Trainer Services

The Athletic Trainer will be available in the Athletic Trainer's Office for services for student athletes during **non-instructional time** and **at early release time** for taping, wrapping, rehabilitation, or injury assessment and the like, unless otherwise stated. The training room staff will be available for ULS events held at the school. Prioritization of which games to cover is in accordance with the guidelines of the National Athletic Trainers Association. Priority will be given to those sports with higher injury rates.

- The athletic trainer workdays are Monday through Saturday.
- Contact athletic trainer to schedule appointments at 956-2390.

- For more information see the [ULS Athletic Training Guidelines](#) on the school website- [Athletics page](#)

SECTION 5 Weight Room Use

1. The ULS weight room is open to all students in grades 7–12 and faculty. Priority is given to teams in season. **STUDENTS MAY ONLY USE WEIGHT ROOM UNDER ADULT SUPERVISION.**
2. Must wipe all benches after use.
3. Return all equipment to original state.
4. Athletics shoes are required.
5. ULS Dress code applies.

SECTION 6 Travel Policy/Parking

Any ULS athletic team traveling within O'ahu to spend the night, traveling to an outer island, or traveling to the mainland must have the approval of the athletic director and principal and must conform to the ULS student/parent handbook and travel policies of the school.

1. Priorities for Trip Approval

- a) Varsity teams qualifying for a state tournament
- b) Varsity teams receiving an invitation to participate in an organized tournament
- c) ULS teams scheduling-non-league games for either pre-season or post-season play

2. All athletic travel must be with the team unless arrangements have been made with the coach and athletic department.

3. Funding

If funding is available, teams that qualify for state tournaments off island shall have their hotel, airfare, and ground transportation paid by the school. For other trips, athletes will raise their own funds for travel.

4. Transportation

The school will provide transportation to all weekday games when possible. Parents should pick up their child after the game at the game site unless informed of other arrangements by the coach. Transportation policies for practices will vary from sport to

sport pending availability of driver and school buses/vans. Athletes should check with coaches concerning travel to practice. Priority is given to games.

Any athlete driving to and from practice/games or transporting other students must have a signed waiver form on file with the Athletic Department. Passengers must also have signed waiver forms on file.

5. Parking on Campus

Students are not permitted to park on campus.

SECTION 7 Sportsmanship

The University Laboratory School appreciates all levels of participation from our students, faculty, and parents. In the spirit of 'ohana and aloha, we view sportsmanship with extreme value and as a very important part of who we are as a school community participating in interscholastic competition. The responsibility of all players, coaches, parents, spectators, faculty, and fans is one of respect and cooperative fair play. Let us hold ourselves accountable for upholding the value of true sportsmanship in and out of the competitive arena. We expect nothing less from our family at the Laboratory School.

The National Federation of High Schools views good sportsmanship as a commitment to fair play, ethical behavior, and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others.

Individuals, regardless of their roles in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

Webster (Webster's Ninth Collegiate Dictionary, 1991) defines a person who displays positive sportsmanship as one "who is fair, generous, a good loser, and a gracious winner." Coaches should talk to their players about being humble and avoiding displays of excessive celebration.

Who is Responsible for Sportsmanship?

- a. Expectations of coaches, directors, and sponsors
 - Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
 - Instruct participants in proper sportsmanship responsibilities and demand that they place sportsmanship and ethics as their number one priority.
 - Respect judgment of contest officials, abide by rules of the event, and display no behavior that could incite fans.
 - Treat opposing coaches, directors, participants, and fans with respect. Shake hands with officials and opposing coaches in public.
 - Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- b. Expectations of student participants
 - Treat teammates with respect.

- Treat opponents with respect: shake hands prior to and after contests.
 - Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
 - Cooperate with officials, coaches or directors, and fellow participants to conduct a fair contest.
 - Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
 - Live up to high standard of sportsmanship established by your coach or director.
- c. Expectations of parents, students, other fans, and audience members
- Realize that a ticket is a privilege to observe a contest and **support high school** activities, not a license to verbally assault others or to be generally obnoxious.
 - Respect decisions made by contest officials.
 - Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
 - Respect fans, coaches, directors, and participants.
 - BE A FAN...NOT A FANATIC.
 - Promote sportsmanship.
- d. Parents' expectations of coaches
- Parents expect FAIRNESS.
 - Parents expect a safe environment.
 - Parents expect coaches to promote good citizenship and good sportsmanship, and to reinforce a zero tolerance substance abuse message to the children.
 - Parents expect information: practices, schedules (including HOLIDAY schedules), and concerns about their daughters/sons.
 - Parents expect a coach, win or lose, to produce a sense of pride through their hard work.
 - Parents expect coaches to make it fun—don't motivate through fear.
 - Parents expect coaches to treat athletes as though they were their own kids "Would I want my child treated in this fashion?"
- e. Coaches' expectations of parents
- Basic coaching decisions regarding game strategies, what position athletes play, and playing time should be left up to the coaches.
 - If a parent has a concern about a coach, do not approach the coach after a game or practice but rather call and set up a time to meet with the coach that is convenient for both and after the "furor" dies down.
 - Parents should encourage athletes to take responsibility for effective communication with their coach.

SECTION 8 Athlete/Parent Behavior & Conduct

Athlete Behavior and Conduct

1. All athletes are expected to conform to the ULS rules of conduct as stated in the student/parent handbook. ULS athletes represent their school at every athletics event whether it be a practice session or a game. Any student-athlete whose conduct is deemed unacceptable to the school will be disciplined by the athletic director and/or the administration.

2. Tardies and absences from practices and games will be dealt with by individual coaches according to their team rules. (Team rules must be approved by the athletic director.)
3. **PARTICIPATION IN ATHLETICS IS A PRIVILEGE.** This privilege will be taken away if players disrespect it by conducting themselves in a manner not representative of the University Laboratory School, its athletic department, and its administration. (Parental conduct deemed intrusive or threatening to any team, participant, or employee in or of the athletic program may also warrant their child's removal from the athletic team/program.)

Parent/Guardian Behavior and Conduct

1. Be POSITIVE!
2. Support, encourage, and respect the efforts made by your child, his/her teammates, the coaches, and the athletic administration.
3. Promote sportsmanship and the development of good character and discipline in our student-athletes and athletic program.
4. Communicate promptly and thoroughly with coaches and the athletic director on any health and safety issues, academic concerns, and potential schedule conflicts pertinent to your child and his/her participation in the athletic program.
5. Parents should remember that the game is for the athletes, and to model sportsmanship. Coaches should strive to evaluate and analyze game decisions in order to reduce the potential for error. Decisions coaches make are made in good faith and in the best interest of the team as a whole rather than the best interest of the individual athlete. Support and cooperation from parents are crucial to the success of any team.
6. **If you have a concern you would like to discuss with a coach, please use the following protocol:**

Chain of Command for Effective Communication

First, the player/parent should talk with the coach.

If major problems persist,

- Player/parent should talk with one of the assistant coaches;
- Player/parent should talk with the Athletic Director;
- Player/parent should talk with a counselor.

SECTION 9 Athletic Awards

1. Letters

The University Laboratory School appreciates the participation of the student body in the athletic program. The following awards are given to these participants:

- Varsity Sports - Varsity Letter (one per high school career)

- Junior Varsity Sports - JV Letter (one per high school career)
- Intermediate Sports - Intermediate Letter (one per intermediate school career)

In addition to chenille letters, athletes will receive athletic certificates for each activity they participate in. In an athlete's senior year he or she will receive a senior varsity letter.

2. Individual Awards Given to Varsity Athletes

- University Laboratory School James Bukes High School Athlete of the Year (male and female)
- University Laboratory School High School Senior Athlete of the Year (male and female)
- University Laboratory School Scholar Athlete of the Year (male and female)
- Walter Kandelin Awards (male and female)
- Tom Costain Award (female basketball)
- Gonzo Award (male and female bowler)

3. Individual Awards Given to Middle School Athletes (grades 7– 8)

- University Laboratory School Middle School Athlete of the Year (male and female)
- University Laboratory School Middle School Scholar Athlete of the Year (male and female)

4. ILH Awards

Varsity athletes who earn ILH All Star First or Second team recognition will receive ILH All-Star certificates.

The ILH provides medals for all championship teams at all three levels of play.