



Le Jardin Athletics

2018-19 Parent-Athlete Resource Guide

Aloha

The purpose of this Resource Guide is to share the Le Jardin Academy Athletic policies and guidelines for the upcoming school year.

We ask that you and your student athlete review this document. Once you have completed the review of the Resource Guide, please electronically acknowledge it through Magnus Health.



FORWARD

The Le Jardin Academy Parent-Athlete Resource Guide has been written to serve as a tool to those seeking information concerning our athletic rules and regulations. The purpose of this guide is to share with coaches, students, and parents' important operating procedures for the athletic program of Le Jardin Academy. This document will provide the foundation for the efficient organization and operation of our athletic department.

Le Jardin Academy has an outstanding program that is committed to excellence in academics and athletics. The Le Jardin Academy staff encourages each athlete to develop their individual talents to the fullest within the framework of their respective team. The welfare of each student athlete and the rules of good sportsmanship are of prime concern in the daily administration of our programs.

The specific rules and regulations governing our athletic department are consistent with the policies of the Hawaii High School Athletic Association (HHSAA), the Interscholastic League of Honolulu (ILH), and Le Jardin Academy (LJA).

DIRECTOR OF ATHLETICS PHILOSOPHY

1. To provide an opportunity for all student athletes to reach their full potential both academically and athletically.
2. To provide our student athletes with the best possible experience possible.
3. To teach the importance of character, commitment, team, responsibility and sportsmanship.
4. To instill in our athletes a sense of pride, commitment and value that will contribute to their success as a productive member of the community and family member.
5. To support the multi-sport athlete.

ACADEMICS & ATHLETICS

Academics play a major role in the LJA athletic program. All coaches monitor their student-athletes throughout the school year. Students wanting to participate in college athletics are encouraged to take core courses that will count towards NCAA academic eligibility. The NCAA now has a central clearinghouse that will certify athletic eligibility for Division I and II athletics. You must register with NCAA Academic Eligibility and Clearinghouse in order to be certified to compete your freshman year in college. Students considering athletic participation in college can not wait until they are seniors to make this decision. It must be made early so that all NCAA requirements can be met. Please see Mr. Liedtke, our College Counselor, for more information.

LE JARDIN ACADEMY MISSION STATEMENT

Globally oriented with strong sense of community, Le Jardin Academy equips students to achieve individual excellence, develop sound character, and positively impact the world.

ATHLETIC DEPARTMENT CONTACT INFORMATION

Jana Fraser – Director of Athletics (261-0707, ext. 1610)

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Warren Johnson – Athletic Facility & Event Manager (261-0707, ext 1680)

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Hunter Warner– Athletic Trainer

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GOVERNING BODIES & LEAGUE AFFILIATIONS

1. The National Federation of State High School Associations (NFHS)
2. The Hawaii High School Athletic Association (HHSAA)
3. The Interscholastic League of Honolulu (ILH)
4. The Christian School Athletic League (CSAL)

RESPONSIBILITIES OF LE JARDIN ACADEMY

ATHLETIC DEPARTMENT

1. Provide programs and facilities where student athletes can thrive through sports.
2. Communicate and inform all stakeholders about our athletic programs.
3. Promote what LJA has to offer student athletes.
4. Provide support for all of our student athletes as well as our coaching staff.
5. Be aware and abide by the rules and regulations of the ILH, HHSAA, and the NFHS.
6. Provide a safe playing environment.
7. Oversee programs to ensure that training expectations are appropriate for the level of competition and in balance with the demands of the academic program.
8. Provide quality training equipment.
9. Provide quality and caring coaches.
10. Recognize student effort and achievement.

RESPONSIBILITIES OF LE JARDIN ACADEMY

ATHLETES & COACHING STAFF

Being a member of a Le Jardin Academy athletic team is a privilege which comes with much responsibility. Students and staff are expected to represent themselves, their families and their school admirably as they participate and compete at home, in the community and while traveling. When wearing LJA apparel, you are not only representing LJA, but you are also representing your team, your family and yourself.

LJA Level Definitions and Explanations

CSAL: Grades 4 – 6

- Some discipline
- Fun with some skill learning

Intermediate: Grades 7 – 9

- Introduction to conditioning, teamwork, competition, focus, fun
- Playing time will not be equal, but we will do our best to get everyone into the game.
- Focus is more on skill building than the game's final outcome
- Fun

Junior Varsity: Grades 9 – 11

- More intense workouts
- Discipline
- Skill building
- Focus
- Motivation through competition
- Playing time is not equal, but dependent on the coaching staff's decision on who has earned the "playing time" through hard work and leadership.
- Team improvement, work ethics and chemistry
- Role model for younger players
- Preparation for Varsity level

Varsity: Grades 9 – 12

- Intense workouts
- Attendance at practices extremely important
- Fine tuning skills
- Out of season and weight room work strongly encouraged
- Team motivation through competition
- Playing time is not equal, but dependent on the coaching staff's decision on who has earned the "playing time" through hard work and leadership.
- Stress team improvement, chemistry, focus, fun and work ethics
- Preparing athletes for the next level if that is their personal goal
- Role model and face of entire LJA program

USEFUL WEBSITES

- **LJA Athletics** — lejardinacademy.org/athletics
- **PAC-5** — pac5athletics.org
- **ILH** — ilhsports.com
- **ScoringLive** — scoringlive.com
- **HHSAA** — hhsaa.org
- **NFHS** — nfhslearn.com

ELIGIBILITY INFORMATION

In order to represent LJA in any interscholastic contest, a student shall meet the following requirements:

- Athletes must have a current ILH Participation form on file. (Form located on school website.)
- Athletes and parents must electronically sign an acknowledgment of familiarity of information in the Parent-Athlete Resource Guide prior to participation in LJA sports.
- **ILH Rules** — Athletes must be eligible according to the ILH Constitution and By-Laws. These rules are, but are not limited to, eligibility, outside participation, transfer and refreshments, as well as the operating procedures for all ILH sports. Copies of these guidelines are on file in the athletic office.
- **Class Attendance Policy** — Per the LJA Parent and Student Handbook: All student athletes **must attend a minimum of two entire academic class periods** on the day of a competition/activity/practice in order to be eligible to participate in extracurricular activities on that day (or Saturday if the absence is on a Friday). (Advisory does not count towards the two academic class periods.) Student athletes are expected to attend all class periods unless they have an approved excuse such as a doctor/dentist appointment, school related field trip, religious function, court appearance, school business, airline delays, etc. **A doctor's note or verification slip from the appointment is required on the day of the appointment, no exceptions. This note must be turned into the Athletic Office prior to 3:30 PM on the day of the absence.** Parents are encouraged to contact the Director of Athletics prior to the absence if they have any questions. On rare occasions an absence may be pre-arranged through the Director of Athletics.

What is not excused?

- Attending less than two full academic class periods because a student athlete was not feeling well.
- Attending less than two full academic class periods because a student athlete was overtired.

The Director of Athletics reserves the right to increase the minimum class periods a student athlete must attend if he/she feels there is a pattern to an individual's absence from school. This would be on an individual basis.

How would a student/family know if this is the case?

- If the Director of Athletics and Dean of Students feel there is a pattern to a student athlete being absent from school, there will be a meeting with the Dean of Students and the Director of Athletics.
- The family and student will be notified in writing, after a face to face meeting, of any changes due to excessive absences by the student athlete.

All student athletes are expected to not only follow this attendance policy, but also any other policies/rules the coach might add to this in order to participate. Please direct all questions to the Director of Athletics.

- **Progress Checks** — All student athletes must complete and submit regular signed Progress Checks which evaluate attendance, punctuality and preparedness, classroom conduct, classwork and participation and homework in all classes. Failure to submit these Progress Checks by their due date will cause the athlete to be temporarily ineligible for practices and contests, until the completed report has been turned in.
- **Age Rule** — The student shall not have reached the age of 19, prior to September 1, in the school year that he/she wishes to compete.
- **ILH Participation Form** — Prior to trying out for or beginning practice with any team, the student must have on file a current ILH Athletic Participation Form. The form must attest that the student has been examined by a physician and found physically fit to participate. The student must have a new physical once every (12) twelve months.

- **Amateur Rule** — The student shall be an amateur. A violation of this rule would be accepting a monetary award in any organized athletic event.
- **LJA Rules/Policies** — All LJA students who participate in athletic events must abide by LJA rules and policies. These rules and policies are in addition to state and federal law, HHSAA, and ILH rules and guidelines.
- **Sportsmanship Rule** — The student shall conduct himself/herself in a manner that exemplifies good sportsmanship at all times. Any student, who in protest lays hands or attempts to lay hands on an official, may be declared ineligible for up to one year. Any student who strikes an opponent, coach or spectator during or following an athletic contest may be declared ineligible for a specified period of time, up to one year, depending on the seriousness of the act.
- **Ejection of a Player** — Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for a minimum of one contest following the contest in which the ejection occurred. A player ejected for fighting shall be ineligible for a minimum of two contests following the contest in which the ejection occurred. Subsequent ejections shall carry a longer period of ineligibility and possible dismissal from the team. The school may elect to increase the length of the suspension depending on the circumstances of the ejection.
- **Penalty for giving False Information** — Any student, parent, or guardian who provides false information, either written or verbal, that affects his/her eligibility, shall become ineligible for a period of one year.
- **Social Media** — LJA athletes should stay clear of being negative on social media. Remember that once you post something on social media, it is there forever. Today, college coaches, college admission offices, and employers view social media sites during their selection process.

Outside Participation – ILH Policy 2.7.G.3

- A. **Outside Participation is defined as participation in any non-school sponsored, formally organized activity for a particular sport that includes formal practices, scrimmages or games.** (Example: An ILH volleyball player cannot be in an outside volleyball league during the ILH volleyball season, but can participate in another outside league sport – bowling, basketball, etc.)
1. Once a student practices in an ILH sport for 7 days, they are considered an ILH participant in that sport.
 2. Outside participation rules apply only to previous ILH participants.
 3. A previous ILH participant is a student who has participated in an ILH specific sport or multiple sports at any time during 7-12 grades. (*example: participate 8th grade but not again until 11th grade*)
- B. An ILH Team Sport Season and Individual Sport Season start with the first day of practice as specified by the ILH.
- C. An ILH Team Sport Season and Individual Sport Season ends with the last State Tournament date in that sport, or the last ILH scheduled date if there is no State Tournament in that sport.
1. For an ILH school team in the junior varsity and intermediate season, the ending date is the last scheduled ILH event for that team.
 2. The member school or host school of a co-op team will assume all liability for any additional activity conducted by its team.
- D. Within this “sport season” time, an ILH team may compete with HHSAA and/or NFHS member schools of their choice; provided they abide by rules pertaining to amateur standing and follow required HHSAA and NFHS sanctioning procedures.
1. Within the “sports season” time, if an ILH team wishes to compete with a foreign school opponent, a letter from the head of school validating itself as an educational institution whose competitors are not compensated is required. Also provided they abide by rules pertaining to amateur standing and follow required HHSAA and NFHS sanctioning procedures.

2. The member school shall assume all risk and liability for playing an opponent that is not a member of the HHSAA, NFHS or is club/organization.
- E. Individual sports participants are not allowed outside participation on the same calendar day of a scheduled 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.
- F. ILH individual sports: Air Riflery (Sporter and Precision), Bowling, Cross Country, Golf, Judo, Kayaking, Swimming & Diving, Sailing, Tennis, Track & Field and Wrestling.
- G. ILH team sport participants are not allowed outside participation during their ILH sports season.
 1. Team sport participants may return to outside participation at the conclusion of their respective ILH sport season.
- H. ILH team sports: Baseball, Basketball, Canoe Paddling, Cheer, Soccer, Softball, Volleyball, & Water Polo.
- I. Exceptions
 1. ILH football participants are not allowed outside participation for the entire school year.
 2. ILH Cheerleading participants are exempted from team sport restrictions.
 3. Participation in a National championship event during the ILH sports season may be allowed on an exemption basis.
 4. Participants on a National or International team in a national sporting event during the ILH sports season may be allowed on an exemption basis.
 5. Individual private training during the ILH sport season is allowed.
 6. For team sports, individual private training during the off-season is allowed only with a non-ILH school coach.
 7. ILH participants are allowed to take part in clinics, camps and specialty schools during the ILH sports season. They are not allowed to receive compensation for their participation.

Le Jardin Academy Athletic Department — General Information

Athletic participation

Athletic participation is a privilege and, as such, requires that you adhere to certain rules that may not apply to all students. In addition to HHSAA and ILH rules, you will also be expected to adhere to Le Jardin Academy, Le Jardin Athletic and team rules. If there is a contradiction between rules, the Le Jardin Academy rules and policies will supersede all others when dealing with discipline.

Admission Fees

There will be admission fees for volleyball and basketball contests. Regular season contest will have a charge of \$6.00 for adults; \$4.00 for students and seniors. Playoff and tournament games will have a different fee structure.

ILH Pass

The cost of this pass is **\$40.00**. This pass will get you into regular season ILH contests. The pass is good for 10 contests. This pass MAY NOT be used at playoff or tournament contests. These passes may be purchased in the athletic office or contact the Director of Athletics at any of the home events.

Tryouts & Team Selection

While we attempt to retain as many athletes as possible, safety does enter into the equation when determining the appropriate number of athletes on each team. Coaches that feel that the size of their team needs to be smaller than the number trying out are expected to communicate this to the athletes and families that are currently trying out for a team. Unfortunately, anyone attempting to join a team following “cuts” will not be able to participate on the active roster until the following season.

If a coach is reducing the size of their team from the total number of athletes trying out for the sport, they are expected to share the skills that will be evaluated with the athletes and parents. The evaluation should be kept on a rubric scale in order to assist with the evaluation process. Once the coach has decided on his/her team members, they will notify athletes either by face to face meetings or by telephone. Posting a "cut list" or sending a mass email is not acceptable. Coaches should be able to give an athlete feedback on what skills need to be improved upon in order to have a chance of making the team the next year.

When possible, we will attempt to keep non-qualifying athletes on the practice team so that they may be able to work on improving thus improving their chances of making the team the following year.

Switching Sports

During the try-out period, athletes may change sports without penalty. Once the season is underway and the eligibility rosters have been submitted to the ILH, athletes are expected to demonstrate commitment and perseverance in their chosen sport for the remainder of the season.

Multiple Sport Athletes

Athletes participating in more than one sport during any one season must be approved by the Director of Athletics. Upon approval, the athlete must declare which sport is their main sport. This decision is not up to anyone on the coaching staff. This is an athlete decision with the Athletic Department. The Athletic Department will share this decision with the appropriate staff members.

Scheduling Conflicts

Athletes are responsible for communicating any scheduling conflicts to their coach at the beginning of the season. It is appreciated when parents take into consideration their child's athletic commitments when planning vacations. An athlete's position on the team, as well as the team's standings may be compromised by absences.

School Team/Outside Team

You are expected to attend all practices, games and meetings of your team unless a prior excuse is arranged with your coach. If there is a conflict between practice or games of an outside team and your school team's practice or game, you shall attend the school team's practice or game unless otherwise approved by the head coach.

Transportation

When possible, LJA will provide transportation to weekday LJA sports practices and contests. However, there may be certain occasions when extenuating circumstances prohibit such service. Athletes must arrange their own transportation home after practice and contests as transportation will generally not be provided back to school. School transportation is not provided when school is not in session (holidays, breaks, weekends, etc.).

Transportation is provided by the school and should be used both to and from the contest, when provided. When approved by the head coach, students may be released to their immediate parents only, in order to ride home from a contest with that parent. All parents must sign-out their child, with their team's coach.

Use of a Controlled Substance

The use of tobacco (any form), alcohol, steroids or other illegal drugs are prohibited. LJA discipline will be followed in all cases of controlled substance abuse.

Equipment

Each athlete is responsible for all school equipment/uniforms that have been issued to him/her. No athletic awards or letters will be given to any athlete who has not turned in his/her equipment/uniform. Any athlete who has not turned in equipment/uniform will not be allowed to participate on any other team until this situation has been resolved. Athletes will be charged the replacement cost of any equipment not returned.

Cost to the Family

LJA does not currently have an athletic fee in order to participate in ILH sports. While the school will provide uniforms for most sports, due to hygiene reason, swimsuits, shoes, and tights purchased as part of the team uniform will become the property of the student and will be charged to the student's school account. School uniforms checked out to students must be returned at the conclusion of the season. This is also part of the graduation checklist for seniors. **Team uniforms are not for purchase.**

PAC-5

Any student wishing to participate in a PAC-5 sport **must contact the Athletic Office** prior to the beginning of the season. The LJA Athletic Office must submit paperwork to the PAC-5 Director before any student may participate or try-out for a PAC-5 team.

College Recruitment

If a student athlete is contacted personally by a college recruiter, she/he has an obligation to work through her/his coach and the Athletic Department.

NCAA Clearinghouse

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. It is each athlete's responsibility to see that the Clearinghouse has the documents it needs for certification. The NCAA Initial- Eligibility Clearinghouse, located in Iowa City, Iowa, is the organization that handles ALL inquiries regarding an individual's initial eligibility status. The Clearinghouse operates a separate Web site at [NCAA Clearinghouse](http://www.ncaa.org), which maintains and processes all of the initial-eligibility certifications.

To register with the Clearinghouse

Fill out the online form at the Initial-Eligibility Clearinghouse Web Site or call the NCAA publications hotline at 800/638-3732 and ask for a free copy of the "Guide for the College-Bound Student-Athlete" which contains the registration forms and a Clearinghouse brochure. This guide can also be viewed online at <http://www.ncaa.org> in the Student-Athlete Eligibility and Recruiting Section.

Contacting the Clearinghouse Customer Service:

877-262-1492 (toll free in the USA) or 319-337-1492

24-hour Voice Response: 877-861-3003 (toll free in the USA)

Fax: 319-337-1556

Mail: Initial Eligibility Clearinghouse 301 ACT Drive P.O. Box 4044

Office Hours: 8 a.m. to 5 p.m. Central Standard Time Monday through Friday

Athletic Awards

1. **Letters & Certificates:** Criteria will be up to each individual head coach. The coach will share this information at the parent meeting so that everyone is aware of the criteria.
 - **CSAL Athletes** — receive a Certificate of Participation
 - **Intermediate Athletes** — receive a Certificate of Participation
 - **Junior Varsity Athletes** — receive a Certificate and a Jr. Varsity letter
 - **Varsity Athletes** — receive a Varsity letter and a sport pin. A "Varsity" bar will be given for each subsequent year in the same sport.
2. **Individual Coaches Awards:** Each head coach may select a member from his/her sport team to be recognized as the recipient of the award below.
 - Most Valuable Player
 - Most Inspirational Player

- Most Improved Player
- 3. **Special Recognition:** Individual student-athletes will be recognized and honored for exceptional effort, performance or accomplishment throughout the school year.
- 4. **Tri-Athlete Award:** A certificate that is given to all students who fully participate in three ILH Varsity Sports during a school year.
- 5. **Reed C.K. Olaso Spirit Award:** This is given to a person who, through participation and service, has demonstrated an unwavering Bulldog spirit and passion for sports.
- 6. **Scholar Athlete Certificate:** This is a certificate for all Diploma Program (DP) students who maintain a 4.0 or higher GPA while being a full participant on two or more varsity athletic teams, or in significant community athletic events (such as a marathon).
- 7. **Athlete of the Year:** Given to one male and one female student athlete who has demonstrated exceptional accomplishment in athletics. A panel will review the applicant's athletic accomplishments for the particular school year the award is being given as well as evaluate the athlete's involvement in Le Jardin Academy athletic programs, commitment, behavior, leadership qualities, and number of sports the athlete participated and completed for that specific school year. Athletes not completing a sport the year the award is being presented are not eligible for this award. Also, the student must have a minimum GPA of 3.0 to be eligible.

Player/Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and can provide a greater benefit to children. When children join our programs, their parents have the right to understand the expectations of student athletes. This begins with clear communication from the coach of your child's program.

This is what you should expect from every coach:

- Philosophy of the coach
- Positive motivation
- Constructive criticism
- Expectations
- Locations and times of practices/contest
- Discipline procedures
- Fairness and communication

The following is what coaches should expect from parents:

- Concerns expressed directly to the coach
- Notification of any schedule conflicts in advance
- Support of son/daughter in all related activities
- Sportsmanship at all contests
- Understanding that there are always two sides to every story

The following are appropriate concerns to discuss with the coaches:

- The treatment of your son/daughter
- Ways to help your son/daughter improve
- Concerns about your son's/daughter's behavior
- Concerns about academics
- Guidance in relationship to possible college scholarships
- Guidance in off-season activities.

Issues not appropriate to discuss with the coaches:

- Playing time of all team members
- Team Strategy
- Play calling
- Other student-athletes on the team

If a conference with a coach is needed.

- 24 HOUR RULE
 - Call to set up an appointment to see the coach
 - If the coach cannot be reached, contact the AD's office, who will in turn set up a meeting
 - Son/daughter may attend the meeting
 - Everybody be nice
- If this meeting does not provide a satisfactory resolution
 - Call and set up an appointment with the Director of Athletics (261-0707 ext. 1140)
 - The discussion will only concern your son/daughter
 - An appropriate next step will be discussed

LE JARDIN ACADEMY STUDENT ATHLETE CODE OF CONDUCT

1. I understand that it is a privilege to represent LJA as an athlete on and off the field of competition and agree to do so in the best manner possible. I will display good sportsmanship at all times and behave in an appropriate manner.
2. My academic work **MUST** come first. I will plan my time carefully. When I miss class due to travel, **I will notify my teachers in advance** and arrange for any make-up work or tests. I understand the procedures concerning academic eligibility attached to the Athletic Code of Conduct.
3. If a teacher feels my academic standing will be harmed due to sports travel, the teacher may recommend to the Director of Athletics that I not be permitted to miss any class instruction, therefore forfeiting my right to travel.
4. I will be punctual and prepared for practices and other team events.
5. I will refrain from discrimination and will be accepting of people, especially in regards to race, religion, philosophy, gender and choice of friends.
6. I will refrain from bullying in any form.
7. I will treat people with respect.
8. I will refrain from using profanity, threatening language/gestures or physical violence.
9. I will protect myself and others from sexual misconduct by avoiding any inappropriate or illegal written, spoken, visual or physical conduct of a sexual nature.
10. I will avoid being associated with any form of hazing. Hazing is "any activity expected of someone joining or participating in a group that humiliates, degrades, abuses or endangers that person regardless of the person's willingness to participate."
11. I will assume responsibility for my online activity and social media presence. A good practice is: if you don't have something nice to say, don't say anything at all.
12. I will attend all practices and games. I will make every effort to schedule any appointments outside of scheduled practice times. If I must miss a scheduled practice or game, I will personally notify my coach in a timely fashion. I also understand that missing practices or games, may affect my participation in future contests.
13. I understand that the use of drugs will not be tolerated and will result in immediate suspension from the team and that I will be referred to the High School/Middle School Principal or Head of School for further disciplinary action.

14. I understand that alcohol consumption and the use of tobacco have an adverse effect on athletic performance and for that reason alone, I will abstain from drinking and using any form of tobacco while on a sports outing, game, or trip(s) and while representing LJA at any athletic or academic event.
15. I understand any forms or causes of theft, damage of private property and disrespect to our school, will be dealt with severely. **This includes keeping all locker rooms clean and neat.** This also includes destruction of property while representing LJA in all away contests.

Violation of the Code of Conduct may result in suspension from competition, tournament or team depending on the level of the violation. The level of discipline will be in given following a meeting with the Head of School and the Director of Athletics.

PARENT CODE OF CONDUCT

1. Exhibit good sportsmanship. Do not yell or curse at any of the coaches, officials, players or game workers. Be positive in your cheering.
2. Ensure your child, win or lose, knows you love him or her.
3. Be realistic about your child's physical capabilities and set realistic goals.
4. Emphasize "improved" performance, not winning.
5. Provide a safe environment for training and competition.
6. Exercise caution to not relive your own athletic past through your child.
7. Exercise discretion and control your emotions at games and other events.
8. Be a "positive cheerleader" for your child and other children on the team.
9. Respect your child's coaches. Communicate with them in a positive way. Encourage others to do the same.
10. Be a positive role model.
11. Follow the "Chain of Command" within the school and Athletic Department:
 - a. Call the coach to set up a meeting. This meeting should take place away from other athletes and parents. Please do not approach a coach following a contest. We ask you wait until the next day to contact the coach to request a meeting. This time will allow you an opportunity to reflect on your concerns.
 - b. If your meeting with the coach does not provide you with a satisfactory resolution, contact the Director of Athletics. The upper administration of LJA (Principals & Head of School) will consider any request for discussion only if this procedure has been properly followed.
12. Be sensible, responsible, and maintain your priorities. More is at stake than a winning or a losing record.
13. Promote sportsmanship and the development of good character and discipline in our student athletes and programs. Support the ILH as they encourage and promote the following:

SPORTSMANSHIP IS AN EXPECTATION

Please

Let the Players Play

Let the Coaches Coach

Let the Officials Officiate

Cheer with Aloha!

MEDICAL PROCEDURES AND AWARENESS

The LJA Athletic Department attempts to make participation in our athletic/conditioning programs as safe as possible. However, injuries do occur in athletics. Athletes and parents are cautioned that injury, sometimes serious, may result from participation in our athletic/conditioning programs. In the event of an injury to an athlete, the following procedures will be used.

- First aid will be administered to the injured athlete.
- If the injury is of a serious nature, the parents and if necessary, the rescue squad will be called.
- Athletes under a doctor's care must be released by the doctor before returning to practice.

Concussions

Hawaii Concussion Awareness Management Program:

Hawaii Concussion Awareness and Management Program (HCAMP) is an organization intended to provide Hawaii's physically active community and medical community with evidence based research education, support and resources to manage concussions. The link below will direct you to the site. This site is a great place to go to learn about concussions and what to do if you think your son or daughter may have sustained a concussion.

<http://www.hawaiiconcussion.com/>

NFHS Free Videos (www.nfhs.earn.org)

For Students: Captains Course; Concussion Course; Research Skills; Homework Helper

For Parents: Positive Sports Parenting; Social Media; Sudden Cardiac Arrest; Sportsmanship

Concussion Management Program*

The NFHS Association established a new rule in the Fall of 2010, "*any player who shows signs, symptoms, or behaviors associated with a concussion must be removed from the game and shall not return to play until clears by an appropriate health-care professional.*" To comply with the NFHS Association rule change, as well as with the National Athletic Trainers' Association Position Statement on Concussions, Le Jardin Academy has adopted the following guidelines.

1. Baseline Assessments (prior to injury)
All ninth and eleventh grade student athletes participating in LJA athletics, as well as tenth and twelfth grade student athletes participating in collision and contact sports for the first time will be administered the following baseline assessments to provide the school Certified Athletic Trainer and physicians with a pre-injury level of cognitive and postural ability.
 - a. Graded Symptom Checklist (GSC)
 - b. Cognitive status assessment with Immediate Post-Concussion Assessment and Cognitive Test (ImPACT).
 - c. Postural Stability (Balance Error Scoring System)
2. Preparing school administration, coaches, and faculty through concussion awareness
 - a. RECOGNIZE
 - i. Coaches have taken the NFHS concussion web course
 - ii. Coaches, teachers, staff have received education on concussions.
 - iii. Students and Parents have received education on concussions.
 - b. Yearly education and review of concussion management and emergency action plans.
3. Post-Concussion Assessments
Should a student athlete sustain a concussion, LJA Athletics will follow the Concussion Management Flow Chart
 - a. Certified Athletic Trainer will Conduct a clinical evaluation and sideline SAC and GSC
 - i. Decide immediate referral to physician and/or activate EAP
 - ii. Delayed referral to physician

- b. Certified Athletic Trainer will provide the student athlete and parent/guardian with two forms
 - i. Graded Symptom Checklist for Concussed Athlete
 - ii. Medical referral form for Concussed Athlete
4. Follow Up Assessments

Advise the student athlete to report to the LJA Certified Athletic Trainer for post-concussion evaluation in 24-72 hours post injury. Administer the following post-concussion assessments:

 - a. Graded Symptom Checklist (GSC)
 - b. Immediate Post-Concussion Assessment and Cognitive Test (ImPACT)
 - c. Postural Stability Test via Balance Error Scoring System (BESS)
 - d. If the student athlete is asymptomatic, ImPACT and BESS are back to baseline scores, obtain physician clearance and proceed with Return to Activity Plan.
 - e. If the athlete is still symptomatic, continue with complete cognitive rest. (Repeat ImPACT and BESS in 5-7 days or when the student is asymptomatic before proceeding to Return to Activity Plan).

NOTE: ATHLETES SHOULD NEVER START RETURN TO ACTIVITY IF HE/SHE IS EXPERIENCING ANY SYMPTOMS.

5. Return to Activity Plan (RTP)
 - STEP 1: Complete cognitive rest. This may include staying home from school or limiting school hours and study for several days (which would be determined by a physician or ATC and supported by school administration. Activities requiring concentration and attention may worsen symptoms and delay recovery.
 - STEP 2: Return to school full time.

STEPS 3-7 will be supervised by Certified Athletic Trainer. Physician clearance needed to begin Step 3. Each step is separated by a minimum of at least 24 hours. Progression to the next step requires completion of the previous steps without any signs or symptoms of a concussion. Although clearance by a physician is needed before beginning STEP 3, clearance by the school's Certified Athletic Trainer is also needed to progress through the RTP. STEP 7 may not be reached without clearance from the school's Certified Athletic Trainer.

- STEP 3: Light exercise. This step cannot begin until student is cleared by the treating physician for further activity. At this point, the student may begin walking or riding a stationary bike.
 - STEP 4: Running in the gym or on the field.
 - STEP 5: Non-contact training drills in full equipment. Weight training can begin.
 - STEP 6: Full contact practice or training. ImPACT clearance by Neuropsychologist.
 - STEP 7: Return to full competition (game or practice).

6. Documentation

The following documentation will minimize the exposure of potential liabilities to LJA. It ensures that the school is following the most up-to-date standard of care for our student athletes.

Complete the CMP injury log for each student with a concussion:

- Date of Concussion
- Date cleared by physician to start RTP
- Date cleared started RTP protocol
- Date return to full participation and date physician cleared for full participation
- Dates and scores of SAC, ImPACT, and BESS

**Based off of CMP Template provided by the Hawaii Concussion Awareness & Management Program and the DOE.*

PROGRAM SEASONS

Team tryouts will be held at the beginning of the sport season.

FALL SEASON:

Girl's Varsity, Junior Varsity & Intermediate Volleyball
Boy's Varsity & Intermediate Water Polo
Girl's & Boy's Varsity & Junior Varsity Kayaking
Girls & Boys Varsity, Junior Varsity & Intermediate Cross Country
CSAL Boy's Basketball (4th – 6th grade)

WINTER SEASON:

Girl's & Boy's Varsity & Intermediate Basketball
Girl's & Boy's Intermediate Tennis
Girl's & Boy's Varsity & Junior Varsity Paddling
Girl's & Boy's Varsity, Junior Varsity & Intermediate Swimming
Girl's & Boy's Varsity & Intermediate, Soccer
CSAL Girl's Volleyball (4th – 6th grade)

SPRING SEASON:

Girl's & Boy's Varsity Tennis
Girl's & Boy's Varsity & Intermediate Golf
Co-ed Varsity Sailing
CSAL Girl's Basketball (4th - 6th grade)

SPRING SEASON:

Boy's Varsity & Intermediate Volleyball
Girl's Varsity & Intermediate Water Polo

Students are encouraged to try out for one sport per season, but in a few cases, we have had dual sport athletes in the same season.

We recommend one sport per season due to the academic course workload that LJA offers.