DEPARTMENT ATHLETICS
MISSION STATEMENT

It is the role of the Kealakehe High School Athletic Department to provide student-athletes with the opportunity to develop their athletic abilities to full potential while safeguarding their physical welfare in an environment that promotes both high academic standards and the development of leadership capabilities. These objectives are best achieved through a broad based program, which provides equal opportunity for all its student-athletes regardless of race, color, age, sex, disability, religion, ethnic or national origin, or sexual orientation and which is administered in accordance with the highest principles of interscholastic athletic competition.

OBJECTIVES OF THE ATHLETIC DEPARTMENT

1. To conduct a program that achieves a high level of interest and support of student, faculty, alumni, local community and other segments of the community.
2. To employ an athletic staff of integrity, knowledge, skills and leadership qualities that enable programs of mental, moral, and physical benefit to student-athletes.
3. To administer and compete in the BIIF with high ideals of integrity and sportsmanship.
4. To provide student-athletes with adequate practice and competition facilities and proper medical supervision.
5. To provide student-athletes with support systems to promote academic success and on-time graduation.
6. To provide successful competitive athletic opportunities.
7. To provide information for all sports to the media, on an equitable basis.
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INTRODUCTION

The purpose of this handbook is to provide a general description of the administrative policies and philosophies of the Kealakehe High School Athletic Department. It is not intended as a formal operations manual. The complexities of administrating an athletic program of this magnitude necessitates that policies be flexible in order to address all potential circumstances.

I. SCOPE OF THE ATHLETIC PROGRAM

In general, the number and kinds of sports that the school plans to offer should be based on the following:

1. The number of students interested and able to participate in that sport.
2. The availability of qualified coaches.
3. The availability of adequate playing facilities.
4. The availability of sufficient funds to provide the necessary operating resources such as equipment, supplies, transportation, and other expenses during the season.

If it is impossible to answer the above considerations affirmatively, the entry into league competition will be delayed until the criteria can be met.

II. INTERSCHOLASTIC ATHLETICS

The following are current sports of the BIIF (Big Island Interscholastic Federation) Athletic Program: These 44 teams include:

Fall:
- Cross Country: Varsity – Boys and Girls
- Football: Varsity
- Riflery: Varsity
- Volleyball: Varsity – Girls
- Cheerleading*: Varsity

*Cheerleading is a year-round sport.

Winter:
- Basketball: Varsity – Boys and Girls
- Soccer: Varsity – Boys and Girls
- Swimming: Varsity – Boys and Girls
- Wrestling: Varsity – Boys and Girls
- Paddling: Varsity – Boys and Girls

Spring:
- Baseball: Varsity – Boys
- Golf: Varsity – Boys and Girls
- Tennis: Varsity – Boys and Girls
- Track & Field: Varsity – Boys and Girls
- Judo: Varsity – Boys and Girls
- Water Polo: Varsity – Girls
- Softball: Varsity – Girls
- Volleyball: Varsity – Boys

It is the philosophy of Kealakehe High School that Junior Varsity programs are meant to be participation sports while Varsity programs are more competitive. This means that at the Junior Varsity level, we stress fundamentals and the idea that all our athletes participate during games if practices and all other requirements have been met. At the Varsity level, playing time is at the discretion of the coach as long as all participation requirements have been met by the athlete.

III. PARTICIPATION POLICIES
The eligibility of all participation in interscholastic competition shall be determined by the requirements established by the Hawaii High School Athletic Association, Department of Education, and the Big Island Interscholastic Federation. Additional requirements involving the rules and regulations of Kealakehe High School are also involved.

A. **ELIGIBILITY REQUIREMENTS:**

**AGE:** A student is eligible if he/she is below the age of 19 years on or before September 1st of that school year.

**LENGTH OF PARTICIPATION:** A student who firsts enters the 9th grade of any school in August/September, following the student’s completion of 8th grade at any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight consecutive semesters following the initial enrollment in the 9th grade of any school and said eligibility must be used during the student’s first eight consecutive semesters of enrollment at that school or any other school.

Definition of a semester of attendance: Enrollment and/or attendance for fifteen days or more shall count as one of the eight semesters. Participation in one or more interscholastic competition shall count as one of the eight semesters.

**GRADE LEVEL RESTRICTIONS:** Only ninth grade through twelfth grade students may practice with or compete with a high school team.

**ENROLLMENT:** For fall sports, a student must be enrolled at a school within fifteen days after the school year begins. For all other sports, the student must be enrolled by the official start date of that particular sport.

**TRANSFERS:** A transfer student is eligible to participate in a sport provided that he/she moves into the geographic area. Geographic exceptions are eligible in 9th grade. After that they must sit out one year if they have previously participated in that sport. (Further clarification will be provided by Athletic Director).

**PHYSICAL EXAMINATION:** A player must have passed a physical examination not more than twelve months before the first posted (schedules) official practice of that sport and must have his/her record on file in the school.

**CONCURRENT PARTICIPATION:** Students are permitted to concurrently participate in any sport with the permission of the Athletic Director and both coaches. This policy also applies to concurrent practice on the same day.

**JUNIOR VARSITY:** All Junior Varsity players (9th and 10th graders and in some cases 11th) will be governed by the BIIF eligibility rules.

**DISTRICT EXCEPTIONS:** BOE/DOE policy guidelines on district exceptions or geographic exceptions as being approved, also apply to athletic participation. However, recruitment activities will not be allowed by schools. Should the federation and/or school(s) suspect that there is any abuse of the exception policy for recruitment purposes, a protest may be filed. (BOE 8-10-91)

**MEDICAL INSURANCE:** Each student shall have medical insurance in order to play or practice with any team during the year. Those who are covered by family policies must so indicate on the medical and parental consent form. *Students who are not covered by any type of family policy must acquire the school accident insurance for high school athletics*
before participation begins. These insurance forms are available at the school office, the athletic office or Trainers office. There are no exceptions to this rule.

PARENTAL CONSENT FORM AND ACKNOWLEDGEMENT OF RISK: The parent or guardian must sign the acknowledgment of risk form which points out that there are inherent risks in participating in the interscholastic athletics. Kealakehe High School and the State of Hawaii Department of Education cannot assume the financial liability for expenses – medical, dental, or otherwise arising from accident, damage, injury, or loss which may arise from participation in these activities.

ACADEMIC REQUIREMENTS: 2.0 Rule: Students must have a 2.0 GPA IN THE PREVIOUS YEAR OR SEMESTER (QUARTER GRADES ARE TO BE USED IF NO YEAR OF SEMESTER GRADES ARE AVAILABLE). Students must be passing all core courses (and CEPA class with a 85%) required for graduation.

1. To determine GPA eligibility for Quarter 1, use grades (year or semester, depending on whether courses are year or semester courses) from courses taken the previous year and/or summer.
2. To determine GPA eligibility for Quarter 2, use first Quarter grades.
3. To determine GPA eligibility for Quarter 3, use first semester grades.
4. To determine GPA eligibility for Quarter 4, use third quarter grades.

The core courses required for graduation: (24 credits)

4 English
4 Social Studies
2 Foreign Language or Fine Arts, or Career Pathways (CTE)

3 Mathematics
3 Science
½ Career Pathways & ½ Health

1 Physical Education

* CEPA is part of Social Studies

FAILURE TO MEET ACADEMIC REQUIREMENTS: Students athletes that fail to meet or maintain academic standards for eligibility will result in the following:

1. Student may choose removal from the team
2. Student may choose ACADEMIC PROBATION

TERMS OF ACADEMIC PROBATION:

a) Frequency: As needed during a high school career
b) Length: Two weeks
c) Ch 19 Suspensions
   1) Practices – Athletes are not allowed to practice while suspended
   2) Games – Suspension from game(s) will be enforced
d) Grade Checks: Students are responsible for periodic 2 week grade checks, (dates are set by the BIIF). Failure to maintain the required 2.0 G.P.A. and passing of all core subject areas during a probationary period will result in a suspension from games until the next grade check.

DETERMINATION OF ELIGIBILITY WILL BE DONE THROUGH THE ATHLETIC DIRECTOR’S OFFICE WITH CONSULTATION OF THE SCHOOL REGISTRAR. COACHES AND PARENTS WILL REFER ALL ELIGIBILITY QUESTIONS AND ISSUES TO THE ATHLETIC DIRECTOR.
B. **AREAS OF RESPONSIBILITY**

Students are to understand that they are responsible for keeping up their academic responsibilities. To assist them in this task, cooperation between all parties involved must be achieved.

**TEACHERS**
1. Must submit accurate and timely grade information to *Infinite Campus* and other information sources.

**STUDENTS**
1. Keep a log of grades for each class and keep your parents updated on your progress.
2. Check with your teachers periodically regarding your academic progress.
3. Complete all grade checks within the appropriate deadlines. (Dates are set by the BIIF.)
4. Inform your parents, coaches, and counselor about any difficulties you may be having with your class(es).

**PARENTS**
1. Take interest in your child’s work and check with them periodically about their progress.
2. Inform the coaches and teachers about concerns you may have about your child’s academic workload or assignments.
3. Inform the counselor about any decrease in performance that you feel is uncharacteristic of your child.

**COACHES**
1. Submit a list of all students trying out for your sport to the Athletic Director to have their grades checked.
2. Inform Athletic Director of any student who seems to be having difficulty with maintaining their grades.
3. Counsel athletes to keep up with their academic workload and reinforce that their scholastic progress is of extreme importance.
4. Develop a plan to work with your athletes on academics which may include opportunities for academic tutoring, under 302A-462 provisions and such activities as study sessions prior to practice, study sessions on trips, etc.

**COUNSELORS**
1. Assist students with their academic planning and progress.
2. Inform parents and coaches of potential problems in reference to grades.

**ATHLETIC DIRECTOR**
1. Maintain a file on students with academic difficulties.
2. Provide all teachers with a current roster of all team members, including managers and stats.
3. Review grades for academic problems and inform coaches of athletes with difficulties.
4. Review tryout and team rosters for eligibility.
5. Facilitate those students who declare probation. (This includes the signing of the probation declaration forms and the grade check sheets.)
ALTERNATIVE PROGRAMS AND RESOURCES
1. Alternative programs (TLC, ILC) for qualified students
2. Special Education Program for qualified students
3. Waverider Learning Center
4. Counselors
5. Study sessions as established by coaches of each sport

IV. SCHOOL POLICIES AND TRAINING RULES
Kealakehe High School has developed a standard set of school policies that shall apply to all sports. Each team and athlete will be treated fairly and equally in efforts to promote good sportsmanship through athletics. Any Exceptions to the policies and rules must be cleared by the Athletic Director and Principal. In addition to the school policies, coaches are expected to develop their own team policies to include tryout procedures and criteria, team rules and regulations, travel, conduct, etc.

1. Any athlete absent from school on the day of a game or practice shall be ineligible to play or practice on that day. Extenuating circumstances may alter this rule at the discretion of the Athletic Director. (i.e. school sponsored trip).
2. **Excused absences** are defined as Doctor's appointment, illness, funeral, or family emergency (a note from parents or doctor is required). **Chronic excused absences** will be defined as three or more excused absences during one season and will be reviewed by the coach and Athletic Director. Participation and preparation during practice is vital for the safety of all athletes and chronic absences may result in suspensions or removal from a team.
3. Unexcused absences will result in the following:
   - 1st offense – team discipline (i.e. extra running, partial game suspension)
   - 2nd offense – mandatory full game suspension
   - 3rd offense – removal
4. Tardies to school prior to twelve noon on the day of a game or practice with a legitimate reason will be allowed.
5. An athlete suspended from school will not participate (practice/game) for the duration of the time the athlete is suspended. Team rules will also be enforced regarding playing time relating to missing practice during the week. Serious infractions resulting in suspensions may result in removal from the team. (i.e. Assault, or Class A/B offenses.)
6. Drug and Alcohol Abuse will result in immediate removal from the team and counseling recommended.
7. Parents have the right to withhold their child from participating in practices or games if they choose. They are requested to inform the coaches personally.
8. Quitting a Team: Should an athlete remove himself/herself from a team for reasons that are not in the best interest of the team after the selection process has been completed, the athlete shall not participate on any other school sponsored team or club for 60 days. The athlete will forfeit athletic awards.
9. Dismissal from a Team: Should an athlete be removed from a team for disciplinary action, the athlete will be suspended from athletic and club participation for a minimum of 60 days. Very serious offenses may require a longer suspension. The athlete will forfeit all athletic awards.
10. Return or Uniforms, Equipment, and other obligations: At the conclusion of each season, the athlete shall promptly return all issued uniform/equipment cleaned and washed. Aside from the normal wear and tear, the athlete shall assume responsibility in paying for damaged or lost uniforms and equipment. Should an athlete quit or be released from a team, he/she is responsible for the return of uniform/equipment as stated. Athletes, who fail to comply, will be denied eligibility to turn out for any sport until all issued items are returned or paid for at the current market value. All financial obligations will carry over into the next school year until payment is received. For seniors, these
obligations will deny them the right to receive a diploma following graduation ceremonies.

11. Alternative Program Students: Any student attending one of the alternative programs off campus will have to obtain a behavioral contract between the coach, alternative program director, parents, and athlete prior to turning out for a team.

12. Parties, picnics, banquets and other gathering of athletic teams are permitted at no expense to the Athletic Department. All gatherings will be considered part of a school function and all rules for the school apply. No monies maybe solicited for such gatherings from the private sector.

13. Any violation not previously stated will be referred to the Athletic Director by the Administration. Athletic eligibility will be determined by the Athletic Director and the Principal on an individual basis. (Parents have the right of appeal.)

14. Special Problems: Special problems that affect the athletic program should be resolved with involvement of the coaches and parents directed by the Athletic Director.

15. Once a team is selected, no further tryouts will be granted except in special circumstances. Shortages in team manpower due to illness, etc. may be made up internally (JV players moved up first followed by athletes who previously tried out that year and were not selected.

16. Kealakehe High School has a dress code while attending class on campus, which will serve as the dress code for athletes. Coaches may implement a team dress code for the day of games and travel that is found to be reasonable by the administration. (i.e., team uniform)

17. Fundraising monies cannot be used for items, which will remain in the athlete’s possession after their participation in that sport is over. Such items include shirts, jackets, clothing and equipment.

18. Teams may purchase personal items at the expense of the individual athlete. All items must be approved by the school administration (Athletic Director or Principal) in order to insure appropriateness of such items.

DUE PROCESS: If any player is asked to be dismissed from the team by the coach or school administration, a parent has the right and is supported to ask the Athletic Director for a meeting. This meeting will be a clarification of the incident from the player’s perspective and then the coach’s perspective. The Athletic Director will listen to any parental concerns, and if the issue can be resolved immediately, it will. In the case of legal issues or incidents that need further clarification, the Athletic Director will notify parents at the earliest possible time not to exceed 3 working days without some form of notification.

V. PROCEDURE FOR SELECTION AND APPOINTMENT OF COACHES

When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:

A. GENERAL PROCEDURES

1. Available coaching positions will be posted in the local newspaper.

2. Every prospective coach shall submit a resume’ application for coaching to Athletic Director by posted deadline

3. Selected Head Coaches should be made from staff members whenever qualified individuals are available.

4. Head Coach will submit a list of recommended Assistant and Volunteer Coaches. All possible candidates for Assistant and Volunteer Coaches must submit applications and be interviewed by Head Coach and Athletic Direct prior to final selection. Athletic Director approval is required before hiring.
5. All coaches are evaluated annually, at which time the position may be re-offered to the existing coach or may be re-opened for applications. Coaches may be removed at anytime for cause.
6. Emergency situation may necessitate the appointment of an interim head coach by the Athletic Director, which indicates that normal procedures have been interrupted. An Interim Coach will only be appointed in unusual circumstances with the understanding of the Coach, Athletic Director and Principal.

B. HEAD COACH VACANCIES
1. The Athletic Director shall post the position.
2. Resume applications will be accepted for duration of posting period.
3. Applications will be reviewed and interview dates set.
4. Athletic director will convene a selection committee consisting of one community member (non-parent), the assistant athletic director and the Athletic Director.
5. Selection committees will establish/review selection criteria.
6. Interviews will be conducted with selection committee.
7. Selection committee will review candidates and make final recommendation
8. Selected candidate will be notified and orientation meeting set to review program and complete necessary employment papers.
9. Athletic Director will notify all applicants of selection and thank them for their interest.

C. ASSISTANT COACH VACANCIES
1. Solicit potential candidates from Head Coach and advertise position as needed.
2. Resume’ applications will be accepted for duration of posting period.
3. Applications will be reviewed and interview dates set.
4. Athletic director and Head Coach will conduct interviews and make final recommendations.
5. Selected candidate(s) will be notified. Head Coach will set orientation meeting with selected candidate.
6. Selected candidate will meet with Athletic Director to complete necessary employment papers.

D. VOLUNTEER COACHES ~ SAME AS C

E. TERMS OF THE COACHING CONTRACT AND EVALUATION PROCEDURES
All coaching assignments shall be for one school year. The salary schedule for coaches and other Athletic Department personnel is based on the G-043-E column on form 435 of the State of Hawaii Department of Education Allotment for Coaches.
1. If the performance of a Coach is evaluated to be less than satisfactory, the Athletic Director may decide not to renew the Coaches contract.

VI. UNIFORMS AND EQUIPMENT
The Athletic Director has the general responsibility of insuring that the equipment is properly maintained while being utilized. The direct responsibility is delegated to the COACH of the respective sport.

1. Cleaning of Uniforms: Every athlete in each sport will be responsible for the care and cleaning of his / her uniform following the instructions of the Head Coach on its proper care.
2. Return of Uniforms: Every athlete must return the uniform promptly (no later than 1 week after the completion of their season). Violations will result in nonparticipation in other sports until the uniform is returned, charged to the students account.
VII. ATHLETIC DEPARTMENT FACILITIES

The Athletic Director shall be responsible for the overall management and control of all facilities. The custodian assigned to the athletic department shall assist in control and maintenance; however, HEAD COACHES are directly responsible for the supervision and behavior of their athletes while using the facilities.

A. GYM

1. Clearance for facility usage through Athletic Director and appropriate keys signed out from the main office. Teams conducting in-season training will have priority over teams conducting out of season training.
2. Practice sessions in the gym may be closed (all doors shut) due to too many outsiders hanging around and for security / safety of athletes. This is a coach's choice.
3. All posted gym rules will be followed:
   a. Only authorized shoes allowed on the courts.
   b. **NO FOOD OR DRINKS ALLOWED.**
   c. No spitting or gum chewing allowed.

B. WEIGHT ROOM

1. Weight rooms may only be used with adult supervision (coach / trainer).
2. No spectators will be allowed for safety reasons.
3. All weight room rules will be followed:
   a. **NO FOOD, DRINK, OR GUM** will be allowed in the weight room (water will be allowed).
   b. YOU must have a towel to wipe down machines after each use (keeping the weight room clean and sanitary will be everyone's job that uses it).
   c. You must have a partner to ensure individual safety and proper technique for each lift.
   d. Proper behavior must be displayed at all times to ensure safety for everyone.
   e. Place weights back where they belong after each use.

C. LOCKERS, FIELD AND COURTS

1. Athletes are to keep their lockers LOCKED at all times and keep belongings in the locker. Loss of valuables is to be reported to the Head Coach immediately.
2. Coaches office is reserved for members of the coaching staff. Athletes are not to enter without permission from the coaches or Athletic Director into any of the offices, equipment rooms, or storage areas.
3. Facilities will be maintained by keeping areas clean and picking up all litter at the end of every practice. Spikes or cleats are not to be worn / washed in the shower room.
4. To prevent injuries, ball playing and excessive fooling around is forbidden.
5. Coaching staff will ensure securing of facilities, lights, and gates upon leaving.
6. Marking of fields will be the responsibility of the Head Coach and his / her staff. In addition, the Head Coach will ensure the set-up and removal of all equipment from the field or court.

D. OTHER FACILITIES

1. Reservations of site must be coordinated with the Site Administrator and the Athletic Director a minimum of four (4) weeks prior to the scheduled event. Information needed, will be dates of activity, time of practice / games, and facilities needed.
Request for facility usage form will be submitted through the Athletic Department to the Site Administrator.

2. Rules and Regulations as set by Site Administrators will be strictly adhered too. This applies not only to our teams but also to other teams utilizing the site for games. Coaching staff will be responsible for enforcing all rules and regulations, visual inspection of the facility before leaving and all appropriate closing and locking procedures.

VIII. ATHLETIC AWARDS

A. VARSITY
Head Coaches are responsible for developing criteria for qualification of the athlete to earn his/her Varsity Awards. The Athletic Director prior to the start of the season will approve these criteria. Awards are:

1. Qualification on first Varsity team:
   - 6” letter
   - Individual Sport Pin

2. Qualification on 2nd, 3rd, and 4th year on each Varsity team:
   - Service Bar

B. JUNIOR VARSITY
Certificate of participation in first sport and at each sport of the JV level:

C. SPECIAL AWARDS
Special Awards are encouraged in each sport as a way of identifying and recognizing our athletes.

1. Outstanding Male/Female Senior Athlete – this award will be given to a senior who has achieved excellence in their sport during their high school career.
   a. Male/Female deemed most outstanding in the sport.
   b. Scholastically maintaining a 3.0 minimum GPA, practices good attitude, behavior and sportsmanship.
   c. Should be in good standing throughout the school year; deficiencies or detentions will count against the athlete.

2. Outstanding Male/Female Athlete Scholar
   a. Scholastically the student should have a minimum of a 3.0 GPA or above over a minimum of 3 consecutive quarters.

3. Outstanding Varsity Player Awards (will be chosen by coach)
   a. Athlete must have 2.0 GPA and in good standing with the school.

Baseball     Basketball (m/f)     Bowling (m/f)
Cheerleading Cross Country (m/f)     Football (def./off.)
Golf         Riflery             Soccer (m/f)
Softball     Swimming (m/f)      Tennis (m/f)
Track & Field (m/f) Volleyball (m/f)     Wrestling (m/f)
Paddling     Judo (m/f)         Water Polo (f)

D. OTHER AWARDS
As needed.
**Awards Distribution**—All athletic awards will be provided to coaches for distribution after the season. The Head Coach is responsible for providing accurate information on the award status of each athlete.

**Miscellaneous Rulings**
1. Special cases involving awards shall be decided by the Athletic Director after consultation with the coach.
2. Disciplinary Action: The Athletic Director and the Head Coach reserve the right to deny an athlete an award when his/her conduct may be considered detrimental to the proper school citizenship. Any player who sustains a serious disciplinary action by the administration may forfeit all claims to any of the athletic awards.
3. Change of Status: When an athlete advances from junior varsity to a varsity team in the same year and sport, the award will be determined by the amount of time spent on each team. Over half the season must be spent on the varsity team to be eligible for the varsity letter.

**IX. FUNDRAISING ACTIVITIES AND PROJECTS**
All money raising activities and projects for athletics must be approved by the Head Coach of each sport and the Athletic Director.

**A. GENERAL FUNDRAISING GUIDELINES:**
Each coach should insure:
1. SAF (Money Raising Activity) is submitted to the Athletic Director for approval at least 2 weeks prior to the start of the project.
2. Monies raised are to be used PRIMARILY for travel purposes (pre/post season games) to help defray the cost of air/ground transportation, hotel expenses and meals.
3. Monies are to be deposited into the proper account no later than 1 week after the completion of the fundraiser. Each team will have a separate account within the main account.
4. Fundraising monies cannot be used for post-season parties or for personal items such as T-shirts, jackets or articles of clothing that will remain in the athlete’s possession.
5. All transactions will be monitored according to generally accepted good accounting practices.
6. The Kealakehe Booster Club is not directly affiliated with the high school. However, when its efforts support athletics at the school, the Athletic Department expects these guidelines will be followed within the constraints of its Booster Club charter.
7. Any violation of these guidelines may result in the loss of the following; funds received, further fundraising opportunities and possible termination of coaches.

**B. PRE-SEASON AND POST-SEASON COMPETITION**
The Athletic Department recognizes the value of pre-season and post-season competition in the development of the program for any sport. The Athletic Department does not receive financial resources to support the funding of any pre-season or post-season competition for any sport.
1. **ALL** expenses associated with both pre-season and post-season competition must be paid for by fundraising monies through team efforts approved by the Athletic Director in accordance to General Fundraising Procedures of the Athletic Department.
2. Teams that have not raised sufficient funds to cover any pre or post-season competition must require each team member to be financially responsible for any difference between the cost of competition and funds raised.

3. Fundraising events should be planned well in advance of the time the monies are needed with a “contingency plan” if the monies initially raised are inadequate.

The Athletic Department will provide administrative resources to support EVERY team’s individual fundraising efforts. The Athletic Department will attempt to establish a general fund for pre/post-season play through major, seasonal events and the development of business sponsorships. When available, the Athletic Department will allow the purchase of discounted travel coupons at State contract prices through the Athletic Director.

X. JOB DESCRIPTIONS

A. ATHLETIC DIRECTOR
The Athletic Director is responsible for the organization and successful functioning of all athletic activities as outlined in this handbook. He/she is directly responsible to the Principal for all phases of his work involving staff and students of the school, the community, and for all league and non-league activities.

The Athletic Director is not expected to personally direct all of the activities mentioned. It is through organization, direction, delegation and supervision that all areas of responsibilities will be met.

B. ASSISTANT ATHLETIC DIRECTOR
The assistant is directly responsible to the Athletic Director and shall administer the athletic programs in the Athletic Director’s absence. Some duties, but not limited to, will include administering the home game or meet of the sports in which he/she is directly related to in the absence of the Athletic Director. Be responsible for the organization and actual grade checks for student athletes. Perform any other duties assigned by the Athletic Director and administration.

C. ATHLETIC TRAINER
1. Read and be accountable for Major Duties and Responsibilities outlined by the D.O.E.
2. Record keeping for all athletic physical forms, parent release forms and medical insurance coverage for athletes.
3. Establish rules for use of rehabilitation and treatment room with consultation of Athletic Director.
4. Conduct taping sessions for coaches.
5. Instruct coaches on the use of equipment in rehabilitation room.
6. Consult with physicians on treatment and progress of athlete and recovery progress. Report progress to coaches and Athletic Director.
7. Attend all games and practices as organized by BIIF Executive Secretary, Athletic Director, and other athletic trainers.
8. Any other duties assigned by Athletic Director or administration.

D. HEAD ATHLETIC COACH
1. GENERAL:
   a) The success of athletic programs has a strong influence on the community’s image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performances is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
b) The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
c) In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
d) Has a thorough knowledge of all DOE and BIIF athletic policies and is responsible for their implementation by the entire staff of the sports program.
e) Understands the proper administrative line of command, and refers all requests or grievances to Athletic Director and/or Assistant Athletic Director.
f) Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to ensure staff awareness of overall program.
g) Trains and informs staff, encourages professional growth by encouraging clinic attendance according to athletic department policy.
h) Delegates specific duties, supervises implementation, and at season’s end, evaluates all assistants.
i) Perform such other duties, which may be assigned by the athletic director.

2. ADMINISTRATIVE DUTIES:
   a) Assists the athletic director in scheduling, providing transportation and requirements for tournament and special sports events.
   b) Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times.
   c) Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
   d) Provides proper safeguards for maintenance and protection of assigned equipment site.
   e) Advises the athletic director and recommends policy, method or procedural changes.

3. RESPONSIBILITIES OF STUDENTS:
   a) Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
   b) Gives constant attention to their grades and conduct.
   c) By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
   d) Initiates programs and policies concerning injuries, medical attention and emergencies.
   e) Completes reports of all disabling athletic injuries on proper forms and submits to athletic director within 24 hours.
   f) Directs student managers, assistants and statisticians.
   g) Determines discipline, outlines procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
   h) Assists athletes in their college or advanced educational selection.
   i) Implements school conduct code. Outlines’ due process when the enforcement of discipline is necessary. Contacts’ parents when a student is alleged to have violated the athletic code. Notifies’ Athletic Director and/or Assistant Athletic Director within 24 hours of alleged offense.
4. **FINANCE AND EQUIPMENT:**
   a) Participates in the budget process with the Athletic Director. Recommends equipment guidelines, as to the type, style, color or technical specifications. Is responsible for operating within budget as determined by athletic director.
   b) Is accountable for all equipment and collects the cost for any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records.
   c) Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing.
   d) Permits athletes to be in authorized areas at the appropriate times and monitors behavior.
   e) Examines locker room before and after practices and games. Checks on general cleanliness of the facility.
   f) Secures all doors, lights, windows and locks before leaving building.
   g) Instills in each player a respect for equipment and school property, its care and proper use.

5. **PUBLIC RELATIONS:**
   a) Organizes parents, coaches, players and guests for pre-season meetings.
   b) Promotes the sport within the school by recruiting athletes that are not participating in sports. Promotes sports outside the school through news media, league programs or in any other publicity vehicle.
   c) Ensures quality, effectiveness and validity of any oral or written release to local media prior to submitting to athletic director for release.
   d) Maintains good public relations with news media, booster club, parents, officials, volunteers and fans.
   e) Presents information to news media concerning schedules, tournaments and results according to Kealakehe Athletics Media Release Protocol.

E. **ASSISTANT COACHES**

1. **DUTIES AND RESPONSIBILITIES:**
   a) Has thorough knowledge of all DOE, BIIF and Kealakehe High athletic policies and is responsible for its consistent implementation.
   b) Understands the proper administrative line of command and refers all student and parent request or grievances through proper channels. Is aware of all meetings that require attendance.
   c) Maintains discipline and works to increase morale and cooperation within the school sports program and school community.

2. **ADMINISTRATIVE DUTIES:**
   a) Assists the Head Coach in scheduling, providing transportation to tournaments and special sports events.
   b) Assists in preparation for scheduled sport events or practices and adheres to scheduled facility times.
   c) Provides documentation to the Athletic Director needed to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
   d) Provides proper safeguards for maintenance and protection of assigned equipment sites.
3. **STUDENT RESPONSIBILITIES:**
   a) Provides training rules and other sport specific regulations to each candidate.
   b) Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant.
   c) Directs student managers and statisticians.
   d) Implements school conduct code. Outlines due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated the athletic code. Immediately notifies Head Coach of violation.

4. **EQUIPMENT AND FACILITIES:**
   a) Is accountable to the Head Coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing, marking and storing of equipment and submits an annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment.
   b) Permits the athletes to only be in authorized areas of the building at the appropriate time and monitors behavior.
   c) Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
   d) Secure all doors, lights, windows and locks before leaving building.
   e) Instills in each player a respect for equipment and school property, its care and proper use.

5. **PROGRAM RESPONSIBILITIES:**
   a) Assists the Head Coach in carrying out his/her responsibilities.
   b) Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the Head Coach.
   c) Maintains a record of team statistics and requirements for lettering.
   d) Works within the basic framework and philosophy of the Head Coach of that sport.
   e) Attends all staff meetings
   f) Supervises players before and after practice. Adequately prepare and help players.
   g) Helps in the planning and implementation of both in-season and out-of season conditioning and weight programs.
   h) Strives to improve skills by attending clinics and using resources made available by the Head Coach.
   i) Attends contests of other teams in the program when possible.
   j) Performs other duties that are consistent with the nature of the position and that may be required by Head Coach.

F. **EQUIPMENT MANAGER**
   1. Works with coaches in selecting and ordering athletic equipment in accordance with athletic department purchase policy.
   2. Assists Head Coaches in inventory and storage of all athletic equipment for each varsity sport.
   3. Repairs equipment when feasible.
   4. Recommends to Athletic Director when equipment is to be reconditioned and/or replaced in accordance to NOCSAE and school policy.
   5. Controls the use of laundry equipment and keeps it in working condition.
   6. Assists coaches in proper fitting or equipment.
   7. Trains team managers in proper use, care and maintenance of equipment.
8. Submits to the Athletic Director a list of all lost/non-returned equipment and names of team members who were issued the equipment.

G. CHEERLEADING COACH
1. Responsible for the directing, supervising and sequential training of cheerleaders.
2. Responsible for the conduct of the cheerleaders at practice sessions and at all contests.
3. Leads and directs the cheerleaders in such a way as to encourage good sportsmanship by example and leadership.
4. Conducts self before the students and the community so as to instill respect and good sportsmanship.
5. Assumes responsibility for an energetic public relations program for the cheerleaders and their activities.
6. Responsible for uniform and supply acquisition, inventory and maintenance.
7. Sees that the cheerleaders carry out all duties set forth in their constitution.
8. Conducts a two-week clinic for tryouts of cheerleaders in the spring of the year and arranges for all judges for the tryouts.
9. Responsible for ordering (Athletic Director approved) and issuing awards to deserving cheerleaders.
10. Responsible for any other duties relating to cheerleaders as may be directed by the Athletic Director and/or Assistant Athletic Director.

H. VOLUNTEER COACH
1. Assist the Head Coach with duties assigned to you by the Head Coach.
2. Understand and cooperate with the restriction of a volunteer coach.
3. Volunteer Coaches must abide by the following rules:
   a) Assist the Head Coach and support his/her philosophy.
   b) Work with athletes in the manner in which the Head Coach desires.
   c) Communicate with the Head Coach concerns at the appropriate time and in the appropriate manner.
   d) May not be on the bench/restricted sideline area during a game.
   e) May not be involved in the game calls or strategies.
   f) Must meet DOE Fingerprints and background check.

I. PARENT(S) / LEGAL GUARDIAN(S)
1. Be positive in encouraging your child, team and coaching staff. All participants are trying to do their best. Players and coaches do make mistakes and failing is a part of all athletics.
2. Keep all remarks positive; you may be sitting next to someone’s parents who believe their child is doing their best.
3. Play and active role in promoting academic eligibility for your child.
4. Be supportive on the sideline with pride and be able to accept defeat with dignity and a victory with humility.
5. Judging coaches is natural, do so in the appropriate time and manner, and judge for an entire game or season, not one play.
6. If you have any concerns, please contact the person directly involved. Coaches should be available before or after practice. Please do not disrupt practice for something that can be handled at a different time. If you have concerns about the athletic department, please contact the Athletic Director. Athlete’s safety is our top priority and any concerns should be brought to our attention immediately.
7. Help us by picking up your child promptly after practice and games. Coaches are directed to stay until all athletes are picked up. Chronic lateness will result in discipline and severe cases may result in removal from the team.
8. Make every effort to attend all games. Your child appreciates your interest and needs your support.
9. Find out what the Athletic Department is doing and where your help is most needed.
10. Please follow washing instructions for uniforms. They are very expensive and can’t be replaced easily.

J.  **ATHLETE**
1. Shall remain eligible academically, psychologically, physically, and socially.
2. Shall abide by all of the policies and regulations as specified in the handbook and individual team policies.
3. Will be responsible for arranging and paying for his/her physical exam and submit the physical card COMPLETED to the coach prior to turning out for the team.
4. Will follow a proper diet as recommended by the coach/trainer and good health practice to prevent injuries/illness.
5. Shall take care of and **RETURN** all uniform and equipment **CLEAN** at the end of the season. Loss or damaged items will be the responsibility of the individual. Replacement of lost items will be assessed the current market replacement cost.
6. Adhere to the Players Agreement and abide by the Kealakehe High School Discipline Plan, BIIF Eligibility requirement, HHSAA and Team rules as set by the Head Coach. Loyalty to the team, teammates, coaches and school is expected.
7. Shall forfeit his/her privileges granted in the event he/she becomes ineligible in a sport.

XI. **MEDIA RELATIONS**
A. **LEAGUE**
The Executive Secretary of the BIIF is the official representative and spokesperson and will address the media on all league related concerns. Athletic Director, coaches and players should direct the media to the executive director on any and all league issues.

B. **KEALAKEHE HIGH SCHOOL**
The Principal and/or Athletic Director are the official representatives of the high school athletic department and will address the media on all school issues. Individual coaches and players opinions are not always the schools official stand on the issues and should never be discussed with the media. Coaches are directed to speak with the Athletic Director and Principal about any concerns they may have.

C. **COACHES / ATHLETES**
May comment on individual games or performances.
KEALAKEHE HIGH SCHOOL ATHLETE / PARENT AGREEMENT
WaveRider Athletics

VISION: Student/athletes will develop physically, psychologically, and socially through participation in athletics.

MISSION: To create an athletic program that encourages participation, exhibits sportsmanship, and fosters competition.

As a representative of Kealakehe High School and WaveRider Athletics:
- I understand that education through academics is the first goal of the school and respect for teachers and educators is expected at all times.
- I understand that training rules and team policies are the foundation for building successful programs and the use of drugs and alcohol has a negative effect on an athlete’s ability to perform at their best.
- I will promote good citizenship and model appropriate sportsmanship.
- I will accept the challenge of competition with the understanding that success is measured by commitment, courage, and effort.
- I will show respect for the opposing team, community and facilities.
- I acknowledge that hard work and dedication to attend every practice will produce a more competitive athlete.
- I believe a positive attitude for teammates, coaches and the competition will help create a winning program.
- I will respect the officials and referees for their attempt to make every game fair.
- I understand that each athlete is financially responsible for his/her share of expenses associated with preseason and post season competition.

SPORTSMANSHIP
- Good Sportsmanship is the Number 1 priority of the National High School Federation. Coaches, athletes, and fans are identified as group having a tremendous responsibility to stand tall for Sportsmanship. In part, the National High School Federation has stated that “The values of good citizenship and high behavioral standards apply equally to all active disciplines. Good Sportsmanship is characterized by generosity and genuine concern for others, and it is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.”
- Any coach, player, or fan who blatantly shows poor sportsmanship at an athletic event will be subject to disciplinary action governed by the School Administration, School District Office, and the Big Island Interscholastic Federation (BIIF).

CONCLUSION
In order or an organization to have any chance to succeed, there must be a certain presence of structure and discipline. The sole purpose of this contract is to firmly establish an open means of communication between our Athletic Program, Coaching Staff, the athlete, and the parents regarding team rules and regulations, and team member expectations. There is nothing more important to our Athletic Program and Coaching Staff than the overall welfare and development of the student-athlete. In order for a group of individuals to function together as a team there must be a bond of unity, trust, loyalty, accountability, and responsibility. Our Coaching Staff believes that participation in athletics is a special opportunity that is earned by dedication, hard work, and discipline. We will ask each student-athlete to discipline his/herself in following our team rules, as we feel these rules are geared toward not only helping the individual grow and develop, but also in progressively developing the overall team concept.

I along with my parent(s) / guardian(s) have read and understand the KEALAKEHE HIGH SCHOOL WAVERIDER ATHLETE / PARENT AGREEMENT and we agree to comply with the rules and regulation therein. Mahalo!