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Legacy of a Princess

Princess Bernice Pauahi Bishop was the great-granddaughter and last direct royal descendant of Kamehameha I. During her lifetime, she witnessed a rapid decline of the Hawaiian population. With that decline came a loss of Hawaiian language, religion, customs and most of all—spirit.

Despite the dire condition of her homeland and its people, the princess envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Princess Pauahi articulated her vision in her last will and testament. She placed more than 375,000 acres of inherited Kamehameha lands in a perpetual endowment with one purpose: to create schools to improve the capability and well-being of Hawaiians.

In 1887, three years after her death, Princess Pauahi’s vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha Schools for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

Today, Kamehameha Schools is the largest private landowner in the state of Hawai`i. Income generated from its residential, commercial and resort leases, as well as diverse investments, fund the schools’ educational programs and services.

Kamehameha Schools currently operates K-12 campuses on O`ahu, Maui and Hawai`i Island with a total enrollment of 5,400 keiki. It also operates 31 preschool sites enrolling 1,500 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

In addition to its preschool and K-12 programs, KS also serves thousands of additional learners by providing educational opportunities through summer enrichment programs, community education programs, financial aid and post-high scholarships.

Christian and Native Hawaiian cultural values and practices as well as service learning are integral to KS programs, both on campus and in the community. It is the policy of Kamehameha Schools to give preference to applicants of Hawaiian ancestry to the extent permitted by law.
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A Message To Our Coaches...

Welcome to the Kamehameha Schools ‘ohana. We sincerely hope that your association with Kamehameha will be a rewarding and gratifying one as together we carry out the wishes of our benefactress, Ke Ali‘i Bernice Pauahi Bishop. As set forth in her will in 1884, Mrs. Bishop directed,

"I desire my trustees to provide first and chiefly a good education in the common English branches, and also instruction in morals and in such useful knowledge as may tend to make good and industrious men and women."

Through a continuous review of Mrs. Bishop’s will, the trustees have determined our mission to be as follows: "to fulfill Pauahi’s desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry."

Therefore, it is our desire that the athletic program complies with the spirit of Mrs. Bishop’s will. In doing this, we recognize that our greatest asset in carrying out Mrs. Bishop’s wishes and our stated mission is Kamehameha’s people – such as you, our coaches. Each of us has roles and responsibilities to fulfill, and, as a coach, your assignments here at Kamehameha are carried out according to the season of your sport. And although your employment with Kamehameha may be for a short duration, it is still essential that we all do our part to ensure that Mrs. Bishop’s legacy continues forever.

This handbook has been prepared to provide you with general and specific information about the overall administration, policies and procedures of our athletic program here at Kamehameha. The information contained within this handbook has been entirely adopted by the standards set forth by the NIAAA (National Interscholastic Athletic Administrators Association) Publishing Committee (1985); and modified to fit our athletic program needs, as well as to be in conformity with KS policies.

The information is intended to answer the most frequently asked questions about policies and procedures of our athletic program at Kamehameha. It is not intended to be a substitute for meaningful open and frequent communication between you and your supervisor. If there are questions that this Handbook does not answer, we encourage you to seek the assistance of the Athletic Director.

We hand this book over to you as an informational resource to help you as you embark on your new journey as a coach, and as a member of Kamehameha. We encourage you to take personal responsibility for reading the information provided within the Coaches Handbook. Kamehameha’s success in accomplishing its mission is dependent upon the contributions of its people. Please keep this Coaches Handbook handy as you join us in helping to contribute our share of perpetuating Mrs. Bishop’s legacy by keeping her hopes and dreams alive for those who follow after us. We appreciate your kokua and dedicated efforts on behalf of Ke Ali‘i Pauahi’s beneficiaries.

Best wishes for a successful season.

Imua Kamehameha!
STATEMENT ON THE ATHLETIC COACHES HANDBOOK

This Handbook provides coaches with information regarding Kamehameha's Athletic Department policies and services and is intended to supplement the Employee Handbook. Any inconsistencies or ambiguities between the two Handbooks, including disciplinary actions, will be governed by the Employee Handbook. This Handbook supersedes any prior Handbooks. Kamehameha needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of Kamehameha. Because of that, this Handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. Coaches are encouraged to consult with the athletic directors if they have any questions about this Handbook, need an update, or need further information about a specific policy or rule discussed in this Handbook. All coaches are expected to be familiar with all information contained in the Handbook.

Because this Handbook provides you with a general overview of our procedures, it is not designed to cover every situation you may face as a member of the KS coaching staff, nor is it designed to be an employment contract between you and Kamehameha Schools.

Please note that the policies and procedures referred to in this Handbook are internal to Kamehameha Schools and should not be shared with those individuals who are not Kamehameha Schools faculty and/or staff members. Current versions of all KS policies and procedures can be found online at http://ksonline.ksbe.edu/policies/home

Coaches' Acknowledgement Form

Inserted within this Handbook is a Coaches' Acknowledgement form. This form lets us know that you have read, fully understand, and support the information contained in the Coaches’ Handbook. Please read and sign the form and return it to the Kamehameha Schools Maui Athletic office. Once your signed acknowledgement is received and other KS athletic requirements are fulfilled, you may begin as a Coach in our KS athletic program.

This Handbook is the property of Kamehameha Schools and must be returned to the Athletic Director upon termination of employment or upon request of the Athletic Director.
KAMEHAMEHA’S MISSION

Kamehameha Schools’ mission is to fulfill Pauahi’s desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry.

KAMEHAMEHA’S VISION

Kamehameha Schools is a dynamic and nurturing learning community committed to educational excellence. We assist people of Hawaiian ancestry to achieve their highest potential as “good and industrious men and women.” We do so by contributing to their development as people who are:

- Grounded in spiritual and Christian values;
- Intellectually, emotionally and socially self-reliant;
- Resourceful, resilient, life-long learners;
- Equipped with the skills they need to succeed in endeavors of their choosing;
- Responsible, ethical, contributing members of their multi-cultural and diverse communities, and
- Prepared to practice and perpetuate the Hawaiian values and traditions of Ke Ali’i Pauahi.

KAMEHAMEHA’S VALUES

Great was Pauahi’s love for God and the Hawaiian people, whom she served. Because she valued the pursuit of knowledge, she believed that education would be the key to their well-being. Pauahi was blessed with much worldly wealth and understood that this blessing was accompanied by profound responsibility. Therefore, it is fitting for the Kamehameha Schools ‘ohana, called upon to carry her legacy forward, to humbly do so through good thoughts and deeds that reflect the values of stewardship in her will.

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Ke Ali‘i Pauahi. Aloha, love and respect for the Lord, our natural world, and one another, is our foundation. ‘Imi na‘auao, the quest for knowledge and enlightenment, is essential for an educational institution such as Kamehameha. Mālama, caring for one another and all aspects of Pauahi’s legacy, will enable our institution to flourish. ‘Ike pono urges us to integrate our intellect and our intuition. Kuleana denotes the responsibilities, which accompany our blessings. Let us ho‘omau, persevere, with ha‘aha’a, humility, in all that we do.
KAMEHAMEHA’S PHILOSOPHY OF EDUCATION

‘O ke kahua ma mua, ma hope ke kūkulu.
The foundation comes first and then the building.

The belief statements of our Philosophy of Education are inspired by the example of our beloved Princess Pauahi and are based on sound educational principles. The philosophy provides the foundation upon which Kamehameha Schools builds its educational practices.

We believe that Kamehameha Schools as a Hawaiian institution and its learners have a responsibility to practice and perpetuate ‘Ike Hawai’i as a source of strength and resilience for the future.

Therefore Kamehameha Schools will:

- Foster pride in the Hawaiian culture, language, history and traditions that serve as its foundation.
- Integrate ‘Ike Hawai’i into its educational programs and services.
- Provide the necessary learning opportunities, resources and training to deepen the understanding of ‘Ike Hawai’i.
- Strengthen the relationship and the responsibility of its learners to the ‘āina, its resources and traditions.

We believe that every learner possesses a unique combination of talents, abilities, interests and needs and that each is able to achieve higher levels of excellence.

Therefore, Kamehameha Schools will:

- Acknowledge the uniqueness of each learner.
- Assist each learner in achieving core understandings and skills.
- Offer enrichment opportunities to encourage each learner to develop individual talents and interests.
- Strive to be available and affordable to encourage broad participation of the learning community.

We believe that the earliest years of a child’s life are the most critical to development and set the stage for future learning.

Therefore, Kamehameha Schools will assist by providing early childhood educational services that support families as the primary educators of their children.
We believe that positive and nurturing relationships are an essential foundation of learning.

Therefore:

- All members of the Kamehameha community that includes learners, staff, families and alumni are role models and will demonstrate attitudes and behaviors consistent with Hawaiian and Christian values.
- All will develop and support positive connections and interactions with learners.

We believe that all learners create meaning by building on prior knowledge, actively using their learning in personally relevant ways and contributing positively to the global community.

Therefore, Kamehameha Schools program will:

- Support the learning process through a diverse and integrated curriculum and a range of services that are enhanced by the use of relevant technologies, real-life connections, and authentic experiences.
- Encourage learners to use their learning in service to their ‘ohana, the community and the world.

We believe that the quality of instruction is enhanced by collaboration, professional development and the application of research based practices.

Therefore, Kamehameha Schools will:

- Provide time and resources for professional development and collaboration.
- Support and engage in research and evaluation activities to improve the quality and effectiveness of education.
- Extend professional development opportunities to its learning communities.

Each member of the learning community will commit to ongoing professional development and collaboration to optimize learner success.

We believe that education is enhanced by involvement of the learner and all members of the learner’s community.

Therefore, Kamehameha Schools programs will:

- Provide opportunities for learners to share in and assume greater responsibility for their own development.
- Promote the active involvement of families.
• Encourage open communication and seek input from those impacted.

We believe that the effectiveness of our institution in meeting its mission is enhanced by collaboration and partnerships.

Therefore, Kamehameha Schools will:

• Recognize and encourage the good works of other programs and institutions.
  Contribute to building a network of services to meet the life-long educational needs of Hawaiians.

KAMEHAMEHA’S STUDENT EXPECTATIONS

To provide a positive educational experience for your child, we must create a safe, orderly environment in which individuals show respect for one another. To achieve this, we hold students responsible for their behavior both in and out of the classroom. This section will familiarize you with the learning and behavioral expectations we have of our students.

School-Wide Behavioral Expectations

School-Wide Behavioral Expectations Kamehameha Schools’ disciplinary policies are grounded in the belief that self-discipline is the mark of maturity and positive character development. Therefore, it is important that all students behave in accordance with the core ethical values that guide the Kamehameha community. By adopting the following values, students help make Kamehameha a great place to learn and prosper.

Student Code of Conduct

Students should show respect for established standards of citizenship. Although specific rules are few, children are expected to:

- Respect the rights of others
- Do nothing that will hurt anyone
- Do nothing that will interfere with the work of other students
- Be courteous to adults and peers
- Use language that is not offensive to adults and peers

The following rules apply to campus, school, and bus riding:

- A good citizen is someone who does their best work. (pa’ahana)
- A good citizen is someone who cares for others, is mindful of everything around them, and is careful in language, action, and deed. (mālama)
- A good citizen is someone who listens carefully and follows directions. (ho’olohe)
- A good citizen is someone who shows kindness and friendship by sharing and helping others. (kōkua and lokomaika’i)
- A good citizen is someone who is courteous and polite. (ho’okipa and ha’aha’)
LEAGUE AND AFFILIATIONS

The Maui Interscholastic League (MIL)

Kamehameha Schools Maui is a member of the Maui Interscholastic League (MIL) which is comprised entirely of a mixture of public and private schools on the island of Maui. As a member of the MIL, Kamehameha Maui adheres to the rules of the National Federation of State High Schools Associations (NFHS) and the Hawai‘i High School Athletic Association (HHSAA).

The National Federation of High Schools (NFHS)

The NFHS is a non-profit organization that mandates games rules for all interscholastic sports. It is both a service and regulatory agency that ensures team work on the part of more than 20,000 schools nationwide and enables schools to formulate policies for the improvement of interscholastic activities.

The Hawaii High School State Athletic Association (HHSAA)

The HHSAA is a member of the NFHS. All Hawai‘i private and public schools are voluntary members of the HHSAA. The goal of the Association is to provide an organization through which schools can work cooperatively to support and promote athletics as an integral part of high school educational programs. The HHSAA operates the state tournaments, hosts a comprehensive website (www.sportshigh.com) that provides general information to the public, as well as information on top athletes, records, team rosters, statistics, photos, and bulletins. The HHSAA also sanctions high school interscholastic athletic events, conducts workshops and conferences for coaches, officials and athletes, provides assistance to leagues that promote sportsmanship and ethics to its membership, and oversees the five interscholastic leagues in the State of Hawai‘i:

- ILH Interscholastic League of Honolulu
- OIA O‘ahu Interscholastic Association
- MIL Maui Interscholastic League
- KIF Kaua‘i Interscholastic League
- BIIF Big Island Interscholastic Federation

ATHLETICS MISSION STATEMENT

Kamehameha Schools exists to carry out in perpetuity the wishes of Ke Ali‘i Pauahi Bishop -- *to educate children and youth of Hawaiian ancestry to become, in her words, “good and industrious men and women.” This will be done through Kamehameha Schools as resources permit.*

The Interscholastic Athletic Program at Kamehameha Schools, is just one avenue of many that strives to:

- help promote the development of a student athlete’s highest potential by providing them with a vast range of opportunities for the students to build individual and team skills;
- experience the thrill of competitive sports;
• learn to cope with victory as well as defeat;
• practice and carry out good sportsmanship;
• instill and hone values necessary for the development of respect for self and others;
• gain respect for authority and rules; and,
• appreciate the benefits of discipline through training, team work, and commitment.

ATHLETICS STATEMENT OF PHILOSOPHY

Kamehameha’s athletic program supplements the Schools’ educational program. Both reflect and represent the standards and values of an institution which exists to promote excellence and responsibility. Student athletes are encouraged to discover and achieve their highest potential with a sense of dignity, respect, pride and compassion, which establishes that mark of responsible citizenship.

Kamehameha continuously strives to develop and maintain a comprehensive athletic program work ethic which encourages the athlete to develop his or her highest potential, respects individual dignity, and contributes to the development of learning skills and emotional patterns that enable student athletes to make the maximum use of his/her education. To accomplish this requires teamwork and an understanding and commitment to a basic philosophy and general code of conduct by student athletes, parents and staff.

ATHLETIC GOALS AND OBJECTIVES

It is our hope that through the experiences gained from participating in Athletics at Kamehameha, the student athlete will develop favorable habits and attitudes that will eventually prepare them for a well-rounded adult life in our society. Participation in interscholastic athletics is a privilege that includes responsibilities to the school, the sport, the team, the student body, the community and the student athletes themselves.

In order to achieve our goals, the student athlete shall learn:

1. **To work with others** – The team and its objectives must be placed higher than personal desires.

2. **To be successful** – We do not always win, but we succeed when we continually strive for excellence. You can learn to accept defeat only by striving to win with earnest dedication. Therefore, develop the desire to excel.

3. **To develop sportsmanship** – We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.

4. **To improve** – As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.

5. **To enjoy athletics** – It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics and to give sufficiently of themselves in order to preserve and improve the program.
To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

SUPPORTING KS ATHLETICS

Role of the Student Athlete

Athletes are looked to as role models, whether they realize it or not. Even in school sports, student athletes serve as role models to the entire student body, as well as the community at large. In addition, athletic events are popular activities for providing learning experiences for participants and spectators. In this regard, the student athlete should practice good sportsmanship. Good sportsmanship requires as much work as any play or skill you will learn as a student athlete. How our school and community is perceived is highly influenced by the good sportsmanship displayed by the athlete. As a representative of Kamehameha, a student athlete’s actions are viewed by family and friends, opposing fans, the local community, and the media. The display of good sportsmanship is the “Golden Rule” at KS: Treat others the way that you wish to be treated, with fairness and respect. To help this happen, the student athlete is held to the following expectations:

- Accept and understand the seriousness of the responsibility as a student athlete, and the privilege of representing Kamehameha and the community.
- Live up to the standards of sportsmanship established by the school administration and coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and peers. This will assist in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way one would like to be treated, as a guest or friend. Who better can understand all the hard work and team effort that is required of the sport?
- Refrain from taunting, trash talking or making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that one would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote the athlete and the sport. Treating them with respect, even if there is disagreement with their judgment, will only make a positive impression of Kamehameha, the athletes, their teams, and the school in the eyes of the officials and all people at the event.
- Win with humility, lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

STUDENT ATHLETE CODE OF CONDUCT

Participation on any athletic team or squad at Kamehameha Schools is indeed a privilege and all athletes must earn the right to represent Kamehameha by conducting themselves appropriately so that the image of our Schools would not be tarnished in any manner. Thus, providing for the
Discipline of student athletes in extracurricular activities both on and off campus is a necessary part of any school athletic program.

Inappropriate behavior by a student athlete is subject to discipline as set forth in the Student and Parent Handbook. In addition to the disciplinary policies set forth in the Student and Parent Handbook, student athletes may be disciplined for a variety of infractions specific to athletic related activities. Such examples include, but are not limited to:

- Failure to follow established rules
- Inattention to directions
- Horseplay
- Unsportsmanlike conduct
- Inappropriate language and gestures (profanity, swearing, verbal abuse)
- Academic or conduct probation
- Unexcused absences or tardiness to practice
- Destruction or damage to KS property or equipment
- Harassment, intimidation, bullying, or hazing

Possible disciplinary consequences, (Depending on the severity and/or frequency of infraction), may include, but are not limited to:

- Verbal warning
- Written reprimand
- Suspension from the team
- Removal from the team
- Restitution

Investigations will depend on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of all parties. If the disciplinary consequence results in suspension or removal from the team, that information will be communicated to parents first verbally and then with a written, follow-up letter.

Kamehameha Schools Athletics may include additional infractions as appropriate to maintain a safe and orderly learning environment, and additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which result in a student’s removal from the team may be appealed to the Principal.

Role of the Parent

A parent or legal guardian’s love, encouragement, and belief in their child’s ability can make a world of difference in their child’s athletic success. Supporting their child will assure that he or she gets the most out of his or her athletic experience. To help this happen, we hold parents to the following expectations:

- **Enforce school rules** - Help children understand and follow the policies and rules contained in the Athletic Handbook For Student Athletes & Parents, as well as the Student and Parent Handbook, and support the school when consequences are invoked for a violation of the policies and rules.

- **Support regular attendance** - Make sure that the student athlete is at team practices, meetings and games on time unless attendance is prevented by an illness, injury or emergency. If unable to attend, please make sure that the coach is notified in a timely manner.
Appropriate Interaction with Staff - Open and respectful communication between parents, coaches, athletes, and/or athletics staff to address in a timely manner issues or concerns that arise can only help to strengthen and enhance a student athlete’s performance. Coaches will do their best to help the athlete achieve his or her highest potential in any of the competitive sports offered at Kamehameha. Ultimately, however, understanding each party’s role both on and off the field and/or court will contribute towards a successful sport season.

Parent–Coach Relationship - During the season, parents may have questions and concerns that they feel need to be discussed with the coaching staff. Please keep in mind that coaches’ are responsible for what is best for the entire team and take into account the needs of the entire team over those of individuals. The following guidelines should be used to determine whether such a topic should be discussed with your child’s coach(es):

**Appropriate concerns to discuss with coaches:**

- Treatment of their child which endangers a child’s well being
- Ways to help their child improve
- Concerns regarding their child’s behavior
- Coaches’ expectations and role for their child and the team
- Ways in which they can help the team (i.e., fundraising, manpower at home games, etc.)
- Their child’s athletic as well as academic progress

**Inappropriate concerns to discuss:**

- Placement on teams (future)
- Playing time
- Coaching strategies used during practice or games
- Other student athletes
- Problems with other coaches (unless an attempt to communicate directly with that coach was unsuccessful)

There may be times when a private conference between coach and parent is needed. In that instance, the parent should ask to speak or schedule an appointment with the coach in private. **The parent should refrain from talking to a coach about concerns before or after a game.** If a coach cannot be reached, parents are urged to contact the Athletic Director at 527-3257 who will assist in arranging the conference meeting. In the event the meeting does not provide satisfactory resolution, or if after meeting the problem continues to exist, parents may contact the Athletic Director for further discussion of the situation or matter.

**Appropriate Behavior and Sportsmanship at Athletic Activities** - Respectful and courteous behavior is expected at all KS sport events and competitions. This includes interactions with opposing players, coaches, spectators and support groups as well as, game/league officials, judges, and referees. Individuals exhibiting unsportsmanlike conduct may be subject to KS or league disciplinary rules, such as removal from games/vicinity/campus, or in serious cases, being banned from any participation in or attendance at athletic events.
Examples of Disrespectful and Inappropriate Behavior

- Taunting, trash talk and other intimidating actions
- Not admonishing those sitting around you who exhibit poor sportsmanship
- Yelling and/or waving arms during opponent’s free throw or service attempt
- Disrespectful and/or derogatory yells, chants, songs or gestures
- Booing and/heckling an official’s decision
- Criticizing officials in any way and/or displays of temper with an official’s call
- Yells that antagonize opponents
- Refusing to shake hands or give recognition of good performance(s)
- Blaming loss of game on officials, coaches or participants and/or displays of temper with coaches
- Laughing or name calling to distract opponent
- Use of profanity and/or displays of anger language toward student-athletes, coaches, officials, and other fans that draw attention away from the game
- Doing own yells instead of following lead of cheerleaders
- Threats of physical harm toward student-athletes, coaches, officials, and other fans
- Involvement in a physical altercation

Role of the Coach

Coaches should motivate the athletes they work with and provide them with information that will allow them to train effectively and improve performance. In this regard, we expect our coaches to:

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards “Practicing good citizenship is practicing good sportsmanship!”
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking and intimidation will not be tolerated.
- Set a good example for players and spectators to follow:
  - Refrain from arguments in front of players and spectators;
  - No gestures which indicate that an official or opposing coach does not know what he or she is doing or talking about;
  - Not throw any objects in disgust;
  - Shake hands with the officials and the opposing coaches before and after the contest in full view of the public, and demand the same of their players.
- Respect the integrity and judgment of game officials by treating game officials with respect, even there is disagreement with the officials’ judgment.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. A coach should confine his or her remarks to game statistics and to the public and to the performance of the team.
• Instruct athletes and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
• Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
• Not be a party to the use of profanity or obscene language, or improper actions.

Role of the KS Athletic Community

It is our expectation that student-athletes, coaches, family & friends, and fans display proper sportsmanship at all athletic contests. In the simplest of terms, we want every student-athlete participant to experience all that interscholastic competition has to offer. The priority is for the competition to remain with the contestants; with no distractions or disturbances due to poor behavior of coaches, family & friends, and fans. We encourage fans to cheer for their teams but not cheer against the opponent and ask that fans show appreciation for good plays from both teams and individual student-athletes. It really is enough to cheer for student-athletes and support their efforts regardless of the outcome of the game.

E lawe lilo ka ha’aheo: No Kamehameha è!
(Take the victory with pride: for Kamehameha!)

OUR ATHLETIC PROGRAM

The Kamehameha Schools Athletic Program offers a broad range of interscholastic sports. The interscholastic Program strives to promote the development of a students’ highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline though training, team work and commitment.

Eligibility to Participate In Athletics

A student athlete who maintains a satisfactory academic and conduct record is considered to be eligible to participate in athletics or represent Kamehameha, subject to the following guidelines:

Pre-season Eligibility Forms - Each athlete participating in a team activity must have the following forms properly completed and current for the academic school year:

1. **Athletic Participation Form (APF):** The APF includes a medical history form, which asks relevant questions about the athlete’s medical history suitable and relevant for participation in student athletics (Part 1), and a medical examination form, which validates that a student has had a current physical examination from a licensed physician (Part 2). The APF must be submitted on a yearly basis to the athletic office prior to practice or conditioning and is valid for 13 months from the date of exam/signature.

2. **PROOF OF MEDICAL INSURANCE COVERAGE** - All student athletes must carry some form of medical insurance coverage, typically through parents’ group medical insurance. Other programs, such as QUEST, are available for those who may not qualify for group insurance. Students who are not insured will NOT participate in any KS athletic program, NO EXCEPTIONS.
If an athlete is seriously injured, he/she must have a doctor's release and clearance from the athletic trainer before he/she can return to practice or compete in athletic contests. PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY AS DEFINED BY THE ATHLETIC OFFICE OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor's release, which must be presented to the athletic trainers and coach prior to the practice or the contest.

3. **Commitment and Agreement:** This form is the student and parent's acknowledgment and agreement to conform their conduct to the expectations set forth in the Handbook.

4. **Student Application and Certification for Athletic Competition:** This form gives the parents'/guardians' permission for participation in athletics, assumption of risk, and permission for medical treatment.

5. **Concussion Management Awareness Acknowledgement:** This form is a formal acknowledgement and understanding by parents and students regarding KS's concussion management program.

6. **Permission for Treatment and Release:** This form allows KS to provide medical treatment to students who are in need of first aid or emergency care.

7. **Other forms as may be approved by the campus athletic office.**

It is the parents/guardians' responsibility to contact the department to update information. Health insurance coverage is required of all KS athletes.

An eligibility list of all collected forms is available to coaches upon request. It is important that coaches inform the athletic training staff to any changes to tryout and final team rosters. If an athlete's forms are not completed, as indicated by the eligibility list, the Head Coach must not allow that student to participate. Updates to a student's participation status will be given to the Head Coach accordingly or by request. One completed copy of the Permission for Treatment Release and Waiver form remains in the possession of the Head Coach (to be placed in the Coaches' Binder) for use during medical emergencies. These forms must be kept close by during any team activity. The athletic training staff does not travel with these forms.

**Final Team Selection** – Participation in athletics is both voluntary and a privilege, and is neither compulsory nor a right. While coaches strive to keep as many students as they can without unbalancing the integrity of their sport, other factors such as time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective team size for any particular sport. Coaches will select their final roster for their teams based on the following considerations:

1. Prior to trying out, the coach shall provide the following information to all candidates for the team:
   i. Extent of try-out period.
   ii. Criteria used to select the team.
   iii. Number to be selected.
   iv. Practice commitment if they make the team.
   v. Game commitments.
2. All student athletes who tryout are considered potential candidates. Therefore, everyone is to be given an equal chance in order for the selection process to be fair and balanced. NO COACH is allowed to have their teams “pre-picked” or selected prior to their actual scheduled try-outs.
   i. Obtain an eligibility form from the Athletic Office prior to your first “Try-Out” date.
   ii. Submit a "try-out" roster or list to the Athletic Office, no later than one (1) week after official practice has begun, so that the Office can verify students eligibility status (i.e., check for valid Athletic Participation Form, grades, etc.) and forward these lists to the locker rooms and athletic trainers.
   iii. Make sure ALL the information that is requested on the eligibility form is filled out COMPLETELY. Don’t forget to denote the managers, statisticians, etc. please remind students to list their legal names, the ones used to register in school, and not their “nicknames” or middle names.

3. When a team cut becomes a necessity, the process will include three important elements. Each candidate shall:
   i. have competed in a set amount of practice sessions;
   ii. have performed in at least one intra-squad game;
   iii. be personally informed of the cut by the coach and the reason for the action.
   iv. "Cut" lists are not to be posted.
   v. Coaches will discuss alternative possibilities for participation in the sport or other areas in the activities program.
   vi. If a coach foresees difficulties arising as a result of team cuts, he/she should discuss the situation with the Athletic Director.

4. The final selection for any team sport shall be made by the coach, subject only to review for good cause by the Athletic Director
   i. In the event an athlete appeals the cut as being unfair, he/she may be granted an additional day to try-out.
   ii. Once the selections for your team are finalized, a completed team roster must be submitted to the athletic office at least ten working days before the first scheduled league event. (See League calendar for dates). Athletic Office staff will compile roster and eligibility list, have Athletic Director and Principal sign, then forward lists to League school.
   iii. ROSTER AND ELIGIBILITY LIST MUST BE ACCURATE.
   iv. Remember to always inform the Athletic Office of any deletions or additions to the roster so that we may be up-to-date. This is very important. Athletes may be ineligible from League competition if a coach has overlooked them; it will hinder them from getting their uniforms and locker or if we need to retrieve uniforms and clear out lockers.

 Participation In Multiple Sports - Student athletes may participate in as many sport seasons as the student and their parents wish them to participate in without influence from any coach to specialize in one sport.
1. Athletes may also participate in more than one sport in a sports season. To be allowed, a student must be in good academic standing and coaches of both sports must work together. The athlete is to choose one sport as the primary sport. Some practice in both sports is required. Ideally a practice and competition schedule will be created prior to the start of both sports’ seasons. All parties involved must communicate openly, effectively and constantly.

2. Although athletes may choose the sport(s) they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes cut from one sport, however, may try out for another sport providing they did not “quit” or were not cut from the first sport for disciplinary reasons.

3. No athlete may start another sport until the previous one has been completed. (Unless approval is given by the current coach)

**Ineligibility to Participate In Athletics**

A student athlete may be deemed ineligible to participate in athletics or represent Kamehameha if any of the following occurs:

1) **NO ATHLETIC PARTICIPATION FORM ON FILE** - Upon notification from the Athletic Office, any student on a roster or list who does not have a current Athletic Participation Form on file, **MAY NOT PRACTICE OR COMPETE UNTIL** they have completed a physical examination and turned in their form to the Athletic Office. This policy is strictly enforced.

2) **ABSENCE FROM SCHOOL** - Students who are **absent from school for more than half of the day** will be considered to have been sick and are **NOT ELIGIBLE TO PARTICIPATE** in any practice or scheduled league event. Students need to have attended at least two (2) or more classes/periods within a school day in order to be eligible to participate in any athletic event. (Exceptions to this policy require the approval of the Principal or Vice Principal.)

3) **STUDENTS ON ACADEMIC OR CONDUCT PROBATION** - Students who represent Kamehameha must be in both good academic standing and behave appropriately.

   1) **ACADEMIC PROBATION** - Students with at least **one (1) “F” and two (2) or more “D” grades** for the quarter will be **INELIGIBLE** to represent the school for a minimum of a **(2) two-week period**.

      a. Students **may continue to practice** with their teams or groups during the ineligibility period. Study Hall (offered daily) will be required.

      b. After two (2) weeks, beginning with the third week, eligibility will be determined if a written clearance from the Principal is obtained. The student must circulate a grade check sheets (or progress reports) to all his teachers, and then submit it to the Principal for their review and/or clearance. **Please remember that Administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore student**


must continue attending study hall for the remainder of the quarter.

c. Student athletes with two or more “F” grades:

  i. **May still participate in PRACTICE but not in any league scheduled COMPETITION** for a minimum of four (4) weeks. Study Hall (offered daily) will be required.

  ii. After four (4) weeks, beginning with the fifth week, eligibility will be determined if a written clearance from the Principal is obtained. The student has to circulate a grade check sheet (or progress reports) to all his teachers, and then submit it to the Principal for their review and/or clearance. Again, please remember that administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.

d. Students on academic probation are not permitted to represent the school in any activities and will have their unscheduled time restricted for a minimum of a two-week period. Administrative clearance to resume participation in activities does not remove the student from academic probation.

e. Students on academic probation are allowed to sit on the bench with the team. However, they are NOT ALLOWED to suit up and wear their uniform. Students on conduct probation are not allowed to sit on the bench with the team.

f. Athletes with a quarter GPA below 2.0 will be ineligible to compete in state tournaments.

2) **CONDUCT PROBATION** - As stated in the Student & Parent Handbook, Conduct Probation is assigned to a student for repeated infractions of school rules or a major violation. Any student who is placed on conduct probation will not be permitted to represent Kamehameha in any activities and will have their unscheduled time restricted for a minimum of a two-week period. During that two-week period, they may practice, but may not compete. Other restrictions, such as no early release from school, no riding with the team, or standing or sitting with the team during games, may be imposed. (The dates and duration of the ineligibility period will be determined by the Principal.)

4) **QUITTING A SPORT**

Being a team member means making a commitment to Kamehameha, the team, teammates, and to the coaches. This commitment begins at the point when team rosters are drawn and then becomes a contract when the teams’ eligibility list is submitted officially. The normal rule for athletes quitting a team is that they make themselves ineligible for any sport during that season which has already begun. If a student should break this contract and decide to quit without school
sanction (i.e., academic difficulties, misbehavior, etc.), then the following conditions will apply:

1) Normally an athlete who is dropped from one squad for disciplinary reasons, or who “ quits” after competition has begun, shall be ineligible to compete in another sport for two additional consecutive sport seasons.
2) He or she will also forfeit any individual or team awards, which may have been earned for that particular sport within that particular year.

**DAY TO DAY STUDENT ATHLETE LIFE**

*Practice Sessions and Schedules*

Student athletes are responsible for attending and participating in all regularly scheduled team practices, which are held after the regular school day, Monday through Friday, 3:30 PM - 6:00 PM. Practices may be scheduled on Saturdays and non-instructional days, at the discretion of the Coach, but no practices will be held on Sunday. Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices. A complete copy of all practice session and schedules is available at the Athletic Office webpage at [http://maui.ksbe.edu/high/athletics](http://maui.ksbe.edu/high/athletics).

The following guidelines are set forth to assist coaches with practice sessions and schedules. For any questions or clarifications, please consult the Athletic Office.

- Before the start of the season, coaches should notify the Athletic Office when there will be the initial sign-up meeting and/or try-outs, so that formal announcements can be made to the students.
- Following the first official practice, each coach shall submit an unofficial “team roster” of all candidates trying out to the Athletic Office.
- Normally practice sessions should be well planned, well structured, and SHOULD NOT EXCEED TWO (2) HOURS, (immediately following the end of the school day) excluding time required for dressing and showering.
- Coaches and managers should be the first to arrive and the last to leave the practice sessions. AT NO TIME ARE ATHLETES TO PRACTICE BY THEMSELVES.
- All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.
- A student absent from school, may not practice on that day unless:
  - he/she returns to school and has attended classes for half of the day;
  - an acceptable parent or doctor’s excuse is submitted to the Athletic Director; and/or they were away on an excused school activity and/ or
  - permission is granted by the Principal or Vice Principal
- Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices.
- Failing to submit your practice schedules may result in NO LOCKER ROOM SERVICES or NO TRAINING ROOM COVERAGE.
**Pre-Season Scrimmages & Schedules**

**Pre-Season Scheduling**
- Interscholastic scrimmages shall be scheduled by the head coach of each sport with the approval of the Athletic Director.
- Verify with the School Calendar, Athletic Office, other level coaches, etc., for any schedule conflicts.
- **All** pre-season schedules need to be submitted to the Athletic Director at least two weeks in advance for their approval, so that follow-up procedures can be arranged by the Athletic Office and Support Staff.

**Pre-Season Scrimmages**
- An “interscholastic scrimmage” is defined as: "A contest in sports in which the rules of the sport are not followed in all respects. The length of the scrimmage cannot equal or approximate actual game conditions."
- A scrimmage may involve any number of teams from various schools.
- Coaches should submit Tournament Schedules for the Athletic Director’s approval. Upon approval, the Athletic Department will process payment for Tournament entry fees.

**Practice Sessions**

**Regular Practice Hours**

ALL ATHLETIC PRACTICES ARE HELD MONDAYS -THRU- FRIDAY FROM 3:30 p.m. -to- 6:00 p.m.

**No later than 6:00 p.m.**

All student athletes should be showered, dressed and out of the locker rooms by 6:15 p.m. Any practices extending after 6:00 p.m., needs prior written approvals from the Athletic Director and Principal.

This policy is implemented for the following reasons:
- The Athletic buses leave campus at 6:30 p.m.
- Many of our students travel a long distance each day.
- Complaints come from parents when practices don’t end on time. Be courteous to all involved in our program.
- Please respect our Athletic Department staff that has the difficult task of washing and putting away all of the student athletes’ practice/game uniforms, coaches’ clothes, towels and other apparel.
- Practice sessions should be well planned, well structured, and should not exceed two (2) hours, (immediately following the end of the school day) excluding time required for dressing and showering.

**Practice Schedules**

- All Head Coaches are responsible for submitting their own general practice schedules to the Athletic Office within (1) one week after the seasonal coaches meeting.
- Normal high school day/weekday practice times - Requests for any practices that will be held outside of the regularly scheduled times of 3:30 p.m. - 6:00 p.m. on weekdays needs to be submitted in writing to the Athletic Office 2 weeks in
ahead for approvals of the Athletic Director and the Principal. Plan ahead, look at school calendar.

Non-School Day Practices includes:
=> (ALL) Saturday Practices
=> “No School Days” (Teacher In-Service Days)
=> Special School functions (i.e., Founders Day, Song Contest, etc.)
=> Evening or Late Practices (With Athletic Director’s approval only).

Weekend Practices

• **Saturday** practices are at the discretion of the coaches and discouraged for High School teams because of the distances some students live from school.

• **Sunday** practices - THERE ARE ABSOLUTELY NO PRACTICES OR LEAGUE EVENTS ON SUNDAYS.
  o Under special circumstances permission to conduct a Sunday or special holiday practice may be granted from the Athletic Director in concurrence with the Principal, the total length of the practice session must be no longer than two (2) hours in duration.

• **Holiday and Vacation Practices**
  o Holiday practices will be permitted only if practice times are submitted to the Athletic Office in at least two (2) weeks in advance.
  o Practices held on special holidays (i.e., Day-after-Thanksgiving), shall be scheduled earlier in the day, and concluded by the 4:00 p.m. closing of the building. (This is to take into consideration the family commitments of team members, coaches, and staff members.)
  o The Athletic Department will be "CLOSED" on the following holidays:
    • Thanksgiving Day
    • (1/2-day) Christmas Eve - (Athletic Facilities close at 12 o’clock noon)
    • Christmas Day
    • (1/2-day) New Year’s Eve - (Athletic Facilities close at 12 o’clock noon)
    • New Year’s Day

Scheduling of Games

The League Athletic Director is responsible for the scheduling of all interscholastic athletic contests for each team within the athletic program for the sport that they are assigned. The League Sports Calendar Schedule should be obtained from the Athletic Office, prior to the start of your official practice session. The operational procedures or your sport is distributed at the respective league sport pre-season coaches meeting. It is also available, upon request, from the Athletic Office.

Cancelling or Postponing League Games

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

• Coaches confer with the Athletic Director. (If unavailable, confer with the Principal.)
• Factors considered in the decision are:
  o Playing conditions of the field.
  o Safe travel for the team.
  o Safe travel for the opponents.
• Safe travel for the officials.
• Safe travel for the students and fans.
• Safe travel for the game workers.
• Damage to equipment.
• Safety to the spectators in or on the school grounds, gym or field.

• After considering all of the aforementioned factors, it will then be up to the Athletic Director or Principal to decide whether to proceed with the game or postpone the game. The Athletic Director will re-schedule the event.
• Any decision to postpone an afternoon game or meet must be made in time to give notification to the visiting school(s).

End of Season Obligations

All head coaches must complete certain end of the season responsibilities in order to consider their coaching assignment finalized. In an attempt to keep the Athletic Director informed about the accomplishments and problems of our programs, all Varsity, JV and Middle School coaches must submit their end of the season evaluation report. These reports can be obtained from the Athletic Office and should be completed in FULL within a 10-day period after your season has ended. The Evaluation Report will include the following:

• A brief summary of the season and suggestions for improving the program.
• Complete inventory of all equipment and supplies.
• Names of squad members - indicate letter winners, captains, managers, etc.
• Schedule played with results of games, meets or matches.
• Special honors received by team members.
• New records set for the season, such as individual performance, team scoring, etc.
• Budget request for the next season. (list all items in priority order)

Failure to comply may affect future assignments and, in some cases, final coaching stipend payment.

As in Pre-season, All Head Coaches are required to attend their respective League sport "post-season" coaches meeting. A review of the operating procedures, as well as any changes, concerns or inquiries are brought to the attention of the League coordinator. Also, All-Star Selections are conducted, therefore, attendance is necessary to ensure KS student athletes get the recognition they deserve. Assistant and volunteer coaches are welcome and encouraged to attend these meetings as well.

Dress Code and Appearance

During all regularly scheduled practices and games, athletes are expected to wear their KS issued athletic uniform, unless special circumstances warrant approval otherwise. During any practice or game, no jewelry of any type is allowed. Items that must be removed include: earrings, necklaces, watches, bracelets, finger rings, toe rings, brow rings, belly button rings, nose rings and tongue piercings. Such items may result in lacerations, severe contusions and/or avulsions to both the student and those around him/her. Covering jewelry is not equivalent to removing jewelry. New piercings and tattoos are considered open wounds and are highly discouraged. Students should ensure proper healing time before participating in athletics. If jewelry is not removed, the student will be removed from participation.

Student Athletes who are members of an athletic team but are not actively participating with their team on any given day must wear their KS school uniform, or when approved, their team t-shirt or polo shirt with school shorts, long khaki pants, or jeans. Shirts shall fall below the
waistline of the student. Appearance must be within the standards prescribed in the Student and Parent Handbook. Failure to abide by the dress code and appearance standards may result in the student athlete's privilege to represent KS at athletic event being rescinded.

**Early Dismissals**

Coaches are asked to schedule games after the regular school day and on weekends during the regular season. There may be times, however, when games may be scheduled that require the student athlete to be released earlier than the end of the school day. Coaches are urged to keep these scheduled games to a minimum and only when absolutely necessary. When a student athlete is released earlier than the end of the regular school day, it is the responsibility of the student athlete to:

- Notify their teacher(s) of periods they will miss.
- Turn in any assignments that are due the day of early release, on the day of release BEFORE leaving for the game.
- Coordinate with their teacher(s) to reschedule any quizzes, exams or presentations scheduled for the day of early release.

Early dismissal lists are compiled by Athletic Administrative Coordinator and sent to the High School Vice Principal. The Vice Principal then forwards the list to the High School faculty and staff. Early dismissal announcements are announced through the high school daily bulletin.

**Admission to Games**

There is an admission fee to attend all regular season games. Athletic Department staff, coaches, athletic trainers, and full time volunteers and their families, will be admitted free of charge for any KS sporting event.

### ACTIVITY PRICES

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<thead>
<tr>
<th>SPORT</th>
<th>ADULTS</th>
<th>STUDENTS</th>
<th>INTER. &amp; BELOW</th>
<th>SENIOR CITIZENS (over 55)</th>
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<tr>
<td>FOOTBALL</td>
<td>$6.00</td>
<td>FREE</td>
<td>$6.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>ALL OTHER SPORTS' TOURNAMENT/PLAYOFFS</td>
<td>$5.00</td>
<td>FREE</td>
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There is an admission fee to attend all state tournament games sponsored by the Hawai’i High School Athletic Association (HHSAA). Information concerning HHSAA-sponsored events are usually made available and/or published closer to the scheduled event. Please check with your coach or the HHSAA website at http://hhsaa.org for more information. Season passes are not honored at HHSAA events.
**Awards**

**General Criteria for Letters**

Coaches will consider the following criteria in the awarding of letters:

- Participant will be in good standing at the end of the season.
- Specific requirements or criteria for earning a letter will be established by all individual head coaches. Athletes should be informed of these requirements prior to the season.
- Responsibilities outlined must be met. Regular attendance and participation. Injury or other valid excuse that keeps participant from completing criteria will be considered.
- Coaches have the prerogative with the approval of the Athletic Director of awarding a letter to a participant(s) other than the specific requirements listed if recipient provides more to the program than regular attendance and participation.

A copy of the requirements for earning a varsity letter must be submitted to the Athletic Director prior to the first league competition. Any revisions must be submitted for approval to the Athletic Director.

*Note:* Managers, statisticians, student assistant trainers and other support positions – All Kamehameha High School students are eligible for a varsity letter if he/she meets the first three items under general criteria.

**General Awards**

**Letterperson's jacket** - Available to all high school letter winners. (Orders handled through Sports Line, a commercial vendor. For more information, please contact the Athletic Office at 572-3110.

**Chenille Letters and Certificates:** - Available to all Varsity, and JV award winners who meet all items under general criteria.

- Varsity Letter- receive a 6" chenille letter "K" (one time), corresponding inserts (pins) and a varsity certificate.
- JV Letter- receive a 4" chenille letter "K" (one time), corresponding inserts (pins) and a JV certificate.

**Taking Photos or Videos at Games**

In general, the taking of photos and videos at all KS athletic events and competitions is allowed, provided that they do not unreasonably interfere in any way with the operations of any athletic event in anyway. You will be expected to comply with the request of any coach, staff member, and/or game/school official to remove or relocate yourself and/or equipment within the competition area. Failure to do so may result in the loss of the privilege to record or attend future athletic activities.

**Potlucks and Snacks**

Because many of our scheduled games/practices are held in areas far from our campus, team potlucks or refreshments after games are allowed (This refers to all home and off campus games). Please ensure that all refreshments are coordinated and arranged through the respective coaches.
**Team Fundraising**

It is KSM Athletics policy that there will be absolutely NO STUDENT FUNDRAISING activities in connection with any KS athletic activity or event.

**Use of the Name “Kamehameha Schools” and the I Mua Warrior Logo**

The name “Kamehameha Schools” and the I Mua Warrior logo (shown below) are registered and protected as trademarks, service marks, and trade names under federal and state law. They are valuable intellectual property of KS and it is important to protect them and use them properly.

![Kamehameha Schools Logo](image)

KAMEHAMEHA SCHOOLS®

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the campus athletic office at 572-3110.

**The Use of Nutritional Supplements**

Nutritional supplements are widely used by athletes in high schools nationwide to enhance strength and endurance during performance. These supplements, however, are not regulated by the Food and Drug Administration (FDA) and may contain potentially harmful ingredients such as (but not limited to) creatine, ephedrine, or excessive amounts of caffeine. Given their widespread use, the National Federation of High Schools (NFHS) strongly recommends that all student athletes and their parents/guardians consult with their physician before taking any supplemental nutrition product. While the use of nutritional supplements does not violate the laws, it is KS policy that KS coaches will not dispense any supplement to a student athlete.

**SAFETY AND SECURITY**

**Reporting School Infractions & Unlawful Activity**

If coaches witness a school infraction or any unlawful activity – including discrimination, harassment, intimidation, bullying, hazing or violence – please report the matter to any fellow coach, the Athletic Director, or the principal’s office immediately to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures. Student suspect(s) will be given the opportunity to explain their views.

After the incident is reported and investigated, administrators may report the offense to local law enforcement officials if the infraction is serious and circumstances so warrant. KS may take disciplinary action, up to and including suspension or release, as determined by KS at its sole discretion. For more information about how to report a school infraction, please contact the Athletic Director or principal’s office.
If you witness non-students engaging in unlawful or suspicious activities such as theft, arson or drug-use please report it immediately to KS Athletic staff, or campus security. In cases of an emergency, contact local law enforcement, fire, and/or emergency services officials.

**Appropriate Interaction with Students**

Athletic staff (coaches, athletic trainers, etc.) that interact with student athletes must ensure that an appropriate teacher/student athlete and adult/child relationship is maintained at all times. If a KS athletic staff member is acting inappropriately towards a student athlete, please report the matter to the Athletics Director. For a listing of specific examples of what may constitute inappropriate behavior, please look at the section entitled “Inappropriate Interaction with Students” under the “Employment Policies” section of this Handbook.

**Right to Search**

Kamehameha Schools is a private educational institution responsible for the safety of its student athletes and faculty members. As such, KS reserves the right to search student athlete lockers, cars, persons and personal possessions if there is a reasonable suspicion that a student athlete is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure student athletes or others. Kamehameha Schools strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

**Visitors & Volunteers**

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for student athletes and volunteers, KS requires every volunteer who will be in direct contact with student athletes for an extended period, and/or on a regular basis, to complete a volunteer information, have a TB test on file, and authorized criminal history record check annually before working directly with student athlete athletes.

In all cases, Kamehameha reserves the right to refuse to allow visitors or volunteers, including parents, relatives or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the student athletes.

**ATHLETIC HEALTH SERVICES**

**Athletic Training Services**

Kamehameha Schools strives to provide a healthful athletic experience for the entire Kamehameha Schools athletic community, consistent with its medical care standards as set forth in the Student and Parent Handbook. In addition to its campus health professional staff, Athletics provides staff trainers, who seek to provide the best healing environment as practicable to return injured or ill athletes to safe competition. This goal requires the cooperation and support of the entire athletic community including athletes, coaches, administration, parents and medical professionals. Athletic training staff will assist the student athlete with prevention and first aid care of athletic injuries and illnesses, and limited rehabilitation and reconditioning, and monitoring return to play. Athletic Trainers work under the direction of the schools Medical
Director, team physician(s), and the student’s private physician. Any injury or illness requiring treatment beyond the scope of athletic training will be referred to the student’s physician or the nearest emergency care facility. Athletes are not to be in the training room unless they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment in the training room is limited to authorized and qualified personnel.

**Priority of Service**

Athletes currently in-season will receive first priority of service to prevent serious injury and/or tardiness to practice or events. Other athletes will be serviced as staffing permits. Due to limited resources, off-season practices and events may not be covered by staff athletic trainers. Thorough coverage will begin on the sport’s official start date as determined by the interscholastic league, and will end on the final day of the sport’s tournament as sponsored by the HHSAA.

When possible, a certified athletic trainer will remain on duty at the school athletic training facility during practices to provide the most convenient access by all teams. Coverage at in-season practice sites will begin when athletic training staff numbers allow, then by level of activity risk.

Event coverage is determined first by location (on campus or off campus), then by level of risk (collision, contact, then non-contact). Whenever possible, collision sports will receive coverage at all campus and off campus events. Post-season tournaments will receive coverage before pre-season tournaments.

**Illness or Injury Occurring at Practice or Event**

All injuries should be reported as soon as possible to the athletic training staff. Any injury or illness during a practice or event requiring an athlete to miss the remainder of that practice or event must be reported to the athletic training staff. The athletic training staff will assess the condition, treat the condition, or refer the athlete to another medical professional. The Athletic Trainers will communicate with the students and coaches as to the students’ participation status until the student is released for return to full participation. Efforts will be made to communicate any athletic injuries or illnesses that may affect a student’s participation during the academic day to the school nurse. The school nurse’s office will inform teachers of appropriate accommodations that the student may need.

When an ATC is not available, life or limb-threatening emergencies must be reported immediately to Emergency Medical Services (9-1-1) for the most appropriate response. Begin rescue breathing, CPR or first aid as necessary, and then notify the athletic training staff for help.

When a Kamehameha Schools certified athletic trainer is unavailable for an off campus athletic event, the host athletic trainer is usually responsible for emergency/first aid care of all participants. If there is no host athletic trainer or the trainer is otherwise unavailable, the Head Coach must care for the athletes as outlined above. When a certified athletic trainer is not present, the coach must make very conservative decisions when deciding to return an injured/ill athlete to play.

Athletes and parents are not authorized to make athletic health care decisions for Kamehameha Schools.

**Emergency Medical Information for Coaches**
All emergency forms and policy documents are held in the Athletic Training Room Office. Please remember that personal and medical information should only be shared with appropriate personnel.

**Hydration**

Maintaining proper hydration is necessary for the health of each student athlete. Sanitary delivery of that water to prevent disease transmission is a goal of the athletic training program. Coolers are drinking vessels and are available for team use. Water bottles and carriers are also available for off campus activities/events. When using equipment please be mindful to help maintain their cleanliness and condition. Coaches may sign-out for any equipment they would like to use throughout the season.

**Mouthguards**

Athletes participating in contact sports are encouraged to use a mouthguard to prevent damage to teeth and soft tissues of the mouth. The athletic training program will provide one mouthguard to each athlete who pledges to use the mouthguard every practice and game. Football players are required to wear a mouthguard for every contact activity. Lost, damaged or altered mouthguards must be replaced immediately.

**Protection Against Bloodborne Pathogens**

Due to the prevalence of bloodborne pathogens in the athletic training setting, universal precautions will be adhered to whenever the possibility of exposure to body fluids exists. Every student found bleeding must be removed from the playing surface until bleeding is controlled and covered. Blood-spotted uniforms must be treated before a student is returned to the play. Any staff member coming into contact with body fluids must wear an adequate barrier, such as latex exam gloves, which are included in the team first aid kit.

**First Aid Kit**

Basic first aid kits are available upon request. The kit will contain the items to treat minor injuries. Some kits will contain additional sport-related items. The tape and pre-tape wrap are included to help hold adhesive strips to the body—not for prophylactic taping. When a student needs taping and a KS ATC will not be present, additional taping supplies must be obtained from the athletic training staff so that the host ATC can provide this service.

Coaches must not apply prophylactic taping to any athlete’s body and athletes are not allowed to tape themselves. When a kit needs to be replaced, a coach must bring the kit to the athletic training room and the kit will be re-supplied as soon as possible.

Athletic tape is not designed or rated to use for equipment/uniform repair or court marking. The tape’s mass (sticky part) is quickly affected by heat and is not easily removed after it dries. Athletic tape left on a uniform during the washing and drying process will ruin the fabric. Coaches can obtain special tapes designed for equipment repair and court marking from sports stores. Small sewing kits can be obtained from any supermarket or drugstore.

**Transporting an Injured Student**

A coach’s main responsibility while an injured/ill athlete is on the playing surface consists of moving the remaining athletes away from the area and keeping parents/guardians near the
An injured or ill athlete must never be moved except by medical/athletic training personnel.

Non-serious illness or injuries that do not require immediate advanced medical care should be escorted to the athletic training room. If the athlete cannot walk, contact the athletic training staff for assistance. If the athletic training staff cannot be contacted, contact the athlete's parent/legal guardian to transport the athlete home or to a medical facility.

The protocol will also apply to student-athletes of visiting schools without appropriate medical staff or athletic administration present. Visiting schools with existing EAPs, and members of their emergency response team present, will follow their respective protocols. When possible, transport of an injured student-athlete by a KSH staff member will be done by KSH vehicle.

It is essential that remaining student-athletes have proper supervision and access to a certified athletic trainer for the remainder of the event(s). Thus, the injured student-athlete will be transported to the nearest hospital or medical facility in the following order of priority by:

- parent or legal guardian
- an emergency contact, as designated by parent or legal guardian
- an assistant coach, as determined by the head coach
- an ATC, if two or more ATCs are present
- if any of the previously named are unable to transport the injured student-athlete and the nature of the non-life-threatening injury warrants immediate medical attention, EMS will be activated

Anyone, except a parent/legal guardian, transporting a KSH student-athlete should be given a copy of the student-athlete’s Permission for Treatment and Release and Waiver form (available from team head coach).

**Catastrophic Injury/Illness or Death of Athlete**

Fortunately, occurrences of injury or illness causing life-long disability are rare. Death on the playing field occurs even less often. When something of this nature happens, the event and aftermath affect the entire school community.

Due to liability issues and sensitivity toward the victim's family, staff members must not release any information to outside entities. The school administration will handle all information releases and determine the staff’s role.

If such an event occurs, contact the Athletic Director or Principal as soon as is practical to get information regarding counseling services for staff and athletes. Roles of coaches will change periodically depending upon changes in administrative policies.

**Other Equipment and Supplies**

From time to time a team will request additional rehabilitation equipment, towels, or other supplies. The Head Coach must sign out the items and set a return date. Damage or loss is the responsibility of the Head Coach.

**Confidentiality of Medical Information**

KS policies protect health information on student athletes from disclosure to others unless there is a demonstrated business need to know. The athletic training staff keeps medical files,
including physical screenings and emergency contact information in a controlled area in the athletic training room located in the Ka‘ulaheanuiokamoku Athletic Complex and is available for release only to authorized personnel. Individuals or institutions recruiting athletes must receive a parent's guardian's prior written permission in order to view files. A coach must never discuss an athlete's medical condition with media or others outside of Kamehameha School's athletic training, coaching or administrative staff.

**Athletic Training Student Aides**

The certified athletic trainers utilize student volunteers. Athletic training student aides (ATSA)
are valuable contributors to the athletic health care delivery system and assist in the daily function of the athletic training room. ATSAs are to be supervised at all times.

**Athletic Health Care Presentations**

The certified athletic trainers are available for presentations to teams. Topics may include the policies and procedures outlined here, emergency action plans, heat illness prevention and other sport-specific information. The Head Coach should contact the athletic training staff to schedule these presentations.

**Clearance to Return to Full Participation**

The athletic training staff must clear every injured or ill athlete before returning to full participation, whether assessed/treated by the athletic training staff or not. A physician’s clearance is a release to the care of the certified athletic trainer—not a clearance to full participation in athletics.

Clearance is determined by the athlete’s ability to participate in practice safely. Clearance is not determined by the athlete’s ability to perform at their best. The Head Coach is responsible for determining the time upon which the athlete will return to competition after the athletic training staff provides clearance.

**Concussion Management**

Any student who exhibits signs and symptoms of a Traumatic Brain Injury (TBI) including concussions will be removed from practice or play until examined by a medical professional trained in the management of concussions. If a student is deemed to have suffered a concussion/TBI, the student will be referred to his/her physician. The student must be cleared by the physician and then will begin a gradual return-to-play protocol which follows state and national guidelines. Many students need a period of cognitive rest to begin the healing process. Students may need to gradually return to school and may need accommodations or adjustments to scholastic activities. The athletic trainers, in consultation with student services personnel (counselors, administrators, teachers and school medical staff) will ultimately determine the best course of return to play to ensure appropriate management of the injury.

**Student Accident Insurance**

Kamehameha Schools provides limited accident insurance for students for accidental injuries incurred during participation in school functions, activities or trips. This insurance provides accident coverage in conjunction with parents’ personal medical insurance. For more information, please contact the Athletic Department office at 572-3110.
SERVICES AND RESOURCES

Uniforms, Lockers, Equipment, and Facilities

Coaches and athletes are expected to exercise care of school uniforms, equipment and facilities, and to report any abuses to their coach or the Athletic Director. Replacing broken or damaged equipment/facilities can only result in a loss of monies that could be used elsewhere in the athletic program.

1. Athletes may receive the following items (items may vary depending on the sport):
   (a) One (1)-combination lock and a locker (If a locker is not available, they may need to share/double-up)
   (b) One (1)-set of practice clothes (t/shirt and a shorts)
   (c) A set of game uniforms (*depending on sport)
   (d) One (1) laundry belt
   (e) One (1) towel (towels are exchanged on a one-for-one basis)
   (f) Socks and other sporting apparel are also available upon request. (*depending on availability)

2. In the event that an athlete withdraws from the team, all items that have been issued must be returned immediately so that someone else can use his or her equipment, uniform, and locker. The head coach is responsible for following up on the return of the uniforms.

Uniforms

Coaches’ uniforms are issued under the following guidelines:

1. Only head coaches are allowed to get his/her athletic staff uniforms from the athletic department.
2. Uniforms will be issued only to those coaches who have been cleared.
3. Coaches will receive for the entire school year:
   (a) 1-practice t-shirt
   (b) 1 - game shirt (or uniform, depending on sport)
   (c) 1 cap or visor (depending on sport)
   (d) 1 jacket (depending on sport)- the jacket is not part of the uniform and available upon request only.
   1. JACKETS ARE TO BE RETURNED AT THE END OF THE COACH’S SPORT SEASON!
   2. Coaches will be billed for jackets that are lost or not returned at the end of their season!

Student athletes’ practice and game uniforms are issued under the following guidelines:

1. Uniforms will be issued only after:
   ▪ The head coach has submitted their "final" eligibility list to the Athletic Office, and;
   ▪ the Athletic Office has verified the student athlete’s eligibility statuses.
   (Please allow at least 3-4 days for this process.)
The Athletic Office will then notify the coach and staff of a team's eligibility status by distributing a printed copy of their eligibility list.

Upon notification from the Athletic Office, the head coach is to schedule a time to suit-up their entire team with the athletic staff.

Athletes will be issued out the following items (of course, items may vary depending on the sport):

- One (1)-combination lock and a locker (If a locker is not available, they may need to share/double-up) (Pending)
- One (1)-set of practice clothes (t/shirt and shorts)
- (*)&A set of game uniforms (*depending on sport)
- One (1) laundry belt
- One (1) towel (towels are exchanged on a one-for-one basis)

Athletes will be held financially responsible for any damaged and/or lost uniforms.

Coaches should inform the Athletic Office and staff if an athlete withdraws from the team so that someone else can use his or her equipment, uniform, and locker. The head coach is responsible for following up on the return of the uniforms.

2. Laundering of Uniforms

   (a) **ALL UNIFORMS ARE TO BE WASHED DAILY or after each game AT SCHOOL.**

   (b) Home washing is to be discouraged unless transportation makes it difficult to return to campus. In such cases, student athletes will be held responsible for any damage to the uniforms washed outside of school.

   (c) Properly returned uniforms will be washed & dried on the issued wash belts; and returned to the student athletes’ lockers.

   (d) **Absolutely NO PERSONAL ITEMS ARE ALLOWED ON THE WASHBELTS! (Wash belts will not be washed if personal items are found on them)**

3. Uniforms and equipment are to be worn only during practice sessions and at interscholastic contests, or upon approval of the Athletic Director. At no time are athletes to wear their athletic uniforms or equipment for:

   (a) Gym/P.E. classes
   (b) Work or job
   (c) Socially
   (d) School wear (see policy below)

4. Normally, the wearing of athletic uniforms will be reserved for special school occasions, upon the approval of the Athletic Director.

5. Warm-up jackets for certain sports (e.g. baseball, softball, basketball, cheerleading, etc.) may not be worn to and from school. They should be turned in to the locker rooms after every game along with the uniforms to be laundered.

6. Athletes shall return their uniforms and other equipment on the day of, and directly after their last contest.
7. School approved letterman jackets are available for purchase by Kamehameha Schools High School athletes only, through Sports Line. Forms are available at Sports Line and at the Athletic Office.

Lockers

EACH COACH IS RESPONSIBLE FOR THE MONITORING OF AND THE ACTIONS OF MEMBERS OF HIS/HER SQUAD FROM THE TIME THEY REPORT TO THE LOCKER ROOM FOR PRACTICE/GAME UNTIL THEY LEAVE THE BUILDING AFTER PRACTICE/GAME. IT IS THE RESPONSIBILITY OF COACHES TO BE PRESENT AT THE TIME THAT THEIR ATHLETES REPORT FOR PRACTICE, GAMES, AND MEETS, (HOME OR AWAY), AND STAY UNTIL THE LAST ATHLETE HAS LEFT.

- The coach shall see that the showers are turned off, all athletes' locker doors are locked, equipment is locked up and the room left as neat as possible.
- Abide and be sensitive to the locker room hours.
- Show respect towards all our support staff. As a courtesy to our staff, please call the Security Main Gate if a bus, game or meet is running late.

Student athlete lockers will be issued according to the following guidelines:

1. Absolutely NO rough-housing and throwing of towels or other objects allowed in the locker room. **Hazing of other players is not allowed, and is subject to disciplinary action.**

2. Since other teams will be using the locker room area, please make an effort to keep this area as neat and clean as reasonably possible.

3. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.

4. **No one** except coaches and assigned players are allowed in the locker room.

5. **No GLASS** containers are permitted in the locker room areas.

6. All spiked or shoes with cleats must be put on and taken off outside of the locker rooms in extreme or muddy weather conditions. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building.

7. Towels for athletics are furnished by the school. Each athlete will receive a clean towel when lockers are issued and are expected to place it in the proper barrel after each use in exchange for a clean towel.

8. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.

9. All athletes should make prior arrangements for transportation home at the end of their scheduled practice time. **NO CELL PHONES ARE ALLOWED IN LOCKER ROOM AT ANY TIME.**

10. Locker room vending machines benefit the athletic department (used only when no concession is offered at a home event). All bottles and other litter
are to be deposited in the refuse containers available and not taken into the building.

11. No loud music during school hours 7:30a.m. - 3:00 p.m.

12. No vulgar music allowed.

Report any vandalism or thefts to the locker room attendants immediately and notify the Security Department at 572-4260.

**Equipment**

Each head coach is directly responsible for the care and control of all equipment used in his/her program. The head coach will be held financially responsible for lost and/or damaged equipment.

- All athletic equipment is the property of The Kamehameha Schools, and will not be loaned to outside groups except with the approval of the Athletic Director, and then only in unusual circumstances.
- The Athletic Director will be responsible to see that all uniforms and equipment are numbered or labeled when received by the department prior to equipment issued to members of the coaching staff.
- The head coach is ultimately responsible for submitting their "coach's check-out list" to the Athletic Office for the Athletic Director approval, prior to their first day of try-outs or practice and before any equipment or uniforms are issued out. The following information is required:
  - Coaches paperwork *(a volunteer form should be on file)*
  - Obtain parking pass *(available through the Security Department only.)*
  - Submit practice schedule
  - List of coaching staff *(along with uniforms sizes for coaches’ apparel)*
  - List of specific equipment needed *(be specific and include quantity)*
  - Date scheduled to pick-up equipment
- Requests for equipment should allow for a 3-day in advance notification. DO NOT EXPECT IMMEDIATE SERVICE, especially during after-school hours.
- Players are to be instructed in the proper use, care and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
- All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
- Periodically, coaches shall inspect all equipment and facilities throughout the season
  - Helmets, bats, nets, supporting poles, etc., may break or deteriorate and become unsafe during the course of the year.
  - Deactivate unsafe or defective equipment and return to the locker Room/equipment room for replacement immediately.
  - Facility hazards should be reported to the Athletic Director immediately. All general equipment being used by more than one sport will be stored in a specific area. Always return equipment to this area promptly for others to use.
- Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.

**Collection, Return and Storage of Equipment and Uniforms**
Coaches are also required to assist with the collecting of all equipment and uniforms which were dispersed during the season. Coaches are encouraged to collect uniforms and other equipment on the last day of practice and/or directly after their last contest because the sooner equipment is collected after the season has ended, the greater the likelihood that more equipment will be returned with less effort. To this effort:

- The head coach shall supervise the return and collection of all the equipment issued within his/her sports program.
- As each athlete turns in their uniforms and equipment, it will be checked off of his/her equipment list noting the condition of all returned equipment. Athletic staff is available for assistance.
- If any uniforms and/or equipment are lost or have abnormal usage, the athlete will be charged replacement costs.
- The coach shall inform each athlete he/she will not receive any athletic awards until all financial obligations are met.
- Coach shall inform each athlete he/she is NOT eligible to try out for another sport until uniforms and/or equipment are turned in or financial obligations are met.
  - Athletes still delinquent at the end of the school year will not be allowed to register for the next semester until this obligation is fulfilled.
  - Team's coaching staff stipends will be held until team's (coaches and players) obligations are met.
- Within two weeks after the season's end, the Athletic Department will ensure that all uniforms and equipment is to be collected, cleaned, inventoried and stored in its designated storage area.
- No equipment is to be discarded without the approval of the Athletic Director.
- Equipment to be repaired/reconditioned shall be marked appropriately and stored in the storage area.
- All clothing equipment (game and practice uniforms) are laundered and repaired before being stored away.
- The head coach shall turn in his/her equipment inventory with any outstanding player obligations and next year's budget request at the end of the year evaluation conference or on the season evaluation form, two weeks after the last contest.
- In the inventory, the number of items, the description of the equipment, cost of the equipment when new, and the condition of the equipment should be listed (For condition: a. excellent, b. good, c. fair; d poor, e. discarded).
  - Keep equipment clean, repaired and in one control area when not in use.

The ideal way to store and secure athletic equipment is in a central athletic equipment room. This will afford the Athletic Department Staff the opportunity to issue equipment to coaches and take it up when the season is over. This also helps the staff to keep an active and current inventory with tighter controls over all equipment.

**Facilities**

Designated campus facilities are available for athletic practices, sessions, scrimmages and games. Scheduling arrangements to use these facilities are made through the Athletic Office.

**Control of keys to athletic facilities** - Each coach is responsible for making sure that any rooms used are locked at all times except when in use.

- Any needed keys will be checked in and out daily through Security.
• Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.
• If keys to the athletic facilities are lost, the coach should report this to the Athletic Director immediately.

**Use of athletic facilities – Weight Room and Training Rooms**

Athletes are not to be in the Athletic Training Room (ATR) unless they are being examined or receiving treatment by the Athletic Trainer. All use of the medical or rehabilitation equipment in the training room by authorized and qualified personnel.

The weight and aerobic rooms will be controlled by the strength coach. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the strength coach when he is unavailable. **AT NO TIME ARE ATHLETES TO USE THE WEIGHT ROOM WITHOUT AUTHORIZED SUPERVISION.**

**Weight Training**

The weightlifting program at KS has several goals and objectives, namely, to: 1) properly utilize a weight training facility in the best interest of all students, 2) provide adequate coaching technique in weight training, 3) provide program alternatives for achieving specific results, 3) insure that the proper safety measures are being employed during all training sessions, 4) provide responsibility in the proper care of equipment, 5) allow for weight training consultation for all athletic squads and physical education instructors, 6) make available opportunities for students to enjoy the benefits derived from a sound weight training program on a year-round basis, 7) attempt to reduce sport connected injuries through well developed conditioning, and to 8) present a program for self improvement that is open to all students, regardless of athletic affiliation.

Athletes are allowed to use the Weight Room located at the Ka‘ulaheanuiokamoku Athletic Complex to improve their strength and overall performance, subject to the following guidelines:

1. **Shirt and shoes are required in the weight room at all times.**
2. The weight room will be controlled by the strength coach. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the strength coach when he is unavailable. **AT NO TIME ARE ATHLETES TO USE THE WEIGHT ROOM WITHOUT AUTHORIZED SUPERVISION.**
3. Lifters must work with a partner.
4. Replace all weights on racks immediately following use.
5. Know your limits! Work with the instructor in determining your limits.
6. Do the lifts CORRECTLY. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
7. Warm-up with proper stretching exercises.
8. Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.
TRANSPORTATION AND TEAM TRAVEL

Transportation to and from Athletic Events

Kamehameha provides limited bus transportation to and from athletic events for its coaches and athletic team members. Transportation for athletic events is arranged solely by the Athletic department, and may consist of KS school buses, non-school bus vehicles, or approved rental vehicles as KS deems prudent and/or necessary. When requesting bus service, coaches must understand that they are not to make arrangements for transportation directly with KS Operations/Transportation Department, or the contracted bus company, but must generate the request through the campus athletic department office. All requests for bus service must be made at least ___hours in advance of the scheduled activity/event. Please do not expect bus service if the request is made less than 24 hours before the scheduled activity/event.

Student athletes are expected to follow and observe the Kamehameha’s School Bus Passenger Code, as set forth in the Bus Transportation section of the Student & Parent Handbook, while being transported to and from all athletic events.

Permission for Alternative Transportation and to Leave the Group

As a general rule, student athletes are required to ride in KS approved vehicles and travel as a team with their coaches and teammates in the method approved by the campus athletic office, and are not permitted to leave the group or travel separately to and from team competitive events, unless prior approval is obtained from KS in writing. Parents/legal guardians who desire to deviate from this plan shall obtain the Athletic Director’s approval at least ___ days (hours?) before the athletic event by completing and submitting a written request, using the KS Permission for Alternative Transportation or Permission to Leave the Group forms, to the Athletic office. Forms are available upon request at the Athletic office or online at the Athletic department’s website located at: http://maui.ksbe.edu/high/athletics. Permission for alternative transportation is NOT routinely granted unless there is an emergency or unusual circumstances exist. Permission to leave the group is granted by the respective team coach on a case by case basis.

Procedures for Requesting Off Island/Out of State Travel

- Written approval must be received from the Athletic Director in concurrence with the Principal.
  - Team pre season travel arrangements are handled by head coaches. For department records we require a full detail itinerary of travel.
  - Team regular season and post season travel arrangements are handled by the campus athletic office.
  - Travel for HHSAA State Tournaments on the Neighbor Islands must submit a request a year in advance through routine KS budget proposals.
- Coaches should complete the following forms from the Athletic Office:
  - The Application for Staff Development Activities (PERS-35) must be completed and approved for all staff development. (e.g., coaching clinics)
  - The Request for Travel Authorization must be completed, approved, and routed with the approved PERS-35, if applicable, to the travel coordinator, or (athletic) department designee, who will make the travel arrangements. Advances for hotel, car rental, meals, and incidentals.
An Expense Report form must be completed within 10 calendar days after the last day of travel for Reimbursement of all travel, business and staff development expenses related to travel.

- The request must be approved by the designated authority level.
- Submit all dated receipts to process any reimbursements due and record the expenses.
- Unused advances must be returned to KS in the form of a check.
- Travel arrangements should be made at the most reasonable costs based on the requirements of the respective traveler. All expense reimbursements will require "actual dated receipts."
- Non-Reimbursable Expenses: KS DOES NOT reimburse for discretionary or personal expenses not directly related to the successful accomplishment of the trip.
  - Examples of non-reimbursable expenses include, but are not limited to:
    - Airline headset rental for listening/viewing in-flight movies; In-room hotel movies;
    - Personal hygiene (toothbrush, toothpaste, shaving lotion, deodorant, razors, etc.,) Snacks (candies, beverages, chips, etc., - not part of meal);
    - Alcoholic beverages are generally not reimbursable;
    - Travel insurance- KS carries traveler’s insurance for all staff that travels on official business. Therefore, any additional travel insurance purchased is personal and not reimbursable.

- In order to obtain permission from parent(s) for student athlete travel:
  - An informational packet (Parent Authorization for Student Travel, Travel Exemption Application and Team Travel Rules) must be given to the parents of any student traveling with the group. Packets are obtained from the Athletic Office.
  - If a student plans to leave the group for any period of time or leave separately from the group, the parent/guardian requesting independent travel is must submit the Permission to Leave the Group Form. (Form is obtained from Athletic Office)

- Medical Clearance for student athletes:
  - Coaches must submit a list to the Athletic Office of all students who are going on the trip (alphabetical order), and an itinerary which includes hotel names and phone numbers. The Athletic Trainer will inform the coach of special considerations for any of the student athletes.
  - The sponsor or coach must take all the medical forms and parental permission forms on the trip. In case a student is injured or becomes ill during the trip, use the information on the "Permission for Initiation of Medical Care" form to provide medical help. In case of a major problem, call the parents.

- Guidelines and Expectations for the trip:
  - Student Athletes are required to adhere to the conduct guidelines set forth in the Student and Parent Handbook, and Coaches are expected to adhere to the conduct guidelines set forth in the Coaches Handbook and the Employee Handbook.
PARENT MEETINGS

Coaches should start off the season before your first practice with a formal meeting that includes the coaching staff, the athletes, and the parents. One consideration before setting the agenda is to include the parent(s) as well as the athletes in the meeting. This can help head off later misunderstandings between the coaches and the parents about coaching style, etc.

The agenda should include in no particular order the following: a coaches’
- philosophy
- coaching style
- how decisions are made (leadership style),
- the role of assistant coaches if you have any,
- general goals for the team
- routine practice session
- expectations from the athletes.
- expectations from the parents.
- Discussion of the risks involved in the sport (include a discussion of medical care processes)
- Season practice schedule and game schedule

Allow time for questions from the parents and athletes. Depending on the sport coaching, there may be other issues such as: travel plans, bad weather contingency plans. The key is to cover anything that might come up during the season. Be thorough. Not only does this help reduce problems later in the year, but also gives the athletes and parents a feeling of confidence by demonstrating that the coach thinks and plans well for the best possible experience for the athletes on your team.

EMPLOYMENT POLICIES

Employment Classification

All coaches employed at Kamehameha are considered Temporary seasonal employees, which means they are hired on a year-to-year basis for the duration of the particular athletic season and receive a one-time paid stipend for the entire season. Any employment decision to renew a coach for the next athletic season is left entirely up to the discretion and recommendation of the Athletic Director with the concurrence of the Principal.

Recruitment

The recruitment process of coaches will begin when HR receives the season’s spreadsheet indicating incumbent coaches and a list of those coaching positions that need to be posted (recruited).

- Athletics will ensure that HR receives the approved spreadsheet indicating positions available for the season, incumbents returning, and positions to be posted.
- All vacancies will be posted immediately according to KS’ Employment policy.
- As applications are received, HR will send to the athletic department applications of all candidates who meet the minimum requirements as stated on the posting.
• Athletic Director screens applications, interviews and selects candidates recommend for positions. A "Recommendation on Applicant" (Pers-6) must be completed for the selected. Neither a verbal nor a written offer of employment will be made until all documents are received approved by HR. (You may tell someone you are recommending them.)

Stipend Coaches

New stipend coaches should have applied for a vacant position by filling out an online application. Once offered the position, other required forms (tax forms, etc.) should be completed at Human Resources (HR) prior to the start of your employment. If you have questions or would like more information, call 572-3217 Note: Coaches having incomplete paperwork will delay their stipends at the end of their season.

Returning stipend coaches (for the same positions) will receive an offer letter from HR. If applicable, Letters required to be signed and returned must be returned within ten working days. The offer letters will be contingent upon the incumbents' completing all the applicable paperwork and for performing the required job duties for the full duration of the season, as stated in the offer letter.

Stipend Coaches do not need to complete additional paperwork unless needed to make a change (i.e. address, tax deduction, etc.). There is no need to “re-apply” and fill out another application unless there has been a break in service.

The offer of employment to coach at Kamehameha is made subject to the following conditions:

• Acknowledgement and receipt of a copy of the Employee Handbook for temporary staff from HR. Please refer to this Handbook as your guide to our employee policies. A copy is also available upon request in the Athletic Office.

• TB Clearance. Coaches are required to have proof of a TB Clearance Certificate. The TB Clearance Certificate can be obtained from a State of Hawaii, Department of Health Facility, certifying negative results to a skin test or chest x-ray prior to the start of employment.

• Authorization to Conduct Criminal History Record Check. As required by law, all employees who work in close proximity to children are required to undergo a criminal background check prior to the start of their employment to determine their suitability of working with children.

All applications and forms should be completed before your employment. Please contact the athletic office at 572-3110 BEFORE the start of your coaching if further instructions are if needed. KS is an equal opportunity employer.

Volunteer Coaches

Coaches who volunteer their services at Kamehameha will be invited to participate only after the following conditions have been met:

• Volunteer Forms. It is required that all returning volunteer coaches fill out a volunteer form prior to the start of their coaching assignment each year. Volunteer forms are available upon request at the Athletic Office.
• Only those volunteers who complete and turn in all required documents and whose background checks are complete will be invited to volunteer.
• HR will inform the Athletic Department of clearance and when the volunteer may begin. HR will return documents to the athletic department for record keeping.

• If after functioning as a volunteer, the Athletic Director decides to hire the volunteer as a paid coach, then the volunteer must apply for the coach vacancy by responding to a classified ad or vacancy announcement. Once a volunteer is selected for a stipend position, HR deadlines must be met for completion of the hiring process or the volunteer may be suspended until the hiring process is complete. Once the hiring process is complete the coach will be paid for the days remaining in the season, which is for the period a coach actually performed duties.

Renewal

Each head coach shall schedule a conference with the Athletic Director prior to their official start date, and no later than one month after the final event of the season to evaluate the program. The head coach shall submit in writing, a list of their prospective coaching staff to their respective Athletic Director, before the start of their season. If a performance is evaluated at less than satisfactory, the Athletic Director, in concurrence with the Principal, has the responsibility of recommending a non-renewal of contract for the next year.

Parking

It is the policy of KS to provide parking on campus to staff. Parking is controlled through a system which includes vehicle registration and temporary parking passes.

Temporary Parking Passes- Are used as a component of campus security. Temporary parking passes are issued to temporary faculty and staff for the period that they will be employed by Kamehameha Schools. Parking pass applications can be obtained either from the Security Department or Athletic Office. The actual Pass can be obtained from the Security Department only.

Driving and Parking on Campus - Available parking on campus is limited.
• Staff members must abide by the posted traffic signs and the City and County Traffic Code.
• Obey all posted speed limits and regulatory signs on campus.
• There is no parking in stall marked RESERVED (stalls assigned to another staff member).
• There is no double-parking or parking in handicapped stalls without proper identification.
• Violators will be ticketed by Security and a response to the citation will be required within two working days from the issuance of the citation.

Guidelines for Conduct

In addition to the expectations set forth in this Handbook and the Employee Handbook, all coaches are expected to observe the following codes of conduct:

Attendance
Coaches must attend any orientation meetings or pre-season workshops in order to become familiar with Kamehameha’s traditions, policies, programs, and general operations, as well as their own responsibilities as a coach representing KS, unless excused by the Athletic Director. In addition, coaches should attend all League meetings and functions relating to the sport for which they are coaching (e.g., Pre-Season/Post-Season Meetings, etc.)

**Dress Code and Appearance**

Coaches must follow the athletic dress code requirements for coaches.

**Informing Student Athletes of Applicable School and Athletic Policies**

Coaches should make sure that student athletes are reminded about important KS School and Athletic procedures such as:

- Code of Conduct on and off the field, by which they are to abide;
- What they must do to earn a letter;
- Eligibility and Ineligibility statuses and participation;
- Issuance and Returning of Uniforms and/or Equipment;
- Locker room rules and procedures;
- drug use and abuse
- general and appropriate nutritional advice.
- Releasing an athlete from the team.

**Consumption of Alcohol or Illegal Drugs**

Coaches should never offer for sale, distribute, possess, consume, or be under the influence of illegal drugs, nor should they be consuming any type of alcoholic beverage in the presence of students or in public places; (e.g. after practices or after games.)

**Behavior During the Athletic Season**

Coaches are required to display good sportsmanship at all time both on and off the field, including but not limited to the following:

- Interaction with coaches and student athletes of the same/opposite team –
  - *Sportsmanship* - uses appropriate language and gestures, is courteous and respectful to other teams and officials, and demonstrates and insists upon consideration and grace in both victory and/or defeat. Negative motivational techniques meant to inspire a team are considered detrimental to overall sportsmanship and to the preparation for a particular game. While such motivational techniques are questionable, at best, in professional athletics and college level sports, they certainly are considered inappropriate at the high school level.
  - *Fairness* - maintains a positive relationship with ALL players and displays no prejudiced behavior against any individual player.
  - *Respectfulness* - exercises self-control, does not apply corporal punishment, is well prepared, organized, present and punctual for all practices and games.
  - *Communicates* - keeps the communication lines open between Athletic Staff, student-athletes, parents, and colleagues.
  - *Protects against Abuse* - protects children from all forms of abuse, including the following:
• Neglect (withholding water breaks).
• Emotional abuse (being threatened, taunted or verbally abused).
• Sexual abuse (being shown pornographic material, uncomfortable touching)
• Physical abuse (hitting).

Coaches should be able to recognize the indicators which may signify abuse and take appropriate action if concerned.

○ Physical confrontation
  - Athletes should be taught to avoid physical confrontations with members of the other team.
  - Athletes should be taught that, should one of their teammates become involved in a physical confrontation, all others are to avoid becoming involved in that physical confrontation, even under the guise/excuse of trying to separate them.
  - Players should be taught that if a confrontation does occur on the field or court, the coaches and the officials will separate the involved individuals.
  - The head coach should direct the assistant coach to assume immediate responsibility for those athletes on the bench who are not involved in the physical confrontation. (For example, the assistant coach to the varsity basketball team would immediately turn to the players on the bench and verbally instruct them to remain in their seats.)
  - Coaches should forewarn all athletes on their teams that involvement in a physical confrontation will result in not only removing the athletes from the sporting event for the rest of the day, but also the possible suspension from subsequent games.

○ Interaction with officials –
  - Judgment calls on the part of the officials are not subject to question or discussion. If the coach desires to discuss a rule, he/she should instruct the captain to request time-out and inform the referee that the coach wants a conference at the sideline.
  - Coaches must control their emotions by eliminating any show of outrage or discontent over an official's call. The coach should never go storming on the field to complain about a call or complain from the sideline to attract attention for support. Similarly, coaches should never seek out an official during halftime or at the conclusion of a contest.
  - The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior.

○ Interaction with the general public - Coaches should refrain from discussing particular calls or officiating in general with League officials, media, and even fans.

It is best to withhold statements that may be made at the emotion-packed ending of a game.

**Appropriate Interaction with Students**

Athletic staff (coaches, trainers, etc.) who interact with student athletes must ensure that an appropriate teacher/student athlete and adult/child relationship is maintained at all times. Staff should always conduct themselves in a professional manner that is age and culturally appropriate. If a KS athletic staff member or other adult is acting inappropriately towards a student athlete, please report the matter to an Athletic Director. The following examples are considered inappropriate between a staff and student:
1. Using sexually explicit language or tell sexually explicit or off-color jokes in the presence of students.

2. Displaying and showing sexually explicit pictures or materials to students under any circumstances.

3. Engaging in excessively personal conversations, both in person and on the phone, with students.

4. Sending excessively personal letters, cards, gifts, or e-mail messages to students.

5. Commenting on students' physical appearance, including manner of dress and physical attributes.

6. Physical contact with or touching of students.

7. Giving students rides home alone or even in groups where eventually only one student will remain alone in the car with the adult.

9. Meetings with students off-school-property, one-on-one meetings alone with students, especially in the home of the student or of the adult.

10. Taking unchaperoned school or athletics trips and, even on properly chaperoned trips, should exercise a greater degree of caution and propriety regarding interaction with students on the trip.

11. Dating students under any circumstances. Issues of power differential, consent, credibility, and appearance of impropriety make such relationships untenable.

12. Not sleeping in separate quarters when traveling for athletic events.

13. Failing to educate students /players about what sexual harassment is, providing quality examples.

14. After educating athletes about sexual harassment, failing to encourage them to talk to you if anyone makes them uncomfortable.

15. Failing to use discretion when alone with an athlete, and when coaching students, not trying to have another coach or supervisor present.

16. Not documenting any behavior by students directed toward you which is sexual in nature. Include witnesses, how you dealt with the situation, and who you talked to about the situation.

17. Not telling your athletic director or school principal about any accusations.

**SHOULD A COACH VIOLATE ANY OF THESE CODES, HE OR SHE WILL BE SUBJECT TO DISCIPLINARY ACTION AS SET FORTH IN THIS HANDBOOK AND THE EMPLOYEE HANDBOOK.**
COMMUNICATION

Should a Coach wish to report a concern or resolve differences with a co-worker, student athlete, parent, or other person, the Coach can follow the guidelines for bringing forth their concerns in the “Communications” section of the Employee Handbook. Stated briefly, a coach should first bring the matter for resolution with the person to be addressed, whether it is a fellow coach, student athlete, parent, etc. If it cannot be resolved, or the coach does not feel comfortable bringing forth those concerns, the coach may report these concerns to the Head Coach or Athletic Director. If it cannot be resolved, the coach may consult HR or higher management to resolve the problem. KS prohibits retaliation for reports that are made in good faith.
SCHOOL SONGS

Sons of Hawai‘i (alma mater)
By William B. Olson and Theodore Richards

Be strong and ally ye, oh sons of Hawai‘i
And nobly stand together hand in hand.
All dangers defy ye,
Oh sons of Hawai‘i,
And bravely serve your own, your fatherland.

CHORUS:
Ring, ring, Kalihi, ring
Swell the echo of our song.
Ray, ray, ray, ray, ray, rah; ray, ray Kamehameha
Let hills and valleys loud our song prolong.

Be firm and deny ye, oh sons of Hawai‘i.
Allurements that your race will overwhelm.
Be true and rely ye,
Oh sons of Hawai‘i,
On God, the prop and pillar of your realm.

CHORUS: (as before)

I mua Kamehameha
By Charles E. King

I mua, Kamehameha ē
A lanakila ‘oe.
Paio, paio like mau
I ola kou inoa.
Ka wā nei hō‘ike a‘e ‘oe
‘A ‘ohe lua ou
E lawe lilo ka ha’aheo.
No Kamehameha ē.

Forward Kamehameha
Until you have gained the victory
Go forward, strive, strive in unity
That your name may live.
Go forward
This is the time for you to reveal
That there is none to compare with you
Take the victory with pride for Kamehameha

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