



KIHEI CHARTER SCHOOL
COACHING STAFF HANDBOOK
2019-2020

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DEPARTMENT INFORMATION: Hours: 7:30am – 3:30pm

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Athletic Policies & Procedures

1. Athletic Department Overview

❖ Purpose of the Handbook:

- This manual is designed to provide the athletic staff, who administers the total athletic program through their individual activities, with official information concerning the policies and procedures governing their program.
- The policies and procedures contained in this manual are a synthesis of national (NIAAA & NFHS), state (Hawaii High School Athletic Association), local (Maui Interscholastic League), and school (Kihei Charter School) policies.
- Full versions of each of these governing bodies can be found in the athletic office or online.

❖ Kihei Charter School Mission:

- To conceptualize, organize, and build innovative learning environments with custom designed educational programs that will prepare students for a satisfying & productive life in the 21st Century.

❖ Kihei Charter School Vision Statement:

- To inspire, create and support innovative, cooperative and productive learning environments.

❖ Kihei Charter School Values:

- Develop a highly innovative and valuable learning environment on Maui, unique in the world for what it offers and how it is implemented.
- Pioneer a curriculum unique in its blend of research and development in new technologies, the arts, the humanities, and the sciences.
- Help establish a grassroots research and development learning environment on Maui by nurturing progress with original creative concepts that spur products, projects, styles, and start up enterprises.
- Educate students in options for their work by providing them with a strong grounding in arts and science literacy.
- Culture a creative community by providing a holistic approach that links the concept of valuable, creative, innovative, and culturally enriching work in school with work driven by these goals in the broader community.
- Create a project environment that simultaneously supports research and development, knowledge acquisition, and cultures self-expression, self-development, and self-esteem through all learning environments.
- Create a continuum of development of student projects and skills throughout grade levels to support these goals.
- Nurture and support the continuing education and creative project development of all school Staff.
- Consider areas of community and world challenge in order to focus curriculum towards making valuable innovations and developing school-wide threads of enterprise in those areas. (Such as renewable energy courses, environmental studies, new media, modeling and simulation, special needs accommodation, agriculture, learning environments, and telecommunication.)
- Create and maintain a strong relationship with all segments of the community including, but not exclusively, local businesses, legislators, parents, community leaders, teachers, school support staff, public employee unions, state and county officials, qualified non-profit groups, and other educational and community-minded groups and individuals for the continuing goal of improving education and educational opportunities for our community.

The goals of the school will be explicitly used as a template to help organize course and program development, this will steadily prompt the growth of administrative protocols and support mechanisms within the school for accomplishing them.

❖ Objectives of Student Participation:

- To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental health of student-athletes.
- To ensure growth and development that will increase the number of participants; that will give the impetus to increase contest attendance; that will enhance a program of maintenance and improvement of athletic facilities.
- To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations like those encountered under conditions prevailing in the contemporary world.
- To provide the opportunities for success in the sport students choose.
- To create a desire to succeed and excel.
- To provide the student-athlete with worthy use of their leisure time now and in the future.
- To develop lofty ideals of fairness in all relationships.
- To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- To develop an understanding of the value of sports in a balanced educational process.

❖ Administrative Chain of Command

- School Board:
 - Sets all policies followed by the school.
- Kihei Charter School Chief Operating Officer:
 - Responsible for administrative duties in operating the school, under the policies set forth by the school board.
- High School Director:
 - Responsible for grades 7 - 12.
 - Reports to the Chief Operating Officer and the Board.
- Athletic Coordinator:
 - Reports to the Chief Operating Officer & High School Director.
 - Responsible for coordinating the 9-12 grade athletic program.
- Head Varsity Coaches:
 - Responsible to the Athletic Coordinator.
 - Responsible for implementing the policies set forth by the athletic department within their sport.
- Assistant Coaches:
 - Responsible to the Head Coach and the Athletic Coordinator..
 - Responsible for implementing the policies, practice plans, and game strategies set forth by the head coach.
- Volunteer Coaches:
 - Responsible to the Head Coach and the Athletic Coordinator.
 - Responsible for implementing the practice plans, and game strategies set forth by the head coach.

2. Maui Interscholastic League

❖ MIL BY-LAWS:

The MIL By-Laws consists of valuable information that governs participation in the Maui Interscholastic League. Coaches need to know sections involving eligibility requirements; outside participation rules, policies regarding student transfers and other administrative duties. The MIL By-Laws are continuously reviewed and revised and the KCS Athletic Coordinator will provide a current copy on request.

❖ MIL CODE OF ETHICS:

Listed also in the MIL By-Laws is the Coaches Code of Conduct. This reflects the high standards of behavior for coaches in the MIL, and should be adhered to:

- Create a healthy and safe emotional environment, free of fear, discrimination, abuse and harassment. Athletes cannot enjoy their experience without this.
- Teach and more importantly model good citizenship and sportsmanship, athletes must understand your commitment to helping them develop character and moral reasoning.
- Respect the spirit of the rule as well as the letter of the rule. Respect the difficult job officials have in enforcing the rules of any game. Taking advantage of rules to gain an advantage is not ethical. It indicates an unhealthy focus on winning.
- Be fair in the selection of players and in the allocation of practice and playing time. Empathize with the young athletes attempting to gain a place on your team.
- Respect the role of sport in the life of a child and the commitment the athletic has to family, friends and other interests outside of sport. Athletes must be allowed to experience other sports as well as to participate in the arts if they desire. Off season conditioning activities may be beneficial to a high school athlete, but these activities must be chosen by the athlete and not dictated in such a way that it limits the freedom of the individual to freely participate in other activities of interest to the student.

❖ MIL RULES GOVERNING COACHES

- Must be present at all contests. (Or provide for another school official to be in attendance)
- Do not recruit.
- No alcohol or illicit drugs while performing duties as a coach during athletic events.
- No terroristic threatening or assaulting students, officials, fans or other game related officials.
- Must adhere to NFHS rules and specific MIL rules.
- No foul language.

Violation of the above could lead to suspension or expulsion from the MIL.

3. Coaching Expectations & Responsibilities

❖ COACHES EXPECTATIONS:

The KCS Coaching Staff falls under the direction of the Athletic Coordinator at Kihei Charter School. All challenges and concerns of her/his sport should be discussed with the Athletic Coordinator prior to contacting the “sport’s coordinator”.

❖ GENERAL CODE OF CONDUCT FOR ALL COACHES:

- Never use abusive or foul language while conducting your coaching duties.
- Treat all children with respect and courtesy.
- When communicating with student athletes, be sure to copy the parents of the student athlete as well. (text, email, etc.)
- Dress in a professional manner while conducting your coaching duties. (Venue appropriate)
- Do not play a player who has been ruled ineligible due to school action or by the trainer/doctor due to injury or illness.
- Coaches **must** be the first to arrive and the last to leave.
- Do not leave children unattended; a coach should always know where his student-athletes are.
- Never touch a child in an inappropriate manner.
- Make sure practices are conducted with the student-athletes’ safety in mind.
- Create strategies prior to contests to address potential lopsided scores. Substitute early when you are obviously the superior team.

❖ HEAD COACHES RESPONSIBILITY:

➤ **General:**

- Ensure that all coaching staff follows all policies and procedures set forth in this handbook, the Kihei Charter School manuals, the HHSAA, and the MIL Handbook.
(Hard copies of all manuals can be obtained through the Athletic Office or by going to the “Athletic Website”.)
- Complete the Concussion in Sports, Heat Illness Prevention and Sudden Cardiac Arrest courses provided by the NFHS each year, prior to your eligibility list being due, preferred time would be prior to the first day of practice..
- Ensure appropriate conduct of athletes and coaching staff by establishing an atmosphere of sportsmanship and respect.
- Never give school keys to any student or athlete. If something needs to be unlocked, the coach must accompany the student for supervision.
- Establish and utilize outstanding communication skills.
- Review and follow checklist at rear of handbook.
- **Attend MIL Preseason and Postseason meetings for their sport.**
- Disseminate information to all coaches on your coaching staff at all levels.
- Athletic Coordinator approval necessary for the following:
 - Setting up scrimmages.
 - Reviewing “cuts” necessary due to high numbers. (Prior to announcing.)
 - Tournament commitment.
 - The suspension or dismissal of any student-athlete.
 - Using alternative means of transportation.
 - Establishment of a lettering policy.
 - Ordering apparel or items with “Kihei Charter School” on them. (Includes T-Shirts)
 - All items must be in line with any contract the school may be bound by.
 - Any facility improvements (permanent or temporary).

◆ HEAD COACHES RESPONSIBILITY: cont.

➤ General:

- Attend all coaches' meetings.
- Become CPR certified as soon as possible after accepting their coaching assignment.
- Assist in keeping the facility you are using clean. Always put your equipment away at the end of practice. This includes care and cleanliness of all locker rooms when applicable.
- **Email or text all results to the AC following your contest so that they can be posted.**
- Make sure all assistant and volunteer coaches have been cleared through the proper channels prior to their working with our student athletes.
- Volunteer coaches are not allowed to be left alone with athletes at any time.

➤ Preseason:

- The coach must conduct a safety audit of equipment and play areas before conducting student-athlete tryouts. Report any concerns immediately to the Athletic Coordinator.
- The coach should have a student and/or parent meeting outlining the tryout process prior to the team's first practice.
- The coach must confirm that the student-athletes trying out have a current and complete physical on file.
- After tryouts, the coach will conduct a follow up student-athlete and /or parent meeting in preparation for the season, if necessary.
- Make sure all student-athletes have a written copy of your team rules and lettering policy. Also be sure to give the athletic coordinator a copy of these rules/policies as well as posting them to your team page.
- Make sure all student-athletes emergency and medical information is with you at all events/practices.
- Provide a copy of your practice schedule is added to your "Team Page" on the athletic website. (This needs to be reviewed weekly so that any changes made to the original schedule are also reflected here. Coaches are also encouraged to remind all parents and athletes about changes prior to the week of the change. Send me the information and I will attach it for you.

➤ During the season:

- The coach is responsible for the actions and behavior of his staff and team.
- Coaches are advised to send an email to all parents every Sunday reminding them of the week's practice schedule as well as sites, times and travel plans for MIL contests.
- **All adults & students on your bench MUST be approved by the athletic coordinator prior to the day of the event.**
- The coach is responsible for the safety of his/her training area and equipment.
- Make sure your athletes are on the MIL eligibility list prior to them participating in a contest.
- The coach is responsible for giving the Athletic Coordinator a schedule of practice days and times for "Winter Break" and "Spring Break". This should be done no later than 3 weeks prior to the Break.
- Keep the Athletic Coordinator aware of any unusual circumstances surrounding your team in a timely manner; such as:
 - Suspensions and/or dismissals of athletes. (Parents should be contacted prior to dismissal. This should be used as a last resort.)**
 - Injuries to staff or players.
 - Potential problems with staff, parents, and/or athletes.
 - Plans to resign your post for the next year.
 - Practice cancellations.

➤ **During the season: cont.**

- Coaches are responsible for organizing their team's "Senior Night". Be sure to notify the Athletic Coordinator once a date is set.
- Complete all paperwork for post-season competition.

➤ **Post-Season:**

- Collect all school issued items, and clean those items if necessary. Team uniforms are not to be turned into the "Athletic" office by athletes. All coaches are expected to collect their team's uniforms.
- Perform an audit of all supplies and report any stolen or missing items immediately.
- Complete post-season team reports – either electronically or by hand and turn into the AC by the deadline supplied.
- **A coach MUST attend the Post-Season meeting.**
- **Attend the Awards Program.**

❖ **ASSISTANT COACHES RESPONSIBILITIES:**

- Assist the Head Coach in all his/her duties.
- Complete the NFHS Coaches Education courses yearly prior to the eligibility list being due, Concussion Management., heat illness and Sudden Cardiac Arrest.
- Execute all assignments given to him/her by the Head Coach or the Athletic Coordinator.
- Never give his/her school keys to any student or athlete.
- Uphold all policies set in the manuals and handbooks.
- Become CPR certified as soon as possible after accepting their coaching assignment.

❖ **VOLUNTEER COACHES RESPONSIBILITIES:**

- Assist not instruct.
- Must be approved and listed on the eligibility form to be on the sideline or on the bench with the team.
- Meet all the requirements of KCS.
- Complete the NFHS Coaches Education courses yearly prior to the eligibility list being due, Concussion Management., heat illness and Sudden Cardiac Arrest.
- Volunteer Coaches can't be left alone to supervise athletes.

❖ **ATHLETIC TRAINER'S RESPONSIBILITIES: (when one is on staff)**

- Keep training room neat, clean and organized.
- Order all materials needed to perform his/her job.
 - (Purchase Orders must be approved by the Athletic Coordinator.)
- Establish daily training room hours, and make these hours known to the coaches.
- Ensure the ice machine is used properly.
- Establish a sign-in procedure in the training room.
- Notify the Athletic Coordinator of any severe injury as soon as possible.
- Attend practices to monitor an injured athlete if necessary.
- Supply coaches with first aid kits and coolers.
- Ensure that student trainers are properly trained and monitored.
- Inform the Athletic Coordinator of any impending absences in a timely manner.
- Ensure that each coach has the supplies needed for their medical kit.
- Attend the pre-season meeting with the parents and athletes as set up for each sport.

Key Coaching Techniques:

Cooperation

Kihei Charter School expects the highest level of cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with the Athletic Coordinator, Administration, Faculty & Staff, Team and Parents/Guardians.

Discipline

The Head Coach will determine appropriate penalties for misbehavior. The Head Coach will report major behavioral offenses to the KCS Athletic Coordinator.

Improvement

All coaches must constantly take advantage of the opportunities presented for self-improvement. Attendance at league meetings, clinics, special workshops and training development in your sport specific fields are imperative. Keeping abreast of current literature in professional journals, newspapers, magazines and utilizing enrichment material available in other media forms are also recommended.

Dress Code

Appropriate and tasteful dress is expected. Revealing or immodest attire should not be worn. Personal appearance should be exemplary. Public demeanor and decorum should always reflect positively on Kihei Charter School and the Athletic Department.

Emergency and Parent Authorization Form

When traveling a Parent or Guardian must sign the KCS Permission to Travel and Emergency Information Form for the Head Coach to take on the trip. Sick and injured participant(s) will be allowed to stay back at the hotel with an assigned adult or chaperone for supervision. In this case or situation, the athletic coordinator and parent or guardian will be notified immediately.

4. Finances

❖ GENERAL FINANCES:

- Ordering Equipment, Uniforms or KCS apparel.
 - The Athletic Coordinator will do all of the ordering for the athletic department.
 - Coaches will have input in ordering for their sport.
 - All apparel must use the official KCS Tiger Shark logo as well as the school colors.
 - Under no circumstances should a coach order anything without the Athletic Coordinator's approval.
- Receipting Money:
 - Coaches should turn in all funds collected, to the athletic coordinator as soon as possible.
 - Coaches should use a "Fee Sheet" so that all funds collected are documented.
 - If after hours, the coach should ask the athletic coordinator to lock the deposit in a safe place.
 - **Coaches should never hold money overnight, unless there is no other option.**
- Fundraising:
 - *Any received money that increases a team's account is considered a fundraiser.*
 - Ordering items from fundraising funds must go through the Athletic Coordinator.
 - These funds will be kept in separate accounts by the Athletic Coordinator and the coach may inquire about their balance at any time.
 - These funds will "roll over" into the new FY and will never be placed in the General Fund.

5. Facilities

◆ GENERAL INFORMATION:

- All facilities and fields should be kept neat and clean. Police your area after every practice and game. This includes the locker rooms and the weight room.
- Any problem with a facility should be reported immediately to the Athletic Coordinator.
- Coaches are responsible for securing all facilities they use.
- All gates, and doors should be secured after each practice/game by the coaching staff.
- All lights must be turned off after each practice/game by the coaching staff.
- KCS in season teams will have first choice at securing on site facilities. KCS "out of season" activities will have the second choice at scheduling, with outside groups receiving the third opportunity.
 - **Athletes should never be given the key to the training room or weight room. A Coach must be present when student athletes enter either of these areas.**
- Weight Room:
 - An athlete should never be left unsupervised in the weight room.
 - Food and drink should not be present in the weight room.
 - The team using the facility is responsible for cleaning and locking the Weight Room.
 - In order to use the weight room, the student must have a current physical on file.
 - Weights must be placed on the racks once the athlete is done lifting.
- Locker Rooms: (when applicable)
 - Locker rooms are to be supervised when opened.
 - Locker rooms are to be open before practice, locked during practice, unlocked after practice, and locked after all athletes have vacated the area. Coaches should always check the locker room for any items left by a team member. NEVER give your keys to an athlete to open the locker room.
 - **Coaches are responsible for their athletes' treatment of the locker room.**
 - Lockers are to be given to each athlete. Each coach may furnish the locks or athletes may use their own locks. Coaches must have a record of all combinations. Any locks left on lockers following the last day of the season may be cut off.
 - Locker rooms should be cleared out the day after the teams' season ends.
- Storage Areas:
 - Storage areas are to be kept neat and clean.
 - Storage areas should not be left open or unsupervised.
 - Uniforms should be stored neatly.
 - Athletes should not be in the storage areas unsupervised.
- Training Room: (when applicable)
 - Athletes must be supervised in this area.
 - Athletes are not to loiter in the training room.
 - The key to the Training Room should never be given to a student athlete.
- Facility Use:
 - If you wish to reserve an area of the school for use other than for practice (i.e. meetings, film review etc...) please communicate with the athletic coordinator so that he/she can make arrangements. If you use a classroom, please leave it clean and in the condition, you found it.

6. General Information

❖ SUPERVISION: (FIRST TO ARRIVE & LAST TO LEAVE)

- An athlete must be supervised always, including the locker room and up until the point the student leaves school grounds, practice site or contest site.
- Volunteer coaches cannot stay with athletes unless a paid coach is also present.

❖ TRANSPORTATION:

- Athletes are to travel to events in vehicles provided by KCS, unless approval has been given by the administration to do otherwise.
- The athletic department will arrange transportation.
- The coach is responsible for alerting the Athletic Coordinator of scheduled departure times and to check the transportation sheet for accuracy at the beginning of the season.
- Athletes may ride home with their parents if the parent signs the child out with the coach on a designated form. An athlete may only be signed out by their parent or guardian. (Relatives and siblings do not count unless there is a note on file with KCS prior to the event.)
- Athletes may NEVER drive themselves to an away contest (unless transportation is not provided by the school). If this happens, they will not be allowed to compete.

❖ AWARDS/AWARDS NIGHT:

- An athletic awards night will be held at the end of the school year.
- The coaching staff is expected to attend this event.
- Lettering procedures:
 - Each Varsity head coach will determine the minimum standards for achieving a chenille letter. The standards need to be approved by the athletic coordinator. The standards need to also be communicated to the athletes at the beginning of the season.

❖ SENIOR NIGHT:

- These are nights where senior student-athletes and their parents are recognized.
- Coaches' Responsibilities for Senior Nights:
 - **Set a date and notify the athletic coordinator.**
 - Communicate to your parents the date and other details once they are available.
 - Plan the event.

❖ TEAM PICTURES:

- Pictures will be announced once the company contacts us.
- All teams are expected to show up at their scheduled time on the scheduled date.
- All coaches are required to bring a current roster with them.

❖ KEYS: tbd

❖ OPEN GYM: (when applicable)

- All participants should have a physical form on file.
- Non KCS students must fill out a "Liability Waiver" before they can participate.
- Facilities must be supervised always.
- MIL and HHSAA regulations must be followed.
- Blackout dates must be observed.

❖ INJURIES:

- The trainer or coach should administer appropriate first aid. Always use gloves supplied to you, if you need more tell the trainer immediately.
- If the injury is serious, contact the people below and advise them of the physical condition of the athlete:
 - Athletic Coordinator
 - Parent/Guardian
- If necessary, contact 911. The head coach or an assistant coach should ride with the injured player in the ambulance.
- An injury report should be filled out as soon as possible and turned into the athletic office/Trainer.

❖ INCLEMENT WEATHER:

- Coaches should use extreme caution when practicing during threatening weather, including heat.
- Coaches are to clear the practice field upon the first sign that warrants cancellation of activities.
- Game situations: Once the game has started, the officials oversee stopping play due to inclement weather or other safety concerns. The administration may help monitor the weather situation. The decision to postpone the game may be determined by the officials, the administration, and the head coach from both teams.
- Teams and coaches are to seek shelter. (Please refer to "A Duty to Provide a Safe Physical Environment")
- Lightning – please follow the NFHS Lightning policy on the next page.

❖ Proactive Planning for lightning and Inclement Weather:

- Assign staff to monitor local weather conditions before and during events.
- Develop an evacuation plan, including identification of appropriate nearby shelters.
- Develop criteria for suspension and resumption of play.
- When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
- Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard. The 30-minute clock will reset with every subsequent sighting of lightning or thunder.

For more detailed information, refer to the "Guidelines for Lightning Safety" section contained in the NFHS Sports Medicine Handbook.

❖ MEDIA:

- Meeting with reporters:
 - Coach:
 - It is a professional expectation that a coach will meet with properly credentialed members of the press.
 - Please discuss the game in a professional fashion, keeping in mind disparaging remarks about officials and/or players are strongly discouraged.
 - Remember, there is no such thing as "off the record".
 - Players:
 - Coaches are to instruct players on how to talk to the press.

❖ SCHEDULING:

- Preseason Contest
 - Must be approved by the Athletic Coordinator prior to placing on the team schedule.

❖ **PASS LISTS:** (this needs to be done to simplify the ticket gate)

- Eligible for the pass list: (This should be turned in prior to the beginning of your competitive games.)
 - Parents, spouse, and children
- If the coach wants others on the list they will need to see the Athletic Coordinator prior to the day of the event. This will be easier to deal with at home events rather than away events.

❖ **Policies and Procedures for Off Island Travel with Athletic Team**

Occasionally, Kihei Charter School teams or individual athletes may have the opportunity to compete off island for pre or post season competition. This is a valuable team building tool in the preseason, and a chance to compete against the state's best athletes in the postseason. While Kihei Charter School supports such endeavors, certain guidelines must be followed.

- Plans, in writing, for the outer island trip must be turned into the athletic coordinator one month or more prior to the event. These plans are to include itinerary, travel plans, lodging, meals, and detailed schedule. The excursion must gain approval from the High School Director.
- Trips must minimize loss of class time.
- Upon approval, funding for the trip must be 100% covered by the families.
- HHSAA events
- In addition to what is already required by the athletic department for student participation, additional forms must be turned into the athletic department prior to making any flight or lodging reservations. These are to be turned in one month or more prior to the departure date and include:
 - Kihei Charter School Release and Covenant Not to Sue.
 - Contract with the student/parents/guardian stating rules violations for the event.
 - Special Needs Information and Consent.
 - Ground transportation must be approved by the Athletic Coordinator.
 - Drivers must submit current licenses and proof of insurance.
 - There must be an appropriate number of chaperones to manage the event.
 - This number will be determined by the Athletic Coordinator.
- **ALL CHAPERONES MUST BE APPROVED BY the ADMINISTRATION.**
- **Alcohol should never be consumed on trips while representing Kihei Charter School.**
- **Coaches must never leave students unsupervised at any time. This includes but is not limited to a hotel room, shopping center, meals, etc.**
- **Per Diem and Reimbursement of Expenses: tbd**
- **HHSAA Championship Tournaments.**
 - All KCS coaches and athletes will abide by the school's athletic code of conduct.
 - There will be "zero tolerance" for preferential treatment for any KCS athlete during a Championship event.
 - All KCS athletes, managers, statisticians, chaperones, and assistant coaches, will be under the direction of the team's Head Coach always during the event and/or trip.

➤ **Student Behavior on trips:**

- Courteous and polite behavior is expected always with special consideration for other hotel guests or when visiting other schools or institutions. One should be prompt and on time for departures, scheduled activities, meetings and curfews. It is expected that all students will participate in all activities on the trip. A student may remain at the hotel under adult supervision and be excused from an activity only if medical treatment determines otherwise.
 - One should enter a hotel lobby quietly and in an orderly fashion. Behavior such as running in hallways; loud talking in rooms, lobbies, elevators, hallways, or knocking and slamming doors loudly, will be considered unacceptable behavior.
 - No visitors are allowed in hotel rooms. It is appropriate to meet guests or visitors in the hotel lobby with the Head Coach's permission. Only persons registered on the trip and of the same gender may visit in hotel rooms.
 - Usage of hotel room phones will be prohibited. Only in emergency situations may the student athlete(s) contact the coaches or chaperones.
 - Alcohol, Tobacco and Substance Abuse are not promoted and will not be Tolerated.
 - Use of inappropriate language, public display of intimate affection, or rowdy and boisterous behaviors, will be considered unacceptable behavior.
 - Curfew times will be strictly enforced. No student(s) should leave her/his room after the curfew time for any reason. Emergencies are handled with a call to the Head Coach or Chaperone.

➤ **Off Island Trips**

• **Trip Refunds:**

- After the designated payment deadline, cancellations due to illness or family emergency will be handled on an individual basis. The Athletic Office will make every effort to refund a portion of the trip payment(s), but it is understood that the trips are booked on a group basis and a full refund may not be possible.

• **Team Trip Checklist:**

- The Head Coach will submit to the Athletic Coordinator a request to travel. The purpose and primary goals of the planned trip should be included.
- Submit an itinerary for the trip, which includes hotel addresses, and phone numbers.
- Distribute, discuss and review rules and policies with parents and students.
- Suggest a list of clothing appropriate for the trip including packing instructions, luggage requirements and team's identification procedures.
- Students are to carry & load their own luggage. They are responsible for their luggage & personal items. They should only bring those items necessary for the trip.
- Set a curfew time with your student athletes that is appropriate for the entire team.

• **Right of Refusal:**

- Kihei Charter School reserves the right to refuse travel participation by their student athletes who are not academically eligible or have behavioral issues that warrants non-participation.

7. Sportsmanship

Sportsmanship: conduct becoming a sportsman, i.e.; a person who is fair, courteous, and generous, a good loser, and a gracious winner. (Webster)

The purpose of interscholastic athletics is to give young men and women the opportunity to expand their educational horizons by experiencing fair and friendly competition with their peers. Ingrained in that competition is good sportsmanship; fairness, respect for rules, regulations, opponents, and officials.

➤ The Fundamental Principles of Sportsmanship

- To gain an understanding and appreciation for the rules of the contest.
- To exercise responsible behavior always.
- To recognize and appreciate skilled performance regardless of affiliation.
- To exhibit respect for authority.
- To display openly respect for opponents.

➤ What are the Characteristics of Good Sportsmanship demonstrated by the Kihei Charter School student athlete?

- Pride
- Do your best
- Understand that winning is not everything
- Try to have fun
- The play of the game is only a game
- Play by the rules
- Applaud when injured players get up
- Congratulate opposing team
- Help opponent up after a fall
- Tolerance
- Respect
- Leadership
- Enthusiasm
- Friendship
- Teamwork
- Patience
- Positive Mental Attitude
- Compromise
- Spirit
- Friendly Rivalry
- Courteous
- Responsibility for others
- Consideration for others

Kihei Charter School student athletes will not taunt opposing players!

Athletic Liability: Minimize the Risk

Duties of Athletic Coaches: According to the courts, coaches and physical educators have a duty to protect student athletes. Included under the Duty to Protect are:

- 1. A Duty to Supervise Athletes**
- 2. A Duty to Provide and Maintain Safe, Adequate Equipment**
- 3. A Duty to Provide a Safe Physical Environment**
- 4. A Duty to Properly Instruct Athletes**
- 5. A Duty to Condition Athletes**
- 6. A Duty to Match Athletes Responsibly**
- 7. A Duty to Maintain Accurate and Up-to-Date Records**
- 8. A Duty to Warn and Inform Athletes and Parents about the Risks**
- 9. A Duty to Evaluate for Injury and Initiate Medical Response**

1. DUTY TO SUPERVISE:

Failure to supervise is one of the most common complaints made against school personnel.

❖ **All activities related to the sport must be supervised, including:**

- Dressing, assembling equipment and other preparation for training or competition.
- Warming up.
- Conditioning, training, and practice.
- Competitions—including the time leading up to the competition if students are staying after school until the designated meeting time.
- Cooling down.
- Putting equipment away, showering and otherwise concluding a practice session or competition.
- Receiving treatment for injuries.
- Traveling to and from off-campus practice facilities or courses and competitions.
- Bus trips—be sure to supervise the entire bus throughout the trip.
- Overnight stays.
- Eating meals on the road.
- Waiting for athletes to be picked up from practice or competitions (Do not leave the site until all your athletes are picked up.)

❖ **Supervision entails vigilance:** *Be in a location to see the entire practice area and scan constantly for safety concerns. Assign a sufficient number of coaches to cover the entire area of play.*

❖ **Supervision entails being alert:** *Be accessible and visible to players and staff. You must be vigilant from the moment the first athlete arrives until the last athlete leaves. Some of the worst accidents, incidents and injuries occur at the end of the day, when people are tired or goofing off...or when they think no one is watching.*

❖ **Supervision entails planning:** *Discuss practice plans with all coaches. Discuss expectations of who will be doing what and helping with what drills.*

❖ **Supervision entails communication:** *Give clear instructions to players & staff. Communicate with the Athletic Trainer and AC (Athletic Coordinator). Listen keenly for student concerns and create opportunities and avenues for communication. Students are often hesitant to speak up about an injury or illness.*

❖ **Supervision entails knowledge:** *Know your players' strengths and weaknesses. Know the sport you are coaching.*

❖ **Supervision entails discipline:** *Establish a method/technique to clearly show the coach is in charge. Have a signal which communicates that both athletes and staff must cease activity—signal, word, whistle.*

❖ **Supervision entails movement:** *Coaches need to be actively engaged. It is unacceptable to merely sit in the bleachers and watch.*

2. A DUTY TO PROVIDE & MAINTAIN SAFE, ADEQUATE EQUIPMENT:

It is essential to inspect equipment prior to each practice and game. Coaches can be sued based on injuries allegedly resulting from improper fit, lack of maintenance and care, or noncompliance with standards of care, rules, and regulations.

- Inspect all equipment at the beginning of each season for quality and defects before distributing to athletes. Throughout the season, make inspections of equipment as well.
- Discuss equipment issues with the AC in a timely manner to ensure equipment is safe and maintained well before the beginning of the season as this has financial implications.
- Follow manufacturers' recommendations for sizing and fitting the equipment.
- Maintain records of all equipment issues to and returned by each athlete.
- Complete and return Equipment & Uniform Report to the AC at the conclusion of each season.
- Instruct athletes of proper use, fit, cleaning and maintenance of equipment and uniforms.
- Locker Room cleanliness and personal cleanliness should be discussed and should be implemented to avoid MRSA and other infections & diseases caused by close proximity of athletes (especially in locker room situations).
- Instruct athletes on proper use & warn about the dangers associated with equipment use.
- Instruct athletes and parents to report equipment damage.
- Use equipment that meets league standards, rules and regulations.
- Require the use of helmets, eye protection, mouth guards, face masks, gloves, and other critical safety equipment appropriate to the sport or activity.
- Do not provide "special" equipment for certain athletes only (except as needed for specific positions, e.g. goalie or catcher).
- Do not modify equipment; you may void warranties and create a liability for the school.
- Do not use equipment for anything other than its intended use.

3. A DUTY TO PROVIDE A SAFE PHYSICAL ENVIRONMENT:

Although facility managers, school site administrators and other operators have certain responsibilities to provide a safe environment around their facilities, athletic coordinators and coaches are responsible for inspecting all areas to be utilized in practice and competition.

❖ Your job is to identify hazards and either correct them or cancel the activity. How?

- Remove or eliminate the hazard.
- If it is impossible to remove the hazard, assure safety. This may be accomplished by padding or covering a sharp or protruding object, creating a barrier or safety zone around an obstacle, and/or posting signs.
- If you cannot move the hazard, you might be able to move the team out of range of the hazard. **Warning:** Never move athletes to an area that is not suitable for the activities being performed. You are simply trading one hazard for another.
- If the above is still insufficient to create a safe environment for athletes and spectators, suspend the practice or competition.

Check over the practice/competition area each day. Train athletes to report any unsafe conditions or hazards. Inform the AC of hazard/unsafe condition that cannot be corrected by coaching the staff.

❖ Inclement Weather

Coaches and officials must exercise their best judgment in determining whether a field is in playable condition. If not, call the game off. Sometimes it is acceptable to continue in rainy weather; however, not all rainstorms are alike.

If a decision is made to continue play and a parent does not agree with your decision, always support the parent's decision to remove the child from the game or practice session. Never argue about this—not publicly, or privately. Be gracious.

❖ Heat & Humidity

Athletes who play sports in hot weather can be at risk for heat illness. We are all aware of the cases in which heat illness has resulted in death for athletes.

People get dehydrated if they do not replace body fluids lost by sweating. Dehydration can affect an athlete's performance in less than an hour of exercise—sooner if the athlete begins the session dehydrated. Being even a little dehydrated can make a person feel less well and play less effectively, and it puts him or her at risk for more dangerous heat illnesses.

Heat-related emergencies are progressive conditions caused by overexposure to heat. They may also occur when it is not hot (e.g. during swimming or ice hockey) but where the athlete is sweating and dehydrated.

****Guidelines to follow: **KCS Athletics will follow the "Humiture (Temp & Humidity score) Recommendations for Activity" ***Refer to the chart on the next page to calculate Humiture!**

Humiture: Recommendation

- 105 and up Recommended NO Outside Activities
- 95 to 104 Recommended NO equipment (helmets, pads, etc.) to be used during activity
- 90 to 94 Equipment to be removed as often as possible (during rest breaks, on sidelines, etc.). Careful monitoring of all athletes for signs of heat problems.
- Below 89 Adequate water supply at all practices and competitions with breaks every 20 to 30 minutes for rehydration.

Environmental factors: Ambient air temperature and humidity have a direct effect on the ability for a body to cool itself through the evaporation of sweat. When the air temperature is above 90, and/or the relative humidity is high, the body is at a higher risk to not effectively stay cool, which may be compounded by the level of dehydration of the body's fluids. The following chart is a simple method to determine the amount of increased risk with variations of heat and humidity, and subsequent suggestions to modify participation in physical activities. This chart can be used by inputting the temperature and humidity available via local radio stations, Internet locations, etc. Simply cross-reference the relative humidity (top row) with the temperature (first column) to determine the humidity. Follow guidelines outlined below.

Humiture or Apparent Temperature Chart (After R.G.Steadman, 1979)

Temp↓p	RELATIVE HUMIDITY (%)									
	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
105°	100	105	113	123	135	149				
104°	98	104	110	120	132	143				
102°	97	101	108	117	125	139				
100°	95	99	105	110	120	132	144			
98°	93	97	101	106	110	125	132			
96°	91	95	98	104	108	120	128			
94°	89	93	95	100	105	111	122	128		
92°	87	90	92	96	100	106	115	122		
90°	85	88	90	92	93	100	106	114	122	130
88°	82	86	87	89	93	95	100	106	115	125
86°	80	84	85	87	90	92	96	100	109	111
84°	78	81	83	85	86	89	91	95	99	105
82°	77	79	80	81	84	86	89	91	95	96
80°	75	77	78	79	81	83	85	86	89	91
78°	72	75	77	78	79	80	81	83	85	86
76°	70	72	75	76	77	77	77	78	79	80

Heat illnesses fall into three categories of increasing severity:

- Heat cramps--caused by loss of salt from heavy sweating
 - Signs (early stage): profuse sweating, fatigue, thirst, muscle cramps
- Heat Exhaustion—caused by dehydration
 - Signs (later stage): headache, dizziness, weakness and lightheadedness, cool, moist skin, nausea and vomiting, dark urine
- Heat Stroke—occurs when the body creates more heat than it can release-a life-threatening condition
 - Signs (life-threatening): fever (above 104 degrees F), irrational behavior, extreme confusion, dry, hot, red skin, rapid, weak pulse, seizures, unconsciousness

Caution: If the athlete refuses water, vomits, or starts to lose consciousness, call EMS immediately and perform the procedures indicated in your first aid certification training!!

➤ **Guidelines for Preventing Heat-related Illnesses:**

- Keep an eye on overweight and unconditioned athletes.
- Watch those with a history of heat-related illness.
- Know which athletes take medication. Some medications may cause athletes to be more susceptible to heat-related illnesses.
- Gradually acclimate athletes to hot-weather activity.
- Avoid practice at the hottest times of day. Be aware of temperature & humidity levels.
- Make it easy for athletes to drink fluids during practices and competitions.
- Remind athletes to drink fluids before, during, and after practices and competitions.

➤ **Guidelines for Preventing Heat-related Illnesses:**

- Schedule fluid breaks—increase frequency as heat and humidity rise.
- Rest in shade; remove headgear during rest periods.

4. Duty to Properly Instruct Athletes:

❖ The most frequent questions asked in assessing liability after injuries are:

- *Was proper instruction provided?*
- *Was there proper progression of the skills?*
- *Was there proper supervision?*
- *Did they get too competitive too fast?*

❖ Coaches have a duty to properly instruct athletes, not just in how to win the game, but in how to execute skills in a safe and appropriate manner. Basics need to become a habit.

➤ **Instructional Guidelines:**

- Know, teach and follow the rules of play.
- Give age-appropriate instruction.
- Demonstrate the skill or maneuver being taught.
- Analyze and break down all skills into small steps.
- Require all athletes' attendance and full attention for instructional sessions.
- Give clear correction and honest feedback.
- Start slowly and increase speed only when form is mastered.
- Increase pressure to perform incrementally so the athlete becomes gradually conditioned.
- Increase safety precautions and use proper equipment when teaching new skills.
- Review basics frequently—regardless of athletes' skill level.
- Quiz athletes—verbally or in writing—to determine their understanding of the principles behind what they are doing, e.g. Why do you have to keep your head up? To avoid a neck injury. Do helmets protect your neck? No, they only protect my head.
- Keep abreast of instructional techniques by attending clinics, classes, seminars.
- See AC about funding for clinics, classes, etc.
- Do not teach a skill or activity you do not know, cut short instructional time, mismatch players, or compromise safety.
- Do not teach athletes to cheat, cut corners, or conduct themselves in an unsporting manner.

➤ **Practice Plans:**

- Coaches must have a written practice plan for each practice.
- Discuss the practice plan with staff and let them know their expectations each day.
- Include water breaks in your practice plan and implement them.
- Keep records of your practice plans in a file or notebook. Keep practice plans for at least one year after the season.

➤ **Coaches Education Requirement:**

- All head coaches, assistant coaches, and volunteer coaches must complete this requirement, yearly.
- Coaches will be expected to take the courses on Concussion Management, Heat Management and Sudden Cardiac Arrest. Turn in your course completion document to the athletic Coordinator.

5. Duty to Condition Athletes:

❖ ***“Are they ready?” This fundamental of good coaching is also a fundamental of responsible risk management. This is not an area you can plead ignorance!***

➤ **Areas of Responsibility:** nutrition, hydration, stretching, flexibility training, endurance conditioning, and weight training.

- Include an appropriate period of conditioning before the start of the season—let athletes know what your expectations are for their off-season conditioning and training programs.
- Train athletes to report injuries—no matter how minor.
- Train athletes on nutrition, rest and hydration.
- Be alert to athletes’ physical condition.
- Look for indicators of possible injury, heat exhaustion, eating disorders & mental health issues.
- Plan conditioning routines that are age-appropriate.
- Modify routines as needed according to current physical condition, expertise, strength, size, and weight.
- Include conditioning exercises that are sport-specific.
- Increase exercise difficulty, pace, amount of weight, number of reps, etc. incrementally over time—progression is key!
- Increase training gradually—rapid increases often lead to injury.
- Teach athletes to be aware of conditioning and training levels.
- Make sure warm-up and cool down is included in practice and competition—even if the athlete is late.
- **DO NOT ALLOW** an athlete to participate, not even practices, without a pre-season physical examination! **THERE ARE NO EXCEPTIONS!**

➤ **Illegal Drugs and Alcohol, Steroids, Prescription Drugs, Food Supplements, Asthma Treatments:**

- Have clear expectations prohibiting the use of illegal drugs, tobacco, and alcohol by athletes.
- Follow state association and school policies.
- Never dispense any drug, medication, or food supplement—not even vitamins.
- Do not allow a player to use another player’s prescription medication, including inhalers.
- You have a duty to warn and inform athletes and parents regarding the harm of Supplements such as those containing anabolic steroids, “designer steroids” such as THG, diuretics, peptide hormones, ephedra, creatine, and stimulants such as mega-doses of caffeine.

➤ **Weight Issues:**

- Researchers estimate that 66% of high school girls and 17% of high school boys are on diets at any given time.
- Athletes are a high-risk group for eating disorders. Athletes in sports that emphasize lightweight and small body size, such as wrestling, gymnastics, cheerleading, swimming, diving, and dance, are especially susceptible. However, studies show that eating disorders are reported in almost every sport.
- As a coach, you must know and be sensitive to the signs and symptoms of anorexia, bulimia, and bingeing. If you ignore disorders in athletes, you may be found negligent.
- While we are not saying coaches are the cause of eating disorders, it must be noted that coaches are the single most-blamed source of eating disorders by athletes. Coaches should recognize the level of influence that they have and be careful in their choice of words. Avoid negative comments about fat, weight or athletes’ body parts.

➤ **Asthma:**

Asthma is a chronic disease in which the lining of the airways and lungs become inflamed and swollen and produce extra mucus. Asthma attacks occur when the airways narrow, making it difficult to breathe. Factors in the environment, called triggers, can make asthma symptoms worse.

• **Asthma Guidelines:**

- Check physical forms or medical forms and note which athletes have asthma and which athletes have inhalers or other medication.
- Make sure athletes have their inhalers at each practice and competition and that they are readily available.
- Asthma varies from person to person. Ask parents and/or physicians to provide a brief history of the athlete's asthma including factors which are known to make their asthma worse.
- Learn to recognize acute symptoms which may require medical care.

6. Duty to Match Athletes Responsibly

❖ ***A critical factor in reducing the likelihood of injury is matching athletes appropriately.***

➤ **Factors to Consider when Matching Athletes:**

- Skill; Experience; Height and weight; Injuries or incapacitating conditions; Age; Maturity; Mental State
- Gender **Remember you must comply with Title IX (gender equity)

**In game situations, you have no control over how big opponents are. In practice situations, you are in control.

**Matching occurs in how you select athletes for various levels of competition—varsity, junior varsity, etc. It occurs in how you select “teams” for practice games. It occurs in how you determine whether an athlete is ready to compete under an increased level of pressure (e.g. a gymnast executing a vault with a higher degree of difficulty).

➤ **Team Selection: BE FAIR** You can go a long way toward minimizing the number of complaints and/or lawsuits by abiding by three basic principles of fairness:

• **Provide Clarity; Consistency; Provide Feedback**

- **Clarity:** Explain selection criteria or procedures for tryouts prior to beginning tryouts. With individual sports, it may be appropriate to apply objective criteria (e.g. time trials). With team sports, some aspects of selection may be subjective. Keep a rubric and other documentation used for selection. Criteria may include the discretion of the coach in assembling the best configuration of players.
- **Consistency:** Avoid perception of favoritism, harassment or discrimination. Whatever selection criteria you create, you must be willing to apply it to each and every athlete without exception, and make statements that reflect that.
- **Feedback:** Throughout the selection process, provide feedback to the athlete. The feedback should be related to the criteria for selection. Do not post your selection or “cut lists”. You and your staff need to contact each athlete personally. You may want to provide an opportunity for athletes who are “cut” to come in to discuss why they were cut. Keep this discussion in relation to selection criteria and not what you like or dislike about the athlete.

7. Duty to Maintain Accurate and Up-to-Date Records

❖ ***One of your best protections against liability is to document and save certain records. No one becomes a coach to do paperwork. In fact, in most cases, the opposite is true. But remember, the paperwork you complete and save today may just save you from trouble tomorrow.***

- Never, ever, ever, ever falsify a document. Don't fill in the blank because you think you know the answer. If something is blank, go back to the person who signed it and have them complete and initial the missing item.
- Don't fill out forms "from memory." If you are asked by the courts, how will you be able to answer?
- Your documents and records may be subpoenaed. They must be true and accurate.
- What you should document (below is a partial list):
 - Physical Forms (School must keep for 5 years-state law)
 - Master Eligibility Lists
 - Parent permission
 - Athletic Parent/Student/Athletic Department Agreement forms
 - Student injury reports & Return to play forms
 - Inventory & Uniform Forms
 - Practice Plans & Athlete attendance records
- Where should these documents be stored?
 - Most of these documents will be stored by the Athletic Coordinator at the school.
 - The Athletic Coordinator may choose to scan documents and store them online.
 - Individual practice plans should be kept by the coach for the entire season. Keep plans for at least one year.
- Ask these questions.
 - Which paperwork stays in the office?
 - Which paperwork goes with the coach to the practice area?
 - Which paperwork travels with the team to competitions?
 - Where are the emergency medical documents?
 - What other documents am I responsible for?
 - o All MIL Forms (Rosters, Eligibility List, Participation List, etc.)
 - o MIL and HHSAA Entry Forms
 - o Uniform Checkout and Inventory Forms
 - o Uniform Check-In at the end of your season
 - o Season Summary & Awards Forms

8. Duty to Warn and Inform Athletes and Parents about the Risks

❖ *The failure to warn and inform athletes and their parents of the risks of participation is a prevalent allegation in sports injury litigation.*

- A comprehensive approach to this duty has four components:
 - The Parent-Athlete Pre-Season Meeting(s)
 - Asking athletes as often as possible about whether they have experienced an illness or injury and warning them about the risks in withholding such information
 - Ongoing instruction that includes warnings on the dangers of using improper techniques
 - Formal warnings and discipline
- Parent-Athlete Pre-Season Meeting:
 - Include risks of participating in sports and your SPECIFIC sport.
 - Discuss how to report illness and injury of students.
 - Discuss the role of the athletic trainer.
 - Discuss team rules and regulations. |
- Illness and Injury:
 - Gone are the days when “toughing it out” was praised and encouraged. Emphasize the dangers of withholding information and be alert. Know your players and watch them carefully for signs of hesitation.
 - Give your athletes an opportunity to speak in private about any details. Seek out anyone whom you suspect of hesitating to come forward and probe gently for information.
 - Do not tolerate any ridicule of players who report illness or injury.
- Ongoing Instruction Including Warnings and Dangers of Improper Techniques:
 - Teaching proper technique both lowers the risk of injury and improves performance.
 - When you correct technique, do not just correct the technique but take advantage of the teachable moment to both warn and inform the athlete regarding the dangers involved.
 - Take advantage of another teachable moment to warn and inform when an athlete violates the rules of play.
- Rules and Regulations:
 - Do not assume athletes know the rules of play. Teach the rules.
 - Post safety rules, warnings and procedures in plain view in locker rooms, weight rooms, gyms, bleachers, and pool areas.
 - Formal Warnings and Discipline
 - Implement your discipline policy fairly.
 - When you are tempted to “let her/him off easy” and omit clearly prescribed disciplinary measures, ask yourself “What if the athlete does it again and someone is seriously hurt and I failed to take action?”

Talk to the Athletic Coordinator as issues arise. No one likes surprises!!!

9. Duty to Evaluate for Injury and Initiate Medical Response

❖ ***Despite your best efforts at prevention, incidents and accidents will probably occur. They may range from minor scrapes and bruises to severe life-threatening illnesses and injuries. They can occur any time—in the locker room, on the practice field, on the bus, during competition, or as the last athlete leaves the venue for the evening. Your duty of care includes an obligation to be knowledgeable about injuries and prepared to evaluate the situation, render first aid, and seek emergency medical treatment when necessary.***

➤ Guidelines for Minimizing the Risk of Liability when an Incident Occurs:

- Follow your emergency plan.
- Help the injured.
- Make sure the team is being supervised and supported.
- When EMT personnel ask questions, present the facts (who, what, when, where), and not your opinion about what happened or what caused the injury.
- Do not offer information to those in the area other than your supervisors.
 - Be courteous and sympathetic but don't answer questions.
 - Do not lie, falsify or mislead.
 - Do not make comments that assign cause or blame to yourself, to others, to some hazard or to allegedly defective equipment.
 - Do not say "It's not your fault"—not even to make the athlete feel better.
 - Do not apologize to anyone. o Do not comment to the press. Let them know a school spokesperson will speak with them at the appropriate time.
- Document thoroughly and promptly.
 - Write down everything as soon as you can.
 - Obtain photographs of the site and/or situation if possible.
 - Complete all required reports. o State the facts, not your opinion.
- After the incident: Do not respond directly to anyone claiming to be "investigating" the incident or accident without first consulting with administration or legal counsel.
- Protect the other players from the media and request that players respect the privacy of the injured athlete by declining media interviews.

➤ In the Event an Athlete or Employee is Seriously Ill or Injured:

Check the scene for safety. Check the injured person. Protect the person from further harm, following universal first aid precautions where appropriate. **DO NOT MOVE THE INJURED PERSON!** Activate your emergency medical plan. Care for the person until EMS arrives. Treat for the most severe injuries. Restrict information only to those who need to know.

Emergency Action Plans Review and customize the Emergency Action Plan prior to the start of your season. Discuss and review the plan with assistant coaches, volunteers, athletes, and parents. See the Emergency Action Plans in this handbook.

9. Duty to Evaluate for Injury and Initiate Medical Response (cont.)

- Emergency Treatment Authorization:
 - Coaches should always have immediate access to emergency information and authorization in the event of an emergency.
 - Know your athletes! Review the information carefully. Make note of, who has asthma, allergies, a chronic illness or a history of injuries and concussions.
 - The emergency authorization information **MUST** be carried with you always.

Privacy Laws: FERPA and HIPAA In the event of an injury, accident or incident, do not speak to the media, the team, other concerned parents or citizens regarding the health of the injured student or other private matters. Under FERPA, you may disclose information to “school officials with legitimate educational interest” as well as “appropriate officials in cases of health and safety emergencies.” HIPPA restricts what information can be shared. The medical information is confidential.

- First Aid Kits:
 - Be sure to check out a first aid kit from the Athletic Trainer at the beginning of your season. Keep the first aid kit stocked. Be sure to return kit to athletic office at the end of the season.
- Precautions Regarding Communicable Diseases and Blood-Borne Pathogens:
 - Never assume that an athlete or employee is not infectious, even if you know their health history.
 - The US Center for Disease Control recommends that universal precautions be used in all instances of exposure to blood.
 - Use of personal protective equipment—gloves, eye protection, masks/face shields, etc.
 - Hand washing.
 - Use of appropriate procedures to decontaminate surfaces, uniforms and equipment.
 - Proper disposal of contaminated waste.
- General Guidelines for Managing Exposure to Blood/Body Fluids
 - If an athlete is bleeding, take him/her out of play immediately.
 - Follow first aid procedures to stop the bleeding and cover the wound.
 - Use mask/face shield when performing CPR.
 - Wear protective disposable gloves when performing first aid or cleaning up the blood. Learn the proper technique for removing and disposing of gloves without touching contaminated surfaces. Never reuse gloves.
 - If you come in contact with blood or body fluids, wash your hands and exposed skin with antibacterial soap immediately afterward.
 - Disinfect all contaminated surfaces and equipment before resuming use.
- Return to Play (for any injury)
 - Once an athlete sees a doctor or physician, they are under the care of that person. They must have clearance to participate from that doctor or physician.
 - A parent, coach, or athletic trainer cannot override a doctor or physician while under the doctor’s care.
 - Any time an athlete sees a doctor for injury or illness, they should ask for a note that explains when they can return to play or are cleared to participate.
 - Illness and injury should not be hidden or kept from a coach. Encourage your athletes to tell the truth about the way they feel. Coaches should not encourage an athlete to “tough it out” in this day and age.
 - Keep athletic trainer and AC informed of players/athletes that have seen a doctor for any reason. Be sure to inform parents that with any doctor visit, they should ask for a note that clears the athlete for participation.
 - Parents and athletes should be encouraged to talk to the athletic trainer about illness/injury.

10. Other Issues with Which Coaches Must Be Concerned

➤ Gender Equity

- Title IX of the Educational Amendments of 1972 is a federal law that ensures gender Equity in public education, including athletic programs. To be in compliance, school athletic programs must pass one of three tests:
 - Presumed Compliance—determined by examining the ratio of female students to male students and comparing that to the ratio of female athletes to male Athletes.
 - History of Continuing Practice of Athletic Program Expansion—a school may establish a pattern of ongoing program expansion and a sincere effort to engage and promote boys' and girls' programs continuously through program Development.
 - Full and Effective Compliance of Accommodations and Abilities—determined by conducting a survey/assessment to determine whether sports interests of under-represented gender students have been fully and effectively satisfied by the district.
- There are eight program components to manage to ensure equity in athletics:
 - Student Interest and Abilities
 - Equipment and Supplies
 - Scheduling of games and practices
 - Facilities
 - Coaching (including compensation for coaches)
 - Publicity
 - Medical Treatment and Training, and
 - Travel arrangements/Travel allowances

➤ Sexual Harassment

- Sexual Harassment is defined by any behavior of a sexual nature that is unwanted or unwelcomed by the recipient.
- Sexual Harassment can occur between two or more employees/coaches, between students, between employees/coaches and students, or may even involve a vendor, spectator, consultant or other community member and an athlete or employee.
- Sexual Harassment may be:
 - Physical, such as unwelcoming touching or interference with movement.
 - Verbal, such as epithets, derogatory comments or slurs.
 - Visual, such as the display of derogatory cartoons, drawings, or posters.
- Two Kinds:
 - Quid Pro Quo: “You do something for me and I’ll do something for you.” It can be based on a single incident or a series of incidents.
 - Hostile Environment: (The most prevalent form) For practical purposes, any sexually oriented conduct or any sexually oriented atmosphere that is intimidating or offensive to a reasonable person. Includes but not limited to sexual jokes, graffiti, suggestive remarks, cartoons, physical interference with movements, and sexually derogatory comments on school grounds or at school-sponsored activities.

**Coaches may be prone to excusing the behavior of athletes toward their teammates as “good-natured teasing.” Remember, sexual harassment is sexualized behavior that is unwanted or unwelcome by the recipient. It doesn't matter what the person's intent was; if someone's behavior could make others uncomfortable, you must intervene.

10. Other Issues with Which Coaches Must Be Concerned (cont.)

➤ Child Sexual Abuse

- The nature of the coach-athlete relationship requires that the coach be responsible for maintaining a strictly professional relationship. Sexual and/or romantic relationships between coaches and athletes in the school setting are unprofessional and represent an abuse of power-regardless of who initiated the sexual intimacy or of the athlete's age.
- It is mandatory that adults report all cases of child sexual abuse, including suspected cases of child sexual abuse, to the proper criminal authorities immediately. Talk to the High School Director, Athletic Coordinator, or school counselors for assistance in these situations.

➤ Hazing

- Hazing is the initiating of underclassmen and/or new additions to an athletic team to assimilate them into being "part of the team."
- It can consist of anything from carrying a gym bag for their upperclassmen teammate to being subjected to brutal physical beatings and sexual assault.
- In many instances, hazing can be criminal if the conduct falls within a criminal statute such as assault or abuse. In some situations, the conduct may also be a form of illegal discrimination under federal law.
- Many times, hazing does not get reported as students overlook these rituals. However, turning a blind eye to these behaviors can get a coach in trouble as much as participating in the hazing activity itself.
- Discussions with athletes about behavioral expectations can be proactive. Stress locker room behavior in team discussions. Report any suspected hazing activity to administration and assist in their investigation.

➤ Bullying

- Harassment, intimidation, or bullying includes behaviors intended to cause harm and may include any gestures or written, verbal, or physical acts taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop.
- The definition of bullying includes the notion of "willful, repeated acts: which are intended to harm a victim. Such intent to harm includes behaviors that may even represent the social norm-such as when "jocks" pick on "nerds" or when powerful school cliques target vulnerable students for ridicule, isolation, or exclusion.
- The key idea here is intent. Bullying is not a simple instance of horseplay or even teasing. The perpetrator or perpetrators must demonstrate an intent to harm or must be engaged in conduct that a reasonable person under the circumstances should know will have the effect of:
 - Physically harming a student or damaging a student's property.
 - Placing a student in reasonable fear of physical harm or damage to the Student's property. Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's mission of education of any student. With bullying behavior on the rise, we must begin to acknowledge that the athletic program's mission must include teaching our young people about sportsmanship, tolerance for diversity and individual differences, and the basics of relating to people. Unchecked, cycles of bullying, intimidation, ridicule, and harassment can lead both victims and perpetrators to undertake extreme acts of violence that can even result in the loss of life.

10. Other Issues with Which Coaches Must Be Concerned (cont.)

➤ Use of Volunteer Coaches

- Volunteers provide a much-needed service in school athletics. They can be a valuable and integral part of your program. They can also expose you to risk. Therefore, it is imperative that you follow all school and state athletic association policies regarding use of volunteers.
- Volunteer coaches need to complete the background check and also be fingerprinted if required by the school.
- Volunteers must also comply with the Coaches Education Mandate.
- Volunteers should not be left alone to supervise athletes.
- Volunteers should never treat injured athletes or perform first aid unless the volunteer is a nurse, physician, credentialed emergency medical technician.
- Volunteers do not represent the school district and should never discipline students, speak to the press, or report directly to parents/guardians regarding an athlete.
- Volunteers should assist, not instruct.

➤ Technology

- With today's technology, the KCS Athletics has put the following guidelines into place concerning electronic communications between coaches and athletes.
 - Texting between coaches and athletes is highly discouraged. If you do text an athlete, the text should only state practice or game times. There should not be any personal discussion between the coach and athlete in the text message.
 - If you do text or email athletes you should always send the message to the entire team and parents. Coaches are strongly encouraged to stay away from texting or emailing only one athlete. Always copy the parent. **This is for your protection.**
 - It is recommended that the coaching staff sends an email to all their parents and athletes each weekend outlining the upcoming week's practice, bus and game information. Athletes may be copied if you desire. This practice will eliminate any frustration parents have with the lack of communication between the coach and the parent.
 - Discussion of a behavior or discipline problem with an athlete should never be discussed by way of electronic communication of any type. This discussion should always be done over the telephone or in person.
 - Communications between a coach and an athlete should be done prior to 9:00 pm unless there is an extenuating circumstance. If this is the case, be certain to contact/copy the parent as well.

*****Please note, any electronic communications can be subpoenaed by a court of law.**

10. Other Issues with Which Coaches Must Be Concerned (cont.)

➤ CONCUSSION INFORMATION

- When a student has a suspected head injury:
 - **Take them out of play immediately. THEY MAY NOT RETURN TO PLAY THAT DAY!**
 - **Seek the Athletic Trainer's evaluation right away, if one is available.**
 - **If the athletic trainer is not available, do NOT allow the player to return to play. Monitor for further symptoms.**
 - **Call parents if a concussion is suspected. The student will need to be checked out and cleared by a physician to return to play. Seek athletic trainer's advice, if one is available.**
 - **Call EMS if a student loses consciousness.**

III. Specific Information, Forms and Documents:

➤ National Athletic Trainers Association Recommendations on Fluid Replacement:

Educate athletes on the effects of dehydration on physical performance.

- Inform athletes on how to monitor hydration status.
- Convince athletes to participate in their own hydration protocols based on sweat rate, drinking preferences, and personal responses to different fluid quantities.
- Encourage coaches to mandate rehydration during practices and competitions, just as they require other drills and conditioning activities.
- Have a scale accessible to assist athletes in monitoring weight before, during, and after Activity.
- Provide the optimal oral rehydration solution (water, CHOs, electrolytes) before, during, and after exercise.
- Implement the hydration protocol during all practices and games, and adapt it as needed.
- Finally, encourage event scheduling and rule modifications to minimize the risks associated with exercise in the heat.

➤ Acclimatization to Heat:

Journal of Athletic Training Vol. 35 N2, June 2000 Full text can be found on NATA's website: www.nata.org

- Another way to help prevent heat stress is to become acclimatized to the weather. Acclimatization means becoming adapted to the weather or climate. The process takes 7 to 12 days. Studies have shown adolescents take longer to acclimatize to heat than adults.
- As a result of acclimatization, the sweating mechanism of a person is enhanced:
 - Onset of perspiration occurs earlier.
 - Perspiration increases.
 - Increase in blood volume with the more training an individual does.
 - Improves supply of oxygen to the muscles.
 - Heart rate decreases core body temperature does not rise as high during exercise.
- Other facts about heat illnesses and exercising in the heat:
 - Dehydration of 1% to 2% of body weight begins to impact athletic performance.
 - Dehydration greater than 3% of body weight may increase an athlete's risk of heat illness.
 - Sports drinks should contain less than 8% carbohydrate. Carbohydrate content greater than 8% compromises the rate of gastric emptying & should be avoided.
 - Wear lightweight and light-colored clothing.

II. Specific Information, Forms and Documents:

➤ **Acclimatization to Heat:** (cont.)

- Avoid wearing articles that prevent water absorption.
- Early morning commonly produces a humid environment and lower temperatures. Usually, as the sun rises, the temperature will increase and the humidity decreases. As the evening hours approach, the temperature decreases and the humidity will rise. Often, the most critical times to monitor athlete's ability to exercise in hot weather occurs when the temperature rises quickly during the early morning prior to the sun burning off the humidity, or during storms when the humidity remains high due to cloud cover, etc.
- A mild breeze can reduce the humidity on a particular field, as well as improve The evaporative process.
- Field watering after practice sessions are complete can help reduce the ambient humidity on or near an athletic field, thus reducing the heat stress on athletes.

➤ **Fluid replacement should be at a rate of 24 oz. for every pound of body weight lost after Exercise.**

- Adequate fluid supply should be readily available always during activity in hot weather.
- Individuals poorly acclimatized or poorly conditioned are at increased risk for heat related illness/injury and should be monitored closely, or placed on a modified participation schedule.
- Athletes having a pre-existing dehydrated state (recent fever or gastrointestinal illness) or pre-existing heat injury are at a much higher risk for heat related illness/injury and should be monitored closely, or placed on a modified participation schedule.
- Medications including diuretics, antihistamines, beta blockers and anti-cholinergic increase the risk of heat illness/injury.
- Overweight athletes are at increased risk for heat illness/injury and should be monitored Closely.
- Energy, ergogenic, and dietary supplements such as Creatine may cause an increase in dehydration and heat related illness and/or injury.

Emergency Procedure Plan—SEVERE INJURY or WEATHER

Sport:

Location:

Call 911 immediately if the following happens:

- Unconscious
- Severe breathing difficulties
- Gross deformity
- Severe bleeding
- Severe head injury
- Suspected neck injury
- Seizures

Follow these guidelines:

Head Coach/Trainer stay with the Athlete; Ass't. Coach call 911 (if needed); A coach should meet EMS at roadway and direct EMS to injured player. Ass't Coaches keep athletes away from player.

- Do not move the player
- Calm the player down
- Talk to him or her
- Get him or her to talk to you
- Have ice ready to apply if necessary

Coach or Trainer:

- Contact parents immediately
- School representative must go with ambulance if parents are not available or could not be contacted.

How to reach Dave Kannewurf:

- Cell phone: 808-724-4906

Severe Weather Procedures:

- If severe weather is possible, take the lightning meter to the field with you.
- If thunder is heard or lightning is sighted—notify officials & clear stadium for 30 minutes. If during the 30-min. period more lightning is sighted or thunder is heard, you must start the clock over.
- Everyone should remain inside until the all clear has been given.

ADDENDUMS

KIHEI CHARTER SCHOOL TRYOUT/PRACTICE GUIDELINES

1. Tryouts need to last a minimum of 4 days.
2. Student athletes and parents should receive a document that shows how student athletes will be evaluated.
3. There needs to be some flexibility when student athletes miss a tryout due to a family vacation.

This decision should come following a discussion between the coach and the Athletic Coordinator. While we need commitment, we also need to remember that we are a small school and drawing a line in the sand, isn't necessarily the best thing for a program or a school.

4. Tryouts for Junior Varsity teams should allow more flexibility than varsity tryouts. But flexibility is important at all levels.
5. If a student athlete misses practices due to a family trip; I do feel that the student athlete needs to attend a set number of practices before participating in a contest.
6. When student athletes are placed on teams, we need to make sure that this is done face to face, in a secluded setting so that no one is embarrassed.
7. If you are in a position that you must cut student athletes due to high numbers, we need to look at trying to keep those players on for practice so that they can improve their skills.
8. When student athletes are cut from tryouts, the coach needs to meet with the Athletic Coordinator prior to making the cut.
9. Family Vacations during the season: Coaches should send each parent a document for them to list any time their child will need to be away during the season for family matters. This will give you a "heads up" prior to any trip. Of course, there will always be a last minute emergency that is not avoidable, but those should be few and far between.
10. Competitiveness: While my hope is that we field competitive teams, I would like every coach to remember that being a small school, we need to keep as many student athletes involved as possible. No one should be eliminated from a team due to outside involvement. We have many students involved with community paddling, as well as other club sports. While your sport needs to take precedent during the season, some flexibility would go a long way with our families.
11. If a student athlete misses tryouts due to a family vacation, we need to provide them a two day tryout once they return. This would be allowed if the coach was notified ahead of time and was approved by the Athletic Coordinator, after meeting with the head coach.

KCS TEAM CUT POLICY: (when applicable)

1. The coach will review how the selection process will work with all participants, the first day of practice. This should be written down and sent home to every parent.
2. Tryouts need to be point based and all points need to be recorded along with any comments the coaches might have during the tryout period. A rubric is strongly recommended. Remember that this form may be requested during a parent meeting with the administration.
3. Before notifying candidates of who made the team, the coach will meet with the Athletic Coordinator to review who is being cut and why. Once this has been done, the Director will present this list to the High School Director for his/her review. The coach may be present if desired. Once the High School Director has approved the squad, the list will be given back to the coach so that the staff may contact those who made and those who did not make the team.
4. Coaches must notify his/her candidates personally or by way of the telephone. This will allow the coach to let an unsuccessful candidate know what he/she needs to work on to improve his/her chances for making the team the following year. **Posting a list is not acceptable.**
5. If a senior has been in your program for their first three years, they need to make your team as a senior. There could be unusual circumstances, but these would be rare.
6. Always, the coaching staff needs to remember that we are here for the students and that we need to take our personal feelings out of the equation.
7. If you cut a person for behavioral issues you should have done the following prior to the beginning of the current season:
 - A. Had contact with the parent at the time of the problem to discuss any issues. This would have allowed the student time to correct any problems.
 - B. The coach should have talked to the athlete during the previous season about any issues. There should be documentation from that meeting.
8. What went on during the evaluation process should not be discussed with the community, the individual, or their family by any of the assistant coaches. If someone has a question about the decision on who made the team, they should be directed to the head coach for an explanation. Evaluations are considered confidential information.
9. If a parent requests a meeting with the administration concerning their child being cut from the team, the coach will also attend each of those meetings.

**I strongly support allowing any athlete who was cut, to be a manager and be allowed to practice throughout the season. This is the best way for an athlete to not only be part of a team, but also allows them an opportunity to improve their skills so that they have a chance at making the team the following year.

Tryout Rubric: (below is only an example for baseball)

2019-20 PROSPECT ASSESSMENT CRITERIA

++ Excellent + Above Average 0 Average - Below Average -- Needs Work

	HIT	SPEED	THROW	FIELD	CHARACTER
	Strength / Accuracy			Coachable / Work Ethic	
Name (Jr.)	+	++	++	--	0

- Potential but doesn't seem to want to listen.
- Has trouble letting bad pitch or call go which can affect his performance

2019-20 PROSPECT ASSESSMENT CRITERIA

++ Excellent + Above Average 0 Average - Below Average -- Needs Work

	HIT	SPEED	THROW	FIELD	CHARACTER
	Strength / Accuracy			Coachable / Work Ethic	
Name (Jr.)	+	--	0	-	0

- Need to work on Speed
- Below Average in work ethic and throwing accuracy
- Average throwing strength and fielding
- Above Average in hitting and being coachable
- Only way he can help team is as a pitcher and then innings may be tough

2019-20 PROSPECT ASSESSMENT CRITERIA

++ Excellent + Above Average 0 Average - Below Average -- Needs Work

	HIT	SPEED	THROW	FIELD	CHARACTER
	Strength / Accuracy			Coachable / Work Ethic	
	0	0	-	0	0
					++

- Bullpen Catcher for the Varsity. (Taxi Squad)
- Will not dress out

2019-20 PROSPECT ASSESSMENT CRITERIA

++ Excellent + Above Average 0 Average - Below Average -- Needs Work

	HIT	SPEED	THROW	FIELD	CHARACTER
	Strength / Accuracy			Coachable / Work Ethic	
	-	0	0	0	0
					0

- Hitting was below average
- Every other category was Average

COACHES CHECKLIST

	Beginning of Season:
1	<i>First Day of Practice:</i>
	Check physicals against list shared by AC.
	Turn list of athletes' names who attended practice into AC.
	Turn all physical forms that you have into AC.
	Hand out team rules and policies.
2	<i>First Week of Season:</i>
	Turn in all Resource Book pages to AC.
	Check Transportation.
	Check Team Schedule.
	Hold Parent Meeting if one was not held prior to the start of your season.
3	<i>Second Week of Season:</i>
	Turn in roster for eligibility.
	<i>NOTIFY DAVE OF ANY TRANSFERS ASAP</i>
	Create a phone/email list and share with Dave.
	Throughout the Season:
1	Be the FIRST to ARRIVE and the LAST to LEAVE----- (practice and games)
2	Email Varsity & JV scores to Dave following all contests.
	End of Season:
1	Remind all athletes about the awards. Give date & time.
2	Return & store all equipment.
3	Collect all uniforms and store them in the building.
4	Turn in Season Summary sheets.
5	Turn in Awards forms when due.
6	Turn in an up-to-date inventory at the end of the season.
7	Turn in all keys by due date.
8	Turn in "Wish List" & "Needs" for next year.

Post-Season Team Inventory Form-DUE 1 WEEK after end of Season

UNIFORMS:

Description	Sm	M	L	XL	Place Stored

EQUIPMENT & SOFTWARE	Qty	Place Stored

Plans for next year: **Not**
 Returning **Returning** **Unsure**

Head Coach			
Ass't Coach			
JV Coach			
Others			

The Head Coach will meet with me for their evaluation. I will be contacting you with possible dates. Please schedule your appointment then. Bring this inventory sheet with you to your evaluation or turn it in with your end of the season report.

Purchase Requests for the future:

QTY	ITEM	IMPORTANCE (HIGH/MEDIUM/LOW)

Coaches' Signature: _____

Date: _____

Post-Season Team Inventory Form (not applicable at KCS at this time)

Apparel:

Number	Description (Home/Away – Shirt Pants):	Size:	Quantity:

Equipment:

Description:	Quantity:

Coaches' Signature: _____

Date: _____

Kihei Charter School Athletic Awards

Varsity Awards & Honors Packet

Sport: _____ Sex: Boys Girls Year: _____ Coach: _____

* Please list your roster and check off the certificates they earned this year.

Name	Grade	JV	Var. Part.	1st Yr.	2nd Yr.	3rd Yr	4th Yr
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Special Awards:

Most Valuable _____

Most Inspirational _____

Most Improved _____

If you prefer other awards, please list the name of the award and the recipient here.
