



# Ka Ulukoa

THE VOLLEYBALL INSTITUTE

A Youth Development Organization

2008 - 2009

TEAM PROGRAM  
HANDBOOK







## About Ka Ulukoa

### 1. Defined

Ka = The

Ulu = to grow, increase, or spread; growth

Koa = bravery, courage; warrior

*The spread of courage; the growth of warriors... through sports participation and education.*

### 2. Non-profit Status

Ka Ulukoa is a 501(c)(3) non-profit organization.

### 3. Mission Statement

Ka Ulukoa is a non-profit company dedicated to developing and supporting amateur athletes in Hawaii for the purpose of competing in national and international volleyball venues, regardless of financial status. Furthermore, Ka Ulukoa is committed to preparing student-athletes to excel in all areas of life by holding them accountable for athletic, academic, and community based responsibilities. Ka Ulukoa will foster personal growth in a team setting and provide educational opportunities on nutrition, injury prevention, and well being. Ka Ulukoa is devoted to helping student-athletes get into collegiate programs that best meet their academic needs and athletic interests.

### 4. Objectives

The specific objectives and purposes of this non-profit corporation shall be:

- a. to select amateur athletes to teams that will compete in local and national competitions;
- b. to develop teams through activities that include team practices – technical and tactical training, strength training, sports psychology (“performance coaching”), and participation in local and national competitions;
- c. to identify and develop athletes via programs that provide instruction on sports related topics;
- d. to promote the sport of volleyball via our website, bimonthly newsletter, and the hosting of camps, clinics, seminars, and workshops;
- e. to sponsor seminars, lectures, and workshops which focus on sport psychology, injury prevention, nutrition, and general well being that target the general public;
- f. to publish a newsletter which focuses on sport related information that fosters student-athlete development;
- g. to offer fee reductions on team dues for academic excellence;

- h.** to offer waivers on team dues for families that demonstrate financial need;
- i.** to encourage team members to participate in community service.

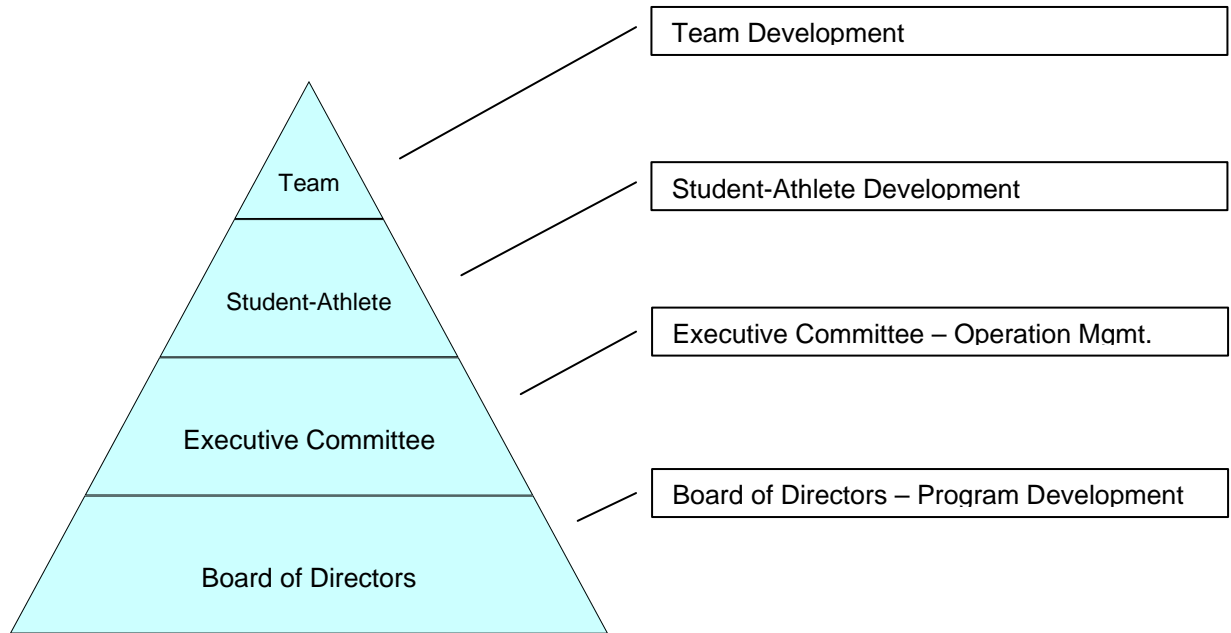
**5. Vision**

Ka Ulukoa's vision is to create a culture that embodies and fosters the following principles:

- Success by helping student-athlete's prepare for the next level of life's endeavors
- Gives back to the community
- Encouragement
- Friendships without social boundaries
- Promotes the longevity of its members, organization, community, and sport

**Infrastructure**

**1. Support Pyramid**



**a. Board of Directors**

- President: Lee Lamb
- Secretary: Patti Ponimoi
- Treasurer: Richard Heirakuji
- Director: Larry Tuileta
- Director: Veronica Lamb

**b. Executive Committee**

- Executive and Technical Director* Lee Lamb  
Role: Oversee all day to day operations.
- Administrative Director* Patti Ponimoi  
Role: Assist the Executive Director in day to day operations.
- Treasurer* Richard Heirakuji  
Role: establish, update, and maintain the organizations financial records.

*Grant Coordinator*

Arlene Salvador

Role: Lead all efforts associated with researching and acquiring grants to fund the organization's programs.

*Sponsors Coordinator*

Arlene Salvador

Role: Lead all efforts to identify and acquire Corporate and Individual Sponsors.

*Fundraising Coordinator*

Joy Heirakuji

Role: Identify fundraising opportunities and coordinate such efforts.

*Gym Coordinator*

Maile Tuileta

Role: Identify facilities for usage and schedule team practices.

*Media Coordinator*

Doug Behrens

Role: Coordinate media efforts that meet the organizations needs, primarily creating and maintaining the web site.

*Tournament Coordinator*

Role: register teams online and coordinate tournament entry.

*Community Service Coordinator*

Veronica Lamb

Role: Identify community service partners and organize member involvement.

**c. Team**

*Coach, Head*

Role: Responsible for the technical and tactical development of the team and its members.

*Coach, Assistant*

Role: Responsible for supporting the head coach and team members.

*Chaperone*

Role: All administrative duties related to each team.

**1) Coaching Staff**

The coaches are responsible for the daily functions of the team as it pertains to training and tournament play. Their primary responsibilities include:

- Athlete Selection
- Tournament selection - both local and national
- Play time – no player is guaranteed play time
- Practice structure and planning
- Individual player and team development

- Reinforcing and contributing to program ideologies

## 2) Chaperone

Chaperones are an integral part of our program. Our individual team and program success hinges on the dedication of these persons. USA Volleyball, via the Aloha Region, has a chaperone responsibility form that must be submitted to the region. The form can be found on the Aloha Region's website at [www.aloharegion.com](http://www.aloharegion.com) under "Boys and Girls" and "Information."

### a) Ka Ulukoa Requirements

In addition to the Aloha Region's requirements, chaperone's are also responsible for, but not limited to, the following:

- Team administrative duties
  - Collecting player registration information/paperwork
  - Uniform distribution
  - Weekly practice/game schedules, snack schedules, etc
  - Collecting report cards and community service verification forms
    - Providing pertinent information to the club and administrative directors
- Coordinating player certification (R2/scorekeeper) with Aloha Region officials
- Reporting team scores to Tournament Coordinator
- Team Accounting
- Ensuring nutrition requirements are met at tournaments, locally and nationally
- Travel arrangements
- Fundraising Coordination
- Team Media

**Pre-requisites and Requisites**

**1. Academics**

All student-athletes that participate in the Ka Ulukoa program must be academically responsible. One of the program goals is to ensure that our athletes can make the transition into college. In order to accomplish this goal, every student-athlete in our program must demonstrate an ability to maintain a minimum grade point average (“GPA”).

**a. Good Academic Standing Policy**

All student-athletes are required to achieve and maintain a cumulative grade point average (CGPA) of 2.75 (out of 4.0). CGPA verification, the latest report card, must be submitted by the first practice or informational meeting, whichever comes first. After acceptance into the program, student-athletes will be required to show proof that the minimum requirement is being met, via quarterly or end of the semester report cards.

**b. Academic Probation**

If a student-athlete initially meets the requirement but then falls below the requirement, they will be placed on a 2 month probation period. During the first two weeks of probation student-athletes will be prohibited from practicing with the team. Furthermore, the student-athlete must demonstrate that they are making progress toward meeting the CGPA requirement during the probation period. If the student-athlete fails to demonstrate such progress, they will be prohibited from competition until such progress is demonstrated. If grades continue to decline, membership may be revoked for the remainder of the season. All student-athletes will be eligible to participate in the program the following year providing they meet the minimum GPA requirement.

**2. Community Service**

In addition to our academic requirements, Ka Ulukoa requires that all team members participate in community service. We encourage our student-athletes to be involved in any number of community based projects. Our goal is to help our student-athletes gain a better understanding of the world around them while giving back to a community that provides so much. Participants must complete their requirement prior to the end of the season tournament. Failure to do so will prohibit them from participating in the tournament.

**a. Requirements**

- Ages 12 and 13                    ----- >                    8 hours
- Ages 14 and 15                   ----- >                    16 hours
- Ages 16 thru 18                   ----- >                    24 hours



## Conduct

### 1. Individual Conduct

At Ka Ulukoa, we value club culture and the manner in which we represent ourselves and others. Accordingly, we expect everyone to represent the organization, its members, and the sport in a manner that helps us and encourages others to aspire to something greater. Below you will find guidelines that we feel will help us achieve our goal.

#### a. Players

Players are responsible for adhering to the Player Commitment contract and the Travel Agreement (located in Appendix A). Bottom line: players are responsible for representing themselves, parents, coaches, team, club, and sport in a positive manner.

If a player fails to uphold the Player Commitment contract, the coaching staff reserves the right to discipline the player in question. Disciplinary measures at the coaching level may include, but are not limited to, loss of play time and/or dismissal from practice. In addition, if a player consistently fails to adhere to the Player Commitment contract, the head coach is responsible for reporting the issue to the club director. Once reported to the club director, a conference will be scheduled with the player, parents, and coach. Upon review of player conduct and circumstance, the club director reserves the right to exact additional disciplinary measures including, but not limited to, suspension and/or membership revocation.

If a player's membership is revoked, it will be indefinite. In addition, the club dues and estimated travel expense will not be refunded.

#### b. Parents

Parents are responsible for being supportive of the players, coaches, and club. In addition, parents are responsible for adhering to the Parent Commitment contract. Bottom line: let the players play, the coaches coach, and the officials officiate. Please be supportive of our organization and the volleyball community.

Hawaii has some of the greatest volleyball parents in the nation. We appreciate your efforts and encourage your involvement. Please feel free to inquire on how you can help make our program successful.

### 2. Conflict Resolution Policy

Ka Ulukoa encourages everyone to be solution driven, confronting problems as they occur in a respectable manner that resolves potential or existing issues. Essentially, we encourage members to utilize a private, civil, and source to recipient approach. If a resolution cannot be reached in an individual setting, please make an appointment via email with the club director. The club director will act as a mediator to assist the resolution process. Any and all decisions by the club director are final.

**Travel Teams**

**1. Goal**

Our goals are stated in our mission statement, objectives, and vision; however our specific goal for the travel team program is to provide teams with an opportunity to compete at the highest level possible for their ability level.

**2. Season**

<b>Boys Season</b>			
<b>Session</b>	<b>Begins</b>	<b>Ends</b>	<b>Notes</b>
I	October	January	After the school season has concluded
II	April or May	July	Boys Junior Olympic Volleyball Championship

<b>Girls Season (All Ages) and Boys 12</b>			
<b>Season</b>	<b>Begins</b>	<b>Ends</b>	<b>Notes</b>
<b>Girls</b>	January	June or July	USAV Junior Olympics or JVDA Championships
<b>Boys 12</b>	January	June or July	Boys Junior Olympic Volleyball Championships

**3. Practices**

Our goal is to provide 4 – 6 hours of training each week and a minimum of 100 hours of training during the season. (Typically, travel teams can expect to log in roughly 150 hours of training over the course of a season.) Ka Ulukoa encourages coaches to be technically intensive in the beginning of the season and game play intensive toward the end.

Ka Ulukoa has open gym practices, meaning that parents are permitted to attend practice sessions. However, parents are prohibited from coaching their children from the sideline or trying to acquire their attention during practice. A failure to comply will result in a loss of attendance privileges. Furthermore, the coaches reserve the right to hold closed door practices.

**a. Team Breakdown (Estimated)**

Girls 12 (Travel and Non-Travel)	----->	2x per week
Girls 13 and 15	----->	3x per week
Boys (All)	----->	2x per week

*Note: prior to traveling to national venues, anticipate an increased practice schedule*

**b. Attendance Policy**

It is our policy that each athlete attends practices. The development of team chemistry on the court and the progression of skill sets amongst athletes are dependent upon each and every athlete's attendance. If one member falls behind, it has a tremendous impact on the team as a whole.

Players should notify their coaches in advance when a conflict exists.

**c. Outside Participation**

There are no restrictions that prohibit athletes from playing multiple sports during our club season, however, we expect multi-sport athletes to attend practices. In addition, we do ask that our program take priority over non-school season events.

**4. Tournaments**

Ka Ulukoa allows the coaching staff to determine the number of tournaments that each team will enter. Club dues cover a total of 4 - 12 local tournaments and 1 - 3 mainland tournament entry fees depending on the age group and team gender. Local tournaments typically include Junior Olympic bid and Regional tournaments for the girls and Regional tournaments only for the boys.

**a. Team Breakdown**

Girls (All)	----->	12 local tournaments including JO Bid and Regional
Boys 12	----->	12 local tournaments including Regional
Boys 13 – 18	----->	5 local Tournaments including Regional

**b. Play Time**

Tournaments are an important coaching tool utilized to develop teams. It's also a means by which individual athletes can be developed, but as stated in our Support Pyramid, teams are our top priority. With that in mind, there are several key points to remember:

- We encourage a competitive practice atmosphere where team members earn play time
- Locally, hard work, demonstrating a willingness to learn, and exhibiting a positive attitude will typically result in play time
- Nationally, the coach will use the line-up that gets the job done
- Play time is at the sole discretion of the coach

**5. Nutrition**

The nutritional requirements associated with athletes in training are often over looked. We encourage all members, parents, and student-athletes to review the nutritional material on our website and implement a nutritional/dietary plan when possible. Observing a quality nutritional regimen will help prepare athletes for the demands associated with physical growth, training, and recovery.

## **6. Player Accreditation and Referee Clinic**

The Aloha Region requires that all players and coaches attend the player accreditation and referee clinic. The clinic is designed to familiarize participants with the rules that govern our sport. The clinicians also cover rule changes for the current year and provide an overview on refereeing. Attendance is mandatory.

## **7. Referee and Scorekeeping Certification**

All players are required to attend and pass either the referee or the scorekeeping certification course. Anyone who fails to meet this requirement will not be allowed to participate in competitions until they have done so.

For age divisions 12 and 13, coaches and chaperones are encouraged to attend the certification courses as well.

## **8. Travel – National Venues**

All travel arrangements for players, coaches, and chaperones travelling to national and international venues will be made through Ka Ulukoa. Parents are responsible for making their own arrangements.

### **a. Expectations**

#### **1) Player Behavior**

See Appendix A – Travel Agreement form

#### **2) Parental Interaction**

When traveling, team chemistry is a priority. Players are expected to focus on the team while competing at national venues. These events are an opportunity for athletes to compete at a very high level and it will require them to rely on each other and focus on the task at hand. Accordingly, we ask the parents to limit their interaction with the athlete during competition. Our goal is not to punish the parents or the athlete, but rather accomplish the following:

- teach the athletes the importance of independence, accountability, and self-reliance
- build chemistry and team reliance
- problem solve and cope with stress associated with competition
- allow the coaching staff to work with the team on goals and preparing to compete

Prior to the first day of competition, parents are welcome to join in on activities with the team. As a tradition, we would like for the athletes and parents to dine together the night before the competition. Once dinner ends, we ask that the parents turn their athletes over to the Coaching Staff and Chaperone until the competition is completed.

In advance, we appreciate your support of policies and objectives.

**b. Transportation and Accommodations**

**1) Air Transportation**

All athletes are expected to travel with their respective team. Players will sit next to their teammates whenever possible. Parents may travel with the team, but they are responsible for their own arrangements.

**2) Ground Transportation**

The team is expected to utilize a 15 passenger van whenever possible. The van is reserved for the coaches, chaperone, and players only. If a chaperone needs assistance with groceries or meals, he/she may elect to take another passenger to help. Otherwise no additional passengers are permitted.

Parents are responsible for their own transportation. In order to help cut costs, we recommend that parents coordinate rental cars and split the fees.

**3) Accommodations**

Ka Ulukoa typically utilizes rental houses when traveling. Rental houses help us achieve the following:

- Be in one place (as opposed to divided in several different rooms)
- Keep track of players
- Get a better night sleep
- Do laundry in a timely manner
- Keep costs down
- Feel more at home

Rentals are merely a preference. We will utilize hotels when appropriate or necessary. If we do use a hotel, players are expected to room together whenever possible or permissible by law.

Exception: participants of the 12u and 13u age division will be required to sleep in a room where an adult is present.

**c. Nutrition**

We do have nutritional requirements for our national venues. Information will be disseminated approximately two to three weeks prior to competing in the latter. Visit our "Education" page on the website for more information.

Exception: players that demonstrate dietary limitations for medical reasons must present a note from their physician to the head coach and chaperone.

Disciplinary actions will be taken against athletes that violate the nutritional regimen, including, but not limited to, the loss of play time.

**9. Travel – International Venues**

Travel to international venues is highly recommended. When teams travel to international destinations, this is an opportunity to experience different training philosophies, train and compete at a very high level, as well as gain cultural exposure. Aside from the training aspects, Ka Ulukoa members will have an opportunity to participate in community service projects while on travel. We feel this is an opportunity for student-athletes to gain an understanding of the world around us. Our goal for international travel is to foster development on and off the court. Community Service efforts will likely be implemented on these trips as well.

**Non-Travel Teams**

**1. Goal**

Our goals are stated in our mission statement, objectives, and vision; however our specific goal for the non-travel team program is to provide teams with an opportunity to increase their skills and knowledge of the game without the obligation of traveling.

**2. Season**

<b>Girls</b>			
<b>Season</b>	<b>Begins</b>	<b>Ends</b>	<b>Notes</b>
<b>Non-Travel</b>	January	May	Concludes after Regionals

**3. Practices**

Our goal is to provide 3 - 4 hours of training each week and a minimum of 60 hours of training during the season. Ka Ulukoa encourages coaches to combine technical training with scrimmage or game play to develop the team and athletes.

Ka Ulukoa has open gym practices, meaning that parents are permitted to attend practice sessions. However, parents are prohibited from coaching their children from the sideline or trying to acquire their attention during practice. A failure to comply will result in a loss of attendance privileges. Furthermore, the coaches reserve the right to hold closed door practices.

**a. Attendance Policy**

It is our policy that each athlete attends practices. The development of team chemistry on the court and the progression of skill sets amongst athletes are dependent upon every athlete's attendance. Attend practice regularly.

Players should notify their coaches in advance when a conflict exists.

**b. Outside Participation**

Ka Ulukoa does not prohibit athletes from playing multiple sports during our club season, however, we expect multi-sport athletes to attend practices.

**4. Tournaments**

Ka Ulukoa allows the coaching staff to determine the number of tournaments that each team will enter. Club dues cover a total of 12 local tournaments entry fees, including the Regional tournament held in May.

**a. Play Time**

Tournaments are an important coaching tool utilized to develop teams. It's also a means by which individual athletes can be developed, but as stated in our Support Pyramid, teams are our top priority. With that in mind, there are several key points to remember:

- We encourage a competitive practice atmosphere where team members earn play time
- Locally, hard work, demonstrating a willingness to learn, and exhibiting a positive attitude will typically result in play time
- Nationally, the coach will use the line-up that gets the job done
- Play time is at the sole discretion of the coach

**5. Nutrition**

The nutritional requirements associated with athletes in training are often over looked. We encourage all members, parents, and student-athletes to review the nutritional material on our website and implement a nutritional/dietary plan when possible. Observing a quality nutritional regime will help prepare athletes for the demands associated with physical growth, training, and recovery.

**6. Player Accreditation and Referee Clinic**

The Aloha Region requires that all players and coaches attend the player accreditation and referee clinic. The clinic is designed to familiarize participants with the rules that govern our sport. The clinicians also cover rule changes for the current year and provide an overview on refereeing.

**7. Referee and Scorekeeping Certification**

All players are required to attend and pass either the referee or the scorekeeping certification course. Anyone who fails to meet this requirement will not be allowed to participate in competitions until they have done so.

For age divisions 12 and 13, coaches and chaperones are encouraged to attend the certification courses as well.

## Programs

### 1. Leadership Development

Team success often relies on strong leadership, both at the coaching level and the peer level. As a youth development program, we are committed to cultivating the leadership skills of our student-athletes. By investing in our peer leadership, we expect to strengthen several aspects of our team program, including team chemistry, an increase in work ethic and standards, the team's ability to handle pressure and adversity, and the ability to minimize and manage conflict.

The program is designed to create effective team leaders within our organization, while providing student-athletes with the skills necessary to fulfill leadership roles off the court.

#### a. Goal

- To implement a comprehensive leadership program that is designed to help teach prospective leaders the insight, strategies, and skills needed to be effective leaders for their respective coaches and team.
- To provide the coaches and organization with a practical and proven system for identifying, educating, and developing leaders over time.

#### b. Structure

The program is segmented into 3 main categories.

- Defining leadership
  - Understanding rewards, risks, and responsibilities
- Leading by Example
  - Understanding the impact of commitment, confidence, composure, and character
- Vocal Leadership
  - Understanding how to encourage and enforce

#### c. Eligibility

- Team captain (designated by their head coach)
  - Designated by their head coach
  - Limited to a maximum of 3 players per team
- Participate on a 13u or older team

### 2. Coach Mentoring

Ka Ulukoa coaches are one of the driving forces in our team program expansion. Quality coaches equal quality teams and a successful program. Accordingly, we make every effort to have incoming coaches work with coaches that have experience in our organization. By creating cooperation amongst coaches, we can create technical consistency and philosophical integrity while maintaining program objectives.

Note: Not all coaches will be required to participate in our mentoring program. However, the club director will work closely with all coaches to ensure integrity and consistency.

### **3. Strength Training**

Strength training is an optional service that Ka Ulukoa provides to its team members. The program is not included in the club dues, therefore additional fees apply for student-athletes that choose to participate.

We encourage entire teams to participate and we highly recommend taking advantage of the service. Athletes that play at a high level can benefit in many ways when they implement a well structured and consistent strength training program. The benefits of engaging in such a program far exceed gains in muscular strength: increased bone mineral density, motor skill performance, coordination, self-achievement, body composition, and potentially reducing the risk of injury among others.

The program is geared toward strengthening the body so athletes are better equipped to handle the rigors of competitive training and play. Strength Coach Ian Hasegawa gradually progresses athletes through the program, emphasizing mechanics first, followed by the gradual increase in resistance that's appropriate for each individual participant.

Details about the program are listed below:

- Fee: \$2600 per team
- Duration: 26 weeks
- Regularity: 2 sessions a week
- Length: 1 hour per session

### **4. Performance Coaching**

Performance coaching is an optional service that Ka Ulukoa offers its teams. The program is not included in club dues, therefore additional fees apply for teams that choose to participate.

The performance coaching program has lots of flexibility built into it so that coaches can customize the program to their needs. Brad Yates offers the following summation of his services.

Having a successful athletic program requires an environment that supports, nurtures, recognizes and rewards personal growth. Coaches, players and parents must work together to achieve a series of common goals. The foundation of these goals must be shared values and principles based on integrity, respect and regard for individual well being. While it's true that athletics can teach important lessons that add to the quality of life for all involved, it's also true that this response is not automatic and does not happen unless everyone involved in the program works together to create it.

#### **Performance Issues**

In club, student athletes often encounter the following:

- Personal pressure — the need to excel
- Outside Pressure from parents, coaches and peers
- Schedule Intensity — overload and too much to do

- Schedule Imbalance — lack of sleep and having an unstable mix of rest and relaxation, work and play
- Lack of Support — not filling the need for various types of guidance and counseling.

### Strategies

Student athletes should be taught the principles of Total Person Education which include mental toughness, emotional awareness, physical focus and spiritual resolve. These character traits allow the individual to set goals, work hard, and focus on the portion of the performance that can be controlled... When the focus is created, it enables the person to understand and embrace the results which then creates the ability to identify the risks, handle the pressure, and focus on the intrinsic value of the individual experience. In other words, the student will learn to be inner-directed: to be fully present for all of the experiences, to embrace the inherent challenges while having fun, and to get value from the efforts both as an athlete and in other aspects of life.

### Getting Started

I understand the issues, and I can help your coaches, teams and athletes to be more competitive, to play together, to avoid distractions and have more fun. I can also help all of those involved to be clear about what they want to achieve, aware of what they need to do to accomplish this and committed to producing these results. I offer performance evaluations, presentations, team bonding exercises and a comprehensive plan for improved performance.

## Financial Considerations

### 1. Club Dues

Ka Ulukoa's due structure is inclusive in nature. There are two types of fees included in your club dues, constants and variables. Constants are fees that are included with every team's club dues. Variable fees are items that may vary from team to team. The fee is based on the team's requirements. For example, a national qualifier entry fee would be included in the club dues of a 15u team but not a 13u. This is true because 15u teams are required to compete in a qualifier whereas 13u teams are not.

- Constants - USAV Registration, Uniforms, Local Tournaments, Gym Fees
- Variables – National Tournament Entry Fees, Practice Time at National Venues

See the chart below in *section 3. Payments* for details about each teams fees.

### 2. Estimated Travel Expense

In an effort to be proactive and help distribute the costs of travel over time, we will be collecting a monthly fee over a 6 month period to cover estimated travel expenses (ETE). The ETE is \$1500 per trip. See the chart below for details.

National Venues - ETE per Trip per Member					
Airfare	Hotel	Transportation	Food	Coach/Chaperone	Total (Est.)
~ \$800	~ \$250	~ \$100	~ \$100	~ \$250	~ \$1500

\* We do encourage fundraising. Accordingly, we apply all credits to your final payment. If you have additional credits in your account, Ka Ulukoa will issue each account a check for the difference.

### 3. Payments

Starting in 2008, we will utilize a registration module/club management system (also known as Rainer) to track member information and finances. All payments, credits, statements will be available on Rainer. Please utilize the Rainer system to make all payments. Under no circumstance, should payment be given to the club director.

If you would like to pay in person, please print your receipt and provide payment to your chaperone. They will turn in payments to our accounting personnel.

#### **IMPORTANT**

All members must create an account online. Instructions for creating an account can be found in Appendix B.

The chart on page 20 summarizes the financial responsibility for each team member.

<b>Club Due, Estimated Travel Expense, and Payment Chart</b>					
<b>Team</b>	<b>Due</b>	<b>ETE</b>	<b>Total</b>	<b>Payments</b>	<b>1<sup>st</sup> Installment Due</b>
<b>Boys 13</b>	\$1260	\$1500	\$2760	\$460	November 1 <sup>st</sup>
<b>Boys 14</b>	\$1470	\$3000	\$4470	\$745	November 1 <sup>st</sup>
<b>Boys 15</b>	\$1470	\$3000	\$4470	\$745	November 1 <sup>st</sup>
<b>Girls 12 (Non-Travel)</b>	\$960		\$960	\$160	December 1 <sup>st</sup>
<b>Girls 12 (Travel)</b>	\$1350	\$1500	\$2850	\$475	December 1 <sup>st</sup>
<b>Girls 13</b>	\$1500	\$1500	\$3000	\$500	December 1 <sup>st</sup>
<b>Girls 15</b>	\$1650	\$3000	\$4650	\$775	December 1 <sup>st</sup>

**a. Late Payments**

We are committed to minimizing extra fees when possible. Therefore, late payments will not be assessed an additional fee. Rather, payments that are late will result in the player's immediate suspension. Payments not received by the 1<sup>st</sup> of the month, will be considered late. Players will be prohibited from practicing or competing with the team until payment has been received.

No Exception.

The athlete will be allowed to return once payment has been received.

**4. Fundraising**

As a non-profit, fundraising will be an important aspect of our program. In order to help fund the program and alleviate the financial burdens that are often associated with participating in sports, we encourage everyone to take advantage of these opportunities.

We promote the following types of fundraising activities:

- Individual fundraising – for example: candy sales, chili tickets, etc. Each player gets credit for his or her individual efforts.
- Team fundraising – profits from these teams events will be equally divided among the players who participate in that particular fundraising event (car washes, etc)
- Ka Ulukoa will also have one club fundraiser this season. Participation is mandatory!

All funds raised will be collected by your team chaperone and deposited into the Ka Ulukoa account in your player's name.

If you have fundraising ideas or would like more information on opportunities, please contact [jheirakuji@kaulukoa.com](mailto:jheirakuji@kaulukoa.com) .

## 5. Refunds

Any and all team dues are non-refundable.

Exception: An athlete that suffers a season ending injury. When applicable, the Board of Directors will meet to decide the remaining financial obligation of the athlete or the organization.

## 6. Incentive Programs

Financial Incentive Programs are supported by sponsors, donations, and fundraisers and may not be available to all athletes that qualify. All programs are on a first come, first serve basis with priority given to existing team members.

### a. Fee Reduction for GPA

Fee reductions ("Awards") for demonstrating excellence in school is available to student-athletes that qualify. All awards are based on cumulative grade point average (4.0 system) and will be applied toward costs associated with our programs. A monetary distribution to the player or parent will not occur.

If a student-athlete is selected as an award recipient, they must maintain the required cumulative GPA throughout the season or they will forfeit the award and be responsible for any and all fees associated with the season. Both of our awards require that eligible athletes be in good community service standing. If you are a returning player, you must have completed all community service requirements before an application will be accepted.

There are two types of academic awards available, The Directors Award and the Outstanding Student-Athlete Award.

**1) The Directors Award** is available to student-athletes that demonstrate exceptional academic excellence and maintain a cumulative grade point average of 3.75 (out of 4.0). Student-athletes that meet this requirement will receive 75% off of their team dues.

**2) Outstanding Student-Athlete Award** is available to student-athletes that demonstrate exceptional academic excellence and maintain a cumulative grade point average of 3.5 (out of 4.0). Student-athletes that meet this requirement will receive 50% off of their team dues.

### b. Waivers

Ka Ulukoa is committed to helping athletes of all financial backgrounds receive an opportunity to participate in the team program. Waivers are available to those families that qualify.

Ka Ulukoa does not make distributions. All waivers are applied directly to program expenses.

Miscellaneous

**1. Corporate Sponsorship**

Ka Ulukoa is committed to acquiring corporate sponsors that are interested in helping us meet our objectives and coincide with our values. We are proud to recognize the following corporate sponsors:



If you have any information regarding corporate sponsors that may be interested in helping our program, please contact Patti Ponimoi at [ponimoi@kaulukoa.com](mailto:ponimoi@kaulukoa.com).

**2. Website**

The Ka Ulukoa website ([www.kaulukoa.com](http://www.kaulukoa.com)) is a valuable resource for information. Parents, players, sponsors, donors, college coaches, and teams from around the nation will find valuable insights into our programs, teams, and players.

**3. Discounts**

All current KA Ulukoa team members receive a 20% discount on any of our skills training services. Please request the discount code prior to registering for clinics or other Ka Ulukoa programs.

# Blank Forms



As a team member of Ka Ulukoa...

1. I will be **honest** and tell the truth when interacting with teammates and coaches.
2. I will learn how to set **goals**, live by them, and develop a lifestyle that will produce success on the court.
3. I will be positive, put the team first, and engage in behavior that **contributes to team chemistry**.
  - a. I will overcome the urge to be negative, take part in cliques, act selfishly, or engage in behavior that disrupts team chemistry.
  - b. I will be a part of the solution, not part of the problem.
4. I will work hard to **maintain a good academic standing** (2.75 or better).
5. I will be **loyal** to my teammates, to my coaches, and to my club/program. I will not talk bad about any of the above or air "dirty laundry."
6. I will use good listening, verbalization, body language, and eye-contact skills at all times. (This is also known as the **Acknowledgement Rule**).
7. I will be **accountable** (responsible) for all team requirements, i.e. completing assignments on time, being dependable, being to practice on time, etc.
  - a. I will be at practice and ready to start training 15 minutes early.
  - b. I will clean up after myself and the team at every venue (where ever we go).
  - c. I will make sure that the equipment is accounted for.
8. I will train at the highest level possible. When I walk onto the court, I understand that my coach and teammates expect **maximum effort** from me at all times.
  - a. I will hold myself and my teammates accountable.
9. I will learn to **anticipate upcoming responsibilities**. I will address issues as they arise, being the first to speak up first if things need to be taken care of.
10. I will demonstrate **good sportsmanship** at all times.
  - a. At the end of matches, I will seek out the opposing players and coaches, as well as the referees, and acknowledge them.
  - b. At the end of practice sessions, I will acknowledge teammates, coaches, and anyone who contributed.
11. I will accept the decisions of the coaching staff regarding playing time. I will **support my teammates** when I am not in a match.

I, \_\_\_\_\_, have read, understand, and agree to be committed to the above expectations. Furthermore, I understand that failing to meet any of the criteria above may have an impact on my ability to practice with the team and participate as a member of the Ka Ulukoa program.

\_\_\_\_\_  
Player Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Ka Ulukoa – Parent Conduct Agreement



1. I/We as parents will refrain making negative comments on the sidelines about other players and their performance on the court.
2. I/We will **not** approach and/or question the coaches (including the assistant coach) during or after the tournaments. I/We will not inquire about my child's playing time or position. I understand that I am able to set an appointment with the coaches (at their earliest convenience) regarding any questions or concerns I have. I understand that I must set an appointment by email.
3. I/We will not approach the scorekeepers, linesmen, referees during or after games. I/We will also refrain from making comments to the above.
4. I/We will refrain from using foul language at tournaments or other functions at which Ka Ulukoa is represented.
5. I/We understand that Ka Ulukoa is a youth development program that includes a dietary regimen prior to and during national events. I/We will honor and support the regimen the club director and/or club representative, including coaches and chaperone, incorporates during such events. I will entrust the coach and chaperone to provide each athlete with the appropriate dietary intake – carbohydrates, calories, fluids, etc., during these events.
6. I/We understand that the travel team expenses (Team, Coaches and Chaperone travel expenses) will be equally divided per player. It will not be prorated.
7. I/We understand that during national venues, the athletes will be residing and sleeping in their own rooms. Team exception: Boys and Girls 12 and 13 teams.
8. I/We understand that when the team travels to national events, the team van is reserved for the following: Coaches, Players, and Chaperone. I understand that I am expected to make arrangements for my own rental car or transportation.
9. I/We understand if I decide to travel with the team, I must accept the times and dates of the arrangements. If not, I will need to make my own travel arrangements.
10. I/We understand that the success of the organization relies on the cooperation of all its members. Therefore, I/We as parents will be supportive of the program, its policies, and all of its members.
11. I/We understand that if we have grievances, concerns, or comments, we will follow the Conflict Resolution Policy that is laid out in the Ka Ulukoa Manual.

I/We understand that the articles presented in this Parent Agreement have the best interest of all parties in mind. I/We recognize that a failure to comply with this agreement will result in the following sanctions:

1<sup>st</sup> Offense – Written Warning from the Club Director

2<sup>nd</sup> Offense – Removal (parent) from team functions

3<sup>rd</sup> Offense – Removal (parent and player) from Ka Ulukoa without a refund.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



1. All players are expected to observe and honor the commitments outlined in the player agreement.
2. Our mission statement states that we dedicated to fostering national and international amateur sports competition, therefore, when we travel, our primary focus is on competing. Recreational activities such as sightseeing and shopping are secondary.
3. Players may not leave the hotel grounds for any reason unless permission has been obtained from the team chaperone or coaching staff.
4. All players must observe the curfew set by the coaching staff or chaperone. Traveling parents are expected to help enforce the curfew.
5. Players will be prohibited from swimming or sitting in hot-tubs, whirlpools, and/or a Jacuzzi until after the competition is completed.
6. Players and parents are expected to report any illness to the coaching staff or chaperone immediately.
7. Room and phone numbers are not to be given out under any circumstance. Only those in the travel party (team parents, team players, chaperone, and coaching staff) are permitted to have this information.
8. Hotel room doors are not to be left ajar for any reason. If players must leave their rooms, they are expected to inform the coaching staff or chaperone and must travel in pairs.
9. As stated in the Handbook, players are expected to room with the team unless noted otherwise.
10. Any player who damages property at lodging or a playing facility will be held personally responsible for the damages and may be cut from the roster, pending a review of the circumstances by the Club Director.
11. Any player found in possession of alcohol, tobacco, and/or illegal substances will be sent home immediately at the expense of the parent(s) or guardian(s) and their status with the club will be revoked.
12. Any player who violates the travel agreement may be sent home at the expense of the parent(s) or guardian(s). All violations will result in a review by the Club Director. After the review is completed, the team member in question may be prohibited from participating in the program. If a player is removed from the team, all fees, dues, and deposits are non-refundable.

I hereby acknowledge that I have read and understand the rules detailed in the travel agreement.

\_\_\_\_\_  
Parent – Print Name

\_\_\_\_\_  
Parent – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Player – Print Name

\_\_\_\_\_  
Player – Signature

\_\_\_\_\_  
Date

# Ka Ulukoa – Travel Authorization



This authorization must be completed and signed by the athlete and his/her parent or guardian and returned to his/her chaperone prior to travel. If not completed and signed, the athlete will not be allowed to travel.

Athlete's Name: \_\_\_\_\_ Team: \_\_\_\_\_

Event: \_\_\_\_\_ Destination: \_\_\_\_\_

Departure: \_\_\_\_\_ Return: \_\_\_\_\_

I, \_\_\_\_\_, am the parent/guardian of the athlete named above.

By signing below, I:

- a. Give permission to the athlete to participate in the activity described above;
- b. Give permission for the athlete to travel by private or commercial vehicle;
- c. Release Ka Ulukoa and its agents from any and all liability to us and to the athlete for any injury, damage, or loss that occurs because of the athlete's participation in the event, unless the injury, damage, or loss is caused by gross negligence or willful misconduct of Ka Ulukoa and its agents;
- d. In the event of illness or injury to the athlete, consent to and authorize such medical and dental treatment as may be deemed necessary, and agree to pay for such medical and dental costs.

In case of an emergency and a parent cannot be reached by phone, I authorize any one of the Coaches or Chaperones to obtain medical treatment for my child, and any hospital emergency department physician and/or any member of the hospital staff requested by a hospital emergency physician to make such examination and render such medical and/or surgical treatment which in his/her or their judgment may be deemed necessary for my child's health and welfare.

It is expected that athletes conduct themselves in a manner that does not infringe on the rights and safety of others and that does not dishonor the name of Ka Ulukoa. This includes, but is not limited to, the possession and/or consumption of alcohol or tobacco products. In the event of athlete misconduct I understand that for any major incident I will be notified by phone, and my child will be sent home immediately at my expense. This will include the transportation expense required for a chaperone to escort my child to the airport. All expenses incurred for this trip will then be forfeited.

I have read and understand the behavior expectation of all athletes, and will sign below to affirm my agreement:

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Player's Signature

\_\_\_\_\_  
Date



**Emergency Phone Numbers:**

Mother: \_\_\_\_\_

Home Phone

Business Phone

Cell Phone

Father: \_\_\_\_\_

Home Phone

Business Phone

Cell Phone

**Authorization for dispensing of over the counter (OTC) medications:**

I give the chaperones permission to administer the following OTC medication(s) to my child:

Please check all that apply.

Ibuprofen (Advil)

Kaopectate

Acetaminophen (Tylenol)

Neosporin

Pepto Bismal

Dramamine

Immodium AD

Mylanta

Other (specify): \_\_\_\_\_

Medical and/or physical limitations: \_\_\_\_\_

Allergies: \_\_\_\_\_

Blood Type (if known): \_\_\_\_\_

**Notification of possession of prescription medication(s):**

My child will have the following medication(s) in his/her possession for his/her use ONLY. I will ensure that all medication(s) I send with my child's name, physician's name, and dosage instructions, and accompanied with instructions from me (parent/guardian):

**Authorization:**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Ka Ulukoa – Community Service Verification



Team \_\_\_\_\_ Service Date \_\_\_\_\_ Total Hours \_\_\_\_\_

Description of Community Service Performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Name of Community Service Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I certify that \_\_\_\_\_ has performed the community service described above.  
Student-Athlete Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# Instructions

## ALOHA REGION ON-LINE REGISTRATION INSTRUCTIONS

**IMPORTANT:** If you are under the age of 18, your parents must register for you. Also, a driver's license number or State ID number is required to complete registration. This applies to everyone.

1. Go to [www.aloharegion.com](http://www.aloharegion.com)
2. Click on "**Boys & Girls**" at the top of the page.
3. Click on "**Information**"
4. Scroll down to: **USAV REGISTRATION** and click on "**USAV Membership Login**" to begin membership process.
  - a. **BRAND NEW – NEVER WAS A MEMBER--click on LINK # 1** link -- blue underlined internet address click and follow instructions.
  - b. **RENEWING – YOU WERE A MEMBER LAST YEAR AND THE YEAR BEFORE—** click on **LINK # 4** link – 4<sup>TH</sup> blue underlined internet address
  - c. Link 2 is for a PRIOR member who was not registered via the ON-LINE system
  - d. Link 3 is used for RENEWING – PRIOR members who forgot their password.
  - e. Note:
    - i. **FORGOT or DON'T know your USER ID** – email Debbie Koochi and provide your name and date of birth and Debbie will reply by sending your ID and Password via email.
    - ii. **Changed your email address?** No problem – you can still enter using the **regular login**.
5. Read and complete/confirm the fields available. Required fields are marked with a **RED \***
  - a. \* Name, Address, Email, Gender, Birth Date, & Grade ..... when done click "Continue"
6. Confirm information—you can "edit" if you made a mistake.
7. Choose Club –"Ka Ulukoa"
8. Enter your mother or father's name ..... Click "Submit"
9. FINAL CONFIRMATION PAGE
  - a. Check information – "Edit " now if you need to
  - b. Uncheck boxes if you don't want electronic communications from noted parties.
  - c. Click on the underlined "USAV Waiver & Release of Liability" \*\*\* READ THIS FORM
  - d. Click on the underlined "USAV Participant Code of Conduct" \*\*\* READ THIS FORM ALSO
  - e. CHECK "I AGREE" box (3 check marks) ..... Click "Confirm"
10. **SAVE – WRITE DOWN – for next time or next year**
  - a. "**User Name**" and "**Password**"
11. **DOWNLOAD, PRINT, and SIGN two forms: (1) Waiver & Release of Liability Form, and (2) Medical Release Form.**
12. CLICK ON -- "**Click Here To Login**" -- found near the cost/charge in red
13. LOGIN using SAVED User Name and Password
  - a. **Change your password when asked** .... Confirm your new password -- ALL PAU
14. CHECK YOUR EMAIL FOR YOUR APPLICATION CONFIRMATION & SAVE IT!!
15. YOU WILL RECEIVE ANOTHER MEMBERSHIP CONFIRMATION WHEN ALL FORMS ARE IN

Totally lost? Email Debbie Koochi at: [koochid001@hawaii.rr.com](mailto:koochid001@hawaii.rr.com) or call after 9:00pm #486-5092

# Ka Ulukoa Online Registration Instructions

**IMPORTANT:** Parents must create the online account in their name and then add their children to the account.

Note: There are two sections to this instruction sheet. If you, the parent, created an account online at [www.kaulukoa.org](http://www.kaulukoa.org) and added your child(ren) to the account... you are finished.

If you did not pre-register for the try-out and have not created an account, please go to Section A. If your child pre-registered for the try-out and you are not on the account, please go to Section B.

## SECTION A

1. Go to [www.kaulukoa.org](http://www.kaulukoa.org)
2. Click on **"My Account"** at the top of the page.
3. Click on **"Create Account"**
4. Fill in the appropriate information and select **"Save"** at the bottom.
5. The My Account page appears
6. Under Actions, select **"Add Account Member"**
7. Fill in the appropriate information and select **"Create New Person"**
8. Select **"Logout"** at the top of the page... you are finished

## SECTION B

1. Go to [www.kaulukoa.org](http://www.kaulukoa.org)
2. Click on **"My Account"**
3. Log in with student-athletes username and password
4. The My Account page will appear
5. Under Actions, select **"Create Guardian"**
6. Click **"Create New Guardian"**
7. Fill in appropriate information and select **"save and continue"**
8. Takes you back to the My Account page
9. Select **"People On"**; (it should already be on that page)
10. Select the student-athletes name
11. Select **"Remove Guardian Status"**
12. Select **"Logout"** at the top of the page... you are finished

We will make club dues and the estimated travel expense available on your account. Please feel free to use the credit card option or pay in person option. If you have any questions regarding your account, please contact Lee Lamb at [lamb@kaulukoa.com](mailto:lamb@kaulukoa.com) or call 808 741 1276.