



INTERSCHOLASTIC LEAGUE OF HONOLULU
OPERATIONS HANDBOOK
2016-2017

ILH ATHLETIC DIRECTORS OPERATIONS HANDBOOK

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MISSION STATEMENT

for

ATHLETIC DIRECTORS

of the

INTERSCHOLASTIC LEAGUE OF HONOLULU

The mission of the Athletic Administrators of the Interscholastic League of Honolulu is to serve its membership's athletic programs by providing leadership and coordination for the administration of interscholastic activities that will enhance the educational experiences of their students and reduce risks of their participation. The Athletic Directors of the Interscholastic League of Honolulu will promote participation and sportsmanship to develop good citizens through interscholastic activities and provide equitable opportunities, positive recognition and learning experiences to students while maximizing the achievement of educational goals.

SECTION I – MEMBERSHIP

1.1 Athletic Department Responsibilities

- A. Each Athletic Director will share in the duties of the league's operations, including responsibilities as a sport coordinator – as identified under the league membership (per ILH Governance By-Laws).
- B. Each sport (individual or team) is unique and may require the assistance of not only the sport coordinator but others as well – Example: individuals from their own school, other Athletic Director's/schools, ILH Office, etc. Coordination with City & County of Honolulu, State of Hawaii and other public entities, may also be necessary.
- C. The Athletic Directors responsibility in regards to the ILH operations to include but are not limited to:
 1. Attend all BADILH Athletic Director meetings.
 2. Assure school representation at any additional league meetings.
 3. Maintain a working knowledge of the following policies and procedures:
 - a. ILH
 - b. HHSAA
 - c. HIADA
 - d. NFHS
 - e. NIAAA
 4. Voting upon issues concerning the ILH, HHSAA & HIADA.
 5. Maintaining communication between his/her athletic department and school administration.
 6. Serve on league committees.

7. Fulfill ILH Coordinator assignment.
8. Host ILH & HHSAA activities (campus and non-campus).
9. Coordinate event staff and facilities (campus or non-campus).
10. Attend the annual HIADA conference.
11. Verify the eligibility of the student athletes from his/her school.
12. Verify the certification of his/her schools coaching staff.
13. Provide manpower and equipment resources in hosting ILH and HHSAA events (campus or non-campus).
14. Compliance with financial obligation dates. Example: Gate receipts, etc.
15. Compliance with the eligibility, supplemental, transaction and participation lists and deadline dates.
16. Compliance with HHSAA Administrative Policies (see Appendix).
17. Promote ILH, HHSAA, NFHS, NIAAA expectations of sportsmanship expectations in all of its athletics.
18. Shall promote the opportunity to experience participation in all league sponsored educational activities.
19. Comply the ILH code of ethics (or conduct):
 - a. To oversee school compliance with ILH membership requirements
 - b. To oversee school compliance with ILH eligibility policies
 - c. To oversee school compliance with ILH and HHSAA financial obligations
 - d. To oversee school compliance with procedures for Co-Op teams
20. Implement and maintain a risk management program:
 - a. Concussion management
 - b. Heat Illness
 - c. Emergency Action Plan

21. Comply with HHSAA & NFHS sanctioning procedures for all non-league activities.

22. Promote a positive league image within all media relations.

D. Compliance Report

1. The ILH Office will submit a compliance report, which will be submitted at the end of each fall, winter and spring season to the athletic director and head of school.

E. Billing of Member Schools

1. Fall – includes BADILH membership dues, HHSAA membership dues, HIADA membership dues, NIAAA membership dues, Catastrophic and NOCAD insurance fees, enrollment fees, adult activity cards ordered, fall season sports participation dues.
2. Winter – fall season sports activity fees and winter season sports participation dues.
3. Spring – winter season sports activity fees and spring season sports participation dues.
4. Final – includes spring season sports activity fees, HHSAA participation fees, all-star awards, individual and team medals, varsity championship plaques, cards/passes/tickets printing expenses, NFHS rulebooks, outstanding billing/fines.

F. Dues, Fees and Fines (See Appendix)

SECTION II – ELIGIBILITY & PARTICIPATION

2.1 Enrollment

- A. A student shall be eligible to participate in any sport once he or she is enrolled as a full-time student in a member school providing the student complies with the ILH Policies. Enrollment as a full-time student shall be defined according to standards as established by individual member schools.
- B. A full-time student retains ILH eligibility while taking course work at a post-high school institution, providing the course has the approval of the student's member school.
- C. Home-schooled students are not eligible for ILH activities.

2.2 Academic Standing

- A. A student shall be eligible to participate if he or she has passed two-thirds of all of his or her subjects during the most recent grading period as determined by the member school.
- B. The academic eligibility of a student in the Fall sports season will be determined by his or her transcripts established during the previous year's final grading period.
- C. Students who have failed to achieve eligibility status during the spring grading period may become eligible for fall sports by rectifying the deficiencies during the summer.
- D. Each member school shall be responsible for securing a scholastic check at least once every grading period.
- E. A student who has been deemed academically ineligible (according to Section 2.2.A.) shall be kept from further competition for a period of at least four weeks. At the conclusion of four weeks, a student must be passing two-thirds of all subjects.
- F. Academic standing of International students will be held on an exemption basis.

2.3 Age Limit

- A. A student becomes permanently ineligible to participate if he or she has reached the age of (19) nineteen by September 1st.
- B. Documented proof of age is one or more of the following:
 - 1. An original birth certificate issued by the office of vital records in the county, province, state, county or city where the student was born.
 - 2. A passport, visa or “green card” that lists the student’s date of birth or
 - 3. An official record of birth from the hospital in which the student was born.

2.4 Health and Safety Requirements

- A. To be eligible, a student athlete must have an annual physical examination and physician’s certificate stating that he or she is physically able to participate in ILH or HHSAA approved athletic activities and the student’s participation will not directly threaten the safety or health of others.
- B. A student must have medical insurance to be eligible to compete in any ILH approved athletic activity.
- C. To be allowed to participate in any ILH or HHSAA approved athletic activity, students must be supervised by a school appointed NFHS certified coach.

2.5 Amateur Standing

- A. A student must be an amateur to be eligible to represent his or her athletic program.
- B. A student may forfeit his or her right to compete as an amateur and has thereby become ineligible for further league competition in that specific sport by any of the following actions: (*ex: violation occurs participating in the sport of golf, does not impact participation in tennis*)
 - 1. Having accepted money in any organized athletic activity.
 - 2. Having competed under an assumed name in any organized athletic activity.
 - 3. Having accepted an award in non-school athletic activities, which he/she has converted into cash by sale or by pawning.
 - 4. Having signed a professional athletic contract.

2.6 Sports Participation Eligibility

- A. A student in grades 7th, 8th, and 9th is eligible to participate at the intermediate level of ILH athletic activities.
- B. A student in grades 9th, 10th, and 11th is eligible to participate at the junior varsity level of ILH athletic activities.
- C. A student in grades 9th, 10th, 11th and 12th is eligible to participate at the varsity level of ILH athletic activity. **Once a student has participated at the varsity level, that student is not allowed to participate at a lower level.**
 - (i) Exceptions: as identified in the OP's for each ILH sponsored athletic activity.
- D. A student in grades 9th, 10th and 11th is eligible to participate at the junior varsity level of ILH athletic activity. **Once a student has participated at the junior varsity level, that student athlete is not allowed to participate at the intermediate level.**
 - (i) Exceptions: as identified in the OP's for each ILH sponsored athletic activity.
- E. A 7th, 8th or 9th grade student has a 1-year limit of eligibility in each grade at the intermediate level. A 7th, 8th or 9th grade student may participate only one year in each grade level. A 7th, 8th or 9th grade student who repeats a grade will not be eligible during the grade being repeated at the intermediate level.
- F. A student will have three consecutive school calendar years of junior varsity eligibility from the date he or she begins 9th grade for the first time at any school.
- G. A student will have four consecutive school calendar years of varsity eligibility from the date he or she begins the ninth grade for the first time at any school.
 - 1. Exception: A student may participate in varsity football only in his or her 2nd, 3rd, or 4th eligibility year.
 - 2. Exceptions: 9th grade student at varsity wrestling by waiver only.
- H. Dual participation: No student may participate in two ILH sponsored sport activities on the same calendar date:
 - 1. Exception: Unless one of the activities is an ILH championship, HHSAA event, or non-league activity.
- I. A student who has graduated from a high school is not eligible to participate in an ILH sponsored athletic activity.
- J. An ILH school team season starts with the first day of practice as specified by the ILH, and ends with the last State Tournament date in that sport, or with the last ILH scheduled date if there is no State Tournament in that sport. For an ILH School team in the junior varsity and intermediate season, the ending date is the last scheduled ILH event for that given team,

even if other teams in that division have games to play. During this "school season" time, the school team may play school opponents of their choices provided they abide by rules pertaining to amateur standing and follow required sanctioning procedures.

- K. Students may, at the discretion of the ILH, participate on a team comprised of the opposite gender, if there is no corresponding team of their own gender in that sport, and the ILH does not sponsor a program for that sport in their own gender.
- L. Ineligible student may practice with their school team, but may not participate in any ILH sponsored athletic activity.
- M. Ineligible student may practice with their school team, but may not participate in any non-league event per the HHSAA (eligibility rule Compliance with HHSAA Administrative Policies and Regulations)
- N. A member school is not allowed to have students participating on two separate teams that are in the same sport and division of competition level unless both teams represent the same member school. Example: School Team A-Blue, School Team A-White or CO-OP Team A-Orange, CO-OP Team A-Brown

2.7 Outside Participation

- A. Outside Participation is defined as participation in any non-school sponsored, formally organized activity for a particular sport that includes formal practices, scrimmages or games. (Example: An ILH volleyball player cannot be in an outside volleyball league during the ILH volleyball season, but can participate in another outside league sport – bowling, basketball, etc.)
 - 1. Once a student participates in an ILH sport, they are now an ILH participant.
 - 2. Outside participation rules apply only to previous ILH participants.
 - 3. A previous ILH participant is a student who has participated in an ILH specific sport or multiple sports at any time during 7-12 grades
(example: participate 8th grade but not again until 11th grade)
- B. An ILH Team Sport Season and Individual Sport Season start with the first day of practice as specified by the ILH.
- C. An ILH Team Sport Season and Individual Sport Season ends with the last State Tournament date in that sport, or with the last ILH scheduled date if there is no State Tournament in that sport.
 - 1. For an ILH school team in the junior varsity and intermediate season, the ending date is the last scheduled ILH event for that team.
 - 2. The member school or host school of a co-op team will assume all liability for any additional activity conducted by its team.

- D. Within this “sport season” time, an ILH team may compete with HHSAA and/or NFHS member schools of their choice; provided they abide by rules pertaining to amateur standing and follow required HHSAA and NFHS sanctioning procedures.
1. Within the “sports season” time, if an ILH team wishes to compete with a foreign school opponent, a letter from the head of school validating itself as a educational institution whose competitors are not compensated is required. Also provided they abide by rules pertaining to amateur standing and follow required HHSAA and NFHS sanctioning procedures.
 2. The member school shall assume all risk and liability for playing an opponent that is not a member of the HHSAA, NFHS or is club/organization.
- E. Individual sports participants are not allowed outside participation on the same calendar day of a scheduled ILH or HHSAA event in which their team is scheduled to participate. All team members must abide by this rule, whether an individual is scheduled to participate in the ILH or HHSAA event or not. Exception: Individuals not qualifying for post-season ILH (such as championship tournaments) or HHSAA state competition may participate in outside activities.
- F. ILH individual sports are Air Riflery (Sporter and Precision), Bowling, Cross Country, Golf, Judo, Kayaking, Swimming & Diving, Sailing, Tennis, Track & Field and Wrestling.
- G. ILH team sport participants are not allowed outside participation during their ILH sports season.
1. Team sport participants may return to outside participation at the conclusion of their respective ILH sport season.
- H. ILH team sports are: Baseball, Basketball, Canoe Paddling, Cheerleading, Soccer, Softball, Volleyball, and Water Polo.
- I. Exceptions
1. ILH football participants are not allowed outside participation for the entire school year.
 2. ILH Cheerleading participants are exempted from team sport restrictions.
 3. Participation in a National championship event during the ILH sports season may be allowed on an exemption basis.
 4. Participants on a National or International team in a national sporting event during the ILH sports season may be allowed on an exemption basis.

5. Individual private training during the ILH sport season is allowed.
6. For team sports, individual private training during the off-season is allowed only with a non-ILH school coach.
7. ILH participants are allowed to take part in clinics, camps and specialty schools during the ILH sports season. They are not allowed to receive compensation for their participation.

2.8 Season Starting Dates

A. HHSAA Start Date Policy

1. The start date for each sport will be a maximum of 13 weeks prior to the state tournament week.
2. The start date policy will apply to all sports in which the HHSAA conducts state championships. Each league will determine the starting date for all lower level teams not to exceed a 13 week season.
3. Individual sports shall have a try-out date, a maximum of 13 weeks prior to the state tournament week. Prior to the try-out date, practices cannot be mandatory and team selections cannot be made.
 - a. Exception for football and wrestling.
4. The HHSAA start date policy will apply to the following varsity team sports: Baseball, Basketball, Canoe Paddling, Soccer, Softball, Volleyball, and Girls Water Polo.
5. Per the HHSAA start date policy; each league will determine the starting date for all lower level teams not to exceed a 13-week season.
6. Individual sports shall have a try-out date, a maximum of thirteen (13) weeks prior to the state tournament week, on the Monday of that week. Prior to the try-out date, practices cannot be mandatory and team selections cannot be made.

B. Non HHSAA Sports

1. Sailing, Kayaking, Boys Water Polo, Precision Riflery and all intermediate levels of sports as determined by the league sport coordinator.

2.9 Coach-Player Contact Restrictions (HHSAA Policy)

- A. Students of team sports have no outside participation restrictions except for league rules/by-laws that govern in-season (Green shaded area of the chart) outside participation restrictions. (See Appendix for chart)
- B. The following restrictions apply to all Varsity and Junior Varsity programs:
1. In-season 13 weeks (except Football) – (Green Area)
 2. Out of season Conditioning and Weight Training – (White Area)
 - a. Restrictions to be determined by each league
 - b. The program shall have a coach or other authorized personnel in supervision. Prior to the start dates, activities cannot be mandated and team selections cannot be made.
 - c. Member schools bear the responsibility of monitoring facilities and making the determination if adult supervision is adequate for off-season conditioning.
 3. Summer Activities – (Yellow Area)
 - a. No restrictions during this period.
 4. No Contact/Dead Period – (Red Area)
 - a. The no contact/dead period is defined as a specified time span of non-instructional/non-developmental sport specific activity.
 - b. For the winter and spring sport seasons, the no contact/dead periods coincide with the weeks just prior to the start dates for fall and winter sports, in part to allow student-athletes to try out for other sports in other seasons.
 5. Spring Practice for the sport of Football to be determined by each league.
 6. Exemptions to this policy
 - a. Requests for exemptions to this policy to participate in a national or international sporting event must be made in writing to the HHSAA Executive Director.
 7. It is highly recommended for individual and team sports that students have at least one week of total rest between seasons.
 8. All levels of coaches (Varsity, Junior Varsity and Intermediate) in the league shall comply with this policy.

9. HHSAA Start Date Calendar – see Appendix

10. For violations – see Section X - Penalties

2.10 Out of Season Activities

A. Summer Team Activities

- 1. Shall be based on the dates included in HHSAA Start Date Calendar.
- 2. The ILH does not sanction any summer sport activities.

B. ILH Team Sports Off-Season Conditioning

- 1. Out of season conditioning programs involving running, exercises, weight/strength training, aerobics, etc. are permitted on a voluntary basis. The program may have a coach or other school personnel in supervision.
- 2. Conditioning and weight training is allowed at member school facilities.
- 3. Conditioning and weight training programs may not utilize any sports equipment, nor practice skills or strategies prior to the league start date.
- 4. Member schools are responsible for monitoring their students’ use of school facilities.
 - a. Member schools shall determine if adult supervision is required for off-season conditioning.

C. Coaches of team sports may not conduct any practice sessions and/or instruct individually any students in grades 7-12 enrolled in their school according to HHSAA Start Date Calendar until their respective team sport season start date. Upon completion of their season they may resume practice sessions only as stated under Section 2.10-A and B.

D. ILH team sport coaches are allowed to coach on a bona fide outside league team provided the team has no more than the designated number of previous participants in that particular sport listed below from his/her school, in any sport. Seniors who have completed their ILH eligibility are excluded from the ILH sport participation number restriction.

- Baseball 5
- Basketball 3
- Canoe Paddling 3
- Soccer 6 - Water Polo 4
- Softball 5

- Volleyball 3

- E. A member school coach may participate in a clinic/camp provided he or she is not instructing his or her players that are ILH participants. Clinic: A sport education event that occurs no more than once per year and lasts no longer than three consecutive days -- Sports School or Sports Camp: A sport education event that occurs over an extended time (four consecutive days or more) or occurs at regular intervals throughout the year (weekly, biweekly or monthly intervals) is defined as a “Sport School” or “Sport Camp.”
- F. ILH school facilities may be used by an outside league utilizing student participation from grades 7th through 12th – (per HHSAA Start Date Calendar and ILH policies).
- G. A violation by the coach to the HHSAA start date restriction rule and/or the ILH outside participation policy is subject to consequences as listed in Section X Penalties.

2.11 Transfers

A. HHSAA

1. Refer to HHSAA Administrative Regulations (See Appendix)

B. ILH

1. The eligibility of a student who transfers shall be based on his or her academic record at the school from which he or she transfers.
2. An ILH participant who transfers to a member school in the same school year or following school year shall be ineligible to participate for the school to which he or she transfers in any sport in which he or she has participated at the former school, for one calendar year from the date of leaving the former school.
3. If the student has not participated for the previous school in the immediate past school year prior to transfer, he/she will be eligible immediately upon entering the new school providing other eligibility requirements are met.
4. An ILH participant from an ILH Co-Op program, who transfers to another school participating in the same Co-Op program, is eligible to participate in that specific Co-Op program immediately.
5. A student who represented a non-member high school in Hawaii in regular league play and whose name appears on that school's eligibility and participation lists shall be ineligible to represent the ILH school to which he or she transfers in any sport in which he or she has participated at the former school, for one calendar year from the date of release from the former school.

6. If the student has not participated for the previous schools during the immediate past calendar year prior to transfer, he/she will be eligible immediately upon entering the new school provided other eligibility requirements are met.
7. A student who transfers from an ILH school to a non-member school and participates at the non-member school and returns to the same ILH school in the following school year may be eligible immediately, providing all other league requirements are met.
8. A student who has represented any non-member high school in athletic competition and transfers to a member school because of change in family residence from another Hawaiian Island shall be eligible to participate when all of the ILH eligibility requirements have been met. Family residence will be defined as parents or family with whom he/she has been living.
9. Boarding students of member schools are eligible.
10. A student who transfers from a school outside of the State of Hawaii to a member school shall be eligible to participate when all of the ILH eligibility requirements have been met.
11. Students ineligible for ILH competition in any sport may train with the school team, but may not compete or participate in any non-league contest and/or scrimmage.
12. ILH student transfers (Refer to Section III-Athletic Recruiting)

2.12 Eligibility Lists

- A. A Stand Alone Eligibility list is a list of member school students and its coaching staff who are eligible to participate in a given sport by meeting the league, HHSAA and/or NFHS requirements.
 1. List(s) are to be typed and completed properly, then submitted by the designated due date to the ILH Office (See Form in Appendix).
 2. Signatures must be non-computer font generated.
- B. A Co-Op Eligibility list is a list of member schools' students and its coaching staff who are eligible to participate in a given sport by meeting the league, HHSAA and/or NFHS requirements.
 1. List(s) are to be typed and completed properly, then submitted by the designated due date to the ILH Office (See Form in Appendix).
 2. Signatures must be non-computer font generated.

3. Information shall be gathered by the host school of the Co-Op and submitted to the ILH Office.

2.13 Supplementary Lists

A. A Stand Alone Supplemental list is a list of member school students and members of its coaching staff who are eligible to participate in a given sport by meeting the league, HHSAA and/or NFHS requirements but were not on the original eligibility list.

1. Upon submission of this list, student(s) listed must wait four days to be eligible to participate in an ILH event.
2. Upon submission of this list, uncertified coach (es) listed have four days to be certified to be eligible to coach in a non-league or league event.
3. List(s) are due to the ILH Office by 2:00pm. Contact the ILH Office if confirmation is not received by 4:00pm.
4. List(s) are to be typed and completed properly, then submitted by the designated due date to the ILH Office (See Form in Appendix).
5. Signatures must be non-computer font generated.

B. A Co-Op Supplemental list is a list of member school students and members of its coaching staff who are eligible to participate in a given sport by meeting the league, HHSAA and/or NFHS requirements but were not on the original eligibility list.

1. Upon submission of this list, student(s) listed must wait four days to be eligible to participate in an ILH event.
2. Upon submission of this list, uncertified coach (es) listed have four days to be certified to be eligible to coach in a non-league or league event.
3. List(s) are due to the ILH Office by 2:00pm. Contact the ILH Office if confirmation is not received by 4:00pm.
4. List(s) are to be typed and completed properly, then submitted by the designated due date to the ILH Office (See Form in Appendix).
5. Signatures must be non-computer font generated.

2.14 Transactions

A. Team Sports: Transaction List(s) shall be submitted to the ILH Office for those eligible students in a given sport, identified on an intermediate, junior varsity, or varsity team, who have moved within the rules of eligibility to another level in the given sport. When

this occurs, the Transaction List shall be submitted to the ILH Office prior to the contest. The member school coach is to notify the opposing team coach prior to the game of the movement of players to the roster.

- B. Individual Sports: Transactions are identified by the participation list submitted to the ILH Office at the end of the season.
- C. Team Sports: Reference to sports Operational Procedure's in a given sport, for specific rules of transaction. A student submitted on an Eligibility or Supplemental list may be moved to a level, provided the student has not played in a league event on that previous level. However, once the athlete has been placed on the lower level list, the athlete may not be moved back to the higher level until the completion of the league schedule for that lower level.
- D. Varsity Division 1 and Varsity Division 1-AA, Varsity Division 2 and Varsity Division 2-AA players
 - 1. May not move from one roster to another roster during the season (V1 to V1-AA, V1-AA to V1, V2 to V2-AA, V2-AA to V2), but may do so at the end of their respective seasons.
 - a. Movement from V1 to V1-AA or V2 to V2-AA at the conclusion of the V1 or V2 season to participate in ongoing V1-AA or V2-AA only allowed if the individual has not participated at V1 or V2 level in that current season.
 - 2. A Varsity Division 1 prior participant may not move down to Varsity Division 1-AA team until the start of the next season.

2.15 Participation Lists

- A. Stand-Alone: Participation list is a list of member school students and its coaching staff who are eligible to participate in a given sport by meeting the league, HHSAA and/or NFHS requirements.
 - 1. List(s) are to be typed and completed properly, then submitted by the designated due date to the ILH Office (See Form in Appendix).
 - 2. Signatures must be non-computer font generated.
 - 3. Student(s) listed on an eligibility or supplemental list and did not participate in an ILH event should not be included on the ILH Participation list.
- B. A Co-Op Eligibility list is a list of member schools' students and its coaching staff who are eligible to participate in a given sport by meeting the league, HHSAA and/or NFHS requirements.

1. List(s) are to be typed and completed properly, then submitted by the designated due date to the ILH Office (See Form in Appendix).
2. Signatures must be non-computer font generated.
3. Information shall be gathered by the host school of the Co-Op and submitted to the ILH Office.
4. Student(s) listed on an eligibility or supplemental list and did not participate in an ILH event should not be included on the ILH Participation list.

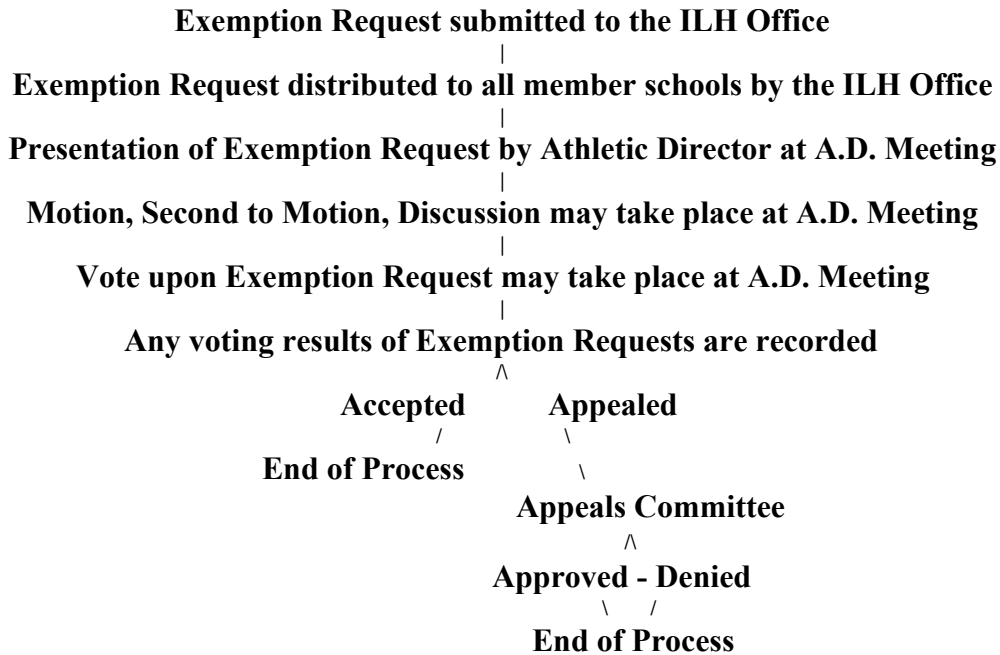
2.16 Exemption Request

- A. Exemption Requests shall be submitted to the ILH Office by the school administration of its enrolled student.
- B. The Exemption Request shall be submitted to the ILH Office at least 72 hours prior to the next BADILH meeting in order to be presented.
- C. For outside participation events, an ILH Exemption Request must be submitted to the ILH Office at least 7 days prior to the event for approval.
 1. The member school may present to the BADILH if applicable, if the ILH Executive Director does not approve the exemption request for outside participation.
 2. Failure to submit an exemption request for outside participation for approval is subject to penalty.
- D. The ILH Office must approve the request from a member school for an exemption request to be addressed as a fast track exemption request.
 1. The ILH Executive Director, BADILH President and Sports Coordinator of the given sport shall vote on any fast track exemption requests.
 2. The BADILH Vice-Presidents and BADILH Secretary will serve as alternate members should there be a conflict of interest for the BADILH President and/or Sport Coordinator.
 3. The decision of a fast track exemption request is FINAL.
- E. The member school whose exemption request was presented at a BADILH meeting and defeated by vote of the athletic directors' membership may submit a letter of appeal to the ILH Office.
- F. An Exemption Request Appeals Committee will convene to review the letter of appeal and the information of the matter and render a decision.

1. This committee shall consist of the ILH President, the ILH Executive Director, the ILH A.D. Membership President, the ILH Coordinator of the involved sport and two designated head of schools drawn at random.
2. No person on the Appeals Committee may be from a school directly involved in the situation. The ILH Executive Director shall select alternate committee members if necessary.
3. The head of the member school and its athletic director shall present their appeal to the Appeals Committee.
4. Only the three heads of schools (ILH President, two heads of school) shall vote on the appeal.

G. Appeal Process of an Exemption Request (see next page)

Appeal of Vote of ILH Exemption Request (Process)



H. The decision by the Exemption Request Appeals Committee is ***FINAL***.

2.17 Appeal Committees

A. Exemption Request see 2.16 – F

B. Conduct Violations

1. The Conduct Violation Appeal Committee will convene to review the letter of appeal and the information of the matter and render a decision

2. This committee is comprised of the ILH Executive Director and at least three voting members – the BADILH President, at least one of the BADILH Vice-Presidents (Division 1, 2, 3) and/or the BADILH Secretary.

3. If there is a actual or apparent conflict with one of the committee voting members, the Past BADILH President shall replace that individual.

4. The decision of the Conduct Violation Committee is final.

C. Game Protest

1. The Game Protest Committee will convene to review the letter of appeal and the information of the matter and render a decision.

2. This committee is comprised of the ILH Executive Director, the President of the Athletic Directors Membership and the league's coordinator of the sport involved in the protest.

3. If there is a conflict with one of committee voting members, the ILH Assistant Executive Director, one of the Vice-Presidents of the Athletic Directors Membership (Division 1, 2, 3) or the Past President of the Athletic Directors Membership shall replace that individual.

4. The decision of the Game Protest Committee is final.

D. Declarations Appeal Committee

1. The Declarations Appeals Committee will convene to review the letter of appeal and the information of the matter and render a decision.

2. This committee shall address any appeals regarding declarations and is comprised of the ILH Executive Director and three voting members – One of the Vice-Presidents of the Athletic Directors Membership (Division 1, 2, 3), Chair of the Classification Committee and league coordinator of the sport involved.

3. The ILH Executive Director will address substitution of a voting member if there is a conflict of interest.

4. The decision of the Declarations Appeal Committee is final.

E. Classification Appeal Committee

1. The Classification Appeals Committee will convene to review the letter of appeal and the information of the matter and render a decision.
2. This committee is comprised of the ILH Executive Director, Chair of the Classification Committee and three voting members - President of the Athletic Director Membership, One of the Vice-Presidents of the Athletic Directors Membership (Division 1, 2, 3) and the league coordinator of the sport involved.
3. The ILH Executive Director will address substitution of a voting member if there is a conflict of interest.
4. The decision of the Classification Appeal Committee is final.

F. Recruiting Violation Appeals Committee

1. The Recruiting Violation Appeals Committee will convene to review the letter of appeal and the information of the matter and render a decision.
2. This committee shall be comprised in the same process as the Exemption Request Appeals Committee – see section 2.16 - F
3. The decision of the Recruiting Violations Appeal Committee is final.

SECTION III – ATHLETIC RECRUITING

3.1 Recruiting

- A. **Member schools may not engage in athletic recruiting practices.** Recruiting is the use of undue influence or special inducement by anyone associated with the school in an attempt to encourage a prospective student to attend or remain at that school for the purpose of participating in interscholastic athletics.

3.2 Contact

- A. The following individuals **shall not initiate contact** with a prospective student--athlete, the student--athlete's family, the student--athlete's coaches or representatives, regarding the possibility of transferring to, or attending an ILH school prior to the prospective applicant making formal contact with admissions personnel:

1. Coaches (head or assistant, volunteered or paid)
2. Athletic directors
3. Other athletic department personnel.
4. School faculty or staff
5. Any boosters or members of a booster club affiliated with the school's athletic program. A booster or booster club are defined as an established organization that aids the athletic endeavors of a member school with financial contributions.
6. Members of governing boards

- B. All contacts initiated by prospective student--athletes, or their families, or their coaches, or their representatives to the above listed individuals, prior to the prospective applicant making formal contact with admissions personnel shall be referred to the school's admissions' department.

3.3 Inducement

- A. **Member schools may not engage in practices of undue influence.** Undue Influence is any act, gesture or communication which is performed by personal contact by anyone associated with the school which may be objectively seen as inducement, or part of a process of inducing a student and/or parent(s)/guardian(s)/caregiver(s), by or on behalf of, a member school, to enroll in, transfer to, or remain in a particular school for athletic purposes.

1. Prospective student athlete, the student--athlete's family, the student-- athlete's coaches or representatives shall not be offered any inducement, such as financial aid, honorary scholarship, or other benefit.
- B. **Financial aid** refers to funding intended to help students pay tuition or other costs for education and is awarded on the basis of the financial need of the student. Financial need is determined by taking into account many factors including income, net worth, standard living expenses, family size, and the number of children attending tuition--charging schools.
1. Such assistance must be based on specific, publicly stated criteria and must be a matter of public record. Financial aid to potential students shall be awarded solely on the basis of demonstrated family need.
 2. Such criteria will not exclude the student--athlete, but no grant may be awarded solely or primarily on the basis of athletic ability.
 3. Only the school officials in charge of financial aid may extend an offer of financial aid.
 4. No student--athlete shall receive a financial aid award greater than his/her demonstrated family need, derived from publically stated criteria.
 5. Booster associations, alumni associations (or similar organizations) may donate directly to the school. However, these organizations may not have input on the selection of the recipients of financial aid or the amount awarded
 6. Student athletes shall not have their tuition or parts of their tuition paid for by members of outside organizations closely affiliated with the school, such as booster clubs or similar organizations, based on their athletic ability. Nor shall members of such organizations seek outside sources to fund a specific student--athlete's tuition.
 7. The ILH recognizes that the confidentiality of individual family records of aid must be safeguarded.
- C. **Honorary Scholarships** refer to Merit--based scholarship awards based on academic achievement in areas other than athletics alone.
1. Honorary scholarships, aid to the children of school employees, and special awards for time--honored considerations unique to a given school, are worthy elements of a school's program and traditions.
 2. Such assistance must be based on specific, publicly stated criteria and must be a matter of public record.

3. Such criteria will not exclude the student--athlete, but no grant may be awarded solely or primarily on the basis of athletic ability.

D. Other Benefits

1. Prospective student athletes shall not be promised admission to the school. Only the school admissions officer may comment officially on the status of an application.
2. Family members of prospective student--athletes shall not be promised employment to as a method of inducement.
3. Prospective student athletes shall not be offered money or other considerations as a method of inducement.
4. Prospective student athletes shall not be offered special inducements which include, but are not limited to, any attempts to persuade transfer, gifts of money, jobs, supplies, clothing, free transportation, admission into contests, free tuition, athletic privileges, such as playing time or a position in the program.

3.4 Investigation Procedure

- A. If an alleged violation is reported to the ILH office, then:
 1. ILH office shall investigate by contacting the school head or school principal, the alleged violator, and the family of involved student. The ILH shall also seek out pertinent documents (such as the student's date of application).
 2. If the ILH office determines that evidence exists that a violation has occurred then it will convene the ILH Membership Committee
 - a. Any school that may be involved with the incident shall be recused from the committee.
 - b. The alleged violator may speak to the committee prior to its Deliberations.
 - c. If the accused violator refuses to participate, the committee shall base its finding on other information gathered during the investigation, the inferences drawn from the evidence and the alleged violator's unwillingness to cooperate in the investigation.

- d. If the Committee finds that the violation is substantiated, then it shall determine the penalty(s) for the violator, the student involved and the violator's school.
 - e. The Executive Director shall inform the violator of the Penalty(s).
 - f. All actions shall be documented.
3. If the ILH office determines that either no violation has occurred or that there is insufficient evidence supporting the allegations of a violation.
 - a. ILH office shall inform in writing the school(s) head(s) of school or principal(s) involved of its findings.
 - b. All actions shall be documented
4. The ILH Executive Director shall compile an annual report of alleged recruiting violations that includes both confirmed and unconfirmed reports.
 - a. The report shall not name any student athlete, nor school personnel involved in the allegations.
 - b. The report shall detail the number of allegations within each of the categories listed in subsection 3.
 - c. The report shall be disseminated to the executive board and shared with the Athletic Directors.

B. Unsupported Reports

1. An unsupported report consists of a possible recruiting violation that comes from:
 - a. An anonymous source.
 - b. A source that wishes to remain confidential.
 - c. A source that cannot specify the particulars of the alleged violation.
 - d. A second--hand source.
2. The ILH Office shall investigate and take appropriate action concerning unsupported reports that meet any of the following criteria:
 - a. Names the student athlete that was allegedly recruited.
 - b. Names the school personnel involved in an alleged recruiting incident.

- c. Describes details of an alleged recruiting violation that the reporter personally witnessed.
 - d. Contains multiple sources reporting on the same alleged recruiting violation.
3. The ILH may treat unsupported reports with a dose of healthy skepticism. Questioning the reporter's motives is not the same as discrediting the report though, so the office should see if it can determine the motives as they may affect credibility.
 - a. Unless the report is insufficiently vague (e.g. the report does not contain the details listing in subparagraph 2), the ILH Office should investigate to determine the claims raised in the report, without assuming any facts are true just because the unsupported report says so,
 - b. The ILH Office shall give the targets of the report notice and the opportunity to rebut any details.
 - c. The ILH Office shall document the investigation in the form of a memo with the reasons when certain steps are being taken or not being taken as a result of the investigation.
4. The file on unsupported reports with none of the details listed in subparagraph 2 shall be categorized with the following:
 - a. School(s) involved.
 - b. Sport(s) involved.
 - c. Contact violation allegation.
 - d. Financial Aid violation allegation.
 - e. Transfer violation allegation.
 - f. Inducement violation allegation.
 - g. Date of the report.
5. The ILH Executive Director shall relay unconfirmed reports that meet any of the criteria in subsection 2 to the school(s) named in the allegations.
6. ILH Athletic Directors shall forward to the ILH Office any unconfirmed reports that meet any of the criteria in subsection 2 and to the school(s) named in the allegations.
7. Unconfirmed reports that do not meet any of the above criteria in subsection 2 shall not be recorded nor filed nor relayed to the involved schools.

C. Supported Reports

1. A supported report is not necessarily proof of a violation. A supported report comes from:
 - a. A source that is willing to sign a statement detailing the alleged violation and contains substantial evidence of an alleged violation.
 - b. A source that wishes to remain confidential but contains substantial evidence of an alleged violation.
 - c. Comes from a source that is self--reporting the alleged violation.
2. The ILH Office shall record and file all supported reports.
3. The file on supported reports shall be categorized with the following:
 - a. School(s) involved.
 - b. Sport(s) involved.
 - c. Contact violation allegation
 - d. Financial Aid violation allegation.
 - e. Transfer violation allegation.
 - f. Inducement violation allegation.
 - g. Date of the report.
4. The ILH Office shall relay supported reports to the heads of schools or principals of the school(s) involved in the allegations.
5. The ILH Office shall investigate all supported reports; at least to the same extent it investigates unsupported reports.

3.5 Penalty Options

- A. The ILH Membership Committee shall determine the penalty for each violation.
- B. It is recommended that: The greater the violation, then the greater the penalty should be assessed. Repeated violations deserve greater penalties. Lesser violations deserve lesser penalties and counseling. Schools that self-- report violations and take remedial actions should receive lesser penalties.

C. The following are options for penalizing violators:

1. Coach Penalties: All penalties which are enforced will be communicated by the ILH office to the head of school/principal by the ILH Executive Director.
 - a. A coach may receive counseling from the ILH Office.
 - b. A coach may be suspended from the ILH coaching ranks for a given amount of time to be determined by the degree of the violation (days, weeks, months, etc).
 - c. A coach may be suspended from the ILH coaching ranks and the coach must seek re--admittance to the ILH coaching ranks.
 - d. A coach may be suspended from the ILH coaching ranks for a single season.
 - e. A coach may be banned from coaching in the ILH (Reserved for repeat offenders or flagrant violations).

D. School Penalties (including Booster, Booster Clubs, Athletic Department Personnel)

1. A school may be declared ineligible for ILH and/or HHSAA participation:
 - a. In the sports where the violation(s) occurred.
 - b. Championship events.
 - c. In all sports.
 - d. The duration of any penalty is determined by the degree of the violation (days, weeks, months, etc).
2. The ILH may vacate any victory(s) (ILH or HHSAA) in which the recruited athlete's team participated.
3. A student may be declared ineligible for ILH championship event(s) (e.g.: tournaments, etc).
4. A student may be declared ineligible for participation in the HHSAA tournament(s).

E. Appeals-Refer to section "X--Penalties and Violations" of ILH handbook.

3.6 Recruiting Policy Publicity

- A. The ILH Office shall publicize the ILH rules regarding recruiting to the sporting communities, including:

1. The HHSAA member schools.
 2. Non--member schools in Hawaii that have grades Kindergarten through 12 in their student body.
 3. Community sport organizations.
- B. The statement to forward to the sporting communities shall include:
1. The ILH recognizes that its member schools must attract many types of students, those with artistic, academic, and musical ability, as well as those with athletic talents.
 2. The ILH also recognizes that any attempt to attract students from one school to another, ILH or public, primarily for the purpose of improving a school's athletic program, reflects unfavorably on the League, creates ill will among member schools, and distorts the role of athletics in our educational process.
 3. Personnel affiliated with Athletic departments of ILH member schools are not allowed to initiate contact with prospective student--athletes regarding the possibility of transferring to or attending the ILH member school. If an attempt to attract a student athlete to attend a particular ILH member school is observed, please contact the ILH Office.
 4. The ILH rules regarding recruiting.

3.7 Addendum A - Education and Compliance

- A. All ILH member schools will be asked to discuss and confirm the following:
1. School administrators will sign a compliance document annually that indicates he/she has read, understands, and will communicate the ILH recruiting policy their entire school community.
- B. Correct Methods of Natural Admission Contact to share with school communities:
1. The admissions process happens between an interested family and the admissions director of the school.
 2. The interested family should first make formal contact with admissions personnel prior to contact with any other staff member.

3. If any admissions inquiry comes to any person other than admissions personnel, the inquiry should immediately be directed back to the admissions office.
4. All admissions whether local, national or international will follow the same admissions procedure.
5. All admissions processes will be date driven to show compliance with the status of every student applicant starting with the date of contact with admissions personnel.
6. There will be multiple opportunities for school leaders, throughout the year, to discuss and understand the complexities of student athlete recruitment.

3.8 Addendum B - Eligibility Form

- A. The below verbiage was added to the ILH Eligibility Form (See Form in Appendix)
 1. The students listed above have not been contacted by any Athletic Personnel prior to submitting a complete application.
 2. The students listed above have not received any aid from a booster organization.
 3. The Athletic Director has reviewed the ILH policy on recruiting with the athletic personnel involved with the students listed above.
 4. The above statements are true to the best of my knowledge.

3.9 Addendum C – Transfer Documents

- A. The ILH has developed a form for students who transfer schools (model is attached).
 1. The form shall be filled out by the receiving school and verified to the best of his or her knowledge by the signature of the Athletic Director.
 2. The form shall list all students who transferred into grades 8 through 12 or are repeating any grade 7--12 to the receiving school and filed with the ILH Office.
 3. The form shall verify that:
 - a. The students listed have not been contacted by any Athletic Personnel (as listed in the contact proposal) prior to the prospective applicant making formal contact with admissions personnel.

- b. The students listed have not received any aid from a booster organization.
- c. The Athletic Director has met with athletic personnel to review the ILH recruiting policy.

B. The ILH shall add the four statements above the athletic director's signature to the ILH Eligibility Form (model attached) that verify to the best of his or her knowledge that:

- 1. The students listed have not been contacted by any Athletic Personnel (as listed in the contact proposal) prior to submitting a complete application.
- 2. Students listed have not received any financial aid above their demonstrated need.
- 3. The students listed have not received any aid from a booster organization

SECTION IV – CLASSIFICATION

4.1 Guiding Philosophy

A. To develop a criteria for the classification of teams that reflects the best interest of the league, affords our league to have the potential for adequate representation in state tournaments, takes into consideration the best interest of the individual schools, and provides balanced representation within the divisions.

4.2 Divisional Classification for Team Sports

A. Member school’s classification into one of three divisions for ILH athletic competition shall primarily be based on each school’s enrollment for the grades 7-12. The following enrollment figures have been established to determine each schools divisional status:

	Single	Co-ed
Division I	≥375	≥750
Division II	<375 & ≥125	<750 & ≥250
Division III	<125	<250

B. Based on the most recent enrollment figures submitted to the ILH Office by each member school, the league shall be divided as follows:

DIVISION I (8)	DIVISION II (8)	DIVISION III (8)
Iolani School	Damien Memorial School	Assets School
KS-Kapalama	Hanalani School	Christian Academy
Maryknoll School	Hawaii Baptist Academy	Hawaiian Mission Academy
Mid-Pacific	La Pietra School	Hoala School

Punahou School	Le Jardin Academy	Honolulu Waldorf
Sacred Hearts Academy	St. Andrews Priory	Island Pacific Academy
Saint Louis School	Saint Francis School	Lanakila Baptist School
PAC-5*	University Lab School	Pacific Buddhist Academy

*PAC-5 is an independent Co-Op

- C. The classification for the following school year shall be based on the student enrollment numbers (grade 7-12), submitted to the ILH Office, at the beginning of the current school year. Schools shall notify the ILH Office if their enrollment projection for the following school year is expected to affect their divisional status.

4.3 Declarations

- A. The Declarations Committee shall review the declarations for the upcoming year.
- B. Sports Coordinators will submit any concerns for their respective sport to Declarations Committee.
- C. If there are no objections or concerns by the Declarations Committee, the membership shall vote to approve the declarations for the upcoming year at Workshop.
- D. The ILH Executive Director, in consultation with the ILH Declarations Committee and Sports Coordinators will ensure the compliance with all ILH Classification Policies.

4.4 Sports Schedules

- A. If four or more schools declare a team (Varsity/Varsity I-AA/JV/Intermediate) in a sport division (Division 1, Division 2 or Division 3) then said division will have a separate schedule.
- B. If fewer than four schools declare a team (Varsity/Varsity I-AA/JV/Intermediate) in a sport division (Division 1, Division 2 or Division 3), then an integrated schedule between multiple divisions will be utilized.
1. The sport of football on all levels and divisions is excluded from 4.4-B.
- C. When a Division III is established for a varsity sport, the Division 3 champion will be included in the Division 2 state berth playoffs. The sport coordinator for each sport will determine the exact playoff format.
- D. Division I schools may enter a second Varsity team (Varsity 1-AA) in Division 2, if there are less than four teams for a Division 1-AA. This second team is restricted to junior and senior athletes only and HHSAA participation is not allowed.
- E. Division 2 schools may enter a second Varsity team (Varsity 2-AA) in Division III, if there

are less than four teams for a Division 2-AA. This second team is restricted to junior and senior athletes only and HHSAA participation is not allowed.

4.5 Lower Levels (Intermediate & Junior Varsity) and Varsity I-AA

- A. Each school shall determine the competitive division for its Intermediate and JV teams.
- B. A Division I or Division II school that declares two or more teams in a lower level shall be allowed to have only one of its teams participate one division lower than said school's determined classification.

4.6 Classification Exemptions

- A. A school that desires to move a Varsity sport to a higher or lower division must present such a request at the ILH declarations meeting. The request will be reviewed by the ILH Declarations Committee.
- B. An approved request to move a Varsity sport up a division is a two-year commitment.
- C. There are three categories for classification exemptions for the following identified boy's sports, girl's sports and co-ed sports.

BOYS SPORTS	GIRLS SPORTS	CO-ED SPORTS
Basketball	Basketball	Baseball
Soccer	Soccer	
Volleyball	Softball	
Cross Country	Volleyball	
	Water Polo	
	Cross Country	

- D. Division I **co-ed member schools** shall be allotted two exemptions per school year, to declare a varsity sport one division lower than said school's determined classification. Of those two exemptions, only one may be used per category.
- E. Division I **single gender schools** shall be allotted one exemption per school year, to declare a varsity sport one division lower than said school's determined classification.
- F. Division II **co-ed member schools** shall be allotted two exemptions per school year, to declare a varsity sport one division lower or one division higher than said school's determined classification. Of those two exemptions, only one may be used per category.
- G. Division II **single gender schools** shall be allotted one exemption per school year, to declare a varsity sport one division lower or one division higher than said school's determined classification.

- H. Division III **co-ed member schools** shall be allotted two exemptions per school year, to declare a varsity sport one division higher than said school's determined classification. Of those two exemptions, only one may be used per category.
- I. Division III **single gender schools** shall be allotted one exemption per school year, to declare a varsity sport one division higher than said school's determined classification.
- J. PAC-5 shall be allotted three exemptions per school year, of those exemptions, only one may be used per category.
- K. No school may move a Varsity sport to a higher or lower division leaving fewer than four Varsity teams in the departed division resulting in a schedule format change.
- L. If multiple schools request to move from one division to another in a particular sport, leaving less than four schools remaining in the departed division, then the team with the best overall record including the tournament will have the first option to move up. The ILH Declarations Committee will make a recommendation to the Executive Director for final decision.
- M. Schools may move a Varsity sport to a lower division if there are less than four Varsity teams in the existing lower division.
- N. If a Division I school chooses to move a sport to Division II and if the sport wins a Varsity Division II ILH and/or HHSAA championships in two consecutive school years, they are required to return to their determined level of classification for a minimum of one school year.
 - 1. If the Division 1 School appeal is approved, the Division 1 school will be allowed to participate but will not be eligible for post-season play.
- O. If a Division II school chooses to move a sport to Division III and if the sport wins a Varsity Division III ILH championship in two consecutive school years, they are required to return to their determined level of classification for a minimum of one school year.
 - 1. If the Division 1 School appeal is approved, the Division 1 school will be allowed to participate but will not be eligible for post-season play.
- P. After the one-year minimum, the school may request to submit an exemption to move back down to the lower division. The Classification Committee shall review the request. If approved, the request will be forwarded to the Declaration Committee.

4.7 PAC-5

- A. PAC-5 may have a combine with students from all divisions, provided their students are enrolled at PAC-5 member schools.

4.8 Co-Op Teams

- A. A school declaring a Co-Op team is considered the host school.
- B. The identified host school shall be responsible for all league communications and financial requirements.

4.9 Non-HHSAA Sports

- A. Division II Championships
 - 1. There will be a Division II championship only when there is separate divisional competition or (3) three Division II member schools participating.
 - 2. Any combined team (two or three member schools) shall be eligible for Division II championships except Pac-Five in non-HHSAA sports on all levels.
- B. Division III Championships
 - 1. There will be a Division III championship only when there is separate divisional competition or (3) three Division III member schools participating.

SECTION V – ETHICS AND CODE OF CONDUCT

5.1 Coaches' Ethics and Code of Conduct

- A. Coaches are accountable to the highest standards of honesty and integrity. All practices should be consistent with the rules of the game and the educational purposes of the institution.
- B. Coaches shall observe the letter and intent of the rules of the sport and insist that students and teams under their direction do the same.
- C. Coaches shall clarify in advance and act in full accordance with institutional, ILH, HHSAA and NFHS governing body rules while avoiding actions that may violate the legal and/or civil rights of others.
- D. Coaches shall carry out all obligations of employment contracts, unless released from those obligations. When considering interruption or termination of service, coaches shall give appropriate notice.
- E. Coaches shall treat all persons with dignity and respect providing a model of fair play and sportsmanship.

- F. Coaches shall honor all professional relationships with students, colleagues, officials, media representatives and the public. They shall avoid conflicts of interest and exploitation of those relationships, especially by outside parties.
- G. The students' education shall be held to be foremost.
- H. Coaches shall have a primary concern for the health, safety, and personal welfare of each student.
- I. Coaches shall honor and treat with respect contest officials, facility staff, opponents and spectators
- J. All coaches (paid/volunteer) on all levels of all sports shall be certified or re-certified in the NFHS Concussion Management Course before coaching in a Non-League/HHSAA event.
- K. All coaches (paid/volunteer) on all levels of all sports shall be NFHS certified by the completion of their second year of coaching in the State of Hawaii in order to continue to coach in any league and/or non-league contests.

5.2 Student Athletes' Code of Conduct

- A. Athletes shall observe the letter and intent of the rules of their sport.
- B. Athletes shall treat all persons with dignity and respect providing a model of fair play and sportsmanship.
- C. Athletes shall honor and treat with respect contest officials, facility staff, opponents and spectators.

SECTION VI – EVENT MANAGEMENT

6.1 Sport Coordinators

- A. Each Athletic Director will share in the duties of league operations, including responsibilities as a sport coordinator assigned by the Executive Director.

6.2 Responsibility of Sport Coordinators:

- A. Shall serve as the League's liaison with the official's association, coaches, member schools, and the media (for reporting scores, standings and scheduling).
- B. Develop and implement the assigned sport schedule according to League approved formats and submit it to the ILH Office by the designated due date.
- C. Keep current and implement the assigned sport's operational procedures and submit it to the ILH Office by the designated due date.

- D. Communicate and verify with event site personnel that all facilities are playable in a safe environment.
- E. Provide fiscal reports to the ILH Office at the end of the sport season by the designated due date.
- F. Secure, distribute, maintain and set up League equipment, supplies and rule books needed for the assigned sport.
- G. Shall serve on special committees such as protests/appeals committees.
- H. Facilitate all coaches meetings and provide a typed report of meeting minutes to the ILH Office with 48 hours. (See Meeting Minutes Format in Appendix)
- I. Shall be present at all playoff/championship events.
- J. Shall attend as many regular season events as possible.
- K. Refer to the “Sports Coordinator Checklist and Report Form” to ensure thorough administration of the sport activity. (See Appendix)

6.3 ILH Event Admission

- A. Admission prices per ILH scheduled admission event
 - 1. ILH Member School Site: \$6.00 Adult, \$4.00 Student, \$4.00 Senior
 - 2. Non-ILH Member School Site: \$7.00 Adult, \$5.00 Student, \$5.00 Senior
- B. Pre-Sales of ILH football tickets at Aloha Stadium
 - 1. The tickets may be used for any ILH admission football game during the current season at any venue.
 - 2. All pre-sale purchases will be available from the identified start date in August until 5:00 p.m. the day prior to the first ILH scheduled season game.
 - 3. All ticket transactions are processed through the Aloha Stadium ticket office.
 - 4. Schools or groups wishing to purchase several packets must notify the ticket office at Aloha Stadium (phone 483-2824) in advance to process an order.
 - 5. The above tickets shall not be honored for non-league and/or playoff games.
- C. Discount Admission Card Sale for Cheerleading, Wrestling, Judo, Volleyball & Basketball

1. A Discount Admission Card for ten (10) adult admissions may be purchased at school gyms at a discount from the identified regular general admission rate.
 - a. Any number of cards may be purchased and are non-refundable.
 - b. Any number of people may use these cards for admission at any one game. Numbers on the card will be marked or punched out in accordance with the number of people using the card.
 - c. These cards may be purchased until the designated deadline date set by the ILH Office.
 - d. These cards will be honored only for the sports identified on the card for that school year.
 - e. Discount Admission Cards are accepted for admission with payment of the difference in admission price at any ILH playoff event.

D. Adult Activity Cards

1. Approved Procedures for distribution, sale and handling of ILH Adult Activity cards and Student Identification cards with coupons, regarding attendance at all ILH sports activities where admission is charged as follows:
 - a. The ILH Office issues Adult Activity Cards based on pre-orders.
 - b. Member schools shall make requests through the Executive Director as to the number of cards they wish in June of the forthcoming new school year. Member schools shall be assessed \$25.00 per card. The schools, in turn, may charge a fee of their choice to each card recipient and this income shall remain with the particular school
 - c. The handling of these cards is left to the discretion of member schools, however, only the following may purchase and use the cards:
 1. Adults only who are members of the faculty and their spouses.
 2. Adults only who are school staff members and their spouses.
 - d. Adult Activity Cards are not to be sold or distributed to booster club members, sports clubs, alumni groups, and parent groups, advisory organizations of member schools or students. Failure to comply will result in loss of card privileges.
 - e. At Aloha Stadium football games where the ILH member schools are playing, the adult activity card will be honored - along with the

designated PAC-5 coupon for PAC-5 participating schools. No PAC-5 coupon is required at ILH campus sites where admission is charged. Only the rightful bearer of the card shall be granted admission.

- f. Each school is to submit a list of individuals and their corresponding school's affiliation that received an ILH Adult Activity Card to the ILH office. The name of the cardholder shall be typed/written on the card of the card will not be accepted for access at an ILH event.

E. Student Identification Cards

1. Students of ILH member schools, without exception, shall use current and valid school I.D. cards when their school is participating in a scheduled ILH admission event for free access. (Photocopies or Smart Devices are not valid)
 - a. At Aloha Stadium, for PAC-5 football games, the student ID card will be honored - along with a PAC-5 football coupon for those PAC-5 member schools with a student on the PAC-5 football team. No PAC-5 coupon is required at ILH campus sites where admission is charged. Only the rightful bearer of the card shall be granted admission.
 - b. For ILH playoff games scheduled at ILH school sites, student I.D. cards of the participating schools in the playoff game shall be allowed free admission.
 - c. For ILH playoff games scheduled at non-ILH school sites, student I.D. cards are not accepted and admission will be charged.
2. The normal student admission rate shall prevail whenever a student's school is NOT participating or student does not have a valid student I.D. card.
3. Student I.D. card shall include the student's first and last name and a photo, ILH member school logo and/or identification, current school year and/or the date of card expiration.
4. Temporary Student I.D. Cards are to be ordered from the ILH Office for a nominal fee and are valid until September 30th.

F. All-Sports Pass

1. All Sports Pass allows the bearer and one guest entry into ALL ILH events.
2. All-Sports Pass is made available only to the head administrator of each school, assistant head administrators, athletic directors, assistant athletic directors, athletic department administrative assistants, athletic trainers and retired athletic department personnel.

3. All Sport Pass exemption for KSK to include the following positions: Director of Boarding High School and Middle School, Assistant Director of Boarding High School and Middle School, Athletics Relations Associate.
4. A fee shall be charged to the member school for replacement All Sports Passes.

G. Transfer and Use of Above Cards

1. Adult Activity Cards and Student Identification Cards are non-transferable.
2. Adult Activity Cards and Student Identification Cards shall be honored only at contests where the particular school is participating.
3. The adult activity card, used only by adult faculty and staff members and their spouses, shall include the name of the bearer. Identification of the bearer will be requested at all ILH revenue contests. The name of the cardholder shall be typed/written on the card or the card will not be accepted for access at an ILH revenue sport contest.

6.4 Event Broadcast/Telecast/Webcast

- A. Any school produced webcast of an ILH admission event must be cleared with the opposing school athletic director and the ILH Office.
- B. If approved, the school producing the webcast shall pay a fee of \$100.00 to the ILH and shall be used as additional revenue to offset operational expenses in that sport.
- C. Webcasts shall not include any commercials, advertisements and/or live chat boards and comments section.

6.5 Contest/Event Protest Procedure

- A. All protests must comply with stated NFHS sport rulebook procedure or league sports operational procedures and be verified by the principal or athletic director and shall be submitted as a document to the Executive Director within forty-eight (48) hours after the contest.
- B. A game protest committee will determine the outcome of the protest. The committee will consist of:
 1. The Executive Director as chairperson
 2. The President of the ILH Athletic Directors
 3. The athletic director assigned to particular sport in which the protest is made.

- C. No person on the protest committee may be from a school directly involved in the situation. The ILH Executive Director shall select alternate members.

6.6 Outcome of Protest

- A. Protests must involve misapplication of a rule or rules by contest officials and must follow the procedures of both the sport involved and the ILH.
- B. A protest involving the judgment of contest officials will not be allowed.
- C. If a protest is deemed correct, the committee will determine how to best rectify the situation of the contest, unless otherwise determined by a given sport's rules or operational procedures.
- D. There is **NO APPEAL** of the protest committee decisions.

6.7 Grab & Go

- A. There shall be no potlucks, parties, eating of snacks/bentos by a visiting member school at another member school's campus site.
- B. Grab & Go is identified as a drink that may be provided by someone from the visiting team after the completion of the contest as the team departs from the host campus site.
- C. Exception to this rule is identified in the sports operational procedures of judo, wrestling and swimming. Also, the host site member school team is not restricted to this rule.
- D. Failure to comply with the rule will result in a fine.
- E. The ILH Office shall be informed of a violation to this rule and issue the fine.

6.8 Flash Photography

- A. There shall be no flash photography for all sports during the duration of the league contest.
- B. Announcements shall be made before the league contest and if necessary, during the league contest.
- C. Failure to comply is subject to removal from the event facility.

SECTION VII – ATHLETIC PROGRAMS

7.1 Co-Op Teams

- A. Co-Op teams (two or more member schools) may be developed with the cooperation of the Athletic Directors of the concerned schools and must be approved by the Executive Director in order to compete in the ILH schedule.

- B. The Executive Director will report the composition of the school-combination teams to the ILH Athletic Directors via the review and approval of declarations for the next school year.
- C. Athletic Directors may voice objections to the composition of a co-op team. Combinations that are objected to must receive a majority vote from the ILH Athletic Directors to participate in the ILH schedule.
- D. Schools may not send students to more than one co-op team in the same level of the same sport.
- E. The member school providing the head coach for a co-op team shall be identified to the ILH Office as “the host school” and shall be responsible for eligibility, finances and operations.
- F. Co-Op team enrollment to be determined by the host school’s gender population (male or female depending on sport). For enrollment calculations, the host school will be defined as the school in the combination of schools with the largest enrollment of the sport gender.
- G. PAC-5 is a Co-Op athletic program of multiple member schools that participates as a team.
- H. Co-Op teams may not participate in the same competitive division as PAC-5 (exception for STL/SHA in only mixed varsity canoe paddling and varsity/junior varsity/intermediate cheerleading because there is just one division on each level of competition)
- I. Co-Op Team HHSAA State Tournament Berth Qualification
 - 1. If a Co-Op team qualifies for a HHSAA state tournament berth, it shall identify from its Co-Op - a stand alone member school team of the minimum players required to participate as a team in the HHSAA representation formula, minus those students from other ILH member schools, and shall playoff with the next non Co-Op ILH member school team in the standings that did not qualify for that HHSAA state tournament.
 - 2. If the Co-Op team minus those players from other ILH member schools wins, it shall retain its HHSAA state tournament qualifying berth and is allowed to participate only as a stand alone team in the HHSAA state tournament.
 - 3. If the non Co-Op ILH member school team wins, it shall receive the HHSAA state tournament berth.
 - 4. A Co-Op team shall not lose its recognition as ILH champion if it won the league title.

7.2 Sport Declaration

- A. A member school shall submit its declaration form upon a designated date that identifies the team and individual sports offered by the league in the upcoming school year it shall participate in and it shall be approved by vote of the ILH Athletic Directors.

- B. A member school wishing to declare participation in a sport for the very first time in league history or re-establishing a program after many years of inactivity must have the approval of the ILH Athletic Directors.
1. Member school adding a team in a sport for the very first time or returning after several years being absent from the sport: Require a presentation from the interested schools AD to the declaration committee that will address areas in regards to the members schools interest of having a facility to host league contest, having certified coaching staff, an athletic trainer, financial ability to provide enough uniforms, equipment and transportation means during the league schedule, sufficient number of players involved in that sport to avoid such things as forfeitures or early dismissal from school problems, a lot of time away from school, Athletic Administrator availability to supervise events, also to provide support staff to operate league contest that they would have to host, understanding the schedule impact to the format and proving blackout information and a commitment to schedule compliance.
- C. A member school seeking to participate in a sport after the designated date of sport declarations.
1. Adding a stand-alone team in a particular winter and/or spring sport after the ILH Athletic Directors Workshop will have a September 1st and December 1st deadline. The school will be charged that particular stand-alone teams sports participation due x 2 plus the schedule change fees.
 2. After the deadlines of Fall: ILH Athletic Directors Workshop, Winter: September 1st, Spring: December 1st. If a school decides to do a late drop, the ILH coordinator can confer with a school to replace the dropped team but still pay penalty/fees. If multiple teams are interested in substituting the late drop or adding a team, it will go before the declaration committee.
- D. A member school seeking to team drop in a sport after the designated date of sport declarations.
1. Dropping a team in a HEAD-to-HEAD sport after the ILH Athletic Directors Workshop but before the 1st day of the sport season start date, the school will be charged that particular stand-alone team sports participation dues x 2, the schedule change fee, season activity fee share that would be determined at the end of the season.
 2. Dropping a team in a HEAD-to-HEAD sport after the 1st day of the sport season start date, the school will be charged that particular stand-alone team sports participation dues x 3, the schedule change fee, season activity fee share that would be determined at the end of the season.
 3. Dropping a team in a EVENT sport after the BADILH Workshop but before the 1st Friday after the sport season start date, the school will be charged that particular

stand-alone team sports participation dues x 2, the schedule change fee, season activity fee share that would be determined at the end of the season.

4. Dropping a team in a EVENT sport after the 1st Friday after the sport season start date, the school will be charged that particular stand-alone team sports participation dues x 3, the schedule change fee, season activity fee share that would be determined at the end of the season.
- E. A BADILH vote of approval is needed for a member school seeking declaration of a first-time football program.
1. A member school shall begin its first-time football program only on the intermediate level and with only one team.
 2. An evaluation of the program's development from its initial season and an approval by the BADILH is needed before adding an additional team on the intermediate level.
 3. An evaluation of the program's development from its initial season and an approval by the BADILH is needed before adding a team on the junior varsity level.
 4. An evaluation of the program's development from its initial season and an approval by the BADILH is needed before adding a team on the varsity level.
 5. Revenue sharing of a new varsity football program shall be:
 - a. 50% of a whole share in the first two years at the varsity level
 - b. 100% of a whole share in the third year and beyond

7.3 New Sport Adoption

- A. Must have a committee formed to research for one school year and present its findings to the BADILH for consideration of implementation as a new ILH sport.
 1. Must have six member schools & stand alone teams to declare participation to have a new team sport considered for approval by the BADILH.
 2. Must have eight member schools to declare participation to have a new individual sport considered for approval by the BADILH.

SECTION VIII – SCHEDULING FORMAT

8.1 Policy Pertaining to Non-League Contests

- A. Member school teams in all sports may scrimmage or play one another in non-league contests.
- B. Member schools are required to complete and follow the HHSAA and NFHS sanction forms and procedures when hosting a contest with participation of out-of-state schools and/or foreign schools.
- C. Verification of a sanctioned contest when participating in an out-of-state high school contest and/or foreign high school contest is the responsibility of the member school.
- D. Member schools are required to complete and follow the HHSAA sanction forms when hosting or participating in a contest with a fellow HHSAA member school at a contest site other than a HHSAA member school campus facility.
- E. Member school teams participating in a non-HHSAA sponsored sport contest/event with a non-HHSAA member school shall assume all liability.

8.2 Playoff Contests – Post-Season – Regular Season

- A. A playoff is an unscheduled contest used for the purpose of breaking a tie. (ex: determining qualification of a state berth and/or winning the ILH championship)
- B. A scheduled format of elimination to determine a league champion and/or state berth.
- C. A scheduled format of playing one or more times against declared opponents before any post-season format.
- D. The ILH Office shall make official announcements on any and all playoff contests/events.

8.3 League Championships & State Berths

- A. Method of HHSAA state berths to be described in the operational procedures of each sport.
 - 1. No team may be eliminated from potentially claiming the ILH championship by reason of set criteria.
 - 2. No team may be eliminated from potentially securing a State Tournament berth by reason of set criteria, except for varsity football.
 - 3. No team may be eliminated from potentially securing a State Tournament berth by reason of set criteria, except for varsity football.

4. No team may earn a State Tournament berth by reason of set criteria, except for varsity football.
- B. League Championships - The method of deciding league championships in all sports is described in the respective operating procedures of each sports activity.
- C. When there are four or more teams at the varsity level in each of the competing Divisions in a given team sport, there will be separate divisional schedules and no integrated schedule.

8.4 Breaking of Ties

- A. If a tie exists between qualifying teams prior to the start of a round-robin series or a tournament in any sport, there shall be a draw to determine seeded positions, unless the seed can be determined as a result of the following criteria:
 1. Head to head competition (all ILH season games – regular season, post-season and playoffs)
 2. Best overall record (all ILH season games – regular season, post-season and playoffs)
 3. Best record from the first round of competition if the sport utilizes a split-season format (all ILH games involving the first round – regular season and playoffs)
 4. The winner of a card draw. Representatives of teams involved must be notified and given the opportunity to be present at the draw.
- B. If a multiple tie exists between three or more teams requiring a playoff, there shall be a draw to determine playoff opponents, unless the seeds can be determined as a result of the following criteria:
 1. Head to head competition (all ILH season games – regular season, post-season and playoffs)
 2. Best overall record (all ILH season games – regular season, post-season and playoffs)
 3. Best record from the first round of competition if the sport utilizes a split-season format (all ILH games involving the first round – regular season and playoffs)
 4. The winner of a card draw. Representatives of teams involved must be notified and given the opportunity to be present at the draw.
 5. In the case of a 3 way tie where 1 team advances, the draw winner will receive a bye, the other two teams will play each other with the winner facing the bye team. The winner of this contest will advance.
 6. In the case of a 3 way tie where 2 teams advance, the draw winner (team A) receives

bye, the other two teams (team B and team C) will play each other with the winner facing the team which received a bye (team A). If the bye team (A) wins, then it will advance along with the team it defeated. If the bye team (A) loses, it will play off with the loser of the game between the non-bye teams (B and C). The winner of this game will advance.

- C. If there is a tie for the last qualifying berth in a round-robin in any sport, the tie shall be broken by a playoff (Unless stated in a respective sport's operational procedures)
- D. The home facility for all play-offs in team sports will be awarded to the team by the following criteria:
 - 1. Head to head competition (all ILH season games – regular season, post-season and playoffs)
 - 2. Best overall record (all ILH season games – regular season, post-season and playoffs)
 - 3. Best record from the first round of competition if the sport utilizes a split-season format (all ILH games involving the first round – regular season and playoffs)
 - 4. The winner of a card draw.
 - 5. A neutral site shall be utilized in the situation where a team without a home facility earns a home site for a play-off.
- E. Sport Coordinators and/or the Executive Director shall be present at any and all draw procedures for seeding, breaking of ties, etc., in any sports activity.

SECTION IX – FINANCES

9.1 School Payment and Fees

- A. Member schools will be billed seasonally for payment to cover various membership and/or participation dues to the ILH, HHSAA, NFHS and HIADA, insurance coverage to the HHSAA, enrollment fees, adult activity and discount admission cards ordered, sports season participation dues and activity fees as a result of sports operational expenses, (Table - See Appendix)
- B. Billing Schedule
 - 1. Fall – includes ILH Athletic Directors membership dues, HHSAA membership dues, HIADA membership dues, NIAAA membership dues, Catastrophic and NOCAD insurance fees, enrollment fees, adult activity cards ordered, fall season sports participation dues
 - 2. Winter – fall season sports activity fees and winter season sports participation dues
 - 3. Spring – winter season sports activity fees and spring season sports participation dues
 - 4. Final – includes spring season sports activity fees, HHSAA participation fees, all-star awards, individual and team medals, varsity championship plaques, cards/passes/tickets printing expenses, NFHS rulebooks, outstanding billing/fines

9.2 Sport Operational Event Reports, Charges

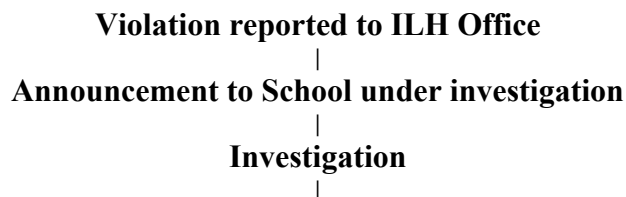
- A. The Executive Director shall administer the procedure and schedule for filing of operational event charges. The athletic directors assigned to the sport and host schools shall provide necessary information at the conclusion of the sport season. (Forms - See Appendix)
- B. All league revenue sports shall have per contest and end of season fiscal report forms to submit to the ILH Office. This information will identify facility use fee and event operation staff expenses and gate revenue collected.
- C. There are no facility use fees and event operational staff expenses for non-revenue sports events at member school campus sites. (Exception is Boys & Girls Water Polo)

SECTION X – PENALTIES & VIOLATIONS

10.1 Procedure

- A. Violations submitted to the ILH office must be in writing and signed by a school’s athletic director or principal. The ILH office may initiate a bylaw violation investigation on its own volition.
- B. It is the responsibility of the ILH Executive Director to investigate and act upon allegations of by-law violations.
- C. All directly involved schools will be notified verbally and in writing if an allegation of a by-law violation has been filed.
- D. The head of school shall be notified by the Executive Director if its school is sanctioned by because of a violation, the head of school has 48 hours in which to submit an appeal.
- E. If an appeal is filed, a Violations Appeal Committee will review the evidence and render a decision. The review committee will consist of:
 1. The ILH President
 2. The ILH Executive Director
 3. The ILH Coordinator of the involved sport
 4. Two designated head of schools drawn at random
 5. No person on the Violations Appeal Committee may be from a school directly involved in the situation. Alternate members will be selected by the ILH Executive Director.
 6. Only three heads of schools shall vote on the appeal

Violation of ILH Bylaw



2. Additional violation of Article II, section 12.C, a fine will be levied on schools that fail to submit accurate lists, team rosters within the specified due dates.
3. For violation of Article II, section 13.A, school will forfeit for failing to submit a supplemental list to the ILH Office and playing an ineligible student athlete.

E. Reports

1. A fine will be levied on schools that fail to submit fiscal event reports within the specified due dates.

F. Recruiting violations

1. Shall be referred to the ILH Office for penalties.

G. Conduct violations:

1. Coaches or athletes who are ejected from a contest for reasons of physical abuse or contact with a game official or who are similarly involved after or prior to a contest, shall be suspended for a minimum of their team's next two (2) ILH or HHSAA contests. If the incident occurs during the team's final two contests, the penalty shall carry over to the next succeeding ILH contest
2. If the physical abuse by a coach or athlete involves striking the offended official with the hand, arm, or implements, or kicking with the leg or foot, the penalty shall be suspension from participation in ILH or HHSAA contests for the remainder of the current ILH and HHSAA season. If the offense occurs during the last two contests, the suspension penalty shall be extended for the duration of the individual's next ILH participation or coaching assignment in the next succeeding ILH contest. The maximum period of time that this particular clause may be applied is for the duration of the next school year.
3. Reported incidents by game officials of verbal abuse by coaches and/or players or if coaches and athletes are ejected from a contest for verbal abuse, especially threatening remarks, shall be suspended for a minimum of one game – next ILH or HHSAA contest. If the incident occurs during the team's final contest, the penalty shall carry over to the next succeeding ILH contest.
4. Athletes who are ejected from a contest may remain on the team bench, providing there are no further instances of inappropriate behavior. Further instances of inappropriate behavior will result in removal from the contest area.
5. Coaches who are ejected from a contest must leave the contest area. If an ejected coach is the only coach present for a team, the contest will be forfeited.
6. Athletes who are suspended may be on the team bench during the contests for which they are suspended, but cannot be dressed in game uniforms.

7. Coaches who are suspended may not be on, nor near the team bench during the contests for which they are suspended. Nor can the coach be in a position to directly or indirectly attempt to coach during the contests via any means (for example: by radio or cell phone).
8. An uncertified coach, who after the identified two years grace period, is found in violation of the league's coaches certification rule – shall be automatically suspended for the next game.
9. The penalty for violations of the code of conduct by player and/or coach shall range from a warning to a suspension. The severity of the penalty is dependent upon the severity of the violation.

H. School Responsibilities: Each individual member school of the ILH shall enforce the penalties herein or as decided by the ILH.

1. The penalty fee of \$50.00 will be charged to a team that announces an advanced forfeiture of 24 hours in all sports except football.
2. A penalty fee will be charged to a football team that announces any forfeiture prior to scheduled game time at Aloha Stadium or school site. The fee amount shall be determined by the finance committee based on a review of the past 3-5 years of football revenue and expenses.
3. The penalty for a team failing to appear for a scheduled league contest without notification 24-hours prior to the contest to the sport coordinator and/or ILH Office shall be:
 - a. First offense: Forfeiture of the contest and the school will be assessed a \$100.00 penalty fee, contests fees including officials' fees and transportation fees incurred by the opposing school. A fine will also be assessed to the school by the ILH office.
 - b. Second offense: Forfeiture of the contest and the school will be assessed a \$100.00 penalty fee, contests fees including officials' fees and transportation fees incurred by the opposing school. A fine will also be assessed to the school by the ILH office. The team will be under review by the Declaration Committee.
 - c. Third Offense: Forfeiture of the contest and the school will be assessed a \$100.00 penalty fee, contests fees including officials' fees and transportation fees incurred by the opposing school. A fine will also be assessed to the school by the ILH office. The team will be under review by the Declaration Committee. The school will be brought before the ILH Board to determine its membership in the league.

- d. The win-loss result due to a forfeit of any type will stand in the respective sport win-loss record. The league shall not re-schedule a forfeited contest.
2. A school that misses an ILH Athletic Directors meeting without 24-hour prior notification to the ILH Executive Director shall be fined. (see Financial Page)
 3. A school that adds or drops a team shall be responsible according to the league declaration guidelines. (see Appendix)
 4. Schools that fail to pay their ILH fees within 45 days of receiving the invoice shall be fined and/or fails to submit eligibility and/or participation lists by the respective due dates will be fined.
 5. Failure to submit late payments by the end of a school year will result in that member school being prohibited from participating in the upcoming school year of ILH scheduled contests until late payments and/or fines have been paid to the ILH Office.
 6. Once a sport schedule is approved by the league designated deadline date, any schedule change request by a school that is approved after the deadline date (subject to circumstance) will result in that school being charged a schedule change fee. Requests must be submitted one week prior to the ILH contest.
 7. Schools that fail to have a representative at any pre-season, mid-season and/or post-season ILH coaches meetings shall be fined.
 8. All disciplinary action taken herein shall be conditioned upon there being no “Good cause” shall be defined as matters beyond the control of the member school.
- I. A violation by the coach to the HHSAA start date restriction rule and/or the ILH outside participation rule is subject to penalty - see section 10.3.

10.3 Penalty for HHSAA Violations

- A. If a violation occurs and is reported, the Athletic Director shall warn the coach and inform the league Executive Director, in writing. The league Executive Director shall forward the report to the HHSAA office.
- B. If a second violation should occur, the coach will be dismissed, and will not be allowed to coach at any HHSAA member school for two (2) years. A coach is defined as any person on the staff, inclusive of volunteer coaches.

10.4 Schedule of Fines

- A. The ILH Office shall assess all fines (See Appendix)

SECTION XI – AWARDS

11.1 Team Awards

- A. Plaque – Varsity championship teams shall be presented an ILH championship plaque.
- B. Team Medals – All championship teams shall be presented a standard league championship team medal upon request. The number of medals awarded by the league shall be as follows:
 - 1. Air Riflery (Sporter) - 20 (All Levels)
 - 2. Baseball - 20 (All Levels)
 - 3. Basketball - 15 (All Levels)
 - 4. Bowling - 10 (All Levels)
 - 5. Canoe Paddling - 10 (All Levels)
 - 6. Cheerleading - 15 (All Levels)
 - 7. Cross Country - 10 (All Levels)
 - 8. Football - (V) 50; (JV-INT) 40
 - 9. Golf - 10 (All Levels)

10. Judo - 15 (All Levels)
11. Kayaking - 10 (All Levels)
12. Precision Air Riflery - 20 (All Levels)
13. Sailing - 10 (All Levels)
14. Soccer - 20 (All Levels)
15. Softball - 20 (All Levels)
16. Swimming & Diving - 15 (All Levels)
17. Tennis - 10 (All Levels)
18. Track & Field - 30 (All Levels)
19. Volleyball - 15 (All Levels)
20. Water Polo - 15 (All Levels)
21. Wrestling - 15 (All Levels)

C. Additional championship team medals may be requested by the winning member school shall be provided by the ILH Office as the school shall be invoiced in the final billing.

D. Individual medals for winning performances shall be presented by the league in the following sports activities:

1. Air Riflery (Sporter) – (V-JV) 1-8 place in Aggregate, 1-2-3 place only in prone, kneeling & standing
2. Bowling (V) 1-10 place in Singles and Doubles
3. Cross Country (V-JV-INT) 1-10 place
4. Golf (GV) 1-5 place (GV2) 1-5 place (BV) 1-10 place (BJV) 1-5 place (GINT) 1-10 place (BINT) 1-10 place
5. Precision Riflery – (V-JV) 1-8 places
6. Sailing – (Varsity) 1-2-3 place each division (*two medals for each place)
7. Swimming & Diving Championships (V-JV-INT) 1-3 place in each event

8. Tennis (V) 1-2 place in each event
9. Track Championships (V-JV-INT) 1-3 place each event
10. Wrestling (V-JV-INT) 1-3 place in each weight division
11. Kayaking (V-JV) 1-8 place
12. Judo (V-JV-INT) 1-3 place in each weight division

11.2 All-Star Procedures

- A. Each sport shall follow a specified system for the selection of ILH Varsity All-Star Teams to be chosen by ILH coaches.
- B. Method of Selection
 1. ILH Sports are separated into two lists, as either team or individual sports, or by nature of the players participation:
 - a. For integrated schedule: To be considered for separate division All-Star teams (1st, 2nd, HM): a sport must have at least 4 teams in each division (with the exception of football)
 - * Ex. softball, baseball, soccer & football - will have 1 All-Star List (1st Team, 2nd Team and Honorable Mention)
 - * Ex. Boys/Girls basketball – D1, D2, D3 & D1-AA have separate lists
 - b. For Non-integrated (separate) schedule: Each division will have separate All-Star teams. If there are (3) three teams: the All-Star list will consist of 1st team and honorable mention only. If there are (4) four or more teams: the All-Star list will consist of 1st team, 2nd team and honorable mention.
 - c. Honorable Mention: All- Star nomination forms should be sent out and submitted to Coordinator by designated due date (before state tournament). All athletes that receive a nomination can be considered for 1st, 2nd or honorable mention during the voting. Voting procedure: Athlete must have 2 votes from different schools (one of which could be their own school). No honorable mention for individual sports.

<u>A</u>		<u>B</u>	
Baseball	B	Bowling	B & G
Basketball	B/G I, I-AA, II, III	Cross Country	B & G
Canoe Paddling	B & G	Golf	B & G
Cheerleading	*	Judo	B & G
Football	*	Kayaking	B & G
Soccer	B & G	Riflery	*
Softball	G	Sailing	*

Volleyball	B & G I, II, III	Swimming	B & G
Waterpolo	B & G	Tennis	B & G
*Indicates co-ed		Track	B & G
		Wrestling	B & G

- C. The Sport Coordinator shall follow the established All-Star selection policy as part of the sport post-season evaluation. This shall be done no later than one week after the end of the season, including State Tournament dates.
1. Provide coaches with necessary and pertinent information relative to selections.
 2. Receive nomination forms and produce voting ballots.
 3. Distribute All-Star selection ballots to all varsity head coaches or designee.
 4. Voting for the ILH All-Star Team, each head coach may vote for members of his/her own team. In making these selections, each coach shall honestly evaluate all nominees and shall register his/her votes on merit based on ILH season only.
 5. Player of the Year shall be selected first in all sports to not impact the voting of 1st and 2nd Team selections for identified sports that do not include the Player of the Year in the 1st and 2nd Team Selections.
 6. Votes for All-Star selection shall be tabulated as 1st – 3 pts., 2nd – 2pts., 3rd – 1pt. Those players receiving the highest number of points for their position shall be selected as All-Stars. In cases of a tie there shall be further discussion and re-vote for those involved. Should a tie still exist, both players shall be named All-Stars on the team, first or second selection, whichever their point total qualifies them for.
 7. Selections by coaches shall be in accordance with the specifications listed for each sport.
 8. Receive and tabulate All-Star selection ballots.
 9. Submit a list of All-Star selections to the ILH Office for ordering of certificates and to prepare public release.

11.3 Announcement of All-Star Selections

- A. All ILH All-Star selections are final as of the coaches voting and upon being certified by the Athletic Director in charge will be submitted to the ILH Office.
- B. The ILH Office shall officially release publicly on ilhsports.com. Subsequent use by media organizations shall be at their discretion and time schedules.

11.4 Specifications for Selection of ILH All-Star Teams

- A. In all sports the ILH shall recognize two All-Star teams (1st and 2nd team) plus a MVP - Most Valuable Performer (one), and a Coach of the Year. (Note: In football two offensive and two defensive teams will be selected. In Air Riflery, Riflery, Cheerleading, Track and Canoe Paddling only 1st team All-Star selections shall be made.)

B. Team Sports

1. Football - The coach shall list in order of preference by position:

<u>Offensive Teams</u>	<u>1st Choice</u>	<u>2nd Choice</u>	<u>3rd Choice</u>
Offensive Line	5	5	5
Receivers-include Tight End	4	4	4
Quarterback	1	1	1
Running backs	2	2	2

<u>Defensive Teams</u>	<u>1st Choice</u>	<u>2nd Choice</u>	<u>3rd Choice</u>
Defensive Line	4	4	4
Linebackers	4	4	4
Defensive Backs	4	4	4

All-Purpose Player - 1 player to be selected, either offensive/defensive/ combination.

Special Teams - Punter, Kicker, Kick Returner, Punt Returner

MVP - The coach shall list 1st, 2nd, 3rd, selection for Offense MVP & Defense MVP

A player cannot be selected for two all-star positions unless one of the positions is on the special teams.

2. Basketball = The coach shall list in order of preference:

	<u>1st Choice</u>	<u>2nd Choice</u>	<u>3rd Choice</u>
Players	5	5	5

**MVP will not be a player on 1st or 2nd team.

3. Baseball and Softball* - The coach shall list in order of preference, by position:

	<u>1st Choice</u>	<u>2nd Choice</u>	<u>3rd Choice</u>
Catcher	1	1	1
1st Base	1	1	1
2 nd Base	1	1	1
3rd Base	1	1	1
Shortstop	1	1	1
3 Outfielders	3	3	3
2 Pitchers	2	2	2
Utility*	1	1	1
Designated Hitter	1	1	1
Player of the Year**	1	1	1

*For the position of "Utility" a player must have played in two or more positions in at least 1/4 of the seasonal games. **MVP will not be a player on 1st or 2nd team.

*Only one player from a school may be nominated at a position (except Outfield & Pitcher)

* A player cannot be selected for more than one all-star position.

4. Soccer - The coach shall list in order of preference, by position:

	<u>1st Choice</u>	<u>2nd Choice</u>	<u>3rd Choice</u>
Goalie	1	1	1
Forwards	4	4	4
Mid-field	4	4	4
Fullbacks	4	4	4

**Offense & Defense MVP will not be a player on 1st or 2nd team.

* A player cannot be selected for more than one all-star position.

5. Volleyball - The coach shall list in order of preference six players without provision for separate hitters, blockers, setters.

	<u>1st Choice</u>	<u>2nd Choice</u>	<u>3rd Choice</u>
Players	6	6	6
Liberio	1	1	1

**MVP will not be a player on 1st or 2nd team.

* A player cannot be selected for more than one all-star position.

6. Waterpolo - The coach shall list in order of preference:

	<u>1st Choice</u>	<u>2nd Choice</u>	<u>3rd Choice</u>
Players	6	6	6
Goalie	1	1	1

**MVP will not be a player on 1st or 2nd team.

* A player cannot be selected for more than one all-star position.

7. Canoe Paddling - Each school shall select one representative from their respective varsity team(s) for B&G VI, B&G VII and Mixed. A Coach of the Year shall be selected at each varsity level.

8. Sailing – Refer to 2016-17 Sailing Operational Procedures

C. Individual Sports

1. Bowling: All-Star selection of five (5) per 1st & 2nd team to be based on high average pinfall from ILH league play only, providing the individual has bowled in at least $\frac{3}{4}$ of all matches.
2. Cross Country: Seven (7) per team selected on rank order of coaches voting based on entire ILH season.
3. Golf: Six (6) per team selected in rank order of average scores from ILH play, provided individual has played in $\frac{3}{4}$ of all matches, and after discarding two highest scores.

4. Kayaking: Top five (5) per team, based on coaches vote on entire ILH season.
5. Sporter Riflery: A 1st Team of top five (5) participants for boys and for girls, based upon high average scores of ILH matches, provided individual has shot in $\frac{3}{4}$ of all matches.
6. Precision Riflery: A 1st Team of top five (5) participants, based upon high average scores of ILH matches, provided individual has shot in $\frac{3}{4}$ of all matches.
7. Swimming & Diving: The first place finisher shall be first team and the second place finisher shall be second team in each event at the ILH Championship Finals. MVP may be a part of 1st or 2nd team.
8. Tennis: Two (2) singles & two (2) doubles per team, based upon rank order or coaches vote on the entire ILH season. MVP may be a part of 1st, 2nd team.
9. Track & Field: The first place finisher shall be first team and the second place finisher shall be second team in each event at the ILH Championship Finals. MVP may also be a part of 1st or 2nd team.
10. Wrestling: One (1) per weight class per team upon coaches voting based on performance during entire ILH season. MVP may also be a part of 1st or 2nd team.
11. Judo: One (1) per weight class per team upon coaches voting based on performance during entire ILH season. MVP may also be a part of 1st or 2nd team.
12. Supplement to selection procedures.
 - a. Each sport coordinator should consider the option of meeting separately for the all-star selection and post-season evaluation meeting.
 - b. Each school must have their varsity head coach or representative (varsity assistant coach, athletic director) present to proceed with voting process.
 - c. Nomination forms should be sent to coaches at least two weeks before the end of the season. This would provide the coaches with a composite master list sent out prior to the meeting and hopefully stimulate some thought earlier than at the all-star selection and speed up the voting process at the meeting.
 - d. The Athletic Director to the sport should preface each all-star selection by stating this reminder regards to purpose:

“THE ILH SELECTS ALL-STARS IN ALL VARSITY SPORTS TO PROVIDE STUDENTS WITH WELL-DESERVED RECOGNITION OF THEIR ATHLETIC ACCOMPLISHMENTS.”
Selections shall be made based only on ILH season schedule.

The Athletic Director assigned to a sport may schedule an all-star selection meeting separate from the post-season evaluation meeting. If both meetings are scheduled for the same date, it is recommended that the all-star selection meeting occur after the post-season evaluation. Exception is Basketball and Cross Country.

13. An member school with an excused absence from the all-star selection meeting is allowed to submit an absentee vote provided it submitted a nomination form by the identified deadline.
14. All team sports selections are done by fill-in vote ballot off of the official nomination form and then tabulated to determine point totals for first, second team and honorable mention selections.
15. Only athletes receiving votes that did not make first or second team all-star are eligible for Honorable Mention. (No certificates will be presented for this honor.)

11.5 Award Certificates

- A. The ILH Office will present All-Star certificates to each all-star selection: (1st Team, 2nd Team, Player of the Year, Coach of the Year). The individual's name on the certificate shall be as identified on the Eligibility Lists or Supplemental Lists.

SECTION XII – SPORTSMANSHIP

12.1 Announcements

- A. A sportsmanship announcement shall be read before the start of an ILH event if audio equipment is available at the contest site.
 1. If necessary, the announcement shall be read again during the ILH event
 2. Refer to announcements – See Appendix

12.2 Incident Reports

- A. Any incident involving poor sportsmanship at an ILH contest shall be reported to the respective sport coordinator and ILH Office via the league's incident report form.
- B. Reported incidents of poor sportsmanship by coaches and/or athletes will be reviewed under the league's code of conduct rules for athletes and coaches.
- C. Reported incidents involving parents, other spectators, etc. shall be reviewed and addressed by the ILH Office and respective sport coordinator.

12.3 Guidelines

- A. Additional guidelines and recommendations - See Appendix

12.4 Committee

- A. Comprised of a minimum of five athletic administrators from member schools, at least one from a Division 1 member school, at least one from a Division 2 member school and at least one from a Division 3 member school.
- B. Chairperson shall conduct meetings during the school to review and address concerns.
- C. Coordinate promotion of sportsmanship at league events.
- D. Coordinate projects with league student leadership committee.
- E. Maintain and update league guidelines.

SECTION XIII – OFFICIALS

A. Head-to-Head Team Sports

- 1. An organization shall provide the league officials in the following sports:

- a. Baseball, Basketball, Football, Soccer, Girls Softball, Volleyball and Water Polo.

B. Individual Head-to-Head Sports

1. An organization shall provide the league officials in the following sports:

a. Judo, Precision Air Riflery, Sporter Air Riflery, Tennis and Wrestling.

C. Event Sports

1. An organization shall provide the league officials in the following sports:

a. Cheerleading, Cross Country, Golf, Kayaking, Swimming & Diving, Track & Field and Sailing.

D. The sport coordinator shall serve as the league's liaison with respective sport officials' organization.

E. Parents of an ILH participant may not officiate an ILH contest in which their child's team is playing; or in multi-event meets, may not officiate an event in which their child is participating (i.e. an event pertains to activities such as the long jump or shot put in a track meet).

F. A faculty and/or staff member of an ILH member school shall not officiate games of the school with which he or she is associated without approval of the Executive Director. (*Boys & Girls Water Polo is exempt from this procedure*)

G. Any concern involving an ILH athletic event official shall be directed to the ILH Executive Director and respective ILH Sport Coordinator from the ILH member school Athletic Director.

SECTION XIV – ATHLETIC DIRECTOR MEETINGS

A. BADILH Officers

1. President

- a. Selected by vote of membership from nominations submitted by membership.
 - b. Serve a 3-year term in position.
 - c. In the event the President cannot complete his/her 3-year term, the membership shall nominate from the remaining officers (three vice-presidents and secretary) and vote for a replacement to complete the term.
2. Vice-Presidents (3) – Division 1, Division 2, Division 3
- a. Selected by vote of membership from nominations submitted by membership.
 - b. Serve a 3-year term position.
 - c. In the event a Division Vice-President cannot complete his/her 3-year term, the membership of that division shall nominate and vote for a replacement to complete the term.
3. Secretary
- a. Selected by vote of membership from nominations submitted by membership.
 - b. Serve a 3-year term, opposite from the president and vice-presidents
 - c. In the event the Secretary cannot complete his/her 3-year term, the membership shall nominate and vote for a replacement to complete the term.
- B. Robert's Rules of Order, *Newly Revised* shall be used in all league meetings.
- C. Monthly membership meetings are scheduled by the President and include all officers.
- D. In the absence of the President, one of the Vice Presidents shall preside over the monthly membership meetings.
- E. In the absence of the Vice-Presidents, the Secretary shall preside over the meetings.
- F. There will be one vote per member school and Pac-Five Athletics in monthly membership meetings.
- G. Vice-Presidents shall conduct their respective division level member meetings once in each season (Fall, Winter, Spring)

SECTION XV – SPORTS OPERATIONAL PROCEDURES

- A. Documents which identify operations in each sport sponsored by the league.

- B. Procedures in each sport are reviewed each year and may be revised by the league (ILH), state association (HHSAA) and/or national organization (NFHS or specified national group).
- C. Operational procedures of a sport are reviewed and revision proposals are addressed at the end of that sport's season.
 - 1. Recommendations approved by vote from post-season coaches meetings shall be presented by the sport coordinator for consideration of adoption for upcoming school year at a following meeting of the membership of athletic directors.
 - 2. If approved by the membership of the athletic directors, the revision shall be implemented into the operational procedures for the next school year.
- D. The Sport Coordinator in each sport shall oversee the updating and maintenance of the operational procedures.

SECTION XVI – INTERPRETATION AND DISPUTE RESOLUTION

- A. The BADILH has the exclusive right, power and authority, in its sole and absolute discretion, to administer and interpret the Operations Handbook. The BADILH has all powers reasonably necessary to carry out the ILH's responsibilities under the Operations Handbook including (but not limited to) the sole and absolute discretionary authority to:
1. Administer the Operations Handbook according to its terms and to interpret the policies and procedures it contains;
 2. Resolve and clarify inconsistencies, ambiguities and omissions in the Operations Handbook and among and between the handbook and other related documents;
 3. Take all actions and make all decisions regarding application of the Operation Handbook terms; and
 4. Finally resolve any and all disputes that may arise under the Operations Handbook.
- B. The decision of the BADILH on any disputes arising under the Operations Handbook, including (but not limited to) questions of construction, interpretation and administration shall be final, conclusive and binding on all persons having an interest in or under Operations Handbook. Any determination made by BADILH shall be given deference in the event the determination is subject to arbitral or judicial review and shall be overturned by an arbitrator or court of law only if it is in clear violation of some external law which only the arbitrator or court has jurisdiction to interpret.
- C. Any controversy or claim arising out of or relating to Operations Handbook or the breach thereof shall be referred to final and binding arbitration by a single arbitrator in accord with the rules and procedures of Dispute Prevention and Resolution of Hawaii and Federal Arbitration Act. Unless otherwise determined by the arbitrator, and to the extent permitted by applicable law, the cost of any arbitration shall be borne equally by both parties, with each party to bear their own attorney's fees, costs and expenses incurred.