



SAN GABRIEL
MISSION
ATHLETICS

2016 – 2017

Student-Athlete Handbook

SGMHS Athletic Department
Mission Aud/Gym
254 S. Santa Anita St, CA 91776
www.sgmhs.org



Welcome scholar athletes, parents, and coaches to the San Gabriel Mission High School Athletic Department. I commend your commitment and dedication to our Athletics Program. The expectations presented to students during their high school careers can often be taxing; however, scholar athletes quickly learn how to live balanced, reflective, and healthy lives with the demands of school and sports through discipline and practice. In addition, scholar athletes strengthen their leadership skills through collaboration with teammates and coaches thus shaping our women of respect and character.

The Athletic Handbook will provide a guide to the school policies for all Athletic Programs. These rules and regulations will be critical in having a successful athletic year. I thank you in advance for bringing your vibrant spirit and passion to the Athletic Program here at Mission. I wish all of you the best of luck throughout your sports season as I pray for your health, safety, and personal growth as a San Gabriel Mission High School student athlete.

Dr. Marielle Sallo
Principal

Revised August 30, 2016



Dear Student-Athletes,

As the Vice Principal, I welcome you as a student-athlete representing San Gabriel Mission High School. As a proud member of our athletic program, you have the chance to compete among the league's best. Our program enjoys a storied tradition and vies regularly for championships in the CIF Southern Section as well as the Horizon League.

New opponents, new rivalries, and new friendships are an invigorating part of your development as a student-athlete, and the athletic department looks forward to guiding you through the challenges and opportunities that lay ahead for you and your teammates.

Representing the "Green and White" in athletic competition is considered by many to be the most important out-of classroom experience you can have during your high school career. Athletics at San Gabriel Mission has been successful in many ways, and we all take pride in a tradition that's marked not only by success on the playing fields and in the classroom, but also by the many lifetime friendships developed.

As a student-athlete, you will be challenged every day, and you will reap the rewards of strong commitment and perseverance. With student-athlete status comes responsibilities not typical of those of the general student body. The athletic handbook outlines many of the athletic expectations of you, and the obligations and opportunities you will face in this role. Use the handbook as a guide throughout your time at Mission. I look forward to your participation in our athletic program and hope you will find your experience rewarding and enjoyable.

Best wishes for an exciting season ahead and for great success.

Go Pioneers!

*Mrs. Betty Ann Overley
Vice Principal/Athletic Director*

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Established	1949
Address	254 S. Santa Anita St. San Gabriel CA, 91776
Enrollment	228
Accreditation	WCEA/WASC; IB World School, Diploma Programme
Principal	Dr. Marielle Sallo
Colors	Green and White
Mascot	Pioneers
School Phone	(626) 282 - 3181
School Fax	(626) 282 - 4209
Athletic Department Phone	(626) 282 - 3181 x. 106
Website	www.sgmhs.org
Affiliation	CIF Southern Section
Division	4 - 7
League	Horizon

Sports Programs

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country	Basketball	Softball
Volleyball	Soccer	Track & Field

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ATHLETIC DEPARTMENT PROGRAM BELIEFS

Interscholastic Athletics at San Gabriel Mission High School contributes to campus pride, commitment and affiliation by providing its Student-Athletes, campus, community and alumni with a comprehensive, competitive, and engaging athletic program that prioritizes both athletic and academic excellence.

Our Athletic Department and Programs at San Gabriel Mission High School are dedicated to providing its students with a well rounded, meaningful athletic and academic experience. We will provide knowledgeable instruction to motivate and encourage students. We will help them learn and develop favorable habits, skills and attitudes that will help them succeed in life.

The SGMHS Athletic Sports Programs have been built upon a foundation of hard work, discipline, sacrifice, sportsmanship, pride, loyalty, tradition and true commitment to excellence. As a member of the Athletic Department, all athletes are held to a high standard and are expected to display these qualities both in and out of the competitive arena. Athletes and Coaches alike are expected to preserve standards and traditions of for their overall Sports Program and the integrity of our overall Athletic Department.

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ATHLETIC DIRECTORY

Mission Athletic Directory			
Name	Title	Phone #	Email
<i>Marielle Sallo</i>	<i>Principal</i>	<i>626-282-3181 x 102</i>	<i>msallo@sqmhs.org</i>
<i>Betty Ann Overley</i>	<i>Vice Principal/Athletic Director</i>	<i>626-282-3181 x 106</i>	<i>baoverley@sqmhs.org</i>
<i>Alma Stone</i>	<i>Assistant Athletic Director</i>	<i>626-282-3181 x 212</i>	<i>astone@sqmhs.org</i>
<i>Vicky Rosales</i>	<i>Booster Club President</i>	-----	<i>boosterclub@missionpioneers.org</i>

COACHES		
Name	Title	Email
<i>Rosalie Kirkbride</i>	<i>Cross Country</i>	<i>xc@missionpioneers.org</i>
<i>Jaissi Manriquez</i>	<i>Volleyball (Varsity)</i>	<i>vb@missionpioneers.org</i>
<i>Justin Adelman</i>	<i>Volleyball (JV)</i>	<i>vbjv@missionpioneers.org</i>
<i>Frank Morizawa</i>	<i>Basketball (Varsity/JV)</i>	<i>bball@missionpioneers.org</i>
<i>Cisco Lopez</i>	<i>Soccer</i>	<i>soccer@missionpioneers.org</i>
<i>Alfred Rosas</i>	<i>Softball (Varsity/JV)</i>	<i>sb@missionpioneers.org</i>
<i>Rosalie Kirkbride</i>	<i>Track & Field</i>	<i>txf@missionpioneers.org</i>

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ATHLETIC ASSOCIATIONS

(A) CIF – California Interscholastic Federation

The California Interscholastic Federation (CIF) is the governing body for high school sports in the state of California. CIF membership includes both public and private high schools. Unlike most other state organizations, it does not have a single, state-wide championship for all sports; instead, for some sports, the CIF's 10 Sections each have their own championships.

California Interscholastic Federation
CIF Southern Section
10932 Pine St.
Los Alamitos, CA 90720
Phone: 562.493.9500
Fax: 562.493.6266
www.cifss.org

(B) NFHS – National Federation of State High School Associations

The National Federation of State High School Associations (NFHS) is the body that writes the rules of competition for most high school sports and activities in the United States. Most high schools, whether public or private, belong to their state's high school association; in turn, each state association belongs to the NFHS. Over 17,000 high schools belong to associations that are members of the NFHS.

National Federation of State High School Associations
PO BOX 690,
Indianapolis, IN 46206
Phone: 317.972.6900
Fax: 317.822.5700
www.nfhs.org

(C) Horizon League

All Horizon League schools are members of the California Interscholastic Federation (CIF). The league exists to direct and control interscholastic athletics between member schools in accordance with the rules and regulations of the CIF and the Catholic Athletic Association (CAA). All member schools subscribe to fostering athletic competition through character development and physical fitness.

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(D) Divisions

Volleyball – Division 4A
Basketball - Division 5AA
Softball - Division 6
Soccer - Division 7
Track - Division 5AA
Cross Country - 5AA

(E) Schools in Horizon League

San Gabriel Mission
Alverno
Bishop-Conaty
Holy Family
Ramona Convent
Sacred Heart of Jesus

GIRLS ATHLETIC ASSOCIATION (GAA)

The Purpose of the Girls Athletic Association Board (GAA Board) is to serve as a liaison between the Student-Athlete at San Gabriel Mission and the Athletic Department, as well as a governing body representing the Student-Athletes at SGMHS. The GAA Board also assists the Athletic Department Administration in encouraging policy, securing funds, coordinating community service, conducting campus outreach and promoting unity through the department. The GAA has 5 Board Member (See SGMHS Handbook).

(A) Board Member Selection

- Board Members are selected through a voting system or electoral system in which students are given an opportunity to make a choice between candidates.
- Each Candidate for Office is given an opportunity to deliver their Speech to aid in obtaining votes.

(B) Student-Athlete Representative Criteria

- At Least two athletes from each sport with two years experience in SGMHS Athletes Preferred.
- Each Coach Determines the selection process by which the members are chosen.
- Student-Athletes must be in good academic standing.
- One member must be a non-senior
- Selection criteria includes demonstrated leadership abilities and a dedication to progress of the athletic department.

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- Attend all Monthly Booster Meetings, GAA Meetings and All GAA related activities throughout the academic year.
- Organize team members to participate in any GAA related activities
- Inform all teammates and coaches of GAA discussions and obtain feedback and insight to represent the teams.

(C) Student-Athlete Membership

- Membership is Free
- Every Student who participates in an Interscholastic Sports Program at San Gabriel Mission High School is considered a Student-Athlete and is automatically enrolled into the Girls Athletic Association.

(D) Girls Athletic Association Moderator

Mrs. Betty Ann Overley

Office: 626-282-3181 x 106

Email: baoverley@sgmhs.org

ELIGIBILITY

For Student-Athletes to be academically eligible, they must abide by the following CIF, NFHS and San Gabriel Mission High School and Athletic Department guidelines. Any questions regarding these rules should be addressed with your Coach, Athletic Director and/or Academic Counselor.

Athletic guidelines are often more stringent than School guidelines and a Student's eligibility could be jeopardized if CIF/NFHS/SGMHS rules are not followed. Academic Standing / Requirements will be stated in Academic Section of Athletic Handbook.

(A) Practice

To be eligible for practice, a Student-Athlete must:

- Be in Good Academic Standing
- Be in Good Standing with Dean of Students
- Have Full Athletic Packet completed and Submitted to our Athletic Office.
- Have an Updated Physical Examination with Physical Form submitted to our Athletic Office.
- Have taken care of Financial Sports Obligation with Business office. Business office will notify Athletic Department as to whether athlete is cleared to participate or not.
- Be on time for practice

(B) Competition

To be eligible to compete, the Student-Athlete must:

- Maintain Good academic Standing
- Be cleared by Academic Counselor
- Be in Good Standing with Dean of Students
- Be in attendance for at least half the day during regular school hours.
- Attend practice the day before the game

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- Have full required game uniform
- Be in Formal Uniform during school

(C) Injury Management

Should a Student-Athlete suffer an injury during an interscholastic athletic event, the following procedures will be followed:

- New Injuries will be evaluated by Athletic Director. The injury will be documented and an appropriate course of action will be taken.
- The Athletic Director will offer recommendations as to the extent of the injury and will recommend proper treatment options.
- Rehabilitation programs and minor treatment will be conducted on campus with the Athletic Director for all minor injuries.
- Coaching staff will be made aware of injury progress
- If Physician Consultation is required, a note must be provided to Athletic Director stating whether the Student-Athlete is cleared or not.
- Athletic Director will then determine if Student-Athlete is physically capable to participate and compete

***Please note: if Injury does not constitute hospitalization, emergency 911 notification, fever or cold, then Student Athlete is required to attend practice.

(D) 5-Day Rule

All Student-Athletes start their **“Sport Season”** with 5 Days of Excused Absences.

The **“Sport Season”** is made up of Preseason, In Season and Postseason.

Student Athletes also receive an additional 5 Days during Offseason Conditioning.

The 5 Days rule is designed to **teach responsibility, accountability and communication**. The rule allows the Student Athlete to take a day off (practice/game) when they need it. This can be used to do whatever they want, but must remember not to abuse the privilege. If they reach the 5 days, they will be removed from the team.

Student-Athletes must notify the Coach via email, 3 days prior to taking a day off. Coach will notify Parents that Student-Athlete will not attend practice for that day.

The following **WILL NOT** constitute use of a Day.

- School Absence
- Leave School Early
- Family Emergency (Notification must come from Parents, not athletes)
- Doctors Appointments Must be communicated at last 3 days in advance to allow Coaches to properly prepare for practice. - (Notification must come from Parents, not athletes)
- Extended Study Hall - note will be required from that teacher / Moderator
- Extended Club Meeting - note will be required from that teacher / Moderator

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The following **WILL** constitute use of a Day.

- If Student-Athlete leaves campus and does not notify Coach
- If Student-Athlete wishes to attend unscheduled club meeting or project.
- If Student-Athlete receives detention or demerit
- If a 3 day notification is not received prior to Doctors Appointments, family functions, family vacations.
- Student-Athlete attends practice then leaves early, within 30 to 45 minutes of practice.

*If a Student-Athlete is attending a SCHEDULED, Club Meeting, or Extended Study Hall with a Teacher, a note will be required from that teacher / Moderator. Student –Athlete must then attend Practice immediately following Meeting. ATHLETE **WILL NOT** LOSE A DAY.*

*If a Student- Athlete attends a scheduled meeting and does not attend practice after – ATHLETE **WILL** LOSE A DAY.*

We understand that every student-athlete is different and will consider their excuse and situation on an occasional case-by-case basis. COMMUNICATION IS KEY!

(E) Student Athlete's Schedule

A student-athlete is defined as a student who participates in an organized competitive sport sponsored by the educational institution in which he or she is enrolled. Student-athletes must balance the roles of being both a student and an athlete at their school. Many student-athletes are subject to eligibility rules to maintain a certain GPA in order to continue participating in their sport.

“Student-athletes must, therefore, be students first.” – **NCAA**

In addition to the technical requirements of being a student-athlete, there are many other qualities and characteristics found in student-athletes. One of the most prominent qualities of a student-athlete is a championship work ethic. If their free throw or golf swing is not perfect, they will work on it until it is, even if it takes until 3 in the morning. This work ethic comes from the athlete’s desire to succeed, a great quality that can also be transferred into academics, or even a professional career outside of sports.

Whether it be 9th to 10th grade, 11th to 12th, Senior to Freshman in College, High School Athlete to College Athlete, we promote and exercise the following schedule designed to help the hard working Student-Athlete to succeed not only on the court but in the classroom as well.

It is because of this belief and preparation in what’s to come in the Student-Athlete’s life that we have developed the following two periods within our Athletic Department.

Athletic Schedule – Consists of:

1. Zero Period,
2. Strength and Condition Period (can be modified by the Coach)
3. Team Practice

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1. Zero Period

This period is designed exclusively for Student-Athletes that allows them the opportunity to Study, Do Homework, Finish Projects, Obtain Tutoring, Meet with Teachers, Meet with Clubs – Additional resources include, PSAT, SAT Prep, Leadership, Time Management Workshops and Athletics Advisement

The Schedule is as follows:

Mondays / Tuesdays / Thursdays

No Wednesdays

2:10 - School Dismissal

2:10 – 3:00 - Zero Period

- Zero Period is recommended for all sports.
- If Student – Athletes need to seek additional tutoring past 3:00 during Zero Period, they must provide a signed paper by tutor / teacher to the coach.
- Students who have a D or F will be required to attend tutoring during the Zero Period before going to practice. If tutoring is not attended, student may not be allowed to practice.

2. Strength and Conditioning Period

This period is designed for a number of reasons; some are to encourage sports participation prior to start of season, to initiate routine that will be carried into the season, to prepare the student-athlete for a long season, to increase self- esteem, remove self doubt, for overall motivation, to perform at optimal level and compete at the highest levels. Ultimately for injury prevention, to increase stamina, strength and overall health, which are key in every sport.

Strength and Condition Period are scheduled at the discretion of the coach.

3. Team Practice and (Tentative) Times (TIMES ARE SUBJECT TO CHANGE)

- Full Practice Schedule for each sport and level can be found online and hard copy will be distributed via Programs Head Coach.
- Practice Schedule is Monday thru Friday, unless modified by Head Coach.
- Practice Locations:
 - Volleyball & Basketball – Mission Auditorium
 - Soccer & Softball - Mission Field
 - Cross Country and Track – Various locations – contact coach.

**** Times and dates are subject to Change - Coach will notify Athletes and Parents of any date changes at least 3 days in advance

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FINANCIAL RESPONSIBILITIES AND HOLDS

(A) Financial Obligation Per Sport

Every Student-Athlete participating in SGMHS Athletics has a financial obligation per sport that must be taken care of **before the start of the first official practice**. Any Student-Athlete who does not meet the Financial Obligation will not be allowed to participate in practice; there are no exceptions. Tuition needs to be current for any student to participate in extracurricular activities; athletics is considered an extracurricular activity. Arrangements for payment can be made through our Business office.

(B) Fee per sport + \$200 Spirit Pack Fee (which includes team uniform)

- 1st sport \$200 + \$200 Spirit Pack
- 2nd sport \$180 + \$200 Spirit Pack
- 3rd sport \$160 + \$200 Spirit Pack

***Tournament(s) and Fundraiser(s) Fees are not included in Sports Fee.
Individual Team Fundraisers are designed lower the cost of the Spirit Pack Fee.*

(C) Financial Holds

Holds can prevent a Student-Athlete from taking Final Exams, Receiving Transcripts, Obtaining Grades, or Receiving Diploma.

Hold may be placed on a Student-Athlete's account for various reasons, including; not returning equipment, not returning Team uniform or have an outstanding balance.

Questions regarding Athletic Financial Holds can be directed to:

Mrs. Angelina Sosa
Business Manager
626-282-3181 x 107
Email: asosa@sgmhs.org

COMPLIANCE RULES

Some of the CIF Compliance rules are summarized below. For a complete listing of the CIF Compliance Rules, refer to the CIF Blue Book

Online Updated Copy can be downloaded at: <http://cifss.org/governance/blue-book/>

- Student-Athletes cannot participate and/or compete seven days in a row.
- Student-Athletes must have one day off a week. Travel is excluded from this rule.

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- Student-Athletes cannot practice on any given day longer than four hours, which includes conditioning, team meeting, etc. The exception to this rule is practice held prior to the start of the school year (Fall Semester only)

CIF Blue Book Section 2910 – Summertime Rules / Summer Dead Period

2910.3 - A summer dead period must be declared by the school principal for all sports. The dates of the dead period must be forwarded to the Southern Section Commissioner. The dead period must be the same for all levels and must be three (3) consecutive weeks between the end of school or the first Friday in June, whichever is first, and the last Monday in August. No class could be offered which could circumvent the rule. There are no exceptions to the summer dead period.

- During the dead period, weight lifting ONLY would be permitted
- During the Dead Period when Student-Athletes are not allowed to participate in any athletic activity, Student-Athletes may do so (conditioning & practice their sport) as long as the activity is voluntary. Coaches or anyone within the Athletic Department cannot require participation in athletic activity. A Coach that is a site manager for the Gym cannot give instructions other than monitoring for safety. Further, the Coach cannot require any information about the Student-Athlete's voluntary activity. It is permissible during this time to participate in team fundraisers and community service.
- Special nationally recognized programs in various sports that require a national or regional championship format, such as Travel Softball, Club Volleyball, Travel Basketball, Individual Training etc., would be allowed to continue, until completion, during the dead period

ACADEMICS

(A) Academic Requirements

According to CIF – Athletes are required to maintain at least a 2.0 GPA for eligibility in Athletics.

SGMHS Academic Eligibility for Athletics (from Parent/Student Handbook)

Academics is a student's primary responsibility. Therefore, continued participation in athletics or activities is dependent upon maintaining passing grades. The Assistant Principal of Curriculum, Academic Counselors, Athletic Director and Activities Director are notified if a student's grades begin to drop during participation in sports or activities.

A student must maintain a total weighted GPA of 2.0 or better with no D's, F's or incompletes at the marking period (Oct. 7 2016, Dec 16 2016, Mar. 30 2017, and June 15 2017). If a student receives one D on the report card at the marking period, their GPA must be at a 2.5 or above to be eligible to participate in athletics or activities. Students who fall below a 2.0 or

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have more than one D, F or incomplete, will be placed on probation and be prohibited from participation in athletics and/or activities until the next marking period. During the probation period, a student must attend tutoring sessions on a weekly basis with the teacher of the course they are failing in at the time of probation. If a student attends the tutoring sessions, they will be considered for restricted eligibility at the next progress report.

Restricted eligibility will allow students to:

- Practice with respective team(no games)
- Attend club/activity meetings (no active participation)

If a student does not attend the tutoring sessions, they will not be considered for restricted eligibility and will jeopardize returning to their respective team/activity.

Full eligibility will be restored upon a posted GPA of 2.0 or better with no D's, F's or Incompletes in the subsequent marking period. If a student does not meet eligibility requirements she will be removed from team/activity for the remainder of the quarter and will not be allowed to try-out for the next team sport or return to the activity.

Academic Standards for Athletics

Athletes must meet the academic requirements of the California Interscholastic Federation (CIF) and San Gabriel Mission High School before they are able to participate in try-outs or conditioning for any sport. This rule applies to incoming freshman athletes (8th grade report card will be checked for eligibility) and returning athletes of Mission. (2nd semester report card will carry over to summer conditioning and fall try-outs)

Students who participate in a summer sport conditioning/tournament must meet the eligibility requirements set forth during the school year. If a student - athlete has not met the eligibility requirements for participation in the summer sports program; they will be given the opportunity to participate in the summer program but is subject to the following criteria:

1. A Grade check will be performed at the two week period into the 1st quarter marking period of the next school year. If a student-athlete has maintained the academic eligibility requirements, they will be allowed continued participation in the athletic program.
2. If the student-athlete is receiving any D's, F,'s or has missing assignments in any of their courses at the grade check, they will be removed from the team until the end of the 1st marking period.

3. At the end of the 1st marking period grades will be checked and if all eligibility requirements have been met, the student-athlete will be allowed to return to the team. If the eligibility requirements are not met, they will be removed from the team and not allowed to try-out for the next sport.

(B) Academic Support Services

San Gabriel Mission High School offers a wide variety of academic support services. Student-Athletes are encouraged to speak directly to their Teachers, Academic Counselors, Coaches and Athletic Department Administrators to seek help.

- Zero Period – 2:10pm to 3:00pm – Study Hall for All Athletes
- SGMHS Faculty is available to provide support to Student-Athletes outside of the classroom. All faculty-tutoring hours are on Tuesday and Thursday 2:10 - 3:30 pm
- SGMHS Library is also available Monday, Tuesdays, Wednesday and Thursdays from afterschool to 3:30pm

(C) Academic Integrity

San Gabriel Mission High School Athletics supports the highest standards of honesty and academic integrity. Student-Athletes are expected to serve as leaders and role models. Academic dishonesty in any form will not be tolerated.

(D) Athletic Awards

(1) Highest Cumulative Team GPA

An Award presented at the end of the Year to the Team with the Highest Cumulative Grade Point Average.

(2) Highest Cumulative Student- Athlete (Individual) GPA

An Award presented at the end of the Year to the Student-Athlete with the Highest Cumulative Grade Point Average.

(3) Scholar Student-Athlete Award

An Award presented to Student-Athletes with an Overall GPA of 3.5 or Higher.

CODE OF CONDUCT

All Student-Athletes are required to abide by all rules and regulations of their team, the SGMHS Athletic Department, San Gabriel Mission High School, CIF and NFHS. Student-Athletes represent San Gabriel Mission High School and its Community; they must exhibit sportsmanship, honesty, and responsible behavior in and out of uniform.

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(A) Student-Athlete Conduct Standards

It is a privilege, not a right to participate in the San Gabriel Mission High School Athletics Program. Consequently, the San Gabriel Mission High School Athletic Administration has set high standards for their Athletes. These standards are listed below:

- Understand and adhere to the code of conduct listed in the SGMHS Student – Athletics Handbook & SGMHS Handbook
- Do not use drugs, alcohol or tobacco products
- Do not abuse electronic media / Social Media (Facebook, Twitter, Texting, Instagram , Snapchat,, etc.
- Exhibit sportsmanship at all times when practicing and competing.
- Take proper care of equipment and return it in good condition at designated dates
- Treat visiting teams and officials with respect
- Be accountable and responsible for your behavior in your classrooms and other academic settings
- Treat faculty, staff and all SGMHS employees with respect and common courtesy.
- Be on time to practice, meetings, class and all school / athletic wide functions.
- Be familiar with the academic eligibility requirements set forth by CIF and SGMHS Athletics

(B) Student-Athlete Conduct Policies

In addition to San Gabriel Mission High School, CIF and team-specific policies, all Student-Athletes are expected to abide by the Policies outlined. Violations of these policies may result in disciplinary action from both the Athletic Department and the Dean of Students Office.

(C) Alcohol and Drug Use

Student-Athletes must conform to School Policies and regulations regarding the use of Alcohol and Drug Use. Student-Athletes will not drink, be under the influence of, or be in possession of alcohol during any interscholastic event, practice or trip. Student-Athletes will not be in the company of anyone consuming alcohol or possessing alcohol with at an interscholastic event, practice or trip.

(D) Dress Code

Student- Athletes must adhere to Game Day School Formal Uniform – If an athlete is out of Formal Uniform on Game Days, they will not be allowed to participate in game. For away games, they will not be allowed to travel with the team.

Students may change after school and be in Athletic Uniform during Travel.

HARASSMENT AND BULLYING

San Gabriel Mission High School and its Athletic Department has a Zero Policy when dealing with Bullying and Harassment. We prohibit any conduct that constitutes physical abuse or assault, threats of violence, a threat to the health or safety of any student or harassment. Furthermore, the SGMHS Interscholastic Athletic Department will not tolerate any behavior that causes a Student to

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feel threatened, that is intentionally demeaning or insulting, or that is intended to ostracize or intimidate a student.

SOCIAL MEDIA

Any electronic or online posting must be consistent with team, Athletic Department, SGMHS, CIF, and NFHS rules, regulations and policies.

The Athletic Department will request a Student-Athlete remove any online posts that may embarrass or show the Athletic Department in a negative light, illegal content, or content showing illegal activities. This may result in additional discipline by the Dean of Students Office and include potential dismissal from Interscholastic Athletics.

(A) Considerations When Using Social Media:

San Gabriel Mission High School supports and encourages individual expression of the First amendment rights of free speech. At the same time, Student-Athletes are representatives of the High School and the Athletic Department. Student-Athletes should keep in mind when posting on social networking site, such as Facebook, Twitter, Instagram, SnapChat, etc.:

- Anything posted online (text, photos, or comments) is accessible to anyone.
- Student-Athletes should not allow themselves to be photographed in a compromising situation. Anyone can post photos, leaving the athlete with little / no control over the content or usage of the photo.
- If there is cause for concern, Dean of Students, Athletic Department Administrators, CIF office, may review these websites.
- Student-Athletes should use caution about the information posted on websites, (phone numbers, address or plans). Predators, such as stalkers, child molesters or thieves often use the sites to gain information about individuals.
- If you think that by blocking someone or making your account private you are safe, you are not.
- Please be careful.

SPORTSMANSHIP

(A) Athletes

A competitive nature is encouraged, however competitiveness should be directed towards opponents and teammates in a positive way. The Athletic Department discourages negative comments or rudeness directed towards specific Athletes or Officials. Athletes are required to behave in a sportsmanship-like manner at all times, in and out of uniform, in the classroom, supporting other Student-Athletes/Teams at home or away and while traveling. Student-Athletes displaying poor sportsmanship will be asked to leave the event, additional consequences set forth by Athletic Department.

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(B) Parents / Visitors

Probably since the beginning of sport history there have been parents who were enthusiastic, shouting, supportive, critical, loving, pushing, caring, and demanding, on the sidelines or in the stands. Most of the time, this is crucial to the performance, good or bad, of the child's athletic endeavor. We understand passion, but will not condone demeaning or unsupportive behavior from parents / visitors towards Athletes. If this behavior should arise, parents / visitors may be asked to leave and be removed from sports competition.

DISCIPLINARY ACTION

(A) Self-Reporting

It is the Student-Athlete's responsibility to report any misconduct that involves violations of law, School and Athletic Department policy to their Coach, Athletic Director, other Athletic Administrator, Faculty, Staff, School Administrator and/or Principal.

(B) Source and Range of Penalties

Student-Athletes may be penalized by their Coach or Athletic Director for failure to comply with any team expectations or SGMHS Athletic, CIF or NFHS Rules and Regulations.

Penalties for minor offenses may include: extra conditioning, carrying on tasks that support team activities, (e.g. mopping gym, carrying equipment, making Gatorade)

Penalties for more severe offenses may include: suspension from practice, suspension from competition for one or more games, plus a determination of ineligibility to participate in interscholastic athletics for the duration of the student's enrollment at SGMHS. Meeting with Athletic Director, Dean of Students, Vice Principal and/or Principal would be conducted to make proper determination.

(C) Appealable Athletics Penalties

Student-Athletes and Parents have the right to appeal athletics penalties that result in suspension or removal from a game or team or that affect overall eligibility. It is the goal and commitment of the Athletic Department to clearly listen and be open to every case.

Student-Athlete and Parent may request an in-person meeting with Coach and Athletic Director within three school days. You may do so by contacting our Athletic Department via Phone or Email.

The Coach and Athletic Department will respond via email with a date/time for the meeting within two working days of receipt of the Student / Parent request. The meeting will occur within five working days of the student's initial request to meet.

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DEPARTMENT AND ADMINISTRATIVE POLICIES

(A) Multiple Sports

Students interested in participating in more than one sport must speak directly to both Coaches to ensure that they are eligible. The Coaches will provide information regarding team requirements, club / travel teams, offseason training, physical demands, and respond to any questions to assist the student in making her decision.

(B) Student-Athlete End of the Year Evaluations

At the conclusion of the season, a member of the Athletic Department will ask each Student-Athlete to complete an evaluation. The Evaluation will take a few minutes to complete. All evaluations are kept anonymous. Questions will include evaluation of the Coach, treatment of Student-Athletes as a group, school culture, sportsmanship, compliance, retention, alcohol and drugs, sports program and overall Athletic Department.

(C) Travel and Away Games Regulations

Team travel is a key component of the interscholastic high school experience. An athletic road-trip is a business trip, not a vacation. SGMHS Students will travel with one purpose in mind; to arrive at the site of competition prepared both physically and mentally to compete to the best of their ability. Whenever travel is needed for away games, the following regulations apply:

1. **Missed Classes or Classwork** - It is the Student-Athlete's responsibility to inform her teachers at the beginning of the semester, the dates of the classes to be missed due to team travel, including home contest conflicts. It is the Student-Athlete's responsibility to make up all course work, homework, and test/exams missed. Teachers must sign off on student's absence to be considered excused.
2. **Dress Code for Team Travel** – The dress code for travel is established by the Head Coach of each team and must be followed at all times while on the trip. Dress code will align with the SGMHS Handbook Student Dress Code.
3. **Travel Conduct** – Misconduct during team trips may lead to suspension or removal from the team. Drug/Alcohol/Tobacco use is strictly forbidden, may lead to immediate suspension, and upon review may lead to expulsion from the team. Dean of Students will be notified of actions.
4. **Transportation To Games / other Functions** – All Student-Athletes must travel with the team (i.e. vans, buses) unless the Coach and Athletic Director have been notified. If personal cars are to be used, a "Student-Athlete's Driver Authorization" form must be completed and given to the Athletic Director prior to the trip. Students must adhere to the official travel itinerary and directions of the Head Coach and/or coaching staff members throughout the travel period. Students must adhere to the official travel itinerary and directions of the Head Coach and/or coaching staff members throughout the travel period.

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Vans are in constant use by athletics, as well as other campus organizations. It is **mandatory** that each team / individual remove all belongings and trash from the vans.

5. **Overnight Lodging** – Coaches will assign roommates and provide itineraries for overnight trips. When team travel involves overnight lodging, Student-Athletes, Student Team Managers shall not:
 - a. Use alcohol or any illegal substance at any time during the duration of the road trip.
 - b. Allow any person who is not a member of the official team travel party to enter the Student-Athlete's room (unless prior permission has been given by the Head Coach, Athletic Director and Principal)
 - c. Incur charges for any incidentals at the place of lodging that are not personally paid for (e.g. snacks, room service, in-room movies, phone calls, missing or damaged items)
 - d. Violation of these travel policies may result in suspension or dismissal from the interscholastic athletic program.

6. **Meals** – Coaches will inform the team if food and meals will be purchased out of the budget or if Parental / Athlete Donations / Potluck will be necessary. Parents, friends and family may dine with the team and pay separately. No athlete is allowed to dine on their own or leave the team at any time.

7. **Ineligible Student-Athletes** – Student-Athletes who are declared ineligible may not travel as a representative of the Athletic Department.

(D) Tryout Policy

Tryouts are held at the discretion of the individual Coaches. Students are encouraged to inquire with individual Coaches to determine if tryouts are scheduled, and if so, when.

If a Student-Athlete misses a scheduled tryout session, they will have to contact the coach directly and must receive an invitation to participate during a regular practice, at which point the Coach will let them know if they have made the team or not.

EQUIPMENT AND UNIFORMS

Lockers

Student-Athletes have the ability to check out a locker for athletic use. Please contact Dean of Students for availability. The Student-Athlete is responsible for clearing out the locker at the end of the season and/or semester.

Uniforms

Uniforms are now part of the Student-Athlete's Spirit Pack. Personalized uniform is made to CIF / NFHS Standards and can be kept by the Athlete at the conclusion of the season. Uniforms issued, not purchased by the Athlete, through the school, are property of SGMHS Athletics. The uniforms are only to be worn while participating in SGMHS Athletic Events and are only for the use of Student-Athletes. The Coach and/or Athletic Managers will maintain a record of uniforms given to

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the athletes. The Student-Athlete is responsible for turning in all items issued, unless told differently. Normal wear and tear is expected, but any lost or abnormally abused uniforms will be charged to the Student / Parents.

Laundry

In the event that an Athlete is issued a uniform purchased by the school (not by the athlete) then every Athlete is required to change immediately after their sports contest (Game) and uniform must be returned to Athletic Manager. The Athletic Department will provide full laundry service for school uniforms. Student-Athletes may pick up their uniform during lunch time on game day. Athletes must bring extra clothes to change into after the game.

Sports Equipment Financial Holds

Any uniforms or equipment that are not turned in to the Coach by the end of the season result in a financial hold placed on the Student's Account. This hold will prevent student from taking and receiving a semester grade report, official transcripts and diploma until the equipment has been paid for or returned.

Questions regarding Athletic Financial Holds can be directed to:

Mrs. Angelina Sosa
Business Manager
626-282-3181 x 107
Email: asosa@sgmhs.org

SPORTS PHYSICALS

Pre-Participation Physical Examination

All Student-Athletes are required to have a pre-participation physical exam performed by an appropriate healthcare provider every year prior to the first practice. Physicals must be performed during the month of June. This will allow for Athletes to be covered throughout the entire school year. In addition, the following Athletic Packet / Forms must be on file for the Student- Athlete to participate:

- Pre-Participation Health History or Medical History Update
- Insurance Information Form
- Emergency Contact Form
- Proof of Insurance
- Waiver of Liability, Assumption of Risk, and Indemnity Agreement
- Consent for Disclosure of Health Information
- Concussion Protocol
- Photograph Consent
- Transportation Consent

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Additional Resources / Alternative Options for Physicals

1. Dr. Kenneth Martin

www.drkennethmartin.com

9130 Las Tunas Dr, Temple City, CA 91780

Cost: \$25 – *Call ahead to make Appointment*

2. Advanced Urgent Care of Pasadena

797. S. Arroyo Pkwy, Pasadena CA 91105

Cost: \$49. *No appointment necessary*

OTHER LINKS

[California Interscholastic Federation \(CIF\)](#)

[National Federation of State High School Associations \(NFHS\)](#)

[National Collegiate Athletic Association](#)

[NCAA Clearinghouse](#)

[National Association of Intercollegiate Athletics \(NAIA\)](#)

[NAIA Eligibility Center](#)

[SAT Test Dates and Information](#)

[ACT Test Dates and Information](#)

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