

# TOKAY HIGH SCHOOL



## STUDENT ATHLETE HANDBOOK

## INTRODUCTION

The purpose of this handbook is to welcome prospective student athletes to Lodi Unified School District's athletic program, and to provide you with the information needed to successfully participate in interscholastic athletics. We are extremely proud of our athletic programs, and we welcome you to share in and to help continue to build the tradition.

### FALL

Cross Country (B&G)  
Football  
Girl's Golf  
Boy's Soccer  
Girl's Tennis  
Girl's Volleyball  
Water Polo (B&G)

### WINTER

Boy's Basketball  
Girl's Basketball  
Wrestling

### SPRING

Boy's Tennis  
Badminton (B&G)  
Baseball  
Boy's Golf  
Softball  
Girl's Soccer  
Swim & Dive (B&G)  
Track (B&G)

The LUSD athletic programs are administered by the by-laws of the C.I.F., the Sac-Joaquin Section, the league, and the policies and procedures of the Lodi Unified School District and the school. Every effort is made by the athletic department to be fair and consistent to all of our student athletes, and at the same time be compliant with the rules of all the bodies governing our behavior.

## PHILOSOPHY AND OBJECTIVES

The Lodi Unified School District athletic programs are a continuation of the classroom. Their purpose is to educate. The privilege of athletic participation is earned through the maintenance of proper standards of attitude, attendance, and achievement.

Through participation in athletic centered interscholastic activities, Lodi Unified School District students will develop values, attitudes and skills for personal growth and for the benefit of our diverse society. Lodi Unified School District is committed to "Pursuing Victory with Honor," a C.I.F. sponsored program in which our coaching staff makes a commitment to developing student-athletes of character.

### **Some of the principals of Victory with Honor include:**

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It's the duty of School Boards, superintendents, school administrators, parents and school sports leadership -including coaches, athletic administrators, program directors and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these "six pillars of character."
3. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
4. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
5. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
6. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.

7. Everyone involved in competition including parents, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.

Our athletes will have the opportunity to demonstrate athletic skills and to experience the excitement and camaraderie of positive competition through sport. They will develop a commitment to hard work, honesty, responsibility, education, and respect for others. Athletes will demonstrate the principles of equity, leadership, and sportsmanship.

The objectives of the LUSD athletic program are inherent in the following belief statement of our coaching staff:

- We believe students are our highest priority.
- We believe the dignity, worth, and self-esteem of participants should be paramount in all athletic activities.
- We believe the most important result of competition is the development of life-long values and skills.
- We believe the athletic program is an integral part of the high school experience.
- We believe high school athletics should be fun and rewarding.
- We believe athletic programs are most beneficial when they are competitive.
- We believe winning is an attitude resulting from optimum preparation, concentrated effort and a deep commitment to excel.
- We believe well-designed athletic programs promote community and school pride.
- We believe open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
- We believe morale, satisfaction, and performance are enhanced when athletes work together as a team.
- We believe well qualified coaches and program administrators are important components in a successful athletic program.
- We believe positive parent support and involvement enhance student growth and program quality.

### **GOING OUT FOR A SPORT: PROCESS**

**ATHLETIC ELIGIBILITY:** Whether coming out for a sport for the first time or coming out for a sport from another sport, each athlete must meet the following requirements before he/she may participate in practice or in a game.

- \* You must pass a physical examination (good for one school year).
- \* Your parent/guardian must complete and sign a Physical History & Permission Form.
- \* You must provide evidence of health insurance (copy of insurance card).
- \* You must read, understand, and sign the Code of Conduct for Inter-scholastic Student-Athletes.
- \* You and your parents/guardian must sign the Informed Consent to Participate in athletics, and acknowledgement that you have read and understand the Athletic Handbook.
- \* You must complete an Emergency Card.
- \* You must be scholastically eligible (see Academic Eligibility).
- \* You must have residential eligibility (see Residential Eligibility).
- \* Foreign Exchange Students must register with the Athletic Director and petition the Sac-Joaquin

You must complete a new Informed Consent document for each sport.

The forms needed to meet the above requirements to participate are available online at [www.athleticclearance.net](http://www.athleticclearance.net) . Please understand that 700-800 student athletes are annually processed by the Athletic Department. If your paperwork is incomplete in any way, you will be asked to come back when it is complete.

**PHYSICAL EXAM & HEALTH INSURANCE:** C.I.F. Sac-Joaquin By-law 306 states that an annual physical examination, or a statement by a medical practitioner, certifying that the student is physically fit to participate in athletics, is required before a student may try out, practice, or participate in interscholastic athletic competition.

Most schools provide opportunities each year to obtain a physical examination.

If you miss the scheduled school physical or wish to have a physical exam conducted privately, you must schedule your own appointment at your own expense. Your physician must complete the physical form provided by your school.

To participate in the athletic program, the student athlete must have health insurance which provides coverage in the event of sport related injury. A copy of your current insurance card (front & back) is accepted as evidence of insurance.

If a student athlete does not have health insurance, the athlete must purchase sports related medical coverage. The Athletic Department has forms for insurance. The cost of this coverage is reasonable, and the insurance meets the minimum required coverage.

A physical examination is valid for one calendar year from date on physical.

**ACADEMIC ELIGIBILITY:** Lodi Unified School District's policy is that a student must be scholastically eligible to compete in any athletic contest during that season of sport. If a student is not scholastically eligible, he/she is not athletically eligible.

If a student becomes scholastically eligible mid-season, that student becomes athletically eligible immediately. Lodi Unified School District policy allows the varsity head coach of each respective sport to determine whether to:

- Allow a student to practice with a team while attempting to gain academic eligibility.
- Allow a student to join a team mid-season after becoming academically eligible.

To be scholastically eligible, a student athlete must meet the following C.I.F. requirements.

- The student is currently enrolled in at least 20 semester periods of work.
- The student passed at least 20 semester periods of work at the completion of the previous regular grading period.
- The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
- The student has maintained during the previous grading period a minimum of a 2.0 grade point average on a 4.0 scale in all enrolled courses.

In addition, Lodi Unified School District requires:

- The student be enrolled in a minimum of five classes, or four classes the second semester of the senior year.
- The student must maintain a 2.0 grade point average with no more than one F grade.

Second semester grades will determine eligibility for the first quarter of the next school year. Summer School make-up is acceptable for first quarter eligibility. (If summer school classes are repeats of classes taken during the regular school year, the higher grade is used to calculate the grade point average. If summer school classes are not repeats of classes taken during the regular school year, the grade is averaged with grades received during the regular school year.) LUSD Board Rule 6145

Semesters of Attendance (C.I.F. By-law 202): A student who first enters the ninth grade of any school following the student's completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight consecutive semesters following the initial enrollment in the ninth grade of any school, and said eligibility must be used during the student's first eight consecutive semesters of enrollment at that school or any other school.

Age Requirement (C.I.F. By-law 201): No student whose nineteenth (19) birthday is attained prior to June 15, shall participate or practice on any team. A student whose 19th birthday is on June 14, or before, is ineligible to compete in high school athletics during the next school year.

Try-outs: Student-Athletes will have a minimum 3-Day Try-out Period starting from the first day try-outs are held. If a student misses the try-out period, he/she will miss the opportunity to try out. The exceptions to this are as follows:

- Athletes coming from a sport which has not concluded will have three practice days from the day of the last game to try-out.
- Athletes may pre-arrange with a coach to extend the try-out period. This must occur in advance and is solely at the discretion of the coach.

Roster reductions: Athletes cut from a team for other than disciplinary reasons may participate in any other sport that is available that season.

Quitting a Team: Athletes who quit a sport after the first three weeks or who are dropped from a sport for disciplinary reasons will not be eligible for any sport the remainder of that particular season. They will forfeit all awards

Academic eligibility for participation in extra/co-curricular activities shall be determined at the end of each grading period: first quarter, first semester, third quarter, and second semester. Eligibility shall be determined when the report cards are issued. The Athletic Department has ten (10) working days from the end of any quarter or semester to notify coaches of ineligible athletes. Athletes declared ineligible shall not practice or compete for their respective team after the 10th working day from the end of the grading term. At the end of the 1st and 2nd semesters, the semester grades will be used to determine scholastic eligibility, not 2nd and 4th quarter grades.

Penalty: If an athlete participates (plays or suits up) in a game while being ineligible, the school must forfeit the game.

**RESIDENTIAL ELIGIBILITY:** A student has residential eligibility upon initial enrollment in:

- The ninth grade of any C.I.F. high school, a C.I.F. junior high school under provisions of By-law 303, or
- Tenth grade of any C.I.F. high school from the ninth grade of a junior high school, or
- Any C.I.F. school as a member of an approved foreign exchange program as outlined in By-law 212.

When entering high school as an incoming 9th grader, residential eligibility for the purpose of athletic eligibility is determined as follows:

- Student must live with parents, custodial parent, or legal guardian within the high school attendance area. The school registrar will make this determination. OR,
- If the student lives within Lodi Unified School District boundaries, but outside the high school attendance area, the student must file an application and be accepted for open enrollment or apply for and be accepted on an Intra-district Agreement. OR,
- If the student lives outside Lodi Unified School District, the student must have an Inter-district agreement on file at the District Office.

If one of the above three conditions of residential eligibility is not met, then athletic eligibility will not be given.

Penalty for Provision of False or Fraudulent Information (C.I.F. Sac-Joaquin Section By-law 200.E): If it is discovered that persons associated with the student or the school (coach, teachers, parents, friends, etc.) provided false information in order to fraudulently gain favorable eligibility status for a student, that student is subject to immediate ineligibility for competition at any section member school at any level in any sport for a period of up to 12 calendar months from the determination that false information was provided whether the student was aware of the fraudulent information or not.

Further, any contests in which a student or students participated based on false information or fraudulent practices regarding eligibility status shall be forfeited according to the guidelines set in accord to the rules of the C.I.F. section.

Forfeited games due to participation of an ineligible player may result in the loss of that team's opportunity to win a championship, to participate in section play-offs, not to mention the frustration and mental anguish suffered by other team members upon realizing that their hard work and dedication has been for naught.

Changing Schools/Transfers (C.I.F. Sac-Joaquin Section By-law 214): A student may have transfer eligibility provided the student is compelled to move from any school to a C.I.F. school due to:

- A bona fide change of residence from one school attendance area to the attendance area of the new school by the parents or legal guardian(s) with whom the student was living when the student established residential eligibility at the prior school, or
- A ruling by the Board of Education of a school district which has two or more high schools, provided the change of schools is not the result of disciplinary action.

Also, when a student transfers from one school to another without the student's parents, legal guardian(s), or moving to the new school's attendance area, the student will be ineligible even though a new legal guardian (s) or caregiver is appointed.

Changing Schools By Intra-Inter-district Transfers/Open Enrollment (C.I.F. Sac-Joaquin By-law 223): Any student transferring under the provisions of an open enrollment board policy, public or private, will have immediate residential eligibility upon transfer from school A to school B, subject to the following limitations:

1. Only one transfer is allowed during the student's high school career after the initial enrollment as a ninth grader in a four year high school or a tenth grader in a three year high school.
2. The transfer must be completed during the first 15 school days of the new academic year at school B.
3. The transfer must not be as a result of disciplinary action.
4. The receiving school B must certify that no consideration was given to the athletic performance of the student in accepting the transfer.
5. The process for selection of students, when the number of applicants exceeds the number that can be accommodated shall be random and unbiased. Additionally, selection shall not be based upon

- academic and/or athletic performance, nor on a first-come, first-served basis. The policy shall also ensure that students currently residing in the receiving school's attendance area are not displaced.
6. For inter-district open enrollment transfers (involving public and/or private schools) the receiving school shall have established an application deadline which will be on or before May 15, preceding the school year for which the student wishes to transfer.
  7. The receiving school shall have distributed notice to the general public of the options available under its open enrollment policy.
  8. The receiving school must have a copy of the "Principal's Statement of Compliance" form on file with its league and/or Section office as determined by its Section.

Changing Schools/Hardships (C.I.F. Sac-Joaquin By-law 215): If you change schools and your parent(s) or legal guardian(s) do not move to the attendance area of your new school, you could have restricted eligibility for one year unless you qualify for a hardship. A hardship is defined as an unforeseeable, unavoidable, or uncorrectable act, condition, or event, which causes the imposition of a severe and non-athletic burden upon the student or his/her family. The three considerations for hardship are: financial considerations, medical considerations, and family circumstances.

"Undue Influence"--Recruitment of Athletes (C.I.F. By-law 510): The use of undue influence by any person or persons to secure or retain a student or to secure or retain one or both parents or guardians of a student as residents may cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of the high school in the C.I.F.

Undue influence is any act, gesture, or communication (including accepting material or financial inducement to attend a C.I.F. member school for the purpose of engaging in C.I.F. competition regardless of the source) which is performed personally, or through another, which may be objectively seen as an inducement, or part of a process of inducing a student, or his or her parent or guardian, by, or on behalf of, a member school for athletic purposes.

Always check with your school Athletic Director or Principal before you change schools to determine whether it will affect your eligibility.

### **EXPECTATIONS OF ATHLETES**

Along with the privilege of competing for and representing your school on the athletic field comes responsibilities and expectations. Athletes are held to a higher standard because of their high visibility. Names and pictures appear in local newspapers. Peers, teachers, and community members know high school athletes and who they represent. If our athletic program expects to continue to receive broad support and respect, we must work hard to earn it each and every day. Our actions are scrutinized not only on the field of play, but in the classroom, around the campus, and throughout the Lodi/Stockton community. "Be the best you can be: every day, in every way, on every play!" This commitment to 'total effort' is what a student-athlete is all about and this is what high school athletics is all about. Winning is not an outcome, it is an Attitude!

**SPORTSMANSHIP:** Positive sportsmanship is an expectation of our athletic program. Teams are expected to play "harder" than our opponents, but also are expected to play within the rules of the sport and the boundaries of clean and fair play. All Tokay HS coaches ascribe to and teach the "Six Pillars of Character" (trustworthiness, respect, responsibility, fairness, caring, and citizenship) as outlined in the C.I.F.'s "Pursuing Victory With Honor" program to promote better sportsmanship.

Parents and spectators at Tokay High School Athletic competitions are likewise expected to conform to the CIF principles of "Victory with Honor." CIF bylaw 503(M) states:

If a spectator is ejected from a contest, it is the responsibility of the school to ensure that person does not attend that team's next contest. If the same spectator is ejected a second time, it is the

responsibility of the school to ensure that person does not attend any of the remaining contests for that season.

Parents and spectators are reminded and encouraged to cheer positively for the student-athletes and refrain from coaching from the stands or challenging, questioning or jeering the calls of officials. Tokay staff will be present at any or all competitions to ensure compliance with this bylaw.

Principal's Responsibility (C.I.F. By-law 302.3): Any player ejected, or any player who leaves the confines of the bench or team area during a fight that may break out or has broken out shall be disqualified from participating in the remainder of the game and may be ineligible for future competitions as determined by the Commission of the Sac-Joaquin Section. Any athlete who plays in the next game following his/her ejection will be treated as an ineligible player for that game.

Physical Assault (C.I.F. Sac-Joaquin Section By-law 522): If an athlete physically assaults an event or game official, he/she shall be banned from interscholastic athletics for the remainder of the student's eligibility.

### **SUBSTANCE ABUSE AND INAPPROPRIATE ACTIVITY:**

Student-athletes are expected not to use, possess, or sell alcohol, controlled substances (drugs) or tobacco 24 hours a day, seven days a week at any time during the school year. This applies when the student is both at school and not at school and is verified by a school district employee or law enforcement personnel. The athlete will be subject to the athletic penalties noted below, including a 45-day social probation. Failure to follow this expectation will bring consequences for an athlete, in addition to the school district's suspension and expulsion consequences for all students.

First Offense: Athlete will be removed from the athletic team for the remainder of the season and may not participate in another sport until the current season ends, which includes any post season games or tournaments. Awards earned will be forfeited. In addition, the athlete will be subject to the school's discipline code, which involves suspension from school up to five days and a 45-school day social probation. A student on social probation may not participate in or attend any co-curricular events.

*Important . . . Read Carefully! If a student is serving a 45 day social probation at the time of try-outs for a new season of sport, that student is ineligible and will miss the opportunity to play for that season of sport.*

If the first offense involves drugs, the school will notify the police department.

Repeat Offense: A repeat substance abuse offense will result in the elimination from all sports for the remainder of the school year or for the next season of sport, whichever is more. An athlete will receive only one first offense. All other offenses will be considered repeat offenses during the athlete's four years within Lodi Unified School District.

*Important--Read Carefully! If an athlete in season or out of season uses and/or is in possession of alcohol or drugs at a non-school related event, and this can be verified by a school district employee or law enforcement personnel, the athlete will be subject to the athletic penalties outlined above, including a 45 day social probation.*

Anabolic Steroids: Lodi Unified School District does not approve of the use of steroids in any form. Research has shown that steroids can cause many health problems, including but not limited to heart disease, liver disorder, and high blood pressure. Steroid use has been the root cause of pre-mature death for many athletes. There are many ways for student athletes to gain weight and strength through medically acceptable

means. Please consult with your coach, a physician, and your parents before starting any program designed to gain weight and strength through the ingestion of any supplement.

**PERSONAL BEHAVIOR:** The following outlines the obvious areas of personal ethics along with the consequences for unethical conduct.

- Any athlete who is found guilty of stealing or defacing school or personal property will be dismissed from the team.
- Profane or obscene language, or any act of vulgarity is not acceptable. Violators will be disciplined by the Coach and may also face school disciplinary action.
- Athletes are expected to treat their opponents with respect before, during, and after games. Athletes showing poor sportsmanship towards opponents or officials will be disciplined by the Coach and may also face school disciplinary action.
- Athletes are expected to attend all classes, be on time, turn in their assignments on time, seek help from the teacher when necessary, have a positive attitude towards their peers and teachers, and be a good citizen. Failure to do so will result in discipline from the Coach.
- An athlete must be in class for four full periods to practice or play in a game that day. If an athlete is not in four full periods of class, he/she becomes ineligible to compete that day.
- An athlete who is suspended from school may not participate in practices or games for the duration of the suspension, including holidays, weekends, and breaks.
- Attendance at practice, scrimmages, team meetings, and games is required. Absences not excused by the Coach in advance may result in disciplinary action and possible removal from the team.

### **DISMISSAL FROM A TEAM**

Dismissal from a team is the last action a coach should take in attempting to discipline a student athlete. Suspension, additional work, counseling are alternative ways of dealing with discipline problems. The following reasons may warrant dismissal:

1. Failure to maintain required academic standards (passes 20 semester units the previous semester and maintains passing grades in current classes).
2. Violation of CIF of league rules governing eligibility, age, residence.
3. Suspension from school for reasons other than athletic, such as truancy, fighting.
4. Smoking, chewing tobacco, use of drugs, or drinking alcoholic beverages.
5. Absent from practice or contests without a legitimate excuse.
6. Improper conduct.
7. Stealing.
8. Use of obscene language and/or profanity.
9. Insubordination to either coaches or other school personnel.

**COMPETITION ON AN OUTSIDE TEAM (C.I.F. Sac-Joaquin By-law 600):** A student on a high school team becomes ineligible if the student competes in a contest on an "outside" team, in the same sport, during the student's high school season of sport.

The penalty for competing on an outside team is severe. For a first offense, the athlete becomes immediately ineligible to compete for the school team for a number of contests equal to twice the number of contests of outside competition in which the student athlete participated. The school team would forfeit all the games the athlete participated in after competing for the outside team.

It is permissible for a high school team member to participate in a spontaneous recreational activity or game in which sides or teams are chosen without regard to players representing any group or organization. Such participation would not cause loss of eligibility.

**INJURY--PROCEDURE:** Report all injuries immediately to the Coach or Athletic Trainer if available. The Coach will file an Injury Report with the Athletic Department.

**EQUIPMENT:** All equipment issued to you is owned by the school and LUSD. Please treat your equipment with respect. You are responsible to pay for stolen or lost equipment or uniforms (including altered uniforms) at the replacement cost. Athletes may not use personal equipment when equipment is provided by LUSD.

**TRANSPORTATION POLICY:** All athletes will ride the bus or van to athletic events when a bus or van is provided to transport a LUSD team. The athletes will board the bus or van at the school and will return to the school on the bus or van after the athletic event.

In the case of an emergency, a coach may let an athlete leave after the athletic event with their parents (not friends, siblings, or other parents). This decision should be made only in emergency situations and not on a regular basis. It is important for several reasons, including liability factors, that this policy be strictly enforced.

In cases where an athlete is allowed to leave with their parents, the coach must have prior notification and a written note from the parents indicating that they are assuming responsibility for their son or daughter.

In the event when transportation is not provided by LUSD, it is the parents' responsibility to see that their athlete is transported the contest. In such circumstances, the coach and/or the athletic department will ensure that all district guidelines and paperwork required for the use of private vehicles has been completed by athletes, parents, and volunteer vehicle drivers prior to allowing students to be transported. Students may not be transported via private vehicle without completion of all required paperwork.