



**El Camino High School
Student-Athlete Handbook**

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Introductions

The El Camino High School Athletics Handbook is a reference guide for coaches, student-athletes and parents, concerning the policies that govern interscholastic athletics at El Camino High School. The coach of an athletic team reports to the Athletic Director and is primarily responsible for the compliance by his/her squad members to the rules, regulations, and policies governing athletics at El Camino High School. The Athletic Director will administer these rules and regulations as they relate to inter squad and inter coach relationships. Sound reasoning, good judgment, and adherence to the school's core values will be the standard by which situations outside these stated rules and regulations are determined and evaluated.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the high school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

Athletic Code of Conduct

ECHS has a duty to assure that their athletic programs impart important life skills and promote the development of good character. At all practices and athletic contests, coaches, players and parents are expected to emphasize the proper ideals of sportsmanship, ethical conduct and fair play.

- Be prompt to practices and games
- Be gracious in victory and accept defeat with dignity
- Be respectful to others - No profanity, obscene cheers or gestures, negative signs, artificial noise makers, offensive remarks of a sexual nature, trash talking, taunting, boastful celebrations or other actions that would demean individuals or the sport.
- Treat game officials with respect – no complaining about calls during or after an athletic event
- Exercise self-control – no fighting or excessive displays of anger or frustration
- Promote healthy life-style encouraging good nutrition and rest
- Sexual or romantic contact of any sort between students and adults involved with interscholastic athletics is improper and strictly forbidden
- Be open-minded, willing to listen and learn
- Encourage team work on and off the field
- Honor the spirit and letter of rules of the sport – avoid improper gamesmanship techniques that violate the highest traditions of sportsmanship
- Positive cheering only. Spectators should not shout coaching comments – leave coaching to the coaches

Players, coaches and/or fans may be ejected from a contest for inappropriate behavior. For persistent violations for the code of conduct, parents and/or fans may be asked by the coach or AD, site administrator, not to attend future contests. For student-athlete's violations of code of conduct during games or practices: playing time may be reduced or student-athlete may be referred to Assistant Principal and disciplined according to ECHS school procedures. Parents

and players are encouraged to address concerns about code of conduct violations through the grievance process.

Academic Eligibility / Attendance: In accordance with PAL and CCS rules and regulations, student athletes must meet the following minimum requirements:

- Current enrollment in four classes for a minimum of 20 units.
- Passing grades in 20 or more credits of course work.
- GPA of 2.0 on a scale of 4.0 in the previous 8 week grading period.
- Transfer students must complete CCS transfer forms prior to taking part in any scrimmages or contests (explained below under: Residential Eligibility) and must meet all eligibility guidelines.
- Must attend 4 out of 6 classes daily in order to be eligible for athletic contests, **and must participate fully in all classes including P.E.** Students who are absent from school for “unexcused reasons” are not eligible to participate in athletics for that day. Students who are excused early for a game are responsible for missed work and should use tutorial to make up work; making up work after school is not an excuse to miss practice, but if this becomes necessary the student must communicate with his/her coach prior to missing practice.
- Practice attendance is required every day that a student is at school. Student-athletes must notify their coach prior to missing a practice.
- If you are academically ineligible at the beginning of the season and you and the coach both agree, you may attend study sessions and practices. When grades are achieved at specific day student may join team at appropriate time. Please refer to PAL website <http://www.smcoe.org/parents-and-students/peninsula-athletic-league/peninsula-athletic-league-eligibility-dates.html>

Sportsmanship

As members of the El Camino High School athletic program, students, coaches and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times a representative of their team, school and community.

Commitment In order to be successful, a student-athlete must place the highest priority on health, academics and training. All team members are valuable, and each team needs to know that it can count on its members to be there. Often this means sacrificing social life, family trips and other events, which come in conflict with the rigors of training and competition. Any extended time missed for the aforementioned reasons should be worked out with the student-athlete and the coach.....playing time may have an effect as a result. Our Programs practice five to six days a week. Learning how to make choices is one of the most valuable life lessons an athlete takes from a good athletic program.

Residential Eligibility

If any Sophomore, Junior or Senior student has not attend the entire school year previous to participation at ECHS they need to process CIF/CCS transfer paperwork through the Athletic Director. If a freshman transfer from another high during that year they to also need to fill out

paper work for the CIF/CCS. This process can take up to month to process. Student athletes may practice with team and attend home game, but is prohibited to leave school early to travel with the team for any reason. Please refer to www.cifccs.org for specific eligibility information.

Health Eligibility

Every participant must have parent consent indicated for each sport they join, emergency contacts, an updated physical (good for one year), the league's (PAL) Code of Ethics, a concussion waiver and a Statement of Compliance on file on the required student-athlete registration site (www.sportsnethost/el-camino). This information on file should indicated clearance by a doctor who has examined and cleared the student for competition, signed permission from a parent and information about the required insurance. This must be done annually.

Transportation

All team members are expected to ride with the team to and from contests. Busses or school vans are arranged for Varsity and most JV & Frosh/Soph teams. Only school employees, and parents (with proper paperwork filed) may drive the school vans. For emergencies only and with prior approval from the school administration, students may drive their own cars. With prior permission of the coach, parents may drive only their child directly home after a contest. Sometimes parent drivers will be needed for small teams. Parents must fill out an insurance card in the school office to be eligible to drive teams to away games.

SAFETY

Accidents/Injury

Coaches carry medical forms for all players at all practices and contests. Coaches are trained in basic first aid. If an accident or injury occurs, the coach will notify the Athletic Director within 24 hours (accident report form attached.) If the injury is serious the coach will call 911, (9-911 on our school telephones) and the parent. The coach will stay with the student until help is secured. Some children may be HIV positive or have other potentially infectious diseases. Coaches should treat any acknowledged condition in the confidential manner with which the information is relayed by the parent or guardian. If an athlete misses practice, all or part of a game on the request of a physician, the athlete needs a note of clearance before returning to practice.

Illegal and Performance Enhancing Substances

Any athlete found to be in possession of or involved in the use of alcohol, tobacco, smokeless tobacco or narcotics during the season, while attending school or at any ECHS-sponsored activity, will be suspended from athletics for a period of time and/or indefinitely as determined by the Head Coach and the School Administration.

Disciplinary Actions:

El Camino High School believes that a student should consider participation in athletics as both a **privilege** and a **responsibility**. The **privilege** is the opportunity to take part in the athletics program provided by the school, and this privilege may be revoked when the student fails or refuses to comply with the rules. The **responsibility** is found in representing the school, which involves maintaining academic eligibility, high standards of citizenship at all times, sportsmanship and playing the game to the best of his/her ability. Respect for and compliance

with the school's Student-Athlete Code of Conduct is expected of every student who participates.

Social Media Policy: Students/athletes are responsible for good behavior on the Internet just as they are in a school building or on the athletic field of competition. If a student/athlete's use of the Internet creates a disruption to the school, the Athletic Department and/or the team, even if it is a first offense, the student/athlete will be held responsible and will face consequences as determined by the coaching staff/administration including but not limited to:

- Suspension from the team for one or more contest(s).
- Dismissal from the team.

Violation of Alcohol/Drug/Tobacco/Steroid Policy: Any student/athlete caught in violation of school alcohol/drug/tobacco/steroid policy will face the following disciplinary actions but not limited to:

- Suspension from the team for one or more contest(s).
- Dismissal from the team.

Assault/Fighting: Any student/athlete involved in an assault/fight either on campus or off will face the following disciplinary actions but not limited to:

- Suspension from the team for one or more contest(s).
- Dismissal from the team.

Suspension: Any student/athlete who is suspended from school for defiance of authority or any of the California State Suspension Guidelines will face the following disciplinary actions but not limited to:

- Immediate suspension from the team's next contest
- Dismissal from the team.

Referral: Referrals to and disciplinary actions taken by the assistant principal will be communicated by the assistant principal to coaches & athletic directors. Student/athletes may face disciplinary actions at the discretion of the coach, including suspension from competition and/or team.

Quitting a Sport: A player who quits a sport after making the team, will not be eligible for another team until the previous season has ended, including postseason.

Competing on an Outside Team: A student athlete becomes ineligible if all of the following apply

- The student competes in a contest on an "outside" team, in the same sport, concurrently with the student's high school season.

Grievance Process

The grievance process is intended to be a process whereby concerns of alleged unfair treatment of athletes can be addressed in a timely manner. We believe that a quick and honest discussion between all parties will result in the positive resolution of concerns and an improvement of the atmosphere for both athletes and coaches. The list below of legitimate and non-legitimate grievances is intended to be a guideline, not an all-inclusive list.

| Legitimate grievances | Non-legitimate grievances: |
|---|---|
| <ul style="list-style-type: none"> • Failure to provide due process in disciplinary action. • Failure to provide a fair opportunity to compete to make the team (cut-off). • Mistreatment of athletes: <i>Foul, inappropriate language.</i> • Any violation of an adopted code: ethics, conduct, and expectations | <ul style="list-style-type: none"> • Athlete not given enough playing time. • Athlete not playing the right position. • Strategies used by the coach. • Win/Loss record of the team or coach. |

Legitimate grievances should be addressed first with the coach at a scheduled time (not before, during, after practice or contests). If this meeting does not bring about a satisfactory resolution, a meeting may be held involving the student, parent, coach and athletic director in a reasonable and timely manner.

General Information for Parents and Students

Athletic Staff: Coaches manage their teams under the supervision of the Athletic Director. Some coaches are full time ECHS employees and some are hired on contract for an individual season. Varsity coaches oversee the Frosh/Soph programs for their sport. The Athletic Director provides for overall leadership and coordination among the various sports to facilitate programs that provide student athletes with worthwhile learning experiences.

Participation Donations/ Fundraisers: In order to meet the rising costs of transportation, officials, and league dues, a student athlete will participate in team fundraisers.

El Camino High School Sports Boosters

ECHS Sports Boosters supports the athletic programs at ECHS. In recent years, the Sports Boosters, has helped fund part of the non-coaching costs of ECHS athletic program.

- Fund Raising - Parents have helped raise money through a variety of activities including, ECHS Concessions for Football, Basketball, PAL Wrestling Tournament Concessions to mention a few..
- Parent Participation/Team Parent - Parents are encouraged to support their athletes, go to games, serve as team parents, help out in the concession stands, coordinate fund raising efforts. Everyone is encouraged to attend Booster club monthly meetings to share comments/suggestions/ideas. In order to facilitate communication between the different

teams and the Sports Boosters, each team is recommended to have a representative at the Boosters meetings, to help with ideas pertaining to team concerns/ fund raising efforts, plans team parties, etc.

Tryouts

Student-athletes should check the Daily Bulletin for announcements of a preseason meeting for each sport. Coaches will hold a pre-season meeting for all interested athletes explaining the tryout schedule, practice and game expectations, any pre-season voluntary conditioning recommendations and criteria for team selection. All athletes meeting eligibility requirements may try out for a team. Tryouts times may vary but last a minimum of 3 days (consecutive). Multi-sport athletes have 3 days from the end of their season to try out for a new sport.

Multi-Sport Athletes

A student athlete must complete the full season and any post-season games before trying out for the next season. All multi-sport athletes will have an opportunity to try-out for a team in a subsequent season, even if the season has started. In addition, an athlete cannot leave a team during the season to join another team; they must wait until that team has completed its regular season. That includes being dismissed from a team for any reason.

Hazing

Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. Hazing is strictly prohibited under the California Education Code. 12

Practices:

Coaches will have regular practice schedules depending on availability of field, pool or gym space. Practices are expected to be 2-3 hours in length, 5-6 days per week. Early morning practices may be held due to facility availability. Coaches may set practice times during vacations depending on the season. Coaches may schedule occasional additional practices but time and length of practices will not be determined by student performance. (i.e. considered punishment for losses.) It is expected that coaches and players will abide by the SSFUSD code of conduct during all practices and games.

Games and Tournament Schedules: The PAL Commissioner schedules all league games for each team. Coaches may elect to add tournaments and scrimmages depending on the sport for additional preparation prior to the start of league play.

Scheduling Conflicts with Other Commitments

Athletes may request to miss a practice or game in order to participate in another academic or extra-curricular school activity such as music performance, ASB. Athletes must recognize that missed practices or games may result in reduced playing time in future contests. 3 absences for any number of school related activities and student athlete can be dismissed from the team.

Uniform and Equipment

Athletes are issued uniforms and equipment for each team. All Equipment and uniforms must be returned to the head coach within 7 days of the last game. A student will be charged for the replacement cost of uniforms and grades/schedules will not be released until all obligations are met.

Off Season Practice

Coaches will clearly explain to student athletes the benefits of off-season conditioning. Coaches may provide information about recommended pre-season practices and conditioning activities. Pre-season activity is voluntary. No athlete currently competing on a ECHS team may participate in pre-season activities for a subsequent season. Recorded attendance at scheduled pre-season conditioning is not a requirement for team selection and does not excuse a student from PE. However, coaches may articulate the expected level of conditioning and skill development for team selection.

Recruiting

Recruiting is not allowed at a public school. Coaches may have contact with students at the middle school level, at youth camps, in club sports and in the community. Encouraging students to come to ECHS is not acceptable. Encouraging athletes to join a certain club team is also not acceptable.

Earning Your Block

80 Block Points are required to Qualify for Block Letter.

| Letter | Description | Points Possible |
|--------|--------------------------------------|-----------------|
| A | Varsity Team Championship | 60 |
| B | Varsity Player | 25 |
| C | Varsity Captain | 10 |
| D | Non-Varsity Championships | 40 |
| E | F/S & JV Player | 20 |
| F | F/S & JV Captain | 5 |
| G | Individual League Championships | 60 |
| H | Spirit Squad Member | 25 |
| I | Spirit Squad National Championship | 60 |
| J | Spirit Squad First Place @ Regionals | 25 |
| K | Mascot Duties | 25 |

See the Athletic Block Application for more detail

Club Sports

Many athletes and coaches are involved with club sports. ECHS teams are independent from all club sports. Participation in club sports does not fulfill PE requirements, nor is it a criterion for playing on an ECHS team. Participation of outside club sports teams is not an excuse for missing ECHS team practices or games.

League Information

Central Coast Section of the California Interscholastic Federation (CIF):

El Camino High School is a member of the Central Coast Section of the California Interscholastic Federation (CIF). CIF is the governing body of high school athletics in the state of California. The objectives of this organization are:

- To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition so that Boards of Education and school faculties will regard interscholastic athletics as an educational resource to be encouraged and fostered.
- To establish the responsibility for the administration of high school athletics by member schools in order to ensure satisfactory supervision.
- To provide a constitution, by-laws, and organization through which member schools shall administer their interscholastic athletic programs.

- To cultivate cordial and friendly relations among schools through good standards of sportsmanship.
- To promote equal opportunities for all involved in California secondary school athletic programs regardless of race, religion, gender, or national origin.
- To promote the acceptance of the Cardinal Principles and Code of Ethics of the California Interscholastic Federation.

CIF Code of Ethics

It is the duty of all concerned with High School Athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on a team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fan, community, state, or nation.

Failure to follow the “spirit and intent” of CIF rules and regulations may result in the following penalties for your athletes and school: Forfeiture of all league games and championships and elimination of your school from Play-Offs in the particular sport.

Peninsula Athletic League

El Camino High School is a member of the Peninsula athletic leagues. The athletic directors of the member schools handle the management of the PAL. Locations for the following member schools are available on <http://www.smcoe.org/parents-and-students/peninsula-athletic-league/peninsula-athletic-league-schools.html>

As a member of the PAL, El Camino High School is responsible for following the Constitution, By-Laws, and Sport Regulations as established by the Board of Managers of the PAL. The PAL Constitution, By-Laws, and Sport Regulations are continually being revised and up-dated. If there are problems or concerns with any of the above mentioned it is imperative that the coaches, through their league Representative inform the Board of Managers so the board may attempt to resolve the problem.