

2016-2017

GATEWAY HIGH SCHOOL



ATHLETICS HANDBOOK

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WELCOME TO GATEWAY GATORS ATHLETICS

Dear Student-Athletes, Parents, Faculty, Administrators and Staff,

Gateway High School is very proud of its athletic program and the contributions of our student-athletes towards creating a fun, positive, inspired, and united community. The Gateway Athletics Program provides our student-athletes with an opportunity to enhance their educational experience and enrich their lives in the present and the future. The lessons learned on fields and courts, before, during and after practices and games will help our student-athletes grow and mature and will prepare them for the trials, tribulations and successes of adult life. Lifelong memories and lasting relationships among teammates, coaches and opponents are all an invaluable part of the overall athletic experience.

We are excited that you have chosen to participate in our athletics program and look forward to working together toward creating positive experiences for all those involved. Any successful athletic program includes rules, policies and a set of expectations that help to establish the spirit of participation and competition for the school and its families. This document is meant to outline those policies, expectations and requirements, not only for the student-athletes and families but for Gateway's teachers, coaches, and school administrators as well, since we all play a part in creating the best possible educational experience through athletics.

The policies and expectations contained in this student-athlete handbook and the principles on which they are based, our collective willingness to invest in and to adhere to them will, in my opinion, help us all grow and to activate our full potential both on and off of the field of play. Please take the time to read through this document thoroughly, and do not hesitate to contact me should you have any question or concerns. *Go Gators!*



Stephen Flynn
Director of Athletics
Gateway High School

HELPFUL INFORMATION

School Address: 1430 Scott Street, San Francisco CA 94115
School Phone Number: (415) 749-3600
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Director of Athletics: Stephen Flynn
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Office Phone: 415-749-3600 ext. 23
Cell Phone: 510-332-5467

Gateway HS Principal: Michael Fuller
Email: mfuller@gatewayhigh.org
Office Phone: 415-749-3600

School Colors: Black, Red & White
School Mascot: Gators
League: Bay Counties League – Central
Section: North Coast Section

Gateway HS Website: <http://www.gatewaypublicschools.org/>
Gateway HS Athletics Site (incl. info, schedules, locations): <http://www.gatewaypublicschools.org/>
> High School > Student Life > Athletics

Bay Counties League Website: <http://www.bacbcl.org/>
Gateway Athletics on MaxPreps (For Schedules/Rosters/Info):
[http://www.maxpreps.com/high-schools/gateway-gators-\(san-francisco,ca\)](http://www.maxpreps.com/high-schools/gateway-gators-(san-francisco,ca))
Gateway Athletics on Facebook: <http://www.facebook.com/gatewayathletics>
Gateway Athletics on Instagram: <http://www.instagram.com/gatewayathletics>
Gateway Athletics on Twitter: <https://twitter.com/GatewayAthletic>

Parking for on-campus sporting events:

Parents and fans are welcome to park in our parking lot, the entrance to which is on O'Farrell St. between Pierce & Scott. All parking lot guests are expected to exit the parking lot within 30 minutes of the end of an athletic contest. Please note that our parking lot also serves as a recreation area for Kipp and for Gateway students and that parking lot guests should drive very carefully and park only in designated areas. **Students from Gateway High School or visiting high schools may not park in the Gateway lot.**

GATEWAY ATHLETICS MISSION STATEMENT

The mission of the Gateway Athletics Department is to:

- Support the overall mission of Gateway High School
- Help students to develop leadership skills and self-discipline
- Instill and proper attitudes toward winning and losing, success and failure
- Inspire respect for fellow athletes, students, parents and coaches
- Teach an understanding of the value of teamwork
- Develop an appreciation for the relationship between investment and reward
- Improve skill sets specific to sport
- And to excel on the field of play

ATHLETIC PRINCIPLES

The Gateway Athletics program is founded on principles of hard work, accountability, honor, integrity, teamwork & sports(wo)manship. It is our belief that adherence to these principals in all of our dealings will help to create a healthy, positive & welcoming environment and will lead to the best possible outcome(s) not just for all of those individuals involved in our program but for those with whom they interact.

STATEMENT OF PHILOSOPHY & INTENTION

Gateway's Athletics program is a natural extension of the school's charter and curriculum and provides educational physical activities to encourage and promote the development of our students.

We believe that teaching and playing sports the right way, in accordance to our principles and in a safe and positive environment can make a valuable contribution to a balanced education and to preparing young people to become productive, contributing citizens of their communities and of our society.

It is our intention to provide Gateway's student-athletes with the opportunity to experience meaningful growth and accomplishment outside of the classroom, to further develop a strong work ethic, to learn sound habits of mind & body and to continue to develop physically, mentally, socially and emotionally.

A CULTURE OF INCLUSION

For far too long the world of sports has been a bastion for exclusion, homophobia, for ego-centricity, for insecurity, for the transmission of the pain from our wounds and for the bullying that follows. It's past time for all of that to stop, for all to heal, to accept and love ALL others for who they are and to understand that we are strongest together, when all members of our team/community/society are not just completely safe but are in fact celebrated for expressing 'self' in true openness and in fierce and joyful authenticity.

In fitting with the values of Gateway Public Schools, Gateway High School's Athletics Department will hold a space and promote culture of acceptance and inclusion for all individuals, regardless of race, ethnicity, religion, nationality, privilege, gender identity or sexual orientation. Hateful or exclusionary speech or action(s) by or towards teammates, opponents, coaches, parents, fans or any other members of our community is completely unwelcome and will not be tolerated.

GATEWAY ATHLETICS POLICIES AND GUIDELINES

1. COMMITMENT

All aspiring Gateway student-athletes make a commitment to the team when they decide to try-out. It is important that students and families understand this commitment and the time that is needed to participate. Therefore, the Gateway Athletics Department requires that students who try-out for a team do so with the understanding and under the implicit agreement that they will prioritize team activities and that if they do have pre-existing commitments that will impede on their full participation, that head coaches are made aware at the beginning of tryouts.

- A) ***Coaches have the right to determine and assess appropriate penalties for unexcused absences or tardy arrivals from team activities, practices or games, including suspension or expulsion from the team.***
- B) Participation in other extracurricular programs (College Track, Making Waves etc.)
 - i. Students who participate in other extracurricular programs during a season of sport must complete and submit a “GHS Athletics After-School Conflict Contract” (which is available online through our athletics website and from the Athletic Director in person).
 - ii. If possible, student-athletes with conflicts should make an attempt to schedule participation in outside programs outside of practice and game times with their GHS interscholastic team.
 - (a) While participation in academic support programs should remain a top priority, students should communicate all conflicts with their head coach as soon as possible.
- C) Club Sports
 - i. Students who participate on club teams simultaneously with interscholastic athletic teams must do so in compliance with NCS rules and must complete and submit a “GHS & Club Sport Participation Contract”
 - (a) Participating in a simultaneous club sport without having submitted a “GHS & Club Sport Participation Contract” may result in removal from a Gateway Athletics team.
 - (b) ***At a minimum, student-athletes competing on an outside club team during their season of sport should attend all Gateway contests, should attend more than half of team practices and should avoid missing two days of Gateway team events in a row.***
- D) Appropriate vs. Inappropriate Excused Absences

It is expected that all Student-Athletes practice sound judgment and planning with regard to time management. It is expected that students and parents do everything in their power to avoid conflicts with team activities.

 - i. ***If possible, doctors appointments, dentist appointments or meetings should be scheduled during off-days or, at the very least, on a day that IS NOT on the day of a contest directly before one.***
 - ii. ***Missing practice to complete a homework assignment that a student could/should have completed over the weekend is not acceptable.***
 - iii. ***Missing practice to serve AST or ‘detention’ is also unacceptable.***
 - (a) ***Repeat offenders may be removed or suspended from their team.***
 - iv. Missing practice to attend a tutoring session for a class before a big test or paper is acceptable, as long as the coach has proper warning and gives their approval.
 - v. Physical illness or injury is always an appropriate excuse from sports, as the health and safety of the student-athlete is –and will always be– a top priority. Again, coaches should be informed as soon as possible.

2. QUITTING A TEAM/DISMISSAL FROM A TEAM

The commitment asked of Gateway athletes is of major importance. Consequently, the policy with regard to a student-athlete who quits or is dismissed from a Gateway athletic team before the end of its season is as follows:

- A) If a student-athlete is removed from a team due to academic or disciplinary reasons, they may not participate in the next season of sport before meeting with a parent or guardian, a member of Gateway's administration and the Athletic Director.
 - i. This meeting will be held to discuss the issues that prevented the student-athlete from participating. It will be the judgment of the administration to determine when the student-athlete may return to full participation.

3. SCHOOL ATTENDANCE

- A) ***Students must be in attendance at all of their classes on any given day in order to participate in any extra-curricular athletic activity on the same day, including practices and games.***
 - i. Student-athletes with Principal- or Vice-Principal-approved absences, (i.e. for a doctor's appointment or field trip), may still participate in athletics activities.
- B) Students who stay home sick for any part or all of a given day are not permitted to participate in any team activities that day.

4. MISSED CLASS TIME

The Gateway Athletic Director is responsible for issuing dismissals from class for sporting events. Teachers receive an email before each sporting event with all excused students and times of their departures. Students are expected to exit classrooms quickly, quietly and respectfully.

- A) ***Leaving class for a sporting event without permission, repeatedly arriving to class late or leaving earlier than the designated dismissal time may result in reduced playing time, suspension from the team, or (for repeat offenders) removal from the team altogether.***
- B) ***Student Athletes are still held responsible for all content and assignments that are covered or due after they have been dismissed from a class for a sporting event.***
- C) ***Student-athletes are required to go meet with teachers of any classes that they'll be leaving early during lunch on any day that they'll be dismissed.***
- D) Teachers are not obliged to dismiss a student from class for a sporting event on the day of a quiz, test or large project if that student has not made prior arrangements to make up the assignment prior to the beginning of the class period in question.
 - i. ***Teachers may also hold students who are far behind on a given project or who are in danger of a poor grade and need to stay in class to review crucial material.***
 - (a) Teachers should email the Athletic Director as soon as possible in order to excuse students from practice and the Athletic Director will speak with the Head Coach.

[4. MISSED CLASS TIME CONTINUED]

- E) Students should remind their teachers before class starts of any dismissal that occurs during a given period (not at the time of the dismissal) and should leave without disrupting the teacher or the class.**

5. ACADEMIC ELIGIBILITY

Academic eligibility for student-athletes is determined at the end of each semester for the semester to follow. In accordance with NCS rules, all student-athletes must achieve a minimum 2.0 un-weighted cumulative GPA in credit classes.

- i. The Athletic Director will review grades for all in-season student-athletes on a regular basis. Low marks at the quarter or mid-quarter may result in temporary full or partial suspension from athletic teams.**
 - (a) Should a student-athlete be close to receiving a D or F at mid-quarter, a teacher, head coach, the athletic director or a school administrator has the discretion to remove him/her from practice to focus on academics.**
- ii. Student-athletes on suspension may attend practices and games but must have permission from a parent/guardian and will not be excused early from classes or from tutoring sessions in order to do so.
- iii. Should a student athlete be deemed ineligible after second semester of a given year, he/she may take summer school to replace a low grade and to bring his/her GPA up over a 2.0, this re-establishing eligibility for the following year. Summer School classes should be reviewed and approved by Gateway's Registrar.

6. APPEALS

Appeals of a suspension or expulsion from participation in athletic activities may be made through Gateway's Principal or Athletic Director.

- A) Appeals will not be considered for student-athletes discovered using, selling, distributing, or being in possession of illegal drugs, alcohol, tobacco products, and steroids while on or off campus or in a school or non-school activity.

7. PRACTICES & CONTESTS DURING SCHOOL YEAR VACATIONS

It is a general athletic department rule that varsity athletes will have one half of fall, winter and spring school breaks off and are expected to practice and/or compete the other half of either break. JV teams usually have more than half to all of the school breaks off. It is the responsibility of each Gateway student-athlete to ascertain the head coaches' school break participation expectations *before* trying out for a sport and to attend practices and games during breaks (if/when applicable). Team schedules are available for viewing on the Gateway Athletics website, usually months in advance of the start of each season.

8. PRACTICES, WORK-OUTS & CONTESTS DURING SUMMER VACATION

Certain Gateway Athletic teams may offer activities during summer vacations. This may include practices, tournaments, games, camps or pick-up games. Although Gateway coaches expect their student-athletes' participation over the summer, summer activities are always technically optional and Gateway coaches do expect and encourage their student-athletes to get away and vacation with their families during the summer. It is the responsibility of each student-athlete to ascertain the head coaches' summer vacation participation and expectations *before* trying out for a sport and to attend practices and games during breaks (if/when applicable).

9. SIMULTANEOUS CLUB SPORT PARTICIPATION

- A) All Gateway student-athletes who wish to participate simultaneously on school and outside Club teams must do so in compliance with NCS rules and must complete, and have on file in the Athletic Director's office, a Gateway High School Dual Sport Participation Contract (see Athletic Guideline #6). The purpose of this contract is to ensure that:
 - i. All adults working with the young athlete are fully aware of the amount of time and effort he/she is spending on athletics.
 - ii. The two-sport participation is physically sound and safe for the student-athlete.
 - iii. The two-sport participation fits into the student-athlete's life in a manner that is educationally and socially advantageous to growth and development.
 - iv. Any scheduling conflicts between the school and the Club team are resolved as far in advance as possible.
- B) This arrangement must be signed by the head coaches of both the School and Club teams, the student-athlete's parent, and submitted to the Athletic Director.
- C) No Club athlete may compete for Gateway simultaneously with his/her Club sport until his/her Dual Sport Participation Contract is complete and on file in the Athletic Director's office.

10. PRACTICE AND CONTEST TIMES

Typically, interscholastic athletic contests are held weekday afternoons and evenings as well as on Saturdays. Some sports may require student participation for practice and/or contests during school vacations (see Practices and Contests During Winter and Spring Vacations).

- A) Student-athletes are expected to keep all conflicts with their practice times to an absolute minimum.
 - i. If they can help it and the option is available, student-athletes are expected to schedule appointments (on and off campus), seek help from teachers, and participate in other extra-curricular events either before or after practice, but not during.
 - (a) If a teacher, tutor, administrator or other professional can only meet during practice time, the student-athlete is expected to comply and prioritize those needs.
 - I. Coaches should be informed of any conflict as soon as possible
 - ii. ***Any athletes who miss or are late to any practice for any reason may miss playing time at the discretion of the head coach.***

11. TRANSPORTATION TO ATHLETIC EVENTS

Due to budgetary constraints, Gateway student-athletes are often required to take public transportation to sporting events and practices. Although off-campus and often unsupervised by a member of the Gateway coaching staff, all rules governing behavior and conduct still apply.

- A) While traveling to and from sporting events, Gateway student-athletes are expected to:
 - i. Conduct themselves as representatives of Gateway in a manner that will reflect positively on themselves, their families, their team, and Gateway High School.
 - ii. Follow all school rules just as if they were on campus.
 - iii. Realize that every choice they make has an effect on themselves, their team, the Gateway Athletic Department and on Gateway High School. Every choice a player makes while traveling should be one that helps his/her team play at a championship level.
 - iv. Enjoy their teammates and the trip while maintaining a competitive focus.
- B) If a parent or guardian does not approve of his/her child taking public transportation, responsibility falls on the parent or guardian to pick up his/her child and drive him/her to the contest.
- C) ***Parent/guardians are not allowed to drive student-athletes other than their own to sporting events without prior clearance from Gateway Public Schools.***
 - i. Volunteer Driver forms are available on the Athletics Website and in-person from the Athletics Director and must be submitted and approved.
- D) ***Student-athletes are not allowed to drive themselves to away games or practices without a signed note of permission from their parents addressed and delivered to the Athletic Director.***
 - i. ***The Athletic Director and Head Coach must approve before full permission is granted.***
 - ii. ***No student may drive another student to games, practices or team events.***

12. MULTI-SPORT ATHLETES

Gateway Athletic Department fully supports and encourages student-athletes to participate in multiple sports. Gateway coaches believe that student-athletes gain valuable educational experiences and, in fact, become stronger, more competitive athletes by playing a variety of sports under the guidance of a variety of coaches, competing in a variety of situations, and by overcoming a variety of obstacles. The development of specialized one-sport athletes is counter-productive to the athletic principles of Gateway Athletics.

- A) Student-athletes are encouraged to participate in Club sports outside of the Gateway Athletics Program in order to improve their skills and gain experience. Club sport athletes should fill out a "Gateway High School & Club Sport Participation Contract".
- B) ***Multi-Sport athletes may attend practices for a team for a subsequent sport in which they wish to participate but must remain on the sidelines (i.e. not physically participate) until their current season is officially over.***

13.CITIZENSHIP

All student-athletes are expected to display exemplary citizenship and behavior during their season of sport, on or off our campus and before, during or after the school day.

- A) Every incident that involves poor citizenship will be treated as an individual case and judged on its own merit.
 - i. The seriousness of an offense, the conditions under which it occurred, and the student's past disciplinary record will be considered.
- B) Situations that involve administrative intervention (in compliance with the Gateway Student Handbook) may result in suspension, expulsion from participation in athletic activities or other consequences deemed appropriate by school administrators.
- C) ***Disruptive patterns of behavior in class that are reported to the Athletics Department may result in reduced playing time, suspension or expulsion from participation in athletic activities.***

14.SPORTSMANSHIP @ GATEWAY

Athletes, coaches, parents, and spectators are expected to represent Gateway in a manner that is consistent with good sportsmanship and strong character. Gateway will not tolerate any behavior by athletes, coaches, or spectators, either students or adults, whose behavior is disrespectful to players, officials, coaches, or other spectators or detracts from the proper conduct of the contest.

- A) Parents or spectators who demonstrate poor sportsmanship may be asked to leave practice or contests (with or without warning) and may be banned from attending future contests.
- B) Players who demonstrate poor sportsmanship without violence will be warned upon first offense and may be removed from their athletic team.
- C) In cases of poor sportsmanship where violent behavior or language is used, players or spectators may be stripped of their role and will be dealt with by Gateway's administration and if necessary, local law enforcement.

15.CIF FUNDAMENTALS OF GOOD SPORTSMANSHIP

Below are fundamentals of good sportsmanship put fourth by the California Interscholastic Federation.

- A) Show respect for the opponent at all times.
- B) When opponents visit our school, they should be treated as guests, greeted cordially on arriving, given appropriate accommodations, and accorded the tolerance, honesty, and generosity that all human beings deserve.
- C) When visiting another school, we should be cordial and appreciative of our host. Good sportsmanship is the Golden Rule in action.
- D) Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their jobs and who can be expected to do them to the best of their abilities. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- E) Know, understand, and uphold the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- F) Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential

[CIF Fundamentals of Sportsmanship Continued]

- G) educational values of athletic competition are to be realized. Good sportsmanship means proper behavior by all involved in the game.
- H) Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponents' good performance is demonstration of generosity and good will. The ability to recognize quality in performance and the willingness to acknowledge it with out regard to team membership is one of the most commendable gestures of good sportsmanship.

16. HAZING

Gateway student-athletes shall not participate in hazing rituals for teams. Activities that produce mental or physical discomfort, embarrassment, harassment, or ridicule have absolutely no place in the Gateway Athletics program. Any student who encounters hazing should inform his/her parent, coach, teacher, advisor, the Principal, or the Athletic Director immediately.

- A) Students who encourage or conduct hazing on a singular or ritual basis may be suspended or expelled from Gateway High School, from the Gateway Athletics program and, if necessary, dealt with by local law enforcement agencies.
- B) This includes any/all behavior that takes place on social media.

17. ALCOHOL & DRUGS

There is no place for substance use in athletics. All student-athletes at Gateway are expected to lead a drug and alcohol-free lifestyle at all times. Aside from the legal ramifications, alcohol and drugs prevent a student-athlete from performing to the best of their ability, and compromise the student-athlete's commitment to his/her team and teammates. Student-athletes are role models on and off of our campus, and need to act accordingly at all times. Gateway students are bound by the school's Policy on Smoking, Drugs, and Alcohol. Student-athletes found using, selling, distributing, or possessing illegal drugs, alcohol, steroids, performance enhancing drugs, or tobacco during their season of sport, will be subject to the following:

- A) The School administration (which may include Principal, Vice-Principal, coaches, and the Athletic Director) will take disciplinary action. This may include school suspension, suspension from competitions, removal from the team, drug and alcohol assessment, and drug and alcohol counseling.
- B) The student-athlete will be made ineligible for any individual awards given by the team (e.g. team MVP, most improved player, etc.). Post-season awards voted on by outside groups may still be awarded and received.
- C) **Any student-athlete in a leadership position will lose their title and responsibilities.**
- D) Students who are repeat offenders are subject to further disciplinary actions decided upon by the administration and in accordance with formal school policies, up to and including dismissal from the team, or expulsion from the school.
- E) To set an example, events such as awards dinners, team dinners, team parties and the like are to be alcohol-free for both student-athletes and adults, including coaches and parents. We expect that parents who host teams at their homes will not serve alcohol to the student-athletes and we encourage parents to make the event alcohol-free for the adults as well.

18. GATEWAY ATHLETICS AWARDS

Towards the end of each academic year, the athletic department holds its Athletics Banquet for the Upper School. Highlighted by our student speakers, coaches' presentations, and year-end awards, this event provides an opportunity to celebrate all the accomplishments of our upper school teams, coaches, and student-athletes. Parents and student-athletes are encouraged and expected to attend this event. This event typically includes a potluck dinner, and involves all teams, from all levels.

- A) Team Awards
 - i. *Four-Year Varsity Letter: Awarded to student-athletes who participate as a Varsity athlete for a given sport for all four years of High School.*
- B) Individual Awards
 - i. *Most Valuable, Most Improved, & Most Inspirational Player*— At the end of each season, each varsity, junior varsity team will recognize three of its athletes. Generally, these awards are given to the most valuable player, the most improved player, and the most inspirational player.
- C) Bay Counties League and 'San Francisco City' Awards
 - i. First Team All-League
 - ii. Second Team All-League
 - iii. All City (for select sports only)
 - iv. All City Honorable Mention (for select sports only)
- D) Department Awards
 - i. Honor Roll Scholar-Athletes
 - (a) Recognition for all student-athletes who finished the academic year on Gateway's honor roll.
 - ii. The Greg Grossman Award
 - (a) To the student athlete who demonstrates exemplary:
 - I. Performance and success in the classroom and on the field of play
 - II. Sportsmanship towards teammates and opponents
 - III. Impact on opposing players and coaches
 - IV. Positive effect on her teammates and peers
 - V. Citizenship & participation on campus
 - VI. Professionalism with Gateway's faculty, staff and administration
 - VII. Dedication to improvement of the community, of oneself and of his/her team
 - (b) Selection Process:
 - I. Nominations from Gateway's coaches
 - II. Interviews with coaches and selected faculty
 - III. Transcript review
 - (c) Over Time:
 - I. Grossman Award is meant to be Gateway Athletics' highest honor
 - II. To recognize the individual(s) who represents exactly the kind of student athlete we're hoping to enable and help to develop at Gateway
 - III. Not necessarily given every year
 - IV. Winners will be recognized on a plaque in our trophy case
 - iii. The Brandon Lemus Award
 - (a) To the student athlete who demonstrated great triumph over physical, mental or emotional adversity over the course of the year.

19.PLAYING IN COLLEGE/NCAA ELIGIBILITY

All students who hope to compete athletically at the collegiate level must register with the NCAA Eligibility Center: www.eligibilitycenter.org. It is each student-athlete's responsibility to:

- A) ***Enroll in and complete the NFHS course on NCAA Eligibility at <https://nfhslearn.com/courses/14000/ncaa-eligibility>***
- B) ***Alert Gateway's Athletic Director, Stephen Flynn, Gateway's College Counselor, Joel Rangel, their Gateway head coach and any club coach of their intention to play in college.***

20.EQUIPMENT

Some sports may require special equipment such as rackets, gloves, shoes, etc.

- A) Gateway Athletics department requests that each student arrive at each day of practice properly dressed, equipped, and informed.
- B) Student-athletes or parents/guardians who need assistance obtaining proper athletic equipment to participate in a given sport should speak with the Athletic Director as soon as possible.

21.UNIFORMS

Gateway High School is- and will remain- responsible for providing game-usable uniforms for members of its athletic teams.

- A) ***All uniforms are the property of Gateway High School and must be returned within one calendar week of the last game of a given season.***
 - i. ***Gateway's Athletics department will provide the basic uniform for each team but may charge for items that are not re-usable, such as socks or hats. Student-athletes should keep these items at the end of each season.***
- B) New uniforms will be purchased for athletic teams on a rotating schedule, based on needs of specific teams and on the department's available resources.
- C) Both Student and Parent are responsible for proper care of the uniform, including cleaning, drying (if appropriate) and return. The Athletic Director should be notified as soon as possible if a uniform is damaged during regular use.
- D) Policies for delinquent or unsatisfactory uniform return are as follows:
 - i. For Complete failure to return uniform:
 - (a) The Student/Family will be charged for the full price of the uniform plus a \$25 inconvenience fee payable to the Gateway Athletics Booster Fund.
 - ii. For Late returns:
 - (a) The Student/Family will be required to place a \$25 deposit on his/her uniform for the next season of sport in which they participate.
 - (b) Student will not receive his/her uniform for the next season until that from the previous season is returned
 - (c) If the student in question is a graduating senior, their transcripts and/or diploma may be withheld until the uniform is returned.
 - iii. For Damaged Uniform:
 - (a) The student/family will assume the cost of repairs or replacement of the uniform.

22. TEAM PARENTS

Team parents can do much to enhance each Gators athletic team by providing team lunches, snacks at games, fostering communication between the team's coaches and parents, working in different capacities at Gateway athletic events, and organizing end of the season parties. The team parents, not the school, are responsible for setting each team's tone with these activities.

23. TEAM FUNDRAISING

The Athletic Director and Development office must approve all fundraising at Gateway. Some athletic teams may raise funds for their program by conducting sales or hosting tournaments or other events.

24. INJURIES, SAFETY & HEALTH

Sore muscles, bumps, and bruises are a part of athletics. It is important that all Gateway student-athletes and their parents understand the difference between HURT and HURTING. Coaches are all trained and certified in basic first aid. Strong communication between parents and coaches is crucial to ensure the health and well being of student-athletes.

- A) ***Should a student-athlete be injured to the extent that they need to visit a physician, this needs to be communicated to the head coach.***
- B) ***The student-athlete will not be allowed to participate again, in a practice or game, without a written note from the doctor. This will ensure that the student-athletes do not put themselves at risk by returning too early from an injury.***

25. CONCUSSION AWARENESS

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. ***Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.*** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

26. THE HEAD COACH

Below are the expectations of every Gateway Head Coach:

- A) Lead by example.
- B) Teach through your sport.
- C) Remind your student-athletes that it is a privilege to be on a Gateway team, not a right.
- D) Strive to make being a member of your team special for each student-athlete.
- E) Remind your student-athletes that while you view each of them as an important part of your program, none of them are as important to you as the team.
 - i. Ask them to put the needs of the team before their own needs everyday of your season. Think TEAM, TEAM, TEAM.
- F) Encourage your student-athletes to be multi-sport athletes. It is the goal of the athletic department to develop as many multi-sport athletes as possible.
- G) Know, follow, and enforce the Gateway Athletics Handbook.
- H) Constantly communicate with the Athletic Director and parents of student-athletes
- I) Report all technical fouls, expulsion from games, red cards, significant injuries, fights, and confrontations to the Athletic Director as soon as you possibly can (preferably the evening of the contest).
- J) Provide the Athletic Director with a team roster after the conclusion of try-outs and a revised roster after the second week of practice. Report any changes in your roster as they happen.
- K) Report all scores after each contest to the Athletic Director. Report all scores to local newspapers, the BAC office, and maxpreps.com if applicable.
- L) Check your email for periodic announcements.
- M) Plan on attending your season's parent-coach meeting to cover your season expectations and hand out any information to parents.
- N) Ensure that each student-athlete on your team who is also playing on a outside Club team during your season fills out and turns in a Gateway High School & Club Sports Participation Contract.
- O) Select a team parent(s) and work with that parent in the areas of team snacks, parties, coach-parent communication, etc.
- P) When appropriate, help to plan a Senior Night/ Day ceremony.
- Q) Each head coach is responsible for all Gateway uniforms and equipment.
- R) Ensure that all of your athletes are dressed exactly alike in their complete Gateway game uniforms and warm-ups for all contests.
- S) Ensure that all of your athletes are properly and completely dressed for team pictures.
- T) Check out and carry a complete team medical kit from the athletic department at all team practices and games.
- U) Receive a packet of your athletes' medical release forms from the Assistant Athletic Director. Have them with you at all activities.
- V) Represent Gateway in all league meetings, including seeding meetings and all-league selection meetings.
- W) Be familiar with and adhere to all policies in the CIF North Coast Section By-laws and Sports Handbook including rules pertaining to eligibility and recruiting.
- X) Know, follow and enforce the athletic department's rules regarding our facilities.
- Y) Maintain current CPR and First Aid Certification in compliance with the stated rules of the North Coast Section and Bay Counties League.
- Z) Know, follow and enforce the rules and policies contained in the Gateway Athletics Handbook.

27. THE PARENT/COACH PARTNERSHIP & PARENT PARTICIPATION

Parents can play an essential role in helping our student-athletes learn the values of winning and losing. Below are some suggested topics parents can discuss with student-athletes in these situations.

- A) Help your child learn the values of winning by offering congratulations for winning, and identifying and discussing the efforts made by individuals and the team. Recognizing the improvement and growth of both individuals and the team. Emphasizing competitiveness, doing one's best, and effort.
- B) Help your child learn from losing experiences by crediting the other team and crediting the play of their opponent. Focusing on improvement by individuals and the team. Discussing what was successful. Accepting the loss, setting individual goals, and moving forward.
- C) **Parent/Coach Pre-Season Meetings**
 - i. At the beginning of each season, once rosters are set, there will be a meeting for all parents to meet with the coaching staff for their team that season. Parents are expected to attend these seasonal meetings. At these meetings, coaches will discuss team rules, team expectations, scheduling, team gear, etc. Parents can also discuss their Team Parent, setting up snack schedules, working at home contests, etc.
- D) **Parent/Student Communication With Coaches**
 - i. ***When parents/students have concerns regarding a coach or his/her program that the parent/student follow the steps of resolution listed below:***
 - (a) ***Student-athlete contacts his/her coach.***
 - (b) ***Student-athlete contacts the Athletic Director.***
 - (c) ***Parent contacts student's coach.***
 - i. ***Parents should never contact the coach about their child's issue or concern until after their child as met with the coach him/herself.***
 - (d) ***Parent contacts Athletic Director.***
 - (e) ***Parent contacts school administrator.***
 - ii. ***If there is reason to suspect or direct evidence that a student's safety, health or well being may be in jeopardy, the student-athlete or parent can/should disregard the steps above and contact the Athletic Director or a Gateway High School administrator directly and immediately.***
- E) **Make An Appointment**
 - i. Productive communication can be made when parents make an appointment to speak with the coach at a time other than scheduled practice and/or contest time.
 - ii. Parents are **never** to approach a coach during or just before/after a practice or contest to discuss an issue of concern.
- F) **In a privately scheduled meeting, coaches and parents may discuss:**
 - i. Placement on teams (varsity, junior varsity)
 - ii. Playing time
 - iii. Strategies used by the coach during contests
 - iv. Other student-athletes
- G) **Parent Conduct**
 - i. The importance of parents behaving as model spectators cannot be overstated. Parents who support the Gateway Fundamentals of Sportsmanship provide a role model for other parents and students alike. Parents who harass officials, make comments to others regarding the judgment decisions made by coaches, or who coach from the sidelines/stands are

[27. THE PARENT/COACH PARTNERSHIP & PARENT PARTICIPATION]

counter productive and undermine the values of good sportsmanship and negatively impact the games themselves.

The Athletic Director reserves the right to tell parents to leave school sporting events in cases of poor sportsmanship. Play will stop until a parent who has been asked to leave has left the premises.

H) **Playing Time**

- i. Playing time is not guaranteed in interscholastic sports at the high school level.
 - (a) Some players may require more training than others before being able to compete and contribute to a team's success on the court or field of play.
 - (b) The coach is responsible for distribution of playing time and has full license to decide who will play and who will not and how much.
- ii. Though it may be difficult to accept that your child is not playing as much as you hoped he or she would, please understand that coaches are professionals, and they make judgment decisions based on what they believe to be in the best interest of the team. The coach must take into account all members of the team. Keep in mind that what happens at team practices often has a huge impact on playing time in games.

I) **Team Gifts For Coaches**

- i. Teams that wish to reward their coaches with gifts should do so with taste and common sense. Extravagant costs and one-upmanship should be avoided. Framed photos or other mementos of the season are often the gifts most prized by coaches. Since coaches are sporting people, gift certificates to local sporting goods stores are also appropriate. Team Parents are often charged with coordinating the giving of end-of-season gifts to coaches.

28. TEAM CAPTAINS

Traditionally, each team will designate between one and three players as a team captain. Coaches have the discretion as to how to select team captains: some coaches will allow the team members to vote for a captain, other coaches will choose the captains themselves, or a combination of each. Team captains can help their team's experience be a great one through thoughtful leadership.

- A) ***Team captains are expected to be a model student-athlete at all times: during the school day, at games and practices, and after school hours.***
- B) ***Being a captain is a privilege, and captains need to take their leadership role seriously. If they don't, their team will suffer, and the team captain may have their leadership role taken away from them.***

29. CIF PURSUING VICTORY WITH HONOR PROGRAM

[The California Interscholastic Federation --the governing body for high school athletics in the state-- put this program together.]

Principals of Pursuing Victory With Honor

- I. 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."

[29. CIF PURSUING VICTORY WITH HONOR PROGRAM CONTINUED]

- II. 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.”
- III. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
- IV. 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.
- V. 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.
- VI. 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.
- VII. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
- VIII. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
- IX. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressured to win.
- X. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
- XI. 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.
- XII. School Boards, superintendents, and school administrators of CIF-member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of:
 - i. The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character.
 - ii. The physical capabilities and limitations of the age group coached as well as first aid.
 - iii. Coaching principles and the rules and strategies of the sport.
- XIII. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
- XIV. To safeguard the health of athletes and the integrity of the sport, school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance-enhancing substances, as well

[29. CIF PURSUING VICTORY WITH HONOR PROGRAM CONTINUED]

as a demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

- XV. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.
- XVI. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

30. GATEWAY ATHLETICS MEMBERSHIPS

Gateway High School is a member of the California Interscholastic Federation (CIF), the body that oversees all interscholastic athletics at the high school level in the state of California. The CIF is divided into 10 sections throughout the state. We are a member of the North Coast Section (NCS) and play at the Division 4 level in all sports except for Soccer, which plays in Division 3 due to the smaller number of high schools playing soccer in fall and spring respectively. For all sports, Gateway competes in the Bay Counties League-Central (BCL-C) of the Bay Area Conference (BAC). The Bay Area Conference consists mostly of private, independent high schools, with a few small public and charter schools. The league and conference members are:

- A) Bay Counties League – Central
 - i. Bay*
 - ii. Drew*
 - iii. Gateway*
 - iv. Pescadero*
 - v. San Domenico (Girls)*
 - vi. SF Waldorf*
 - vii. International*

- C) Bay Counties League – East
 - i. Athenian
 - ii. Bentley
 - iii. College Preparatory
 - iv. Head-Royce
 - v. Holy Names High (Girls)
 - vi. Redwood Christian
 - vii. Valley Christian

- B) Bay Counties League – West
 - i. Convent Sacred Heart (Girls)**
 - ii. Lick Wilmerding*
 - iii. Marin Academy
 - iv. Stuart Hall (Boys)*
 - v. University
 - vi. Urban School*

- D) Bay Counties League (Two divisions based on previous year's standings)
 - i. California School for the Deaf
 - ii. Chinese Christian
 - iii. Fremont Christian
 - iv. Contra Costa Christian
 - v. Livermore Valley Charter Prep
 - vi. Oakland Military Institute
 - vii. Making Waves
 - viii. Oakland Military Institute

** - Schools participating as members of the BCL Central during the Boys Varsity Soccer season in the Fall*

*** - Schools participating as members of the BCL Central during the Girls Varsity Soccer season in the Spring*

31. THE NORTH COAST SECTION (NCS)

The North Coast Section of the CIF is one of 10 sections in California that is responsible for the alignment and classification of all students of all schools within its area. The NCS spans an area from the east bay to the Oregon border along the coast of California. NCS divisions are based on the guidelines that schools shall be (1) classified to provide for league and section competition among schools of similar sizes, (2) aligned into basic leagues to strive for competitive equity, and (3) placed in league alignments that provide equity of travel time, mileage and expenses for all schools in the respective conference and league. For more info, visit <http://www.cifnccs.org>. As a member of the Bay Area Conference, Gateway can qualify to compete in North Coast Section Championships at the end of each season. These championships are prestigious opportunities for our student-athletes.

32. MODIFICATIONS TO THIS HANDBOOK

The Athletic Director reserves the right to make additions to this handbook in writing to students and parents at any time during the 2016-2017 school year.

ACKNOWLEDGEMENT AND AGREEMENT:

I have read and understand the 2016-2017 Gateway High School Athletics Handbook in its entirety and agree to the terms and conditions therein.

Student Athlete Name

Student Athlete Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date