



COACH HANDBOOK

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BLANCHET CATHOLIC HIGH SCHOOL
HOME OF THE CAVALIERS

BLANCHET CATHOLIC SCHOOL FIGHT SONG

“Hail to thee
Oh Blanchet, to thee
Lead us on
To sweet victory.
Silver and blue
So bright,
With thy might,
Win tonight!”
“Hail to thee,
Oh Blanchet, to thee
Lead us on
To sweet victory,
The Cavaliers
Will fight, fight, and fight
By Courage & Faith
For thee!”
GO CAVS!!

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ATHLETIC DEPARTMENT MISSION STATEMENT

Blanchet Catholic School mission and goals is to create an environment focused on pride, unity, and victory where student-athletes demonstrate a strong social conscience. We strive to build competitive, winning teams, and our primary mission is to promote the value of school spirit and fair play.

We are committed to provide an opportunity for student-athletes to fully develop their academic and athletic potential. Through practice, training and competition, the department strives to instill in each student-athlete the value of being a CAVALIER.

Blanchet Catholic School coaches and student-athletes should project an image of gracious competitors, who embrace challenge, enjoy the process, win with humility, handle defeat with dignity, advocate for their sport, and are positive role models.

Student activities and athletics are a vital part of the overall educational program. Participation in activities and athletics is a privilege available to all eligible students. This privilege carries with it serious personal responsibilities to the school and the community.

Participants and staff members understand that an emphasis on academic achievement is a high importance. Most importantly, the overall purpose of student activities are to develop positive values and habits so that personal growth and character development occurs.

ATHLETIC DEPARTMENT PHILOSOPHY

We at Blanchet Catholic, provide students with the opportunity to participate in interscholastic athletics. Because participation is voluntary and highly competitive, interscholastic athletics requires intense training, development of skills and fundamentals, and a high degree of commitment beyond the regular day. Athletics requires participants to exhibit high standards of citizenship, sportsmanship, commitment and physical fitness. All participants must act in the best interest of the team, school, and community as a student/athlete you are reflection of Blanchet Catholic School mission and philosophy.

Blanchet Catholic athletic programs will focus on teaching young people values and lifelong habits such as accountability, sportsmanship, reliability, confidence, leadership skills, organizational skills, persistence, work ethic, commitment, self-discipline, social and communication skills, teamwork, performing under pressure, and the ability to take instruction while striving for excellence.

Effective student activities and athletic programs:

- Play a vital role in improving the overall climate and academic goals of the school
- Emphasize and model solid character values, morals, sportsmanship and commitment to excellence
- Promote respect of self and others
- Are led by qualified individuals that are positive, encouraging, and promote safety
- Have a clear commitment to excellence both in the classroom and in competition

ATHLETIC VISION IN TEACHING LIFE SKILLS THROUGH ATHLETICS

The Cavalier vision as an athletic program defining TEAM. It is made up of coaches and players dedicated to achieving excellence and increase student participation. We will work together to learn life skills and enhance our given abilities in order to be successful student-athletes and positive citizens.

Our efforts as coaches will be focused on teaching our athletes how to win and not just on winning. Through positive reinforcement and intentional teaching, we will show our athletes how to succeed with humility and persevere through setbacks in a productive manner.

We will place student-athletes on teams appropriate to their physical and emotional abilities. At the varsity level, our coaches will select players and decide playing time based on their judgment of skill, commitment and hard work that will make the team as competitive as possible.

At the sub-varsity levels, there will be more of a focus on player development, although playing time may still not be equal for all participants. It is a goal, but not a requirement, that all student-athletes on the sub-varsity level should see some playing time in each contest unless there is a discipline issue that is being dealt with.

Our coaches will strive to be positive role models who display in-depth knowledge of their activity, an ability to teach, strong leadership, discipline, sportsmanship, ethical behavior, safety and interest in holistic development of their athletes.

WHAT IT MEANS TO BE A “CAVALIER”

To be a “CAVALIER” is the desired outcome for participants in our athletic programs and it is our hope that they will attain the following traits:

- Competitive** Positive, fearless of opponents, willing to take risks for the betterment of the individual and TEAM (compete with class)
- Accountability** Staying positive, encouraging teammates in a positive way, working together and coaching each other towards a common goal
- Value Ethics** Never satisfied, always working toward getting better every day; being better tomorrow than we are today; being prompt, dependable and reliable
- Aggressive** Assertive, competitive, energetic, dynamic, driven, every day to better yourself and your team.
- Loyalty** A strong feeling of support or allegiance
- Improvement** Improving skills, techniques and understanding the game
- Energetic** Active, lively, vibrant, spirited daily
- Respectful** Through sportsmanship, respect of our opponents, teammates and officials, encourage teammates, refrain from foul language, win with honor, and lose with dignity

BLANCHET CATHOLIC SCHOOL VALUES

Faithful A faithful person is one who pursues the best for their family, school, church, community and TEAM, along with themselves in thought, word, and action. Everything you do you do with Jesus in your heart and mind.

Trustworthy A trustful person is one who is truthful, honest, and honorable with a sense of fairness and justice, loyalty, and integrity for themselves and others.

Hard Worker A hard-working person is one who is always trying to improve themselves, regardless of whether or not another is watching. They are someone who sets the bar for everyone else to reach by their actions in the classroom, on the TEAM, on the field, at home, in their community.

OHANA Is family, family means no one is left behind or forgotten.

We also hope during their high school athletic experience, our student-athletes will have fun and build fulfilling relationships. Our programs will strive to provide an opportunity for our students to release stress in a healthy manner and instill fitness for life as a core value. The product of our investment in athletics will be healthy adults who contribute to their community in a positive manner. By Courage and Faith!!

ATHLETIC PROGRAMS OFFERED AT BLANCHET CATHOLIC SCHOOL

FALL - Cross Country, Football, Boys Soccer, Girls Soccer, and Volleyball

WINTER - Boys Basketball, Girls Basketball, Boys/Girls Swimming

SPRING - Baseball, Boys Golf, Girls Golf, Softball, Boys Tennis, Girls Tennis, Boys/Girls Track and Field

ATHLETIC DEPARTMENT RESPONSIBILITIES

1. Provide quality coaches who understand our athletic philosophy and value all of the individuals on their teams
2. Work cooperatively with other schools to provide appropriate competition for our athletes
3. Be aware of, and enforce rules and regulations of the Oregon Schools Activities Association (OSAA)
4. Provide recognition for those who qualify for certificates, letters or awards
5. Be a resource and provide support for our coaching staff

REMEMBER THE 5 QUALITIES OF A GREAT COACH

Communicator, Dependable, Loyal, Encourager, and Teacher

ATHLETIC CODE OF CONDUCT

The Blanchet Catholic School Athletic Code of Conduct establishes standards by which student-athletes are expected to conduct themselves as representatives of Blanchet Catholic School. Coaches and parents are expected to discuss these regulations and consequences with their student-athletes so that informed and appropriate decisions about behavior are made.

It is also imperative that students and parents understand that Blanchet Catholic School sets specific policy regarding illegal drug/alcohol, marijuana and tobacco use, academics and attendance. It is also imperative that students and parents understand that BCS Student Code of Conduct and the BCS Athletic Code of Conduct are two separate sets of standards. All are designed to support each other.

The BCS Athletic Code of Conduct, which is written specifically for student-athletes, is intended to be used concurrently with the BCS Student Code of Conduct, but the two codes differ procedurally and substantively. If a student-athlete is suspended for a violation of the BCS Student Code of Conduct, then the student athlete will not be permitted to practice or participate in contests during the suspension. If the same misconduct also constitutes a violation of the BCS Athletic Code of Conduct, then the student athlete will be penalized accordingly.

The BCS Athletic Code of Conduct sets a high standard because of the school's desire to help protect the health, safety and welfare of all students and community members. The BCS Athletic Code of Conduct applies to ALL student-athletes. A student is deemed to be a student-athlete for purposes of the BCS Athletic Code of Conduct once the student is notified by the coach that the student has made his/her team. Thereafter the student is deemed to be an athlete for the remainder of his/her high school career. This also includes all student-athletes "in season" as well as those student-athletes whose season has been completed but intend to compete in subsequent seasons or sports.

The demanding nature of athletics and the rigors of competition demand that a high standard of behavior on the part of the student-athletes be maintained at all times. Furthermore, the BCS Athletic Code of Conduct provides parents with support in dealing with potential problems with their student-athlete, and it provides incentive for the athlete to deal appropriately with negative peer pressure.

The BCS Athletic Code of Conduct applies to behavior that takes place at **home or away school sponsored/sanctioned activities**. Student-athletes are a reflection of our athletic department, coaches, family, school and community. When participating in a school sanctioned/sponsored event we expect our student-athletes participating to follow our "CAVALIER" values.

Consequences for violating the BCS Athletic Code of Conduct will be in effect for non-league, league, district, regional, and state contests and championships. With regard to suspensions from contest, scrimmages do not count as contests. **Consequences of Athletic Code violations will carry over from school year to school year and will be in effect for the duration of the student-athlete's high school participation.**

This means the student's record of BCS Athletic Code of Conduct violation will follow him/her from one sport to the next, from one year to the next.

ELIGIBILITY

Academic Eligibility

Requirements in order to participate in a contest: OSAA (Oregon Schools Activities Association) eligibility is determined from the prior semester's grades – all student-athletes must currently be enrolled in and passing five (5) classes, and be on track for graduation.

Once cleared to play in contests by OSAA Rules to maintain eligibility, BCS eligibility requires that all student be in regular attendance, **maintain at least a 1.7 grade point average (GPA) and no more than one failing grade at designated grading periods to remain eligible for participation.**

Once all academic eligibility requirements are met the student-athletes are declared eligible to participate in contest and will be on the cleared for contest list.

If a student-athlete is at risk of maintain the 1.7 GPA the athletic department will monitor the student-athletes progress in support of helping one meet the requirements. Meanwhile, student-athletes will not be allowed to practice or play in games until requirements are met.

OSAA Eligibility (High School Only)

To be eligible by OSAA standards, a student must have passed at least five classes the previous semester and currently be enrolled in at least five classes. In addition, a student must be "on track to graduate." In order to remain "on track to graduate," a Blanchet student must have earned at least 4.0 credits prior to the start of their sophomore year, at least 9.5 credits prior to the start of their junior year, and at least 16 credits prior to the start of their senior year.

Clearance Forms

An activity fee is charged for student-athletes participating in athletics. The fees are as follows: \$125 for the first activity (\$175 for high school football) and \$75 for the second activity. There is a two activity cap per student cap and a four activity fee family cap.

Student-athletes must fill out three very important forms before they are allowed to participate in sports.

1. Athletic Participation Form – this form includes emergency information
2. Physical Exam Form – student-athletes must have a physical every 2 years (every year for football)
3. Concussion Waiver – this form discusses concussion as an injury in sport, signs and symptoms of a concussion, how to prevent concussions from happening, what to do if you think your child has a concussion, and explains OSAA rules on concussions.

Clearance Card

Once all forms and fees are paid, students will be issued a clearance card to participate in practices. Students shall not be allowed to practice until coach receives their clearance card. Clearance cards are available from the athletic office during business hours.

Foreign Students

The Athletic Office will notify you if there is a student on your roster who is not eligible to play due to their transfer status. These students may participate and practices and go to games, but they are not allowed to dress down or be listed on the OSAA roster.

School Suspension

Student-athletes who are suspended from school under the BCS Student Code of Conduct are prohibited from participation in practices and interscholastic events during the length of the suspension.

ATTENDANCE STANDARD

Accumulated Absences

A transcript from Blanchet Catholic School indicates that a student has met a certain minimum standard to attain the grade given. If a student has excessive absences from school, no matter what the reason, this minimum standard cannot be attained and credit for a course may be lost.

A student-athlete who is absent from a class more than **12 times** during one semester may not be eligible to receive credit in that class. Once a student-athlete reaches **7 absences in one class**, the parents/guardian of the student will be notified. If a student-athlete reaches **12 absences in one semester** they will be notified that they may not be receiving credit for the course. A student-athlete may appeal for credit in the course by submitting a request to the Principal within 15 days of the end of the semester.

Attendance Policy

Each student is to attend each class in which the student is enrolled unless the parent/guardian and school administrator agree that the student has reason to be excused from the class. Each student not following the attendance policy of Blanchet Catholic School is subject to action considered appropriate by the administration.

BCS administration and coaching staff recognize that attendance at school is critical to a student-athlete's success in the classroom, very much the same as attendance at practice is essential. **BCS rules state that in order for a student-athlete to be eligible for an athletic event he/she must be in attendance for at least six (6) full periods to be eligible for participation in sports contest, including practices, unless a student/athlete is on a school-sponsored field trip.** We at BCS want to emphasize that we are a college preparatory school and with that in mind continue to focus on the whole student.

Unsportsmanlike Conduct

Unsportsmanlike conduct and other unacceptable behaviors (such as improper use of technology/social media, behavior issues when on road trips) not specifically covered in the BCS Athletic Code of Conduct, but which are contrary to the spirit of the BCS Athletic Code of Conduct and OSAA are subject to an appropriate penalty at the discretion of the Athletic Director and/or the Principal, taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the athlete and any other relevant factors.

Athletic Ejection Policy

Blanchet students, coaches and faculty should always strive to place the school and its community in a positive light when engaged in athletic contests. Any player or coach ejected from an athletic contest at Blanchet Catholic School will result in the coach or player paying 100% of the OSAA ejection fines as well as serving the applicable game suspension time given. In addition, the player and coach or coach alone if it is a coach who was ejected, must appear within three school days before the Blanchet Administrative Council. The purpose of the appearance will be to have the coach and/or player explain the situation and give remedies to prevent any future occurrences. Based on the severity of the incident, additional consequences may be enforced as determined by the Blanchet Administrative Council.

Hazing

Hazing is defined as “engaging in or planning any form of verbal or physical hazing or initiation of other students. Hazing includes, but is not limited to, forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior that recklessly endangers the health or safety of an individual or is likely or intended to cause personal degradation or disgrace for purposes of initiation into any student group.

To help combat hazing and to better develop student-leaders. The BCS Athletic Department encourages coaches to adopt a “Service Leadership” model that allows for our most senior athletes to demonstrate leadership through consistent service to the team (as opposed to the “Freshman” carry the bags, etc..)

Quitting or Team Removal

An athlete who quits one sport after the first ten (10) scheduled practice sessions cannot go out for another sport during the same season or an organized offseason program. An athlete who is dropped from a sport for disciplinary reasons may not participate in any organized offseason program for another sport.

The next sports season begins when the last regular season contest of the previous season is over. No athlete may begin working out for another sport while his current season is still in progress, without the consent of the coach.

Unusual or Special Circumstances

Notwithstanding consequences for violations prescribed in the above paragraphs, the Principal has the discretion to reduce the penalty when unusual or special circumstances warrant such a reduction.

Harassment

It is the policy of Blanchet Catholic School not to tolerate any form of harassment, including verbal or physical conduct, by any faculty, staff, volunteer, vendor, coach, visitor to school, or student. This includes, but is not limited to, any behavior that harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive or hostile environment within the Blanchet community. Sexual harassment or any type of harassment on the basis of color, disability, race, religion, sex, national origin, sexual orientation, marital status, pregnancy, age, gender identity, veteran status, uniformed military service, genetic information or any other classification protected by local, state or federal law will not be condoned, permitted or tolerated, whether intentional or unintentional.

Harassment can occur any time, and may be one or more of the following:

Sexual Harassment - Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for any decisions; or the conduct has the purpose or effect of unreasonably interfering with an individual’s performance of duties or creates an intimidating, hostile, or offensive environment.

Sex-based Harassment - A behavior that denigrates, ridicules, and/or is verbally or physically abusive to an employee/student because of his/her gender or sexual orientation.

Racial Harassment - A behavior that denigrates, ridicules, and/or verbally or physically abuses an employee/student because of his/her race.

Harassment Based on National Origin - A behavior that denigrates, ridicules, and/or is verbally or physically abusive to an employee/student because of his/her national origin.

Bullying - The process of intimidating or mistreating someone weaker or in a more vulnerable situation. This can come in the form of physical, emotional, or verbal harassment.

Students or faculty guilty of harassment will face severe disciplinary action.

Drugs/Alcohol/Tobacco and Marijuana Use Including Vaping

BCS recognizes its responsibility to establish discipline policies and procedures in relation to student use of alcohol/tobacco and other drug use, as well as to support alternatives for student-athletes and their families – e.g., staff training and community activities related to alcohol/tobacco/ drug and marijuana education awareness.

The use or possession of tobacco, illegal/legal drugs, alcohol, inhalants, or other similar or controlled substances, on school premises or at school sponsored activities is prohibited and is grounds for disciplinary action up to and including expulsion.

A student-athlete shall not knowingly possess (i.e., including but not limited to having in purse, wallet, locker, desk, vehicle, etc.), buy sell, use, transmit, apply or be under the influence of any illegal/legal drug or those substances which may be harmful if inhaled or otherwise ingested into the body. This also includes look-alike substance that are being passed as illegal substance.

This rule is in effect during any school-sponsored activity, event or program on or off the school grounds, on the school bus, in transit to or from school, or in any circumstance where conduct prohibited by this rule causes significant harm to the reputation of BCS or its mission.

The possession or use of tobacco or other smoking products illegal/legal is prohibited at school, within a three block radius of campus and at any school function.

First violation - Suspension (2-day) Athletes unable to practice or play in (1) game.

Second violation - 5-day suspension, plus 12 hours of community service (in addition to the 10 hours required per year), attend two 4-hour sessions on tobacco, alcohol, drugs and marijuana (notification of time and location will be provided to student and his/her family) and parent contact. Athletes unable to practice or play in (2) games.

Third violation - Long-term suspension, possible expulsion as a student or student/athlete.

Off-Site Athletics Transportation Policy

Blanchet does its best to provide transportation to as many events as possible. However, with the number of sports we offer at the high school and mid-high levels it is not possible to have transportation to all events. In order to offer certain off-site athletic programs it is necessary for parents to provide transportation plans for their students when the school is unable to do so. Typical examples of this are golf and tennis which hold practices off-site. In order for students to participate on these teams they and their parents will need to arrange their own transportation to practices. Transportation is provided for golf and tennis when it comes to tournaments/matches. It is Blanchet's policy that students who

wish to ride with or drive other students to athletic practices must submit an Athletics Transportation Form (Appendix 4) with parent signatures in order to gain permission from a Blanchet Catholic School administrator.

Athletic Contest Release Time

Athletic contests are available at blanchetcatholicschool.com. If student-athletes need to be released before the end of the school day, the release time, not the departure time, is noted on the calendar. Office personnel will make changes to the release time over the P.A. to inform teachers and students.

Transfer Students, Camps & Eligibility – Intent to Transfer Form

When hosting a camp at Blanchet, coaches are responsible for making sure they are not coaching student-athletes who are currently a freshman or higher at another school. Student-athletes may lose a year of eligibility if they do not fill out the proper paperwork before instruction is received and then decide to attend Blanchet. The Intent to Transfer Form can be found on the OSAA website and should be filled out before the student-athlete receives instruction from a Blanchet coach.

BLANCHET CATHOLIC SCHOOL DRESS CODE

As outlined in Blanchet Catholic School's policies, rules and regulations, students/athletes are to dress and groom themselves in a manner that is modest, clean, and appropriate to a Catholic school academic environment.

Student-athletes are expected to adhere to BCS dress code policy at all school related events.

Coaches are expected to dress in professional attire, representing the brand of Blanchet Catholic in alignment with the expectations of their sport and school administration.

PREGNANCY POLICY

Blanchet Catholic School supports the position of the Catholic Church that abstinence is the proper choice regarding premarital sex, and that all decisions in regard to pregnancy must respect the sanctity of life and the avoidance of abortion. Blanchet Catholic School emphasizes the need to make positive moral choices, including decisions regarding sexual conduct.

In conducting counseling in regard to a student who has become pregnant or who is responsible for a pregnancy, the school will encourage and support the student in a course of action, which includes completion of the pregnancy and avoidance of abortion. The school will make reasonable efforts to assist the student in meeting the student's educational goals. The school will work with the student and the student's family in determining the appropriate setting for further education, including a whole range of options from continuing to attend Blanchet to home schooling. The student's right to privacy shall be safeguarded as much as possible.

COACHES CODE OF ETHICS

National Federation of State High School (NFHS)

The function of a coach is to educate students through participation in interscholastic competition. An inter-scholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student/athlete should be treated as though he or she was the coach's own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors and BCS Administration.

The coach shall be aware that he or she has a tremendous influence, either good or ill, on the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor, dignity and sportsmanship of the profession. In all personal contact with the student athlete, officials, Athletic Director, school Administrators, OSAA, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol, and marijuana and tobacco abuse.

The coach shall avoid the use of drug, alcohol, marijuana and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach to his or her team members. The coach shall not seek an advantage by the circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators both directly and by working closely with the Athletic Director and our Administrators.

The coach shall respect and support the contest officials. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

A coach shall not exert pressure on faculty member to give student athletes special consideration.

A coach shall not scout opponents by any means other those adopted by league and/or OSAA.

COACHES MEETING

The athletic department will host a meeting at the start of the school year to prepare coaches for the season. The agenda will focus on specific information as well as general coaching needs and expectations. Coaches will be required to attend this meeting. This meeting will be communicated by the athletic office before the fall season.

PARENT MEETINGS

All coaches will be required to attend a parent meeting at the start of their seasons. Once a roster is chosen, parents shall be invited to attend. Parent meetings for each season will be conducted on the same day. This meeting must take place before any competition. The date of the parent meeting will be communicated by the Athletic Director.

COACH ELIGIBILITY

Certificates of all coaches must be turned in to the athletic office before the beginning of the sports season. Individual coaches are responsible to see that the certificates are kept up-to-date and renewed when necessary. Certificates needed for High School Coaching Eligibility:

- OSAA NFHS Trainings (High School Only)
 - o Fundamentals of Coaching
 - o Steroid Training
 - o Concussion Training
 - o Heat Related Illness Training
- Heads Up Training (HS Football Only)
- Emergency Contact Form
- C.A.S.E. Training (Creating A Safe Environment)
- Handbook Agreement Form
- Background Check Form
- Business Paperwork (Paid Only)

EMERGENCY BINDERS

Emergency binders will be handed out at the coaches meeting. Rosters must be sent to the Athletic Assistant within two days of finalizing them. Once rosters have been received, athletic participation forms for each student-athlete on your roster will be placed in your box. Binder include:

- Emergency Forms for all athletes and managers
- Injury Report Forms
- Travel Release Forms
- Standard Operating Procedures
- End of Season Report Form
- Coaches Handbook

TEAM POLICIES

Each coach is required to make up their own set of team policies and share these with players and parents. Timely, proactive, and effective communication with players and parents will go a long way in helping your team's season go smoothly.

1. Cover the BCS drug/marijuana/alcohol/tobacco policies, academic and attendance policies and our BCS Athletic Code of Conduct.
2. Recommended areas to be covered in your team policies include:
 - Who starts in a game and why;
 - Who plays certain positions and why;
 - How attendance and attitude at practice affects starting and playing time;
 - Where/When parents can direct questions and concerns regarding their children's status on the team (encourage dialogue between coach and parent before a problem develops);
 - Expectations from players during school, practices, games; when traveling
 - Expectations from parents, including giving directions to their children during contest;
3. The Varsity coach should have in writing the requirements for receiving a Varsity Letter.

CONFERENCE/LEAGUE MEETINGS

All head varsity coaches are required to attend a pre and post season conference meeting to discuss conference business. Coaches who do not attend or send a representative to attend these meetings will be fined.

SOCIAL MEDIA

Social media is defined as any electronic tool that allows for social, interactive, and connective learning allowing for but not limited to: video and photo sharing, social networking, blogs, wikis, podcasting, instant messaging, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. When using social media, students are expected to observe and follow all policies.

Students, coaches, parents, faculty and staff, etc., are prohibited from creating any website, Facebook page or other social media using the name Blanchet, Blanchet Catholic School, etc. All Blanchet named social media is managed by Blanchet Development and Marketing Departments. If you have questions about this, please contact the Marketing or Development offices.

To maintain the professional relationship between student-athletes, coaches and faculty/staff members, the following policies will be followed when using social media to interact with students:

Faculty, staff, and coaches are prohibited from “friending, following, accepting”, etc. all current students via social media.

MANDATORY REPORTING

Child Abuse

According to Oregon law, child abuse is very broadly defined to include physical injury, mental injury, sexual abuse, negligent treatment of any kind, and even threatened harm to a child under the age of 18. Oregon law on child abuse reporting requires that “any public or private official” who has “reasonable cause to believe” that child abuse has occurred must immediately make a report to one of the following agencies: Services to Children & Families, Juvenile Department, city police, sheriff’s office, or the Oregon State Police.

“Public or private officials” are defined by statute to include most professional persons who have frequent contact with children. School employees who come within this category include the following: principals, school employees, and certified social workers.

Anyone participating in good faith reporting of child abuse and who has reasonable grounds for the report is immune from any civil or criminal liability in connection with the report. Failure to make such a report is punishable by a fine of up to \$10,000. In addition to compliance with the law, it is the policy of the school that anyone who has reasonable cause to believe that child abuse has occurred should also immediately report this to the Principal.

When the information is given to a psychiatrist, psychologist, attorney, or clergyman as privileged communication (such as the Sacrament of Reconciliation), that professional is not required to report and, in some cases, may be prohibited from reporting such information. All employees are urged to seek advice from the Principal in regard to the subject of child abuse.

COUNSELING REFERRALS

Take seriously any mention or sign of possible suicide or severe depression and immediately refer the student to an administrator or Guidance Counselor.

HAZARDOUS TECHNIQUES

Coaches are cautioned not to use the following techniques which might be hazardous to the health and safety of our student-athletes:

1. Do not advise or ask student-athletes to experiment with the use of steroids, or any food additives or medication, which might influence changes in body weight or growth.
2. Do not teach any premeditated techniques in their coaching which would be contrary to the rules or the spirit rules of the sport.
3. To help our student-athletes to maximize their performance, we recommend proper training, nutrition, hydration and rest.

SCHEDULING CONTESTS AND FACILITY USE

Contest

Scheduling of all games and contest, including scrimmages, jamborees, tournaments and invitationals, will be done by the Athletic Director. Individual coaches may take on a more assertive role in the scheduling process but final decisions are made by the Athletic Director. Consultation with the Head Coach prior to the decision will be offered when practical.

Practice

The athletic practice schedules are determined by the head coach in accordance with the rules and regulations of BCS Athletic Department and the Oregon School Activities Association (OSAA).

Each coach should have a written practice plan that notes he/she factored in and discusses safety. Practices and training regulations must be carefully planned in order that there may be no detrimental effects upon the health of the participants. It is recommended no more than three hours at the high school level. This length of time is exclusive of dressing and showering. **NO PRACTICE IS ALLOWED ON A HOLIDAY OR SUNDAY UNLESS APPROVED BY ADMINISTRATION.**

PRACTICE START DATES

Start dates for practices during the school year are set by the OSAA. No practice is allowed before these dates. Prior to the start of each sport season, teams and individuals may prepare in the following ways:

1. Players may run on their own or follow guidelines prepared by their coach.
2. With the supervision of a coach, players may train in the weight room or be able to play in an “Open Gym or Field”. However, no instruction can be allowed. Organization of an activity will not be considered instruction. Any “Open Gym or Field” must be advertised and offered to any student in the school to have the chance to participate.
3. Coaches of team sports may not work with more than two individuals at a time until the official OSAA start date. This rule varies depending upon team or individual sport. Each coach must check with Athletic Office for their specific sport.
4. Coaches may meet with their teams prior to their season for an orientation to cover any preseason requirements such as physicals, practice schedules, camps, etc.
5. Sports that are in season have priority of facilities and all incoming sports should refrain from any interference with those activities in session.
6. At no time will there be any contests scheduled that have any conflict with sports in season. This will hold for the entire school year.

Football Practice – No Contact Rule, Nine Day Rule

The OSAA executive board adopted the following football practice rule effective with the 1985 season. The rule reads as follows: At the beginning of football practice each year every participant shall be required to have three days of practice without person-to-person contact. A school shall not permit an individual to participate in a practice involving person-to-person contact unless that individual has had at least three days of practice without person-to-person contact. Contact with another person on the fourth and fifth days should be controlled.

The only pieces of player equipment to be worn by individuals during non-contact (person-to-person) drills are shoes and helmets. An individual shall become eligible to participate in an interscholastic contest after completing a minimum of nine days of actual field practice. It is strongly recommended that practices allow for water breaks and general acclimation to hot and humid weather. This rule does not preclude light contact with blocking sleds and tackling dummies on the first three days. However, it is strongly recommended that any such contact be carefully controlled.

FUNDRAISING

Only option for fundraising with BCS in order to raise money for your sports program is by working in BCS concessions during football/basketball seasons. If interested contact the concession manager for dates, times and details.

ATHLETIC INJURIES

BCS Emergency Care Plan

The importance of an Emergency Care Plan cannot be stressed enough since preventative measures will not totally eliminate sports injuries. Each scheduled practice session or contest should have the following:

1. The Emergency Action Plan Worksheet – Student Response team should be assigned the first week of official practice.
2. Communicate with parent and athletic department in case of an injury or emergency.
3. Fill out accident/injury report form in the coach's binder immediately and put a copy in the Athletic Directors, Principal, and Athletic Trainers mail box by the following day injury occurred.
4. Injuries must be reported to the Athletic Director within 24 hours or by 10:00am on Monday if the injury occurred over the weekend.

CARE OF INJURIES

All coaches are required to have a current and valid First Aid/CPR/AED certification card. However, this does not make coaches qualified to make severe injury diagnosis. Coaches are to treat symptoms, but if the injury warrants, they are to activate the Emergency Action Plan.

By activating the Emergency Action Plan dial 911, administer First Aid until EMS arrive. EMS will ask for athletes' insurance information which should be in your coach's binder and on you at all times.

Coaches are expected to contact parents and inform them of the emergency. Student-athletes who go to a doctor must have a written release before they are allowed to resume practice or competition. It is the responsibility of the coach to follow up with parents.

CONCUSSION TESTING

In order to better manage concussions sustained by our student-athletes, Blanchet has acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition or practice, ImPACT is used to determine the severity of head injury and when the injury has fully healed. ImPACT testing will be required (unless a parent consents to opt-out) for high school and mid high football, volleyball, soccer, basketball, baseball softball and high school swimming. Optional sports include cross country, tennis, golf, and track and field.

The computerized exam is given to athletes before the beginning contact sport practice or competition. This non-invasive test takes about 20-25 minutes to complete. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed, and concentration.

If a concussion is suspected, the athlete will be required to re-take the test. Both the preseason and post-injury test data is given to the Blanchet team doctor and/or the athlete's personal doctor. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete.

BCS CONCUSSION MANAGEMENT PROTOCOL

Concussion Management Plan

The BCS Concussion Management Plan shall be followed for any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspect blow to the head or body, or who has been diagnosed with a concussion.

Step 1 - Recognition and Evaluation

Step 2 - Removal from Participation

Step 3 - Fill out an Injury Report (Appendix 5)

Step 4 - Neurocognitive Testing (ImPACT) and Medical Provider Clearance

- If medical provider clears a student-athlete and ImPACT testing scores are normal, then the student-athlete can return to full participation and file paperwork
- If the medical provider does not clear the athlete for participation refer to Step 4
- If the medical provider does clear the athlete for participation but the ImPACT testing scores are not normal, refer to Step 4

Step 5 - Rest and School/Activities Modified As Needed

Step 6 - Monitor Symptoms

- Student-athlete must show no signs/symptoms for 24-72 hours
- Repeat ImPACT testing and/or refer to medical provider for clearance

ATHLETIC EQUIPMENT

All game uniforms will be issued by the coach and will be the responsibility of the athlete. No equipment is to be worn or used off the school campus unless officially competing or practicing. No part of an athletic uniform is to be worn for physical education classes. Proper return of all equipment will be the responsibility of the coach of the particular sport.

Equipment lost by the player will be paid for by the individual at the replacement value of the lost item. Whenever possible, have the players launder their own items. All equipment is to be cleaned prior to off-season storage.

NO ATHLETIC EQUIPMENT MAY BE ISSUED OR LOANED FOR USE OTHER THAN FOR BONA FIDE ATHLETES WHO ARE MEMBERS OF TEAMS AT BCS. ANY VARIANCE FROM THIS MUST HAVE THE ATHLETIC DIRECTOR'S APPROVAL.

SEASON ENDING AWARDS DESSERT/DINNER

1. Each program will hold separate year-end Awards organized by the head coaches. Head coaches are to schedule the date, time and location of their year-end awards with the athletic office within a week of season ending.
2. The Athletic Department will deposit \$200.00 to go toward any individual awards.
3. Whenever possible, it is expected that each sport will hold their season-ending awards. The head coach can choose to order trophies or plaques from Capital Trophy. Head coaches will need to take care of ordering items needed. Please be sure to follow the awards form. (Appendix 6)
4. Each program will submit a detailed list of all athletes and the award(s) they earned to the Athletic Office within a week prior to scheduled awards night. (Certificates, Varsity Letters, etc.)
5. The participant is to be recommended by the coach of the sport in order to qualify for the school award in the sport. Participants who qualify will be awarded the school letter for a first award and a Varsity certificate. Subsequent awards are to be certificates in lieu of letters. Patches will be issued each season an athlete earns a letter. Varsity participants, who do not meet award qualifications, will be awarded appropriate certificates for their participation. It is the responsibility of the coach to inform our athletes.
6. Coaches may recommend any member of their team for a letter if they firmly believe that the athlete is entitled to such an award. This makes possible the awarding of a letter to a senior who, by his/her attitude, diligence and loyalty during three years may be suitably honored. A letter award may also be withheld at the discretion of the coach. **ONLY THOSE ATHLETES COMPETING AT THE VARSITY LEVEL ARE TO RECEIVE A VARSITY LETTER.**
7. The Athletic Office will prepare any All-Conference and Scholar-Athlete awards with the participation certificates if applicable, if awards are not given by responsible league.

HEAD COACHES CHECKLIST



Blanchet Coaching Checklist

DONE	PRIOR TO START OF SEASON	DONE	DURING THE SEASON
	NFHS or ASEP Fundamentals of Coaching course - turn in certificate of completion to Athletic Office (HS ONLY) - one time course		Team Photos: Packets will be placed in mailbox, date and times will be emailed to Head Coach.
	Complete OSAA Coaches Certification Courses - Email completed certifications to Tina Pearson and Jaclyn Becker once course is completed (HS ONLY)		Athletic Participation Form: Check mailbox, must have copies for each athlete, carry forms in coaches folder in case of an emergency.
	Turn in proof of First Aid/CPR/AED Certification to AD		VARSITY ONLY - Arrange with underclassmen/parents details of Senior Night. Check schedule for last home game of the season, not including playoffs.
	Called to Protect Training - New coaches - arrange date for course with Athletic Office.		End of Season Awards - Must have awards completed a week following the end of the season. Contact Athletic Office with date, time and location.
	New Coaches Need to Fill Out the Following Forms before coaching our athletes: Finger prints, Background check. Paid coaches additionally I9 and W4 forms.		Order Team Trophies - Allow 3-5 days.
	Coaches will receive the following at the Mandatory Coaches Meeting: Rule Book, Contracts (online docu sign), Contact Information (returning coaches update), Review Handbook, comprehend Undue Influence Rule and Alumni/Guest Coach Policy (Sign/return form stating you read handbook).		Email List of Athletes receiving Varsity Letter or Participation Certificate to Athletic Office a week before end of season awards.
	Pick up the following from AD: Scorebook, Equipment, Keys (New Coaches), First Aid Kit, other items needed.		END OF SEASON
	Head Coach - Turn in roster a week after season begins to Athletic Office, Submit Varsity/JV/JVII roster on OSAA Score Center website, Update Score Center when necessary, notify Athletic Office of roster changes and ensure we have current accurate list of team members throughout the season, input game results on OSAA Score Center and contact local press, fill out injury report and place in AD mailbox within 24 hrs if Athletic Trainer is not present.		Schedule End of Season Evaluation with AD within a week of end of season awards - Bring the following to meeting: Coaches folder(Assistant Coaches Evaluations, Award Winners, All-League Information), Team Uniforms(List of missing/damaged items), All Equipment(returned to storage area), First Aid Kit.
	Head Coach - Communicate with Athletic Office, check personal mailbox and Blanchet email regularly. Always communicate practice schedule changes with parents/athletes.		OFF SEASON RESPONSIBILITIES
	Mandatory Coaches/Parent/Athlete Meeting will be scheduled for each season. Dates and times will be emailed to everyone. Encourage everyone to attend to allow for you to review your mission/expectations of athletes/parents and sign cautionary statements.		Meet with returning athletes regarding plans/goals for off-season training and next years season. Attend sport events to support your athletes. Schedule off-season training for weight-room, gym or fields.
	Head Coaches - For Parent Meeting you will need the following: Practice/Game Schedule, Program Policy (mission/philosophy, rules, expectations, Varsity Letter requirements, equipment care, etc.) Submit copy to AD.		Contact AD with questions about use of facilities and availability.

COACH GUIDELINES FOR PRE-SEASON PARENT/PLAYER MEETING

All coaches are required to address the following:

1. Team rules or policies
2. Criteria for earning a varsity letter
3. Sportsmanship expectations for student-athletes and fans
4. Other topics you may want to address:
 - a. Your Coaching Philosophy
 - b. Team's style of play
 - c. How practice sessions are conducted, including
 - i. Start and end times
 - ii. How missing practices due to other commitments and family vacations is viewed
 - iii. Importance of picking up players on time for practice and games
 - d. The responsibility for issued uniforms and equipment
 - e. Academic requirements for eligibility
 - f. Procedures for reporting and attending to injuries
 - g. How and when to contact the coach with a concern or question
 - h. Explain commonly misunderstood rules of your sport
 - i. Should/could/may parents attend practice sessions?
 - j. Are parents permitted to talk with son/daughter during contest?
 - k. Preparing for contest, proper nutrition, fluids (water vs Gatorade), rest
5. Answer Questions
6. Helpful Hints
 - a. Try to make presentation as positive as possible
 - b. Do not let one parent take over the program with a "hidden agenda". Invite them to make an appointment to speak with you individually. If you need advice with a situation do not hesitate to ask the Athletic Director.
 - c. Be prepared. Plan what you want to say and how you want to approach the various topics.

PARENT EXPECTATIONS

1. Treats other parents, athletes, coaches and officials, with respect.
2. Refers to the head coach regarding any purchases for son/daughter's team.
3. Sets an appointment to talk with the coach about questions or issues. Does not approach the coach immediately before, during or after a practice or contest.
4. Supports, encourages and does whatever they can to allow the athlete to attend practice fully prepared.
5. Does not put pressure on their son/daughter to win or be an All-Star.
6. Remains positive in their comments about their own athlete, other athletes, their coach and the program.
7. Reads and understands OSAA and BCS rules and regulations available online or in print by request to the Athletic Office.
8. Leaves officiating to the officials and coaching to the coaches (i.e. starting assignments, positions, playing time and level of play such as J.V or Varsity)
9. Picking up their son/daughter on scheduled time according to coach and BCS website.

SPECTATOR CODE OF CONDUCT

The positive, enthusiastic support and involvement of spectators in the lives of students at Blanchet Catholic School is one of the main reasons why co-curricular activities are effective. Spectator behavior and language toward officials, coaches/directors, athletes, participants, and other visitors must be exemplary at all times, consistent with an adult perspective about teenagers, and reflective of Christian values.

To be part of creating a successful, positive situation for students at Blanchet, spectators at all events must:

- Make only positive, encouraging comments to students, coaches/directors, officials, and visitors.
- Control their emotions.
- Remember that making mistakes is part of the learning process; criticism may be counter-productive.
- Thank coaches/directors, officials, and others who help.
- Keep winning in perspective and help others do the same.
- Applaud good plays and good effort by your own team, as well as those of your opponent.
- Focus on fun and participation, rather than winning and losing.
- Encourage athletes to play by the rules.
- Exhibit good sportsmanship and a desire to strive for success.

Spectators who can adhere to these guidelines will be a tremendous support to extracurricular programs. In the judgment of the administrator, spectators who are not able to live up to this code of conduct will face consequences, including removal from the event and possible suspension from future events.



Golf & Tennis Athletic Transportation Method

Name of Student Athlete: _____ DOB: _____

Name of Parent(s) _____

Sport: _____ Practice Location: _____

In order to offer certain off-site athletic programs it is necessary for parents to provide transportation plans for their students when the school can not do so. Typical examples of this are golf and tennis which hold practices off-site. In order for students to become a member of these teams they and their parents must be able to arrange their own transportation to and from practices.

*Transportation is provided for golf and tennis when it comes to tournaments/matches.

This notice of transportation method must be signed by a parent/guardian and returned to the head coach before participation is allowed. Your coach will retain this form in their team binder.

Please check the box that explains how your child will get to practice.

- I will drive my child to practice
- My child will drive themselves to practice
- My child will drive with a teammate’s parent
- My child will be driven by a teammate (not recommended)
- Other (specify)

Parent/Guardian Signature _____ Date: _____



Injury Report

Name of Injured _____ Grade _____

Date of Accident _____ Time _____

Type of Injury _____

How Did The Accident Occur _____

Where Did The Accident Occur _____

Person in Charge at the Time of Accident _____

Was First Aid Administered? Yes No

Please describe the type of first Aid Provided: _____

Were the Student’s Parents Notified

Were any of the following agencies involved: Yes No

If so, name the agency: Fire Hospital Ambulance

Name of clinic doctor _____

Doctor’s report (if available) on condition (sprain , broken, etc.) _____

Name of Witness _____

Report Completed By:

Name _____ Date _____

Phone _____

Signature of Principal _____

Please forward all doctor’s reports or clearance forms to the Athletic Director and Business Office.



End of Season Party and Trophy Order

It is the responsibility of each coach to organize their own team party at the end of the season.

Team awards should take place within a week of the seasons end. Please order awards from Capital Trophy Inc. Each sport will receive \$200 to go towards team awards. Below is an example of what your award may look like. If you choose to do something different please work with Capitol Trophy on making this happen, just be sure to give them enough notice so your awards are completed on time.

- Order Awards 1 week in advance
 - Rush fees are as follows:
 - Same Day: \$20.00
 - Next Day: \$15.00
 - Three days: \$10.00
- Include the following information:
 - Sport
 - School
 - Name of Award Winner
 - Award Name (Example: MVP, Most Inspirational)
- Include the date you need them by
- Coaches are responsible for picking up all awards. The address and contact information for Capital Trophy is below.

Capital Trophy

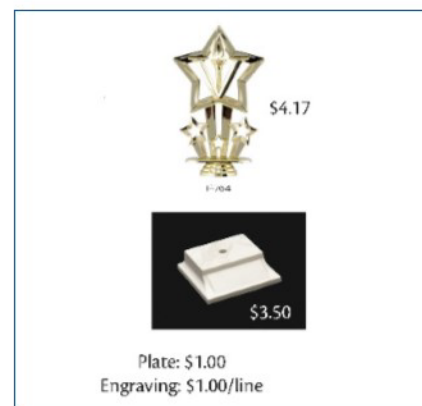
Email: info@capitaltrophyinc.com

Phone: (503) 371-1884

2391 12th St. SE, Suite 110

Salem, OR 97302

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.



AWARDS
PLAQUES
ENGRAVING

2391 12th STREET SE, SUITE 110
SALEM, OR 97302
info@capitaltrophyinc.com
503-371-1884



End of Season Report

Coach _____ Assistant _____

Sport _____ Level _____

Year _____

Season Record _____

League Record _____

Date, Time and Location of Banquet _____

Trophy Award Winners: The athletic department provides funds for up to three trophies per team. The cost of all other trophies may be taken from your equipment budget or other team discretionary funds. Please list below the trophy award winner:

1. _____

2. _____

3. _____

4. _____

5. _____

All League awards _____

Suggestions for next year _____

Anticipated equipment needs for next year (approximate cost) _____
