



BOURGADE CATHOLIC HIGH SCHOOL

ATHLETICS HANDBOOK

2018 - 2019

BOURGADE CATHOLIC HIGH SCHOOL MISSION STATEMENT

We are a college preparatory high school that educates the hearts and minds of students in the Catholic tradition and in partnership with families to be servant leaders and stewards of the Gospel.

The BCHS Athletic Department will keep this mission at the forefront of our programs.

PURPOSE OF ATHLETICS

Bourgade Catholic High School Athletics aim to assist student-athletes in becoming well-rounded young men and women. Athletics at BCHS will serve as a means to drawing students closer to their faith, while developing the whole person in prayer, health, and spiritual wellness. Student-Athletes at Bourgade Catholic are required to maintain good academic standing in order to participate. Through participation in athletics student-athletes will build a foundation of self-confidence, camaraderie, teamwork and goal orientation that will translate into successes both on and off the field.

COLLABORATION WITH STUDENT HANDBOOK

The Bourgade Catholic High School student handbook and the Athletic Handbook work in collaboration with each other. Both handbooks serve to provide the policies and expectations for our school community. In the event that they Athletic Handbook does not address a particular situation, the Bourgade Catholic High School Student Handbook should be used for clarification. In the unforeseen circumstances that policy or expectation appear to conflict between the two handbooks, the Student Handbook will supersede the Athletic Handbook.

It is also not possible to foresee every situation or circumstance and address it in the Athletic Handbook. In these circumstances, the school Administration will take the most appropriate action deemed necessary.

REQUIREMENTS FOR PARTICIPATION

The following items must be completed and on file with the Athletic Department prior to a student athlete trying out or participation for any athletic team.

- Bourgade Catholic Athletic Consent to Participate Form (submitted once)
- AIA Academy Brainbook (Completed once)
- Athletic Emergency Card (Submitted Annually)
- AIA Physical Form (Submitted Annually)
- Mild Traumatic Brain Injury/Concussion Form (Submitted Annually)
- Consent to Treat Form (Submitted Annually)

HEALTH AND EMERGENCY INFORMATION

Upon enrollment at BCHS, parents must complete and sign the Health and Emergency information card. This card is kept on file and inputted into the school's student information system to have in case of emergency. As a part of the athletics clearance packet the parent will also fill out an Athletic Emergency Card that will travel with the program coach that allows for medical attention to be rendered if needed during participation in athletics. Both the Health and Emergency Information Card and the Athletic Emergency card shall be completed and on file before the student-athlete will be allowed to participate.

ACADEMIC ELIGIBILITY REQUIREMENTS FOR ATHLETICS

All students wishing to participate in interscholastic athletics and activities must maintain Academic Eligibility in accordance with the AIA and BCHS academic eligibility standards.

Student-athletes are required to maintain All Passing Grades in all courses in order to maintain their athletic eligibility. Students' academic eligibility will be reviewed four times per semester (listed below).

- Mid-Quarter
- End of First Quarter
- Mid-Quarter
- End Of Semester

Students failing any classes at eligibility checks will be suspended from all contests for a minimum of two weeks. During the first two weeks of the ineligibility, the student may practice with the team but the student-athlete **may not** play in a game. The students may attend games at the discretion of the coach, however no school time may be missed, including early dismissals to attend away contests. If a try-out period for a new sport or activity occurs during the ineligible period for a student, the student may try out. At the end of the two week period, upon acceptable progress from the appropriate teachers, the counseling department may reinstate the student to full-participation. If the student is not making acceptable progress by this time, her or she will either continue the suspension until acceptable progress has been achieved or be removed from the athletic team at the discretion of the Athletic Director.

SCHOOL ATTENDANCE REQUIREMENTS

Student Athletes must attend school in order to be successful. No student should use athletics as an excuse to miss class, attend intervention, skip detention, or any other mandated school event. If a student misses class(es) without being excused, the student shall not be considered eligible on that date. Student-athletes have unexcused tardies or absences will not be able to practice or participate in competition that day.

Excused Absences must be documented with the front office in order to be confirmed. Excused absences may include:

- Documented medical/dental appointment (Signed Doctor's Note must be submitted)
- Participation in School Approved Field Trip
- Family Funeral (Parent/Guardian Note must be submitted)

***Attendance exceptions may be granted on a case by case basis by the Athletic Director**

Release from Class:

Student-athletes who are released from class early so that they may travel to away games or matches will be responsible for any schoolwork missed during their absence. Arrangements should be made ahead of time with all the teachers involved. Any teacher may refuse to release a student for academic or disciplinary reasons.

TRANSPORTATION

Transportation to games is provided by Bourgade Catholic mini buses or rented charter buses, in some cases students may obtain their own transportation. All passengers will use their seat belt. To encourage team spirit, safety, and the security of all student-athletes, all student-athletes will travel to and from all athletic events in designated school transportation. If an exception is needed, student-athletes will be able to ride with their parent(s) as designated on the Consent Form filed with the office. **This policy is subject to each coach/team policies.**

TEAM ATTENDANCE POLICY

Student athletes are expected to be on time and attend all team events. This includes, but is not limited to, practices, games, meetings, and fundraising events. Should an athlete need to miss or be tardy to a team event their head coach must be notified prior to the tardy or absence. Missing team events will impact playing time. Failure to notify the coach of your absence prior to the occurrence will result in an unexcused absence.

PLAYING TIME

It is a privilege to be a member of a Bourgade Catholic athletic team. At the varsity level the determination of playing time is at the sole discretion of the coaching staff. Playing time will be decided according to the skill level and experience of each student-athlete. A student-athlete must accept this and be willing to do his/her best for the good of the team, in whatever role he/she is given.

PROGRAM HANDBOOKS & DISCIPLINE PROGRESSION

Each Bourgade Catholic Athletic Program will have a specific program handbook that outlines the rules and expectations set forth by the program's coach. Prior to participating in any competition parents and athletes will be required to sign an agreement acknowledging that both parents/guardians and players have read, understood, and promise to abide by the guidelines outlined in the program handbook. Should any infractions against either the program handbook or this athletic handbook the below discipline progression will occur.

- **First offense** will result in a verbal warning
- **Second offense** will result in a written warning that must be signed by both the athlete and parent(s)/guardian.
- **Third offense** will result in a meeting with the head coach, athletic director, student athlete, and parent(s)/guardian(s), which could result in dismissal from the team.
*This progression will be followed at the discretion of the Coach and Athletic Director. Immediate dismissal may be enforced if deemed necessary to maintain the integrity of the team.

Student-Athletes that have been released from a team will not be eligible to try out for the next sports season without Athletic Director approval.

EQUIPMENT AND UNIFORMS

All uniforms are property of the Bourgade Catholic athletic program and are only to be worn by the student-athlete during contests for that sport. Uniforms may not be worn for recreational use. Student athletes are responsible for all equipment and uniforms issued to them for a sport season. It is the athlete's responsibility to keep the equipment and uniform in general good care. If the equipment or uniforms are not returned, returned damaged, or returned not in general good care, the student is financially responsible for the replacement of the uniform or equipment. Final Exams, grades, diplomas, and transcripts can all be held until all equipment and uniforms are either returned or paid for. Equipment and uniforms are to be returned immediately following the conclusion of that individual sport season.

ATHLETIC LOCKERS

All student athletes will be issued locks and athletic lockers during their season of sport. Lock will be distributed through the Athletic Department and lockers will be assigned by head coaches. All equipment and athletic attire should be locked in the assigned locker. Locks and lockers are not to be exchanged or shared with other students. Locker inspections may be performed periodically. Storage of all athletic needs should take place in the locker rooms or in school lockers. No bags shall be left in public spaces.

Students are responsible for the security of all personal items. Students are strongly encouraged to utilize lockers and secure all personal items. Bourgade Catholic High School is not responsible for items that may be lost or stolen.

LOCKER ROOMS

Locker rooms are to be used to change for practice and games and to store equipment. No one except assigned coaches, players, and authorized staff are allowed in the locker rooms. The locker room is to be monitored by a coach while in use. Please follow the regulations listed below when utilizing the locker rooms.

- Rough housing or throwing towels or other objects is not allowed in the locker room
- Any unauthorized activities such as HAZING or any INITIATION RITUALS not sanctioned by the A.I.A. or Bourgade Catholic High School are not permitted and will result in serious disciplinary action, including possible suspension or withdrawal from team or school, in accordance with the student handbook
- No glass containers allowed in the locker room
- Cleats must be cleaned off either outside or into a trash barrel in the locker room. Banging cleats on the walls or washing them in the shower is not allowed
- During and after practice all items should be put in the lockers and the lock secure
- Student-athletes MUST keep all shirts, socks, etc., clean in their lockers (rotate dirty clothing out and clean clothing in every couple of days)
- Anything left outside the lockers will be confiscated and you may be charged for its return
- The locker room should be kept clean. If the locker room is left in a mess, part of your next practice will be spent cleaning it.

WEIGHT ROOM

The Bourgade Catholic High School Weight Room is a space shared with all athletic programs and Physical Education classes. As a result the room needs to be kept in order. All equipment shall be wiped down after use and weights need to be racked. Student Athletes shall abide by all instructions of coaches while using the weight room. The weight room is to be used under the supervision of a BCHS coach and provided workouts should be followed.

LETTER REQUIREMENTS

Any varsity student-athlete who participates in more than half of the contests for that sport's season will earn a varsity letter provided that student-athlete has not resigned or been removed for academic or disciplinary reasons. A student-athlete may not receive a varsity letter if he / she has been on academic probation for more than one – two week period. Varsity student-athletes who previously received a letter for a particular sport will be awarded a certificate for subsequent varsity awards in that sport.

In a single level sport, the student-athlete must qualify for lettering according to the requirements outlined in the individual program handbook.

RISK OF PARTICIPATION IN ATHLETICS

It is very important that you understand the risk of participation. Each student-athlete and parent will be required to sign the Sports At-Risk form. Participation in competitive athletics brings with it the potential for physical injury. While we at **Bourgade Catholic** take all reasonable precautions, including the availability of an athletic trainer, you should be aware of the risks involved. Our coaching staff is trained in many of the aspects of care and prevention of athletic injuries and many are trained in first aid and CPR. We are fortunate to have the services of a certified athletic trainer who is available at all home games and most days after school.

PARENT EXPECTATIONS

Just as students represent Bourgade Catholic High School at athletic contests, so do Parents. Parents are encouraged to cheer for our teams and athletes, but are asked to do so in a sportsmanlike manner. It is never acceptable to yell at, taunt, or defame an athlete, opponent, coach, or official at a high school athletic contest. If there is an incident, a parent may not be allowed at athletic contests. In extreme circumstances a student athlete may be removed from their team as a result of their parent's behavior.

Chain of Communication

It is important that coaches and student athletes have a strong relationship. Parents need to feel comfortable with their child's communication with their coach. Student-athletes are encouraged to discuss concerns directly with the coach. Parents that have concern about their child, as it relates to a particular team of athletic program, are encouraged to seek resolution in the most appropriate manner. Conversations and correspondences between coaches and/or student-athletes and/or parents should all stay positive and centered on the student-athlete and their opportunity to help the team.

- Issues appropriate to discuss with coaches:
 - The treatment of your athlete physically and mentally
 - Ways to help your athlete improve
 - Concerns about your athlete's behavior
 - Notification of schedule conflicts well in advance
 - Fund-raising and volunteer opportunities
- Issues NOT appropriate to discuss with coaches
 - Meet Participation
 - Team strategies
 - Play calling
 - Other athletes

The following provides a chain of communication that will maintain and build positive relationships between athletes and coaches.

- **Step One:** Student Athlete-Coach Communication
- **Step Two:** Student Athlete-Coach-Parent Communication
- **Step Three:** Student Athlete-Coach-Parent-Athletic Director Communication

If an issue is not addressed to a student's understanding, they should move up to the next step of the chain of communication.

24-Hour Rule

In the unfortunate situation that a student athlete or parent is upset about something that has occurred during a practice or contest, they are always asked to follow the 24-hour rule. The 24 hour rule asks that the student athlete or parent who is upset wait until the next day to contact a coach with concerns. This allows for the emotion to leave the situation and allow everyone to communicate in a more effective way that focuses on the student athlete. In cases where waiting until the next day could cause injury or harm to a student, communication is encouraged to happen immediately.

PARENT RESPONSIBILITIES

While academics are the top priority, athletics are an integral part of your high school students' experience at Bourgade Catholic. The main objective of our athletic programs are to encourage participation, teamwork, and an enjoyment of the sport. The values learned through commitment to a team effort are numerous and beneficial to all individuals as athletes and as students.

As the parent of an aspiring student-athlete you are asked to assume the following responsibilities:

- Do not force an unwilling athlete to participate in sports. Keep your goal and agenda's separate from your child's experience. However, when your child commits to a team, assist him or her in fulfilling this commitment.
- Support all training rules, policies, and procedures of the athletic program
- Encourage your student in his/her commitment to academic success
- Good sportsmanship and respect for officials, players, opponents, spectators, and coaches is mandatory. Be a positive role model.
- Participate in fundraising activities that will help fund BCHS athletic programs.
- Plan your time so that you arrive to pick up your student as soon as possible after practices and games. Coaches are not allowed to leave until every athlete has been picked up, so please be as prompt as possible
- Come to athletic competitions, but let the coaching come from the coach. Cheer and encourage always!
- Remember that you are at a contest to support your team, and to enjoy the skill and competition.
- Be a positive role model at events through your own actions.
- Help monitor your child's time management, eating, and sleeping habits, stress level, and priorities.
- Support BCHS Athletics: Volunteer at Athletic Events each season.

ATHLETIC FUNDRAISING AND VOLUNTEER OPPORTUNITIES

Athletic participation is included in the yearly tuition. However, in order to support the unique needs of our programs and to further advance the athletic success of Bourgade Catholic High School, additional volunteer hours and fundraising is necessary.

Fundraising

Each sport will be required to fundraise for their individual programs. There will be a minimum amount that each program is expected to raise each year. This minimum will be determined by the amount of athletes in the program. 85% of the monies raised by program fundraisers will go directly to the individual program. 15% will be deposited into the general athletics budget to be used to offset shared athletic expenses.

It is the expectation that all athletes participate in the fundraising activities decided upon by each individual program.



Volunteer Opportunities

There are many areas in which parents can lend a hand during athletic events. The following list is just a few examples:

- Sell tickets at the ticket gate
 - Monitor entrances
 - Snack bar service
 - Running the game clock
 - “Chain Gang” during football games
 - Line judges during Volleyball games
- Spirit Shop Sellers
 - Kick Off- Party Planners
 - Tournament Volunteers

ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK

Each student athlete and parent or guardian must read this Athletic Handbook and acknowledge acceptance of these policies and expectations by completing the attached consent form.

Bourgade Catholic High School

Athletics Handbook Consent Form

I acknowledge the receipt of, and have read and understand the Bourgade Catholic High School Athletics Handbook. I agree to abide by these rules and those of the Arizona Interscholastic Association.

Please fill out the information below:

Name of Student-Athlete _____

Student-Athlete Signature _____ Date _____

Parent Name(s) _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____

*Both parents are encouraged to sign, one parent/guardian signature is required.

This consent form must be returned to the Athletic Department before the student-athlete will be able to participate in any contest.