ATHLETICS HANDBOOK

Est. 1883

BEND LAPINE Schools

EDUCATING THRIVING STUDENTS

MIDDLE & HIGH SCHOOL

Bend-La Pine Schools
"Educating Thriving Students"

TABLE OF CONTENTS:

Introduction/Review/Scope
General Philosophy

Middle School Philosophy/Central Oregon League Policies
Hiring & Training of Coaches
(including Non-Staff Coaches/Volunteer Coaches)
Ethical Standards of Performance
14 Legal Duties of Athletic Personnel
Athletic Seasons and Student Participation
Practice
Eligibility and Participation Regulations
District Rules/High School Athletic Regulations
Middle School Athletic Regulations
Middle School Athletic Accountability Program
Middle School Appeals Process
Attendance and Release from Class/Medical & Legal Policies
Accidents, Injuries and Concussions
Communication with Athletes and Parents
Inclusion, Belonging & Dignity in BLS Activities
Transportation/Travel
Awards/Admission Tickets
Out of School Club Sports
Out of Season Programs
Financial Expectations–Costs to Students
Participation Guidelines/Sports Offered
Selection/Cutting Process for Athletic/Activity Teams
Athletic Camps on/off School Premises

APPENDIX:

Coach Job Description
Fundraising Guidelines for Schools/Coaches/Advisors
OSAA Recommendations on Extracurricular Finance

FORMS:

Incident Reporting Form
OSAA Pre-Participation Physical Examination Form
Participation & Training Contract
Summer Athletic Participation Permit

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INTRODUCTION (HS,MS,P)

The Bend-La Pine Schools offer physical activity in several program formats: physical education classes, intramurals, and interscholastic athletic competition. In addition, many other activities are offered which are extracurricular or co-curricular.

This document addresses interscholastic athletics in middle and high school. Any special requirements for additional activities will be addressed separately.

The Bend-La Pine Schools are members of the Oregon School Activities Association (OSAA). The OSAA regulates and governs activities in grades 9 through 12 in the state of Oregon. OSAA regulations will be followed by the Bend-La Pine schools in the administration of these activity programs that are sanctioned by the OSAA.

While OSAA regulations will be followed, the Bend-La Pine Schools reserve the right to impose more rigid requirements for students participating in interscholastic athletics.

All athletics & activities will abide by Bend-La Pine School Policy and Procedures and by those of the respective schools. Rules and regulations regarding participation, transportation, fees and other related guidelines will be considered as standard for all teams and coaches.

ANNUAL REVIEW AND FORMAT OF THE HANDBOOK (HS,MS,P)

This handbook is a set of guidelines and is not a complete manual for coaches or parents. Using the handbook as a foundation, each school, through administration and athletic directors, will establish operating procedures for their individual sites. This handbook will be reviewed annually and revised as appropriate.

SCOPE OF RULES AND REGULATIONS (HS,MS,P)

The policies outlined in this document apply to the classroom and student behavior to and from school, on and off campus during regular school hours (including lunch periods), in all classrooms and at activities sponsored or cosponsored by the schools or District regardless of whether such activities are held in or out of the classroom, in or out of the school building, on or off school grounds and during or outside the regular school year, including summer school and summer camps. **See BLS Student Code of Conduct here**.

PHILOSOPHY OF EDUCATION-BASED ATHLETICS (HS,MS,P)

Education-based athletics are often the fabric that endears a student, a family, and a community to the school. As an essential arm of education, athletic programs provided by the school serve to enhance learning as an extension of the classroom.

All school offerings combine to focus on development of the total student, and athletic programs in the school elevate compatibility with the academic mission of the school. An education-based athletic program must include at its core offering an avenue of student learning while stressing safety and well-being within all participation opportunities. This philosophy sets sport programs provided by schools apart from non-school programs by emphasizing positive student behavior, learning qualities of cooperativeness, and being a good teammate.

Athletic programs have been selected based on the needs, interests and abilities of the student body and will be organized in a manner appropriate to students' physical and emotional maturity. These programs fall under the OSAA Handbook and Guidelines. All non-OSAA sports or 'Clubs' are separate from BLS and will not be addressed in this document.

Education-based athletics is viewed as an extension of the classroom and is an expanded opportunity for students to learn important skills, develop positive character traits such as confidence, self-discipline, respect and commitment. Additional outcomes include: The development of desirable traits in the individual, participation by as many students as are interested, and the meeting of students' competitive needs in a constructive, growth-producing setting. A winning season should result as an outgrowth of personal success, positive, and ethical coaching. Winning and college preparation should not be the primary goal of high school interscholastic athletics.

Bend-LaPine Schools is interested in supporting varied extracurricular activities for students. Its ability to do this will depend on a variety of factors including budget, facilities, student interest, and availability of qualified coaches/advisors.

All persons involved with athletics will:

- Emphasize proper ideals of sportsmanship, conduct, and fair play whether on the field of play or as a spectator at athletic events.
- Stress the values derived from playing the game fairly.
- Respect the integrity and judgment of officials.
- Achieve an understanding of the rules of the game.
- Achieve an understanding of the rules of the league and the district.
- Encourage leadership, goal setting, and use of initiative and good judgment by the participants.
- Recognize that the purpose of athletics is to promote the physical, mental, moral, and social emotional well-being of the individuals involved.

MIDDLE SCHOOL ATHLETIC PHILOSOPHY (MS,P)

We believe that athletic participation provides a unique opportunity to fulfill many of the personal, social, and physical needs common to middle school youth. Participation in appropriate competitive athletics increases an individual's sense of personal worth, self-discipline, respect, and fair play. These attributes can carry over into daily problem solving throughout life.

Coaches, teachers, and parents have a shared responsibility to help guide, nurture, and support youth in developing the confidence, skills and attitudes that will enable them to make good choices on and off the playing fields.

Through dedication, effort and practice, our youth will develop athletic skills, determination, and attitudes that will contribute to personal as well as team success. With lifelong learning

as our fundamental goal we hope to provide participation and enjoyment in a variety of healthful activities.

CENTRAL OREGON LEAGUE MIDDLE SCHOOL ATHLETIC POLICIES (MS)

Bend-La Pine Schools middle schools compete against other middle schools throughout Central Oregon. All interscholastic athletic competition is governed by the Central Oregon Middle School Standard Operating Procedures (Middle School SOPs), which establish the rules, expectations, and operating guidelines for participating schools. Copies of the Middle School SOPs are available upon request through the athletic office at your Bend-La Pine middle school.

HUMAN RESOURCES - HIRING AND TRAINING OF COACHES (HS,MS)

Hired 1.0 or .5 FTE Coaches

As far as practicable, Bend-La Pine Schools will fill coaching and advising positions with qualified members of the district's professional staff. When qualified district employees are unavailable, the district may hire qualified community members to serve as coaches or advisors. Bend La Pine Hiring Guide - for Athletic Directors and Coaches

Each school, or the district collectively, will provide an orientation for all paid and volunteer coaches prior to the start of each season. At a minimum, the orientation will include a review of the following:

- Athletic handbook
- Coach job descriptions and performance expectations
- Standards for professional conduct and ethical coaching
- Student safety, injury prevention, and emergency procedures
- Expectations for student-athletes
- Team selection ("cut") procedures
- Transportation procedures and expectations
- OSAA rules, regulations, and eligibility requirements
- Coach responsibilities and district operational procedures
- Advertising, fundraising, and booster club expectations
- Parent communication and the management of concerns and complaints

Volunteer Coaches

Volunteer coaches are valued members of the athletic program and are expected to meet the same professional standards as paid coaches.

Prior to working with student-athletes, volunteer coaches must:

- Complete all Bend-La Pine Schools hiring requirements.
- Successfully pass the required criminal background check before beginning any coaching assignment and renew the background check as required by district policy.
- Complete all required Bend-La Pine Schools and OSAA trainings and certifications.
- Attend all required coach orientations and athletic department meetings.

- Interview with the head coach, athletic director, principal, or their designee before receiving an assignment.

Volunteer coaches will serve only in an assistant coaching capacity unless otherwise approved by the district. Volunteer coaches may not supervise practices or workouts independently and must work under the direction and supervision of an approved paid coach.

The Athletic Director or Principal may remove a volunteer coach from an assignment at any time if district expectations, policies, or professional standards are not met.

ETHICAL STANDARDS OF PERFORMANCE (HS,MS,P)

Coaches are teachers, first and foremost. As such, there are ethical standards, which guide their activities. The ethical educator is a person who accepts the requirements for membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, the district and the profession.

In fulfilling obligations to student athletes, the ethical educator will keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family.

GCAA- AP Standards for Competent and Ethical Performance of Employees

In fulfilling obligations to our schools, the ethical educator will:

- Apply for and accept a position of responsibility only on the basis of professional qualification, and will adhere to the conditions of a contract or the terms of the appointment;
- Conduct professional business, including grievances, through established lawful and reasonable procedures;
- Strive for continued improvement and professional growth;
- Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties.
- Not use the district's or school's name, property or resources for non-educational benefit without approval of the educator's supervisor and/or appropriate authority.

In fulfilling obligations to the profession, the ethical educator will:

- Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity, and honesty.
- Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Respond to requests for information regarding the performance of colleagues and keep such information confidential as appropriate.

In addition to the above, coaches and advisors employed by or volunteering with the Bend-La Pine Schools will:

- Serve as role models for young people by exemplifying the highest moral character, behavior, and leadership.
- Recognize individual worth and reinforce the self-image of each participant.
- Encourage and assist participants to set personal goals related to academic potential.
- Respect the integrity and personality of each student participant.
- Abide by the rules of the competition in letter and spirit.
- Respect the integrity and judgment of those charged with managing and/or officiating competition.
- Encourage a respect for all those participating in athletics and activities and their personal values.
- Communicate and interpret program goals and objectives to parents and their community.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationships among coaches.
- Ensure that participants are able to participate in a safe environment free from physical danger.
- Encourage the highest standards of conduct and scholastic achievement among all participants in co-curricular activities.
- Seek to instill positive health and behavior habits including the establishment of rules and regulations pertaining thereto.
- Strive for the development of leadership, initiative, and good judgment in participants.

GBEC-AP- Drug-Free Workplace

Coaches employed by or volunteering with Bend-La Pine Schools shall not use their position to secure personal, private, or commercial benefit beyond the duties of their assigned role. All coaches are expected to conduct themselves with integrity and professionalism at all times and to adhere to the following ethical standards, including but not limited to:

Coaches and advisors shall:

- Ensure a witness is within reasonable sight and sound range during any one-on-one meeting with a student-athlete to support a standard of transparency and safety for all.
- Refrain from outside unauthorized employment dealing with students in the schools during the active term of employment.
- GBC-AP: Accept no gratuities or gifts of significance from students or from others that might influence their judgment in the exercise of their duties.
- GBC-AP: Not obtain for personal use, discounts, bonuses, promotional, or other items of monetary value, with an aggregate worth in excess of $50.00, from any single source

during a calendar year which would not be available to them if the district did not employ them in this capacity.

- Refrain from exploiting the institutional privileges of employment to promote partisan political activities. Promotion of the election or defeat of candidates or adoption or defeat of a measure while on the job during working hours is expressly prohibited by law.

- Conduct no private business activity while on duty or otherwise use district property for personal gain. School facilities shall be available to individual employees for personal use on the same basis as the public.

- Recognize that publications, articles, materials, models and other items produced by district personnel with time and materials paid for by the district shall remain the property of the district.

- Refrain from soliciting students for unapproved contributions to charitable organizations.

- Perform all duties and responsibilities of employment with honesty and integrity.

- Be cognizant of the need to maintain professional and ethical relationships with team members. Do not allow relationships to become inappropriate and personal.

- Shall not suggest or closely acquaint that participation on any school-sponsored team or group is predicated upon the student's participation, or non-participation, in any specific activity conducted by the coach for profit.

14 LEGAL DUTIES OF EXTRA CURRICULAR PROGRAMS (HS,MS,P)

Duty to Plan - written plans must be in place to fulfill legal duties imposed by the courts to protect student-athletes from harm.

Duty to Supervise - supervision is critical in both a general and specific manner. General supervision is the oversight of student athletes before and after athletic activities and specific supervision is actively watching student athletes while engaged in athletic activity.

Duty to Assess Athletes' Readiness for Practice and Competition - evaluation of student- athletes for preparedness to safely participate in a sport or activity requires a valid physical release form for all athletes prior to sport participation.

Duty to Maintain Safe Playing Conditions - equipment, facilities and playing surfaces are inspected prior to participation daily and any deficits are corrected immediately before athletic activity occurs.

Duty to Provide Proper Equipment - all equipment should be properly fitted, clean, durable, and safe.It is important all equipment must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and all athletes must wear proper equipment when exposed to contact in practices or competitions.

Duty to Instruct Properly - instructors/coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions.

Duty to Match Athletes - athletes should be evaluated by maturity, skill, age, size, and speed for participation in athletic programs.

Duty to Condition Properly - personnel oversees appropriate conditioning levels to prepare student athletes with progressive cardiovascular and musculo skeletal strength

for athletic competitions. Observing weather conditions and concussion policies are required. OSAA Policies and Guidelines

Duty to Warn - detailing and communicating risks related to participation in athletics to student athletes and parents are essential. Written approval needs to be provided by parents and student athlete prior to athletic participation.

Duty to Ensure Athletes are Covered by Injury Insurance - Student athletes cannot participate until proof of insurance coverage is provided and appropriately documented.

Duty to Provide Emergency Care - athletic personnel are to be trained and certified in first aid procedures, especially in CPR and AED applications.

Duty to Develop an Emergency Response Plan - site specific plans for managing emergency situations are required.

Duty to Provide Proper Transportation - Bonded, licensed commercial carriers are to be used for transporting student athletes to sporting events outside the school confines.

Duty to Select, Train, and Supervise Coaches - athletic personnel are to be professionally trained and certified in specific fields.

For more information please view: A Profiles of Athletic Administration

TEACHING DUTIES AND EXTRA CURRICULAR CONTRACTS (HS,MS)

Practices (Daily)

Staff members are expected to fulfill their full contracted workday before reporting to an extra-duty coaching assignment. If a staff member cannot arrive at the high school by the scheduled practice start time, the high school Athletic Director and head coach should develop a supervision plan. This may include adjusting the practice schedule or coordinating with approved assistant coaches and volunteers to supervise and organize student-athletes until the staff member arrives. Volunteers may not supervise student-athletes without an authorized paid coach present.

Leaving for Away Contests and Early Release

All away contests, transportation departure times, and other anticipated absences from contracted duties should be shared with the employee's principal at the beginning of the season. The employee should provide the principal with a complete list of anticipated absences no later than the second week of the season and communicate any subsequent schedule changes as soon as possible.

Substitute Coverage

When substitute coverage is required because of a coaching assignment, the MS or HS Athletic Department will pay the substitute cost. Depending on the employee's role and the operational needs of the school, the principal and employee should determine that either half-day or full-day substitute coverage is appropriate. The employee remains responsible for requesting the absence, arranging coverage through the school's established process, and providing appropriate plans or materials for the substitute.

Accounting

The High School Accounting Technician or Middle School Office Manager will provide the appropriate Athletic Department budget code to the elementary school Office Manager so the substitute expense is charged correctly.

Central Oregon's weather, travel conditions, cancellations, and officials' availability can create unexpected scheduling changes throughout the year. Coaches, Athletic Directors, and

Administrators are expected to maintain clear and timely communication when adjustments affect practices, contests, transportation, substitute coverage, or an employee's contracted responsibilities.

ATHLETIC SEASONS AND STUDENT PARTICIPATION (HS,MS,P)

High School Participation: High school athletic programs are governed by the Oregon School Activities Association (OSAA), the school's respective athletic league, and Bend-La Pine Schools policies and procedures. All practices, contests, and season operations shall comply with applicable OSAA rules, league regulations, and district expectations, including the practice guidelines outlined below.

Varsity teams will adhere to school district, league, and OSAA rules regarding roster size, participant eligibility, and competition requirements. Team participation limits will be established in accordance with governing body regulations and the operational needs of each program.

Supporting Student Participation When a Student Identifies as Nonbinary or Requests to Participate Consistent with Their Gender Identity - Steps and Supports

Middle School Participation: Although OSAA directly regulates and governs activities in grades 9–12, Bend-La Pine Schools Middle School Athletic programs will follow applicable OSAA policies, guidelines, safety standards, and requirements when appropriate to middle school participation, in addition to Bend-La Pine Schools policies and Central Oregon Middle School League requirements. These organizations work together to provide consistent expectations, equitable opportunities, and developmentally appropriate experiences that prepare student athletes for successful participation at the high school level.

Bend-La Pine Schools maintains a **no-cut** philosophy for middle school athletics. Any eligible student who wishes to participate will have the opportunity to be part of a team. Schools will make every reasonable effort to organize teams and schedules that provide meaningful practice and game participation for all student athletes.

Program offerings, the number of teams, and participation opportunities are dependent upon available staffing, facilities, and budgeted resources. While every effort will be made to maximize participation, these factors may limit the number of teams or opportunities offered in a given season.

Supporting Student Participation When a Student Identifies as Nonbinary or Requests to Participate Consistent with Their Gender Identity - Steps and Supports

PRACTICE (HS,MS,P)

Athletic practices are to be organized so that each athlete will be an active participant. All participants will be included in group activities, so that worthwhile experience results.

All practices should occur after the completion of the regular school day. Exceptions to this rule need to be cleared through individual building administration.

Middle school practices (grades 6-8) are generally 1.5 – 2 hours in length per session. Practice time will be exclusive of showering and dressing time.

High school practices are generally 2 – 3 hours in length per session. All sessions must follow OSAA guidelines and practice policy.

All athletes must have participated in practice sessions on five days prior to his/her first interscholastic contest in that season or be a carryover from the previous sport season. Football is the exception as it requires 9 (MS requires 7) on field practices prior to contest eligibility.

Athletic practice schedules will be determined by the head coach in accordance with the regulations of the governing body and the school's athletic department.

General Practice Guidelines:

High Schools:

Adhere to current OSAA practice guidelines & policies.

In-season sports have priority in use of facilities. Coaches of in-season sports will file a practice schedule with the school athletic director. Any change in the schedule on file should be cleared with the building athletic director.

If a coach is not going to use the facility for the full practice time, coaches/programs who might wish to use facilities should be notified.

If a practice is canceled, the building athletic director should be notified.

Practice time for out-of-season sports may be scheduled on a time-available basis and must abide by OSAA practice guidelines.

All appropriate clearances must be obtained before an athlete starts practices.

Reasonable efforts should be made to avoid scheduling practices, meetings, contests, or other activities voluntary or otherwise on Saturdays, Sundays, and legal holidays. Absolutely no special or one-time activities will be scheduled on the district's "Do Not Schedule" dates. For any activity or sport, at least one day a week shall be clear of such related activities and competitions. Any exception to this policy shall have the prior approval of the building principal.

Middle Schools:

The start of the fall athletic seasons will follow those set in the Central Oregon Middle School Operating Procedures in the **General Guidelines** page 1:Official practice is allowed to start the week before Labor Day.

Winter Sport Seasons: Boys Basketball – October 30th, Girls Basketball – After Winter Break, Wrestling – After Winter Break.

Spring sports practice seasons will start the day after spring break; however, coaches may hold voluntary informational meetings with parents and student athletes and hand out athletic equipment the week prior to spring break.

If a practice is canceled, the building athletic director should be notified.

Middle schools will not hold practices outside their scheduled seasons.

Practice sessions will not be scheduled on Sundays, legal holidays or 'Do Not Schedule" dates. without prior approval of administration.

All appropriate clearances must be obtained before an athlete starts practices.

ELIGIBILITY AND PARTICIPATION REGULATIONS (HS,MS,P)

Athletes must meet all eligibility requirements set forth by the Bend-La Pine Schools and their appropriate governing body. JEA-AR

As stipulated in the Oregon Revised Statutes, homeschooled or schooled-at-home students are eligible to participate in Bend-La Pine Athletic programs. To be eligible, a home-schooled or schooled-at-home student must reside in the attendance area of the middle or high school they wish to participate at and upon request of the middle or high school produce proof of residence. At the high school level, home schooled students must comply with yearly testing requirements as stated in the OSAA handbook.

High school athletes must meet all OSAA eligibility requirements set forth in OSAA rule 8-1 to be deemed eligible for competition.

Bend-La Pine Schools may use the grade point average of student athletes in certain instances in determining and retaining athletic eligibility throughout their season. Grades earned at the end of the final grading period of a student's eighth-grade year will **NOT** be used to determine eligibility at the beginning of their freshman year.

Bend-La Pine Schools require student-athletes to maintain a minimum 2.00 grade point average each grading period to remain eligible for athletics. Grades from the final grading period of a student's eighth-grade year may be used to determine eligibility at the start of their freshman year. The middle school principal and the accepting high school administrative designee may collaborate to address individual circumstances when determining eligibility.

Pass/No Pass grades do not affect GPA computation but do count toward credit accumulation for OSAA eligibility requirements.

The high school athletic departments may consider exceptions to these requirements and pursue academic probation through hardship requests to the Executive Director of OSAA as outlined in section 8.1.2 of the OSAA Handbook. Some of the criteria for consideration of such a request includes:

Any student with an Individualized Educational Program (IEP) or with English Language Learner (ELL) status who, primarily because of the student's disability or language proficiency,

1. did not pass the appropriate number of classes, per OSAA or district guidelines in the immediately preceding semester,
2. is not currently enrolled in and passing the appropriate number of classes, per OSAA or district guidelines and/or,
3. has not been attending school regularly, may still be eligible to participate if the student's Case Management team determines that the student is making adequate educational progress towards meeting the student's IEP goals and objectives."

Supporting Student Participation When a Student Identifies as Nonbinary or Requests to Participate Consistent with Their Gender Identity - Resources and Guidelines

HIGH SCHOOL ACADEMIC ELIGIBILITY (HS,P)

In addition to the specific credit requirement identified in OSAA Rule 8-1, to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements as determined by the local school administration.

Bend-La Pine Schools may use the grade point average of student athletes in certain instances in determining and retaining athletic eligibility throughout the school year and individual sport season.

Bend-La Pine Schools has adopted Standards Based Grading and in 2026, all high schools are expected to be using the grading practice. Standards-based grading measures a student's level of proficiency on specific learning standards rather than averaging points earned from assignments, behavior, or extra credit. It provides clear feedback about what students know and can do, helping guide instruction and identify areas for continued growth.

Students who are identified as not making progress during the season through the Bend-La Pine Multi Tiered Systems of Support meetings may be placed, monitored, or removed from competitions if determined by the school team. The MTSS framework will assist a student regain academic eligibility by identifying the specific barriers to success, providing targeted academic interventions, monitoring progress frequently, and adjusting supports until the student demonstrates proficiency.

Any athlete may be declared academically ineligible after any grading period where transcripts have been uploaded. Any athlete who fails to obtain the minimum requirements will be declared ineligible the day grades are posted. Athletes are eligible for one academic waiver/year. The form for this waiver is included in the appendix (see Athletic Eligibility Waiver Agreement).

The declaration of ineligibility may be appealed by the athlete.

The appeal will be considered by the principal and athletic director.

The principal and athletic director might make the following findings:

1. Full reinstatement if the findings include:
   a. Illness of the athlete verified by a physician that justifies extended school absences.
   b. A death in the immediate family (parent, step-parent, sibling or grandparent)
   c. The athlete is working at his/her ability level as verified by the counseling department and/or IEP or ELL case manager.

2. Conditional reinstatement for a specified period of time during which the athlete could practice, but not play. Deficient work would be made up by the end of the time period at which time the athlete could be reinstated. Verification of completed work will be required before full reinstatement.

The volume of work would determine the specified period, which is deficient.

3. Conditional reinstatement with a probationary period during which the athlete will have weekly academic evaluations to determine level of participation.

4. The ineligibility is sustained for the grading period. This finding might be made initially or might be made if conditions of proof or timelines imposed by findings above are not met.

All athletic equipment must be returned at the conclusion of a season. An athlete will be allowed to participate in a sport only when all previously issued equipment has been returned or proper restitution made.

An athlete may transfer from one sport to another with the approval of the athletic director and the coaches of both sports.

As cited in Administrative Regulation IGDE-AR, Student Participation Fees for Extra-Curricular Activities:

1. In order to maintain a variety of extracurricular offerings, students will be assessed fees if they wish to participate in district financed and approved extracurricular programs.
2. Participation fees must be paid prior to participation in the sport or activity. (Participation in a sport includes conditioning and practice.)
3. All students may participate in more than one athletic team or activity per season with the approval of the coaches involved and the school athletic administration. This participation is not limited to district sponsored athletics/activities and shall include non-school sponsored athletics/activities.

Any request for exceptions to these policies will be subject to the appeals policy and procedure of the district.

All athletes must have completed (read and signed) the Participation and Training Regulations for each sport each year. A copy of this agreement will be found at the end of this document.

MIDDLE SCHOOL ATHLETIC EXPECTATIONS (MS,P)

Student athletes are expected to conduct themselves in a positive manner when representing their school. Our students are expected to adhere to the following:

1. Appropriate behavior for all athletes is mandatory at all times. Violations of school district policies, the District Code of Conduct, building rules and athletic participation and training regulations will be dealt with according to school procedures, and additional consequences may be applied, depending on the violation, in accordance with the Participation and Training Contract.
2. A participant, who has been dropped from the team for disciplinary reasons, will not be allowed to become a member of any other sport during that season.
3. No athletes will be allowed to participate in a sport until all equipment from prior sports have been returned or proper restitution has been made.

4. Students will be responsible for having written forms (including physical exam form) completed by parents/guardians on file with the athletic department prior to the first practice.
5. Pay to participate is the responsibility of each student. Arrangements for payment must be completed prior to the first practice. Scholarships may be available on a limited basis by contacting the school's athletic department.
6. To participate in practice or contests, the participant must be in school attendance (or excused) the full day of such practice or contest. The principal or his designee must clear any partial (prearranged) absence in order to permit the athlete to compete.
7. Games and practices are not excuses to miss detention. It is the student's responsibility to make arrangements with the appropriate staff member when there is a conflict. Although it may cause an athlete to miss a practice or game, the athlete will serve all assigned detentions.
8. Release of students, after an away event, to anyone other than parents, must be approved in writing by school administration or their designee.
9. Athletes who are sick or too injured to participate in physical education classes shall be considered unavailable for an athletic event that same day or evening.
10. Athletics are considered a part of the total middle school philosophy. Athletics provide an avenue for students to grow physically, socially, and emotionally. An academic intervention will be put in place for any athlete identified as academically at risk. An individual personal education plan or contract may be developed by bringing the student, parent, staff, and support services together in order to enable the student to achieve academic success.

MIDDLE SCHOOL ACADEMIC ACCOUNTABILITY (MS,P)

During the academic year, the Bend-La Pine Middle Schools have instituted an academic accountability system for student-athletes that participate on athletic teams in their school.

The academic accountability programs at each Bend – La Pine Middle School will feature the following components:

- One grade check will be conducted at the midpoint of each athletic season.
- The Athletic Director and/or coach will meet with any student-athlete who has one or more F's to discuss their academic progress and identify ways the school and athletic program can support the student in improving their grades.
- There will be no automatic athletic ineligibility based solely on the midpoint grade check. The focus will be on providing support, accountability, and an opportunity for the student to improve.
- If a student-athlete demonstrates a lack of effort or does not take appropriate steps to improve their academic performance, the administration team may determine that the student should be held out of games or competitions until sufficient academic progress is demonstrated.

In Bend-La Pine Schools, we believe that consequences should adequately address the behavior. We follow the district Code of Conduct and work to correct behavior with safety being the top priority.

If students are suspended (in-school or out-of-school) for a major offense (Level 3 or 4), they are disallowed from participating in any school activities during the suspension period. This includes evening events.

The school administration may also disallow a student from participating in a larger future event, such as an off-campus trip, multi-day event, or 8th Grade Celebration, if the student's behavior would potentially disrupt the event or pose a supervision concern.

School administrators may use the following matrix as a decision-making guide:

Behavior Response Level	Activity During Suspension	Future Activity
1 - Minor	May participate	May participate
2 - Minor	May participate	May participate
3 - Major	No participation for ISS/OSS	No participation if incident occurred 5 or fewer school days before the event; admin discretion for other cases
4 - Expulsion	No participation	No participation

MIDDLE SCHOOL APPEALS PROCESS (MS,P)

A student who feels an action taken against him/her is unwarranted may appeal through the appeals process. It is expected that this course of action will be taken only when other avenues or mediation are exhausted.

1. The athlete, upon notification of a school violation, will have three (3) school days to appeal.
2. The appeal must be submitted in writing and signed by both the athlete and parent or guardian
3. A three-person appeals board will be established to review any cases for which an athletic appeal has been sought.
4. The responsibility to be informed of the appeals process resides with each athlete. Athletes should contact their coach or athletic director for more information.

In the event of an appeal, the following could occur:

1. Full reinstatement of athletic privileges.
2. Reinstatement with probation. i.e. Practices but not game play.
3. Suspension for any sports until the next semester.

ATTENDANCE AND RELEASE FROM CLASS (HS,MS,P)

To participate in practice or contests, the participant must be in school attendance (or excused) the full day of such practice or contest. The principal or his designee must clear any partial (prearranged) absence in order to permit the athlete to compete.

Each athlete must attend school up to the time of dismissal. Release time for students to travel to out-of-town events should be no more than 15 to 30 minutes before actual bus departure time.

Athletes will not be removed from class for other than scheduled contests.

PHYSICALS AND INSURANCE (HS, MS, P)

Physical Examinations

Oregon Law (ORS 336.479) Students participating in Bend-La Pine Schools extracurricular athletics (6th-12th) must complete a pre-participation physical examination in accordance with ORS 336.479 and district requirements before participating in practices or interscholastic competition. A physical examination is required upon initial participation and remains valid for **two years from the date of the examination**. If a student's physical examination expires during a sports season, the student must provide documentation of a current physical examination before resuming participation in practices or contests.

To help avoid interruptions in athletic participation, Bend-La Pine Schools strongly encourages families to schedule annual wellness visits and complete sports physical examinations during the summer months or between school years, whenever possible.

Students must submit a completed School Sports Pre-Participation Examination Form to the district before participating in extracurricular athletics. The form must be completed and signed by the student's parent or guardian and by one of the following licensed healthcare providers authorized to conduct pre-participation physical examinations under Oregon law:

- A physician (M.D. or D.O.)
- A physician associate (PA)
- A nurse practitioner (NP)
- A naturopathic physician (ND)
- A chiropractic physician who has the clinical training and experience to evaluate cardiopulmonary conditions and determine athletic participation eligibility

The healthcare provider must certify that the student is medically cleared to participate in athletics. The parent or guardian must also authorize emergency medical care and transportation, if necessary.

If a student sustains a significant injury, is diagnosed with a serious medical condition, or undergoes major surgery after receiving medical clearance, the district may require an updated medical evaluation and written clearance from an authorized healthcare provider before the student returns to athletic participation.

See BLS Policy JHCA/JHCB-AP

All sports physical examinations must be documented on the current OSAA Pre-Participation Physical Examination Form. The form is available on the OSAA website and is commonly provided by physicians' offices, urgent care clinics, and other healthcare providers performing sports physicals.

Insurance

Are you covered? Bend-La Pine Schools does not carry accident insurance for students. This means that you are responsible for the medical bills if your child gets hurt during school activities. As a service to you and your child, Bend-La Pine Schools does provide access to a voluntary, low-cost student accident and sickness insurance program that families may purchase through Myers-Stevens & Toohey, Inc. Learn more at our **Insurance** webpage.

ACCIDENTS AND INJURIES (HS,MS,P)

FinalForms is the Bend-La Pine Schools online registration and compliance platform used to manage athletic participation, including student and parent forms, emergency contacts, medical information, eligibility documents, and required acknowledgments. It streamlines the clearance process by allowing families, schools, coaches, and athletic administrators to securely complete, track, and verify all participation requirements in one centralized system.

All paid coaches will have immediate access through Final Forms on personal devices that can access WIFI. Student information should be accessible by the coach if an accident or injury occurs. Coaches should contact their Athletic Director or Athletic Assistant for questions or access needs.

In the event of an injury, which requires medical attention, an adult will accompany the athlete to the medical facility. If the athlete's parents are not present, the accompanying adult will be chosen by the coach as circumstances dictate.

The adult going with the injured athlete will stay until contact has been made with the parents. When the parents are reached, they must be completely informed: who is with the athlete, where the athlete is, who the doctor is.

If the parents cannot be reached, an adult must stay with the athlete until the parents are reached or until other arrangements can be made.

An incident report for all accidents will be prepared and filed in accordance with procedures set by the Bend – LaPine Schools. See the school office manager (or the link in the Appendix) for an incident report form.

Bend-La Pine Schools Protocol and Procedures for Management of Concussions (3/26) (PDF) (full manual)
Middle School Athletes (BLS form) (PDF)
High School Athletes (OSAA form) (PDF)
Incident/Injury Reporting Form (PDF)
CONCUSSION REPORT - English
CONCUSSION REPORT - Spanish

COMMUNICATION WITH ATHLETES AND PARENTS (HS,MS,P)

Preseason Family and Athlete Meeting

Prior to each season, head coaches are expected to hold an in-person meeting with all athletes and their families. This meeting establishes clear expectations, promotes open communication, and ensures that everyone understands the standards and commitments associated with participation in the program.

Topics to be covered include, but not limited to:

- Team mission, core values, and program expectations
- What athletes and families can expect from the coaching staff
- Tryout procedures, evaluation criteria, practice expectations, and the communication timeline following tryouts
- Communication protocols, including the district's Chain of Command for addressing questions or concerns (provide the district communication handout)
- Participation and commitment expectations for student-athletes who are selected for the team, including attendance, academics, conduct, and team responsibilities

Athletic Communication Chain of Command

Bend-La Pine Schools encourages families, students, and staff to address questions or concerns at the lowest appropriate level whenever possible. In accordance with district complaint procedures, concerns should be resolved promptly and informally through direct communication. If a concern cannot be resolved at one level, it may be elevated to the next step in the communication process.

The recommended Chain of Command is:

1. Freshman or Junior Varsity Coach (if applicable)
2. Varsity Head Coach
3. Athletic Director
4. Principal or Designee
5. Formal District Complaint (District Athletic Director) (Bend-La Pine Schools Complaint Procedure/Form)
6. Superintendent
7. Board of Directors

Families are encouraged to allow each level of the process an opportunity to address the concern before advancing it to the next level. This approach promotes timely communication, collaborative problem-solving, and resolution at the level closest to the issue.

Parenting/Coach Relationship

Parenting and coaching are both important and challenging responsibilities that share a common goal: supporting the healthy growth and development of student-athletes. When families and coaches understand and respect each other's roles, they are better positioned to work together to provide a positive, supportive, and rewarding athletic experience for every student.

As a parent or guardian, you have the right to understand the expectations placed on your student-athlete and the philosophy of the athletic program. This partnership begins with clear, consistent communication from the coaching staff regarding team values, expectations, participation standards, and methods of communication. Likewise, families play an essential role by supporting these expectations, encouraging positive sportsmanship, and communicating questions or concerns through the district's established Chain of Command. Together, coaches and families create an environment where student-athletes can learn, compete, and develop both on and off the field.

Communication from Coach:

Clear, consistent communication is essential to a positive athletic experience. Throughout the season, coaches are expected to communicate the following information to student-athletes and their families:

- The coach's philosophy and approach to teaching and developing student-athletes.
- Team expectations, goals, and standards for the season.
- Tryout procedures, evaluation criteria, team selection process, and factors that influence playing time.
- Communication methods, including how and when coaches will share updates and how families can contact the coaching staff.
- Practice and contest schedules, including locations, start times, and any schedule changes.
- Team requirements, including equipment needs, strength and conditioning expectations, team activities, travel expectations, and weekend commitments.
- Procedures for reporting, evaluating, and managing injuries that occur during practices or contests.
- Team rules, behavioral expectations, and consequences for violations.
- Lettering criteria, where applicable at the high school level.
- Circumstances that may result in disciplinary action, including suspension or denial of participation due to violations of team, school, district, league, or OSAA expectations.

Communication Coaches Expect From Athletes/Parents

Successful athletic programs are built on respectful, timely, and honest communication. Student-athletes and their families are expected to:

- Communicate questions or concerns directly with the coach using the district's established Chain of Command.
- Notify the coach of anticipated absences or scheduling conflicts as far in advance as possible.
- Inform the coach promptly of any illness, injury, or medical condition that may affect participation.
- Seek clarification regarding the coach's philosophy, team expectations, or program standards through respectful and constructive conversation.
- Support positive communication that focuses on the growth, development, and well-being of the student-athlete.

Appropriate Topics to Discuss with a Coach

Open communication between families and coaches is encouraged when it supports the development and well-being of the student-athlete. Appropriate topics for discussion include:

- The treatment and well-being of your student-athlete.
- Specific ways your student-athlete can improve and continue to develop.
- Concerns regarding your student-athlete's attitude, effort, conduct, or commitment.
- Questions about team expectations, communication, or program standards.

Coaches are responsible for developing individual athletes while making decisions they believe best serve the success of the team. Conversations that focus on growth, learning, and student development are the most productive and align with the educational mission of school athletics.

Topics That Are Not Appropriate for Discussion

The following topics are generally not appropriate for parent-coach discussions:

- Team selection decisions.
- Playing time.
- Team strategy, game plans, or coaching decisions.
- The performance, behavior, or participation of other student-athletes.

These decisions are the professional responsibility of the coaching staff and are made based on numerous factors throughout the season.

Scheduling a Conference

Questions and concerns are best addressed through respectful, timely communication. If a conference is needed, parents or guardians should contact the coach to schedule a mutually convenient meeting rather than attempting to discuss concerns immediately before, during, or after a practice or contest. These times are focused on student supervision and team responsibilities and are not conducive to thoughtful conversation.

Addressing Concerns with a Coach

When questions or concerns arise, Bend-La Pine Schools encourages student-athletes and families to communicate directly and respectfully with the coach. Most concerns can be resolved through open, honest conversation.

If you have a concern, please follow these steps:

1. Encourage your student-athlete to speak directly with the coach whenever appropriate. Learning to communicate respectfully and advocate for themselves is an important part of the educational athletic experience.
2. If additional discussion is needed, contact the athletic department or coach to schedule a mutually convenient meeting.

To promote productive conversations, please do not approach coaches before, during, or immediately after practices or contests. These are times when coaches are focused on instruction, student supervision, and competition.

Bend-La Pine Schools encourages families to observe the 24-hour rule before requesting a meeting following a contest or emotionally charged event. Taking time to reflect, discuss the situation with your student-athlete, and determine whether the concern can be resolved directly often leads to more thoughtful, respectful, and productive conversations. If concerns remain after this reflection period, a scheduled meeting with the coach is the appropriate next step.

Coach/Student/Parent Communication

To promote safe, transparent, and consistent communication, Bend-La Pine Schools requires all coach-to-student communication to occur through district-approved communication platforms.

Coaches may not communicate with student-athletes through personal text messages, personal email, or other non-approved messaging platforms, either individually or as a team.

All team and individual communication must occur through the sportsYou application, the district's approved communication platform for athletics.

District sportsYou accounts may be used only for communication related to:

- OSAA-sponsored high school athletic programs.
- Bend-La Pine Schools-sponsored middle school athletic programs.

Each school's athletic department is responsible for ensuring that student-athletes and families have access to sportsYou. Athletic Directors will oversee and monitor district sportsYou accounts to support appropriate communication and compliance with district expectations. Families who need assistance setting up an account should contact their school's athletic office or Athletic Director.

District sportsYou accounts may not be used for communication related to non-district-sponsored activities, including club sports, private training, camps, or other outside athletic organizations. These organizations are responsible for using their own communication systems.

Coaches will establish and review the following with their athletes:

Academic Responsibilities

Academics are the highest priority for every student-athlete. Participants are expected to:

- Place academic achievement ahead of athletic participation.
- Complete and make up all classroom assignments missed due to athletic activities.
- Notify their coach in advance if they must remain after school with a teacher for academic support, classroom responsibilities, or disciplinary reasons.
- Manage their time effectively to balance academic responsibilities, athletics, family commitments, and personal well-being.

Practice Expectations

Coaches will communicate expectations specific to each program, including:

- Practice dates, times, and locations.
- Required equipment and attire.
- Procedures for requesting an excused absence or reporting a late arrival.
- Building entry and dismissal procedures before and after practice.
- Locker room expectations, including cleanliness, security, and respect for facilities.
- Expectations for responding promptly to coaching instruction, whistles, or team signals.
- Commitment to teammates through punctuality, preparation, effort, and positive sportsmanship.

Contest Expectations

Prior to competitions, coaches will review procedures that may include:

- Reporting times and meeting locations.
- Expectations while preparing for competition.
- Care, return, and accountability for school-issued equipment and uniforms.
- Conduct while traveling on district transportation.
- Expectations for entering, representing, and departing an opponent's school or competition venue.

School Partnership with Families

Bend-La Pine Schools values strong partnerships with families and is committed to providing clear, equitable, and accessible communication throughout the athletic season.

Families can expect to:

- Receive athletic information, including schedules, procedures, and participation requirements, in a language they understand. Translation and interpretation services will be provided as needed in accordance with district policy and federal law.
- Receive practice and contest schedules in a timely manner.
- Be informed of equipment, uniform, and participation requirements.
- Be contacted directly regarding significant concerns involving their student's behavior, conduct, or attitude.
- Be notified if their student-athlete chooses to resign from or is removed from a team.

District Approved Communication Outlets

Whenever practical, we encourage all employees to use their district-issued email account, rather than a personal email account, for work-related business. This helps the district appropriately manage records and can help avoid situations where employees may need to provide access to a personal account in response to a public records request.

The approved comprehensive program wide communication tool is SportsYou. Paid or volunteer coaches should **NOT** use texting as an avenue of communication.

SELECTION/CUTTING PROCESS FOR ATHLETIC/ACTIVITY TEAMS (HS,P)

In order to provide a quality athletic program in which students can participate under optimum conditions, it is sometimes necessary to limit the number of participants on a team. The head coach, in cooperation with the athletic administrator, will determine the participation limit for each team/level. Reasons for limiting the number of participants may include safety, funding, OSAA requirements and the need to provide the best possible teaching/learning environment for students.

Choosing members of any particular team is the sole responsibility of the coach of that sport. The coach will choose team members in conformity with the philosophy of the athletic program. The need for limitation of the number of participants on a team may vary from one sport to another. Criteria and procedures for the selection/cuts will be determined by the head coach in cooperation with the athletic administrator and clearly communicated to athletes and families prior to tryouts.

Selection Process for High Schools

When selecting team members, the following beliefs are adhered to:

1. Efforts will be made to maximize the opportunities for our students without diluting the quality of the program.
2. Every effort will be made to allow equal opportunity to earn squad membership.
3. Selection of teams is at the discretion of a coach or advisor in consultation with the athletic director. Team selection will be based on skill, team balance, experience and a team member's overall contribution to a team and program.

4. Coaches are encouraged to keep as many students as they can without compromising the integrity of their sport or activity.
5. An objective evaluation measure (Scoring Guide, Rubric, Evaluation Forms) will be used for selections during tryouts.
6. Coaching Tutorial - How to Use Evaluation Guide - Making Cuts

Cutting Procedures Resource - Positive Coaching Alliance

Fillable Form to be used by Coaches

1. Prior to trying out, the coach shall provide the following information to all students:
   a. Extent of try-out period.
   b. Criteria used to select the team.
   c. Projected roster number to be selected.
   d. Practice/competition commitments of successfully making a team.
2. When a cut becomes a necessity, every effort shall be made to communicate decisions to the athletes. The process will include two important elements:
   a. Tryouts will be a minimum of three to five calendar days in accordance with the OSAA calendar.
   b. Unless numbers are too large to allow the process of individual notification, students will be personally informed of the decisions of the coaching staff (not a posted list).
3. Coaches will inform students who are not placed on a team of alternative possibilities for participation in other sports at their school.
4. If a coach foresees difficulties arising because of cutting, they shall discuss the situation with the athletic director.

Inclusion, Belonging and Dignity in BLS Activities

Bend-La Pine Schools is committed to ensuring all students, families, and staff experience a culture of dignity and belonging in all school activities, including athletics. Individual strengths, identities, and differences contribute to diversity, and diversity has been proven to lead to better outcomes and increased success for teams. We honor the diversity of our community and expect our athletic program to be safe, welcoming, and inclusive for all. Any act of hate, bias, or discrimination in any school-sponsored athletic activity on or off campus will not be tolerated. Players, coaches, referees, and family members are expected to model good sportsmanship and to immediately report any incident that violates this culture of equity, as outlined in both Bend-La Pine and OSAA policies.

Transportation

Student athletic travel shall be regulated under Administrative Regulation EEADBA - AR Student Transportation for Athletic Events.

Transportation of students, when possible, will be by the Administrative School District No.1's ("Bend-La Pine Schools") transportation system for all non-curricular activities or athletic events. However, if students are not provided transportation by the Bend – LaPine Schools transportation system, students are required to provide and arrange for their own transportation to the location where the athletic event or non-curricular activity will take

place. The Bend – La Pine Schools assumes no liability for transportation that is provided by the student or the student's family to/from such athletic contests, practices, or activities.

When the district provides transportation, a parent may choose to drive their student athlete to and from an athletic event if they receive prior approval from the coach and/or school administration. Students may ride with another parent or coach, with parent/guardian authorization provided to the coach. Notwithstanding the above, a coach may have team expectations related to the transportation of their athletes to and from events. Any exceptions to the above must be approved in advance by school administration.

Coaches are discouraged from transporting students in their private vehicle. No coach may transport any student without the appropriate training and licensing from BLS transportation (ie: Type 10 or 20).

Travel

The number of personnel traveling is determined by the building principal taking the league policy and the recommendation of the coach and athletic director into consideration.

Coaches are responsible for the conduct and appearance of athletes on trips. All District Policies for travel and transportation must be adhered to. The impression that school representatives make must be positive.

BUS CONDUCT…appropriate conduct is expected of students on buses or vehicles used for extracurricular transportation. Sitting on top of seats, throwing objects, uncomfortably loud music, lack of politeness to drivers and objectionable language/gestures, etc. will not be tolerated.

State regulations prohibit glass bottles on buses.

The bus will be left clean at the end of the trip. Bus inspection upon departure and return is required.

RESTAURANT AND MOTEL CONDUCT…Respect must be maintained for other patrons. Politeness, acceptable language, a degree of quietness, and sensible care of facilities are essential. Facilities in restaurants and motels will be left in a reasonable degree of cleanliness and orderliness. It is essential that any damage to property be reported to the coach. Room inspection upon arrival and departure is required.

Awards

High school head coaches must submit the requirements for earning a letter to the building athletic director's office. Requirements are subject to approval by the principal or designee. The athletes will be informed of the requirements for lettering.

The right of the coach is reserved to recommend any participant for a letter if he/she believes that the participant is entitled to such an award.

One varsity letter will be awarded to each eligible participant. Inserts and/or a bar will be awarded once an individual has a letter.

The official letter, with distinctive markings, will be awarded to the managers, trainers and/or statisticians at the recommendation of the coach.

Certificates will be given for sub-varsity awards.

Within governing body regulations, medals or pins may be awarded at the discretion of the coach.

All middle school athletes will receive certificates of participation.

Admission Tickets

A district employee's ID badge serves as an athletic pass to district high school athletic events. This pass serves to allow general admission for the employee and one other family member. The badge is not valid for admission at special tournaments and OSAA endowment and state playoff games.

Arrangements for Little League, grade school or middle school teams, etc., to attend contests requesting "special admission prices" must be made through the high school athletic director prior to the contest.

Admission prices to contests are determined by league policy. The Bend-La Pine high schools will follow the recommendations of their respective leagues in setting admission prices to contests. Current admission rates are $6.00/adults and $4.00/students. Senior discount begins at age 60.

Admission to playoffs in OSAA sports is subject to OSAA regulations. The district may not waive admission fees on these occasions.

Out-of-School Club Sports

The district acknowledges the interest students have in participating as a member of an athletic club supportive of achievement of greater athletic proficiency. The district's relationship with these programs will be guided by the district policies, procedures, philosophy, goals and code of ethics. Rather than engage extensively in one sport/activity, both on a school team and an outside club, the district's preference is that students be encouraged to participate in more than one sport and/or other school activities.

a. As per OSAA regulations, coaches may not coach out-of-school club teams that include any of their school's athletes.
b. Paid district coaches shall not pressure or recruit student athletes to take part in a non-school program.
c. School equipment, logos or uniforms shall not be used in a non-school program without the permission of the athletic director or designee.
d. Finances, equipment, meetings, fundraising, etc., for out-of-school clubs shall be kept separate from school programs.
e. Schools shall encourage in-sport participation, activity participation, and academic emphasis instead of off-season training during the school year.

Sports Clubs & Student Activities Classifications/Regulations

Sports and Clubs can be classified into several groups based upon whether they are an OSAA Activity or outside activity. **See the classifications here.**
BLS Regulations regarding student organizations can be found here.

Out-of-Season Programs

The growth of off-season athletic programs for school-age students has increased dramatically over the past several years. The relationship between this variety of off-season programs and the individual schools and their athletic programs has created a set of complex issues. The following procedures are designed to establish an appropriate set of parameters and guidelines for managing the school district's relationship with the various out-of-season athletic issues. As is appropriate with all aspects of the school program, out-of-season athletics must be guided by the Board policy on co-curricular activities as well as by the district philosophy on athletics and activities, program goals and the code of ethics for these programs.

Guidelines for Out-of-Season Programs

Coaches involved in out-of-season athletic programs shall be aware of the district guidelines regarding out-of-season programs.

1. Coaches shall keep in mind that the purpose of education based interscholastic athletics is to help educate boys and girls and not to prepare students for college athletics, a by-product of interscholastic participation available to a small percentage of high school athletes.
2. For most students, specialization in a single athletic activity may not be in their best long-term interest.
3. Coaches shall encourage students to participate in a variety of school activities, including more than one sport during the school year.
4. Schools shall not allow use of school equipment and facilities by non-school organizations that promote a philosophy contrary to the above objectives.

FINANCIAL OBLIGATIONS (HS, MS ,P)

The district will make every effort to fund athletic and activity programs in a manner that minimizes financial barriers to student participation. To help sustain these programs, the district may charge participation fees at the middle and high school levels. Participation fees, including any refunds, will be administered in accordance with Administrative Regulation IGDE-AR: Student Participation Fees for Extracurricular Activities.

Students are generally responsible for providing personal items needed for participation, such as shoes, socks, and athletic supports. Schools must work with students and families when participation fees or additional costs may create a financial barrier.

Students may not participate in athletics or activities while they have outstanding fees, fines, or other charges owed to a district school unless an approved payment plan, waiver, or other administrative arrangement is in place.

Payment of a participation fee provides a student with the opportunity to participate in a program. It does not guarantee selection for a team, a particular position or role, or a specific amount of participation or playing time.

Athletic and activity departments are expected to work collaboratively with families to identify available assistance and ensure that financial hardship does not prevent a student from trying out for or participating in an extracurricular program. Administrators may reference the following Resource Guide for Collecting Participation Fees when assisting students and families throughout the season.

Participation Guidelines

The district's goal is to provide as many co-curricular opportunities for students as possible. To help meet this goal, the following guidelines have been established:

- Schools shall make every effort to maintain as many members on teams as possible.
- Middle school coaches are expected to see that each participant receives significant playing time in each competition.
- The middle schools will maintain a no-cut policy.

Opportunities may be provided in the following sports:

High School

Cross Country – Boys and Girls

Volleyball – Girls

Soccer – Boys and Girls

Football – Boys

Swimming – Boys and Girls

Basketball – Boys and Girls

Wrestling – Boys and Girls

Track and Field – Boys and Girls

Baseball – Boys

Softball – Girls

Tennis – Boys and Girls

Golf – Boys and girls

Middle School

Cross Country – Boys and Girls

Volleyball – Girls

Football – Boys

Basketball – Boys and Girls (Bend Parks & Rec program)

Wrestling – Boys and Girls

Track and Field – Boys and Girls

Athletic Camps on School Premises

Sports camps on school premises conducted by school district coaches have the potential to be positive public relations activities. To ensure that maximum benefit derives from

these programs, coaches must be knowledgeable about district procedures regarding use of facilities and the school name in promoting and sponsoring these camps.

Sponsoring coaches must: fill out a facility use request; determine if camp dates are in compliance with OSAA regulations; and submit plans and budget with the school administrator in charge. A permission form for participation in the camp should be required of all students/athletes involved (a sample form is included in the appendix. Athletes should have medical coverage or waive such coverage for participation in the camp.

Coaches must not state or imply that the attendance at a summer camp is required for participation in the corresponding school program. Coaches who are not employees or registered volunteers may also need to provide proof of insurance.

Facility Use by Athletic Teams
In-school sports teams will have priority in gym and field use over out-of-school clubs or other outside groups. Special care will be given to facility utilization at the conclusion of sport seasons when overlap of sports occurs and when unscheduled playoffs may be necessary. In these situations, the in-season or continuing activity has priority.

Summer Camps Off School Grounds

Participation in summer camps under the direction of a school coach are governed by all policies and regulations of the school, district, and the expectations outlined in this Athletic Handbook. Athletes may be disciplined for violations of school policies or the Athletic Code during their participation in such activities during the summer months (June, July, August).

APPENDIX:

3/2005 Coach – Job Description

Bend-La Pine Schools
Deschutes County
Bend, Oregon 97701

Position Title: COACH
Department:
Reports To: Site Administrator & Athletic Director

JOB DEFINITION:

All coaches are paid on the extra duty schedule for time involved in activities normally occurring after school hours. It is understood that many responsibilities inherent in coaching require extra hours without additional compensation. The extra duty schedule has been developed to compensate a coach for some of the extra time involved in after-school work. This position is directly responsible to the principal. The coach will provide the leadership for the control over students participating in the sports programs.

QUALIFICATIONS / CERTIFICATIONS:

- Hold a current first aid card.
- Experience at a comparable level of coaching.
- OSAA / ASEP Certified.

RESPONSIBILITIES:

1. Maintain accurate inventories and arrange for proper issuance and cleaning of equipment.
2. Maintain facilities in such a manner as to be usable and safe.
3. Set up well-organized practice schedules so that staff and participants are well informed and make the best use of the practice time.
4. Maintain effective communication with the entire coaching staff, students, parents, school staff

members and media.
5. Demonstrate knowledge of and adherence to District Athletic Handbook and school athletic philosophy and policies.
6. Maintain accurate and timely eligibility reports, budgets, and rosters.
7. Supervise assistant coaches (where applicable) in such a way that they will be aware of their responsibilities at all times and maintain the standards required of all coaches regarding administration, coaching performance and responsibilities, and professional qualities.
8. Supervise the athletes in such a way that they will be aware of practice and game responsibilities, rules, strategy and goals.
9. Demonstrate and teach the skills necessary for athletes to succeed.
10. Assure that all necessary steps are taken to prevent injuries and practice procedures in event of emergencies.
11. **Demonstrate self-control and poise at practices and in game situations.**
12. Maintain a high standard in the classroom while the sport season and practice are in progress.
13. **Support the entire athletic program by encouraging participation in all sports, by attending other athletic events, and by upholding the values of athletic events, and by upholding the values of athletics throughout the school year.**
14. General supervision of the following: locker rooms, bus and overnight trips to include the time between bus arrival and parental pick-up.
15. Ensure that all teams under his/her immediate direction represent their school in such a manner that their conduct and appearance is beyond reproach.
16. Emphasize the importance of good scholarship and citizenship as an athlete and follow-up on the progress of each individual in these areas.
17. Represent his/her team and school in a professional manner and work to resolve differences with officials, scorekeepers, staff, other coaches, parents and members of the audience constructively without damage to the coaches' teams' or schools' reputation.
18. Perform other responsibilities and duties as required by the position or as directed by the immediate supervisor.

Fundraising and Advertising Guidelines for Schools/Coaches/Advisors

Philosophy (IGDF-AR)

The district would prefer to fund all school programs without the need for fundraising. Current funding does not allow for this option and the district accepts the fact that fund raising is a means of maintaining program availability and program quality. It is the district's desire to manage school related fundraising in a manner which provides for school control, sound accounting practices, and the maintenance of reasonable equity of opportunities for all students.

FUNDRAISING GUIDELINES

No school or school related student group is authorized to conduct any type of door to door promotion or solicitation for the school or school group. However, this policy shall not so restrict such activities conducted in the student's home or in the homes of relatives or close friends.

Prior to commencing any fund raising activity, the school principal shall notify the superintendent of the activity and of how and for what purpose the activity is being conducted. If the superintendent concludes that the proposed activity is lawful, in good taste and conforms to this policy, the principal may proceed with the activity.

FUNDRAISING GUIDELINES (From BLS Accounting Handbook)

All fundraisers must be approved in writing by the principal prior to beginning the activity using the Request for Fundraising Activity Form. In "Purpose of Fundraiser", please provide details on how the money will be spent and this information needs to be included in your communications to the public such as flyers, emails and web site. No fundraising activity shall take place unless the form has been submitted and approved.

See this presentation on Student Body Funds, Booster Clubs and Fundraising

For more detailed information review the entire BLS Accounting Handbook HERE

ADVERTISING:

The Board recognizes that district-sponsored commercial advertising may provide an important source of revenue for its programs and activities. Such sales may be permitted as approved by the superintendent or designee and by this policy.

"Commercial advertising" as used in this policy means, use by any person, company, business or corporation, for personal or private gain, of any district media, including, but not limited to, school newspaper, yearbook or other printed material, flyer or circular, radio, television, social media, video or any other electronic technology or indoor or outdoor signage designed to:

1. Transmit a message offering any goods or services;
2. Cause or induce any other person to purchase any goods or services;
3. Increase demand for any goods or services.

Commercial advertising approved by the district must be consistent with district mission, goals, Equity Stance, Board policies and administrative regulations; promote positive values for district students through proactive educational messages that encourage student achievement and high standards of personal conduct. Building Officials shall evaluate whether proposed advertising is consistent with these criteria. If a Building Official is uncertain regarding a particular advertisement, they can refer the question to the district advertising committee comprised of the Executive Director of Policy, Advocacy, & Equity Civil Rights, the Deputy Superintendent, and one other member of the district's leadership team. At the committee's discretion, additional individuals may be added on an ad hoc basis. The committee shall make a recommendation to the Superintendent who shall make the final decision.

For complete details on advertising policy and regulation: KJ-AP, KJ-AR

OSAA Handbook Recommendations on Extracurricular Finances

Executive Board Policy #38 - Financing Options, pg. 65

A. The source of funds used by school districts to sponsor their various activity programs is an internal matter of individual districts. In most cases these funds are regular district revenues incorporated into the district budget following prescribed budget law. In these troubling financial times, though, some districts now are utilizing private or donated funds to help support their programs.

B. By OSAA Constitution, the membership of the Association is limited

to high schools within the state of Oregon, public or private. Therefore, athletic and other activities provided by high schools under the structure of OSAA governance must be clearly identified as "school sponsored." The implication of school sponsorship is that these activities are controlled entirely by the school district and personnel retained by district school board action. To exercise total control, the school district shall have control over the funds used to support an activity.

C. When outside or contributed funds are used, they should go to the district where authorized district personnel can then make responsible decisions on how the funds are spent to achieve the objectives determined for the activity. To have control of a program, the school district shall hold the purse strings. Otherwise, overzealous booster groups might use funds in a manner that is counterproductive to the goals and objectives of the school district.
D. Booster groups and other outside organizations may contribute money to a school or a district to help offset the cost of equipment, transportation, participation fees, etc. However, money cannot be contributed directly to an individual. It is the school administration's responsibility to utilize funds as it sees fit to enhance its sponsored program.
E. Further questions about innovative methods of financing school activity programs should be referred to the OSAA office.

Forms

It is the responsibility of the building Athletic Director to keep all physical examination cards and parent permission cards on file. When an athlete meets all requirements for participation, the athletic director will send an athletic clearance form to the coach. The athlete may receive equipment and begin practice only after the clearance form is issued.

On the following pages are links to or duplications of forms, which pertain to athletics as well as fundraising guidelines:

BLS Participation and Training Regulations/Contract

Student Incident Report Form – *copies available in main office at all schools*

OSAA School Sports Pre-Participation Examination Forms

Summer Athletic Permission Form

Other athletic clearance forms are available through the building athletic secretary.

Samples of forms for athletic eligibility may also be included:

Weekly Grade Clearance Forms

Waiver Agreement on Grades

BEND-LA PINE SCHOOL DISTRICT PARTICIPATION AND TRAINING CONTRACT FOR ATHLETICS/ACTIVITIES

Any student who participates in school-sponsored athletics or activities must agree to abide by the School District Board Policies, Administrative Rules, Code of Conduct, building rules, and team participation/training regulations. All students who participate in athletics and extracurricular activities are expected to be positive role models for other students and members of the community at all times. This signed contract shall be in effect at all times during the contract period. “At all times", means 24 hours a day, every day of the week whether at school or away from school. Once signed, the contract will be in effect from the beginning of the OSAA calendar (see OSAA website for each year’s start date) and conclude with the last day of the student’s attendance at high school. This contract will not be enforced between the last day of the school year and the beginning of the OSAA calendar, except during sanctioned school activities**. Once signed, the contract is effective for the student’s entire high school participation in athletics/activities, and will carry over from school year to school year, even in off season times during the school year**. This Contract will be signed annually as a reminder, but will be in force for the duration of the student’s attendance in the Bend La Pine School District.

Discriminatory harassment and bullying behavior will NOT be tolerated. Discrimination is defined as “any act that unreasonably differentiates treatment, intended or unintended, or any act that is unfair in form but discriminatory in operation, either of which is based on age, disability, national origin, race, color, religion, sex, and sexual orientation.”

ATHLETICS/ACTIVITIES TRANSFERS

Students moving or transferring from another school or District will enter this District's athletics/activities program based on their athletics/activities status upon leaving the student's previous school or District. The Bend-La Pine School District will honor all sanctions, suspensions, etc., from the student's previous school or District.

CONTRACT

Rules will apply at all times during the contracted period.

• Each head coach/advisor shall be responsible for determining the General Rules for training, behavior, letters, and awards for their sport/activity. Each coach/advisor shall be responsible for communicating the standards and criteria to the students who participate in their activity and to their parent(s) or guardian(s).

• Participants will abide by all rules as written in the District Code of Conduct and individual school handbooks. Any conduct by an athlete deemed by administration to be detrimental to the program or school is grounds for sanctions. Students shall not be involved in any illegal acts in school/community or engage in any activity that endangers the health or damages the property of others.

• Alcohol, tobacco, or drugs: Students shall not sell, use, possess, or be under the influence of alcohol, tobacco in any form, illegal or illegally obtained drugs, imitation drugs (including smokeless cigarettes), restricted drugs or controlled substances that are not being used for the purpose for which they have been prescribed by a medical professional. Athletes that are present where others are engaging in illegal activity, including the underage consumption of alcohol or the illegal use of drugs, shall immediately leave. Failure to immediately leave will constitute a violation of this contract. Students in violation of these expectations are subject to consequences as set forth below.

CONSEQUENCES

• Any confirmed violation may result in temporary or permanent suspension from the activity/sport as determined by the coach.

• Any confirmed violation will result in the sanctions imposed by the school disciplinary process. Suspension or expulsion from school for violation of the Code of Conduct automatically suspends students from all practices/contests during the suspension or expulsion period. If there is no competition/contest during the suspension or expulsion, the student will be suspended from the next competition/contest. If the infraction or misbehavior occurs away from school, the athlete will be suspended from the next competition/contest.

• Any confirmed violation of the Bend La Pine Drug and Alcohol Policy will result in suspension from competition including any violations occurring off-campus and during non-school times. Unlike the time limitation in the Policy IGAEB-AP, this prohibition is effective at the beginning of the OSAA calendar through the last day of school as well as during sanctioned school activities. During this suspension period the athlete is: 1) required to attend all practice sessions, 2) athletes must finish his/her season in good standing and 3) Suspensions shall carry over from year-to-year, season-to-season, and sport/activity-to-sport/activity. Summer athletic camp infractions that are school supervised will be dealt with in the same manner as the OSAA/BLP contract period.

1. The first violation will result in 14 days or two competitions, whichever is longer:
2. The second violation will result in a 9-week suspension from competition.
3. The third violation will result in an 18-week suspension from competition.
4. The fourth violation will result in the athlete losing the privilege to compete in all athletics and activities for the remainder of his/her high school career.

APPEAL PROCESS

The student shall have the right to an appeal with the appeal committee to review the sanction imposed and to hear the charge(s) leading to disciplinary action. The building principal or designee shall notify the student and student's parent(s) or guardian(s) of the findings of the review.

The athlete may appeal a decision under the following conditions:

• The appeal must be submitted in writing and signed by both the athlete and parents or guardians.

• The request must contain specific reasons for the appeal.

• The written appeal must be submitted as soon as possible and no later than 3 days after the violation.

• The committee will consist of the building administrator, district athletic director, high school athletic director, and a member of the coaching staff of the athlete's choosing shall review the appeal.

• The committee shall give the athlete and/or parents an opportunity to present the appeal.

• The appeal meeting shall take place as soon as possible after the written appeal has been submitted.

• The committee shall inform the parents of the committee's decisions concerning the violation of the Participation and Training Contract at the earliest practical opportunity.

SUMMER ATHLETIC PARTICIPATION PERMIT

Student Name _____ Birth Date _____

Address _____ Cell Phone _____

School Attended Last Year _____ Current Grade _____

PERMISSION TO PARTICIPATE

I understand my student will be participating in summer and/or late spring activities under the direction of school coaches and staff. Students choosing to participate are subject to school & district policies and regulations during these

times. *My signature on the last line of this document indicates my authorization for participation in such activities by my student.*

EMERGENCY INFORMATION

Name of Parent or Guardian _____

Parent or Guardian Phone Numbers _____

Name of Physician _____ Phone _____

Medical Insurance Name _____

Group Number _____ ID Number _____

List any medical problems, injuries in the last year or current medication _____

_____

**Do you have a current physical on file with the school _____

EMERGENCY CONTACT IF PARENT CAN'T BE REACHED

Name _____ Relation _____

Address _____ Phone _____

MEDICAL RELEASE

I understand that the coaches will use their best judgment in determining emergency care and procedures. I also understand that the coaches have no provision for expenses incurred in carrying out emergency procedures and emergency transportation. In case of illness or accident to the student named above, the coaches are authorized to obtain immediate medical treatment. I hereby release the coaches from all liability associated with the actions taken in good faith by the coaches in providing or obtaining emergency treatment. *My signature below indicates my understanding of this medical release and authorizes my student to participate in summer (spring) activities organized by school coaches or staff.*

_____ _____

Parent or Guardian Signature Date