

Verbum Dei Jesuit High School



Athletic Department Handbook 2023-2024

General Information

President: Father Travis Russell **Principal:** Dr. Jesse Rodriguez
Athletic Director: Chris Morrison
Nickname: Eagles **Phone Number:** (323) 564-6651 ext 8000
Colors: Navy/Gold **FAX Number:** (323) 564-9009
Website: www.verbjesuit.org **Email:** cmorrison@verbjesuit.org

LEAGUE INFORMATION

Verbum dei Jesuit high school athletic teams compete in the Camino Del Rey (CDR) Association for all sports. The CDR Association has its own set of bylaws set forth by the league constitution. League meetings are held before and after each season of sport. The association consists of three leagues including the Del Rey, Camino Real, and Santa Fe Leagues. Each League has been created to maximize the competitive equity amongst the 21 member schools. For the 2023-2024 school year, Verbum Dei Jesuit will compete in the Santa Fe league for Cross Country, Football, Basketball, Soccer, Baseball, and Track & Field. Every two years the leagues are realigned based upon competitive equity over the past two years. The top team in the Camino Real will move up to the Del Rey League. The top team in the Santa Fe League will move up to the Camino Real League. The bottom team in the Camino Real League will move down to the Santa Fe League. For a more detailed look at the league breakdown, see the last couple of the athletic handbook.

PRACTICES AND HOME GAME SITES

Baseball - MLB Youth Academy
Athens Park

Soccer - Verbum Dei

Basketball - Verbum Dei Gymnasium

Cross Country - Area Parks & Trails

Football - LA Southwest College

Track - St. Pius Matthias Academy

VISITOR GAME SITES

All game sites are determined by the host school. Many schools do not have on-campus facilities and therefore play their games at alternative locations. Locations of games will be noted on all individual sports schedules as well as the school website (Athletic Calendar).

REQUIRED PAPERWORK/FEEES FOR ALL STUDENT-ATHLETES

All student-athletes must be cleared online prior to participation in any sport. This online clearance includes all of the forms that are required to be completed to participate in athletics at Verbum Dei Jesuit High School (CIF Code of Ethics, Concussion Information Sheet, Sudden Cardiac Arrest Information Sheet, and Permission Form. Please see the link below. **The original signed copy of the Physical Form and the Agreement/Consent to Participate for that you receive at the end of online registration must still be turned into the school office.**

www.athleticclearance.com

NOTE: During the online registration you will be asked for the student email address. If your son is an incoming freshmen, please use an alternate personal email address for your student until they are assigned a Verbum De Jesuit email address when school starts.

SPORTS PARTICIPATION FEES - A sports participation fee of \$150 for each sport will be billed to your FACTS account on the dates listed below. Additional fees and/or fundraising requirements may be required for each sport to cover the cost of spirit pack items, practice gear, travel, equipment, etc.. Such fees will be clearly communicated to the parents prior to the start of the season. In the event that a student quits the team, the fee will still be required.

FALL SPORTS: 8/7/2023

WINTER SPORTS: 11/1/2023

SPRING SPORTS: 2/2/24

PHILOSOPHY OF ATHLETICS

An interscholastic athletic program as a co-curricular activity is an integral part of the total education and growth experience at Verbum Dei High School. Athletics is designed to affirm and promote the Jesuit values, and engage student- athletes fully in mind, body and spirit. Student-athletes, coaches and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which those Jesuit values can be revealed, tested, and proven relevant both to participants and the entire school community.

Through participation in athletics at Verbum Dei High School, students will mature physically, emotionally, socially and spiritually. They will learn to take responsibility for personal growth by developing loyalty, pride, integrity and commitment. Athletics provides the opportunity for a student-athlete to exhibit a progression of physical skills and knowledge of a particular sport, enabling him to apply these skills and knowledge to new situations and a variety of learning formats.

Through participation in athletics, a student-athlete learns that God is active in all things and that individual and liturgical prayer will bring him closer to God. The student- athlete comes to trust that he is known and loved by God: that love invites a personal response, which is an expression of movement within the human heart beyond self-interest or self-centeredness. The student-athlete is called to be conscious of the call to be a leader in service and to acknowledge his active commitment toward fostering a just society. Every member of the Verbum Dei Jesuit High School community must seek to encourage, instill and foster such growth and development in all student-athletes.

STUDENT-ATHLETE

To be a part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school life: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school is the individual called upon to represent Verbum Dei Jesuit High School in such a public forum as in the athletic arena. Student athletes should therefore be made aware of their constant privilege and responsibility to represent Verbum Dei Jesuit High School and

our Christian values to the world. The true Verbum Dei Jesuit athlete wins respect by playing hard and demonstrating the highest degree of sportsmanship at all times. This sportsmanship is especially demonstrated in showing fraternal respect to members of opposing teams, schools and officials. This sportsmanship is also demonstrated in unquestioned obedience to coaches, appreciation for the talents of the other team members, respect for racial diversity in all circumstances, use of acceptable language and an overall attitude of respect and involvement in the life of the school community.

PARENTS

Parents are the primary educators of their student athletes. Verbum Dei Jesuit High School parents therefore called to teach by word example the values of the school's philosophy and athletic code. Parents are strongly encouraged to support their sons during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletic contest. Parents and members of the opposing team should always be treated with cordial respect. The same is true for those officiating the game. Parents should especially realize that their support of the Verbum Dei Jesuit coaching staff, both on the field and off the field, is a highly significant factor in the achievement of effective team morale. Verbum Dei Jesuit parents should represent the ideals of Verbum De Jesuit in the home as well as at all athletic events.

COACHES

Coaches play a significant role in St. Anthony's athletic program. They are the natural role models who guide young athletes by their living example to the realization of all the goals of the athletic program. In order to be such a role model, coaches need to be completely imbued with the athletic philosophy of Verbum Dei Jesuit. Coaches should exercise their leadership from the perspective of faith. Outside the athletic arena, they continue to lead their teams by prayer, support and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every player entrusted to their care and thus win for themselves the true respect of their athletes. Coaches also deal with parents, opposing coaches, administrators and other adults in a highly professional and Christian manner. A true Verbum Dei Jesuit coach represents the ideals and values of the athletic program with dignity, pride, confident leadership and self-discipline.

ATHLETIC DIRECTOR

The athletic director conducts and supervises the Verbum Dei Jesuit High School athletic programs and is responsible for the school's athletic teams, their activities and their equipment. He must be able to foresee a program's needs and interact with the staff members to realize program goals. All coaches must be held accountable for all duties delegated by the athletic director and must answer to him. The athletic director should convey confidence in his coaches and provide necessary support in arranging schedules, transportation, equipment, and dealing with specific needs that arise throughout the season. The end product should be a symbiotic relationship, which allows the program to run efficiently, and best fulfills the needs of the individual athlete.

RELATIONSHIPS

Four central relationships must exist for each coach at Verbum Dei Jesuit. If he/she is to be successful, the coach must not be deficient in any of the four relationships. It is the responsibility of every coach to understand the delineation between each relationship, namely, between the coach and the athletic department, the coach and community, the coach and the athlete, and the coach and the parent.

RELATIONSHIP BETWEEN THE COACH AND THE ATHLETIC DEPARTMENT

A very important aspect of coaching is the relationship that exists between the coach and the other members of the athletic staff. The coaches at VDJHS share a unique bond that extends beyond VDJHS into every possible sporting event. Although the bonds that exist between the coaches at VDJHS are, in essence, no different from those among all coaches, there is a uniqueness of attitude that should permeate through the entire athletic program at VDJHS. Each coach is a member of the “Athletic Department”, and he experiences three distinct relationships within the department:

1. with the Athletic Director
2. with the other coaches of the same sport
3. with the other coaches in the Athletic Department

RELATIONSHIP BETWEEN THE COACH AND THE COMMUNITY

The third relationship for the coach at VDJHS concerns his/her role with other members of the school community, the local community and alumni, and the parents of athletes. A coach should try to interact with other members of the school community. As part of the school community he/she represents only one activity within the school’s network of activities. The coach knows that the school does not exist for his/her sport, and represents himself/herself and his/her role as coach accordingly. This is important for the athlete because it gives him/her perspective as to the value of athletics as it pertains to his/her commitment of excellence in education. Too often tension arises between coaches and non-coaches regarding the role of particular activities (athletic and non-athletic), time usage, and student involvement. Mutual cooperation must exist between all faculty members toward programs outside their influence and the individual must be open to constructive criticism of their involvement.

A coach should also have a relationship with the local community and alumni. The coach is often the visible and significant representative of the school and his/her interaction with this larger community demands professionalism tempered with courtesy at all times. He/she should never demean an opposing school, its coaches or players, and should encourage exemplary behavior from his/her players when appropriate (on the bus, sidelines, after a game etc.). The coach is to represent the interests and values of VDJHS at league meetings, workshops and clinics, press conferences awards ceremonies and while interacting with alumni.

A coach should communicate to the parent and the athlete his/her goals and expectations at the outset of a season. The coach must state, in direct terms via a letter sent to the parents or handed out at your team's preseason meeting, the expected time commitment, financial commitments (insurance, equipment, meals, etc.), expectations of the athlete, and the benefits the athlete will derive from the specific program. The coach should be open to communication from parents and encourage their support and interaction with the program.

RELATIONSHIP BETWEEN THE COACH AND THE ATHLETE

The first quality a VDJHS coach should possess is a sincere concern for the student-athlete as a human being. Sports are the "first love" of many young men and women. A coach is a mentor between the athlete and his/her "love" and must remember that his/her influence contributes to the mental and physical well-being of the athlete. This molding process, if it is to be healthy, must be developed in an environment free from anxiety, fear and pressure. Actions demonstrated by a coach in response to the success or failure of a play or drill can have an adverse effect on the athlete's cognitive and motor development of a skill. Therefore, failure of a coach to respond with positive reinforcement when the athlete makes mistakes can cause the athlete to focus on the negative, which will in turn induce improper behavior. For this reason, a coach must promote an atmosphere of "a desire for success rather than the fear of failure." A coach must never forget that it is the process, not the results, which constitute the definition of a successful program in athletics. A good coach believes that the achievement of goals through hard work, careful organization, knowledge of the game and experience are the building blocks that determine success in coaching. From this regimen a relationship develops between athlete and coach fueled by mutual respect, communication, inspiration and motivation.

The second quality essential for a VDJHS coach in relationship to the student-athlete is sportsmanship. Fair play must take precedence at all times and must be reinforced by the personal conduct of the coach. When potentially volatile situations arise the coach must demonstrate emotional stability and composure. This example of professional behavior teaches the athlete to respect rules and to function properly within a framework of rules. By avoiding vulgar language, belittling an athlete or complaining unnecessarily the student-athlete learns to meet adversity with the determination and poise, which are only possible when a mature attitude is maintained during stress. In short, a coach is to encourage a fair, honest rivalry, maintain a courteous relationship with opponents, and demonstrate, in the face of adversity, the graceful and gentlemanly acceptance of the results of his efforts.

The third quality for a VDJHS coach is a concern for the academic endeavors of his/her athletes. A coach should be just as concerned for his/her players' academic progress as he/she is for their athlete and that time is being provided for study. Schedules for practice should be reasonable and allow sufficient time for both rest and study. The opportunity to develop intellectually, as well as athletically, should be a prime consideration of a great athletic program, one that VDJHS is duty bound to provide.

The fourth quality for a VDJHS coach is genuine concern for his/her players in the off-season. Though a coach might not be a professional counselor, he/she should realize that,

as an educator, he/she might be someone with whom the student can discuss both academic and personal difficulties. Essentially, the closeness of the season should not be lost during the off-season. The friendship and camaraderie developed in participating in a sport is often a door through which a lasting friendship may be formed. By his/her care and concern, the coach affirms the importance of the whole individual, not just the athlete.

RELATIONSHIP BETWEEN COACH AND PARENT

We are very pleased that your son has chosen to participate in the VDJHS athletic program. We will do all we can to provide a positive experience for him. Possibly the most important ingredient to achieve this outcome is to ensure that lines of communication are developed to allow for free and easy resolution of questions before they become issues. As a parent, you have a right to know what expectations are placed on your son.

COMMUNICATION GUIDELINES

THE CHANNEL OF COMMUNICATION

The following order is the proper channel of communication at Verbum Dei Jesuit High School:

1. HEAD COACH
2. ATHLETIC DIRECTOR
3. PRINCIPAL

Under no circumstances should a coach contact the Principal or Athletic Director of another school or the CIF office to register a complaint. All communication between the schools and/or CIF office must go through the Athletic Director and/or Principal.

COMMUNICATION COACHES SHOULD GIVE TO PLAYERS/PARENTS

1. Times of all practices and contests.
2. Team requirements: equipment, off-season training, fundraising, etc.
3. Student-athlete conduct code and disciplinary procedures.
4. Any concerns about student-athlete.
5. Communication procedures

COMMUNICATION COACHES SHOULD EXPECT FROM PARENTS

1. Concerns expressed directly to the coach first.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your son becomes involved in the various programs at VDJHS, he will experience some of the most rewarding moments of his life. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach may be desirable to clear up the issue and avoid any misunderstanding.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your son mentally and physically.
2. Ways to help your son improve.
3. Concerns about your son's behavior.

It is very difficult to accept the fact that your son is not playing as much as you would want. Coaches are professionals. They make judgment decisions based on what they believe to be the best for the team and all involved. As you have seen from the list above, certain things can be and should be discussed with your son's coach. However, playing time, team strategy, playing calling and matters concerning other student-athletes are ultimately the coach's decision.

PROCEDURES FOR PARENT DISCUSSION WITH A COACH

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other person's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution of the issue of concern:

1. Your son should first talk with the coach about his/her concerns.
2. The parent should call the coach to set up an appointment.
3. If the coach cannot be reached after a reasonable amount of time, contact the Athletic Director. He will arrange the appointment for you.
4. Please do not approach a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings at these times usually do not work well for the coach, the parent or the player.

THE NEXT STEP

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.

2. At this meeting the appropriate next step can be determined as necessary. Whether or not this step is ever reached, please keep in mind the following protocol when you elect to pursue a concern you may have regarding your son experience on one of VDJHS's athletic teams. Please make contact as follows:

1. Head Coach
2. Athletic Director
3. Principal

EXPECTATIONS

EXPECTATIONS OF STUDENT ATHLETE & TEAM

- Practice good sportsmanship, not gamesmanship. Respect the game and its rules. Strive to win with character and to lose with dignity, follow the rules, and respect the ideals of good conduct, etiquette, and classy behavior.
- Abide by the rules of discipline for Verbum Dei Jesuit High School and California Interscholastic Federation Southern Section (CIF-SS).
- Be honest and loyal to the school, your team and our community in the representation of our athletic program.
- Maintain proper health and safety by using the proper techniques and safe methods of play and following a healthy diet with proper rest.
- Be a credit to your team in the classroom, community, and in competition.
- Demonstrate respect for teachers, coaches, and fellow student-athletes.
- Be on time to games and practice. Strive to improve.
- Be positive, responsible and a team player.
- Be "coachable". Ask for help when needed.
- Have Integrity. Use appropriate language.

EXPECTATIONS OF PARENTS

- Be positive with your son. Let him know that he is accomplishing something by being part of the team.
- Do not offer excuses to him if he is not playing. Encourage him to work hard and do his best.
- Insist that your son respect team rules, school rules, game officials, and sportsmanship. Self-respect begins with self-control.
- Encourage your son to improve his self-image by believing in himself.
- Encourage your son to play for the love of the game.
- Please remember that coaches have different ways of dealing with people and situations and that your son's life is enriched by interaction with different types of leaders. A coach is usually a coach because he/she is sincerely fond of working with young men and is an experienced professional.
- As a fan, you are entitled to cheer avidly, but don't become belligerent.
- Remember - at any competition you, the parent, represent your town, your school and your son. Please be a positive role model.

Parents are NOT to direct negative comments toward opposing teams, players, coaches, fans, or officials. Sportsmanship must be maintained at all costs.

Parents who demonstrate unacceptable behavior at VDJHS sporting events will be asked by a school administrator to leave the event. A second offense may result in additional penalties which may include up to a one-year ban of all VDJHS sporting events.

EXPECTATIONS OF HEAD COACH

- The Head Coach is responsible for the overall building of the program in his/her sport.
- He/she is responsible for the spirit and attitudes of the team as a whole. He/she must do all in his/her power to build a strong team spirit and a true sense of loyalty and perseverance. It is hoped that by his/her influence as a person, the Head Coach will attract more young men to participate in his/her sport without infringing on the rights of other coaches and other sport preferences of the individual student.
- He/she is responsible for the discipline and training of his/her team and the teams under the direction of his/her assistants.
- He/she must establish a strong bond of unity with his/her assistant coaches. He/she must rely upon the ideas and recommendations of his/her assistants in order to maintain the effectiveness of the total athletic program.
- He/she is responsible for the physical well-being of his team. The Head Coach must heed the recommendations that have been made by the student's physician, the team doctor, or the trainer. Any student who has seen a doctor must have a medical release before he may again participate in the sport. This release is kept on file in the athletic director's office.
- He/she is responsible for stimulating his/her team members to do their best academically and to keep the discipline record clean. He/she must keep in contact with students, the Athletic Director and the Principal regarding the eligibility of members of the team.
- He/she is responsible for maintaining an up-to-date roster prior to and throughout the entire season and submitting to the Athletic Director. A final roster, for the purpose of academic credit, must also be submitted to the Athletic Director at the end of the season.
- He/she is responsible for the accurate statistical record of his/her sport and must keep an accurate season record of contests and their scores, of which a final copy must be turned into the Athletic Director at the end of the season.
- He/she is responsible for the conduct of his/her team at all times.
- He/she is responsible for the daily planned practice sessions. This includes keeping attendance records.
- He/she is to work harmoniously with the assistant coaches in maintaining supervision of the locker room(s) and facilities before and after practice and games.

- He/she is to coordinate efforts with the Athletic Director regarding: transportation of teams, gathering accurate inventory of equipment, scheduling, fundraising, paperwork, and game management.
- He/she assists in the planning of the Athletic Awards Program in conjunction with the Athletic Director.
- He/she may help in identifying for the athletic director competent and philosophically sound coaches for his/her program. However, no change in the coaching staff or job offer should take place without a discussion of the proposed change with the athletic director and the principal.
- He/she may recruit, train and direct team managers with tasks.
- He/she must represent Verbum Dei High School at league meetings during the season.
- He/she must ensure that a teacher or certified coach is present on bus trips to athletic events.
- He/she must assist the Athletic Director in developing media coverage of your particular sport.
- He/she must work with the Athletic Director in maintaining school records of athletic achievement.
- He/she is encouraged to pursue a level of certification that enhances his/her knowledge of his/her sport.
- He/she is responsible for notifying and monitoring his/her athletes with regard to securing belongings in a locker with a lock. Personal belongings should never be left unattended in the locker room or any athletic facility.
- He/she is to ensure that notification of departures of teams is given to athletes in advance of departure.
- He/she is to make sure that all the coaches and volunteer coaches in his/her program have filled out required paperwork with the Athletic Director before the coaches work with any players.
- He/she must always uphold the standards of VDJHS in word and action.

EXPECTATIONS OF ATHLETIC DIRECTOR

The Athletic Director reports to the Principal and is responsible for the following:

- Communicating with the principal concerning problem areas in the athletic department.
- Scheduling all athletic contests in consultation with the coach.
- Coordinate with coach/parent regarding athletic trips.
- Preparing all athletic eligibility lists.
- Planning in conjunction with the head coach the end of year banquet and athletic awards.
- Responsible for all athletic budgets and inventory.
- Responsible for attending all league meetings and CIF meetings when necessary.
- Responsible for the evaluation and assignments of the coaching personnel annually.
- Responsible for interviewing and recommending new candidates for coaching positions.
- Supervises the athletic program and enforces the Athletic Handbook.

- Maintain the list of coaches for each team before each season.
- Assists in the establishment of any Athletic Booster Club.

ATHLETIC CODE OF THE STUDENT-ATHLETE

The purpose of the Athletic Code is to present guidelines for all student-athletes at VDJHS. The student-athletes are a direct and important representative of the school and the educational mission of VDJHS. Their conduct and behavior are governed by the rules and regulations of the parent/student handbook, the rules of the California Interscholastic Federation, the Catholic Athletic Association, and the constitution of the Camino Del Rey Association. A copy of the code of conduct can be found in the appendix section of this handbook. A coach should report any violation of the norms of student conduct to the Athletic Director. The violation will be discussed by the coach, athletic director and vice principal and an appropriate course of action will be determined as to his/her participation in athletics. Participation in athletic activities is a privilege not a basic right of all students. It is the belief of VDJHS that a strong athletic program creates and maintains positive school spirit and fosters student responsibility. Each student must meet the following academic, athletic, and disciplinary standards set by the school.

ELIGIBILITY

To be eligible to participate on any athletic team at Verbum Dei Jesuit High School the student must:

1. Have all required paperwork on file with the school
2. Be a student in good academic standing in accordance with the following standards:

A student must maintain a 2.0 GPA for his/her course work. This is compliance with Rule 205 of the CIF-SS Bluebook. Failure to achieve a 2.0 will cause a student to be placed on probation for one grading period. Two successive grading periods below a 2.0 GPA will result in academic ineligibility. Any athlete with 3 or more F's will be considered ineligible for the grading period. The athletic department determines its eligibility on the day that grades are to be mailed to the parents of the students. Any student who is in violation of the school's academic or disciplinary policies is not eligible to participate in interscholastic sports at Verbum Dei Jesuit. Ineligible student-athletes are permitted to participate (practice or games) with a team during the summer training period as long as they are enrolled in VDJHS summer school and showing significant progress. Additional eligibility standards may be implemented by the school and/or individual coaches.

CONDUCT & APPEARANCE

Participation on an athletic team involves discipline and willingness to make a sacrifice. For this reason, those who wish to participate in interscholastic sports at Verbum Dei Jesuit always act and look like gentlemen. Any student whose conduct or appearance is not in

compliance with the school's policy may be declared ineligible by the Principal or Athletic Director for an indefinite period. A Verbum Dei Jesuit athlete who leaves the bench area to join in an altercation during a contest will be suspended from the team. Any member of a Verbum Dei Jesuit team involved in a fight during a contest will be suspended from the team and is subject to disciplinary action as prescribed in the disciplinary regulations of the school.

GAME DAY ATTIRE/ATTENDANCE

The minimum standards shall be followed:

- Dress code
- Failure to dress appropriately may result in the student athlete not participating in the day's contest.
- Hair code: Must be within school guidelines; hair may not be so long as to be pulled down over the eyebrows and must be in a single length and color.
- Members of athletic teams are expected to understand that uniforms are to be worn appropriately at all times.
- If athletes remain for the next game, they should change back into their game day attire.
- In order for an athlete to compete in a game or practice with his/her team, he/she must be at school for at least half of the day. On a 2:30 p.m. dismissal day, a student must be at school by 11:10 a.m. On a 12:30 p.m. dismissal day, a student must be at school by 10:25 a.m. in order to practice or play in a game that day. If the team is dismissed early from school to attend an athletic event, the expected time of arrival at school will be changed to reflect a half day of attendance relative to their dismissal time.

TRAINING

Contrary to a great number of youth athletic programs, practice at the high school level is not optional. Once you commit to going out for an athletic team, you will be expected to be at all practices. The only excused absences are when you are absent from school or you are personally excused by a coach beforehand. In cases where practices are scheduled over a weekend or vacations, it is the responsibility of the student-athlete to talk to the coach about any missed practices.

The use of tobacco, any dangerous/illegal drugs and/or anabolic steroids, and the consumption of alcohol are inconsistent with both the goals of this school and the requirements of any athletic team. Any violation of the drug and alcohol policy of the school will result in a report of the violation to the Dean and a discussion between the coach, Athletic Director and Principal to formulate an appropriate action by the school and athletic department.

QUITTING A SPORT

When an athlete quits the team to which he/she has been selected, he forfeits the following

- Trying out or participating in another sport that same season.
- The use of the weight room or other school athletic facilities (i.e., gym, batting cages, etc.). The Athletic Department feels that a student has made a commitment

to the school, team and coach. His quitting has disrupted team unity and deprived another student of participating. Any student who remains on a team after minor disciplinary action and who continues to demonstrate poor team morale can be dismissed by the coach with the approval of the Athletic Director and be subject to the same suspension. The Athletic Department feels strongly that a student makes a serious commitment to a team before trying out. **Students are Responsible for Sport Fees. No Refunds on Sports Fees & Spirit Pack**

Should there be extraordinary circumstances for quitting a team; the above penalties may be waived with final approval of the Athletic Director.

DISCIPLINARY PROCEDURES

Disciplinary infractions of school rules while in attendance at, or while being transferred to or from an athletic event or practice comes under the jurisdiction of the regular school disciplinary procedures. The Head Coach must inform the Dean of Students and the Athletic Director of such infractions. The Head Coach may add to the punishment from the school but cannot bypass ordinary procedures.

Since discipline is a vital ingredient to a team's success, athletes can be disciplined for the following infractions:

- Unexcused absence from practice or game
- Failure to attend team meetings
- Being tardy to a practice
- Lack of sportsmanship
- Failure to hustle
- Disciplinary reasons for missing practice are not excused
- Breaking training rules

Sanctioned disciplinary procedures:

- Suspension or expulsion from the team. (Should only be instituted with permission from the Varsity Head Coach of the sport and the Athletic Director)
- Benching

ATHLETIC DEPARTMENT POLICIES

AWARDS NIGHT

If a particular program would like to hold their own banquet, they are welcome to do so. However, the cost for the banquet will be covered through any extra fundraisers. The cost should remain as reasonable as possible to allow for families to attend.

ADMISSION PRICES

Admission prices for all league contests are determined by the Camino Del Rey Association following the guidelines below. *VDJHS students are admitted free to all home contests with the exception of CIF Playoff contests.*

*FOOTBALL:	General Admission	
\$10.00	Children Ages 5-12	\$3.00
	Students from participating schools w/ ID	FREE
	Children under 4	FREE
*BOYS BASKETBALL	General Admission	\$10.00
*BOYS VOLLEYBALL	Children Ages 4-13	\$3.00
	Students from participating schools w/ ID	FREE
	Children under 4	FREE

For non-league games and/or tournaments, the individual schools determine the admission prices. For CIF playoff contests, admission prices are determined by the section and/or state office.

CIF BLUEBOOK

It is the responsibility of all Coaches to read and understand the CIF Bluebook which is available as a PDF on the school website.

COACHING ATTIRE

The coaching staff must dress appropriately for athletic contests.

CONDITIONING

Pre-season conditioning is defined by the CIF as any “physical conditioning before and after school outside the season or sport. This conditioning may include weight training, aerobics, jogging or other related activities, but specific skills or equipment related to that particular sport may not be used in such conditioning activity”. There are special restrictions for Track & Field and Cross Country. Please see the CIF Blue book for further clarification.

DEPARTMENT MEETINGS

The athletic department will hold meetings prior to the beginning of the school year and whenever deemed necessary. These meetings are scheduled by the athletic director and are mandatory. A coach may be excused by the athletic director by obtaining permission ahead of time

EARLY DISMISSAL

The coach should work with the athletic director to develop a schedule of travel that allows the students enough time to adequately warm-up and check equipment but minimizes the amount of time away from school. The coach should encourage each student-athlete to

check with his/her teacher prior to leaving school to obtain any necessary assignments and reschedule any exams. On-campus coaches must arrange for substitutions of classes to be missed for travel days and be cleared with the Athletic Director and then secured through the Vice-Principal. Early dismissal schedules will be distributed to all faculty/staff and should be followed accordingly.

EQUIPMENT AND INVENTORY

There is a standard procedure of issuance of all athletic equipment:

1. All athletic equipment is the property of the school. No Coach or Manager can give away jerseys, bats, helmets, pitching jackets, etc.
2. Athletic equipment should not be used by personnel for events not directly related to VDJHS athletic events. No personal use of equipment.
3. Once athletic equipment is issued to a student athlete, the student athlete becomes responsible for that equipment. The student athlete will pay for any equipment that is lost or stolen. Every student athlete must learn to take care of his own equipment.
4. The coach should keep accurate records of equipment issued to each athlete.

EVALUATION

The Athletic Director will meet with each team to have them fill out an evaluation form at the end of each season. The evaluations will be made available to each coach after the Athletic Director has reviewed them. These evaluation forms are used by the department to assist us in maintaining the high quality of coaching at Verbum Dei Jesuit High School.

FACILITIES

A team reflects its image on and off the field. The team locker room mirrors the attitude and spirit of the team. The team is to be encouraged toward group and individual responsibility. The degree of this responsibility will be manifest in the order, cleanliness and neatness of the locker room. Teams are responsible for the cleanliness of the locker room and for any damage that might occur while they are in the locker room. Anytime athletes are in a locker room they must be supervised by a coach. Locker rooms should be locked while teams are on the field and coaches should never allow an athlete to enter the locker room unless a coach is present. Players are responsible for the locker that they are issued. All lockers should be kept locked when not in use. Lockers should be kept clean and not become a storage bin for soiled and unwashed clothing.

Tennis shoes or basketball shoes must be worn by anyone using the gym floor. Other types of footwear are **NOT** permissible. Likewise, students are **NOT** to play on the gym floor with bare feet. **NO FOOD OR DRINK IS ALLOWED IN THE MAIN GYM AREA!** The Weight room is **NOT** to be used **unless a coach is present** to supervise the activity. Lack of supervision can result in an athlete injured or with equipment broken.

Student-Athletes should respect facilities when visiting another school; critical comments are unacceptable. Vandalism and theft on any part of the premises will result in immediate disciplinary action. You should honor requests for no food and drink in visiting gyms.

FUNDRAISING

Fundraisers may be held by individual sports for the purpose of acquisition of special uniforms or projects pertaining to the sport. Any items obtained through the fundraisers will be the property of the school and not something the player will keep. (Example: warm-up suits, pitching machine, uniforms, etc.) All fundraising efforts are subject to the approval of the Principal or President by filling out the Request for Fundraiser form.

IDENTIFICATION CARDS

Students are required to have in their possession their Verbum Dei Jesuit High School identification card whenever they are on campus and at all games, dances and other school activities. All students are expected to know their student I.D. number. All VDJHS students receive free admission to home games with their card (CIF playoffs games are not included).

INJURY TO ATHLETES

ALL injuries must be reported immediately to a coach. The coach will provide the student with a "Report of Injury" form that must be completed and submitted to the Athletic Director within 24 hours.

- In cases where treatment is done by a physician, the athlete cannot return to any activity until written authorization is received from the doctor.
- Medical kits are provided for all teams and it is the coach's responsibility to have kits available at all times.
- Athletes should not be punished for sustaining an injury. In general, when an athlete claims he/she is injured, extreme caution should be used before recommending his/her return to activity.

Minor Injuries

When a minor injury occurs, coaches should determine the seriousness of the injury and recommend only basic first aid. Athletes should be referred to the trainer or doctor if the injury persists.

Major Injuries

1. CONTACT 911; TELL THEM THE EXACT LOCATION WHERE THE ATHLETE IS. GIVE DIRECTIONS ON HOW TO ENTER CAMPUS. NOTIFY A COACH THAT PARAMEDICS HAVE BEEN CALLED AND HAVE THEM ASSIST IN DIRECTING EMERGENCY VEHICLES.

2. CONTACT THE ATHLETIC DIRECTOR IMMEDIATELY.
3. UPON ARRIVAL OF EMERGENCY PERSONNEL THE COACH SHOULD BE THE ONLY ONE TO TALK TO PARAMEDICS. GIVE THEM AS MUCH INFORMATION AS POSSIBLE. INFORM THEM THAT EMERGENCY CARD IS ON FILE IN THE SCHOOL OFFICE.
4. ONCE YOU HAVE ESTABLISHED WHICH HOSPITAL THE ATHLETE IS GOING TO, CALL PARENTS (If the parent/guardian is not in attendance). Inform parents as to what happened and reassure them that paramedics are taking care of their child and that they should go to the hospital to meet you.
5. CONTACT PRINCIPAL and ATHLETIC DIRECTOR AGAIN. As soon as possible after talking with parents, call the Principal and Athletic Director and inform them as to what is going on.
6. ACCOMPANY ATHLETE TO HOSPITAL. A coach will accompany the athlete to the hospital for treatment if the parent is not available, and have a copy of the Athletic Participation Form with him/her. You can go in the ambulance or drive yourself. DO NOT SEND A STUDENT.

It is the responsibility of the coach to follow all the above guidelines. The key in an emergency is communication.

IMPORTANT REMINDERS:

- WHETHER OR NOT HOSPITALIZATION IS NECESSARY, ALWAYS CALL THE ATHLETES PARENTS OR LEGAL GUARDIAN TO INFORM THEM OF THE ACCIDENT/INJURY. THEY WILL INSTRUCT YOU HOW TO TRANSPORT THE ATHLETE HOME.
- NEVER ALLOW ANY STUDENT TO CARE FOR ANOTHER STUDENT WHEN THERE IS THE POSSIBILITY OF BEING EXPOSED TO BODY FLUIDS I.E. BLOOD, VOMIT.
- ALWAYS WEAR GLOVES WHEN HANDLING BODY FLUIDS.
- NEVER MOVE AN ATHLETE WITH THE POSSIBILITY OF A HEAD, NECK OR BACK INJURY.
- NEVER RELEASE AN ATHLETE TO ANOTHER STUDENT FOR CARE.

INSURANCE

VDJHS urges families' to obtain full medical insurance for every member of the family. In addition to the primary insurance obtained by the family every student at VDJHS is covered under a secondary insurance policy. If a student is injured during the course of the regular school day or during any athletic event (practice, game, etc.), he must report the injury to: (1) the teacher/coach/person in-charge AND (2) the school athletic trainer. It is absolutely mandatory that both parties are contacted. Should any injury occur after school office hours, the secretary can be contacted the next regular school day. Any injury not reported will be considered ineligible for a future insurance claim.

- If a student and his/her parents file a claim for the student accident insurance coverage, the complete claim form must be submitted to the insurance company within 120 days of the date of the loss or accident. (This is only if the "Report of Injury was completed and submitted within 24 hours of the accident.) These claim forms may be obtained in the Principal's Office.

KEYS & SECURITY

Each coach is responsible for his/her keys. He/she should NOT give his/her keys to players or friends. Each coach is responsible for security in his/her area of campus. Please make sure that all doors, gates, and windows are locked in that area. If in doubt as to whether a gate, door, or window should be locked—lock it. Coaches may request keys from the Facilities Manager with the Athletic Director's approval. Keys will not be issued until all paperwork is complete. Each coach should work with the Athletic Director in identifying special security needs for contests or events that will attract people to our campus.

LETTERING POLICY

The awarding of an athletic letter at Verbum Dei Jesuit is an acknowledgment of excellence and achievement. In order to receive a letter, an athlete must not only abide by the rules and policies stated in this handbook, but in the Head Coach's opinion, must be deserving of such a letter. Attendance and attitude toward the team will play a major part in his decision. Letters are awarded to players after the completion of one year at the Varsity level in any sport. Bars are awarded after each subsequent year. For instance after one year, a letter is awarded and after the second year and each subsequent year, a bar is awarded. Letters and some patches are available through the Athletic Office.

Athletes who have earned letters are reminded of their responsibility to wear them with honor and dignity. Uniformity of letterman jackets is of the utmost importance. Letters and awards are the property of the school until graduation and may be forfeited by any student who is guilty of serious misconduct. Those who violate the rules of the school may be asked to forfeit both their right to wear a Letterman's jacket and to return all letters and

awards to the school. Information pertaining to the purchase of school letterman jackets may be obtained by contacting the Athletic Director.

LOCKERS

Student-athletes are strongly encouraged to make use of the lockers in the gymnasium. It is their responsibility to make sure their personal items are secure during all practices and games. Coaches will facilitate the use of the locker rooms, but students are responsible for obtaining their own lock. Locks must be removed at the end of each season of sport, or they will be removed. In addition, there are a limited number of larger athletic lockers available on campus that can be used to store athletic bags and equipment during the school day. These lockers and locks can be obtained through the Athletic Director and are distributed on a first come first serve basis.

MEDIA RELATIONS

Each varsity head coach should work with the athletic director to develop positive media coverage of his/her team. Good media relations are important to increase school notoriety, awareness of our athletic program, alumni pride, and community interest and support of the school as a whole. Coaches must take the time to educate their team, coaching staff and self on the following tips of dealing with the media.

Coaches Tips

1. Report all varsity scores to the members of the LA Times Sports. Be prepared to report your overall and league record and to give a box score. If coaches have managers call in the scores to the local paper, please instruct him/her to be prepared with the above information when making the call. Please ask your manager to refer any questions regarding quotes for an article to the head coach.
2. Send a copy of your roster and schedule to the news media at the beginning of each season. Always keep a current copy of your roster and current statistics with you for members of the press.
3. Always provide programs free of charge to the media.
4. Maintain school records for your team.
5. Make yourself available to the media whenever possible, but establish and know your limits.
6. You are entitled to a 5-7 minute “cool down” period after a sporting event. Ask for it and use it.
7. Remember, nothing is “off the record”. Anything you say can and probably will be printed or recorded and played back.
8. If in doubt or uncomfortable after an interview, ask a reporter to repeat back your statement.
9. Listen carefully to the question before you answer; answer only the question the reporter has asked--do not ramble.
10. Supervise any interview with your student-athletes.
11. Discuss with your student-athletes the proper interview techniques listed above.

Student- Athlete Tips

1. Remember, nothing is “off the record”. Anything you say can and probably will be printed or recorded and played back.
2. Always be positive about your teammates, coaches, opponents, and situation.
3. If in doubt or uncomfortable after an interview, ask a reporter to repeat back your statement.
4. Listen carefully to the question before you answer; answer only the question the reporter has asked--do not ramble.
5. Always have your coach with you during an interview.

PERFORMANCE-ENHANCING SUPPLEMENT POLICY

Recently, with the popularity of new and ‘legal’ performance-enhancing supplements (i.e. Creatine and androstenedione) concern has increased over what message the student-athletes at VDJHS are receiving regarding the use of such products. In response to this concern that was articulated by teachers, coaches and parents, the Athletic Department has been asked to develop a policy that will be uniformly applied by all VDJHS extracurricular teams when dealing with the subject of ‘legal’ performance-enhancing supplements, in particular, Creatine.

VDJHS recognizes that we cannot prohibit our student-athletes from purchasing legal, over-the-counter, performance-enhancing supplements but we do discourage use of these products outside of school. VDJHS does however prohibit the possession, use and/or sale of performance-enhancing supplements on school property or during school sanctioned events that may not be on the VDJHS property. The Athletic Department of VDJHS supports the goal that student-athletes make positive lifestyle choices formed by a Christian conscience and a loving responsibility toward other members of teams. Negative health side effects, especially in the short term, are known to exist with the mega doses commonly used with performance-enhancing supplements. Some of the negative side effects associated with Creatine, for example, include cramps, and/or muscle spasms, dehydration, just to identify a few. Based on these moral and medical reasons, the Athletic Department will at all times encourage student-athletes NOT to use performance-enhancing supplements. At no time will a VDJHS coach or members of the Athletic Department suggest that students use performance-enhancing supplements. If students request advice on this issue, please share what you feel qualified to share and do not

hesitate to refer them to someone 'objectively' knowledgeable on the subject, such as a physician.

PRACTICES AND PRACTICE TIMES

In general terms, when practice is held after school, a three-hour practice is the maximum. If practices are to extend beyond three hours, permission must be obtained through the Athletic Director. Practices should not exceed three hours at a time. If there is more than one practice on a given day, there should be an adequate opportunity for a break.

In the case of inclement weather, coaches should notify the AD that they might or might not practice. Coaches are expected to arrange practices that do not conflict with in-services, faculty meetings or department meetings. Permission to miss school meetings to attend practices can only be given by the Principal.

No mandatory athletic practice may be held on the following days without administrative approval:

1. Christmas Day
2. New Year's Day
3. Good Friday
4. Mandatory practices on mornings of midterms and finals

PROFESSIONAL DEVELOPMENT

The coaching staff is encouraged to advance their knowledge of their particular sports and athletics in general. The head coach of each sport should work with the athletic director to identify opportunities for the staff to pursue this goal.

RETREATS AND RELIGIOUS ENCOUNTERS

The spiritual programs of the school are of extreme importance to the school's mission. Coaches are not to prohibit attendance at encounters and retreats, nor should they in any way criticize retreats or encounters. Coaches cannot tell his/her players that they cannot go on a VDJHS sponsored retreat or religious encounter. If either the coach of a particular sport, the Athletic Director or any member of Campus Ministry realize that an in-season athlete has signed up for a retreat then the coach, Athletic Director and members of the Campus Ministry team will meet to discuss the situation. The coach should address this topic, perhaps by letter or team meeting during the off-season as far as having the student-athlete decide early when to be part of a retreat or encounter.

SCHEDULING

The Head Coach in conjunction with the Athletic Director does all scheduling of games. If there are special requests or additional games by the coach, then such requests are to be submitted to the Athletic Director in writing.

SELECTION PROCESS

The selection of an athletic team must meet the following criteria. A coach must observe the players trying out for any team for at least two days or four hours. The coach must announce his/her criteria for selection prior to the tryout and announce the day and which the final selection will be posted. A coach should make himself/herself available for questions about the decision after the posting of any team. The selection of an athletic team is done at the sole discretion of the coach.

SENIOR DAY/NIGHT FESTIVITIES

Senior day/night festivities are designed to recognize seniors for their contributions to their particular program with a small ceremony before, during halftime, or following the game. Just because one game has been designated as the senior game does not mean that all seniors will have the opportunity to play in that game.

SPIRITUALITY

Each team should incorporate some component of religious experience into their athletic schedule. Team masses, prayer services, and prayers before or after games, etc. are acceptable means by which a coach may strive to develop a spiritual component to his team.

SUPERVISION

Lack of proper supervision is cause for serious liability concerns. What constitutes “proper supervision” for coaches varies depending upon many factors: for example, the age of the participants, the participants’ ability levels, the number of participants, and the number of dangerous implements involved in the activity or in proximity to where the activity is taking place. The more dangerous the situation or the more likely an injury is to occur, the more careful and prudent the supervisor must be.

The duty to supervise also includes the duty to properly instruct and warn of possible risks. Therefore, students involved in interscholastic athletics must receive proper instruction as to the correct or most acceptable methods of safely performing the tasks related to a specific activity and must be informed of the possible risks involved in participating in the given activity.

GENERAL SUPERVISION, which for all intents and purposes is the type of supervision coaches at VDJHS experience, means a coach must be within the activity area, overseeing the activity, and must be immediately accessible to the participants. General supervision is most appropriate for individuals who have already received appropriate instruction, screening and approval.

The three basic considerations for determining adequate general supervision are:

1. The coach must never leave the premises and must be immediately accessible to anyone who needs him/her. The coach must be able to oversee the entire program systematically and must rotate to all parts of the activity area.
2. The coach must be alert to conditions that may be potentially dangerous. Coaches and administrators both play a role in identifying potentially dangerous situations. In planning for the activity, it should be made clear who has responsibility for identifying and rectifying potentially dangerous conditions. These conditions may include faulty equipment, lack of protective devices, participants going beyond their capabilities, and misbehavior. A coach should anticipate foreseeable problems and prevent them, if at all possible.
3. The Coach should have a basic knowledge of emergency first-aid procedures for injuries likely to occur in the activity being supervised. It is important that coaches receive refresher courses in first-aid on a regular basis and keep records of all training received.
4. Any possible issues, problems, or potential dangers should be reported to the AD.

Parents must check with each coach as to ARRIVAL/DEPARTURE TIMES for student athletes for practice and games. It is imperative that these times be adhered to.

TRANSPORTATION

Currently buses/school vans are used for transportation to most away games. However, there are times when student-athletes will need to find their own means of transportation to away games, including but not limited to tournament games and competition on non-school days. In these cases, student-athletes and their parents are responsible for arranging transportation to and from the designated game locations.

When the school provides a bus or a van, the athlete is required to travel with the team. Parents who find it necessary to transport their son or daughter home from a contest must notify the head coach with a written note. In this case, a parent must have direct communication with the coach following the game in order to release the student. In the event a parent needs their son to ride with another student's parent(s), a note must be signed by the student's parent and given to the coach. An e-mail is not an acceptable form of notifying the athletic department.

TRAVEL ATTIRE & BUS BEHAVIOR

The rules and regulations regarding student decorum and deportment apply to teams as they travel to athletic contests. This must be rigidly enforced due to the visibility that our athletic teams maintain during their travel

- The coach is responsible for the conduct of his players at all times during transportation -- not the bus driver.
- Teams needing to use a school van for transportation to a game or event need to make arrangements in advance with the Athletic Director. NO EXCEPTIONS.

- Students should travel in appropriate attire on all athletic events such as school dress code or team warmups. They represent VDJHS at all times.

All student athletes are representing Verbum Dei Jesuit High School on and off the court at both home and away games. For this reason they will observe either the school dress code or the team dress code (if the team has a specific dress code, i.e. team polo shirts or warm-ups) before and after competitions when not in uniform.

TRIPS/TOURNAMENTS

The Athletic Director and Principal must approve all trips. The school is aware of the financial sacrifices parents make in sending their students to Verbum Dei Jesuit and does in no way want to place additional emotional/financial stress upon them. Coaches must fill out the fund-raiser application form and get approval from the Athletic Director and Principal for all fund-raisers to achieve necessary funds for any proposed trips. Additional permission forms will be necessary for any overnight trips.

VOLUNTEERS

The athletic director and principal must approve any individual involved in the instruction of student-athletes at SAHS. **NO EXCEPTIONS!!**

LIST OF COACHES

FALL SPORTS

Football

Head Coach: Kevin Smith Ksmith@verbjesuit.org

Cross Country

Head Coach Matt Millerman Mmillerman@verbjesuit.org

WINTER SPORTS

Basketball

Head Coach: Brian Wright Bwright@verbjesuit.org

Soccer

Head Coach Oscar Rosa Orosa@verbjesuit.org

SPRING SPORTS

Track

Head Coach: Jose Enriquez jose.enriquez0719@gmail.com

Baseball:

Head Coach: George McDaniel Gmcdaniel@verbjesuit.org

