



VERBUM DEI
HIGH SCHOOL

Athletic Handbook

Updated June 2015



“THE VERB WAY”

Verbum Dei High School

11100 South Central Avenue,
Los Angeles, Ca. 90059

Main Office- (323) 564-6651

Fax- (323) 564-9009

Athletic Director-David Banuelos

(323) 564-6651 x8000

dbanuelos@verbumdei.us

Athletic Specialist-Joseph Torres

itorres@verbumdei.us

(323) 564-6651 x8100

Football

Head Coach- David Banuelos- dbanuelos@verbumdei.us

Assistant Coaches-Joseph Torres, Eric Fitzpatrick, Leon Friend, Carl Evans, Nick Farias, Kai Kaluna

Cross Country

Head Coach- Mashanda Finn-Diaz- mfinn@verbumdei.us

Assistant Coach- TBA

Soccer

Head Coach- Oscar Rosa- orosa@verbumdei.us

Assistant Coaches- Marcel Viens, Jorge Contreras

Basketball

Head Coach- Jason Crowe- jcrowe@verbumdei.us

Assistant Coaches- Johnny Parker, Chris Thomas, Cameron Crocker, Joseph Torres

Track

Head Coach- Mashanda Finn-Diaz- mfinn@verbumdei.us

Assistant Coaches- TBA

Volleyball

Head Coach- Open

Assistant Coaches- TBA

Parents, Student-Athletes, and Coaches:

We are pleased to welcome you to the athletic program at Verbum Dei High School, and we hope that this handbook is of value to you. It is the school's hope that all students will find activities in which they can participate and in which they will find enjoyment during their high school careers. We urge that parents and families actively support and encourage their sons in both their academic and athletic pursuits; we promote the goals of the Grad at Grad in curricular and extra-curricular activities. At the end of each season there is an athletic banquet (see calendar for dates). Listed below are the sports offered to the young men attending Verbum Dei High School.

FALL	WINTER	SPRING
Cross Country	Basketball	Volleyball
Football	Soccer	Track and Field

Length of Seasons

Summer Programs: usually start two weeks after graduation and conclude the last week of July. We are mandated by CIF to have a three week Dead Period in which no sport can practice.

Fall: First practice is normally the third week of August – season concludes between early November and early December, depending upon sport and playoffs.

Winter: First practice is normally the first week of November – season concludes between mid- February and early March, depending upon sport and playoffs.

Spring: First practice is normally the third week of February – season concludes between mid to late May, depending upon sport and playoffs.

Scheduling

Head coaches with consultation of the athletic director can set up a non-league schedule once they have received the league schedule. The athletic director will give the league schedule to the head coach as soon as it is done. Tournaments and non-league games can be set up by head coaches but must be approved by the athletic director. At the conclusion of each season, the athletic director will meet with each head coach to discuss the next year's schedule. In the case of a new head coach, the athletic director will help with setting up a schedule.

Mission

Verbum Dei High School is a Catholic, Jesuit, college and career preparatory complemented by our corporate internship program, serving young men of Watts and the surrounding communities who are economically and academically underserved. We develop self-confident gentlemen who are intellectually motivated, spiritual, contemplative, and courageous in their pursuit of a more humane and just world.

Verbum Dei Athletic Philosophy

It is the mission of Verbum Dei High School to teach values based on the teachings of Jesus. To this end, Verbum Dei provides programs of excellence that develop and harmonize the intellectual, the spiritual, the emotional, and the physical characteristics of individual students.

The ultimate goal of this integration is to give our students the means to translate Christian values into action. Since Verbum Dei first opened its doors in 1962, athletics have played a vital role in the formational process which enables this translation to take place.

The Verbum Dei athletic philosophy is centered on the educational foundations outlined in the JSEA document "The Graduate at Graduation," which are the educational outcomes students will achieve by graduation. In unison with the Verbum Dei ISO's (Integral Student Outcomes: A Verbum Dei student is...OPEN TO GROWTH, INTELLECTUALLY MOTIVATED, SPIRITUAL & LOVING, COMMITTED TO DOING JUSTICE, AND WORK EXPERIENCED) the "Grad-at-Grad" expectations set the direction of the schools educational and co-curricular programs including athletics. Through participation in athletics, Verbum Dei students mature and learn to take responsibility for his *growth as a person* by developing the following characteristics: 1. Competitive Greatness (Fight with Integrity), 2. Team Spirit (Commitment, Loyalty, Cooperation, and Self Control), 3. Condition (Optimum Physical Condition to compete which breeds Discipline, Poise, Confidence, and Skill), and 4. AMDG ("Ad Majorem Dei Gloriam," which means "For the Greater Glory of God). The Verbum Dei student-athlete will compete and strive for victory for the love of God, Self, and Teammates.

An evident characteristic of the "Grad-at-Grad" is reflected in how sports teams promote the need to *move beyond self-interest*. Team-centered activities enable our athletes to *share their God-given talents for the betterment of others* -- rather than their own glory. Also, as athletes take their individual skills and apply them toward achieving team goals, a *strong understanding of the importance of leadership naturally evolves*.

The *commitment to justice* outlined in the "Grad-at-Grad" and "ISOs" come to light in our athletic program through the ideals of good sportsmanship. The concepts of fair play and sportsmanship require forethought, maturity, respect, generosity and integrity. By actively promoting these values, Verbum Dei students learn to take them beyond the sports and into their everyday lives.

Athletics success at Verbum Dei is ultimately determined by how well our community, which includes parents, coaches, students and fans, adhere to these standards and utilizes them in the process of becoming the "Grad-at-Grad". In seeking to produce graduates who will be leaders in action, modeled after Christ. We are ultimately asking our coaches and athletes to do more than simply win games. Although winning is certainly a by-product of holding our students to higher standards, it is not our primary goal.

Verbum Dei Alma Mater

Hail to Verbum Dei, the Word of God, everlasting and true;
We come to the Nest young and uncertain,
just as the morning sun that's just beginning to rise.
The Eagle stands before you wearing your colors: noble gold and blue;
With love strengthened by unity,
we'll fight for the rights of all, faith, and liberty;
We leave you, accepting your challenge:
"Be strong my sons of Verbum Dei, to face and serve your world."
Sing hail to Verbum Dei, the Word of God, everlasting and true.

Catholic Athletic Association Guidelines: Student Athletes

- Players must serve as positive examples by exercising self-control and good sportsmanship.
- Always shake hands with players on the other teams at conclusion of all games. It also is traditional to shake hands at the beginning of games.
- Players must accept both victory and defeat with pride and compassion.
- PRAY before and after each competition.
- Never cheer when a player on opposing team gets hurt, makes a mistake, or does not score.
- Offer a hand to help a fallen player to get up of floor or field.
- Do not respond disrespectfully to a negative behavior displayed by any member of the opposing team or spectators. The provocation may be noted by officials, but your reaction may be noted by officials and result in critical penalties for you and your team.
- The school administration reserves the right to take disciplinary action upon students who do not meet the student athletes' responsibilities listed above.
- All student athletes prior to try-outs must have a physical examination and approval by a licensed physician. This must take place annually based on your school year not calendar year along with a parent permission form and athletic eligibility packet.

Catholic Athletic Association Guidelines: Parents and Fans

- Use announcements and posters to promote school spirit and good sportsmanship at events. Signs and posters are the responsibility of cheerleaders/pep squad organizations and therefore must be approved by the appropriate adult at the school.
- Promote pre-game interest and activity; the athletic program is shared by all.
- Be a good host or guest in relationship to the other school. Treat them as you would wish to be treated. Be respectful during the playing of the anthem, pre-game ceremonies, half-time activities, and the singing of the alma mater.
- Follow the directions of the cheerleaders and security personnel. Stay away from the visiting school's fan section and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.
- Stay away from the other school's campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction of another school's property will subject the student to severe disciplinary action.
- Stay out of playing areas until the athletic event is completed.

Athletic Core Values

The Athletic Department at Verbum Dei breaks down the philosophy of sports into five key values that run under the banner of Excellence in Christ while centering and revolving around prayer.

Pursuing Excellence – In our relationships we will demonstrate steadfast commitment to Jesus Christ and His Word by pursuing excellence through our core values of **Integrity**, **Responsibility**, **Serving**, **Teamwork**, and **Love** each revolving and centered on **Prayer**.

Integrity – We will demonstrate Christ-like wholeness, both privately and publicly.

Responsibility- We will demonstrate our responsibility to ourselves, to each other, to God and to Verbum Dei by all that we do.

Serving – We will model the Jesuit way by serving others.

Teamwork – We will express our unity in Christ in all our relationships.

Love – We will display a Love for God and a Love for man.

Varsity Athletics

Varsity competition at Verbum Dei High School is highly competitive. Our school is a member of the Southern Section in CIF and the South Catholic League (Football) and Santa Fe Leagues. The varsity level of competition is designed for those athletes who have the necessary skills and the desire to compete against the best athletes in the state. Athletes who wish to compete at the varsity level are encouraged to check with their coaches during their freshman, sophomore and junior years to find out how they might develop the skills to become varsity athletes.

Junior Varsity Athletics

Our junior varsity program is designed for our younger athletes who are developing their skills. This level of competition is approaching the level of competitiveness that our varsity level maintains. Since this is a developmental program and most of the athletes comprising these teams are underclassmen, many of the sports have regulations prohibiting seniors from playing on junior varsity teams.

General Information

Athletes must be cleared through the athletic office, prior to the first practice. Processing time is 24 hours, weekdays. Sports require athletes to try out and some students may not make a particular team. Students will be notified when tryouts are and the requirements to make the team. See individual coaches for more information.

Any student who has earned a school suspension will not be allowed to play in any sports for the entire week. Any student athlete with outstanding homework assignments will not be allowed to participate in early dismissal. Any school action (homework JUG, Lunch JUG, Saturday detention) must be served prior to athletes participating in games.

Extra-Curricular Activities/CIF Ineligibility and Grading

Students are ineligible for all CIF athletics if they have a Total GPA (including CWSP) below 2.3 for any quarter/ semester grading period. The ineligibility list is communicated to all coaches, faculty, and moderators four times a year. A student remains ineligible until he achieves at least a Total 2.3 GPA in the next grading period (i.e., progress report). It is at the discretion of coaches and moderators to determine whether or not a student will be allowed to participate in the activity once a student re-gains eligibility. To emphasize the importance of Academics, Verbum Dei's policy meets and exceeds the guidelines as set forth by the California Interscholastic Federation (CIF) and the State of California. At the end of each grading period the Athletic Director will meet with any student who falls below a 2.3 to discuss eligibility there will be a letter given to each student who falls into one of the three categories: Academically ineligible, at risk of becoming ineligible and now eligible. **Teams are encouraged to have higher academic standards.**

Athletic Grade checks will take place weekly. Any athlete having academic issues may be subject but not limited to the possible consequences: mandatory tutoring, Homework JUG, loss of practice time, loss of game time and removal from team.

Facilities

The use of facilities must be coordinated by the athletic director any time a team wishes to use any of the facilities. Coaches may not use facilities with any Non-Verbum Dei athletes without prior approval of the Athletic Director, the Director of Operations, and the principal. Practice and game schedules must be submitted to athletic director prior to use of any school facility. Teams in season have priority over off season teams wishing to use facilities. All off-season teams must submit a request for facility use to athletic director prior to use. If a team wishes to rent off-campus facilities, all forms must be signed and approved by the athletic director. The athletic director will also submit the insurance forms if necessary to facility being rented. If a team wishes to rent out or allow another team to use school facilities, permission must be acquired from the athletic director and the school administration.

The process for renting the school facility is as follows: request to athletic director, director of operations, and the principal with an application form, proof of insurance naming school and district, any fees associated with usage needs to be submitted prior to approval for use.

The upkeep and maintenance of facilities will be handled by school personnel but if necessary a coach may help improve facilities provided the Athletic Director is made aware and approves. If a safety issue arises with any facility, the athletic director must be notified immediately.

All athletes, students and visitors are not allowed in the gym, weight room or locker room without a coach or staff member present. Any outside fields and/or courts must have a faculty, staff or coach supervise use.

Boosters

The purpose of the boosters is to support all athletic teams in accomplishing their goals for each season. We appreciate the help and support of our boosters for helping to provide a great athletic experience for our young men. Head coaches are to coordinate with boosters what their needs for upcoming season are and work together to make them happen. Each booster club must take minutes at each meeting and present to the athletic director and head coach. All parents of athletes are members of the booster clubs and are expected to participate in one form or another.

All parent volunteer hours are to be submitted to athletic director who will then submit to school administration as necessary. If a parent does hours for a coach an email from parent to the athletic director noting time worked, service provided and for what team(coach) must be submitted with-in one week of completion. Boosters assist athletics through fundraising, volunteering and cheering on their athletes. Each sport will have a chairperson who will organize necessary committees and set up meeting dates and times. All money used and collected by boosters must be submitted to school financial office for proper accounting. Anytime there is money collection accounting must be verified by two adults signed and submitted to the financial office or the athletic director within 24 hours. At the conclusion of each season the athletic director will meet with boosters to discuss the season and forecast needs and improvements for the next season. Boosters may hold separate events to promote team unity and promote school spirit.

Fundraisers

To help supplement the athletic budget, each team will conduct fundraisers. No fundraisers can lose money. Teams may host a tournament provided a budget is approved by the athletic director prior to the tournament. **The athletic director must approve all fundraisers.** At the end of each season or at the preseason meeting, coaches must present fundraisers they wish to do including dates and amount expected to raise. The school policies regarding the handling of money are to be strictly adhered to. All accounting must be submitted to school finance office and a copy given to athletic director. There are many different types of fundraisers available; the more creative ones tend to raise more money but some may also bolster team spirit. If a conflict arises between two teams doing a fundraiser the coach who presented first will be given first chance of approval. Teams in season will have priority with similar types of fundraisers i.e. Car washes, candy sales card sales, etc. The athletic director will post all scheduled fundraisers so all teams, parents and school administrators will know what is happening.

Budgets and Financial Procedures

Funding is always an important factor for all of athletics thus the athletic director will submit budgets to school finance office for approval. The budget process starts at the end of each season when coaches review the previous season and prepare inventory and requests for next season. The athletic director will meet with coaches to review and prepare the next budget. Once the preliminary budget has been presented and any adjustments made, the budget is submitted for final approval. Once a budget has been approved the athletic director will present it to each coach.

Coaches are not to accept cash. All cash and payments must be submitted to Ms. Quintanilla in the front office on. Student athletes will present receipts for proof of payment for any sport related fees. When requesting a check, coaches must submit a check request form to the athletic director. Once the athletic

director has checked to see if item is in budget then the athletic director will have check request processed. When ordering equipment, coaches must first receive the athletic directors' permission to make a purchase.

Principles of Competition

1. **Competing as an Eagle is a Privilege** - Athletics is voluntary. Participation is not required for graduation and thus, being on a sports team is a privilege which must be earned and is not a right. With that privilege come responsibilities to maintain the established standards of conduct of VDHS written in this handbook and the school handbook.
2. **Academics is THIRD!** – Christ FIRST, Family SECOND, Academics THIRD, and Athletics FOURTH. Athletics are just one of many parts of the education program that is provided students at Verbum Dei. The reason students are in school is to learn and therefore academics will always come third. Maintaining academic eligibility is the student's responsibility, not that of coaches or teachers. In addition to maintaining eligibility standards, an athlete should give respectful attention to classroom activities and show respect for students and faculty members at all times. When leaving a class be courteous and respectful to those around you. A student athlete should have a good attendance record and never cut classes or school. Eligibility can also be lost because of poor attendance or citizenship.
3. **Compete with Everything We Have** - God has given us many gifts and we need to use these gifts to the fullest potential. With humility and a fierce resolve, we strive to perform at our highest level in order to glorify God. A whole-hearted concentration and effort to be the best we can be is what we ask of all our athletes. Give 100 percent, 100 percent of the time!
4. **The Character of Excellence** - We want to compete with character and class. We want to bless opponents, fans, and officials with our play and our attitude. Athletes should come to practice on time, ready to listen and ready to learn. Athletes should be prepared physically and mentally for the season. This includes training in the preseason and taking care of your body and mind during the season. (Even on breaks!)

“Perfection is not attainable, but if we chase perfection we can catch excellence.”

-Vince Lombardi

5. Pursuing excellence in our athletic programs gives our coaches the opportunity to develop and instill Christian character into the members of their teams. True leadership flows first and foremost out of deep and unwavering Christian character and our character is rooted in Christ alone, win lose or draw. **Intimidation or forms of “trash talk” will not be tolerated.**

A Christian student athlete should be:

Diligent in preparation, Relentless in effort, Disciplined by nature, Respectful in actions, Self-controlled with words, Humble in spirit, Aggressive in pursuit of excellence without regard to the score, opponent, time, referee, or environment.

As student athletes display these characteristics, good things usually happen, teams are successful, players are motivated, fans are supportive and enthusiastic, parents are proud, prospective athletes want to participate. The conduct of an athlete is closely observed in many areas of life. It is important that their behavior is above reproach in ALL areas.

- 6. Portraying Christ on the Field** - An athlete's goal is to have complete control of himself at all times. The athlete should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest whether in victory or defeat. Athletes should not exhibit fits of temper, clowning, ridicule when things fail to go as desired or when being replaced by a teammate. An athlete should never use profanity or illegal tactics in competition or practice. Horseplay and unnecessary talking are not approved habits of behavior. We are Christ's ambassadors and with that in mind, we must represent Christ in all that we do and say during practice or game time situations.

Officials in a game are there for the purpose of insuring that both teams receive a fair playing field. Officials do not lose a game for you. It is athletic tradition and rule that no one except the captain talks to the official, and he or she should speak in a tone of respect and for the purpose of clarifying a rule. Any behavior contrary to this is a direct reflection on the School, team, and coach will not be tolerated. If we play as ambassadors of Christ, with his banner waving on our sideline, with control over our actions, his Glory will fill the field of play.

- 7. Against Our Best Self** - Our main competition is the battle that takes place within us and is one of the only things we can control. We can control our attitude, our effort, and our practice habits. On the other hand, we cannot control the officials, the opponents, the game field, or the weather. So it is important to focus on what we can control.
- 8. Attitude** – The way we behave is of great importance. Athletes should be leaders whom fellow students respect and follow. Growth is difficult and stretches our attitude. Will we snap or will we be able to keep our focus on Christ and our attitude in check during a time of trial. Real leaders will accept this responsibility, realizing they influence many others on the campus. Athletic leaders work for the betterment of the school and what is right and good for their fellow students. Hazing of students, fighting and trash talking are traps that are easily fallen into and should be opposed vigorously at every opportunity.
- 9. Hard Work** - Nothing worthwhile is easy. The investment to be the best we can be will be great so we must be diligent and hard-working.
- 10. With Smiles** - Enjoying each other and appreciating the journey that we are on are very important ingredients to our success. Playing great is fun and we should encourage each other to be great with smiles on our faces.
- 11. Teamwork**- Athletes learn many skills to play their chosen sport but the most important skill that must be learned is teamwork. To be successful, every member of the team must work together to make the whole greater than the sum of the parts. If the machine is not running smooth, oil is needed.
- 12. Stewards of Our Facilities** - An Eagle athlete takes responsibility in the care of all athletic facilities. If something is broken (by you, someone else or you just see it broken) it is your duty to let the coaches know. Taking care of your field of play is your duty. Equipment should be regarded as your own and your responsibility if lost or damaged.

Remove cleats and/or muddy shoes before entering the locker room, bathrooms and gym. You should refrain from rough housing or throwing things while in the facilities. You shall give proper respect to all adults and team managers. Use only the locker issued to you by the athletic director,

head coach or in PE. Make certain your belongings are in your locker and keep it locked. Pick up all trash and dispose of it properly. The lockers are School property and the School reserves the right to inspect lockers and its contents at any time.

13. **School Spirit** - A Eagle athlete cannot be selfish. Each athlete should furnish spectator and rooter support for those teams in which he or she is not a participant. This means supporting the cheerleaders, other teams, the band, and the fine arts production groups with a positive attitude in word and action. Think about traditions that you would like to see handed down year after year and set high standards for achievement and positive school spirit. Be positive about your school and team.
14. **Love the Challenge** - In every season we face many challenges. Off-season programs, injury, sudden change due to an error are all common to a team, but how it is handled is up to the individuals of the team. An attitude of loving the challenge must be developed so that it is a key attribute of our teams.
15. **Our Opponent's Best** - We want our opponents to be at their best. This proves the biggest challenge and test for us. We believe that we compete against ourselves alone. That being said, we take the talents or gifts we have been given and battle our doubts, insecurities, laziness, fears or wandering minds, not the opponent. Yes we play against our opponents, but the real game is with in our hearts. It is a wonderful opportunity we have to play for the glory of God but if we compete against a team that is playing halfhearted, our below their best, it is simply not as fun, and we find that we do not have to dig as deep and that in turn hurts us as a team. We want our opponents' best because it is for our best, and our best is for His glory!
16. **The Scoreboard Alone Will Not Define Success** - Our success is determined by our ability to reach our potential in all the above principles. Athletics is more than just a game between individuals or teams representing different schools. It is a means of learning the lessons of life. Winning and losing are a part of competition and should be done with modesty in victory and graciousness in defeat.

Team Rules

At the beginning of each season, the coaching staff will have a team meeting to explain team rules, rewards, and consequences. These rules will address appropriate behaviors both athletically and academically. Each athlete will also sign a code of ethics as mandated by CIF. Forms are located in the back of handbook.

Costs

The fee for all athletes for each sport is \$100.00. Football is \$200 due to insurance as mandated by CIF. Each team will also participate in mandatory fundraising to be announced by each coach. With this fee a student athlete can check out a uniform and participate in a sport. Spirit pack fees are separate and vary by team but will be disclosed at the start of each season.

Fans, Parents, Boosters and Supporters of Eagle Athletics

Wherever we go and whatever we do, we represent Verbum Dei. The Verbum Dei Athletic program's top priority is to exemplify the character of Christ. Therefore, it is essential that every coach, every player, every parent, every student, and every fan maintain a good Christian witness at all of our athletic events. Other

teams and their fans, both Christian and non-Christian, are watching us, and we have a great opportunity to display God's honor so that they might be drawn closer to Jesus and His saving grace.

How does the world know that we are authentic followers of Christ? By the love we demonstrate and by our unity. As parents and fans we can do this together in the following ways:

- Demonstrate respect to opposing players and coaches. Don't harass them.
- Demonstrate respect to the officials. Please don't harass the referees.
- Shout encouragement to our team. Let the coach do the coaching.
- Keep each other accountable. Remind each other we want to be a positive Christian witness.
- Don't talk badly about the coach in front of your child. Support the coach and his decisions.
- "Go the extra mile." Think of ways to be a blessing to the other team and their fans.
- Win or lose with humility and grace.
- Always keep in mind we are His ambassadors, representatives of Christ and His Kingdom.
- Maintaining this attitude, we win the most important battle. We can then give every effort to compete and win our games as a team. We work hard to be champions!
- Breaking a commitment to a team can restrict an athlete's participation in other sports. Sports fees will not be refunded.

Verbum Dei High School Expectations

Athletic Department

1. Provide quality coaches who understand our athletic philosophy and value all of the individuals on their teams.
2. Work cooperatively with other schools to provide appropriate competition for our athletes.
3. Be aware of, and enforce rules and regulations of the Southern Section California
4. Interscholastic Federation (CIF Southern Section, the South Catholic and Santa Fe Leagues.
5. Provide recognition for those who qualify for certificates, letters, or awards.

Student-Athlete

1. Take responsibility for clearance and eligibility.
2. Treat coaches, officials, teammates, and opponents with respect.
3. Put forth his best effort in practices and contests.
4. Attends all practices and contests unless clear permission has been granted by the coach.
5. Do not try to intimidate others or use "trash talk".
6. Remembers that it is a privilege to represent Verbum Dei High School in athletics.
7. Attend and positively participates in all scheduled practices.
8. Communicates effectively with the coach and teammates.
9. Refrains from conversations that foster dissension.

Coaches

1. Treats other coaches, players, officials, and parents with respect.
2. Follows CIF, CAA, South Catholic League, Santa Fe League, and Verbum Dei High School policies and philosophies.
3. Prepares his/her team to the best of his/her ability.
4. Is fair and impartial in dealing with the athletes in his/her program.
5. Is a good role model for his/her athletes particularly in regard to self-control and makes sure that winning is considered in an educational setting.
6. Makes himself/herself available for a conference to answer questions or discuss issues. This meeting should not be immediately before or after a practice or a contest.
7. Sets high expectations for his/her student-athletes.
8. Communicates with Athletic Director and school giving frequent updates on their program.

Parents

A. Keeping Athletics in Perspective

- Emphasize that academics always come first.
- Assist the student to structure time wisely so that athletics do not interfere with academics.
- Use athletics as a way to teach our children how to react and interact with other people during tense situations. Help your athlete understand that athletic ability varies with body maturity and that effort is just as important as natural ability.

B. Supporting Your Student Athlete

- Encourage participation by both girls and boys. Allow the student to select the sport based on his perceived ability and likes. Provide a pressure free environment regarding scholarship expectations.
- Be supportive of your athlete; see that his medical needs are met; see that he has proper equipment; attend as many of your child's contests as possible.
- Stress the importance of the complete athlete: mental, physical, and spiritual preparation.
- Do not emphasize "quitting" as the best way to solve problems, but rather perseverance.

C. Supporting the Program

- Be supportive of the coaching staff. Go to all meetings requested by coaches. Being on a successful team is important to your athlete. Support the coaches' preparation plan. Talk to your athlete frequently about how things are going with his sport. Make arrangements to talk to the coaches privately and early about perceived problems.
- During the season, take into consideration practice and games when planning family events.
- Understand the needs of the particular sports. Some take more equipment, some take more time, and others may call for some form of year-round preparation.
- Support the school policy of no profanity, alcohol, illegal drugs, or tobacco.
- Model positive behavior towards everyone involved in the event.
- Leave coaching of the team, (i.e. starting assignments, positions, playing time and level of play such as freshman, J.V. or Varsity) to the coaching staff.

Transportation

Coaches will remind student-athletes to let their parents know game information such as: location, time, approximate return times, and any other pertinent information. Parents can also utilize the school's athletic website to stay informed. www.verbumdei.us

Vans will be provided for our teams when available. Private cars are not to be utilized in transporting our squads.

To contests: To enhance team unity, all athletes are required to ride in the vehicle that is assigned by the coach. **All athletes must return to school in the same vehicle. Any exceptions must have parental and coaches approval.** Vehicles are to remain clean! Prepare yourself mentally and spiritually for the upcoming contest while riding to a game.

Travel

Student/athletes are required to ride the bus to and from all contests and practices unless other arrangements are made. Athletes must behave to Verbum Dei Handbook standards to and from all competitions. Students may ride home from a contest with his/her parent/guardian **only if coach gives permission.** Student/athletes must have a signed note from his/her parent/guardian if they are to ride home with an adult other than parent/guardian. Any of the above mentioned options must be cleared by the coach ahead of time. **At no time will a student/athlete be allowed to ride with another student driver to or from a contest.** Minimum dress attire for student/athletes at away contests will be defined in the student handbook and is consistent with the school dress code. The coach may specify a certain type of attire for the team at away contests.

Dismissal Times

Students should contact the athletic director, main office, and "This Week in Athletics", for dismissal times only. Coaches will confer with the athletic director for release times. Teachers will not allow students to leave before the predetermined dismissal time posted on "This Week in Athletics" or announced in morning announcements. Students that do not go to class will be considered truant and face school discipline procedures. An announcement will be made when it is time for students to be dismissed from class during the school day. At that time students will be able to leave class for their respective game(s).

Students must be in attendance at school or school sponsored activity for a minimum of three (3) periods to participate on game day.

Athletic Award Policies and Procedures

Awards in athletics will be based on how athletes perform and are earned based on talents displayed during the season. Coaches are to submit awardees two weeks prior to banquet. At the end of each season, a team banquet will be held for special recognition awards to be presented to certain athletes who show exceptional performance. Certificate of participation awards are also presented along with any recognition from CIF or Leagues. Three standard awards are given in each sport. These are:

- **The MVP**- Presented to the student athlete that demonstrates through all aspects of their game to be the most valuable to their team.
- **The Eagle Award**- Presented to the student athlete who best demonstrates what it means to be a Verbum Dei Eagle.
- **The Scholar Athlete Award**- Presented to the student athlete who best demonstrates academic achievement through grades. Typically this award goes to the athlete with the highest GPA. On occasion, it may go to an athlete who has shown great academic improvement.

Care of Injured Athletes

Athletes must report all injuries to a coach immediately. The coach will then administer appropriate first aid, if needed, following the school's emergency procedures. The coach will make a decision whether an athlete should:

1. Return to practice or contest.
2. Return to modified practice.
3. Be transported to a hospital or a doctor.

If an injury is serious enough to warrant modified practice, doctor, or hospital visit, the parent/guardian will be notified immediately through the emergency contact information provided by the parent/guardian.

The coach will fill out an accident report form and turn it into the Athletic Office within 24 hours of the incident. If the accident is serious enough to warrant a doctor or hospital visit, the athlete must secure from the doctor, permission to practice or play. Coaches should keep accurate records of doctor or hospital visits or releases.

A complete first aid kit will be available at every team practice and game.

The coach may secure kits and supplies from the Athletic Director.

Each coach must have in their possession a copy of the medical release form signed by the parent/guardian for each student-athlete on the roster. Medical release forms are also necessary for managers, statisticians, scorekeepers and other minors traveling with the team.

Athletic Injuries and Emergency Care

To better inform our parents, the following has been added so that you know our policy and procedures for emergency situations. Parents are required to get a medical release from their doctor. Athletes if injured must go to their physician using their own insurance. In the absence of a certified athletic trainer, physician, emergency medical technician, or any other capable medical assistance, the head coach would be responsible for evaluating the injured athlete. In the event of any serious injury a coach will notify parent of the injury.

Life Threatening Injury

Life-threatening injury is consistent with the definition of "serious bodily injury" which is bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

- I. Call 911 (if you are on-campus remember to dial 9. then give them the necessary information).
Reaction time is critical.
 - A. Give EMS the following information
 - (1) Location (If on campus: 11100 South Central Ave.)
 - (2) Telephone number you are calling from. (323)564-6651 if on campus
 - (3) Name of person who is calling
 - (4) Nature of life threatening injury to the injured athlete (sudden illness, head, back, etc.) - DO NOT TRY TO DIAGNOSE AN INJURY!
 - (5) Condition of the injured athlete.
 - (6) What kind of first-aid is being given,
 - (7) How to gain access to the facility or area
 - (a) Where they will be met
 - (i) Note the time of the call
 - (ii) Remain calm- DO NOT PANIC
 - (8) Let EMS hang-up first.
- II. Have a First Aid / CPR certified, trainer, coach, or other qualified individual administer initial care to the best of his / her training and ability, until EMS arrives.
- III. Look up the athlete's emergency consent to treat form and have it ready for EMS.
- IV. Call the parent/guardian and/or the emergency contact number for the athlete which is found on the emergency consent to treat form
- V. While you are waiting for EMS to arrive and transport the athlete, have someone fill out an **ACCIDENT REPORT FORM** (Do this as soon as possible, while the injury is still fresh in mind). Once complete, the form should be placed in the Athletic Directors Office or box.
- VI. Appoint an Adult (either assistant or head coach) to go with the injured athlete and be sure they have the emergency information and the consent to treat forms with them.
- VII. Be sure to follow-up with the injured athlete at the hospital or at home!

AFTER ANY MAJOR INJURY AS OCCURRED, IT IS A GOOD TIME TO REVIEW

THE PLAN TO MAKE SURE IT WAS EFFECTIVE AND EFFICIENT.

Non-Life Threatening Injury

Non-life threatening injury means physical pain, illness, or any impairment of physical condition.

If, in your opinion, an injury is a major injury, but not life-threatening, take the following steps:

- I. Have a First Aid / CPR certified club member(s), trainer, coach, or other qualified individual administer initial care to the best of his / her training and ability.
- II. Contact the athlete's parents. Inform them that it is not a life-threatening injury. They will determine if the athlete should be transported by the EMS, if the athlete should seek medical attention, or if the athlete should be released.
- III. A staff member or coach should stay with the athlete and gather pertinent information using the ACCIDENT REPORT FORM.
- IV. **DO NOT DIAGNOSE AN INJURY TO THE ATHLETE, TO A BYSTANDER, OR ON THE INJURY REPORT FORM.**
- V. Interview witnesses for additional information. (Get names and phone numbers).
- VI. Fill out the ACCIDENT REPORT FORM completely. Do not share this information with anyone.
- VII. Be sure to follow-up with the injured athlete at the hospital or at home!
- VIII. Contact the Athletic Director immediately with all details.

Concussions

Nationwide data continues to show that many catastrophic head injuries are a direct result of injured athletes returning to play too soon, not having fully recovered from the first head injury. Additionally, the Centers for Disease Control reports that approximately 3 million sports and recreational concussions occur every year. California law mandates that all coaches must receive training on concussions. Additionally, California law mandates that all CIF member schools must comply with the following: On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition.

Below are documents from the CIF Sports Medicine Advisory Committee (SMAC) that schools/districts may use to meet this mandate which informs parents and students on concussion signs and symptoms:

- CIF Information Sheet
- Physicians Letter To School Form
- Return To Learn (RTL)
- Return To Practice and Play (RTP)

These forms are provided in this document and on the CIF Southern Section website.

Concussion Protocol – Return to Learn (RTL)

If the Verbum Dei trainers or any doctor diagnoses a Verbum Dei student with a concussion, the following protocol is to be followed with regards to returning to school and the rigors of the classroom.

The CIF Physician (MD/DO) Recommended School Accommodations Following Concussion Form must accompany a returning student to the front office before being allowed to attend any classes.

- The principal and assistant principal overseeing Athletics will be given copies of the form.
- The assistant principal will contact the counseling department and all teachers regarding information and instruction.
- Teachers should then follow protocol until notified by the assistant principal or counselor that the student has fully recovered.

Depending on the severity of the concussion, there are many different accommodations Verbum Dei will make including (but not limited to) the following:

- Stay home
- No schoolwork until fully recovered including tests and quizzes
- Extra time for tests/in-class assignments
- Assign a classmate to take notes
- Break assignments down into smaller chunks
- Move seat away from “bright lights” and/or closer to teacher
- Make sure all teachers are using the same accommodations
- Involve family in behavior management plan

Concussion Protocol – Return To Practice and Play (RTP)

Medical science and concussion care experts have found that a concussed athlete **must take** a gradual and progressive, stage by stage, step by step return to practice under medical supervision to minimize risks and allow the brain to properly recover.

A.B. 2127 and CIF Bylaws mandated a MINIMUM timeline, but medical experts recognize that many adolescent concussion patients may take much longer to recover. Always be cautious as returning to practice and play too quickly may have catastrophic consequences.

The **CIF Concussion Return to Play Protocol Form** must be turned into the Athletic Director and will be used by Verbum Dei to safely return your student-athlete back to competition following a head injury or concussion. The Athletic Director will advise the athletic trainers and head coaches as to the plan for return to practice and play instructions by the physician over the student-athlete.

First Aid Kits

The Athletic Department **provides** each sport its own first-aid kit at any on-campus practice. This first aid kit must be kept fully stocked; if supplies are needed the Athletic Director must be notified ASAP. The school Athletic Department **requires** a fully stocked first aid kit at any on or off-campus practices, and **ANY GAME** or event (regardless of whether it is on or off-campus).

It is the head coach's responsibility to maintain a fully stocked first aid kit, using supplies provided by the school Athletic Department

Uniform and Equipment Care/Issue

Student-athletes must return equipment to their coach no later than five (5) school days after the close of the season. If equipment is not returned within the five (5) day period, the student athlete will be billed for the cost of the equipment.

Uniforms are to be worn only for games or as designated by the coach. Student athletes are responsible for the care and maintenance of equipment and uniforms provided to them as a member of an athletic team. Student athletes will be billed for all equipment and uniforms not returned in good condition at the end of the season.

Any uniforms or equipment issued are the athlete's responsibility to return in good shape.

Any athlete who does not return uniforms and/or equipment will have costs for replacement charged to his family. An athlete will not be allowed to participate in another sport until all overdue uniforms, equipment, and fees have been turned in.

Your coach or Athletic Director will issue you a uniform at the beginning of the season after the participation fee has been paid by the player. This uniform is your responsibility. It is to be clean when you arrive for a game. The proper uniform will include shoes, socks, and the uniform required. If you do not have the "proper uniform" you will not be allowed to participate. The uniform is to be returned clean within one (1) week of the conclusion of the season. Lost or damaged uniforms must be paid for at the full cost of replacement by the end of the season. An average uniform replacement may cost in excess of \$200.

Treat all school equipment with care. Put all equipment in storage after practice. It is here for your use. When it is lost or destroyed, it will then not be there for others to use. Students are not allowed to get equipment without the permission of their coach or the Athletic Director. School equipment is for use only in practices and games. School equipment may not be taken home or used for unauthorized "student games." Please follow special-care labels in laundering of all uniforms. The school supplies the majority of sports equipment, but personal items such as shoes, socks, practice clothes, protective padding (shin, elbow, arm, shoulder, & ribs) are the responsibility of the student. Students are responsible for any school -issued uniforms during the season and should be prepared to return them following the last scheduled contest. Students will be financially responsible for any damaged or lost uniform/equipment. When team members step into the playing arena for a contest, all must be dressed alike – shirts tucked in and in the same attire. Students are representing our team and school, not expressing their individuality.

Vacations/Events and Athletic Periods

Verbum Dei is fully aware that there are time periods when athletic participation is required and/or demanded by student-athletes during school holidays, sanctioned trips, and other school events. We attempt to schedule around these conflicting dates; however, there may be times when student-athletes will be asked to participate with their team for practices and/or contests which are scheduled at the same time. For student-athletes to be absent from any of these scheduled practices or contests, it may result in a reduced amount of participation (playing time) in a contest at the discretion of the coach. Therefore, students desiring to become involved in athletics are asked to calculate the cost of participation. They must understand the level of commitment required to participate in that sport(s).

Hierarchy

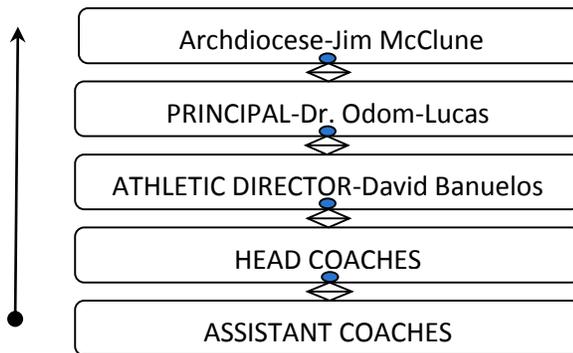
PARENT COMPLAINT PROCEDURES

Should a parent concern arise regarding any aspect of Verbum Dei Athletics the following steps should be taken:

1. Contact the coach involved to make an appointment. Please **do not** confront a coach before or after a contest.
2. If the concern is not resolved with the coach please follow the line of authority shown below.

LINE OF AUTHORITY

Please Use the following line of authority when dealing with any athletic issues. First talk with your athletes Assistant coach, If needed you can also talk with the Head coach. If the issue can not be resolved, contact the High Athletic Director. The Athletic Director Will not meet with a parent if he/she has Not talked to the coach.



Grievance Procedure

The grievance process is intended to be a process whereby concerns of alleged unfair treatment of athletes can be addressed in a timely manner. It is our belief that a quick and honest discussion between all parties will result in the positive resolution of concerns and an improvement of the atmosphere for both athletes and coaches.

The lists below of legitimate and non-legitimate grievances are intended to be guidelines, not an all-inclusive list.

Legitimate Grievances

- Failure to provide due process in disciplinary action.
- Failure to provide a fair opportunity to compete to make the team (cut-off).
- Mistreatment of athletes
- Putting students down
- Foul, inappropriate language
- Any violation of an adopted code: ethics, conduct, expectations

Non-Legitimate Grievances

- Athlete not given enough playing time.
- Athlete not playing the right position.
- Strategies used by the coach.
- Win/loss record of the team or coach.
- Quitting a team.

It is the intent that problems be resolved before coming to the formal grievance process. When a problem or concern develops between a student/parent and the coach and a meeting or discussion has been held but resolution was not achieved, the following procedure and time line should be followed.

At the request of the student/parent, a meeting shall be held involving the student/parent, coach and the athletic director. This meeting should take place within five working days of the statement that a problem exists which requires intervention. It is hoped that an acceptable solution will be agreed upon. Whether or not agreement is reached, an outcome of the meeting should be the clarification of:

- The nature of the problem-what part of handbook was violated.
- Reason(s) for the problem.
- Prior communication that has taken place, from either or both parties.
- Efforts that have been made to correct the situation.
- Acceptable solutions for each party.

If the problem is not resolved, and the student/parent decides to pursue the grievance process, a written summary of the student/parent concern and a summary of the conference are to be submitted by the athletic director and the student/parent to the principal for further consideration.

The principal/designee shall conduct a meeting as soon as possible, but no later than seven working days from the receipt of the grievance, with the student/parent, coach, athletic director, and other personnel deemed necessary. Whatever the determination of the principal, a written summary of the conference will be developed by the principal and filed with the student's records for future reference or action. If agreement is reached and the problem is resolved, no further action is necessary.

As a Christ centered school, we welcome calls and/or conferences with parents and community members at large who have concerns about our policies or practices. It is imperative that we know when and what concerns students and parents have. Adjustments/changes in our policies or regulations will, to some degree, reflect the concerns expressed. However, grievances and appeals about our athletic policy and regulations must be based on violations of section(s) of the adopted codes of conduct, expectations, or ethics.

Coach Evaluations

At the conclusion each season the head coach will receive their evaluation which will be based on the following criteria: team dynamics, structure and format of practices, overall team improvement or lack of, collaboration with fellow coaches/parents/athletes, communication with all stake holders, athlete evaluations and coaches' thoughts. Assistant coaches will be evaluated by head coaches using similar format. A questionnaire/survey will be conducted at end of season for coaches. This questionnaire will be used to help coaches with their strengths and weakness and help when setting goals for the next season. The athletic director will also meet with coaches to create and set goals for the following season.

Head Coaches

The Head Coaches are the official designated representative of Verbum Dei in interscholastic athletic activities for their team. The Head Coach must have knowledge of their sport. The mission of the Head Coach is to provide for the overall leadership and direction of their team by pursuing Christ centered excellence on and off the field of play. The Head Coach's duties and responsibilities include:

- Chain of Command
- Responsible to the Athletic Director
- General Guidelines for Coaches
- Responsible for the spiritual leadership of their team
- Encourage, model, teach and demonstrate Christ-centered sportsmanship at all times
- Work with the Athletic Director to solve problems at the school level while supporting the ideas of the program/parent concern.
- Works within the athletic program budget for the team and gains approval for all expenditures with the AD before any action is made.
- Works with Athletic Booster organization and the AD jointly to provide additional materials for your team
- Contacts Athletic Director with any incidents that need attention i.e. Fights, team rule violations, results, dismissal from team, theft etc. within 24 hours of incident.
- Represents Verbum Dei at League meetings as needed, Sports Nights, Coaches' Meetings and daily life in this community
- Supervises all fund-raising events connected with the team, and assumes responsibility for proper handling and accounting of finances involved.
- Responsible for administrating all interscholastic policies and procedures working within the confines of the rules and by-laws of leagues in the athletic program
- Forwards accident reports after consultation with the athlete, and parent to the athletic director next business day.
- Continually reviews the ongoing effectiveness of the program.

Role with Assistant Coaches

- Interview and hire prospective coaches according to the hiring process of the Athletic Department
- Ensures that all coaches follow the letter and spirit of the Coaching Manual
- Responsible to evaluate the coaching staff of each team with counsel from Athletic Director
- Coordinate tryouts and team development to maximize athletic and spiritual growth

- Manages coaches by way of meetings, one-on-one contact and personal observation
- Communicate coaches' responsibilities, i.e., permission forms, supervision of athletes, training techniques, practice times, student pick-up after games, and practices. Encourages and provide resources for professional and spiritual growth of coaching staffs
- Encourages coaches to communicate with the Head Coach and the Athletic Director
- Keeps the coaching staff informed of the current rules and regulations

Role with Assistant Coaches

- Supervises eligibility of student-athletes
- Assume the responsibility and supervision for the players conduct both on and off the field.
- Supervises recognition programs for school athletes
- Conducts an organized try-out for student-athletes relative to sport and accepted by the Southern Section of CIF and NFHS community

Equipment and Facilities

- Responsible for all recommendations for the improvement of adequate facilities
- Supervise the cleaning, storage, and care of our facilities and all athletic equipment along with maintaining an up to date inventory.
- Oversees uniform distribution and collection, equipment issued, inventory and requesting ordering of equipment necessary to participate in the sport

Officials/ Support Personnel

- Secures the officials payment and distributes it to the officials of each game
- Transportation
- Demonstrate successful ability to transport students-athletes safely to contest
- Secures appropriate directions for coaches/drivers, and parents from the athletic director
- Fills out the Athletic Travel Info sheet; Include date, team, site, departure time, game time, return time and driver if applicable, for all times of transportation

Preferred Qualifications Include

- College Degree
- High School, Middle School, or collegiate level coaching or playing experience
- Availability to attend all practices and games as scheduled from start to finish
- Demonstrate successful management and organization skills
- Demonstrate successful personality and character traits appropriate to educational leadership
- Demonstrate successful effective verbal and written communication skills in a positive manner with parents and student-athletes
- Demonstrate successful and genuine support for CWSP (Corporate Work Study Program) and Verbum Dei
- Demonstrate ability to develop and maintain a disciplined program
- Demonstrate successful knowledge of the respective coaching category

- Demonstrated successful ability to follow the National Federation of High Schools Coaches Code of Conduct and the California Interscholastic Federation Coaches Code of Conduct
- Organize and attend camps to develop athletic growth

Terms and Conditions of Employment

- Employment as coach at Verbum Dei is on a season to season basis
- School Administration approval
- Must be 18 years of age and possess a valid California Driver's License
- Salary: Based on stipend schedule
- Must pursue further education of specific sport.-Coaches Clinics
- Play Like a Champion Course

Assistant Coaches

- Assistant coaches are assigned by the head coach, with the approval of the Athletic Director and Principal
- Carry out the program planned by the head coach, to be whatever assistance is required, and to perform delegated duties set forth by the head coach
- Follow all school policies
- Assist in preparing facilities
- Help issue equipment, check in equipment, and take inventory
- Assist in supervision
- When an assistant coach is in charge of the team, the responsibilities of the head coach will then apply to him/her
- Remain loyal to head coach and program

Profile of the Verbum Dei Graduate at Graduation

In one sense, the graduate is a threshold person: he is on the threshold of adulthood. The world of childhood has been left behind. The movement from childhood toward adulthood has involved physical, emotional and mental development which has brought out strengths, abilities, and characteristics which adults and peers began to appreciate. The adolescent during those four or five years prior to graduation began to realize that he could do some things well and some things very well. There have also been failures and disappointments. Even these, however, have helped the student to move toward maturity.

For descriptors, we chose those qualities which seem most desirable not only for this threshold period, but those which seem most desirable for adult life. These six general categories sum up the many areas of life most in accord with a full adult living of the Christ life. These characteristics are: Open to Growth, Intellectually Motivated, Spiritual, Loving, Committed to Doing Justice, and Work Experienced.

OPEN TO GROWTH

The Verbum Dei graduate is open to growth. He embodies self-confidence, responsibility for growth and desires integrity in various facets of his life and in relation to others. He accepts his strengths and weaknesses and is conscious of his feelings. He is open and reflective to various perspectives and new experiences and possesses the ability to be flexible and make value-driven decisions.

The Verbum Dei graduate:

- Is beginning to take responsibility for growth as a person; desires integrity, commitment and excellence in multiple facets of one's life by accepting self; both talents and limitations.
- Is more conscious and willing to express feelings and is beginning to confront responsibilities to oneself and to others.
- Is open to a variety of aesthetic experiences and is becoming more flexible and open to other points of view.
- Is developing a habit of reflection on life's experiences, resulting in openness to new experiences and exploring career and life-style choices within a value frame-work.

INTELLECTUALLY MOTIVATED

The Verbum Dei graduate is intellectually motivated. He demonstrates mastery of fundamental academic skills and discipline necessary for advanced education. He is a life-long learner who critically analyzes contemporary issues and forms an opinion on them. He is a well-informed citizen; recognizing his role as a compassionate person and responsible citizen he desires ever greater knowledge and wisdom to more profoundly participate in the best interest of self, family, and community.

The Verbum Dei graduate:

Academic Requirements:

- Has mastered the fundamental skills of language and mathematics and those academic subjects required for entrance into college (or some other form of advanced education).

General Skills and Attitudes:

- Is developing mastery of logical skills and critical thinking.
- Is developing greater precision and a personal style in thought and expression both written and oral.
- Is developing a curiosity to explore ideas and issues.
- Is developing the ability to apply knowledge and skills to new situations, and can adjust to a variety of learning formats.
- Is developing an organized approach to learning tasks.

Substantive Knowledge:

- Has begun to develop a general knowledge of central ideas, methodologies, and the conceptual parameters of a variety of intellectual disciplines of knowledge.
- Has begun to relate current issues and perspectives to historical antecedents and his own cultural heritage.
- Has begun to understand some of the public policy implications of the uses of science, technology, and capital.
- Is beginning to understand both rights and responsibilities as a citizen of the United States, as well as the strengths and weaknesses of our form and practice of government.
- Has begun to develop a repertory of images of the human person as presented in literature, biography and history which are shape his compassionate and hopeful appreciation of the human community in its variety and potential.
- Is beginning to develop that critical consciousness which enables him to better analyze the issues facing contemporary men and women and to evaluate various points of view on these issues.

SPIRITUAL

The Verbum Dei graduate is spiritual. He has a sincere and deep sense of God’s presence and love in his life. He has an understanding of Catholicism and has developed an understanding of his faith in relation to Christianity, deepening his personal relationship with God through prayer, contemplation and action. Being spiritually rooted, he makes value-driven choices and recognizes the value in healing and reconciliation with himself, others, and the Lord. He is a “man with and for others,” recognizing the human dignity of all and therefore committed to understanding and responding to issues of social justice for a more humane and just world.

The Verbum Dei graduate:

- Has read the Gospels and encountered the person of Jesus Christ as He is presented in the New Testament.
- Has a basic understanding of the Church's teaching about Jesus Christ and His redeeming mission, the embodiment of that mission in and through the Church and the centrality of the Eucharist to a vibrant Christian life.
- Has been given the opportunity to have a personal experience of God, through prayer, retreats, and liturgies and is beginning to take more responsibility for exploring and validating one's own faith.
- Is beginning to form a Christian conscience and evaluate moral choices, and can reason through moral issues with increasing clarity, learning through his failures of the need for healing and reconciliation.

- Is familiar with Church teaching on social justice and understands the relationship between faith in Jesus and being a “person for others.”
- Has had some exposure to non-Christian and non-Catholic religious traditions.

LOVING

The Verbum Dei graduate is loving. He is aware that he is loved unconditionally by God, and in turn, shares this depth of love through fidelity toward friends and family, and preferentially those most in need. He is able to put himself in another’s place and has faced his prejudices and stereotypes. He is enriched by sharing himself through service with and for others.

The Verbum Dei graduate:

- Acknowledges that he is loved by God and others.
- Recognizes and works to remove prejudice and stereotypes in himself and in society.
- Has experienced the support of various levels of community in the school.
- Has made specific contributions to building up the school community.
- Is beginning to integrate sexuality into his adult Christian life.
- Has begun to appreciate deeper personal friendships.
- Through service is beginning to feel empathetic toward others.
- Is conscious of the natural environment and what is needed to protect it.

COMMITTED TO DOING JUSTICE

The Verbum Dei graduate is committed to doing justice. He is aware of the injustices and prejudices that surround him both locally and globally. He recognizes the moral ambiguities and complexities of social issues. As a leader and role model, he heeds the call of the Gospel to effect change and sees service as a gift to self, as well as to the community. Understanding that some of life’s most worthwhile endeavors are neither easy nor comfortable, the graduate leaves with the knowledge and courageous confidence that he can make a difference in the world through his life.

The Verbum Dei graduate:

- Is more aware of selfish attitudes and tendencies which lead one to treat others unjustly; consciously seeks to be more understanding, accepting, and generous with others.
- Is beginning to see that Christian faith implies a commitment to a just society, evidenced by their participation in the building of humane civic and ecclesial communities that respect the pluralism within those communities.
- Is growing in awareness of the global nature of current social problems and the needs of the local community by learning about human rights issues and the plight of the poor.
- Is beginning to understand the structural roots of injustice as well as developing a sense of compassion and concern for the victims.
- Is beginning to become aware of alternatives in public policy and see the importance of public opinion and voter influence in local, regional, national and international arenas.

- Is beginning to understand the complexity of many social issues and the need for critical reading of diverse sources of information about them.
- Is beginning to confront some of the moral ambiguities imbedded in values promoted by Western culture.

WORK EXPERIENCED

The Verbum Dei graduate is work experienced. Through the Corporate Work Study Program, the graduate has learned the importance of being a dependable and responsible worker while displaying a positive work ethic. He accepts his strengths and areas for growth as an opportunity to develop and mature as a young professional. He is communicative and motivated about looking for opportunities to discover and demonstrate personal talent.

The Verbum Dei graduate:

- Recognizes the dignity of work and its integral connection to justice, as the choices he makes impact a more just society.
- Appreciates work as an opportunity for the magis, an opportunity to explore the depth of his own potential.
- Has successfully participated in a professional environment.
- Uses his experience at work to help discern future goals, including college major and career.
- Has the ability to communicate effectively, including asking questions, in order to perform his responsibilities.
- Has learned to manage his time and accurately complete his tasks.



VERBUM DEI
HIGH SCHOOL

HEAD COACH EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

1 – Good 2 – Needs Improvement 3 – Unsatisfactory 4 – Not observed

ADMINISTRATIVE RESPONSIBILITIES:

- ___ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior to first practice.
- ___ Communicates with assistant coaches in regards to roles, duties, and expectations.
- ___ Cooperates with requests for information from the athletic office on time.
- ___ Abides by all relevant Verbum Dei policies, Santa Fe, and CIF guidelines.
- ___ Attends Santa Fe League Meetings. And reports back to AD .
- ___ Cooperates with team booster club to enhance the athletes' experience as team members.
- ___ Recommends scheduling and officiating requests to the AD.
- ___ Follows proper budget and purchase order procedures.
- ___ Maintains and updates team and individual records.
- ___ Supervises practice area and locker room when athletes are present
- ___ Publicizes team and individual accomplishments to the media and school (daily announcements, etc.).
- ___ Demonstrates care of school facilities and equipment.
- ___ Prepares a detailed inventory of team equipment and updates it after each season.
- ___ Submits end-of-season list of award winners at least one week prior to the team banquet

RELATIONSHIPS:

- ___ Demonstrates enthusiasm for working with high school athletes
- ___ Communicates effectively with athletes and parents.
- ___ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- ___ Promotes all school activities and encourages students to participate in a variety of activities
- ___ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- ___ Keeps commitments and is punctual.
- ___ Shows an interest in the athletes' academic experiences.
- ___ Supports team as well as individual accomplishments.
- ___ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- ___ Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

- ___ Conducts self in a professional and sportsmanlike manner at all times.
- ___ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- ___ Develops a well-organized practice schedule with specific objectives for each practice
- ___ Uses personnel and strategies effectively in games
- ___ Praises athletes for positive performances
- ___ Offers constructive criticism for poor performances
- ___ Maintains effective individual and team discipline at practice and in games
- ___ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad
- ___ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- ___ Learns new strategies and trends in the sport by attending clinics and reading coaching publications

ATHLETIC DIRECTOR'S COMMENTS:

HEAD COACH'S COMMENTS:

Head Coach's Signature

Date

Athletic Director's Signature

Date

The coach's signature indicates he/she has read this evaluation.



VERBUM DEI
HIGH SCHOOL

HEAD COACH SELF-EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

Assess the team's performance this season:

Assess your performance as a head coach this season:

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Athletic Department that could help you achieve your team and personal goals?

Head Coach's Signature

Date



VERBUM DEI
HIGH SCHOOL

Student-Athlete Survey
Circle, Check, or Write Answers

Sport Played - (Circle One): Cross Country Football Basketball Soccer Track Volleyball

Head Coach: _____ **Coach Worked With Most:** _____

1. What grade are you in? (Circle One) 9th 10th 11th 12th

2. What is your GPA? (Check) 4.0 or Above___ 3.5-4.0 ___ 3.0-3.5___ 2.5-3.0___ 2.0-2.5___ Under 2.0 ___

3. How difficult is it to balance your athletic and academic responsibilities?

Extremely difficult___ Very difficult___ Moderately difficult___ Slightly difficult___ Not at all difficult___

4. How supportive is your coach about your academic responsibilities?

Extremely supportive___ Very Supportive___ Moderately Supportive___ Slightly Supportive___ Not at all___

5. How Supportive are your teachers about your athletic responsibilities?

Extremely supportive___ Very Supportive___ Moderately Supportive___ Slightly Supportive___ Not at all___

6. How much pressure do coaches put on athletes at this school?

A Great Deal___ A lot___ Moderately___ Little ___ No pressure___

7. How much pressure do parents put on athletes at this school?

A Great Deal___ A lot___ Moderately___ Little___ No pressure___

8. Does the school give too much attention to its sports programs, too little attention, or about the right ?

Way too much___ somewhat too much___ about right amount___ slightly too little___ too little___

9. What is the best part about being an athlete at this school?

10. What is the worst part about being an athlete at this school?

11. Overall, are you satisfied with your athletic experience at this school, neither satisfied nor dissatisfied with it, or dissatisfied with it?

Circle Answer: Very Satisfied Somewhat Satisfied Satisfied Not Satisfied Very Dissatisfied

Comments:

12. My Coach (_____) is a positive influence on my teammates and myself.

Circle Answer: Strongly Agree Agree Disagree Strongly disagree Not applicable.

Comments:

13. My Coach (_____) constantly models appropriately adult behavior.

Circle Answer: Strongly Agree Agree Disagree Strongly disagree Not applicable.

Comments:

14. My Coach (_____) determines starters in a fair way.

Circle Answer: Strongly Agree Agree Disagree Strongly disagree Not applicable.

Comments:

15. My Coach (_____) gives adequate supervision before and after practice.

Circle Answer: Strongly Agree Agree Disagree Strongly disagree Not applicable.

Comments:

16. My Coach(es) has/have adequate technical knowledge and teaching ability for the sport.

Circle Answer: Strongly Agree Agree Disagree Strongly disagree Not applicable.

Comments:

17. My coach stresses the positive, did not embarrass or belittle me.

Circle Answer: Strongly Agree Agree Disagree Strongly disagree Not applicable.

Comments:

18. My coach stresses the importance of sportsmanship and ethics.

Circle Answer: Strongly Agree Agree Disagree Strongly disagree Not applicable.

Comments:

19. My coach acts in an ethical, honest and trustworthy manner.

Circle Answer: Strongly Agree Agree Disagree Strongly disagree Not applicable.

Comments:

20. How did you fulfill your service hour commitment?

Check Applicable: Urban Campus ___ Saturday Trips ___ Plunge trips ___

Other: _____

21. My coach is prepared for practices and games?

Circle Answer: Strongly Agree Agree Disagree Strongly disagree Not applicable.

Comments:
