



St. Vincent Sports

St. Vincent de Paul School

Sports Handbook

2010-2011

Volume 1

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1. INTRODUCTION

St. Vincent de Paul School is a member of the Diocesan Parochial Sports League. The league offers athletic activities in multiple sports and in some cases are open to participation at all grade levels. The league is divided into three seasons with multiple activities offered within each season. Fall sports include: Flag Football and Girls Volleyball for 5th through 8th grade. Winter season offers Co-Ed PeeWee Soccer for K, Girls PeeWee Soccer for 1-4, Boys PeeWee Soccer for 1-4, Girls Soccer for 5-8, and Boys Basketball for 5-8. Spring season rounds out the year by offering Girls Basketball for 5-8, Boys Soccer for 5-8, and Track for K-8.

St. Vincent's Athletic Program comprises of volunteer administrators and coaches. The Athletic Director, who administrators the program, reports directly to the school's Principal. The Athletic Director represents St. Vincent's in all matters related to the Diocesan Athletic League.

2. ATHLETIC PROGRAM MISSION

The mission of St. Vincent de Paul's Athletic Program is to provide an environment in which student athletes are presented with numerous opportunities for growth, maturity, and to develop an awareness of ones athletic capability. The program shall complement and operate under the school philosophy and mission statement.

3. ATHLETIC PROGRAM PHILOSOPHY

The purpose of St. Vincent's Sports Program is to teach and exemplify the basic human and Christian values of sportsmanship, cooperation and teamwork. The goals are to help foster friendships, provide leadership opportunities, and help the students develop a positive attitude toward sports and athletic competition. The Sports Program is not a "play to win" program. It is anticipated that every boy and girl shall be given the opportunity to play an equal share in each game during the regular

season. Large rosters sometimes make it difficult to provide equal play to all. In cases where the available players are greater than 175% of the maximum players allowed on the field at one time, a guideline of a minimum three minutes of play per game half for each available player should be used. Other caveats are found at [Para 11.3 Student Athlete Responsibility](#). During post-season playoffs and tournaments, coaches are permitted to modify this philosophy by adopting the “play to win” program.

St. Vincent’s Athletic Director shall be responsible for directing and administering the program for the benefit of the students of St. Vincent de Paul. The Athletic Director is accountable to the school Principal and School Board. The Athletic Director shall abide by the school and sports philosophy, policies and procedures of St. Vincent de Paul School and the Diocese of San Diego.

4. FACILITY USE GUIDELINES

Please treat each of the facilities we use as if it were your own. Remember, the gymnasiums and playing fields we use do not belong to us. We are fortunate to have the facilities we use and this should not be taken for granted. If we abuse them, we could lose them. Therefore, please keep the following rules in mind:

- **CHILDREN MUST BE UNDER ADULT SUPERVISION AT ALL TIMES.**
- We are limited to the immediate area of the playing field or gym that we are using. Please do not let your students or other children “explore” the rest of the campus.
- NO FOOD OR DRINK (other than water) is allowed in any gym.
- Please leave all facilities as neat as you found them and throw away all trash, EVEN IF WE WERE NOT RESPONSIBLE.

- NO PETS allowed, NO SKATEBOARDING and NO SCOOTERS

Realize that not every playing field will have a trash can, so if you are planning on bringing snacks or drinks, please bring a trash bag.

NOTE: Violation of any of the above rules **may cause our team to forfeit the game**. This is a severe penalty. However, past abuses have twice almost cost the league use of a facility. The league thanks you in advance for your cooperation.

5. LIVE SCAN

All adult volunteers must submit to LIVE SCAN screening. The following is one of a number of locations that will successfully process our request for Live Scan information. There is information regarding other locations in the school office. American Background Services – Live Scan Fingerprinting, 2790 Truxton Rd. Ste. 140 (Liberty Station) San Diego, CA 92106

Location:

American Background Services – Live Scan Fingerprinting
2790 Truxton Road; Suite 140 (Liberty Station)
San Diego, CA 92106

Contact: Monique Jackson
Phone: (619) 523-9005
E-Mail Monique.jackson@cox.net

Schedule:

Appointments Only: M-F 9:00am – 5:30pm
Our school number is “56”

6. SPORTS SCHEDULE

6.1 Parochial Sports Web Site

The Diocesan Athletic League sponsors a Web site containing a variety of helpful information supporting the Athletic Program. Included are sports schedules, directions, rules etc. This site is particularly valuable since it is the only communication method used to distribute schedules. The URL is: <http://www.parochialsports.com/>.

You will also find the league director's contact information on this site. It is most strongly encouraged to avoid direct communication with the league director, particularly if there is a routine question or complaint. Contact the athletic director first. If there are complaints about a game, please work directly with the coach. If it is out of the coach's hands, he/she will engage the Athletic Director.

6.2 Fall (Program begins late September):

Boys Flag Football -	Varsity and Junior Varsity
Girls Volleyball -	Varsity and Junior Varsity (with A and B divisions)

6.3 Winter (Program begins mid January)

Boys Basketball -	Varsity and Junior Varsity (with A and B divisions)
Girls Soccer -	Varsity and Junior Varsity
Pee Wee Soccer -	Kindergarten- Combined Girls and Boys
	Boys 1 and 2
	Girls 1 and 2

Boys 3 and 4
Girls 3 and 4

6.4 Spring (Program begins mid March)

Boys Soccer - Varsity and Junior Varsity
Girls Basketball - Varsity and Junior Varsity (with A and B divisions)
Track (One Time Event in June) - Boys and Girls from all grades

6.5 Cheerleading (Year Round)

Participation on the Cheerleading Squad is open to all 4th and 8th grade girls. Adult cheer coaches, 18 years of age or older, supervise practices and performances, distribute game schedules, coordinate meetings and activities, and arrange for the purchase of uniforms. The cheer moderator, squad, and parents under the advisement of the Principal and/or Athletic Director select uniforms. The parents purchase them.

6.6 Special Diocesan/Or Club Tournaments

Boys Basketball - Varsity Team at Mater Dei High School in December
Varsity and JV Team at St. Augustine High School in March
Girls Basketball - Possible Spring Tournaments TBD
Girls Volleyball - Club Volleyball Org. Tournaments TBD

7. REGISTRATION

On-line registration is performed through PayPlanner.net. Off-line registration is available by contacting the School Athletic Director (an additional fee to register off-line may apply)

7.1 Participation fees

7.1.1 Use

Participation fees are used to fund internal and external expenses. Internal expenses include equipment/uniform purchase, finger printing, and sports ceremony refreshments/special awards. External expenses, paid directly to the Diocesan Athletic League, include field/gym, referee, and forfeit fees.

This reference document serves to define the Diocesan and St. Vincent policy for the schools athletic program.

7.1.2 Refunds

If the student decides not to participate, the Athletic Director, once advised, will arrange for a refund. Of course, donations are always welcome and a letter indicating the charitable contribution will be sent home via the Wednesday envelope.

8. INSURANCE

Students participating in extracurricular sports are strongly encouraged to have medical insurance coverage. St. Vincent de Paul does provide medical insurance and it covers for students participating in the Athletic Program, however, its coverage may not be as robust as personal insurance.

9. UNIFORMS

9.1 Pee Wee Soccer

Royal and Gold Uniforms are purchased by parents prior to participation in PeeWee Soccer. Uniforms style intended to remain consistent so that they can be used in multiple seasons.

9.2 Varsity and JV Soccer

Unless special uniforms are provided, the standard uniform is the white T-Shirt identified in Para 9.1.

9.3 Varsity and JV Flag Football and Basketball

The athletic program provides uniforms for these teams. Since the athletic program purchases these uniforms, the coaches are accountable for the distribution, proper use, repaired, and cleaned when the season is complete. Coaches are authorized to hold the families accountable directly and encouraged to collect a \$100 deposit check to assure the return of each uniform.

10. PLAYER CLASSIFICATION/ELIGIBILITY

All players must be enrolled in St. Vincent de Paul and be in the 8th grade or under.

10.1 Pee Wee

Pee Wee soccer program is open to participation for K-4 grade students. Kindergarten is co-ed, while 1st through 4th grade are divided into boys and girls teams. Due to student population, the 1st and 2nd and 3rd and

4th grade teams are combined for boys and girls. Eleven players plus one substitution is the minimum number needed to form a team.

10.2 Junior Varsity and Varsity

All Varsity players (7th or 8th grade) must be 15 years old or younger as of September 1st. All JV players must be in 6th grade or under and be 12 years old or younger as of September 1st.

Players may play for only one team per sport. A Varsity B League player may not play for a Varsity A League school team, even if the team does not have enough players to play. The only exception to this rule is that if a Varsity Team does not have enough players to field a team, plus **ONE** substitution, Junior Varsity player(s) may participate on the Varsity team:

- Only for that game
- Only enough JV players to allow formation of a team, plus one substitution.
- Only applies to JV players. No Varsity to Varsity participation.

If the same situation happens in a JV game, then a child, who meets all other requirements of the league as far as age, attendance at the school, and grade level may be placed on the team. JV A League players may never play on the JV B league team to give them enough to play the game. Also, a Varsity player may never play down, including a player who is on the Varsity team but fit JV requirements. A player may not play on a Varsity and JV team during the playoffs. You also may not take JV players from a team that did not make the playoffs and add them to a Varsity team. A player that participated in Varsity during the course of regular season and play-offs may participate in JV for a tournament play if they meet the age restrictions.

11. RESPONSIBILITY OF ST. VINCENT COMMUNITY

11.1 Athletic Director

The Athletic Director has the decision-making authority and the full support of the School Principal, School Board, and Pastor. He/She bears the following responsibilities:

- Oversees the operation of St. Vincent's Athletic Program
- Coordinates all expenses associated with the program with the School Bookkeeper.
- Is the school's representative at all Diocesan Sponsored Athletic meetings.
- Selects volunteers as necessary to assist in administering the program
- Selects, with assistance from volunteers, coaches.
- Insures that all coaches are fingerprinted.
- Insures all coaches are reimbursed for expenses including referee fees and approved equipment purchases
- Purchases necessary equipment and uniforms. One-time expenses over \$300 are coordinate and approved ahead of time with the School Prinicpal.
- Has exclusive responsibility for all sports equipment.
- Organizes the Pee Wee and Varsity/JV sports award ceremonies.

- Establishes deadlines for player participation and team formation as directed by the Diocesan League Director.
- Addresses the PTG monthly on status of the program.

11.2 Coach

Coaches are volunteers whose greatest interest is imparting their knowledge of a particular sport. All coaches must be 18 years of age or older. According to Diocesan policy, all coaches must be fingerprinted. Fingerprints are processed and kept on file in Sacramento. All fingerprinting must be processed before the first team practice. The Athletic Program pays for the cost.

Each Coach shall have the following responsibility:

- Attend meetings as scheduled by the Athletic Director
- Support the fundamentals of the sports program's philosophy of teaching and exemplifying the basic human and Christian values of sportsmanship, cooperation and teamwork.
- Ensure, to the best of their ability, that all students will play an equal amount of time each regular season game. During post-season tournament and playoff games, coaches are free to adjust playing time in order to win.
- Checks out equipment from Athletic Director and returns all issued items at the conclusion of the season. Take responsibility for missing uniforms and other non-perishable equipment such as football flags, basketballs, volleyballs,
- Compensates each game official in accordance with Diocesan financial guidelines.

- Supervises and is responsible for all players at all times during practices and games. An adult must supervise players as they leave school grounds to attend practice, as appropriate. The coach must remain with players until a parent has picked up the last player or authorized guardian.
- Check the schedule routinely for schedule changes and ensure correct scores are posted. Advise Athletic director if team records are incorrect, as this will impact playoff schedules.
- Coordinates practice times with other coaches in order to share available court/field time.

11.3 Student Athlete

Proper behavior is expected at practice and at games. If attendance and/or behavior are less than satisfactory, at the coach's discretion, the student forfeits the privilege of participating an equal share of time in a game.

11.4 Parent

The Athletic Program's existence is dependent on student participation.

- Parents are asked to encourage their child to participate in sports and attend all practices and games.
- Be prompt in picking up your child after practice.
- Make transportation arrangements for your child to and from the games.
- It is strongly encouraged that a parent attends the games.

- Help coaches maintain good order and discipline. All students must behave properly during practices and games.

11.4.1 Behavior at the Games

Please remember that you are setting an example in behavior that the students and other children are likely to follow. You are encouraged to cheer enthusiastically in support of your team. However, keep in mind that it is considered poor sportsmanship to try and discourage the opposition from doing its best. Therefore, it is requested that one:

- Does not make noise in an attempt to hinder an opposing player from serving in volleyball, kicking a penalty kick in soccer, or shooting a free throw in basketball.
- Does not direct negative or derogatory comments toward ours and opposing players and coaches, or the game officials. Keep your comments positive.
 - Comments can be directed to the coach after the game is complete, if un-sportsmanlike conduct is observed.
- Keep the field or court clear during timeouts (except for cheerleaders). This allows games to re-start promptly.

Remember, everyone wants to win, but only one team will. Remember each game should be a positive experience for both teams regardless of the final score.

11.5 Grievance Procedures

If students and/or parents have a conflict with a coach or Athletic Director, the following steps shall be followed to resolve the issue:

1. The parties involved first meet with the coach to discuss and resolve the situation

2. If unable to resolve, the coach and parties involved refer to the Athletic Director
3. If at this point there is no resolution, the parties involved are invited to appear before the Principal. Principal decisions are final.

12. AWARDS

12.1 Awards ceremony

Following every season, the Athletic Program sponsors an Award Ceremony to honor the student athlete. The agenda typically includes a guest speaker (except for Pee Wee Soccer) and recognition of each player by the coaches.

Varsity, JV, and Track Team ceremonies are normally held on a weekday night from 7-8:30PM. Ceremony dates are:

Fall Sports: Early December

Winter Sports: Early April

Spring Sports: Early June

Pee Wee Soccer (K-4): Held on a Sunday afternoon either late March or early April.

12.2 Tim Bee “Coach of the Year” Award

Tim Bee coached soccer at St. Vincent’s for 9 years. During that time, he exemplified the Parochial Sports League’s and the St. Vincent Athletic Program’s coaching philosophy. He created an unparalleled environment where all students were highly motivated and performed at their highest potential. The Tim Bee Coach of the Year Award was established in 2001 as an honor to his accomplishments.

Criteria for selection are:

- Creates an environment that fosters teamwork, leadership opportunities, and sportsmanship, and
- Demonstrates the patience and skill to makes all participants, no matter the skill level, feel they have made a significant contribution towards the team.

Nomination forms are available in the school office or from the Athletic director. Close-out for submission is the last day of May. The selection process is managed by the Athletic director. A panel 4-6 parents comprised of past awardees, PTG board member(s), athletic assistants and other parents as asked by the Athletic Director, assemble to discuss the nominations and select the winner. Presentation is at the year end sports Award Ceremony in June.

13. FACILITY DIRECTIONS

Facility directions are available on the League website:

<http://www.parochialsports.com/>