



Electronic Edition

# Athletics Policy Manual 2019-20



## **SPORTSMANSHIP PLEDGE**

As student-athletes, coaches and spectators at this Archdiocese of Milwaukee event, we pledge to:

- Display Christian behavior.
- Show respect for student-athletes, coaches, officials and spectators.
- Refrain from profanity, racial or ethnic comments, harassment or taunting of student-athletes, coaches, officials and spectators.
- Encourage good sportsmanship by student-athletes, coaches and spectators.
- Take responsibility for our actions.

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## 6145: Extra-Curricular Activities

Extra-curricular activities supplement the primary education of our children.

The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults. A job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school-based.

The pastor has the ultimate responsibility for all extra-curricular activities in parish-based programs. The immediate supervision of an activity may be delegated by the pastor to a qualified staff member or other adult; a job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the pastor or his delegate in all activities that are parish-based.

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### 6145.2: Elementary School and Parish-Based Athletic Programs

#### Philosophy

The Catholic parish/school athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills.

The Church is working diligently to protect our children and youth against exploitation by overzealous adults. Overworking young athletes not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well.

The Catholic parish/school athletic programs call for responsible control and limitation of the time and energy expended on extra-curricular activities. This purpose imposes on the administrators and directors of Catholic parishes/schools the obligation to select and prepare adults who will fit the needs as role models for our youth.

Local administrators and athletic associations shall create policies that govern athletics at the local level. It is suggested that pastors/principals confirm/approve all candidates to the local athletic boards before elections/appointments take place.

#### General Regulations

1. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.
2. The following sports are regulated by the archdiocese in their own season only: Baseball, Basketball, Football, Soccer, Softball, Track, Cheerleading, and Volleyball.

The sport seasons are defined as follows:

- Fall season = Football, Soccer, Volleyball, and Cheerleading. Conference games will not begin before Labor Day.

- Winter season = Basketball, Volleyball, and Cheerleading. Conference games will not begin before Thanksgiving.
- Spring season = Soccer, Baseball, Softball, and Track. Follows the winter season and runs until the end of the school year.

All practices and games (independent, league and tournament) must take place during the defined sport season in accordance with the Archdiocesan Sports Standardized Schedule.

This prohibits all schools and parishes from providing coaches, equipment, parish/school names, liability insurance, parish funds, and practice and/or game facilities to their parish/school-based teams to continue play outside the defined sports season. This includes any organized activity such as practices, drills, scrimmages, games, etc.

A group of students (two or more) who attend the same parish/school may participate in a non-archdiocesan sponsored league, such as a recreational league. However, they may not in any way give the appearance of sponsorship by the parish/school. This means they may not use the parish/school's name, colors, athletic team nickname, or any name with an obvious connection to the parish/school. They may not use any parish/school equipment or be coached by the same person(s) who would coach them in an archdiocesan league. These prohibitions extend to all grade levels.

A game is defined as competitive play between two (2) teams of different schools during which time and score are kept. A scrimmage is defined as play between two (2) teams of different schools during which no time or score is kept and during which coaches may interrupt action to give coaching advice. To compete/play is defined as participation in any practice, tryout, game, or scrimmage under the supervision of a coach. Tryouts and scrimmages are considered a practice.

The Sportsmanship Pledge must be displayed at all athletic venues connected to the archdiocese.

## Parents

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

All parents and/or legal guardians are required to sign the *Parent/Guardian Sportsmanship Pledge* as an acknowledgment that they pledge to:

- Display Christian behavior at all practices and games
- Represent their parish and/or school to the very best of their ability
- Be positive role models for players, coaches, and spectators
- Provide encouragement and support for players and coaches

- Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials, and spectators
- Promote good sportsmanship in their son/daughter
- Take responsibility for their actions

Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by their parish/school and/or the league their parish/school plays in. Such action may include being banned from attending any and all related activities. In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

## Programs

All revenue that a parish/school receives in conjunction with its athletic program is considered Parish Ordinary Income. This includes, but is not limited to, participation fees, league/tournament revenue, admissions, and concession income.

Competitive athletic programs are to be limited to grades 5, 6, 7, and 8. A student is eligible only to compete for four (4) years, one (1) year at each of his/her grade level of school. Students must play at their own grade level, unless classes are combined to form one (1) team. Team members must meet the following age requirements as of September 1st: 5th GRADE: Under 12 years; 6th GRADE: Under 13 years; 7th GRADE: Under 14 years; 8th GRADE: Under 15 years.

### **An athletic program may be structured in one of three ways:**

- School-based: only registered students of a single school may participate on the school's sponsored athletic teams.
- School Network-based: only registered students of the network's individual school may participate on the network's sponsored athletic teams.
  - The network must develop and publish a policy and process for determining which network-sponsored team an individual student would participate on.
  - League approval for the division of students within network-sponsored teams is required.
- Parish-based: only registered students who are in the parish-sponsored school or the parish religious education program may participate on the parish's sponsored athletic teams.
  - Cluster Parishes: cluster parish partners may combine athletic programs following the guidelines listed later in this section.

### **Supervision of Athletic Programs:**

- School-based: the principal is responsible for oversight of all extracurricular or co-curricular activities the school sponsors. The principal may delegate supervision of the athletic program to a designated athletic director, but the principal retains the ultimate responsibility for supervision of the program.
- School Network-based: the president is responsible for oversight of all extracurricular or co-curricular activities the school network sponsors. The president may delegate supervision of the athletic program to an individual school principal or a designated athletic director, but the president retains the ultimate responsibility for supervision of the program.

- Parish-based: the pastor is responsible for oversight of all extracurricular or co-curricular activities the parish sponsors. The pastor may delegate supervision of the athletic program to the school principal, the parish director of religious education, or a designated athletic director, but the parish retains the ultimate responsibility for supervision of the program.

**Local Athletic Boards:**

- Each program shall establish a local athletic board with appropriate bylaws and defined policies, procedures, and responsibilities to allow for efficient functioning.
- The board shall have a minimum of three elected/discerned members
  - Chair
  - Treasurer
  - Secretary
  - Boards should have a director for each sport that it sponsors
- When boards exist in multi-parish/school situations, each participating parish/school shall have at least one representative.

**Cluster Parishes:**

Parishes with an existing athletic program may extend an invitation to their cluster parish partners to form a combined parish athletic program. The following requirements must be met and approved by the Archdiocese Office for Schools and the league director:

- The pastors of each parish in the cluster must give consent for participation in the combined athletic program. The pastor/designee is responsible for athletics at each participating parish.
- Each parish is encouraged to have representation on the athletic board.
- All parishes within the cluster must be invited to participate and approve of the combined athletic program. A cluster without a Catholic school may request to form a combined athletic program with a cluster in geographic proximity that has a Catholic school.
- All interested and eligible students within the designated cluster parishes will be invited and allowed to participate in all sports offered at the parish/school.
- The religious education director and/or principal of each parish confirms, in writing, the eligibility of the students participating in athletics. Player eligibility shall follow all existing Archdiocesan rules.
- The parishes will complete the Request to Form a Combined Parish Athletic Program Form 6145.2(n) each year and submit it to the league director of the athletic league(s) with which the schools/parishes are affiliated on a yearly basis prior to the beginning of the sports season.

All programs may only participate in archdiocesan-approved leagues, tournaments, or competitions. A waiver to participate in any other game or competition must be requested in writing to the Office for Schools.

Teams may not scrimmage or compete against club, AAU, All-Star, or high school teams.

***Students in grade 4 and younger:*** A parish/school may provide organized, non-competitive athletic activities for students in grades 4 and younger. The purpose of these offerings must be to teach students the fundamental skills of the sport and serve as an introduction to team sports. The emphasis is on participation, and local athletic boards should develop policies and guidelines to ensure equal access and participation to all students who are interested.

- These organized, non-competitive athletic activities may be offered for a maximum of 10 consecutive weeks during the school calendar year.
- Practice time/game restrictions may not exceed those for students in grade 5.

## Student Eligibility

A student may be eligible to play on a parish/school based team if the following criteria are met:

- The student is enrolled in good standing in the school
- The student is enrolled in good standing in the parish religious education program
  - The parent/guardian is a registered member of the sponsoring parish
- The student is in a parish-approved, home-based catechetical program
  - The parent/guardian is a registered member of the sponsoring parish

Eligibility requirements for participation apply equally to students in the parish school, the religious education program, and a parish-approved home-based catechetical program. Eligibility to participate shall be determined at the local level by the appropriate administrators and committee, and include the following criteria:

- Academic performance: should be based on multiple factors, and not a single criterion
- Attendance: school and/or religious education classes
- Conduct: school and/or religious education classes

These criteria apply regardless of whether the student attends the Catholic school or a public school. The written criteria and process for determining eligibility shall be published in the parent/student handbook and other forms of communication.

A student who attends a Catholic School that offers athletics is eligible to play for his/her school team and is not eligible to participate for another parish-based team.

No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.

A student must be in attendance at his/her school or religious education class for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session or the religious education class would be in session. The school principal or religious education director may excuse a student from this requirement.

A student/athlete may participate with a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team and the student maintains the eligibility requirements

established by the school administration and published in local policy. Schools teams playing in archdiocesan leagues are considered archdiocesan teams.

A team's entire competitive season must be completed before any member of that team may begin participation in another sport. This restriction applies to practices as well as games or matches. **EXAMPLE:** A player participating with the football or soccer team must complete the entire football or soccer season before participating in any practices, games, matches, scrimmages, etc., for another sport ... such as basketball or volleyball.

**Physical Examination Requirement:** No student may participate in any phase of a parish/school sponsored interscholastic athletic program without a physical examination by a licensed physician, physician's assistant (PA), or Advanced Practice Nurse Prescriber (APNP) every two years. A physician exam taken April 1st and thereafter is valid for the following two (2) school years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year.

**Insurance:** pupil accident insurance is required for all students who participate in competitive school athletic programs and may be made available to parents on a voluntary basis at the beginning of each school year. One of the following is required:

- Student accident insurance
- A statement signed by the parent certifying insurance covering personal injury of the student is maintained by the family. This information will become part of the student's school file.

**Forms Required:** All appropriate forms related to athletics must be completed and returned before a student may participate in any tryouts, practices, or games:

- Medical Information & Emergency Consent: [Form 6145.2 \(a\)](#)
- Parent's Risk Acknowledgement and Consent: [Form 6145.2 \(b\)](#)
- Student Physical Examination: [Form 6145.2 \(c\)](#)
- Student Athlete and Parent/Guardian Sportsmanship Pledges, [Form 6145.2 \(k\)](#), [Form 6145.2 \(l\)](#)
- Concussion Acknowledgement: [Form 6145.2 \(i\)](#)

**Concussion Awareness:** Annually, student athletes and their parents shall be presented with a discussion about concussion and given an educational fact sheet regarding the signs and symptoms of concussion. All student athletes shall be required to participate in concussion education prior to their participation in any sport.

- All athletes and their parents will sign a statement in which the student-athlete accepts the responsibility for reporting personal injuries and illnesses to the coaching/athletic training staff, parents, or other health care personnel, including signs and symptoms of concussion. This statement will also acknowledge having received the above-mentioned educational handout.
- **When an athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete shall be removed immediately from practice or competition.** The athlete's parent shall be immediately notified of the situation. The athlete may not participate again until he/she is evaluated by a health care professional, is symptom free, and receives written clearance from a health care provider to return to activity. The incident, evaluation, continued management, and clearance of the athlete with a concussion shall be documented.



**Transfer Students:** A student who participates in any part of, or an entire, archdiocesan parish or school interscholastic athletic program season, or seasons, and transfers to another archdiocesan parish or school is ineligible to participate in any part of the interscholastic athletic program of the new parish/school for one (1) calendar year from the date of registration. This rule applies to students in grades 5 through 8.

Exceptions to the one year period of ineligibility:

- *Change of residence:* The parents/guardian of the student have a change of primary place of residence. For purposes of this rule, a primary change of residence means to move out of the boundary area of one parish and into the boundary area of another.
- *Waiver request:* A waiver of this rule may be granted if it is clearly demonstrated that a transfer was not athletically motivated. Student Transfer Waiver: [Form 6145.2 \(h\)](#) shall be used to request a waiver. The waiver request must be submitted to the Office for Schools for final approval.

A student participates in an interscholastic athletic program when he or she plays, practices, tries out, or submits written permission to compete. During the one (1) year period of ineligibility, the student must attend the new parish school or religious education classes.

## Guidelines for Accident/Injury Reporting for Athletics

Minor injuries such as muscle strains, sprains, abrasions, and bruises to student athletes do not need to be reported.

Injuries that require an accident report to be completed include:

- Broken bone
- Head Injury - concussion
- Serious eye injury
- Transport by ambulance
- Other serious injury or an injury that has the coach or parents particularly upset

After attending to the immediate medical needs of the injured person, the coach should report a serious injury to the Athletic Director (AD) that same day. AD reports to principal and/or pastor. Catholic Mutual Group should be notified.

Coach should gather information, including phone numbers, for the injured person, witnesses, and any other person or athlete involved in the injury/event and provide that information to the AD.

## **Teams:**

A team is comprised of eligible students from a single grade level in a single parish / school athletic program whenever possible.

An eligible student may only participate on one parish/school team per sport per year.

- A student needing to move permanently from one parish/school team to another in the same year must submit a written request to the parish/school athletic committee, the league, and the Office for Schools. Final

approval of the request may be granted by the Office for Schools only if the local athletic committee and the league grant approval.

- A student may only participate on a parish/school team one grade level above his/her current academic grade.
- In rare instances, a student may need to play more than one grade level above his/her current academic grade. To seek approval for this, the student's parent must submit a written request to the parish/school athletic committee, the league, and the Office for Schools. Final approval of the request may be granted by the Office for Schools only if the local athletic committee and the league grant approval.

**Tournament Rosters:** Tournament rosters are restricted to the official roster submitted to a parish/school's league.

**Merging Teams:** Merging teams from two (2) or more schools/parishes is allowed only if there is a shortage of players at a specific grade, only after all internal options have been exhausted, and only with schools/parishes that currently sponsor and administer active athletic programs in Grades 5-8. All eligible students in affected parishes will be allowed to participate on the merged team. A school may not divide players from the same grade between teams at the two (2) different schools.

Written authorization from each pastor/principal of the respective parishes/schools, which are in reasonably close geographical proximity to one another, is needed to field a merged team. The Team Merger Request [Form 6145.2 \(e\)](#) must be completed and sent to the league director prior to the beginning of the sports season. The merger is approved once all signatures are obtained on the merger request form and it has been approved by the respective league director.

Combined grade level teams are allowed for athletes in two consecutive grades only.

**Cluster Parishes:** Parishes with an existing athletic program may extend an invitation to their cluster parish partners to form a combined parish athletic program. The following requirements must be met and approved by the Archdiocese Office for Schools and the league director:

- The pastors of each parish in the cluster must give consent for participation in the combined athletic program. The pastor/designee is responsible for athletics at each participating parish.
- Each parish is encouraged to have representation on the athletic board.
- All parishes within the cluster must be invited to participate and approve of the combined athletic program. A cluster without a Catholic school may request to form a combined athletic program with a cluster in geographic proximity that has a Catholic school.
- All interested and eligible students within the designated cluster parishes will be invited and allowed to participate in all sports offered at the school/parish.
- The religious education director and/or principal of each parish confirms, in writing, the eligibility of the students participating in athletics. Player eligibility shall follow all existing Archdiocesan rules.
- The parishes will complete the Request to Form a Combined Parish Athletic Program [Form 6145.2\(n\)](#) each year and submit it to the league director of the athletic league(s) with which the schools/parishes are affiliated on a yearly basis prior to the beginning of the sports season.

**Playing Down:** A parish based athletic program experiencing difficulty fielding a team at any grade level due to an insufficient number of eligible students may appeal in writing for permission to play students down one grade level. This appeal must be submitted at least 7 days before the final team commitment date for the member's league. In no

instance will more than two players be allowed to play down, or more than one of the two be allowed on the playing floor at the same time. If a member is allowed to play students down, all opposing teams shall be advised of the names and numbers of the players. This request will be granted as a last resort, specifically an inability of the student to play up a grade, or to merge with a nearby program. The request should first be made to the applicable league directors, who will forward the request to the Archdiocesan Office for Schools with its recommendations. The Office for Schools will make the final determination.

**Rosters:** Official player rosters with a place for the verification signatures of the pastor and/or principal, athletic coordinator and coach are to be utilized for all league and tournament play.

Only teams comprised of players representing a single archdiocesan parish/school, an authorized combined parish/school in existence as a team during the entire sport season, or a private school team that is an admitted member of an archdiocesan athletic league are eligible to participate in archdiocesan parish/school-sponsored tournaments. Select, all-star, club, AAU, non-league private schools, or public school teams are not allowed to participate in these tournaments.

All teams from non-archdiocesan institutions that participate in archdiocesan leagues must abide by the policies and regulations for athletics of the Archdiocese of Milwaukee. Non-archdiocesan institutions seeking admission to any archdiocesan league must seek written approval of both the league and the Office for Schools of the Archdiocese of Milwaukee. Non-archdiocesan teams playing in Archdiocesan sponsored leagues or tournaments, must sign an Archdiocese of Milwaukee Athletic League Participation Agreement and provide a certificate of liability insurance in the minimum amount of \$1,000,000 which names the specific athletic league and the Archdiocese of Milwaukee as additional insured for their team for the dates of participation in league play. It is the responsibility of the individual leagues to inform the non-archdiocese institution of this requirement.

## Leagues

Leagues or conferences provide a structure that helps to make athletic programs more effective. All teams must belong to a Catholic league or conference. If possible, the league or conference should be organized on an area-wide or geographical basis.

All archdiocesan leagues, approved by the archdiocesan Athletic Advisory Board, are affiliated organizations and enjoy the benefits of insurance coverage and tax exempt status:

- Leagues must have bylaws on file with the Office for Schools
- Leagues must maintain a full accounting for their activities and provide an annual financial report to the Office for Schools no later than the following September 15
- Leagues must maintain a full accounting for their activities and provide an annual financial report to league membership upon request

Each league or conference must have a Board of Control to establish game rules, procedures, and discipline within the league or conference which are in compliance with archdiocesan policy:

- Board membership can and should consist of principals, athletic directors, coaches and/or other qualified persons.
- The Board of Control shall elect a minimum of three officers annually to include a chairperson, secretary, and treasurer.

- All league officers and board members shall comply with Archdiocesan Safe Environment Requirements: clearing a state and national criminal background check, attending a Protecting God's Children awareness session, and signing a Code of Ethical Standards.
- All league officers and board members who handle money may be subject to a credit check.
- The Chairperson of the Board of Control shall act as the executive officer of the league or conference. The chairperson shall communicate all schedules, rules, financial reports, and election of officers to the appropriate parish and/or school administrators, and league membership on an annual basis.
- The Chairperson of the Board of Control shall attend all meetings of the Archdiocese of Milwaukee Athletic Advisory Board.
- The treasurer of the Board of Control shall maintain accurate financial records and shall submit a detailed financial report of league activities, along with the most recent bank statement, by September 15<sup>th</sup> for the prior fiscal year. The fiscal year shall be July 1 to June 30.
- The Board of Control shall establish specific regulations for each sport in conformity with the policies of the archdiocese.
- The Board of Control shall establish schedules for each sport at the beginning of the sport season. Such schedules shall include the time of the events.
- League members are entitled to one vote per parish/school.

## Practice and Games

A student must be in attendance at his/her school or religious education class for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session or the religious education class would be in session. The school principal or religious education director may excuse a student from this requirement.

If school is closed due to inclement weather, all after school activities shall be cancelled. If school is cancelled on a Friday, the decision to hold activities on Saturday and/or Sunday should be made locally.

Teams may only participate in tournaments held within the leagues that are sponsored by archdiocesan parishes or league membership.

Local administrators and athletic associations shall create policies that provide for participation by all team members in all games.

There is to be neither practice nor competition during the hours the involved student's school or religious education classes are in session.

Travel to games must be kept to a reasonable distance, especially on days preceding a school day. Therefore, games scheduled at later evening hours are discouraged on days that precede a school day. The player's health and education must be safeguarded by the school.

There is to be no practice nor competition without competent adult supervision present at all times; an adult is a person who is at least 21 years of age. It is highly recommended that there be at least two (2) adults present in a supervisory

role at all times. If an event has both male and female minors in attendance, there must be both male and female responsible adults also present.

The official playing rules used for each sport shall be those published by the National Federation of State High School Associations. Adaptations and/or exceptions to these rules may be granted, upon request of a league or conference, by the Archdiocesan Office for Schools.

No sanctioned or organized athletic activities, including league or tournament games, practices, tryouts and scrimmages, involving elementary school and parish teams, may take place on Sundays before 12:00 noon or on Christmas Eve, Christmas Day, or during the Easter Triduum.

## Ejection from Competition

### ***Students:***

Any student who is ejected from any competition for any reason shall be immediately suspended for the next game. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the student participates in.

A second ejection shall result in a suspension of the next two games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the student participates in.

A third ejection shall result in a suspension of the next five games, and future eligibility shall be reviewed by the student's parish/school in consultation with the Office for Schools.

Suspensions resulting from ejections are not subject to appeal.

Students may participate in practice, but not in a scrimmage, during the suspension period.

The parish/school and/or league may impose consequences beyond the above described suspensions.

### ***Coaches:***

Any coach who is ejected from any competition for any reason shall be immediately suspended for the next two games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the student participates in.

A second ejection shall result in a suspension of the next four games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the student participates in.

A third ejection shall result in a suspension of the next eight games and future coaching eligibility shall be reviewed by the coach's parish/school and league in consultation with the Office for Schools.

Suspensions resulting from ejections are not subject to appeal.

During the suspension period, the coach is not allowed to attend any practice, scrimmage, or competition.

The parish/school and/or league may impose consequences beyond the above described suspensions.

## Coaches

Coaches provide a very worthy service to a school. They must remember that they play an important part in the development of the student/athlete under their charge. Coaches must conduct themselves as Christians at all times. They must cooperate and not interfere with or impede the school's educational program. Imprudent actions on the part of the coaches are subject to disciplinary action by the principal/pastor and the league Board of Control.

All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements::

- Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
- Has reviewed and agreed to the [Code of Ethical Standards for Church Leaders](#) in the last five years.

In addition, the following must be met

- Must have knowledge of the [Mandatory Reporting Responsibilities](#).
- Be approved by a member of the professional staff.

All coaches, whether a Head Coach, an Assistant Coach, or any adult actively involved in working with the players shall be certified. Head coaches must be at least 21 years of age; assistant coaches must be at least 18 years of age and a high school graduate. High school students under the age of 18 may assist with coaching activities under the direction of the head coach. No high school student may have any supervisory responsibilities.

The training programs for certification shall include:

- A basic or core preparation in the Catholic/Christian philosophy of coaching, risk management, and the prevention and treatment of injuries, including concussion awareness. Two clock hours (minimum).
- Training in the specific sport to include rules, practice organization, skill development, and coaching behavior. Three clock hours (minimum).
- The basic or core preparation is required prior to assuming coaching duties. Completion of the sport-specific training requirement shall be accomplished within one year of the inception of coaching duties. Once these elements of certification are in place, a coach's certification status is considered complete for life, except for other requirements that are listed in this section.
- The local pastor/principal shall be accountable for monitoring coaches and maintaining certification records. The record keeping may be delegated by the pastor/principal.

- Annually all employees and volunteers shall receive training in the treatment of Bloodborne pathogens and concussion awareness. This training shall be completed prior to working with athletes. All coaches shall sign a statement acknowledging that they understand the importance of recognizing and responding to concussions.
- Coaches should be made aware of the responsibilities of adults who supervise children and youth.

All communication between a coach and students on his/her team should go through the student's parent. A coach should not communicate directly with a student on his/her team.

***Other:***

Schools, parishes, and leagues are responsible to insure that appropriate first aid supplies, other medical equipment, and an accessible telephone are available at all practices and games.

Title IX of the Civil Rights Act requires that equal opportunity be provided to both sexes to participate in athletics. It requires that all physical education classes be coeducational; however, it allows separation during the participation in contact sports and explicitly permits grouping of students by ability.

Whenever possible, athletic teams should be transported to games and tournaments by a parent or guardian, or in a yellow school bus. Coaches are strongly discouraged from transporting minors other than their own children to and from games and practices and making transportation arrangements to games for students when group transport is not provided. In the event that a coach chooses to transport minors, the following conditions must be met for parish employees and/or volunteers using their own vehicle:

- A leased or privately owned 10-15 passenger van may not be used to transport school-aged children (grades K- 12) for athletic events.
- The driver must be 23 years of age or older, unless 21-22 and approved by Catholic Mutual.
- The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.
- The driver must complete the Volunteer Driver Information Sheet.
- Drivers must complete the on-line video, "Be Smart - Drive Safe," found on the Catholic Mutual home page at <http://www.catholicmutual.org>. With the exception of emergencies, any coach who feels he/she might transport students should complete a Volunteer Driver Information: [Form 6153 \(c\)](#).

In keeping with the Archdiocesan Code of Conduct for priests, deacons, and lay ministers, the presence and/or consumption of alcoholic beverages is forbidden at an athletic event where children or youth are present.

An open gym must be open to all students, boys and girls, in two (2) or more grade levels. Coaches or assistant coaches for any teams in those grade levels may only supervise and not coach, instruct, or direct activities during an open gym. The open gym must be supervised by at least two adults, 21 years or older, who have completed Safeguarding All of Gods' Family training.

A parish may conduct a summer sport camp program. The camp may not exceed five (5) days per grade, per sport, and must occur between the end of the spring sport season and start of the fall sport season. Participation in a camp should

be open to all parish/school students of the appropriate grade level and gender. The parish must ultimately control the camp, including dates, fees, sign ups, and finances. A facilitator from outside the parish's athletic program should be used for the substantive or instructional aspects of the camp.

## Sanctions

Appropriate sanctions shall be applied toward teams and/or individuals not in compliance with archdiocesan policies relating to athletics. Sanctions to be considered include, but are not limited to:

- Non-participation in leagues
- Forfeiture of games
- Removal of parish/school endorsement, use of parish/school name, logo, insignia, team name, and use of physical facilities and equipment
- Loss of funds raised in the name of parish/school athletics
- Loss of liability coverage under the archdiocesan insurance
- Removal from positions of responsibility within the parish/school athletic structure
- Declaration of player ineligibility in league games and parish, school, or diocesan-wide tournaments
- Declaration of team ineligibility in league games and parish, school, or diocesan-wide tournaments

## Appeals

Decisions regarding player or coach eligibility, player or coach discipline, and any other local decision, made by the parish / school may be appealed via the local appeal process. The decision of the pastor / president is final. Decisions may not be submitted to the Office for Schools for review.

Decisions regarding player or coach eligibility, player or coach discipline, and any other local decision made by the league, may be appealed via the league's appeal process.

A family who has followed the league's appeal process without satisfaction may ask the Office for Schools to review. The family must submit written documentation detailing the progress of the appeal through the league's appeal process. These documents, along with a letter explaining why a review is requested, should be submitted to the Office for Schools within 10 days of the league's final decision. Following the examination of the documents, the Office for Schools will either affirm the decision of the league, accept it for further appeal, or remand it back to the league for further consideration.

ADOPTED: 5/14/1982; REVISED: 7/15/2019

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## 6145.21: Interscholastic Athletics: Baseball

### Specific Regulations

1. Teams are limited to playing in only one league during the season. (see 6145.2, #3)



2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season. No inter-school scrimmages or practice games are allowed during this period.
3. No team shall be scheduled for more than 18 games (student as well as school) during the season.
4. A player shall be required to take two (2) calendar days of rest (as pitcher) after pitching a total of seven (7) innings over any three (3) day period unless the additional innings provision applies. The latter provision allows a player to pitch three (3) additional consecutive innings, or total of ten over a three (3) day period, but only if these additional innings occur during the extra inning period of a game and if they directly follow the pitcher's personal seventh inning. Pitching only one (1) ball to one (1) batter or issuing an intentional walk shall constitute one inning on the pitcher's record. This rule shall apply even though a game is called (ended) by the umpire because of darkness, rain, or some other factor before it has become an official contest. Violation of this rule, which applies to season play, shall result in automatic forfeiture of the game in which it took place.

ADOPTED: 9/19/1977; REVISED: 5/3/1993

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## 6145.22: Interscholastic Athletics: Basketball

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season (see 6145.2, #3)
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season.
  - Basketball leagues may not begin play until after Thanksgiving.
  - There must be at least three (3) practice sessions on separate days before the first scrimmage, with no more than two inter-school scrimmages allowed before the first game.
  - Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
  - Fifth and sixth grade team may play a maximum of 12 games and participate in three (3) tournaments.
  - Seventh and eighth grade team may play a maximum of 14 games and participate in four (4) tournaments. (Not counting the Padre Sierra basketball Tournament.)
  - Teams may participate in tournaments held within the season (first practice date through season end date). No tournament may schedule a team for, nor may any team participate in, more than five games per tournament.
  - The maximum length of the quarters of any game shall be six (6) minutes.
  - A team may not play more than three (3) games in any one week (exception: the weeks of the midseason or postseason tournaments). A team may not play more than two (2) games in one (1) day; a minimum of one (1) hour of rest must be provided between games.

## 6145.23: Interscholastic Athletics: Football

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season. (see 6145.2, #3)
2. There shall be at least ten individual practice sessions on separate days before the first regularly scheduled game, and the first three (3) days of practice shall be conducted without protective equipment for conditioning purposes.
3. From August 15th until the official first day of school, 5th and 6th grade teams may have a maximum of four (4) practices per week, each one not to exceed 1-1/2 hours in length. After school begins, 5th and 6th grade teams may have a maximum of three (3) practices per week, each one not to exceed 1-1/2 hours in length.
4. From August 15th until the official first day of school, 7th and 8th grade teams may have a maximum of four (4) practices per week, each one not to exceed two hours in length. After school begins, 7th and 8th grade teams may have a maximum of the practices three (3) practices per week, each one not to exceed two (2) hours in length.
5. Not more than one inter-school scrimmage is permitted prior to the first regularly scheduled game; seven (7) separate days of practice must precede the first scrimmage. The scrimmage and the first regularly scheduled game must be conducted at least three (3) days (72 hours) apart.
6. No team or individual player may be scheduled for more than nine games and no game may be scheduled until at least the fourth day following the previously scheduled game (Example: Friday to Tuesday or Saturday to Wednesday.)
7. The maximum length of the quarters of any game shall be eight (8) minutes.
8. It is recommended that a physician, EMT or certified athletic trainer be present during all games.

## 6145.24: Interscholastic Athletics: Soccer

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season (see 6145.2, #3).
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season.
3. There must be at least three (3) practice sessions on separate days before the first scrimmage with no more than two (2) scrimmages allowed before the first game.

4. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
5. No team shall be scheduled for more than 12 games during the season – exclusive of tournament participation.
6. Teams may participate in tournaments held within the defined sport season (first date of practice through season end date) subject to the following limitations:

5th grade teams - limited to participation in two tournaments

6th grade teams - limited to participation in two tournaments

7th grade teams - limited to participation in three tournaments

8th grade teams - limited to participation in three tournaments

ADOPTED: 3/21/1984; REVISED: 5/7/2002

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## 6145.25: Interscholastic Athletics: Softball

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season. (see 6145.2, #3)
2. There must be at least three (3) practice sessions on separate days before the opening game of the season.
3. There must be at least three (3) practice sessions on separate days before the first scrimmage with no more than two (2) scrimmages allowed before the first game.
4. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
5. No team shall be scheduled for more than 16 games during the season.

ADOPTED: 3/21/1984; REVISED: 5/1/1996

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## 6145.26: Interscholastic Athletics: Track

### Specific Regulations

1. There shall be at least four (4) individual practice sessions on separate days before the first regularly scheduled meet.
2. There must be at least three (3) practice sessions on separate days before the first practice meet with no more than one (1) practice meet allowed before the first scheduled inter-school meet.
3. Teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.

4. No team may be scheduled for more than 10 meets.

ADOPTED: 10/25/1977; REVISED: 5/1/1996

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## 6145.27: Interscholastic Athletics: Volleyball

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season (see R6145.2, #3).
2. There must be a minimum of four (4) practice sessions on separate days before the opening match of the season.
3. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
4. No team shall be scheduled for more than 18 matches during the season – exclusive of tournament participation.
5. Teams may participate in tournaments held within the season (first practice date through season end date) subject to the following limitations:
  - Fifth grade team: limited to participation in two (2) tournaments
  - Sixth grade team: limited to participation in two (2) tournaments
  - Seventh grade team: limited to participation in three (3) tournaments
  - Eighth grade team: limited to participation in three (3) tournaments (Not counting the Seton Tournament)
6. A "match" shall consist of three "sets" or the "best two out of three" sets or any "set" that determines a winner. The maximum number of matches a team may participate in during one day is three. (Note: Exception for the Seton tournament to play three sets out of five.)

ADOPTED: 10/25/1977; REVISED: 5/14/2009

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## 6145.28: Cheerleading

### Specific Regulations

1. Pupils in grades 5, 6 7 & 8 shall be eligible to participate in cheerleading.
2. All teams must be supervised during all official functions by a qualified director/coach who has been trained and certified in proper spotting for gymnastics and partner stunts, safety measures and basic injury management.
3. Coaches must consider individual, group, and team skill level with regard to proper performance level placement.

4. Cheerleaders should be trained in proper spotting techniques and should only attempt stunts after they have demonstrated proper skill progression and proficiency required to complete the stunt.
5. All teams, gyms, coaches and directors should have an emergency response plan in the event of an injury.
6. Appropriate footwear must be worn at all times. Soft-soled tennis shoes must be worn while competing; no jazz shoes and/or boots will be allowed.
7. Jewelry of any kind is prohibited. Jewelry must be removed and not taped over or covered.
8. Only the following props are allowed: flags, banners, megaphones, poms, and signs. Flags and/or banners with poles or similar support apparatus may not be used in conjunction with a stunt or tumbling.
9. Cheers, chants, lyrics and music must be appropriate and uphold Christian standards.
10. No use of any height increasing apparatus (e.g. mini-trampoline).
11. All permitted skills (stunts, pyramids, tumbling, etc.) must be performed on landing mat, foam floor, or grass/turf. Technical skills may not be performed on concrete, asphalt, wet, or uneven surfaces or surfaces with obstructions.

### **Safety Rules for Tumbling, Stunts, Pyramids, and Dismounts**

The following rules are aligned to the American Association of Cheerleading Coaches & Administrators (ASCCA) guidelines for youth recreation league cheerleading.

1. It is the coach's responsibility to see that squad members do not attempt to perform any stunts or movements for which they have not been properly trained.
2. All pyramids and partner stunts are limited to two persons high and should only be performed with spotters. "Two high" is defined as the base (bottom person) having at least one foot on the ground.
3. The top person(s) must receive primary support from a base.
4. The top person in a partner stunt, pyramid or transition may not be in an inverted (head below the waist) position.
5. Shoulder level single leg stunts must be braced by at least one person at prep level or below with hand-arm connection only.
6. Any two leg extension stunt must include two (2) bases, a back spotter and a front spotter. The top person must have both feet in contact with the base at all times during any extended stunt.
7. Extended stunts may not brace or be braced by any other extended stunts.
8. An extended stunt pyramid must be brought down to prep level or below before it can dismount.
9. Dismounts to the performing surface from stunts and pyramids must be assisted by the original bases.
10. Only straight pop downs and cradles are allowed.
11. Cradles from single based stunts must have a spotter with at least one hand-arm supporting the waist to shoulder region to protect the head and should area through the cradle.

12. Cradles from multi-based stunts at prep level must have two (2) catchers and a separate spotter position at the head and should area of the top person.
13. A spotter is required for each top person at prep level and above.
14. A spotter must:
  - Be in direct contact with the performing surface.
  - Be attentive to the skill being spotted.
  - Be in the proper position to prevent injuries and does not have to be in direct contact with the stunt.
  - Be a team member.
15. All tumbling must originate from and land on the performing surface.

**Specific Skill Restrictions:**

1. No basket tosses, toe pitch tosses, elevator tosses and similar multi-based tosses.
2. No tension drops/rolls.
3. No single leg extended stunts.
4. Dive rolls are not allowed.
5. No inversions and/or twisting into or out of stunts, regardless of contact with bases.
6. No stunt, pyramid, or individual may move over or under another stunt, pyramid or individual.
7. No running tumbling or flips allowed. Maximum difficulty in tumbling is limited to a single back handspring.

ADOPTED: 4/14/1987; REVISED: 8/19/2016

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## 6145.29: Interscholastic Athletics: Futsal

**Specific Regulations**

1. Teams are limited to playing in only one (1) league during the season (see 6145.2, #3).
7. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season.
8. There must be at least three (3) practice sessions on separate days before the first scrimmage with no more than two (2) scrimmages allowed before the first game.
9. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
10. No team shall be scheduled for more than 12 games during the season – exclusive of tournament participation.

11. Teams may participate in tournaments held within the defined sport season (first date of practice through season end date) subject to the following limitations:

5th grade teams - limited to participation in two tournaments

6th grade teams - limited to participation in two tournaments

7th grade teams - limited to participation in three tournaments

8th grade teams - limited to participation in three tournaments

ADOPTED: 7/15/2019

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## Athletics Forms

[Download Form 6145.2 \(a\): Student Athlete – Medical Information & Emergency Consent](#)

[Download Form 6145.2 \(b\): Parents and/or Legal Guardians Risk Acknowledgement and Consent to Participate](#)

[Download Form 6145.2 \(c\): Physical Examination – Athlete Participation](#)

[Download Form 6145.2 \(d\): Coaches’ Agreement](#)

[Download Form 6145.2 \(e\): Team Merger Request](#)

[Download Form 6145.2 \(f\): Team Roster](#)

[Download Form 6145.2 \(g\): Coaches’ Certification – Local Permanent Record](#)

[Download Form 6145.2 \(h\): Student Transfer Waiver](#)

[Download Form 6145.2 \(i\): Coaches’ Concussion Acknowledgement](#)

[Download Form 6145.2 \(j\): Parent and Athlete Concussion Acknowledgement](#)

[Download Form 6145.2 \(k\): Student-Athlete Sportsmanship Pledge](#)

[Download Form 6145.2 \(l\): Coach Sportsmanship Pledge](#)

[Download Form 6145.2 \(m\): Parent/Guardian Sportsmanship Pledge](#)

[Download Form 6145.2 \(n\) Combined Parish Athletic Program Request](#)

[Download Form 6145.2 \(o\) Archdiocesan Sports Standardized Schedule](#)

*\* These policies and regulations correspond to Archdiocesan Athletic Policies 6145-6145.28, found In the Official Policy Manual of the Office for Schools.*

To insure uniformity the final interpretation of these Policies and Regulations rests with the Office for Schools, Archdiocese of Milwaukee.