

Waukesha Catholic Athletic Program Handbook

Waukesha Catholic Mission Statement

Waukesha Catholic instills faith and inspires futures by nurturing each child's gifts with an education rooted in Gospel values and a culture of community, compassion, and love.

Waukesha Catholic Athletic Association Mission Statement

The Waukesha Catholic Athletic Association is charged with developing and guiding sportsmanship, self-discipline and the fundamental skills associated with Christian principles.

Approved by the Waukesha Catholic Athletic Board on February 9, 2015
Revisions approved on September 12, 2017

INTRODUCTION TO WAUKESHA CATHOLIC ATHLETICS	- 3 -
ENROLLMENT IN WAUKESHA CATHOLIC ATHLETICS.....	- 4 -
POLICIES AND REGULATIONS FOR WAUKESHA CATHOLIC ATHLETICS	- 5 -
GENERAL REGULATIONS	- 5 -
LEAGUES	- 7 -
UNIFORMS	- 7 -
TRANSPORTATION OF STUDENT ATHLETES	- 7 -
PLAYING TIME	- 8 -
<i>Volleyball</i>	- 8 -
<i>Basketball</i>	- 9 -
<i>Track & Field</i>	- 9 -
POLICIES AND REGULATIONS FOR SPECIFIC SPORTS.....	- 9 -
<i>Volleyball</i>	- 9 -
<i>Basketball</i>	10
<i>Track</i>	11
PARTICIPATION IN WAUKESHA CATHOLIC ATHLETICS.....	12
<i>ABSENCES AND EXTRA-CURRICULAR ACTIVITIES</i>	12
<i>ACADEMIC/BEHAVIOR EXPECTATIONS</i>	12
<i>Academics</i>	13
<i>Behavior</i>	13
ATHLETIC CODE.....	13
WAUKESHA CATHOLIC ATHLETIC BOARD	15
WAUKESHA CATHOLIC ATHLETIC DIRECTOR.....	15
PARENTAL COMMITMENT	16
COACHES	16
<i>EXPECTATIONS OF COACHES</i>	16
<i>REQUIREMENTS FOR COACHING</i>	17
<i>PARENTAL CONCERNS ABOUT COACHES</i>	18

Introduction to Waukesha Catholic Athletics

Thank you for choosing to participate in the Waukesha Catholic Athletic Program. The following information is provided to explain the workings of our program. It is important that parents, coaches and athletes read and understand the contents of this handbook.

The first and foremost objectives of the athletic program is maintaining and furthering the Christian attitude among the program participants. Additional objectives of the program are the development of fundamental skills, good sportsmanship, self-discipline and a competitive desire as well as physical fitness and coordination.

Interscholastic athletics can be of value as a supportive element to the total education process. This process concerns the total person, the person's growth as an individual – spiritually, mentally, emotionally, physically and socially.

It is our belief that an athletic program should provide:

- A positive base for Christian development.
- A learning experience.
- An understanding of competition, emphasizing sportsmanship and teamwork.
- An opportunity for all participants to develop and share knowledge and skills appropriate to their level.
- The interscholastic athletic program should be looked upon as the pinnacle and not the foundation of a school's physical education endeavors. A school should provide, first a program of physical education for all children, second an intramural sports program for all who desire some participation in competitive sports, and finally an athletic program of competition in the skill sports.

Sports are very important to children and can help them develop physically and socially. But simply placing children in a sport situation does not guarantee that they will benefit.

The kind of support parents give their children can make sports fun and rewarding or, the source of varying degrees of stress. Here are some ways parents can help their children enjoy their sports experience and benefit from it. By following these principles, parents can both motivate their young athletes and help them develop a healthy, positive self-image:

- Keep in mind the major reason kids play sports – to have fun.
- Teach your son or daughter that success in sports is more than just winning. Help them to feel successful when they are improving or mastering skills, giving maximum effort and striving to win.
- Help your athlete(s) set realistic, achievable, yet challenging goals. Offer to work with them to meet these goals.
- Reward and encourage skill improvement, good plays and good behavior. Remember to praise effort – not just performance – to motivate a child to try hard. The best way to reward is verbally or with a physical response like a smile or thumbs-up sign.
- Mistakes are part of learning a sport, and young athletes will make plenty of them. When your child makes a mistake, give encouragement. Avoid criticizing and punishing for mistakes. Criticism teaches athletes to fear failure, causing them to worry that they will not perform well and to dread the possible disapproval of their parents, their coach and teammates.
- Show your children that you love and accept them, regardless of the game's outcome or how they performed.

Enrollment in Waukesha Catholic Athletics

The interscholastic program is open to boys and girls in grades five through eight for the following sports:

- Volleyball (Fall)
- Basketball (Winter)
- Track & Field (Spring)

Enrollment for student athletes will take place annually during the month of May. This enrollment is for participation during the following school year. The date of a sign-up night will be posted on the school's Website and in the Campus Connection.

Each sport will have a designated enrollment deadline which will be published in the Campus Connection and on Athletics' section of the school Website. This deadline date is the last day a student is guaranteed to be placed on a team. A student may only be placed on a team after this date if approved by the Athletic Board.

In general, volleyball and basketball teams are considered full at ten players. In most cases, if a team is not full, students will be added to the team until it is full. All students, except new students, need to complete the registration process for athletics prior to the deadline date for that sport. Any student new to Waukesha Catholic will be added to a team if so desired.

Each student athlete must follow the regulations set forth in the Waukesha Catholic Athletic Handbook and the Milwaukee Archdiocese Athletic Policy manual. A link to this manual is found on the athletic portion of the school Website. Please become familiar with both of these manuals.

All fees will be determined by the Athletic Board. No student will be denied participation due to an inability to pay fees.

Policies and Regulations for Waukesha Catholic Athletics

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 (P 6145).

General Regulations

- No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.
- The sport seasons are defined as follows:
 - Fall season = Volleyball: August 10 – November 1
 - Winter season = Basketball: November 2 - March 13
 - Spring season = Track: March 14 - End of School Year
- All practices and games (independent, league and tournament) must take place during the defined sport season. This prohibits all schools and parishes from providing coaches, equipment, school/parish names, liability insurance, parish funds, and practice and/or game facilities to their school/parish based teams to continue play outside the defined sports season. This includes any organized activity such as practices, drills, scrimmages, games, etc.
- A game is defined as competitive play between two teams of different schools during which time and score are kept. A scrimmage is defined as play between two 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.
- 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 locally. Schools playing in Archdiocesan leagues are considered Archdiocesan teams.
- Teams may only participate in tournaments held within the leagues that are sponsored by Archdiocesan parishes/schools or league membership.
- A team's entire competitive season must be completed before any member of that team may begin participation in another Waukesha Catholic sport. This restriction applies to practices as well as games or matches.

- There is to be neither practice nor competition during the hours the involved student's school or religious education classes are in session.
- No student may participate in any phase of a school/parish 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 school years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year.
- All appropriate forms related to athletics must be complete and returned before a student may participate in any tryouts, practices or games. These forms include:
 - Medical Information & Emergency Consent Form
 - Parent's Risk Acknowledgement and Consent Form
 - Student Physical Examination Form
 - Student Athlete and Parent/Guardian Sportsmanship Pledges
 - Concussion Acknowledgement Form
 - Parent Volunteering Contract
- 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 the above 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 their 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.
- Players must have health insurance; parishes, schools and the archdiocese do not provide such insurance.
- 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 a separation during the participation in contact sports and explicitly permits grouping of students by ability.

- There is to be no practice or 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 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 School Office.
- 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.

Leagues

- Waukesha Catholic belongs to the Metro Volleyball and Notre Dame/Don Bosco Basketball leagues and will abide by their practices and regulations.
- The leagues supply referees and teams to play against during the sports season.
- The leagues also set up rules and regulations for a particular sport to follow.

Uniforms

- All uniforms remain the property of Waukesha Catholic Athletics.
- Uniforms are to be worn only for scheduled athletic events.
- Each student will be issued a uniform at least one week prior to the first game, match or event.
- Students and their parents are responsible for the cleaning of uniforms on a regular basis.
- Uniforms are to be returned to the Athletic Director after the last game. Uniforms that are lost or deemed unusable will result in the student's family being assessed a replacement cost.

Transportation of Student Athletes

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 school 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 (K-12th grade) 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.
- Completion of the Volunteer Driver Information Sheet.
- Drivers must complete the on-line video, "Be Smart - Drive Safe" found on Catholic Mutual's home page. With the exception of emergencies, any coach who feels he/she might transport students should complete a Volunteer Driver Information Form. Refer to Archdiocesan Policy & Regulation 3532.1, 3541 and 6153 for more detailed information.

Playing Time

It will be required that coaches accommodate all interested participants who regularly attend practice sessions and demonstrate a positive attitude towards the sport, the coach and the practice session.

It is the policy of the Waukesha Catholic Athletic Association that all coaches play all participants who have met the above practice requirements. Playing time in each league or tournament games is outlined below. Exceptions can be made for disciplinary reasons with prior notification to the Athletic Director.

Volleyball

Please note:

- To rotate (or a rotation) means to move one position only.
- A complete rotation means to rotate through all six positions.

For all grade levels:

- In every match (three games per match) a player must be scheduled to play a minimum of six rotations.

- One of those rotations must be as server.
- The five other rotations may be at any position.
- For 7th & 8th grade teams (only), the libero replacement provides a unique circumstance for rotations, with up to three players utilizing just 2 serving positions in a game. For 7th & 8th grade teams using the libero replacement, each player must play a minimum of 6 rotations in a match, but each player is not required to serve. 7th & 8th grade teams who do not utilize the libero must allow each player to serve in one rotation in each match.

In tournaments that use formats other than three games per match, playing time requirements need to be adapted to best fit what is required in league play. Games should be considered in blocks with each block being consisting of three consecutive games. Playing time should then be scheduled within the three blocks. Each day is a new day and should start fresh with playing time requirements.

Basketball

Six minutes per game for all grade levels.

Playing time requirements for tournaments are the same as those during the regular season and are to be followed accordingly.

Track & Field

For all grade levels each athlete must train for a minimum of one competitive event and be entered and allowed to compete in the event the day of the “meet”.

Policies and Regulations for Specific Sports

The following rules and regulations are set forth by the Archdiocese of Milwaukee, pertaining to elementary school athletics. The Waukesha Catholic Athletic Association will abide by and enforce these rules and regulations as to protect the participants from emotional, physical and mental duress that could result in overdoing any of the activities they participate in.

All coaches must abide by these rules and regulations which pertain to their sport.

Volleyball

- Teams are limited to playing in only ONE league during the season.
- There must be a minimum of four(4) practice sessions on separate days before the opening match of the season.
- Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more that 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.

- No team shall be scheduled for more than 18 matches during the season, exclusive of tournament participation.
- 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, not counting the Seton Tournament
- A "match" shall consist of three (3) "sets" or the "best two (2) sets out of three (3) sets" or any "set" that determines a winner. The maximum number of matches a team may participate in during one day is three.

Basketball

- Teams are limited to playing in only one (1) league during the season
- There must be a minimum of four (4) practice sessions on separate days before the opening game of the season.
- There must be at least three 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 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 practices per week, each being no more than two hours in length.
- Fifth and sixth grade teams may play a maximum of 12 games and participate in three tournaments.
- Seventh and eighth grade teams may play a maximum of 14 games and participate in four tournaments, not counting the Padre Serra Basketball Tournament.
- Teams may participate in tournaments held within the defined sport season (first date of practice 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 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.

Track

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

Participation in Waukesha Catholic Athletics

Interscholastic sports are established to expose as many students to as much participation as possible both during practice and scheduled games. It is the policy of the Waukesha Catholic Athletic Association to encourage all students to participate in the athletic program.

Please keep in mind that participation on an athletic team is a privilege. The personnel of Waukesha Catholic Athletics volunteer their time, knowledge and effort to teach our children and offer a comprehensive and competitive sports program.

Student athletes participating in Waukesha Catholic Athletics are expected to attend practices and organized scheduled games. Coaches need all participants to be at practices and games. Failure to attend, be attentive and actively participate in practices may result in reduction of playing time.

Participation may also be reduced or restricted for the following reasons:

- disrespect for coaching authority,
- destruction of property,
- failure to adhere to the Athletic Code,
- failure to meet the academic, attendance, or behavior expectations of Waukesha Catholic.

Coaches will consult with the Athletic Director before taking disciplinary action against an athlete. The Athletic Director will notify parent(s)/guardian(s) and school administration when a student's participation is to be reduced, restricted or when the student is to be removed from a team. The Principal, Athletic Director, coach, and parents should jointly take action to resolve said disciplinary situation.

If, after taking disciplinary action, the student's behavior does not improve, the Athletic Director, after consulting with school administration, may direct that the student be dropped from the athletic team.

Absences and Extra-Curricular Activities

Students who participate in extra-curricular activities and who are absent from school for any portion of the day may not participate in either practice or event/activity on the day of the absence. Students who are marked absent on the last day of the school week are allowed to participate in weekend activities.

Students who are absent due to a family funeral or previously-scheduled medical appointment are exempt from this policy.

Academic/Behavior Expectations

Extra-curricular activities are an extension of the school day and it is considered a privilege to participate in these activities. In order to teach the fundamental priority of school among many

competing activity options, accountability to academic and behavior responsibilities is a prerequisite for participation in any of these activities.

Academics

In order to maintain extra-curricular eligibility, students in 6th, 7th and 8th grade must maintain an acceptable standard of academic achievement. A student's grades will be reviewed at numerous "checkpoints." These grade checkpoints will be near the mid-point of each trimester and the last day of the trimester. (The mid-point dates will be published on the school calendar.) If at that time, the student has any grades of "U," he or she will be placed on Academic Probation.

During the first three weeks of Academic Probation, a student will have full participation in his or her extra-curricular activities. At the end of this three week period, his or her current grades will be reviewed:

- If the student has no grades of "U," and no missing work (homework, projects, quizzes or tests), they will be removed from Academic Probation.
- If the student's has a grade of "U," or has any missing work, then the student will remain on Academic Probation and loses the ability to participate in extra-curricular activities until the next grade checkpoint.

Behavior

A student is ineligible to participate in any extra-curricular activities if he or she has been suspended from school for any disciplinary reason for the term of the school suspension. If a suspension carries over from a Friday to a Monday, the student may not participate in weekend activities.

Athletic Code

The following behaviors, whether committed on or off campus, are violations of the Waukesha Catholic Athletic Code:

- Possession or use of illegal drugs, alcohol, controlled substances, and drug-related paraphernalia.
- Possession or use of tobacco or tobacco related paraphernalia.
- Stealing
- Fighting
- Vandalism
- Any other behaviors listed in the Waukesha Catholic Family Handbook that may be cause for probation, suspension or expulsion.
- Any other behavior not listed above that is deemed serious by the administration of Waukesha Catholic.

Violations of the Athletic Code are considered in an "active" state for 12 months from the date of the violation. After this time, the violation becomes "inactive." The consequences for violating the Athletic Code are based on the number of active violations and increase in severity using the scale below.

One Active Violation	Suspension of participation in the next match, game or meet.
Two Active Violations	Suspension of participation in the next 3 matches, games or meets.
Three Active Violations	Suspension of participation in athletics for 12 months.

If a student is not currently participating in a sport, a suspension will be enforced in the first sport in which the student participates.

The Athletic Director will be responsible for follow-up and enforcement of the Athletic Code.

If parents choose to appeal their child's academic or behavioral suspension from an extracurricular activity, they should follow the grievance procedure found in the Waukesha Catholic Family Handbook.

The interscholastic athletic program of Waukesha Catholic is guided by an Athletic Director and an Athletic Board with the assistance of coaches and parents who give of their time to ensure that our student athletes have a positive experience. The success of the athletic program depends on these groups working together.

Waukesha Catholic Athletic Board

The Waukesha Catholic Athletic Board is the governing body responsible for establishing a functional athletic program and through the President and board sets guidelines and policies for participation.

Members of the Waukesha Catholic Athletic Board consist of a President, Secretary, Treasurer, the Athletic Director, an administrative designee of the Principal, and eight at-large members selected in the spring of each year. The President will have served on the Athletic Board at least one previous year. All Athletic Board members hold voting positions.

Board meetings of the athletic association are held once a month and are open to the Waukesha Catholic community. They will be announced in the school newsletter and posted on the school calendar. The first thirty minutes will be open for general discussion.

Waukesha Catholic Athletic Director

The Athletic Director is responsible for the day-to-day operation of the athletic program. The Athletic Director duties include:

- Recruit and assign coaches for all sports with input from the Athletic Board.
- Ensure compliance with Archdiocesan coaches' certification program and maintain appropriate certification records.
- Supervise and evaluate coaches, including administration and communication of end-of-season coaches' evaluations.
- Recruit tournament directors and work with each to ensure successful events.
- Coordinate team splits for all sports.
- Receive and communicate league schedules.
- Schedule team practice times.
- Inspect and maintain athletic equipment at a safe level. Recommend purchases of new equipment, as needed.
- Coordinate student registration for all sports including the record keeping of parent permission, physicals, and concussion compliance forms.
- Attend athletic league (i.e. Metro Volleyball and Notre Dame/Don Bosco Basketball) meetings and communicate minutes to the Waukesha Catholic Athletic Board.
- Facilitate coaches' meetings before each sport's season
- Hear complaints filed by student-athletes, parents, coaches, and/or Athletic Board members. Forward unresolved complaints to the Waukesha Catholic administration for handling through the proper appeals procedure.

- Maintain a sport calendar showing league deadlines, Waukesha Catholic hosted events, and other items effecting the scheduling of athletic events.

It is the responsibility of the Athletic Director and/or Athletic Association to provide our system with coaches aware of our policies, and if necessary to intervene to protect our student players.

Parental Commitment

Volunteers are an important aspect of Archdiocese supported athletic programs. Volunteers include Athletic Board members, coaches, assistant coaches and athletic event volunteers. Each role has its own significance and importance, and requires each family to participate fully and equally.

Each family will be required to perform a specific number of volunteer hours per child for each sport the child is participating. The hours are divided equally between the total numbers of participants involved at each grade level. The number of required hours will be determined at the start of each athletic sport season, after the number of participants, teams and coaches are solidified and secured. All Waukesha Catholic sponsored tournaments will also require volunteer hours that will be separate from regular season volunteer hours, also divided out equally. Families of board members and head coaches are excluded from this requirement because of the number of hours committed to other aspects of the athletic program(s) outside of event volunteering.

More information about volunteer hours and the Parent Volunteering Contract can be found on the Athletics' portion of the school Website.

Coaches

Coaches are selected and approved by the Waukesha Catholic Athletic Board and provide a very worthy service to a school. They must remember that they play an important part in the development of the student-athletes under their charge. Coaches must conduct themselves as Christians at all times. They must not interfere with or impede, and must cooperate with 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.

Expectations of Coaches

- Coaches must maintain their dignity at all times. Please remember that all coaches are adult representatives of the Waukesha Catholic Athletic Program and our students.
- Coaches must comply with the objectives and policies of the Athletic Program. Coaches who do not comply with the policies and objectives of the Athletic Program may be immediately removed from their coaching position.

- Coaches are responsible for the well-being of the participants as well as teaching their particular sport, and are expected to deal fairly and consistently with all members of the team.
- Coaches must inform their team of the procedure that no member is allowed in the gym and/or on the playing field until the coach has arrived for practice.
- All practices must be scheduled through the Athletic Director and there must be one adult coach, 21 years or older, present during the entire practice.
- The “last” coach to use the gym for practice on any day or evening will be expected to put away all equipment, check and lock all doors, and turn off all lights.
- All tournaments that will be held at Waukesha Catholic campuses or tournaments in which Waukesha Catholic enters a team must be cleared through the Athletic Director.
- Coaches will be reviewed at the end of each season by the Athletic Board.
- Coaches who fail to follow the policies of Waukesha Catholic Athletics will not be allowed to coach in the future.

Requirements for Coaching

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.

- 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).
 - Training in the Archdiocesan Safe Environment Education Training program as it currently is required for volunteers who work/supervise child and youth on a regular basis.
- The basic or core preparation and Archdiocesan Safe Environment Education Training are 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. 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. For the purpose of this handbook, it is understood that athletic program volunteers requiring completion of this training includes coaches, assistant coaches and Athletic Board members.
- Archdiocesan policies related to criminal background checks are the responsibility of the pastor/principal. All coaches and athletic personnel must have an initial criminal background check and a subsequent review every five years.
- Coaches should be made aware of the responsibilities of adults who supervise children and youth as per Archdiocesan policy and regulation (P 4116.4).
- All coaches must be trained in Safe Environment Education Training program and have a criminal background check prior to the first volunteering opportunity. This is in compliance with the U.S. Conference of Catholic Bishops' *Charter for Protection of Children and Youth*.
- High school students who are under the age of 18 can, and are encouraged to, aid the head coach and assistant coach with non-supervisory duties, such as equipment management, demonstrating a skill, keeping stats, etc. The high school student would be under the authority and supervision of the head coach or assistant coach. High school students serving in this capacity will be known as a Student Helpers.

Parental Concerns About Coaches

Any parents who have a concern about a coach or coaching method are advised to resolve the issue by first addressing the concern to the coach, then the Athletic Director, then the principal, then the pastor liaison, and finally the Waukesha Catholic Board of Directors. Open communication is imperative to running a good program.