



Waukesha Catholic Athletics Handbook



Welcome to the Waukesha Catholic Athletic Program. The following information will inform you about the workings of the program. It is important that parents, coaches and athletes read and understand the contents of this handbook.

Sports are very important to children and can help them develop physically and personally. 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 athletes 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.

Mission Statement

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



Elementary Schools and Parish Based Programs

Extra Class Activities

The principal has the ultimate responsibility for all extra curricular activities. The immediate supervision of a program may be delegated to qualified staff members or competent adults. Parents and other adults who serve as coaches and moderators are accountable to the principal in all school-related activities that are school-based.

Interscholastic Athletic Policy

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.

Athletics should provide:

- A learning experience.
- A positive base for Christian development.
- 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.

General Regulations

Elementary Schools and Parish Based Programs

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

The following 7 sports are regulated by the Archdiocese in their own season only:

- Baseball
- Basketball
- Football
- Soccer
- Softball
- Track
- Volleyball



The following Waukesha Catholic sponsored sports seasons are defined as follows:

- Fall season: Volleyball August 15 – November 8
- Winter season: Basketball November 9– March 31
- Spring season: Track April 5 – June 4

All practices and games (independent, league and tournament) must take place during the defined season.

A student-athlete may compete concurrently in only ONE sport, on only ONE team in the same sport, and in only ONE league during the sport season.

A team's entire competitive season must be completed before any member of that team may begin participation in another WCSS 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 splits, practice, games, matches, scrimmages, etc. for another sport...such as basketball or volleyball.

Competitive athletic programs are limited to grades 5, 6, 7 and 8.

Eligibility to compete will be determined by the player's effort and conduct in school. Such determination will be made by the school principal; written criteria and process shall be published in the parent/student handbook.

There is to be no practice or competition without competent adult supervision. An adult is a person who is 21 years of age.

There is to be no practice or competition during the hour's school is in session.

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 split, practice, scrimmage or game under the supervision of a coach.

No student may participate in any phase of a school/parish sponsored athletic program without a physical examination by a licensed physician every two years.

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.



Each league Board of Control and/or school athletic association should establish a program of training or certification for all coaches currently involved in a school's athletic program. Such programs should address the following concerns:

- Coaching Christian values.
- Proper actions to take when injury occurs.
- Basic principles of child development.
- Involving parent/guardians in an athletic program.
- Proper skills development for specific sports.
- Provide participation by all team members in each game.

Coaches 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 pastor/principal or designee and the league Board of Control.

All coaches shall be certified. 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. Two clock hour's minimum.
- Training in the specific sport to include rules, practice organization, skill development and coaching behavior. Three clock hour's minimum.

The basic and core preparation is required prior to assuming coaching duties. Completion of remaining requirements shall be accomplished within two years of the inception of a minimum training of three clock hours.

Certification extends for lifetime upon completion of the five hour minimum requirement.

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 blood-borne pathogens.

Archdiocesan policies related to criminal background checks are the responsibility of the pastor/principal.

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 Elementary School Office.



Appropriate sanctions shall be applied toward teams and/or individuals not in compliance with Archdiocesan policies and regulations relating to athletics.

Sanctions to be considered include, but are not limited to:

- Nonparticipation in leagues.
- Forfeiture of games.
- Removal 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.

The interscholastic athletic program of Waukesha Catholic is guided by the Athletic Board with the assistance of volunteer coaches who have been approved by the Athletic Board, as required. The interscholastic program will be open to boys and girls in grades 5 through 8 for the following sports:

- Volleyball
- Basketball
- Track & Field

It will be required that the coach 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 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

In order to understand these rules, you will need these definitions: To rotate (or a rotation) means to move one position only. A complete rotation means to rotate through all six positions.

5th, 6th, 7th & 8th Grade

In every match (3 games per match) a player must be scheduled to play a minimum of 6 rotations. One of those rotations must be as server. The 5 other rotations may be at any position.



Tournament Play

In tournaments that use formats other than 3 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 3 consecutive games. Playing time should then be scheduled within the 3 blocks. Each day is a new day and should start fresh with playing time requirements.

Basketball

5th Grade – 8 minutes per game.

6th Grade – 6 minutes per game.

7th Grade – 6 minutes per game.

8th Grade – 6 minutes per game.

Track & Field

All grades

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”.

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.

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

Athletic Association

The Athletic Association is the governing body responsible for establishing a functional athletic program and through the president and board, will set guidelines and policies for those who will participate.

Members of the association consist of a President, Secretary and Treasurer. The President will have served on the athletic board at least one previous year. The remainder of the Board will consist of 8 at large members. All Athletic Board members hold voting positions.

Athletic Board meetings are open and will be announced in the school newsletter. The first thirty minutes will be open for general discussion.

Athletic Director

The Athletic Director is responsible for the day-to-day operation of the athletic program. Athletic Director (along with Board members) duties include:

- Recruit and assign coaches
- Help evaluate coaches at mid season and season end



- Manage Archdiocesan coach's certification program for Waukesha Catholic
- Recruit and assign gym managers
- Recruit and assist tournament directors
- Schedule team practice times
- Hold coaches meetings
- Attend league meetings
- First Contact for parents with questions or concerns

Parental Commitment

During the course of the school year, **parents will be required to work at various sports functions.** Your cooperation and support at these times will be critical to keep expenses down and the athletic fees at a minimum. At the beginning of the school year you will be required to sign a permission form for your child/children to participate in the sports program. Your signature will also commit you to working in support of the program.

All parents will be required to work the concession stand and/or take admissions during the season in which each of their children participate. This includes tournaments sponsored by Waukesha Catholic.

Each sports team will have a "team parent" who is responsible for assigning parents from their team to work admissions and concessions. The "team parent" will also serve as gym supervisor for their assigned time or obtain one from their team. The "team parent" will notify the Athletic Director if parents have not met their obligation of working concessions or admissions.

Your failure to fulfill your commitment could result in your son or daughter being dropped from their sports team.

Because scheduling is a tremendous task we cannot guarantee that the time or gym you work will correspond with your child/children's game schedule.

If you are unable to work the time you are scheduled, you are required to find your own substitute and notify your team parent.

Coaches Responsibilities

Coaches are selected by the Athletic Director, members at large, and Athletic Board President. 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 check and lock all doors, and turn off all lights.

Coaches will be responsible for gym equipment and securing the building before leaving. Coaches will be reviewed each year by the Athletic Board and those who do not follow the Athletic Policy will not be asked to return to coach in our program.

Leagues

Waukesha Catholic belongs to the Metro Volleyball League and Notre Dame Don Bosco Basketball League and will abide by their practices and regulations. The leagues supply us with 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

Players are responsible for their own uniform. Uniforms must be returned to the Athletic Director after their last game. The uniforms will be handed out one week prior to the first game and because these uniforms are property of Waukesha Catholic athletics, will only be worn for scheduled athletic events.

Students

Interscholastic sports at the 5th – 8th grade level 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 program.

Disrespect for coaching authority, destruction of property while engaged in athletic activities, failure to attend and be attentive during scheduled practices, and failure to adhere to the Athletic Code will constitute reasons not to be allowed to participate. Parent and principal will be notified by the Athletic Director when disciplinary action has been taken by a coach to drop a student from an athletic team.

Please keep in mind that participation on an athletic team is a privilege. If the student’s behavior does not improve, the principal may direct that the student be dropped from the athletic team. In cases where action has been taken to refuse participation the principal, teacher, Athletic Director, coach, and parents should jointly take action to resolve said disciplinary situation.

Questions – Concerns

Any parents who have a concern or complaint about a coach or coaching method are advised to resolve the issue by first addressing the concern to the coach, then the Athletic



Director, the Athletic Board, and finally the campus principal. Open communication is imperative to running a good program.

Academic / Behavioral Code

Our program is but an extension of our school system. Since it is a privilege to participate in this program, the students should meet an acceptable academic and behavioral standard.

To be eligible for extracurricular activities a student must be working up to ability and following the prescribed school rules.

The decision about scholastic/behavioral eligibility rests with the principal and teachers involved with the students.

A student will be declared ineligible, if he/she has been suspended from school for any disciplinary reason for the period of the school suspension.

Students who participate in sports and who may be absent due to an illness on a practice or game day may not participate in either event that day.

If parents choose to appeal the student's academic or behavioral suspension from an extracurricular activity, they must first meet with the campus principal, then the System Administrator, and finally the Waukesha Catholic School System School Board.

Athletic Code

1. Alcohol and Drugs

The use or possession of alcohol or drugs is strictly forbidden by all adults and student athletes at athletic events.

2. Tobacco

The use of tobacco in any form is forbidden to student athletes.

3. Stealing, Fighting or Vandalism

All are violations.

4. Behavior

Proper language and behavior is required of all student athletes during school time and we expect to see our students and coaches do the same any time they are in the gym, in any other gym or to and from a game.

1st Violation: Suspension of participation in the next match, game or meet.

2nd Violation: Suspension of participation in the next 3 matches, games or meets.

3rd Violation: Suspension of participation in the current school year regarding all athletics.

4th Violation: Suspension permanently.



Violations are accumulated during an entire Waukesha Catholic athletic career (5th thru 8th grades). Suspension of participation will be enforced in the first sport that the student will participate in.

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

Violations of the Student Handbook are also violations of the Athletic Code, at any time either on or off school property.

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 damage 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 : Specific Regulations

1. Teams are limited to playing in only ONE league during the season.
2. There must be a minimum of four practice sessions on separate days before the first match.
3. Fifth and sixth grade teams may be scheduled for a maximum of 2 practices per week, each being no more than 1½ hours in length. Seventh and eighth grade teams may be scheduled for a maximum of 2 practices per week, each being no more than 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 preseason, midseason, and postseason tournaments 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
6. A “match” shall consist of three “games” or the “best two out of three games”.

Basketball : Specific Regulations

1. Teams are limited to playing in only ONE league during the season
2. There must be a minimum of four practice sessions on separate days before the first game.
3. 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.



4. Fifth and sixth grade teams may be scheduled for a maximum of 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 2 practices per week, each being no more than 2 hours in length.
5. Fifth and sixth grade teams may play a maximum of 12 games and participate in three tournaments.
6. Seventh and eighth grade teams may play a maximum of 14 games and participate in four tournaments (not counting the Padre Serra Basketball Tournament).
7. Teams may participate in preseason, midseason (holiday), and postseason tournaments.
8. The maximum length of the quarters of any game shall be six minutes.
9. A team may not play more than three games in any one week (exception: the week of the midseason or postseason tournaments). A team may not play more than two games in one day; a minimum of two hours rest must be provided between games.

Track : Specific Regulations

1. Practice sessions may not begin sooner than the designated start of the sport season.
2. There shall be at least four individual practice sessions on separate days before the first regularly scheduled meet.
3. 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.
4. Teams may be scheduled for a maximum of 2 practices per week, each being no more than 2 hours in length.
5. No team may be scheduled for more than 10 meets.

Participation Policy

The Waukesha Catholic Athletic Program encourages all children to participate in our sports program. Waukesha Catholic coaches volunteer their time, knowledge and effort to teach our children. In order to offer a comprehensive and competitive sports program, the coaches need all participants to be at practices and games.

It is the policy of the Waukesha Catholic Athletic Program to ask for the following commitment of all students who participate in the sports program. Participation in the Waukesha Catholic Athletic Program requires that your child attend practices and organized scheduled games. Failure to attend and actively participate in practices may result in reduction of playing time.

Failure to adhere to this policy may result in your child being suspended from that sport for the remainder of the season.

Enrollment for student athletes will take place annually during the month of May at Sports Sign Up Night. This enrollment is for participation during the following school



year. The date of Sports Sign Up Night will be posted on the website and in Campus Connection.

Each sport will have a designated Drop Dead Date for enrollment. These Drop Dead Dates will be published in Campus Connection and on the athletics web site. Drop Dead Date means that this is the last day that a student is guaranteed to be placed on a team. The leagues we participate in require that we commit one or more teams per grade/gender in order for the league to establish their schedules. The number of athletes enrolled must be known by the Athletic Board in order for the board to make the appropriate number of team commitments to the leagues.

A student may be placed on a team after this date if approved by Athletic Board. General guidelines for volleyball and basketball are that teams are considered full at ten players on a team. Generally if team is not full students will be added to the team until it is full. All students except new students need to be added prior to splits for that sport. Any new student to Waukesha Catholic will be added to team if so desired.

Each student athlete must follow the regulations set forth in The Milwaukee Archdiocese Athletic Policy manual. A link to this manual is found on the athletic website. Please become familiar with archdiocese manual. The link to that site is as follows:
www.archmil.org/resources/userfiles/2008-09_Athletics_PolicyManual.pdf

Participation Fees

All fees will be determined by the Athletic Board. No student will be denied participation due to lack of ability to pay.

Short Note on Problem Solving

The Waukesha Catholic Athletic Board is committed to maintaining a program that is enjoyable to our athletes, coaches and parents. All of our coaches and board members (with the exception of the Athletic Director) are volunteers. We greatly appreciate their time and talents. We also expect that the students and their parents will appreciate them and give them the respect they deserve. Coaches should understand that respect needs to be earned. Throughout the seasons we are aware that problems/conflicts will arise. This board will insist that any conflicts are addressed first with the person whom which the conflict exists. We believe that as mature Christian adults most situations can be handled with adult conversation. The Athletic Director is the second line of problem solving. Any conflicts that are not able to be settled should be reported to the Athletic Director. That person will be responsible for handling the situation. He/she will ask for assistance from the board if necessary. Please let's try to make this a great experience for all involved. Remember you can always feel free to contact the Athletic Director with any concerns.