

St. Leonard Athletic Association
Handbook & Bylaws



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I. Definitions

- a. Adult(s). Anyone 21 years of age or older
- b. Coach(es). Any parent or adult volunteer registered with and selected by the St. Leonard Athletic Association to provide instruction during the designated athletic season.
- c. League(s). The Organization within which athletic competition will take place, including but not limited to the Parkview Parochial League and/or the Metro Volleyball Conference.
- d. Parish. This term references St. Leonard Catholic Church, located at W173S7743 Westwood Drive, Muskego, WI 53150.
- e. Participant(s). Any child registered with the Parish, School, or both who have registered with the St. Leonard Athletic Association to participate in athletic competition.
- f. School. The term references St. Leonard Catholic School, located at W173S7777 Westwood Drive, Muskego, WI 53150.
- g. SLAA. The term references the St. Leonard Athletic Association, including but not limited to the gathering of members to participate in the decision-making processes outlined within this document.
- h. SLAP. This term references the St. Leonard Athletic Programs, including but not limited to teams registered with the above-referenced Leagues or other athletic competitions falling under the jurisdiction of the Archdiocese of Milwaukee and/or the St. Leonard Athletic Association.

II. Mission Statement

- a. The mission of the St. Leonard Athletic Association (SLAA) is to provide a comprehensive athletic program within the Parkview Parochial League and the Metro Volleyball Conference (hereinafter the “Leagues”) for the children either enrolled at St. Leonard School or enrolled in Religious Education Programs through St. Leonard Parish (hereinafter the “Participants”), designed to introduce and assist Participants in athletic competition, develop a Christian attitude toward competition, encourage teamwork, teach sportsmanship, encourage sportsmanlike conduct, and actively enable the Participants to compete to the best of their abilities through hard work in a Christian atmosphere.

III. Objectives of the SLAA

- a. Offer a positive Christian learning experience.
- b. Emphasize Christian values, sportsmanship, teamwork, fitness, school spirit, leadership, perseverance, and respect for authority.
- c. Provide Participants the ability to learn, grow, and develop skills and knowledge through competition.
- d. Encourage coaches, parents, and athletes to maintain perspective and to provide each Participant with adequate opportunities to develop a positive self-image.
- e. Procure financial support for the St. Leonard Athletic Programs (SLAP).

IV. Player Eligibility

- a. Participants will be children presently enrolled in either St. Leonard School or enrolled in Religious Education Programs through St. Leonard Parish.
- b. Participants will be eligible for all athletic programs, subject to age requirements, regardless of sex or skill level.
- c. Participants who are enrolled in Religious Education Programs through St. Leonard Parish must remain in good standing with the applicable program to maintain eligibility.

- d. To be eligible for consideration and placement on a designated “A-Team” while in Eighth Grade, **the Participant must have been registered and competed in the prior Seventh Grade Season.**
 - i. Consideration will be given to Participants who are either new students at the School or new members of the Parish.
 - ii. Other exceptions may be made at the discretion of the SLAA.
- e. All Participants must have a Parental Permission Slip (found here: <https://www.stleonards.org/Athletics-Forms>) on file with SLAA before the Participant is allowed to participate in any athletic activity.
 - i. This form gives permission to have qualified medical personnel treat the Participant in the event of an accident or injury during athletic competition in the event that a parent cannot be notified.
 - ii. Signing and submission of this form releases the Coach, School, Parish, and Archdiocese of Milwaukee from any and all legal responsibility should an injury occur to the Participant during any athletic competition.

V. Participant Health Requirements

- a. A Physical Examination is required in order to participate in any SLAP offered by the SLAA.
- b. No potential Participant may engage in any phase of a School or Parish sponsored interscholastic athletic competition without having undergone a physical examination by a licensed physician within two years of the season for which the Participant wishes to compete.
 - i. A physical exam performed April 1st of the applicable year and thereafter will be valid for the following two years¹.
 - ii. A physical exam performed before April 1st of the applicable year will only be valid for the remainder of the applicable year and the subsequent year².

¹ Archdiocese of Milwaukee; Policies and Regulations for Athletics – General Regulations

² Archdiocese of Milwaukee; Policies and Regulations for Athletics – General Regulations

- iii. The physical examination form must be signed by the Participant's physician and filed with the SLAA prior to participation, including practice and/or games

- 1. The Physical Examination Form is available on the School & Parish Website: <https://www.stleonards.org/Athletics-Forms>.

VI. Participant Responsibilities

- a. A Participant must fulfill academic and attendance requirements as set forth by their School and/or Religious Education Program.
 - i. Public School Participants must meet the requirement of Participants enrolled in the School.
- b. A Participant must conduct themselves in a Christian manner toward Coaches, Teammates, Officials, Opponents, Parents, and all property encountered during the course of their respective athletic season.
 - i. "Trash Talk", taunting, or similar behavior by Participants will not be tolerated.
 - ii. Documented conduct violations will result in the suspension of the Participant from the SLAP, pending review by the SLAA.
- c. Participants must abide by the conduct outlined in the Player Sportsmanship Pledge.
- d. Participants must demonstrate a commitment to his and/or her specific team.
- e. Participants must comply with all rules, regulations, and policies set for their respective Coach, the SLAA, the School, the Parish, and the Archdiocese of Milwaukee.
- f. Participants must attend all practices, scrimmages, games, and tournaments unless otherwise excused by the Coach for what the Coach deems a legitimate reason.
 - i. Absences for non-legitimate reasons may impact playing time.
- g. Participants and/or Parents must notify the coach of any absences prior to the start of the scheduled athletic event (i.e. practice, scrimmage, game, tournament, etc.).

- h. Participants must return all uniforms clean, in good condition, and in a timely manner at the end of their respective season.
 - i. Failure to return a uniform in good condition and in a timely manner at the end of the respective season may result in disciplinary action and the loss of eligibility for subsequent athletic activities until the equipment or uniform is repaired, replaced, or the damage has otherwise been rectified.
- i. Participants are responsible for all portions of the uniform and any equipment issued to them.
- j. Uniforms are not to be worn as part of Spirit Days at the School and/or on Dress Down days at the School.
- k. Failure to adhere to the above-described requirements may result in the removal from athletic participation subject to the review of the SLAA.
 - i. Removal from participation will result in the forfeiture of any Fees collected and subsequently described in the document.

VII. Registration & Fees

- a. Registration Fees
 - i. Payment of a non-refundable Registration Fee is required for all Participants for the specified athletic season.
 - 1. Registration fees are non-refundable due to the decisions made based on Participant Registration, i.e., the number of teams registered with the Leagues is dependent on the Participants registered for each athletic activity.
 - 2. Financial sanctions may be imposed by the Leagues for the reduction of participating teams due to inaccurate registration numbers submitted by the SLAA.
 - 3. Exception must be submitted, in writing, to the SLAA, specifically the Athletic Director for consideration.
 - 4. Exceptions will be evaluated on a case-by-case basis;
 - 5. Certain extraneous circumstances, i.e. there are not enough registered Participants to form a team and no commitment had been made by SLAA to the Leagues, a refund may be issued at the discretion of the SLAA.

6. Other circumstances in which a refund will be issued are few and far between and remain subject to the discretion of the SLAA.

ii. Registration Fees are established annually by the SLAA.

b. Deposit Fees

i. Each athletic activity in which a Participant is required may require a deposit fee.

ii. This will be collected at the Parent Meeting prior to the beginning of the applicable athletic season, along with a self-addressed, stamped return envelope.

iii. The deposit fee represents a financial commitment ensuring completion of the following activities:

1. Participant completes the applicable athletic season

2. Parent complete all scheduled concession duty or have paid the Applicable buyout fee [see Sec VII(c)].

3. Participants' uniforms have been returned clean, in good condition, and promptly [see Section VI(h)(i)].

4. Parents abide by the parent Sportsmanship Pledge

5. Participants abide by the Participant Sportsmanship pledge

iv. Completion of the above-referenced item in Section VII(b)(iii)(1-5), will result in the deposit fee being returned to the Parents via the self-addressed, stamped return envelope provided at the Parent Meeting.

c. Concession Buyout **INSERT WHEN/IF APPLICABLE**

d. Communication of Registration Information

i. School Newsletter for Participants enrolled in the School

ii. Christian Formation Office for Participants enrolled in Religious Education Programs

- iii. The Parish Bulletin
- iv. Email notice (sent to Parents of past and current Participants)
- v. Parish Website (<http://athletics.stleonard.org>)
- e. Completed forms and full payment of the Registration Fee must be submitted to the SLAA by the designated Registration Closing Date for each athletic activity.

VIII. Priority

- a. A Participant may register, participate, and compete with a non-Archdiocesan team in the same athletic activity during the same athletic season provided that the Participant's priority is with the School & Parish Team.
 - i. The Participant is still expected to maintain all other eligibility requirements previously established by this document and by the School Administration of the Participants respective school.
 - ii. To monitor this rule, any Participant who competes in an outside program must inform the Sport Coordinator of their applicable Athletic Activity, along with his and/or her coach (see Section XIII).
- b. Volleyball & Basketball:
 - i. **If a student-athlete is privileged enough to be selected to the "A" team, it is expected that he/she will make the St. Leonard team his/her priority athletic team.** Student-athletes may participate in another sport or activity which conflicts with their St. Leonard volleyball or basketball team practices or games. In these cases, the student-athlete is asked to choose to commit the time and effort necessary to be a member of the "A" team or, alternatively, opt for the "B" team. Choosing the "B" team will still allow them to participate in both the St. Leonard sport as well as other extracurricular activities which may conflict. The Sport Coordinator must be advised at the time of team splits of those student-athletes not wishing to try out for the "A" team.
 - ii. **In an effort to promote team chemistry and build continuity within the St. Leonard volleyball/basketball program, any St. Leonard athlete who does not participate in our volleyball or basketball program in 7th grade will not be eligible for participation on the "A" team in 8th grade.** This policy does not apply to students new to the school or to St Leonard's Christian Formation classes in 8th grade. Appeals for an exception to this

rule can be made to the Sport Coordinator and Athletic Director of the SLAA. At that time, individual situations will be evaluated for decision.

iii. The expectation of Coaches - The following policy is to be applied:

1. If an “A” team player in a multi-team/tryout situation has (2) unexcused absences from practice, that player may be suspended for the next scheduled game. A meeting may take place with the parents, coach, and Sport Coordinator to determine if any action is deemed necessary.
2. If an “A” team player in a multi-team/tryout situation has an unexcused absence from a game, that player may be suspended for the next scheduled game. Missing several games on a weekend may result in a suspension for the next scheduled game only. The maximum penalty in all cases would be one game. A meeting may take place with the parents, coach, and Sport Coordinator to determine if any action is deemed necessary.
3. Unexcused Absence = Missing a St. Leonard practice/game due to a conflicting non-St. Leonard extracurricular activity.
4. Enforcement of this policy is the ultimate responsibility of the Sport Coordinator.

iv. Single Team Priority Policy:

1. When there are too few athletes to form more than one team, the following will apply in lieu of the St. Leonard Team Priority Policy:
 - a. If a player in a single-team situation has not obtained permission from the coach to miss (2) practices due to a conflicting non-St. Leonard's extracurricular activity, he/she may be suspended for the next scheduled game.
 - b. If a player in a single team has not obtained permission from the coach to miss a game due to a conflicting non-St. Leonard's extracurricular activity, he/she may be suspended for the next scheduled game. Missing several games on a weekend may result in a suspension for the next scheduled game only. The maximum penalty in all cases would be one game. A meeting may take place with the parents, coach, and

Sport Coordinator to determine if any action is deemed necessary.

- c. Enforcement: These policies will be enforced consistently for each team member taking into consideration the SLAA's Mission Statement and team splitting philosophy of focusing on competition, team standing, and accomplishment.

IX. Parent Responsibilities

- a. Parents are expected to promote and demonstrate Christian Behavior at all athletic functions.
 - i. Examples of Christian Behavior include:
 - 1. Cheering for the Participant's team,
 - 2. Respecting Officials
 - 3. Supporting the Participant's Coaches, and
 - 4. Abiding by the conduct outlined in the Parent Sportsmanship Pledge
 - ii. Examples of non-Christian Behavior include:
 - 1. Abusing (verbal, mental, or otherwise) Opposing Teams, Opposing Participants, SLAP Participants, and Opposing or SLAP Coaches
 - 2. Abusing (verbal, mental, or otherwise) Officials, and
 - 3. Not abiding by the conduct outlined in the Parent Sportsmanship Pledge
- b. It is the Parent's responsibility to register their children for a particular athletic activity during the required Registration Period and/or as new Participants join the School or Parish.
- c. Parents are responsible for obtaining the Physical Examination on behalf of the Participants required for participation in athletic activities.
- d. Parents are responsible for the completion and submission of all required forms and fees, including but not limited to the Registration Fee, Deposit Fee, Concussion Form, Physical Examination Form, Player Sportsmanship Pledge, Parent Sportsmanship Pledge, and any other forms required by the SLAA or Coach prior to the commencement of athletic activities.
- e. Parents are responsible for providing reliable transportation to and from all athletic activities, including dropping off and picking up Participants from practices and games at times designated by Coaches.

- i. If alternative transportations arrangements have been made by the Parent, the Parent is responsible for notifying the respective coach prior to the commencement of the applicable athletic activity.
- f. Parents with grievances or complaints regarding their Participant should initiate the following Grievance Procedure:
 - i. Wait 24 hours following the athletic event triggering said complaint
 - ii. Speak to and/or email the Coach
 - iii. If not resolved, speak to the specific Sport Coordinator
 - iv. If not resolved, speak to the SLAA Athletic Director.
 - 1. A final, non-appealable decision will be issued by the SLAA Athletic Director after consultation with the SLAA.
- g. Parents are encouraged to ensure that SLAP will be their Participants' top priority when non-SLAP athletic events are scheduled during the same time.

X. Coach Responsibilities

- a. Head Coaches must be at least 21 years of age at the beginning of the applicable athletic season.
- b. Assistant coaches must be at least 18 years of age at the beginning of the applicable athletic season
- c. Coaches are not required to be a parent of a Participant
- d. Coaches are required to complete SEE Training
- e. Head Coaches must demonstrate some knowledge or experience in the applicable athletic activity for which they desire to coach
- f. Head Coaches must carry to all practices and games medical, liability, and any other forms required by the SLAA
- g. Head Coaches must be capable of organizing and running all practices.

- h. Head Coaches must be capable of organizing and operating their teams on game day.
- i. **At least two coaches or adults, 21 years of age or older, must be present at every practice**
- j. With regard to practice, the Head Coach is responsible for properly opening and closing the school and gymnasium.
- k. Concerning equipment used, the Head Coach is responsible for properly gathering and returning all equipment used.
- l. A coach must stay at any scheduled practice site until all Participants have been picked up.
- m. Any given athletic team can have up to three coaches on the bench at any given time in an instructional capacity. Only one coach may be standing, except for timeouts or other breaks in play. In addition to the three coaches, one statistician is allowed on the bench for record-keeping.
 - i. This applies to games and scrimmages
 - ii. It is recommended that all coaches attend each practice
- n. Any individual wishing to coach may only coach one team per athletic season, in a Head Coach capacity.
 - i. This coach can then only coach in an assistant's capacity on one other team.
 - ii. Any multiple coaching positions in the same athletic season must have league games on different days.
- o. Head Coach MUST attend any meeting called by the specific sport coordinator of SLAA Athletic Director if requested
- p. Coaches must conduct themselves in a Christian manner at all games, meetings, and practices as representatives of the Parish and the School³.
 - i. Failure to comply with this will subject said Coach to review by the SLAA and possible disciplinary action by SLAA.

³ Archdiocese of Milwaukee; Policies and Regulations for Athletics – General Regulations

- q. If a Head Coach vacates his or her coaching duties, an Assistant Coach may assume the duties, while the Application Process is initiated
- r. Head Coaches must hold a pre-season Parents Meeting with the Parents of all Participants in the respective athletic activity in order to familiarize the parents with the Coach's practice and game scheduled, the Participant conduct expectations, and other topics deemed necessary for discussion at that time.
- s. Coaches must keep attendance records for all practices, scrimmages, games, and tournaments and will be responsible for records dealing with disciplinary actions.
- t. It is the Head Coaches' responsibility to communicate with the Parents of a Participant who is subject to disciplinary action and their respective Sport Coordinator when disciplinary action is or needs to be taken.
- u. Coaches are responsible for arranging their tournaments
- v. Coaches are responsible for collecting team uniforms from Participants at the end of the applicable athletic season and returning them to the SLAA in a timely manner.

XI. Coach Selection Process

- a. Individual adults interested in coaching should take one of the following actions:
 - i. Complete the "Coaching Interest" portion of the Registration Form during the applicable Registration Period or
 - ii. Contact the SLAA to make known their interest in coaching
- b. The respective Sport Coordinator will review the registration forms for coaching interest and make a list of all individuals interested in coaching
- c. In the event there are multiple volunteers for the Head Coach positions, the Sport Coordinator will contact each person in order to obtain a written letter detailing that individual's coaching experiences, reasons for wanting to coach, and coaching philosophies
- d. The potential candidate and their letters will then be discussed by SLAA. Coaching surveys from the previous year may also be considered during the selection process. SLAA will notify the Applicants of their selection.
- e. For Seventh and Eighth grade, the selection of an "a" and "b" team coach will be determined immediately after the evaluation of that grade and team.

- i. Potential Coaches must be present during the evaluation process
- ii. Evaluators cannot be parents of Participants

XII. St. Leonard Athletic Programs

- a. St. Leonard follows the athletic seasons defined by the Archdiocese of Milwaukee. The dates for the beginning and end of each athletic season change slightly each year [See Archdiocese of Milwaukee Handbook].
- b. Current Athletic Opportunities
 - i. Fall Sports
 - 1. Soccer: K4-4th Grade
 - 2. Volleyball: 5th-8th Grade
 - ii. Winter Sports
 - 1. Basketball: 5th-8th Grade
 - iii. Spring Sports
 - 1. Futsal: K4-4th Grade
 - 2. Track: 5th-8th Grade
- c. Currently, Girls' Volleyball and Basketball Teams, along with the Boys' Basketball Team participate in the Parkview Parochial League and Boys' Volleyball participates in the Metro Volleyball Conference

XIII. Team Selection, Formation, and Participation

- a. Roster Decision & Team Placement
 - i. All Participants registered by the Registration Deadline will be accepted on teams.
 - ii. No tryouts will be held

- iii. Evaluation will take place to assess the abilities of players for the purposes of dividing teams
- iv. There will be no cuts, except for disciplinary reasons
- v. In order to be placed on a team, ALL players must attend the evaluations for the said team at the time and location scheduled by the coaches conducting the evaluation or as established by the SLAA.

b. Team Size

- i. The following are guidelines to be used as a baseline for the establishment of SLAP team sizes
 - 1. The team size guidelines are subject to the discretion of the SLAA in establishing team splits
 - 2. Whenever the minimum participation requirement cannot be met, Participants may be placed on teams at the next highest grade level
 - 3. Availability of Coaches: If coaches are not available, additional teams need not be formed
- ii. Basketball & Volleyball Team Numbers:
 - 1. 14-20 Participants = 2 Teams
 - 2. 21+ Participants = 3 Teams

c. Guidelines for Dividing Teams

- i. Over time, the SLAA has developed a process to assist in the division of teams, when the situation dictates such a division is necessary
 - 1. Basketball
 - a. Even Division (Equal Competition): 5th Grade
 - b. Competition Based Division (i.e. A & B): 6th-8th Grade
 - 2. Volleyball
 - a. Even Division (Equal Competition): 5th & 6th Grade

b. Competition Based Division (i.e. A & B): 7th & 8th Grade

- ii. The evaluation process will determine the majority of the “A” team. The Head Coach of the “a” team, along with the assistance of the Sport Coordinator and the SLAA Athletic Director will choose the remaining team members.
- iii. Participants not selected for the “A” Team will be placed on the “B” Team roster(s).
- iv. Assistant coaches will be selected after the Participants are placed.

d. Team Formation

i. **Volleyball**

- 1. Registration/Sign-Up: This will occur in May of the preceding school year. (Example: To be signed up to play in the Fall of 2023, you need to register in May of 2022). No team shall have more than 13 players (maximum). If the number of players signing up exceeds 13, the volleyball coordinator can determine if the numbers support having two teams for that particular grade.
- 2. Evaluations: This will occur the first week of volleyball season. The evaluations will be led by the volleyball coordinator or Athletic Director along with the help of “neutral” volunteers with a background in the sport of volleyball. The evaluators will fill out a rating sheet for each player. Evaluations will focus on the main skills of passing, setting, serving, and hitting for 5th and 6th-grade teams. Evaluations for 7th and 8th-grade teams will focus on those skills plus scrimmaging to determine a player’s ability to play volleyball.
- 3. Playing Time:
 - a. Equal play: Playing time for 5th and 6th-grade players is set at 50%. Coaches should strive to play their players as close to 50% of each match as they possibly can.
 - i. The 50% threshold represents the total season, not each individual game.

- b. Fair Play: Playing time for 7th and 8th grader players is set at 25%. Coaches should strive to play their players an **equivalent of one game of each three-game match**, as can reasonably be done
- c. Tournaments: Playing time, regardless of grade, is set at 25%.
- d. A good faith effort must be made to adhere to the cumulative equitable playing policy.

4. Specific Regulations:

- a. A minimum of four practice sessions must take place on separate days before the opening match of the season.
- b. Fifth and sixth-grade teams can be scheduled for a maximum of two practices per week, each practice cannot be longer than 1 ½ hour in duration. Seventh and eighth-grade teams may be scheduled for a maximum of two practices per week, each being no more than 2 hours in length.
- c. Teams are limited to playing in only one league during the season.
- d. No team shall be scheduled for more than 18 matches during the season – exclusive of tournament participation.
- e. Teams may participate in pre-season, mid-season, and post-season tournaments with the following limitations:
 - i. 5th and 6th-grade teams: Limited to participation in 2 tournaments
 - ii. 7th and 8th-grade teams: Limited to participation in 3 tournaments (and the Seton)

5. Tournaments: The SLAA will pay for one tournament and waive the St. Leonard tournament fee for 5th and 6th-grade volleyball teams. For 7th and 8th-grade volleyball teams, the SLAA will pay for two tournaments and waive the St. Leonard tournament fee. If any grade/team (5th – 8th) does not have a tournament at St.

Leonard's, the SLAA will pay for another outside tournament for that team.

ii. **Basketball**

1. Registration/Sign-Up: This will occur in May of the prior school year (Example: To be signed up to play in Fall of 2023, you need to register in May of 2022). No team shall have more than 13 players (maximum). If the number of players signing up exceeds 13, the basketball coordinator can determine if the numbers support having two teams for that particular grade.
2. Evaluation: This will occur the first week of basketball season. The evaluations will be led by the basketball coordinator or Athletic Director along with the help of "neutral" volunteers with a background in the sport of basketball. The evaluators will fill out a rating sheet for each player.
3. Playing Time:
 - a. Equal play: Playing time for 5th and 6th-grade players is set at 50%. Coaches should strive to play their players as close to 50% of each match as they possibly can.
 - i. The 50% threshold represents the total season, not each individual game.
 - b. Fair Play: Playing time for 7th and 8th grader players is set at 25%. Coaches should strive to play their players an **equivalent of one game of each three-game match**, as can reasonably be done
 - c. Tournaments: Playing time, regardless of grade, is set at 25%.
 - d. A good faith effort must be made to adhere to the cumulative equitable playing policy.
4. Specific Regulations:
 - a. There must be a minimum of four practice sessions on separate days before the opening of the season.

- b. 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.
 - c. Fifth and sixth-grade teams can be scheduled for a maximum of two practices per week, each practice cannot be longer than 1 ½ hour in duration. 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.
 - d. Teams are limited to playing in only one league during the season.
 - e. Fifth and sixth-grade teams may play a maximum of 12 games during the season – exclusive of tournament participation. Seventh and eighth-grade teams may play a maximum of 14 games during the season – exclusive of tournament participation.
 - f. Teams may participate in pre-season, mid-season, and post-season tournaments subject to the following limitations:
 - i. 5th and 6th-grade teams: Limited to participation in three tournaments, including the St. Leonard tournament.
 - ii. 7th and 8th-grade teams: Limited to participation in four tournaments, including the St. Leonard tournament.
 - iii. 8th-grade teams may be invited to the Padre Serra Archdiocese Invitational Tournaments, in addition to the tournaments above.
 - g. A team may not play more than two games in one day; a minimum of two hours of rest must be provided between games.
5. Tournaments: The St. Leonard Athletic Association (SLAA) will pay for two tournaments plus waive the St. Leonard tournament fee for 5th - 8th-grade basketball teams. If St. Leonard does not have a tournament for a team, then the SLAA will pay for the third

tournament for that team. 7th and 8th-grade teams can play in a fourth tournament, the team (coach or parents) will have to pay the registration fee for the tournament. All tournament fees will be covered up to 125% of the fee charged by St. Leonard tournaments of the same sport. The registration fee for teams invited to the Padre Serra tournament will be paid by the SLAA.

iii. **Track**

1. Registration/Sign-Up: This will occur in early February of the Applicable year. (Example: To be signed up to participate in Spring of 2022, you need to register in February of 2022). Track is for 5th through 8th graders. Track is a co-ed sport.
2. Evaluation: Track will not have team splits or evaluations.
3. Playing Time: All participants on the track team will be involved in one or more events each track meet.
4. Specific Regulations:
 - a. There shall be at least four individual practice sessions on separate days before the first regularly scheduled meet.
 - b. There must be at least three practice sessions on separate days before the first practice meets with no more than one practice meet allowed before the first scheduled inter-school meet.
 - c. Teams may be scheduled for a maximum of two practices per week, each being no more than two hours in length.
 - d. No team may be scheduled for more than 10 meets.
5. Meets: The SLAA will pay the meet registration fee for all track meets.

e. **Miscellaneous**

- i. The SLAA follows the sports league policy of equal team splits of A & B team splits.

- ii. Evaluations will be used to determine the abilities and skills of Participants. Each Participant will be scored by three (3) evaluators during the evaluation.
- iii. Coaches will select players for “equal teams”, equalizing the talent on each team using a draft.
- iv. There will be provisions to place members of the same family on the same team.
- v. Assistant Coaches will be assigned after the selection of Participants
- vi. Any Participants that do not attend an evaluation will not be eligible for selection to the “A” team
- vii. Selection of the A & B teams will be made annually, prior to the beginning of each new season. Team assignments will be determined by evaluations and past performance.
- viii. A panel consisting of potential coaches, the specific sport coordinator, SLAA Athletic Director, and independent evaluators will evaluate all players.

XIV. Fundraisers

- a. Will be commenced at the discretion and subject to the approval of the SLAA board.

XV. Awards & Recognition

- a. Will be left to the discretion and subject to the approval of the SLAA board.
- b. Father Neuen’s Award and Girl’s Excellency Award (Given at 8th-grade Graduation)
 - i. These awards are sponsored by the SLAA and are given to honor a male and a female day school student who best demonstrate the qualities of what the awards are to represent. The criteria of the awards are as follows:
 - 1. Christian attitude
 - 2. Good sportsmanship

- 3. Academic effort
 - 4. Athletic effort
 - 5. Community service
 - 6. Service of the Church
- ii. In the event of a tie in the voting, and the voting panel cannot elect a single recipient, more than one award may be given.
- c. Eighth (8th) Grade Recognition Ceremony
 - i. The annual 8th-grade Recognition Ceremony will be held before the end of the applicable school year to recognize the 8th-grade participants, their coaches, and their parents for their time and participation in St. Leonard's Volleyball and Basketball programs.
 - d. Track Ceremony
 - i. The SLAA will recognize all of the track athletes at the end of season practice. This will only be for track athletes and their parents.

XVI. Facilities and Closures

- a. The SLAA policy on gym closure is as follows:
 - i. If the St. Leonard's Day School is closed because of inclement weather the Athletic Director and the Pastor will review conditions and decide to allow practices and/or tournament games by 1 PM.
 - ii. If Religious Education evening classes are canceled because of inclement weather (to include snow, rain, or cold temperatures) the gym will not be open for practices that night.
 - iii. If Religious Education Sunday classes are canceled because of inclement weather (to include snow, rain, or cold temperatures) the decision to cancel league games will be the responsibility of the league. The decision to cancel tournament games scheduled for that day will be based on the review of current and predicted weather conditions by the Athletic Director and the Parish Pastor.

- iv. Any closings of activities in the Gym will be posted to local TV and Radio stations' list of closings.
- v. In the event of tournament cancellations, the Tournament Director will be responsible for contacting the teams participating in the tournament.
- vi. Parents are ultimately responsible for their children, if a child misses a practice because the parent feels that conditions may be unsafe, that child will not be penalized playing time. As always, the coach should be contacted if a player is a missing practice.

XVII. Concussion Policy:

- a. The SLAA follows the Archdiocese of Milwaukee's policy on concussions⁴.

XVIII. Jurisdiction & Governing Policy

- a. All St. Leonard Parish athletic teams will abide by current regulations of the Milwaukee Archdiocese in regard to starting of the season, length of season, number of games played, league involvement, and tournament participation. All teams will also follow any specific league or parish regulations not covered by Archdiocesan policy.

XIX. References and Links

- a. St. Leonard Athletic Website = (Registration Forms can be found under each respective sport)
 - i. <http://athletics.stleonards.org>
- b. St. Leonard Athletic Forms
 - i. http://athletics.stleonards.org/index.php?option=com_content&view=article&id=18&Itemid=33
- c. Milwaukee Archdiocese Policies and Regulations for Athletics
 - i. <http://www.archmil.org/CentersofExcellence/DOCsPDFs/AthleticPolicy-Man-08192011-JM.pdf>
- d. Milwaukee Archdiocese Athletic Forms =

⁴ Archdiocese of Milwaukee; Policies and Regulations for Athletics – Concussions:
<https://www.archmil.org/Resources-2.0/Concussion-Resources-and-Forms.htm>

- i. <http://www.archmil.org/CentersofExcellence/DOCsPDFs/Athletics/AthleticForms-frms-091502011-j.pdf>
- e. Milwaukee Archdiocese Concussion Fact Sheet for Athletes
 - i. <http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/ConcussionAthletesFactSheet.pdf>
- f. Milwaukee Archdiocese Concussion Fact Sheet for Coaches
 - i. <http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/ConcussionCoachesFactsheet.pdf>
- g. Milwaukee Archdiocese Concussion Acknowledgement Form (Parent & Athlete)
 - i. <http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/ParentandAthleteConcussionAckn.pdf>
- h. Milwaukee Archdiocese Concussion Acknowledgement Form (Coaches)
 - i. <http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/CoachesConcussionAcknowledgeme.pdf>
- i. Milwaukee Archdiocese Coaches Concussion Clipboard Info Sheet
 - i. <http://www.archmil.org/Resources/CoachesConcussionClipboardInfoSheet.htm>
- j. Milwaukee Archdiocese Coaches' Concussion Video
 - i. <http://www.archmil.org/Resources/Coaches-Concussion-Video.htm>
- k. Parkview Parochial Volleyball League Website:
 - i. <http://www.parkviewparochial.org/vb-2/>
- l. Parkview Parochial Basketball League Website:
 - i. <https://parkviewparochial.org/basketball/>
- m. Metro Volleyball Website:

- i. <http://metrovbconference.org/>
- n. CYM Basketball of Milwaukee Website:
 - i. <http://www.cymsports.com/>
- o. CYM Volleyball of Southeastern Wisconsin Website:
 - i. <http://www.cymvolleyball.com/>

APPENDIX A

St. Leonard Athletic Association Constitution

Article I

Name: The name of the organization will be the St. Leonard Athletic Association – Muskego, Wisconsin

Article II

Mission: The mission of the St. Leonard Athletic Association (SLAA) is to provide a comprehensive athletic program in affiliation with the Parkview Parochial League and the Metro Volleyball Conference for boys and girls attending St. Leonard day school and Religious Education. Programs will be designed to introduce and assist students in competitive sports; to develop a Christian attitude toward competition and teamwork; to teach sportsmanship and sportsmanlike conduct, and to teach the students to play to the best of their abilities by working and playing hard in a Christian atmosphere. The Association will also periodically review the athletic needs of St. Leonard Parish.

Article III

Membership: The St. Leonard Athletic Association Committee shall be composed of up to 21 elected members. Each member will have one vote, with the exception of the Athletic Director, whose vote will be cast in the event of a tie. The Pastor (or a representative from the Parish Council) and Principal will serve in an advisory capacity with voting rights.

Article IV

Member Nomination:

Section 1: Nomination will be accepted by any Athletic Association Committee member from any parish who is a member or whose spouse is a member of the St. Leonard Parish and has attained the age of 18.

Section 2: In order to provide continuity, a member will serve at least a three (3) year term and may elect to extend their term for additional years. The goal is to have no more than 40% of board members leaving at the end of any one term.

Terms typically end the last weekend of June, which coincides with the end of the Parish and Athletic Programs' fiscal year.

Section 3: In the event that a vacancy occurs during the course of the year for any reason, the elected officers may appoint a replacement member for the duration of that vacant office term.

Section 4: Any member may resign by filing a written request with the Secretary of the Committee.

Section 5: Three (3) unexcused absences within the Athletic Association calendar year will be considered grounds for immediate removal from the Committee. Five (5) excused absences within the calendar year will be ground for review of continued membership on the Committee. Missing the July and December meetings will not be considered an unexcused or an excused absence.

Section 6: At any regular or special meeting of the Committee, any one or more members of the Committee may be removed for cause by a vote of two-thirds of the entire Committee provided that any member whose removal has been proposed shall have been allowed to be heard at said meeting.

Article V

Officers: The Officers of the Committee shall consist of the following:

Section 1: Athletic Director

The Athletic Director shall:

1. Preside over each meeting
2. Oversee all activities of the Athletic Association/Committee
3. Appoint special committees and committee members as needed to carry out the duties of the Association/Committee
4. Be a liaison for conference membership and shall attend said meetings
5. Act as, or appoint, liaisons within any Parish committees, the St. Leonard day school, and Christian Formation programs.
6. Stay on the Board in an advisory capacity for the first (1st) semester of the following year after his/her office has expired.

Section 2: Assistant Athletic Director

The Assistant Athletic Director shall:

1. Assume the duties of the Athletic Director during the absence of the Athletic Director.
2. Take on the responsibility of acting as supervisor of coordinators.
3. Assist the Athletic Director in overseeing all activities of the Athletic Association.
4. Coordinate association activities including Committee meetings and parent meetings.

Section 3: Secretary

The Secretary shall:

1. Record the minutes of all meetings and be the custodian of all Association records, except financial,
2. Provide a copy of minutes and agendas to all members of the Committee and to the PSC secretary
3. Maintain a list of all Association members, parents, and children participating in the program,
4. Print the constitution, if necessary, to include by-laws passed during the year.
5. Create the concessions schedule and submit it to the coaches for distribution to the parents
6. Create the gym supervisor schedule and submit it to the SLAA board for volunteers.
7. Maintain a database of the number of athletes participating in volleyball, basketball, track, CYM volleyball, and CYM basketball every year.

Section 4: Treasurer

The Treasurer shall:

1. Maintain a monthly financial record of the association,
2. Provide a report to all members at all meetings,
3. Prepare an annual budget to be presented to the SLAA Board and the Parish Finance Committee

Article VI

Election of Officers

- Section 1: Nominations for each office shall be presented by the Athletic Director or a nomination committee at the Regular May meeting. Consent of the candidates must be received before their names can be presented for election. If there are no vacancies and no nominations for an officer position, the existing officers shall remain in place for the subsequent year and the remaining sections of Article VI need not apply.
- Section 2 The Athletic Director shall be a member of the previous Committee and must be voted on first.
- Section 3: Officers will be elected at the regular June meeting and shall be voted on by the current Committee. Written proxy votes will be accepted if given to the Secretary prior to the start of the June meeting.
- Section 4: Vote may be a written ballot, proxy vote received by the Secretary, or voice vote.
- Section 5: Installation of the new officers shall take place at the July meeting.

Article VII

Meetings

- Section 1: Meetings will be held once each month.
- Section 2 Meetings will be placed on the parish calendar and will be open to all parish members.
- Section 3: Any officer may call a special meeting at any time. The secretary will contact all Committee members, informing them of the special meeting.
- Section 4: A minimum of 66% of current Board members must be present in order to conduct any business.
- Section 5 All Committee members will be contacted via email regarding

any scheduled or special meetings.

Article VIII

Special Committees: Special Committees, either temporary or standing, shall be established for the purpose of carrying out the needs of the Athletic Association.

Section 1 Special Committee members shall be determined by the Athletic Director and/or the Athletic Committee

Section 2: Special Committee members must be members of St. Leonard Parish.

Article IX

Amendments

Section 1: The Constitution shall be amended by a two-thirds vote of the entire Athletic Committee.

Section 2: A member who is unable to attend the meeting at which a vote is to take place may submit to the secretary a written proxy vote before the meeting.

Article X

Authorities

Section 1: All activities and programs are subject to the approval of the Pastor.

Section 2: All dates and times of activities, programs, practices, games, etc., must be approved by the Pastor.

Section 3: Any fundraising efforts must be approved by the Parish Council and the Finance Committee in accordance with Parish Policy.

APPENDIX B

St. Leonard Athletic Association Standing Positions

1) Basketball Coordinator

- a) Assure policy implementation of the basketball program in accordance with Archdiocesan regulations.
- b) Provide orientation to parents prior to the start of each basketball season. The purpose of this orientation is to set clear expectations and establish an understanding of the Christian principles, rules, and policies upon which this program is founded.
- c) Recruit, orient, and supervise coaches. Make coaching recommendations to the SLAA Board during the October board meeting. The SLAA Board has the final say on who is selected to coach. Notify coaches of their selection or non-selection. Train coaches in the setup and takes down/storage of all athletic equipment needed for the sport.
- d) Serve as the second step in the grievance procedure in athletic disputes concerning the basketball program. If the problem cannot be solved, the coordinator is to present it to the Athletic Director.
- e) Organize the evaluation process for the equitable formation of teams. This includes finding impartial evaluators, developing evaluation criteria and drills, creating forms and documents for the evaluation process, and overseeing the player/team selection process with coaches and the Athletic Director.
- f) Attend all league basketball meetings.
- g) Plan, organize, and execute meetings as needed, including Basketball Committee meetings, parent meetings, and coaches meetings.
- h) Be an authoritative presence at all basketball games at St. Leonard's gym, or appoint designate.
- i) Ensure coaches, parents, and athletes sign their respective Sportsmanship Pledge. Also, ensure all athletes and parents read and sign the Concussion Policy. Ensure all forms and documents are on file and a copy is with each coach to include roster, sports registration form, and any other form needed.
- j) Develop practice schedule and is the point of contact for all practice changes during the basketball season to include the holiday break and the end of the season.
- k) Works with sister parishes to include them in our program. This also includes working with sister parishes to determine gym time at their facilities, potential coaches, and any other item that involves the basketball program at St. Leonard.

2) Concession Coordinator

- a) Purchases all food and beverages sold at league and tournament dates at our gym.
- b) Keeps accurate inventory of above.
- c) Instructs designated volunteers on the use and care of equipment and procedures used in setup for league and tournament activities.

- d) Ensures prices are correct and updated on the board and concessions listing.
- e) Ensures processes for making the food items are updated and correct.

3) **CYM Athletics Coordinator**

- a) Assure policy implementation of the CYM Basketball and Volleyball program in accordance with Archdiocesan regulations.
- b) Provide orientation to parents prior to the start of each sport season. The purpose of this orientation is to set clear expectations and establish an understanding of the Christian principles, rules, and policies upon which this program is founded.
- c) Recruit, orient, and supervise coaches. Make coaching recommendations to the SLAA Board. The SLAA has the final say on who is selected to coach. Notify coaches of their selection or non-selection. Train coaches in the setup and tears down/storage of all athletic equipment needed for the sport.
- d) Serve as the second step in the grievance procedure in athletic disputes concerning the CYM program. If the problem cannot be solved, the coordinator is to present it to the Athletic Director.
- e) Attend all CYM league basketball and volleyball meetings.
- f) Plan, organize, and execute meetings as needed, including CYM Committee meetings, parent meetings, and coaches meetings.
- g) Be an authoritative presence at all CYM events, or appoint designate.
- h) Ensure coaches, parents, and athletes sign their respective Sportsmanship Pledge. Also, ensures all athletes and parents read and sign the Concussion Policy. Ensures all forms and documents are on file and a copy is with each coach to include roster, sport registration form, and any other form needed.
- i) Develop practice schedule and is the point of contact for all practice changes during the CYM basketball and volleyball season and the end of the CYM basketball season.
- j) 10. Work with sister parishes to include them in our program. This also includes working with sister parishes to determine gym time at their facilities, potential coaches, and any other item that involves the CYM program at St. Leonard.

4) **Equipment Coordinator**

- a) Responsible for all equipment, including distribution, purchasing, repair, cleaning, and storing.
- b) Responsible for all uniforms, including distribution, purchasing, repair, cleaning, and storing.
- c) Only the Equipment Manager can make purchases (up to \$500) of equipment, uniforms, and/or parts, without the permission of the Athletic Director.
- d) Must assess needs and communicate needs to the SLAA Board and Athletic Director. This includes equipment, uniforms, and/or parts.
- e) Responsible to inventory all equipment and uniforms.
- f) Responsible to distribute equipment at the beginning of each season's start and collect

the equipment at the season's end.

5) Scorekeeping Coordinator

- a) Responsible for recruiting potential scorekeepers before the start of each sport season.
- b) Responsible for training scorekeepers before the start, or at the start, of each sport season.
- c) Develops scorekeeping schedule before the start of each sport season and document with scorekeeper contact information, pay rate, and other pertinent information.
- d) Supervises and evaluates all gym scorekeepers throughout each season.

6) Track Coordinator

- a) Assure policy implementation of the track program in accordance with Archdiocesan regulations.
- b) Provide orientation to parents prior to the start of each track season. The purpose of this orientation is to set clear expectations and establish an understanding of the Christian principles, rules, and policies upon which this program is founded.
- c) Recruit, orient, and supervise coaches. Make coaching recommendations to the SLAA Board during the February board meeting. The SLAA has the final say on who is selected to coach.
- d) Notify coaches of their selection or non-selection. Train coaches in the setup and tears down/storage of all athletic equipment needed for the sport.
- e) Serve as the second step in the grievance procedure in athletic disputes concerning the track program. If the problem cannot be solved, the coordinator is to present it to the Athletic Director.
- f) Attend all league and/or meet track meetings.
- g) Plan, organize, and execute meetings as needed, to include Track Committee meetings, parent meetings, and coaches meetings.
- h) Be an authoritative presence at all track meets, or appoint designate.
- i) Ensure coaches, parents, and athletes sign their respective Sportsmanship Pledge. Also, ensures all athletes and parents read and sign the Concussion Policy. Ensures all forms and documents are on file and a copy is with each coach to include roster, sport registration form, and any other form needed.
- j) Develop practice schedule with the coach and is the point of contact for all practice changes during the track season and the end of the season.
- k) Work with sister parishes to include them in our program. This also includes working with sister parishes to determine gym time at their facilities, potential coaches, and any other item that involves the track program at St. Leonard.

7) Soccer & Futsal Coordinator

- a) Assure policy implementation of the Soccer and Futsal programs in accordance with Archdiocesan regulations.

- b) Provide orientation to parents prior to the start of each Soccer and Futsal season. The purpose of this orientation is to set clear expectations and establish an understanding of the Christian principles, rules, and policies upon which this program is founded.
- c) Recruit, orient, and supervise coaches. Make coaching recommendations to the SLAA Board during the October board meeting. The SLAA Board has the final say on who is selected to coach. Notify coaches of their selection or non-selection. Train coaches in the setup and takes down/storage of all athletic equipment needed for the sport.
- d) Serve as the second step in the grievance procedure in athletic disputes concerning the basketball program. If the problem cannot be solved, the coordinator is to present it to the Athletic Director.
- e) Organize the evaluation process for the equitable formation of teams. This includes finding impartial evaluators, developing evaluation criteria and drills, creating forms and documents for the evaluation process, and overseeing the player/team selection process with coaches and the Athletic Director.
- f) Attend all league Soccer and Futsal meetings.
- g) Plan, organize, and execute meetings as needed, to include Soccer and Futsal Committee meetings, parent meetings, and coaches meetings.
- h) Be an authoritative presence at all basketball games at St. Leonard's gym, or appoint designate.
- i) Ensure coaches, parents, and athletes sign their respective Sportsmanship Pledge. Also, ensure all athletes and parents read and sign the Concussion Policy. Ensure all forms and documents are on file and a copy is with each coach to include roster, sport registration form, and any other form needed.
- j) Develop practice schedule and is the point of contact for all practice changes during the Soccer and Futsal season to include the holiday break and the end of the season.
- k) Works with sister parishes to include them in our program. This also includes working with sister parishes to determine gym time at their facilities, potential coaches, and any other item that involves the basketball program at St. Leonard.

8) **Volleyball Coordinator**

- a) Assure policy implementation of the volleyball program in accordance with Archdiocesan regulations.
- b) Provide orientation to parents prior to the start of each volleyball season. The purpose of this orientation is to set clear expectations and establish an understanding of the Christian principles, rules, and policies upon which this program is founded.
- c) Recruit, orient, and supervise coaches. Make coaching recommendations to the SLAA Board during the July board meeting. The SLAA has the final say on who is selected to coach. Notify coaches of their selection or non-selection. Train coaches in the setup and tears down/storage of all athletic equipment needed for the sport.
- d) Serve as the second step in the grievance procedure in athletic disputes concerning the volleyball program. If the problem cannot be solved, the coordinator is to present it to the Athletic Director.

- e) Organize the evaluation process for the equitable formation of teams. This includes finding impartial evaluators, developing evaluation criteria and drills, creating forms and documents for the evaluation process, and overseeing the player/team selection process with coaches and the Athletic Director.
- f) Attend all league volleyball meetings.
- g) Plan, organize, and execute meetings as needed, including Volleyball Committee meetings, parent meetings, and coaches meetings.
- h) Be an authoritative presence at all volleyball games at St. Leonard's gym, or appoint designate.
- i) Ensure coaches, parents, and athletes sign their respective Sportsmanship Pledge. Also, ensures all athletes and parents read and sign the Concussion Policy. Ensures all forms and documents are on file and a copy is with each coach to include roster, sport registration form, and any other form needed.
- j) Develop practice schedule and is the point of contact for all practice changes during the volleyball season and the end of the season.
- k) Work with sister parishes to include them in our program. This also includes working with sister parishes to determine gym time at their facilities, potential coaches, and any other item that involves the volleyball program at St. Leonard.

9) Tournament Coordinator

- a) Plan tournament schedule before each sport season.
- b) Send tournament flyers to respective Sport Websites to post on their website. This includes Parkview Parochial, Metro, and Sport Scene.
- c) Communicate with schools and coaches for entrance into St. Leonard tournaments.
- d) Develop tournaments schedules for each tournament. Communicate with coaches to ensure the least amount of possible conflicts. Print tournament schedules/and distribute brackets to all coaches/teams entered, maintain schedules, and publicize brackets.
- e) Provide consistent, physical presence at the tournaments, or appoint designate.
- f) Evaluate tournament results and provide information to the SLAA.