

**St. Leonard
Athletic Association
Handbook**



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St. Leonard Athletic Association (SLAA) Handbook

Mission Statement

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.

Objectives of the SLAA

1. Offer a positive Christian learning experience.
2. Emphasize Christian values, sportsmanship, teamwork, fitness, school spirit, leadership, perseverance, and respect for authority.
3. Provide every individual participant the ability to learn, grow, and develop skills and knowledge.
4. Encourage coaches, parents, and athletes to keep winning in perspective and to provide each child with opportunities to develop a positive self-image.
5. Raise funds to support the St. Leonard Athletic Program.

Player Eligibility

1. Registered Parish youth who are presently enrolled in the St. Leonard School or are actively participating in the St. Leonard Religious Education program will be eligible to participate in all athletic programs regardless of sex or skill.
 - a. Attendance of 80% or higher for Religious Education sessions is required to maintain athletic eligibility.
 - b. Failure to complete the entire year of Religious Education classes will result in ineligibility for the next year's participation. A student-athlete must complete **ALL** required course work and obligations.
 - c. Failure to comply with Religious Education eligibility requirements will result in the child being prohibited from participating in any St. Leonard athletic program functions, including games, practices, tournaments or meets, until all religious education eligibility requirements are met.
2. A **physical examination** is required prior to participation. No student may participate in any phase of a school/parish sponsored interscholastic athletic program without a physical examination by a licensed physician every two years. **A physician exam taken April 1st and thereafter is valid for the following two years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year. (Archdiocese of Milwaukee, Policies and Regulations for Athletics, General Regulation #16).** The physical examination form must be signed by the student-athlete's physician and on file with the SLAA prior to participation, this includes practices and games. (Form is on the Athletics website)

3. A student who participates in a parish or school (either parochial, private or public) interscholastic athletic program is ineligible to participate in the interscholastic athletic program of another parish/school for one (1) calendar year from the date of registration with the new parish unless there is a change in the primary place of residence of that student's parents or guardian. A student participates in an interscholastic program when he or she plays, practices, tries out or submits written permission to compete.

During the one (1) year period of ineligibility, the student must attend the new parish school or religious education classes. A waiver of this rule may be granted if it is clearly demonstrated that a transfer was not athletically motivated. Archdiocese of Milwaukee Form 6145.2(j) shall be used to request a waiver.

4. Eligibility will be subject to regulations set forth by the Archdiocese of Milwaukee in addition to those stated in this document.
5. For players to be eligible to play on an "A" team in the 8th grade, **they must have participated in the previous 7th grade season.** Consideration will not be given to the player unless he/she is a new student at the school or new member of the parish. This rule goes into effect for the 2012-13 athletic season
6. Payment of a **non-refundable registration fee** is required. The registration fee (specific by sport) is established annually by the SLAA. Registration fees are non-refundable, as decisions regarding the number of teams St. Leonard's commits to either the Parkview Parochial or the Metro leagues are made based on how many players sign-up for each sport. If St. Leonard's Athletics is forced to reduce the number of teams due to athlete attrition, the league(s) financially sanction(s) St. Leonard Athletics. Exceptions must be submitted, in writing, to the Athletic Director for consideration.
7. A **deposit fee of \$100** will also be required at time of student-athlete registration for each sport. The deposit fee check will be shredded if items 7a through 7c are completed. If you want your check returned you will need to supply a self-addressed stamped envelope for your check to be returned.
 - a. **Player plays the whole season**
 - b. **Parents complete all scheduled concession duty**
 - c. **Uniforms are returned in a timely manner, clean, and in good condition.**
8. Completed forms & full payment are due by the designated registration closing date for each sport to the SLAA or the Athletic Director. **Late registrations are only accepted if space permits and are subject to a \$75 late fee (no exceptions).**
9. A student-athlete may participate with a non-archdiocesan team in the same sport during the season provided that the student's **priority commitment is with the parish/school team**, and the student maintains the eligibility requirements established by the school administration of their respective schools. **To monitor this rule, any player who participates in an outside program must inform the sport coordinator and his/her coach. The St. Leonard Priority Rule will apply in these types of cases. This rule can be found following the Team Formation area below.**
10. All student-athletes must have a parental permission slip (part of registration form) on file with the SLAA Board before they are allowed to participate in any athletic activity. The form gives permission to have qualified medical personnel treat the student-athlete in the event of an accident or injury during an event when the parent cannot be notified. By signing this form the parent releases the coach, school, and the Archdiocese of Milwaukee from any and all legal responsibility should an injury occur to the student-athlete during any athletic participation.

Player Responsibilities

1. An athlete must fulfill academic and attendance requirements as set forth by their grade school and/or Religious Education program. Requirements applicable to St. Leonard student-athletes are also required of all public school participants in the St. Leonard Athletic program.
2. An athlete must conduct themselves in a Christian manner toward coaches, teammates, officials, opponents, parents, and all property encountered in the course of their season. "Trash talk" and taunting by athletes will not be tolerated, and documented instances will result in suspension from the program, pending review by the SLAA.
3. An athlete must demonstrate a commitment to his/her particular team.
4. An athlete must comply with the rules, regulations, and policies set forth by the coach (attitude, attendance, performance, and conduct), Athletic Association, Parish, and archdiocese.
5. Players must attend all practices, scrimmages, games, and tournaments unless excused by the coach for what the coach deems to be a legitimate reason. The coach must be notified of any absences for whatever reason. **Unexcused absences may affect playing time.**
6. All uniforms and equipment must be returned clean and in good condition at the end of each sport season. Failure to return a uniform in good repair at the end of the season may result in disciplinary action and loss of eligibility for any other sport until damaged equipment or uniform is replaced. **(The above mentioned deposit fee will be used to pay for the uniform replacement)**
7. Players are responsible for all parts of their uniform and any equipment issued to them. They are to wear their entire uniform to all games and wash it afterwards. Athletes are **NOT** allowed to wear team uniforms as a part of spirit days and/or dress own days.

Parent Responsibilities

1. Parents are expected to promote, and demonstrate, Christian behavior at all athletic functions. Parents should cheer for their team, but do not abuse opponents, coaches, other parents, or referees. Parents are encouraged to attend games.
2. It is the parent's responsibility to register their children for a particular sport during the required registration period, and/or as new athletic registrants join the program.
3. Parents are responsible for physical examinations for their children.
4. Parents are also responsible for all forms being turned in on time. These forms include the Concussion form, Parent Sportsmanship Pledge, and any other forms.
5. Parents are responsible for all insured transportation to and from athletic functions. Drop off players at practices and games at times designated by coaches and pick up players promptly after practice and games. If parents have made alternate transportation plans they are expected to inform the coach.
6. At least one parent is required to work concessions for each of the teams that their children are involved with. Failure to work your required concession duty may result in less playing time or suspension of your child from the next game.
7. It is strongly recommended that any parent with a particular complaint or concern regarding their child's athletic participation should initiate the following **Grievance Procedure**:
 - a. **Speak to the head coach.**
 - b. **If not resolved, speak to the coordinator of the involved sport.**
 - c. **If not resolved, speak to the athletic director who will make the final decision, by poll of the Athletic Association, if necessary.**
8. At least one parent **MUST** attend all parent meetings.

9. Parents are urged to ensure that the St. Leonard athletic program will be their top priority when other non-parish sports teams are scheduled at the same time.
10. If your child is sick, please keep them at home for any practices or games.
11. Failure to comply with any of the above may result in the suspension or removal of a child from the program.

Coach Responsibilities

1. Head coach must be at least **21** years of age.
2. Assistant coaches must be at least 18 years of age.
3. Coaches do not need to be the parent of an athlete.
4. Coaches are **REQUIRED** to complete SEE training.
5. Head coach must demonstrate some knowledge or experience in the sport to be coached.
6. Head coaches must carry to all practices and games emergency medical, liability, and any other forms required by the SLAA.
7. Head coach must be capable of organizing and running all practices, and be in charge of their teams at all games.
8. **At least one coach or other adult, 21 years or older, must be present at every practice.**
9. During practice, the head coach is responsible for properly opening and closing the school and gym, and is responsible for all equipment used.
10. A coach must stay at the practice site until all athletes are picked up.
11. Head coach is responsible for concession assignments and duties on designated game days.
12. Any given athletic team can only have two coaches on the bench at any given time in an instructional capacity. In addition, one statistician will be allowed on the bench for record keeping. This applies to games and scrimmages, and is recommended for practices.
13. Any individual can only coach one team, in one sport, in one season, in a head coaching capacity. That person can then only coach in an assistant's capacity on one other team. Any multiple coaching positions in the same sport's season must have league games on different days.
14. Head coach **MUST** attend any meeting called by the Sport Coordinator or the Athletic Director, if requested.
15. Coaches **MUST** conduct themselves in a Christian manner at all games, meetings, and practices as representatives of St. Leonard Parish, and as outlined in Archdiocese general regulation 6145.2, No. 17. Coaches failing to comply with this by-law will be subject to review and possible disciplinary action by the SLAA.
16. To provide continuity on a team, if the head coach vacates his or her coaching duties, the assistant coach may assume the duties of head coach, upon SLAA approval. If the assistant is unable to assume those duties, the application process will be instituted.
17. Coaches will hold a pre-season meeting with parents of all student-athletes to familiarize the parents with the coach's practice and game schedules, player conduct expectations and other related topics. Parents will be advised of their responsibilities in regard to volunteer time and concession duty during assigned league and tournament times.
18. Coaches will keep attendance records for all practices, scrimmages, games, and tournaments and will be responsible for records dealing with disciplinary actions.
19. In the case of temporary suspension of playing rights, the coach will personally communicate with the parent and communicate circumstances of the disciplinary action to the Sport Coordinator as soon as possible.
20. Coaches are responsible for arranging their own tournaments.

21. Coaches serve as the first step in grievance procedure concerning his/her team.
22. Coaches are also responsible for returning their teams uniforms within 2 weeks after the end of the season.

Coach Selection Process

1. Individual adults interested in coaching should fill out the coaching interest section of the registration form during the sport registration period. Adult is defined as 21 or over. Individuals may also let an SLAA Board member know of their interest in coaching. Coaching forms can be found on the St. Leonard Athletics website.
2. The Sport Coordinator will review the registration forms for coaching interest and make a list of all individuals interested in coaching. The Sport Coordinator will contact each person to get a written letter detailing the individuals coaching experiences, reasons for wanting to coach, and their philosophies on coaching.
3. The potential candidates, and their letters, will then be discussed by the Sports Committee for that sport. Coaching surveys from the previous year will also be looked at and weigh on the decision on who to select for coach. The Sports Committee will select their choice for each open coaching position.
4. The above coaching choices will then be brought before the SLAA Board at the next monthly meeting, discussed and voted on.
5. For 7th and 8th grade teams, the selection of the "A" team and "B" team coach **will be determined immediately after the evaluation** of that grade and team. These coaches will be present during the evaluation process to evaluate the players.
6. Player/Parent satisfaction surveys are reviewed upon completion of each sports season and shared anonymously with the coaches. Coaches complete a season summary and inform the SLAA of their interest in returning the following year.

St. Leonard Sports Programs

St. Leonard's follows the sport seasons as defined by the Archdiocese of Milwaukee. The dates, for the beginning and end of each sport season, change slightly each year. (in Arch Handbook)

Volleyball	Season runs from August 15 through November 7 (approximately) Registration is in early May of the preceding school year
Basketball	Season runs from November 8 through March 15 (approximately) Registration is in early September
Track	Season runs from March 20 through End of School Year Registration is in early February

Currently, girls' volleyball and basketball teams and boys' basketball teams play in the Parkview Parochial League and boys' volleyball teams play in the Metro League.

Athletic Registration (Ways registration information will be communicated)

1. The school newsletter for day school students.
2. The Religious Education liaison for Religious Education students.
3. The Parish Bulletin.
4. Direct mail.
5. Announcement at the Athletic Awards Banquet.
6. Email notice sent to past participants and current athletes.
7. Posted on the St. Leonard's parish website at <http://athletics.stleonards.org>

Athletic Fees

1. The St. Leonard Athletic Association will set registration and deposit fees.
2. The track registration fee includes a track T-shirt.

Team Split Process

Participation: All students wishing to participate will be accepted on teams. There will be no tryouts. Evaluations will take place to assess the abilities of players for the purpose of dividing teams. There will be no cuts except for disciplinary reasons.

Team Size Guidelines: The following are guidelines to be used as a baseline for the establishment of St. Leonard team sizes. **The team size guidelines may be subject to the discretion of the SLAA in establishing team splits.**

1. Whenever the minimum player requirement cannot be met, players may be placed on teams at the next highest grade level.
2. Basketball: Grades 5 – 8 = 2 team split @ 14-20 players.
Grades 5 – 8 = 3 team split @ 21 players and above
3. Volleyball: Grades 5 – 8 = 2 team split @ 14-20 players
Grades 5 – 8 = 3 team split @ 21 players and above
4. The availability of coaches will also be a factor when determining the final number of teams. Additional teams will not be formed if coaches are not available.

Guidelines for dividing teams:

The SLAA has developed over time, processes to split teams as evenly for 5th and 6th grade teams and as fairly for 7th and 8th grade teams. There is not a foolproof method to follow. The decisions that are made are for the good of the athletic program and student athletes overall. Support of these decisions by parents, coaches and others involved in the athletic program is important in setting a positive example for our student athletes.

The SLAA believes that for 5th and 6th grade athletes, stress should be put on the teaching of basic skills for that sport. For 7th and 8th grade athletes, stress is still on continuing to advance the skills, but it also includes an emphasis in a game like scrimmage.

The SLAA follows the sport league policy of equal splits for 5th and 6th grade teams, and “A” and “B” teams for 7th and 8th grade teams.

It is extremely important that ALL players are in attendance of their team evaluations. This includes the equal split evaluations for 5th and 6th grades and the A/B split for 7th and 8th grade teams.

1. 5th and 6th grade teams will be divided equally with respect to skills. Coaches will be present.
2. Evaluations will be used to determine the abilities and skills of players. Each player will be scored by three (3) evaluators during the evaluation. Coaches will select players for “equal teams”, equalizing the talent on each team using a draft. There will be provisions to place members of the same family on the same team. Assistant coaches will be assigned **after** the selection of players.
3. 7th and 8th grade teams will be divided into A/B teams. The potential coaches for the A/B teams are brought in to watch the evaluation.
4. 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. Each player will be scored by three (3) evaluators during the evaluation. A panel consisting of potential coaches, specific sport coordinator, athletic directors, and independent evaluators will evaluate all players. **After the evaluation process the head coach for the “A” team and the “B” team will be determined. 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 Athletic Director, will choose the remaining team members.** Players not selected for the “A” team will be placed on the “B” team roster(s). Assistant coaches will be selected after the selection of players.

St. Leonard Team Formation/Playing Time

Team selection shall be made according to the policy established for each sport.

Volleyball

Team Formation

Registration/Sign-Up for volleyball takes place in May of the preceding school year. (Example: To be signed up to play in fall of 2013, you need to register in May of 2013). 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.

Team Evaluations

Player Evaluations will take place during the first week of volleyball season. The evaluations will be led by the volleyball coordinator 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.

Playing Time

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.

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 they possibly can.

Specific Regulations for Volleyball

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

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.

Basketball

Team Formation

Registration/Sign-Up for basketball takes place in early September. 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.

Team Evaluations

Player Evaluations will take place during the first week of basketball season. The evaluations will be led by the basketball coordinator 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. Evaluations will focus on the main skills of passing, shooting, dribbling, and layups for 5th and 6th grade teams. Evaluations for 7th and 8th grade teams will focus on those skills plus an emphasis on scrimmaging to determine a player’s ability to play basketball.

Playing Time

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 game as they possibly can.

Fair Play – Playing time for 7th and 8th grader players is set at 25%. Coaches should strive to play their players as close to 25% of each game as they possibly can.

Specific Regulations for Basketball

1. There must be a minimum of four practice sessions on separate days before the opening of the season.
2. 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.
3. Fifth and sixth grade teams can be scheduled for a maximum of two practices per week, each practice cannot be longer than 1 ½ hours 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.
4. Teams are limited to playing in only one league during the season.
5. 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.
6. Teams may participate in pre-season, mid-season, and post-season tournaments subject to the following limitations:
 - a. 5th and 6th grade teams: Limited to participation in three tournaments, including the St. Leonard tournament.
 - b. 7th and 8th grade teams: Limited to participation in four tournaments, including the St. Leonard tournament.
 - c. 8th grade teams may be invited to the Padre Serra Archdiocese Invitational Tournaments, in addition to the tournaments above.
7. A team may not play more than two games in one day; a minimum of two hours of rest must be provided between games.

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 a 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.

Track

Team Formation

Registration/Sign-Up for track takes place in early February. Track is for 5th through 8th graders and it is a co-ed sport.

Team Splits/Evaluations

Track will not have team splits or evaluations.

Playing Time

All participants on the track team will be involved in one or more events each track meet.

Specific Regulations for Track

1. There shall be at least four individual practice sessions on separate days before the first regularly scheduled meet.
2. 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.
3. Teams may be scheduled for a maximum of 2 practices per week, each being no more than 2 hours in length.
4. No team may be scheduled for more than 10 meets.

The SLAA will pay the meet registration fee for all track meets.

St. Leonard Team Priority Policy – Volleyball and Basketball

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.

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 religious education in 8th grade. Appeals for 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.

The following are rules that the coach is expected to use to apply this policy:

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 in a weekend may result in a suspension for the next scheduled game only. 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.

Single Team Priority Policy – Volleyball/Basketball

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:

1. 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 extracurricular activity, he/she may be suspended for the next scheduled game.
2. 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 extracurricular activity, he/she may be suspended for the next scheduled game. Missing several games in a weekend may result in a suspension for the next scheduled game only. 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.

These policies will be enforced in a consistent manner for each team member taking into consideration the SLAA's Mission Statement and team splitting philosophy of focusing on competition, team standing and accomplishment.

Team Regulations

All St. Leonard Parish athletic teams will abide by current regulations of the Milwaukee Archdiocese in regard to start of 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.

Fund Raisers

1. Volleyball Tournaments
2. Basketball Tournaments
3. Tournament Books

Awards

1. Participation Awards
 - a. All first time athletic participants will receive the school letter award for participation in their first sport. This will be handed out at the annual sports banquet in the spring.
 - b. All 5th through 8th grade athletes will receive a sport pin for each sport participated in during the school year. This will be handed out at the annual sports banquet in the spring.
2. League Awards
 - a. Players playing on teams that finish 1st, 2nd, or 3rd in their respective leagues will receive a trophy for that sport at the annual awards banquet in the spring.
3. Father Neuen's Award and Girl's Excellency Award (Given at 8th grade Graduation)
 - a. 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 is as follows:
 - i. Christian attitude
 - ii. Good sportsmanship
 - iii. Academic effort
 - iv. Athletic effort
 - v. Community service
 - vi. Service of the Church
 - b. 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.

SLAA Annual Awards Banquet

The annual SLAA Awards Banquet will be held sometime in the spring after the basketball season has come to an end. The SLAA Awards Banquet is to recognize those athletes who participated in either the volleyball or basketball programs or both.

SLAA Annual 8th Grade Recognition Ceremony

The annual 8th grade Recognition Ceremony will be held in April to recognize the 8th grade athletes, their coaches and their parents for their time and participation in the St. Leonard's Athletic program.

SLAA End of Season Track Ceremony

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.

Bad Weather/School Closure/Gym Closure

The SLAA policy on gym closure is as follows:

If the St. Leonard's Day School is closed because of inclement weather (to include snow, rain, or cold temperatures) the Athletic Director and the Pastor will review conditions and make a decision to allow practices and/or tournament games by 1 PM.

If Religious Education evening classes are cancelled because of inclement weather (to include snow, rain, or cold temperatures) the gym will not be open for practices that night.

If Religious Education Sunday classes are cancelled 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 review of current and predicted weather conditions by the Athletic Director and the Parish Pastor.

Any closings of activities in the Gym will be posted to local TV and Radio stations list of closings.

In the event of tournament cancellations, the Tournament Director will be responsible for contacting the teams participating in the tournament.

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 missing practice.

Concussion Policy

The SLAA follows the Archdiocese of Milwaukee's policy on concussions. This can be found in the Archdiocese of Milwaukee, 2012-2013 Policies and Regulations for Athletics Manual, General Regulations, Number 18, page 7.

<http://www.archmil.org/CentersofExcellence/DOCsPDFs/AthleticPolicy-Man-08192011-JM.pdf>

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

Section 2: In addition, nominees will be solicited through 2 consecutive announcements in the parish Sunday bulletin prior to the April Committee meeting.

Section 3: Letters of intent from all nominees addressed to the Athletic Association Committee will be reviewed at a scheduled SLAA meeting. The person(s) requesting to join the SLAA will be discussed and a voice vote will be taken.

Section 4: In order to provide continuity, members should serve at least a two-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 Parish and the Athletic programs end of the fiscal year.

- Section 5: In the event 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 term of office.
- Section 6: Any member may resign by filing a written request with the Secretary of the Committee.
- Section 7: Three (3) unexcused meeting 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 grounds for review of continued membership on the Committee.
- Section 8: 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 providing that any member whose removal has been proposed shall be given an opportunity 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 liaison for conference membership, and shall attend said meeting
5. Stay on the board in an advisory capacity for the 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 custodian of all Association records, except financial,
2. Provide a copy of minutes and agendas to all members of the Committee,
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.

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.

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 100% of 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 shall be a written ballot.

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 announced in the parish bulletin as to date, time and place 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 and the agenda for same.

Section 4: A minimum of 9 Board members must be present in order to conduct any business.

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.

St. Leonard Athletic Association = Standing Positions

Awards Coordinator

1. Assess award needs.
2. Ensure awards for each tournament are available for distribution at end of each tournament.
3. Pick up league awards (trophies) at season's end.
4. Inventory awards/Requisition as necessary.
5. Work with Banquet and Sports Coordinators regarding awards banquet set-up.

Banquet Coordinator

1. Plan and organize 8th grade Recognition Ceremony, Annual Awards Banquet, and end of year Track Party.
2. Appoint committees as necessary to help setup, tear down, and oversee each event.
3. Requisition purchase of necessary supplies for each event.
4. Oversee each event to ensure proper setup, equipment and supplies are present and available.
5. Coordinate working with volleyball, basketball, and track coordinators.

Basketball Coordinator

1. Assure policy implementation of the basketball program in accordance with Archdiocesan regulations.
2. 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.
3. Recruit, orient, and supervise coaches. Make coaching recommendations to the SLAA Board during October board meeting. The SLAA Board has final say on who is selected to coach. Notify coaches of their selection or non-selection. Train coaches in the setup and take down/storage of all athletic equipment needed for the sport.
4. 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.
5. 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 evaluation process, and overseeing player/team selection process with coaches and the Athletic Director.
6. Attend all league basketball meetings.
7. Plan, organize, and execute meetings as needed, to include Basketball Committee meetings, parent meetings, and coaches meetings.
8. Be an authoritative presence at all basketball games at St. Leonard's gym, or appoint designate.
9. 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.

10. 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.
11. 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.

Concessions Coordinator

1. Purchases all food and beverages sold at league and tournament dates at our gym.
2. Keeps accurate inventory of above.
3. Instructs designated volunteers on use and care of equipment and procedures used in setup for league and tournament activities.
4. Ensures prices are correct and updated on the board and concessions listing.
5. Ensures processes for making the food items is updated and correct. This includes popcorn, hot dogs and brats, hot beverages, pretzels, pizza, and any other item that needs to be cooked or heated up.

CYM Athletics Coordinator

1. Assure policy implementation of the CYM Basketball and Volleyball program in accordance with Archdiocesan regulations.
2. 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.
3. Recruit, orient, and supervise coaches. Make coaching recommendations to the SLAA Board. The SLAA has final say on who is selected to coach. Notify coaches of their selection or non-selection. Train coaches in the setup and tear down/storage of all athletic equipment needed for the sport.
4. Serve as 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.
5. Attend all CYM league basketball and volleyball meetings.
6. Plan, organize, and execute meetings as needed, to include CYM Committee meetings, parent meetings, and coaches meetings.
7. Be authoritative presence at all CYM events, or appoint designate.
8. 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.
9. 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.
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.

Equipment Manager

1. Responsible for all equipment, to include distribution, purchasing, repair, cleaning, and storing.
2. Responsible for all uniforms, to include distribution, purchasing, repair, cleaning, and storing.
3. Only the Equipment Manager can make purchases (up to \$500) of equipment, uniforms, and/or parts, without the permission of the Athletic Director.

4. Must assess needs and communicate needs to the SLAA Board and Athletic Director. This includes equipment, uniforms, and/or parts.
5. Responsible to inventory all equipment and uniforms.
6. Responsible to distribute equipment at the beginning of each season's start and collect equipment at season's end.

Public Relations Coordinator (should include Tournament Book and Team Photos)

1. Provides a link of communication between the SLAA and Parish, School, and Community through such means as:
 - a. Quarterly Parish Newsletter
 - b. Parish Bulletin Announcements
 - c. Newsletter Information
 - d. Newspaper articles
 - e. Religious Education Flyers
 - f. Parish Day School Flyers
 - g. Photographs

Religious Education Coordinator

1. Provide a link of communication between the SLAA and the Religious Education Office.
2. Communicate, in a timely manner, pertinent information regarding Athletic Programs to Religious Education families through such means as:
 - a. Bulletin
 - b. Appointment with Religious Education Staff
 - c. Classroom visits
 - d. Mailings
 - e. Flyers
3. Work with Religious Education Office regarding articles of bylaws pertaining to academic requirements. This is to include verifying student-athletes are in good standing **BEFORE** each sports evaluation and team formation period.
4. Work with sports coordinators to ensure each player is in good standing. If player is not in good standing, communicates with Religious Education and the player's parents to rectify the issue.

Scorekeeper Coordinator (Includes Scorekeepers, Line Judges, and Timers)

1. Responsible for recruiting potential scorekeepers before the start of each sport season.
2. Responsible for training scorekeepers before the start, or at the start, of each sport season.
3. Develops scorekeeping schedule before start of each sport season and document with scorekeeper contact information, pay rate, and other pertinent information. All of these documents will be posted in the concession area.
4. Supervises and evaluates all gym scorekeepers throughout each season.

Track Coordinator

1. Assure policy implementation of the track program in accordance with Archdiocesan regulations.
2. 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.
3. Recruit, orient, and supervise coaches. Make coaching recommendations to the SLAA Board during the February board meeting. The SLAA has final say on who is selected to coach. Notify

coaches of their selection or non-selection. Train coaches in the setup and tear down/storage of all athletic equipment needed for the sport.

4. Serve as 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.
5. Attend all league and/or meet track meetings.
6. Plan, organize, and execute meetings as needed, to include Track Committee meetings, parent meetings, and coaches meetings.
7. Be authoritative presence at all track meets, or appoint designate.
8. 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.
9. Develop practice schedule with coach and is the point of contact for all practice changes during the track season and the end of the season.
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 track program at St. Leonard.

Tournament Coordinators

1. Plan tournament schedule before each sport season.
2. Send tournament flyers to respective Sport Websites to post on their website. This includes Parkview Parochial, Metro, and Sport Scene.
3. Communicate with schools and coaches for entrance into St. Leonard tournaments.
4. Develop tournaments schedules for each tournament. Communicate with coaches to ensure least amount of possible conflicts. Print tournament schedules/brackets and put on bulletin board in Lobby area. Distribute brackets to all coaches/teams entered.
5. Provide consistent, physical presence at the tournaments, or appoint designate.
6. Evaluate tournament results and provide information to the SLAA.

Volleyball Coordinator

1. Assure policy implementation of the volleyball program in accordance with Archdiocesan regulations.
2. 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.
3. Recruit, orient, and supervise coaches. Make coaching recommendations to the SLAA Board during the July board meeting. The SLAA has final say on who is selected to coach. Notify coaches of their selection or non-selection. Train coaches in the setup and tear down/storage of all athletic equipment needed for the sport.
4. Serve as 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.
5. 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 evaluation process, and overseeing player/team selection process with coaches and the Athletic Director.

6. Attend all league volleyball meetings.
7. Plan, organize, and execute meetings as needed, to include Volleyball Committee meetings, parent meetings, and coaches meetings.
8. Be an authoritative presence at all volleyball games at St. Leonard's gym, or appoint designate.
9. 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.
10. Develop practice schedule and is the point of contact for all practice changes during the volleyball season and the end of the season.
11. 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.

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IMPORTANT LINKS

St. Leonard Athletic Website = (Registration Forms can be found under each respective sport)

<http://athletics.stleonards.org>

St. Leonard Athletic Forms =

http://athletics.stleonards.org/index.php?option=com_content&view=article&id=18&Itemid=33

Milwaukee Archdiocese Policies and Regulations for Athletics =

<http://www.archmil.org/CentersofExcellence/DOCsPDFs/AthleticPolicy-Man-08192011-JM.pdf>

Milwaukee Archdiocese Athletic Forms =

<http://www.archmil.org/CentersofExcellence/DOCsPDFs/Athletics/AthleticForms-frms-091502011-j.pdf>

Milwaukee Archdiocese Concussion Fact Sheet for Athletes =

<http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/ConcussionAthletesFactSheet.pdf>

Milwaukee Archdiocese Concussion Fact Sheet for Coaches =

<http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/ConcussionCoachesFactsSheet.pdf>

Milwaukee Archdiocese Concussion Acknowledgement Form (Parent & Athlete) =

<http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/ParentandAthleteConcussionAckn.pdf>

Milwaukee Archdiocese Concussion Acknowledgement Form (Coaches) =

<http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/CoachesConcussionAcknowledgeme.pdf>

Milwaukee Archdiocese Coaches Concussion Clipboard Info Sheet =

<http://www.archmil.org/Resources/CoachesConcussionClipboardInfoSheet.htm>

Milwaukee Archdiocese Coaches' Concussion Video =

<http://www.archmil.org/Resources/Coaches-Concussion-Video.htm>

Parkview Parochial Volleyball League Website = <http://www.parkviewparochial.org/vb-2/>

Parkview Parochial Basketball League Website = <http://www.parkviewparochial.org/basketball/>

Metro Volleyball Website = <http://metrovbconference.org/>

CYM Basketball of Milwaukee Website = <http://www.cymsports.com/>

CYM Volleyball of Southeastern Wisconsin Website = <http://www.cymvolleyball.com/>

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