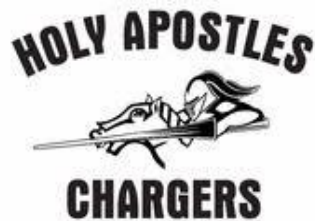
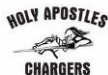


# Holy Apostles Athletic Association Handbook





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## 1 Mission Statement

The purpose of the Holy Apostles Athletic Association (HAAA) shall be to develop a parish and school based interscholastic athletic program at Holy Apostles Parish (HA) serving the HA Grade School and HA Child, Youth and Family Discipleship (CYFD) students and providing a positive learning experience for Christian development through a competitive environment which teaches sportsmanship and teamwork while giving our students the opportunity to improve their knowledge of sports and skill levels. The program strives to develop self-worth, sportsmanship, discipline, respect for authority, and physical well-being. The HAAA will comply with all applicable policies and regulations of the Archdiocese of Milwaukee.

## 2 Objectives of the Athletic Association

1. Offer a positive Christian learning experience.
2. Foster a sense of sportsmanship; how to win with grace and lose with dignity.
3. Foster social interaction and teamwork among participants.
4. Aid in the physical development and self-esteem of the student athlete.
5. Teach fundamentals of sports and help develop athletic skills within a competitive environment.
6. Generate sufficient funds to cover the expenses of the athletic program.

## 3 Athletic Association Structure

The Principal of Holy Apostles School (the “Principal”) has ultimate control and supervision responsibility for all extra-curricular school activities, which include the athletic program as governed by the bylaws as set by the Holy Apostles Parish. Parents and other adults who serve as board members, coaches and other volunteers are accountable to the Officers of the HAAA and the Principal.

The general membership – “members at large” - of the HAAA consists of parents and legal guardians of children involved in school athletic programs, coaches, and other volunteers involved in the athletic program. The general membership provides input, suggestions, and support for the athletic program. The Athletic Board (the “Board”) of the HAAA has the responsibility for the ongoing administration of the athletic program. Board members are elected by the existing HAAA Board Members. Numerous Board members are designated as “Coordinators” and each takes on a specific leadership role to own a piece of the workload that keeps the HAAA running smoothly. Each Coordinator is asked to “own” their role and make it better throughout their tenure in the specified role.

Parents and legal guardians of Holy Apostles student athletes are always encouraged to join the Board or become involved in any of the committees administered by the Board. As a voluntary organization, the HAAA is dependent on the membership for their time, talent, new ideas and

leadership to continue to improve our athletic program. Anyone with a desire to join the Board or to learn more about its activities should contact the Athletic Director or another member of the Board at any point during the year. The members of the Board are either Active or Intermediate Members. The Intermediate Members are deemed to be “Active Members in waiting” and are intended to be the successors of key roles within the HAAA. Intermediate Members generally will have children attending K – 4th grades within the school and will move to active members once their oldest child reaches 5th grade.

All HAAA Board Members have general responsibilities with many serving in the defined following roles (“KEY HOLDERS” hold a key to the HA gym to assure access and ability to function in their role):

**Athletic Director** – **KEY HOLDER** - Coordinates all events related to the HAAA including all meetings. Acts as the “face” of the HAAA and assures the HAAA is positioned well to succeed and serve HA.

**Assistant Athletic Director** – **KEY HOLDER** - Assists with all coordination of the HAAA and acts as a 2nd in command regarding the duties of the HAAA.

**Secretary** – **KEY HOLDER** - Takes on all administration of the HAAA including meeting attendance and notes/deliverables for all HAAA activities. Manages shared documents online and group email addresses added to the haaalist@hanb.org group email.

**Treasurer** – **KEY HOLDER** - Responsible for the coordination of all finances for the HAAA including liaison duties with HA School and Parish affiliates.

**Volleyball Coordinator** – **KEY HOLDER** - Responsible for coordination of all volleyball related activities of the HAAA.

**Basketball Coordinator** – **KEY HOLDER** - Responsible for coordination of all basketball related activities of the HAAA.

**Track Coordinator** – **KEY HOLDER** - Responsible for coordination of all track related activities of the HAAA.

**Concessions Coordinator** – **KEY HOLDER** - Orders and maintains all food product and paper/receptacle products and makes decisions as to addition of new products. Works with other HA groups that use the Gym Kitchen to assure product is dedicated to HAAA or shared as applicable. Maintains all machines related to food usage – works with companies/suppliers. Works with vendors/HA connections to gain products at respectable prices. Makes food runs (monthly basis) for product as needed to ensure adequate stock. Requires weekly presence at HA Gym Kitchen to assure all is set (in season). Coordinates all aspects of Track Meet concessions held at CMH one weekend per year (May).

**Concessions - Beverage Coordinator - KEY HOLDER** – Completed only for volleyball and basketball seasons. Orders and coordinates all soda, water, Gatorade used for sale at concessions – works with distributor to order and rotate product. Puts products away for storage and future usage, assure stock on all product. Liaise with beverage companies to assure future stock/maintenance. Maintains all machines (refrigeration) related to beverage storage – works with companies/suppliers. Requires monthly presence at HA Gym Kitchen to assure all is set (in season).

**Uniform Coordinator – KEY HOLDER** – Coordinates all things related to uniforms for Volleyball, Basketball, and Track. This includes coordination of uniform handout and uniform return. This position also helps work with apparel vendors for special shirt orders and acts as the liaison for ordering of new HA apparel related to the HA Athletics program. This coordinator is responsible for the cleanliness of all HA jerseys and may include tasks of laundering, or delegating the laundering, of jerseys on a regular and needed basis. Key duties include: Presence at Uniform distribution/collection nights, laundering of basketball practice jerseys, and tracking down uniforms that were not turned in on time.

**Gym Maintenance Coordinator - KEY HOLDER** – Perform all required maintenance and upkeep to HA Gym and Facilities (Bleachers/Hardware/Soundsystem/Kitchen). Assure bleachers and lifts and all hardware related to the HA gym is maintained to include railings, rollers, bleachers, dolly tires, scoreboard, wheels on soda fridges, kitchen, back room shelving, cleaning of court (Court Clean). Periodically wash towels and perform cleaning to all areas of HAAA related facilities. Requires weekly presence, in sports season, to perform assessment and “as needed” duties.

Is a member of or attendee of HA Building and Grounds meetings. Gains approval through B&G to do ANYTHING in the Gym or in relation to HA facilities related to HAAA. Helps interface with Mission Manager: Buildings & Grounds to assure all parties are “in the know” regarding HA facilities and related rules and regulations. Works with HAAA regarding budgetary items related to facilities improvement.

**Trophy Coordinator** – All trophy related duties for HA tournaments, plus volleyball trophies for boys teams (Metro Volleyball League) that place in the top 3 for standings (Parkview Parochial League provides all top 3 place holder trophies for girls volleyball and boys / girls basketball). Know the leagues, order as applicable – Assures lighted case in gym and school case are cleaned and maintained. Rotate trophies as applicable (2 years). Make orders as directed by coaches and coordinators and distribute trophies to coaches/kids as applicable. Check throughout volleyball and basketball seasons to take trophies out of school and insert into HAAA trophy cases as applicable. Requires attention as needed throughout sports seasons.

**Banner Coordinator** – Update banners each season upon completion. Work with local banner supplier for any additional banner needs and or new banner number additions. Propose to Board new Banners and ideas.

**Scorekeeper Coordinator** – Assures 2 Scorekeepers are scheduled and present for each HA Home game - Basketball/Volleyball - Entails emailing details of scorekeeping to interested parties (HS students - Ex-HA students) – coordinates meeting and simple training of scorekeepers and creation of schedules for each season as well as tournament games. Requires 2 meetings with scorekeepers (volleyball and basketball pre-season), and coordination of all tournament scheduling. Numerous emails to coordinate all schedules pre-season and pre-tournament. Post schedule within volleyball and basketball binder for the respective season.

**Sports Registration Coordinator** – Creates and delivers all required forms, set-up, and required materials for student initiation into HA Sports programs. Initiates advertising for Sports Sign-up and helps to coordinate sports coordinators for this event. Emails the new members/4th graders to induct them into HA sports. Maintains email lists to assist with future communication and advertisement of sports programs. Reiterates deadlines (especially for Volleyball). Most efforts go into planning sign up in May. Specific duties:

- Provide forms to Website Coordinator for posting on the web site
- Provide registration information and links to forms to the parish Directory of Child Ministry; request notice in bulletin
- Request publication in the School Messenger
- Tabulate registrations as they are received; follow up with parents if there are problems on the registration form or payment, Deliver checks to the Treasurer
- Provide registration counts and athlete contact information to the Sport Coordinators

**Technology Coordinator** – Make all necessary updates to the web site, including posting of registration forms, team and league information, links to league schedules and standings, tournament information, board member list, handbook and other documents. Update Gym Duty, Kitchen Duty, and Scorekeeper calendars prior to and during the volleyball and basketball seasons. Grant calendar update rights to the coordinators who will make their own updates. Update the Announcements page with current information. Skills needed: computer use, basics of web page design and HTML.

**Compliance Coordinator** – Assures compliance of things related to the HAAA including: Coaches' Certifications, Safeguarding, AED training, CYFD and anything else related to the success of the HAAA. This individual will know and understand policy and act as a liaison to assure all are in compliance to the standards of the HAAA Handbook, the rules of our sports leagues and to the Archdiocese.

**Kitchen Duty Coordinator** – Assigns parent kitchen duty and collection of money for all HA volleyball and basketball events – tournament and league play. Typically 4-6 hours of time to create initial schedule and deliver assignments to parents for each season/tournaments. Liaise with Sports coordinators to deliver schedule assuring all games are accounted for. Performs tournament scheduling which IS difficult due to timing on relatively short notice. Being cognizant to parents and coaches related to games in which they are already involved plays part in scheduling.

**Gym Duty Coordinator** – Coordinates regular season Gym Duty for HA Volleyball and Basketball seasons. Creates schedule in accordance with needs of sports schedules and under the direction of Basketball and Volleyball Coordinators. Creates initial schedule and assures communication of shift trades and switches.

**Pictures/Banquets/Music Coordinator** – This individual coordinates all dates, facilities, board members, volunteers, and external resources for everything related to team picture day and season ending banquets and award ceremonies. The “Music” portion of this role includes delivering age/kid appropriate music for the gym which also entails expertise with the sound system and public address system in the HA Gym.

**Medical/Medical Forms/AED Coordinator** – This role (1) Assures all medical supplies – first aid (ice packs/band aids) are fully stocked and (2) Coordinates training on AED policies and procedures in conjunction with other school groups.

**Gym Schedule Coordinator** – This coordinator is in charge of scheduling the HA Gym for all events surrounding HA Athletics in conjunction with other Parish Affiliates. As HA Athletics utilizes the gym 90% of the time “in season” this duty would be transferred from the school office to HAAA.

**Tournament Coordinator** - Take lead on picking dates with Volleyball and Basketball Coordinators early in each pre-season to establish tournaments. Prepare HA flier to post to SportsSecene.org and league websites. Help promote the tournaments and provide a common point of contact for individual tournament organizers.

**Track Meet Coordinator** – Coordinates and plans all facets of the yearly HA track meet held at CMH. Main event held in May, year-round attention to detail and planning.

**Safety Committee Liaison** – This liaison will attend the school and parish Safety Ministry meetings on an approximately quarterly basis as the HAAA representative to discuss safety practices / improvements and how HAAA might be affected. They will bring back safety related information to the HAAA to implement into the athletics program, and pass along comments / concerns from HAAA back to Safety Ministry.

**School Commission Representative** - Serve on the School Commission for a 3-year term as a representative of the HAAA. Participate in monthly meetings and report information to both groups as needed.

## 4 Eligibility

The following are eligible to participate in the athletic program.

1. Students enrolled in Holy Apostles School.
2. Students enrolled in Holy Apostles CYFD classes, subject to the following:
  - a. The parent(s)/guardian(s) of the CYFD student must be a registered member of HA.
  - b. Child must regularly attend Holy Apostles CYFD classes. If a child does not regularly attend CYFD classes, they may not be eligible to play or may be suspended from games, as determined by the athletic director, sport coordinator and coach. Both the prior and current year's attendance record shall be used to determine eligibility. Participation is to be verified by the HAAA Compliance Coordinator at the start of the season.
  - c. A copy of the child's most recent school report card must be submitted to the Holy Apostles School principal in the school office. The sole purpose of this submittal shall be to determine academic eligibility (consistent with HA School students as prescribed in the HA School Parent – Student Handbook).
  - d. Failure to comply with CYFD eligibility requirements will result in the child being prohibited from participating in any Holy Apostles athletic program functions, including games, practices, tournaments or meets, until all CYFD eligibility requirements are met.
  - e. Failure to complete the entire year of CYFD classes will result in ineligibility for the next year's participation.
  - f. For 6th grade through 8th grade CYFD students, they must have successfully completed their CYFD classes the school year preceding the sport season to be eligible to participate (one exception is if a student was enrolled in a catholic school the previous year). For 5th grade CYFD students, the preceding year requirement does not apply.
3. Students that are not enrolled in Holy Apostles School or HA CYFD, but are students of another school or religious education program operating within the Archdiocese of Milwaukee, may be eligible to fill out an HA team if deemed appropriate by the HA Athletic Director, HA School Principal and the Archdiocese of Milwaukee.
4. Students eligible to participate based upon Eligibility Requirement #1 or #2 above take priority on "A" team membership in 7th and 8th grade over students eligible via Requirement #3 above.





In addition, the following requirements must be met.

1. The student athlete must maintain eligibility as outlined in the Holy Apostles School Parent- Student Handbook.
2. A physical examination is required every two years for each student athlete. The physical exam verification must be on file in order for the student athlete to practice and compete with the team.
3. Payment of non-refundable participation fees is required. The amount of these fees (specific by sport) is established annually by the Board. [Fees are non-refundable as decisions regarding the number of teams committed to the various leagues are made based on initial enrollment numbers obtained via the sports registration sheets. If Holy Apostles is subsequently forced to reduce the number of teams due to student athlete attrition, the school is financially sanctioned by the various leagues. Exceptions must be submitted, in writing, to the Board for review.] No student will be denied participation due to an inability to pay fees.
4. A Holy Apostles student athlete may play the same sport for Holy Apostles and another team during the same season provided that the athlete makes the Holy Apostles team his or her first priority. To monitor this rule, any player who participates in an outside program must inform the sport coordinator and his/her coach.

Finally, any new student joining HA School or HA CYFD as a result of relocating their residence during a sport season will be allowed to join an HA athletic team, if room is available, and the transfer is in accordance with rules provided by the Archdiocese of Milwaukee.

## 5 Programs Offered

<b>Volleyball</b>	Grades: 5th through 8th; Girls and Boys Season: Mid-August through Early November
<b>Basketball</b>	Grades: 5th through 8th, Girls and Boys Season: Early November through Mid-March
<b>Track</b>	Grades: 5th through 8th; Girls and Boys Season: Mid-March through End of May

Leagues in which the athletic program participates are determined annually by the Board. There must be a minimum of four practice sessions on separate days before the opening match/game/meet of each season.

5th and 6th grade teams may be scheduled for a maximum of 2 practices per week, each being no more than 90 minutes in length, except for track which can be 2 hours. 7th and 8th grade teams may be scheduled for a maximum of 2 practices per week, each being no more than 2 hours in length.



The attitude, effort, attendance and conduct exhibited at games and practices will influence an athlete’s playing time in all grades.

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

No organized athletic activities, including league or tournament games, practices, tryouts and scrimmages may take place on Sundays before 12:00 noon or on Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Day, or during the Easter Triduum.

## 6 Tournaments

In compliance with Archdiocese of Milwaukee regulations, the HAAA will limit team participation in tournament play to the following:

**Volleyball** Grades 5 and 6 - 2 tournaments  
Grades 7 and 8 - 3 tournaments (not counting 8th grade invite to the Seton Tournament)

**Basketball** Grades 5 and 6 - 3 tournaments  
Grades 7 and 8 - 4 tournaments (not counting 8th grade invite to the Padre Serra Tournament)

No team may enter a tournament through the use of private funds unless approved by the Board. The HAAA will approve and pay for all tournaments.

The HAAA reserves the right to reduce and limit the number of tournaments HA teams can play in during a given season.

## 7 Registration Policy

The HAAA desires to build a strong program and be inclusive to as many children/athletes as possible, but due to league deadlines, required team numbers and fairness to all schoolchildren and parishioners this registration deadline must be instituted by the HAAA.

The Earlybird and Final Deadline dates listed in the table below will be enforced each year.

Sport	Earlybird Deadline	Final Deadline
Volleyball	June 17	July 1
Basketball	August 25	September 15
Track	March 1	March 31

Registration fees for all three sports will be advertised during the registration period. These are the fees due prior to the Earlybird registration deadline. Upon this Earlybird deadline date, the



HAAA Sports Registration Coordinator delivers numbers to the Sports Coordinator and AD to work with coaches per these numbers.

Registrations received between the Earlybird and Final deadlines will increase \$10 per sports season. During this period, HAAA recruits as needed to garner numbers before the Final deadline. HAAA will advertise hard in this period to assure all that we missed are “in the know”.

As Basketball and Volleyball have strict league deadlines these sports will maintain strict HAAA registration deadlines based on league requirements. After the final deadline, any late registration requests must be made in writing via e-mail to the HA ATHLETIC DIRECTOR. These late requests will be considered on a first come-first serve basis. Acceptance of the late registration will be subject to the numbers in the following table. For example, if one team was submitted to the league for a specific grade/gender for volleyball, then only up to 13 athletes will be allowed to play on that team.

# Teams Submitted to League	Maximum Total Number of Players		
	1 Team	2 Teams	3 Teams
<b>Volleyball</b>	13	21	27
<b>Basketball</b>	13	21	30

Late Registrants will be subject to the number of registered athletes in the table above and will be required to pay a \$50 late fee for 6th, 7th, and 8th grade participants. 5th grade participants will be subject to a \$25 late fee.

Only students that are actively registered for school or CYFD classes by the final deadline are eligible for late registration. Any students not registered for CYFD classes or active Holy Apostles parishioners by the final deadline will not be eligible for late registration.

No late registrants will be accepted for volleyball and basketball after the start date of the practice season shown in the Milwaukee Archdiocese Sports Standardized Schedule, or after April 30th for track. (Exception: Accommodations for new parish or school families who register with HA later in the school year will be made for volleyball or basketball registration due to the summer deadlines.)

Per the above our goal is to gain as many registrations as possible several weeks before the Final deadline. We monetarily penalize those (Latecomers) that do not make the Earlybird Deadline to put focus on how important it is to gain these numbers early. We have several weeks to advertise and try to increase the numbers as needed to promote more kids and more teams.

DISCLAIMER – If we would gain a registration in the week before the league meeting which would promote having a team versus not having a team, we would review this on a case by case basis. This would be for teams, not splits of teams.

## 8 Team Selection and Splitting Philosophy

Teams are split when there are enough athletes registered to justify fielding two or more teams as determined by each sport's committee. Teams will be chosen by an impartial method with a minimum of four people including the sport coordinator, the head coaches, and at least two non-parent HAAA members or outside evaluators approved by the respective Sport Coordinator. Team assignments will be determined by these tryouts and past performance.

As a general statement, the overall philosophy of the Board regarding sports places importance on different factors dependent on grade level. Within 5th and 6th grade sports, the teaching of basic skills, teamwork and sportsmanship are stressed. At the 7th and 8th grade levels, all of these development aspects continue, along with more focus on competition, team standing and accomplishment.

Each year, talent, athletic ability and positioning will divide the 5th and 6th grade teams equally, except for basketball which will have team splits in 6th grade. Coaches are expected to change the mix/configuration of their teams in 6th grade to allow children to develop under multiple coaches and to meet and interact with as many children as possible, if there are multiple teams in a given sport. Provisions will be made so that coaches have their child/children on their team. Assistant coaches will be chosen after the selection of players.

At the 7th and 8th grade levels, along with 6th grade for basketball only, teams will be divided into "A" and "B" teams. Team assignments will be determined by tryouts and past performance. The "A" team will consist of the strongest players with players not selected for the "A" team placed on "B" team's roster.

Parents and other interested parties will not be allowed to observe tryouts unless he or she is involved as a head coach.

Players should take all necessary steps to avoid vacations or conflicting activities during tryouts in order to comply with this policy.

A player is expected to attend tryouts if they want to be considered for placement on an "A" team.

A player's inability to fully participate or attend due to serious illness, injury, or death in the family will not necessarily exclude the player from being considered for the "A" team, but where possible, are still expected to attend the tryout session.

If injury prevents a player from participating in tryouts and the player is selected for the “A” team, the player must provide the Board with a signed letter from a licensed practicing Wisconsin physician indicating that the player is expected to return to play by the following dates:

- September 15 for volleyball; or
- December 31 for basketball.

Athletes who cannot be expected by a physician to return to play on or before the dates listed above cannot be placed on an “A” team.

## 9 Volleyball and Basketball

### 5th and 6th Grade Teams for Volleyball and 5th Grade Teams for Basketball

1. Teams will be split as equally as possible.
2. Skill development will be stressed and minimum (not equal) playing time of approximately six minutes, or one quarter, per game for basketball and approximately one full set per match for volleyball will apply for all league games. For tournaments, there is no specified minimum playing time, although each student athlete will play in every game and/or match.
3. In volleyball, all players shall have the opportunity to play all six positions, including the serving position.
4. Players must comply with the Player Responsibilities as outlined later in this handbook.

### 7th and 8th Grade Teams and 6th Grade Teams for Basketball Only

1. Teams will be split into “A” and “B” teams. The best suited players will be assembled to field the most competitive “A” team and the remaining players will make up the “B” team(s). The purpose of the selection process is to always include the best players on the “A” team in order to field the best team possible. The “A” team must be based upon athleticism, talent, and attitude. The “A” team Commitment Policy will be taken into consideration when making the splits.
2. A competitive format will be stressed, rewarding effort and skill development, and attempts will be made to prepare players for high school level play. There will be no minimum playing time. Each student athlete will play in every league and tournament game/match, including the Seton and Padre Serra tournaments.
3. Players must comply with the Player Responsibilities as outlined later in this handbook.

## 10 Track

1. The Track team competes in various meets.
2. Each meet has its own rules regarding splitting or combining of sex and grades into teams, but is typically all grades, boys and girls combined.
3. Teams may be entered in one or more meets, depending on size of each team and meet rules, to allow for adequate participation.
4. All athletes will participate in at least one event per meet, but no more than the maximum allowed by the meet.
5. The coaches consider the needs and interests of all the athletes when the Track team competes in various meets.

## 11 Commitment Policy

While it is understood that HA Student Athletes participate in a wide variety of extracurricular activities, all are expected to make the HA athletic team their top priority. Missing practices or games to attend non-HA sporting events, or other extracurricular activities, may result in forfeiture of their minimum playing time, suspension, or removal from the team, at the discretion of the Head Coach. All absences to attend other extracurricular activities are to be treated equally, regardless of the nature of the specific activity.

It is imperative that parents openly communicate with the coach, well in advance, regarding any potential conflicts or absences from practices or games.

If a dispute occurs between the Head Coach and the parents regarding the application of this Commitment Policy to their specific student athlete, the parent may appeal the decision of the Head Coach to the Sport Coordinator and /or the Board. Every attempt must be made to have the application of the Commitment Policy consistent among teams and among sports.

## 12 Student Athlete Team Policy

### 12.1 Purpose

The HAAA Board has instituted the Student Athlete Team Policy to require student athletes to accept the responsibility of playing on a team. Failure to fully commit to a team can adversely affect a team and opposing teams, resulting in possible forfeiture of games and imposition of forfeiture costs against HA. A student athlete is encouraged to be dedicated and loyal to his/her school, coaches, and teammates once agreeing to participate in a sport.

### 12.2 Responsibility

It is understood and agreed by each student athlete and his/her parents/guardian that once the student athlete registers for a team, he/she is committing to reasonably participate in all team

functions including practices, matches, games, meets and/or tournaments. This is a responsibility of all student athletes, including those on the “A” and “B” teams.

### **12.3 Notice to Withdraw**

If a student athlete desires to withdraw from a team after July 15th for volleyball, September 15th for basketball, and March 31st for track, the parents must provide written notice to the Sport Coordinator, Registration Coordinator, and AD regarding their intent and reason. After discussion among the Sports Coordinator, Registration Coordinator, and AD, a response will be provided back to the family acknowledging the notice to withdraw and any potential impacts this could have on future registration eligibility.

### **12.4 De Facto Withdrawal**

If a student athlete has numerous unexcused absences from practices, matches, games, meets, and/or tournaments, the Head Coach may notify the HAAA Board. The HAAA Board will give notice to the student athlete and his/her parents/guardian that the student athlete’s actions may be considered a withdrawal from the team. The student athlete and his/her parents/guardian will be given an opportunity to file a written response to the HAAA Board within five business days of the notice as to their position, including, if so desired, filing a Petition to Withdraw. The Executive Board, in its sole discretion, will decide whether any action should be taken, including sanctions. The sanctions may include suspension from participating in athletics at Holy Apostles of up to 25% of a season, whether in the same or another sport.

## **13 Coach Selection Criteria**

Head Coaches are selected each year by the Sport Coordinators with the approval of the Athletic Director. Coach selections may be discussed at an HAAA meeting prior to the start of the season if additional input from HAAA members is desired to gain additional knowledge about a potential coach. Both parents and non-parents are eligible to coach. Factors taken into account in determining coaching selection include sport experience, coaching philosophy and commitment. Head Coaches select their own Assistant Coaches with the approval of the Sports Coordinators.

Coaches are often parents at the school. These are not paid positions and require someone to volunteer their time. The experience of the coaches will vary from little experience to very experienced. It is important for parents of the athletes to understand that each coach has a different style and experience level for that specific sport.

Coaches must be in “Good Standing” to be considered for a coaching position. Parents will complete evaluation forms of the Head Coach after the conclusion of each sport’s season. Results of these evaluations will be used by the Board to determine if a Head Coach is in “Good Standing” and can coach again in the ensuing season.

## 14 Coach Responsibilities

1. Agree to follow the guidelines and policies of the HAAA and the decisions of the Board.
2. Distribute and collect all keys and equipment issued to the team.
3. Notify (in advance) players, their parents and Sport Coordinators of any disciplinary action taken against any player. If an infraction occurs for which the penalty is more severe than a one match/game/meet suspension, the matter must be reviewed with the Sport Coordinator and the Athletic Director before any action is taken.
4. Provide players with equal opportunity to participate in practices, develop their skills, and derive the benefits of the athletic program. Follow the playing time guidelines of the HAAA.
5. Follow principles and practices of good sportsmanship at all times toward officials, players, parents, members of opposing teams, and all spectators.
6. Teach fundamentals of their respective sports, as well as emphasizing teamwork.
7. Conduct themselves in a Christian-like manner which will set a good example for their players and bring credit to themselves, their players and Holy Apostles.
8. Be present and assume responsibility for all players before and during practices and games, at times that players are asked to report before practices and games. After practices and games, be present and assume responsibility for all players until they leave with their parent(s) or prior arrangements have been made. Appoint an adult, 21 years or older (preferably an assistant coach), to assume these responsibilities when it is necessary to be absent. Child safety is the number one priority.
9. Whether a Head Coach, an Assistant Coach, or any adult actively involved in working with the players, the individual shall be certified. Head coaches must be at least 21 years of age, while assistant coaches must be at least 18 years of age and a high school graduate.
10. Hold a preseason meeting with parents of players. This meeting should familiarize parents with practice and game schedules, conduct expected of players, responsibilities of coaches, parents and players and any applicable HAAA guidelines or rules.
11. Policies of the Archdiocese of Milwaukee related to criminal background checks are the responsibility of the Athletic Director and HA School Principal. All coaches and HAAA Board Members must have an initial criminal background check and a subsequent review every five years.
12. Successful completion of training in the Archdiocese of Milwaukee Safe Environment Education Training Program as it currently is required for volunteers who work/supervise children and youth on a regular basis.
13. Coaches must watch the concussion video on the Archdiocesan website (<http://www.archmil.org/Resources/Coaches-Concussion-Video.htm>) and also read the Concussion Fact Sheet for Coaches. Coaches must then sign the Concussion Acknowledgement Form.



14. Coaches must receive permission from parents prior to video recording student athletes during practices or games for the purposes of using the video for further instruction or training at future practices.

## 15 Player Responsibilities

1. Maintain the minimum academic standards established by the Holy Apostles School Parent- Student Handbook.
2. Conduct themselves as ladies and gentlemen, in a Christian-like manner, at all times before, during and after games and practices. Because players represent Holy Apostles, all school conduct rules will apply. Any violation will subject a player to suspension or dismissal from the team.
3. Respect property and facilities of Holy Apostles, other practice sites, and game sites. Any player found to have committed an act of vandalism will be responsible for restitution and potential disciplinary action.
4. Follow principles and practices of good sportsmanship and respect at all times toward officials, teammates, coaches, parents, members of opposing teams, and all spectators.
  - a. Should an athlete receive a red/yellow card or technical foul, handling of the first offense shall be solely at the coach's discretion. If there is a second offense in the same season, that player shall be removed from the rest of the current game/match and is also required to sit the first half of the next game/match (exception: during the current game, if the coach is forced to play with less than six for volleyball and five for basketball, then the coach may elect to require the player to sit the entire next game). If there are three or more offenses, then the player will be required to sit the remainder of the game/match they received the red/yellow card or technical as well as the next two games (no exceptions).
5. Attend all practices and games unless excused by the Head Coach. Some examples of excused absences could be special family events, school activities or other conflicts that in the opinion of the Head Coach are a valid reason for missing a practice or a game.
6. Maintain themselves in good physical condition. Any player found using alcohol, tobacco, or other illegal drugs, will be immediately dismissed from the team.
7. In the event of a conflict, the player shall follow the protocol as outlined in the Conflict Resolution section.
8. Assume responsibility for uniforms and equipment issued to them by coaches and to return them at the time and place established by the coaches.

Failure to adhere to the player responsibilities will result in appropriate consequences, which could include limited playing time, limited participation, or suspension from HA athletic programs.

## 16 Parent Responsibilities

1. Adhere to principles of good sportsmanship. As representatives of Holy Apostles, parents are expected to conduct themselves in a Christian-like manner at games and be respectful of all players, coaches, other parents and spectators, and game officials. Any violation will subject a parent to potential suspension or dismissal from the program and could result in the suspension or dismissal of your child from the program.
2. Parents are required to provide the appropriate registration materials and fees, along with a medical consent and athlete's health information form as required by the HAAA. Under no circumstances will an athlete be allowed to tryout, practice, play or receive a team uniform until all registration materials are submitted to the Sports Registration Coordinator.
3. Parents are required to attend the Head Coach's pre-season team meeting. The Head Coach will provide you with team information, player and parent responsibilities, and team rules. This is a mandatory meeting and at least one parent must attend.
4. Parents may be required to assist with practices or games to ensure two adults are present at each practice or game.
5. Support, in a positive manner, the teams on which their children participate as well as the entire Holy Apostles athletic program. Parents are encouraged to attend games provided their conduct is appropriate and non-disruptive.
6. Respect and cooperate with coaches. In the event of a conflict, parents shall follow the protocol as outlined in the Conflict Resolution section.
7. During games, parents are not to interfere with the work of the coaches or referees.
8. During games, no coaching or refereeing from the stands.
9. Provide transportation for their children to and from all practices and games. Drop off players at practices and games at times designated by coaches and pick up players promptly after practices and games. If parents have made alternative transportation plans, they are expected to inform the coach. Due to the open environment at track meets, parents must assume responsibility for their children and their belongings. Coaches are unable to monitor and supervise athletes during the meet; this includes areas in and around the track facilities, including the tent area.
10. Provide volunteer service to the athletic program by helping with various programs or events. The HAAA Board will establish the minimum requirement for each sport. Families of HAAA Board Members and Head Coaches are excluded from this requirement because of the number of hours committed to other aspects of the athletic program outside of event volunteering.
11. All HAAA sponsored tournaments will also require volunteer hours that will be separate from regular season volunteer hours, also divided out equally. For example, if a 5th grade boys' tournament is hosted at HA, then those families of the 5th grade boys team participating will be responsible for kitchen duty for the entirety of the tournament.

Families of HAAA Board Members and Head Coaches are excluded from this requirement because of the number of hours committed to other aspects of the athletic program outside of event volunteering.

12. Participate in kitchen duties as assigned. All attempts will be made to schedule parents to work when their children are playing at Holy Apostles. If you have a conflict with your assigned time, make arrangements to switch with another parent. Failure to work your assigned time may result in the suspension of your child from the next game.
13. Complete a coach's survey for each sport in which their child participates, following guidelines set by the HAAA Board.
14. Comply with the drug free, alcohol free and smoke-free policy on HA premises or any venue at which HA sports teams are playing or practicing.
15. Reimburse the HAAA for any lost or damaged uniforms or equipment assigned to their children.
16. Successful completion of training in the Archdiocese of Milwaukee Safe Environment Education Training Program as it currently is required for volunteers who work/supervise children and youth on a regular basis. One parent for each athlete MUST be safeguarded. Athletes will not be eligible to participate until one parent has successfully completed training.

## 17 Conflict Resolution

From time to time, issues will arise throughout the athletic seasons, which may lead to conflicts between athletes, parents, coaches and others. To address conflict, the HAAA expects the following guidelines to be adhered to:

1. When a conflict arises, all parties are expected to adhere to a 24-hour cooling off period before discussing the issue.
2. Parents are encouraged to have their student athlete address the issue directly with the Head Coach. Parents should feel free to provide guidance to their child in the manner in which to question the matter with the Head Coach.
3. If this matter is not addressed to the satisfaction of both parties, the Head Coach, parents and student athlete shall meet at a prearranged time and an appropriate venue for further discussion.
4. If the matter is still not resolved, parents should address the matter with the Sports Coordinator. Ample time should be allowed for the Sports Coordinator to sufficiently research the matter in order to reply in an appropriate manner.
5. If the matter is still not resolved, parents should address the matter with the Athletic Director. Ample time should be allowed for the Athletic Director to sufficiently research the matter in order to reply in an appropriate manner.

6. If the matter is still not resolved, parents should address the matter with the Principal. Ample time should be allowed for the Principal to sufficiently research the matter in order to reply in an appropriate manner.

## 18 Absence from School

The HAAA will follow the current WIAA rules regarding participation in extra-curricular activities on days in which a student has missed more than one-half of the school day. In those situations, in which a student athlete is absent from school for more than one-half day, the student may not participate in any HAAA matches, games, meets or practices on that day. A Friday absence will not affect participation on Saturdays or Sundays.

## 19 Concussion Policy

It is the coach's (includes both Head Coach and Assistant Coaches) responsibility to remove an athlete from the youth athletic activity if he/she determines the athlete exhibits signs, symptoms, or behavior consistent with a concussion, or if he/she suspects the athlete has sustained a concussion. The athlete then needs to be evaluated by a health care provider to determine if he/she sustained a concussion. An athlete who has been removed because of a suspected concussion may not participate again until he/she is evaluated by a health care provider, is symptom free, and has been provided written clearance to participate from a qualified health care provider.

At the beginning of each athletic season, the Sports Registration Coordinator shall distribute electronic forms including a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each student and parent/guardian who wishes to participate in that youth athletic activity. No coach, or student, may participate in a youth athletic activity unless the coach and athlete return the information sheet signed by the person and, for students, by his or her parent or guardian.

Coaches must watch the concussion video on the Archdiocesan website (<http://www.archmil.org/Resources/Coaches-Concussion-Video.htm>) and also read the Concussion Fact Sheet for Coaches. Coaches must then sign the Concussion Acknowledgement Form.

At the beginning of individual sport season, student athletes and their parents/guardian shall be presented with a discussion about concussions and given an educational fact sheet regarding the signs and symptoms of concussion. All athletes and their parents/guardian will sign a statement in which the student athlete accepts the responsibility for reporting their injuries and illnesses, including signs and symptoms of concussion, to the coaching/athletic training staff, parents/guardian, or other health care personnel. This statement will also acknowledge having received the above-mentioned educational handout. All athletes and their

parents/guardian shall be required to participate in the above education prior to their participation in any sport.

When a student athlete shows any signs, symptoms or behaviors consistent with a concussion, the student athlete shall be removed immediately from activities, practice or competition. The student athlete's parent/guardian shall be immediately notified of the situation. The student athlete may not participate in activities, practice or competition again until he/she is evaluated by a health care professional, is symptom free, and receives written clearance from a health care provider to return to activity. The incident, evaluation, continued management, and clearance of the athlete with a concussion shall be documented.

### **19.1 What Should A Coach Do When A Concussion Is Suspected?**

1. Remove the athlete from play. Look for the signs, symptoms, and behaviors of a concussion if your athlete has experienced a bump or blow to the head.
2. Ensure that the athlete is evaluated by a trained health care provider. Do not try to judge the severity of the injury yourself. Health care providers have a number of methods that they can use to assess if the athlete has sustained a concussion. As a coach, recording the following information can help health care providers in assessing the athlete after the injury:
  - a. Cause of the injury and force of the hit or blow to the head
  - b. Any loss of consciousness (passed out/knocked out) and if so, for how long
  - c. Any memory loss surrounding the injury
  - d. What other symptoms the athlete experienced after the injury
  - e. Number of previous concussions (if any)
3. Inform the athlete's parents/guardians about the possible concussion. Make sure the injured athlete's parents/guardian knows that the athlete is required to be seen by a health care provider with experience in pediatric concussion management. Provide recommendations of potential health care providers in the area to the athlete and parents/guardian. Do not allow the athlete to be unsupervised at any time (return to the locker room or car) if you suspect a concussion.
4. An athlete who has been removed from any youth athletic activity because of a determined or suspected concussion may not participate again until he/she is evaluated by a health care provider, is symptom free and provides written clearance from a health care provider to return to activity.

Individuals and organizations adhering to the requirements of WI Act 172 are immune from civil liability for any injury resulting from a concussion except in cases of gross negligence or willful or wanton misconduct.



## 20 Disclaimer

From time to time, changes in Archdiocese of Milwaukee regulations, or changes approved by the HAAA Board, may occur which will result in revisions to the HAAA Handbook. The most updated version of the HAAA Handbook can be found on the HA website. If a conflict occurs between statements in the HAAA Handbook and the Archdiocese of Milwaukee regulations, the Archdiocese of Milwaukee regulations will prevail.