



ARCHDIOCESE *of*
MILWAUKEE

Elementary School Athletics Policy Manual

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ELEMENTARY SCHOOL AND PARISH-BASED ATHLETIC PROGRAMS: 9000 Series

9010: Extra-Curricular Activities — General Authority

Extra-curricular activities supplement the primary education of our children.

The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults. A job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school-based.

The pastor has the ultimate responsibility for all extra-curricular activities in parish-based programs. The immediate supervision of an activity may be delegated by the pastor to a qualified staff member or other adult; a job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the pastor or his delegate in all activities that are parish-based.

Adopted: 10/11/1977; Revised: 8/19/2016

9020: Philosophy of Catholic Athletics

The Catholic parish/school athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills.

The Church is working diligently to protect our children and youth against exploitation by overzealous adults. Over-working young athletes not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well.

The Catholic parish/school athletic programs call for responsible control and limitation of the time and energy expended on extra-curricular activities. This purpose imposes on the administrators and directors of Catholic parishes/schools the obligation to select and prepare adults who will fit the needs as role models for our youth.

Local administrators and athletic associations shall create policies that govern athletics at the local level. It is suggested that pastors/principals confirm/approve all candidates to the local athletic boards before elections/appointments take place.

Adopted: 5/14/1982; Revised: 6/30/2025

9030: Program Structure and Governance

9031: Types of Athletic Programs

An athletic program may be structured in one of three ways:

School-based: Only registered students of a single school may participate on the school's sponsored athletic teams.

1. **School Network-based:** Only registered students of the network's individual schools may participate on the network's sponsored athletic teams. The network must develop and publish a policy and process for determining which network-sponsored team an individual student would participate in. League approval for the division of students within network-sponsored teams is required.
2. **Parish-based:** Only registered students who are in the parish-sponsored school or the parish religious education program may participate in the parish's sponsored athletic teams.
3. **Collaborating Parishes:** Collaborating Parishes may combine athletic programs following the guidelines in Policy 9033.

9032: Supervision of Athletic Programs

Supervision responsibility is assigned by program type:

1. **School-based:** The principal is responsible for oversight of all extracurricular or co-curricular activities. The principal may delegate supervision to a designated athletic director but retains ultimate responsibility.
2. **School Network-based:** The president is responsible for oversight and may delegate to an individual school principal or a designated athletic director but retains ultimate responsibility.
3. **Parish-based:** The pastor/parish director is responsible for oversight and may delegate to the school principal, the director of religious education, or a designated athletic director, but retains ultimate responsibility.

9033: Local Athletic Boards

Each program shall establish a local athletic board with appropriate bylaws and defined policies, procedures, and responsibilities to allow for efficient functioning.

1. The board shall have a minimum of three elected/discerned members: Chair, Treasurer, and Secretary.
2. Boards should have a coordinator for each sport that it sponsors.
3. When boards exist in multi-parish/school situations, each participating parish/school shall have at least one representative.

9034: Collaborating Parish Programs

Parishes with an existing athletic program may extend an invitation to their collaborating parish partners to form a combined parish athletic program. The following requirements must be met and approved by the Catholic School Services Department and the league director(s):

1. The pastors of each parish in the collaboration must give consent for participation in the combined athletic program. The pastor/designee is responsible for athletics at each participating parish.
2. Each parish should have representation on the athletic board.
3. All parishes within the collaboration must be invited to participate and approve of the combined athletic program. A cluster without a Catholic school may request to form a combined athletic program with a collaboration in geographic proximity that has a Catholic school.
4. All interested and eligible students within the designated collaborating parishes will be invited and allowed to participate in all sports offered.
5. The religious education director and/or principal of each parish confirms, in writing, the eligibility of the students participating in athletics. Player eligibility shall follow all existing Archdiocesan rules.

The parishes will complete the [Request to Form a Combined Parish Athletic Program](#) (Form 9034) each year and submit it to the league director of the athletic league(s) with which the schools/parishes are affiliated, prior to the beginning of the sports season.

9035: Hosting Athletic Events

Schools and parishes are encouraged to make their facilities available to host athletic contests as active participants in their respective leagues. Expectations for hosting include:

1. Providing the league with facility availability by the annual league deadline for scheduling.
 - a. Making the facility available to host contests between two other league member schools, not solely contests involving the host's own teams.
 - b. Hosting contests at all grade levels provided the facility can safely do so.
2. Providing adequate supervision.
 - a. Designating an individual to be the site supervisor for each date of usage.
 - b. Designating other individuals to assist with supervision / crowd control as needed.
3. Opening the facility to participants at least 30 minutes prior to the start of the first contest.

- a. "Open" means the facility is set up for the day, not setting up while teams begin warming up.
4. Written emergency response plan is established and supervisors understand the plan. The plan should include, but not be limited to, the following:
 - a. Location of AED
 - b. Location of basic first aid supplies
 - c. Location of land line to call 911 if needed
 - d. Facility evacuation procedure
 - e. Inclement weather shelter location
 - f. Location of the posted written plan, accessible to all supervisors on-site
 - g. Facility-specific emergency contact (e.g., maintenance or building lockout issues)
 - h. Plan review and update schedule (at minimum, annually or at the start of each season)
5. A host school or parish may charge admission according to league guidelines if the league allows admission to be charged.
6. A host parish or school may operate a concession stand.
7. All volunteers must be Safe Environment Certified, including concession and gate/ticket volunteers, as well as any volunteer with direct contact with student-athletes.
8. The Sportsmanship Pledge should be displayed at all athletic venues connected to the archdiocese.

9036: Video Recording and Livestream Use

A school or parish sponsoring the use of video recording or livestreaming of a contest must comply with the following Archdiocese of Milwaukee policies:

1. 1112.2 General Consent for Child Photo, Video, and Audio Use (see appendix for full policy)
2. Social Media & Digital Communications Policy

A coach may video record his/her team's contest for the purpose of using the video to improve performance.

1. If the video is shown to the team, the time used counts toward the overall practice time per week limit set forth in Policy [insert practice-time policy number].

If the school or parish livestreams a contest, it must ensure that members of the opposing team have given proper consent as well. The visiting school or parish is responsible for providing, in advance of the contest, a list of any individuals who have not consented to being recorded. If such a list is provided, the host must take reasonable steps to exclude those individuals from the livestream feed (e.g., camera framing) or limit/restrict the livestream for that contest accordingly. Consent obtained under Policy 1112.2 is presumed to remain in effect for the season unless the school, or parish is otherwise notified by a parent or guardian.

9040: Program Finance

All revenue that a parish/school receives in conjunction with its athletic program is considered Parish Ordinary Income. This includes, but is not limited to, participation fees, league/tournament revenue, admissions, and concession income.

9100 GENERAL REGULATIONS

9110: Applicable Sports and Seasons

The following sports are regulated by the Archdiocese of Milwaukee within their own defined season only: Baseball, Basketball, Cross Country, Football, Soccer, Softball, Track, Cheerleading, Volleyball, and Futsal.

Sport seasons are defined as follows:

- Fall Season: Cross Country, Football, Soccer, Futsal, Volleyball, and Cheerleading.
 - Conference games will not begin before Labor Day.
- Winter Season: Basketball, Volleyball, and Cheerleading.
 - Conference games will not begin before Thanksgiving.
- Spring Season: Soccer, Futsal, Baseball, Softball, and Track.
 - Follows the winter season and runs until the end of the school year.

All practices and games (independent, league, and tournament) must take place during the defined sport season in accordance with the [Archdiocesan Sports Standardized Schedule](#).

This prohibits all schools and parishes from providing uniforms, equipment, parish/school names, liability insurance, parish funds, and practice and/or game facilities to their parish/school-based teams for play outside the defined sports season. This includes any organized activity such as practices, drills, scrimmages, games, etc.

9120: Participation Restrictions

1. No sanctioned or organized athletic activities — including league or tournament games, practices, tryouts, and scrimmages — involving elementary school and parish teams, may take place on Sundays before 12:00 noon, or on Christmas Eve, Christmas Day, or during the Easter Triduum.
2. In keeping with the Archdiocesan Code of Conduct for priests, deacons, and lay ministers, the presence and/or consumption of alcoholic beverages is forbidden at any athletic event where children or youth are present.
3. All programs/teams may only participate in archdiocesan-approved leagues, tournaments, or competitions. A waiver to participate in any other game or competition must be requested in writing to the Catholic School Services Department. No program/team may move from one league to another without the approval of the Archdiocese of Milwaukee Catholic School Services Department.

4. No elementary school student may participate in any phase of a formal high school (grades 9–12) athletic program, including practice sessions.
5. An elementary student who attends a Catholic School that offers athletics is only eligible to play for his/her school team and is not eligible to participate for another parish-based team.
6. An elementary student who participates in the religious education program at his/her parish, and the parish offers athletics, is only eligible to play for his/her parish team and is not eligible to participate for another school or parish-based team.
7. A group of students (two or more) who attend the same parish/school may participate in a non-archdiocesan sponsored recreational league. However, they may not in any way give the appearance of sponsorship by the parish/school. They may not use the parish/school's name, colors, athletic team nickname, or any name with an obvious connection to the parish/school, nor any parish/school uniforms or equipment. These prohibitions extend to all grade levels.

9121: Definitions

1. Game: Competitive play between two (2) teams of different schools during which time and score are kept.
2. Scrimmage: Play between two (2) teams of different schools during which no time or score is kept and during which coaches may interrupt action to give coaching advice. Scrimmages are considered practice.
3. To Compete/Play: Participation in any practice, tryout, game, or scrimmage under the supervision of a coach. Tryouts are considered practice.

9130: Practice and Game Regulations

1. There is to be no practice nor competition without competent adult supervision present. An adult is a person who is at least 21 years of age. It is highly recommended that there always be at least two (2) adults present in a supervisory role. If an event has both male and female minors in attendance, there must be both male and female responsible adults present.
2. There is to be neither practice nor competition during the hours the involved student's school or religious education classes are in session.
3. Local administrators and athletic associations shall create policies that provide for participation by all team members in all league and tournament games, including the Seton Volleyball Championships and the Padre Serra Tournament.
4. A student must attend his/her school or religious education class for the full day to be eligible to participate in a competition, scrimmage, or practice. The school principal or religious education director may excuse a student from this requirement.
5. If school is closed due to inclement weather, all after-school activities shall be cancelled. If school is cancelled on a Friday, the decision to hold activities on Saturday and/or Sunday should be made locally.
6. Travel to games must be kept to a reasonable distance, especially on days preceding a school day. Games scheduled at later evening hours are discouraged on days preceding a school day.

7. The official playing rules used for each sport shall be those published by the National Federation of State High School Associations. Adaptations and/or exceptions may be granted, upon request of a league or conference, by the Archdiocesan Catholic School Services Department.

9140: Leagues and Conferences

Leagues or conferences provide a structure that helps to make athletic programs more effective. All teams must belong to a Catholic league or conference. If possible, the league or conference should be organized on an area-wide or geographical basis.

All archdiocesan leagues, approved by the archdiocesan Athletic Advisory Board, are affiliated organizations and enjoy the benefits of insurance coverage and tax exempt status:

1. Leagues must have bylaws on file with the Catholic School Services Department
2. Leagues must maintain a full accounting for their activities and provide an annual financial report to the Catholic School Services Department no later than the following September 15
3. Leagues must maintain a full accounting for their activities and provide an annual financial report to league membership upon request

Each league or conference must have a Board of Control to establish game rules, procedures, and discipline within the league or conference which are in compliance with archdiocesan policy:

1. Board membership can and should consist of principals, athletic directors, coaches and/or other qualified persons.
2. The Board of Control shall elect a minimum of three officers annually to include a chairperson, secretary, and treasurer.
3. All league officers and board members shall comply with Archdiocesan Safe Environment Requirements: clearing a state and national criminal background check, attending a Protecting God's Children awareness session, and signing a Code of Ethical Standards.
4. All league officers and board members who handle money may be subject to a credit check.
5. The Chairperson of the Board of Control shall act as the executive officer of the league or conference. The chairperson shall communicate all schedules, rules, financial reports, and election of officers to the appropriate parish and/or school administrators, and league membership on an annual basis.
6. The Chairperson of the Board of Control shall attend all meetings of the Archdiocese of Milwaukee Athletic Advisory Board.
7. The treasurer of the Board of Control shall maintain accurate financial records and shall submit a detailed financial report of league activities, along with the most recent bank statement, by September 15th for the prior fiscal year. The fiscal year shall be July 1 to June 30.
8. The Board of Control shall establish specific regulations for each sport in conformity with the policies of the archdiocese.
9. The Board of Control shall establish schedules for each sport at the beginning of the sport season. Such schedules shall include the time of the events.
10. League members are entitled to one vote per parish/school.

9150: Tournaments

Any school or parish that participates in an approved Archdiocese of Milwaukee league may host a tournament for other archdiocesan-approved teams. Invited teams may be from any archdiocesan-approved league.

Private schools who are not archdiocesan approved may be invited to participate in a tournament provided the school meets the requirements of policy 9160 (see below), including the permission of the Archdiocese of Milwaukee Department of Catholic Schools Services.

Charter schools and public schools are not eligible to participate in a tournament.

A team may participate in a tournament sponsored by a private school with permission of the Archdiocese of Milwaukee Department of Catholic Schools Services.

Only teams comprised of players representing a single archdiocesan parish/school, an authorized combined parish/school in existence as a team during the entire sport season, or a private school team that is an admitted member of an archdiocesan athletic league are eligible to participate in archdiocesan parish/school-sponsored tournaments. Select, all-star, club, AAU, or public school teams are not allowed to participate in these tournaments.

9160: Non-Archdiocese of Milwaukee Teams

All teams from non-archdiocesan institutions that participate in archdiocesan leagues must abide by the policies and regulations for athletics of the Archdiocese of Milwaukee.

Non-archdiocesan institutions seeking admission to any archdiocesan league must seek written approval of both the league and the Catholic School Services Department.

Non-archdiocesan teams playing in archdiocesan-sponsored leagues or tournaments must sign an Archdiocese of Milwaukee Athletic League Participation Agreement and provide a certificate of liability insurance in the minimum amount of \$1,000,000 naming the specific athletic league and the Archdiocese of Milwaukee as additional insured. It is the responsibility of the individual leagues to inform the non-archdiocesan institution of this requirement.

9200 STUDENT ELIGIBILITY

9210: General Eligibility Criteria

A student may be eligible to play on a parish/school-based team if one of the following criteria is met:

1. The student is enrolled in good standing in the Catholic school.
2. The student is enrolled in good standing in the parish religious education program, and the parent/guardian is a registered member of the sponsoring parish.
3. The student is in a parish-approved, home-based catechetical program, and the parent/guardian is a registered member of the sponsoring parish.

Eligibility requirements apply equally to students in the parish school, the religious education program, and a parish-approved home-based catechetical program. Eligibility shall be determined at the local level by the appropriate administrators and committee, using the following criteria:

1. Academic performance: should be based on multiple factors, not a single criterion.
2. Attendance: school and/or religious education classes.
3. Conduct: school and/or religious education classes.

These criteria apply regardless of whether the student attends the Catholic school or a public school. The written criteria and process for determining eligibility shall be published in the parent/student handbook and other forms of communication.

A student must participate in at least four (4) separate practices on four (4) separate days prior to the first competitive event (game/match/meet). The fourth practice may be a scrimmage involving another archdiocesan-approved school.

1. Season Completion Rule: A team's entire competitive season must be completed before any member of that team may begin participation in another sport. This restriction applies to practices as well as games or matches.
 - a. Example: A player participating with the football or soccer team must complete the entire football or soccer season before participating in any practices, games, matches, or scrimmages for another sport such as basketball or volleyball.

A student/athlete may participate with non-archdiocesan teams in the same sport during the season, provided that the student's priority and commitment is with the parish/school team and the student maintains the eligibility requirements established by the school administration and published in local policy.

9215: Grade Level and Age Requirements

Competitive athletic programs are limited to grades 4, 5, 6, 7, and 8. A student is eligible to compete for five (5) years — one (1) year at each grade level. Students must play at their own grade level, unless classes are combined to form one (1) team.

Team members must meet the following age requirements as of September 1st:

- 4th Grade: Under 11 years of age
- 5th Grade: Under 12 years of age
- 6th Grade: Under 13 years of age
- 7th Grade: Under 14 years of age
- 8th Grade: Under 15 years of age

Students in grade 4 may be on a team with students in grade 5, but there cannot be students in grade 6 or older on the team.

Exception: Cheerleading, Cross Country, and Track may mix all grade levels for purposes of the team roster and practice but should compete at the respective grade levels to the greatest degree practicable.

9220: Team Composition Rules

9221: Multi-Sport Participation

An eligible student, with school/parish and parent permission, may participate in more than one school/parish-sponsored sport in the same season. If a school/parish allows this for one student, it must allow this for all students. It must also develop local guidelines to resolve scheduling conflicts between the multiple sports.

9222: Playing Up

A student may only participate on a parish/school team one grade level above his/her current academic grade. In rare instances, a student may need to play more than one grade level above his/her current academic grade. To seek approval for this, the student's parent must submit a written request to the parish/school athletic committee, the league, and the Catholic School Services Department. Final approval may be granted by the Catholic School Services Department only if the local athletic committee and the league grant approval.

9223: Playing Down

A parish-based athletic program experiencing difficulty fielding a team at any grade level due to an insufficient number of eligible students may appeal in writing for permission to play students down one grade level. This appeal must be submitted at least 7 days before the final team commitment date for the member's league.

Conditions for playing down:

2. In no instance will more than two players be allowed to play down, nor more than one of the two be allowed on the playing floor at the same time.
3. If a member is allowed to play students down, all opposing teams shall be advised of the names and numbers of the players.
4. This request will be granted as a last resort — specifically, an inability of the student to play up a grade or to merge with a nearby program.
5. The request should first be made to the applicable league directors, who will forward it to the Archdiocesan Catholic School Services Department with recommendations. The Catholic School Services Department will make the final determination.

9224: Team Mergers

Merging teams from two (2) or more schools/parishes is allowed only if there is a shortage of players at a specific grade, only after all internal options have been exhausted, and only with schools/parishes that currently sponsor and administer active athletic programs in Grades 4–8. All eligible students in affected

parishes will be allowed to participate on the merged team. A school may not divide players from the same grade between teams at two different schools.

Written authorization from each pastor/principal of the respective parishes/schools — which must be in reasonably close geographical proximity — is required to field a merged team. The [Team Merger Request](#) (Form 9224) must be completed and sent to the league director prior to the beginning of the sports season. The merger is approved once all signatures are obtained and it has been approved by the respective league director.

Combined grade-level teams are allowed for athletes in two consecutive grades only.

9230: Roster Regulations

Official player rosters with verification signatures of the pastor and/or principal, athletic coordinator, and coach are to be utilized for all league and tournament play.

Tournament rosters are restricted to the official roster submitted to a parish/school's league. This requirement may not be waived.

Only teams comprised of players representing a single archdiocesan parish/school, an authorized combined parish/school in existence as a team during the entire sport season, or a private school team that is an admitted member of an archdiocesan athletic league are eligible to participate in archdiocesan parish/school-sponsored tournaments. Select, all-star, club, AAU, or public school teams are not allowed to participate in these tournaments.

9235: Grade 4 and Younger — Non-Competitive Programs

A parish/school may provide organized, non-competitive athletic activities for students in grade 4 and younger. The purpose of these offerings must be to teach students the fundamental skills of the sport and serve as an introduction to team sports. The emphasis is on participation, and local athletic boards should develop policies and guidelines to ensure equal access and participation to all interested students.

Requirements:

1. These organized, non-competitive activities may be offered for a maximum of ten (10) consecutive weeks during the school calendar year.
2. Practice time and game restrictions may not exceed those for students in grade 5.
3. Practices are limited to a maximum of two (2) per week, with each session no more than 1½ hours in length.
4. Teams may not scrimmage or compete against club, AAU, All-Star, or high school teams.

9240: Transfer Student Eligibility

A student who participates in any part of an archdiocesan parish or school interscholastic athletic program season and transfers to another archdiocesan parish or school is ineligible to participate in any part of the interscholastic athletic program of the new parish/school for one (1) calendar year from the date of registration. This rule applies to students in grades 5 through 8.

A student participates in an interscholastic athletic 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.

Exceptions to the one-year period of ineligibility:

1. **Change of Residence:** The parents/guardian of the student have a change of primary place of residence — specifically, moving out of the boundary area of one parish and into the boundary area of another.
2. **Waiver Request:** A waiver may be granted if it is clearly demonstrated that a transfer was not athletically motivated. The Student Transfer Waiver (Form 9240) shall be used to request a waiver, submitted to the Catholic School Services Department for final approval.

9250: Physical Examination Requirements and Required Participation Forms

9251: Physical Examination

No student may participate in any phase of a parish/school-sponsored interscholastic athletic program without a physical examination by a licensed physician, physician's assistant (PA), or Advanced Practice Nurse Prescriber (APNP) every two years.

1. A physical exam taken on April 1st or thereafter is valid for the following two (2) school years.
2. A physical exam taken before April 1st is valid only for the remainder of that school year and the following school year.

Example: A physical taken on April 1, 2026 is valid for the 2026–2027 and 2027–2028 school years. A physical taken on March 30, 2026 is valid for the remainder of the 2025–2026 school year and the 2026–2027 school year.

9252: Insurance Requirement

Pupil accident insurance is required for all students who participate in competitive school athletic programs. One of the following must be on file before participation:

1. Student accident insurance.
2. A statement signed by the parent certifying that insurance covering personal injury of the student is maintained by the family. This information becomes part of the student's school file.

9253: Required Participation Forms

All appropriate forms must be completed and returned before a student may participate in any tryouts, practices, or games:

1. Form 9250-A: [Student Athlete — Medical Information & Emergency Consent](#)
2. Form 9250-B: [Parents and/or Legal Guardians Risk Acknowledgement and Consent to Participate](#)
3. Form 9250-C: [Physical Examination — Athlete Participation](#)
4. [Form 9250-K: Student-Athlete Sportsmanship Pledge](#)
5. [Form 9250-K: Student-Athlete Sportsmanship Pledge - Espanol](#)
6. [Form 9250-M: Parent/Guardian Sportsmanship Pledge](#)
7. [Form 9250-M: Parent/Guardian Sportsmanship Pledge – Espanol](#)
8. [Concussion / Sudden Cardiac Arrest Information and Agreement](#)
9. [Concussion / Sudden Cardiac Arrest Agreements - Espanol](#)

Concussion Awareness: Annually, student athletes and their parents shall be presented with a discussion about concussion and given an educational fact sheet regarding the signs and symptoms of concussion. All student athletes shall be required to participate in concussion education prior to their participation in any sport.

When an athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete shall be removed immediately from practice or competition.

The athlete's parent shall be immediately notified. The athlete may not participate again until evaluated by a health care professional, is symptom free, and receives written clearance from a health care provider to return to activity.

Sudden Cardiac Arrest ([Wis. § 118.2935](#)): Schools must provide information about sudden cardiac arrest prior to the start of each sport season, including:

1. Risks associated with continuing to participate after experiencing symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate.
2. Information about electrocardiogram testing, including potential risks, benefits, and evidentiary basis.
3. Information about how to request an electrocardiogram from a pupil's health care provider.

9300 PARENTS, SPORTSMANSHIP, AND CONDUCT

9310: Role of Parents in Catholic Education

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

Schools in the Archdiocese of Milwaukee shall demonstrate respect and support for parents in the education of their child.

9320: Sportsmanship Pledges

All parents and/or legal guardians are required to sign the Parent/Guardian Sportsmanship Pledge acknowledging they pledge to:

1. Display Christian behavior at all practices and games.
2. Represent their parish and/or school to the very best of their ability.
3. Be positive role models for players, coaches, and spectators.
4. Provide encouragement and support for players and coaches.
5. Refrain from profanity, racial or ethnic comments, harassment, or taunting of players, opponents, coaches, officials, and spectators.
6. Promote good sportsmanship in their son/daughter.
7. Take responsibility for their actions.

Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by their parish/school and/or the league. Such action may include being banned from attending any and all related activities. In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

9400 COACHES

9410: Coach Role and Conduct

Coaches provide a very worthy service to a school. They must remember that they play an important part in the development of the student/athlete under their charge. Coaches must always conduct themselves as Christians. They must cooperate and not interfere with or impede the school's educational program. Imprudent actions on the part of coaches are subject to disciplinary action by the principal/pastor and the league Board of Control.

All communication between a coach and students on his/her team should go through the student's parent. A coach should not communicate directly with a student on his/her team.

9420: Coach Qualifications and Certification

9421: Safe Environment Requirements

All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual is considered Safe Environment Certified when all three of the following requirements are met:

1. Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. Verification from another diocese may be submitted to the Safe Environment Office for review; approval is not guaranteed.
2. Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator within the last five (5) years. (See Policy 4113: Criminal Records.)
3. Has reviewed and agreed to the Code of Ethical Standards for Church Leaders within the last five years.

In addition, coaches must:

1. Have knowledge of the Mandatory Reporting Responsibilities.
2. Be approved by a member of the professional staff.

9422: Age and Education Requirements

Head Coaches: Must be at least 21 years of age.

Assistant Coaches: Must be at least 18 years of age and a high school graduate.

High School Students (under 18): May assist with coaching activities under the direction of the head coach. May not have any supervisory responsibilities.

9423: Certification Training Requirements

The training programs for certification shall include:

1. A basic or core preparation in the Catholic/Christian philosophy of coaching, risk management, and the prevention and treatment of injuries, including concussion awareness. Minimum: two (2) clock hours. Required prior to assuming coaching duties.
2. Training in the specific sport, including rules, practice organization, skill development, and coaching behavior. Minimum: three (3) clock hours. Must be completed within one year of the inception of coaching duties.

Once these elements of certification are in place, a coach's certification status is considered complete for life, with the exception of ongoing annual requirements listed below.

Annual requirements for all employees and volunteers:

1. Training in the treatment of Bloodborne pathogens. Must be completed prior to working with athletes.
2. Concussion awareness training. Must be completed prior to working with athletes.

3. Signing a statement acknowledging understanding of the importance of recognizing and responding to concussions.

The local pastor/principal is accountable for monitoring coaches and maintaining certification records. Record keeping may be delegated by the pastor/principal.

9424: Required Coach Forms

1. [Form 9424-A: Coaches' Agreement](#)
2. [Form 9424-B: Coach Sportsmanship Pledge](#)
3. [Form 9424-C: Coaches' Certification – Local Permanent Record](#)
4. [Concussion / Sudden Cardiac Arrest Information and Agreement](#)

9430: Transportation of Students by Coaches

Whenever possible, athletic teams should be transported to games and tournaments by a parent or guardian, or in a yellow school bus. Coaches are strongly discouraged from transporting minors other than their own children to and from games and practices.

In the event that a coach chooses to transport minors, the following conditions must be met for parish employees and/or volunteers using their own vehicle:

1. A leased or privately owned 10–15 passenger van may not be used to transport school-aged children (grades K–12) for athletic events.
2. The driver must be 23 years of age or older (unless 21–22 and approved by Catholic Mutual).
3. The driver must have a valid, non-probationary driver's license with no physical disability that may impair the ability to drive safely.
4. The vehicle must have a valid registration.
5. The vehicle must be insured for minimum limits of \$100,000 per person / \$300,000 per occurrence.
6. The driver must complete the Volunteer Driver Information Sheet.
7. Drivers must complete the online video, "Be Smart – Drive Safe," available on the Catholic Mutual website (www.catholicmutual.org).

Except in emergencies, any coach who anticipates transporting students should complete a Volunteer Driver Information Packet (Form 3541.1) in advance.

9500 SAFETY AND HEALTH

9510: Accident and Injury Reporting

Minor injuries such as muscle strains, sprains, abrasions, and bruises to student athletes do not need to be reported. However, all of the following injuries require an accident report:

1. Broken bone
2. Head injury / concussion
3. Serious eye injury

4. Transport by ambulance
5. Other serious injury or an injury that has the coach or parents particularly upset

Reporting procedure:

1. After attending to the immediate medical needs of the injured person, the coach should report the serious injury to the Athletic Director (AD) that same day.
2. The AD reports to the principal and/or pastor.
3. Catholic Mutual Group should be notified.
4. The coach should gather contact information for the injured person, witnesses, and any other person or athlete involved in the injury and provide that information to the AD.

9520: First Aid and Medical Equipment

Schools, parishes, and leagues are responsible to ensure that appropriate first aid supplies, other medical equipment, and an accessible telephone are available at all practices and games.

9530: Open Gym and Summer Camp Programs

9531: Open Gym

An open gym must be open to all students — boys and girls — in two (2) or more grade levels. Coaches or assistant coaches for any teams in those grade levels may only supervise, and not coach, instruct, or direct activities during an open gym. The open gym must be supervised by at least two adults, 21 years or older, who have completed Safeguarding All of God's Family training.

9532: Summer Sport Camps

A parish may conduct a summer sport camp program. Conditions include:

1. The camp may not exceed five (5) days per grade, per sport.
2. The camp must occur between the end of the spring sport season and the start of the fall sport season.
3. Participation in a camp should be open to all parish/school students of the appropriate grade level and gender.
4. The parish must ultimately control the camp, including dates, fees, sign-ups, and finances.
5. A facilitator from outside the parish's athletic program should be used for the substantive or instructional aspects of the camp.

9540: Title IX Compliance

Title IX of the Civil Rights Act requires that equal opportunity be provided to both sexes to participate in athletics. It requires that all physical education classes be coeducational; however, it allows separation during the participation in contact sports and explicitly permits grouping of students by ability.

9600 SANCTIONS AND APPEALS

9610: Ejection from Competition

9611: Student Ejections

1. 1st Ejection: Immediate suspension for the next game (including tournament games). Suspension carries over to the next competitive season the student participates in.
2. 2nd Ejection: Suspension for the next two games (including tournament games). Suspension carries over to the next competitive season the student participates in.
3. 3rd Ejection: Suspension for the next five games; future eligibility reviewed by the student's parish/school in consultation with the Catholic School Services Department.

Students may participate in practice, but not in a scrimmage, during the suspension period. Suspensions resulting from ejections are not subject to appeal. The parish/school and/or league may impose consequences beyond those described above.

9612: Coach Ejections

1. 1st Ejection: Immediate suspension for the next two games (including tournament games). Suspension carries over to the next competitive season.
2. 2nd Ejection: Suspension for the next four games (including tournament games). Suspension carries over to the next competitive season.
3. 3rd Ejection: Suspension for the next eight games; future coaching eligibility reviewed by the parish/school and league in consultation with the Catholic School Services Department.

During the suspension period, the coach is not allowed to attend any practice, scrimmage, or competition. Suspensions resulting from ejections are not subject to appeal. The parish/school and/or league may impose consequences beyond those described above.

9620: Sanctions

Appropriate sanctions shall be applied toward teams and/or individuals not in compliance with archdiocesan policies relating to athletics. Sanctions to be considered include, but are not limited to:

1. Non-participation in leagues
2. Forfeiture of games
3. Removal of parish/school endorsement, use of parish/school name, logo, insignia, team name, and use of physical facilities and equipment
4. Loss of funds raised in the name of parish/school athletics
5. Loss of liability coverage under the archdiocesan insurance
6. Removal from positions of responsibility within the parish/school athletic structure
7. Declaration of player ineligibility in league games and parish, school, or diocesan-wide tournaments
8. Declaration of team ineligibility in league games and parish, school, or diocesan-wide tournaments

9630: Appeals Process

9631: Local and Parish/School Level Appeals

Decisions regarding player or coach eligibility, player or coach discipline, and any other local decision made by the parish/school may be appealed via the local appeal process. The decision of the pastor/president is final and may not be submitted to the Catholic School Services Department for review.

9632: League Level Appeals

Decisions regarding player or coach eligibility, player or coach discipline, and any other local decision made by the league may be appealed via the league's appeal process.

9633: Catholic School Services Department Review

A family who has followed the league's appeal process without satisfaction may ask the Catholic School Services Department to review the matter. The following conditions apply:

1. The family must submit written documentation detailing the progress of the appeal through the league's appeal process.
2. These documents, along with a letter explaining why a review is requested, must be submitted to the Catholic School Services Department within 10 days of the league's final decision.
3. Following examination of the documents, the Catholic School Services Department will either affirm the decision of the league, accept it for further appeal, or remand it back to the league for further consideration.

9700 SPORT-SPECIFIC REGULATIONS

The following policies govern each archdiocesan sport within its defined season. Unless otherwise noted, all general regulations in Series 9100–9600 apply. Policy 9100 (Applicable Sports and Seasons) governs season start and end dates.

9701: Baseball

1. Teams are limited to playing in only one (1) league during the season. (See Policy 9140.)
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season. No inter-school scrimmages or practice games are allowed during this period.
3. No team shall be scheduled for more than 18 games during the season.
4. Pitcher rest rule: A player shall be required to take two (2) calendar days of rest after pitching a total of seven (7) innings over any three (3) day period, unless the additional innings provision applies. That provision allows a player to pitch three (3) additional consecutive innings (ten total over a three-day period), but only if these additional innings occur during the extra inning period of a game and directly follow the pitcher's personal seventh inning. Pitching one (1) ball to one (1) batter or issuing an intentional walk constitutes one inning on the pitcher's record. This rule applies even if a game is called before it becomes an official contest. Violation of this rule shall result in automatic forfeiture of the game in which it took place.

9702: Basketball

1. Teams are limited to playing in only one (1) league during the season. (See Policy 9140.) Basketball leagues may not begin play until after Thanksgiving.
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season. There must be at least three (3) practice sessions on separate days before the first scrimmage, with no more than two (2) inter-school scrimmages allowed before the first game.
3. Practice frequency: 4th, 5th, and 6th grade teams — maximum two (2) practices per week, each no more than 1½ hours in length. 7th and 8th grade teams — maximum two (2) practices per week, each no more than two (2) hours in length.
4. 4th, 5th, and 6th grade teams may play a maximum of 12 games and participate in three (3) tournaments. 7th and 8th grade teams may play a maximum of 14 games and participate in four (4) tournaments (not counting the Padre Serra Basketball Tournament).
5. Teams may participate in tournaments held within the season (first practice date through season end date). No tournament may schedule a team for, nor may any team participate in, more than five (5) games per tournament.
6. The maximum length of any game quarter shall be six (6) minutes.
7. The maximum number of league games a team may participate in during any one day is two (2). Up to two (2) additional tournament games may be played on the same day if in a single tournament. Playing in multiple tournaments in one day is not permitted. If the team has a bye in league play, a maximum of two (2) tournament games may be played. Exception: one (1) hour of rest must be provided between games if requested by the team before schedules are created, on or before the day team counts are due.

9703: Football

1. Teams are limited to playing in only one (1) league during the season. (See Policy 9140.)
2. There shall be at least ten (10) individual practice sessions on separate days before the first regularly scheduled game. The first three (3) days of practice shall be conducted without protective equipment for conditioning purposes.
3. Practice frequency (5th and 6th grade): From August 15 until the official first day of school — maximum four (4) practices per week, each no more than 1½ hours. After school begins — maximum three (3) practices per week, each no more than 1½ hours.
4. Practice frequency (7th and 8th grade): From August 15 until the official first day of school — maximum four (4) practices per week, each no more than two (2) hours. After school begins — maximum three (3) practices per week, each no more than two (2) hours.
5. Not more than one (1) inter-school scrimmage is permitted prior to the first regularly scheduled game. Seven (7) separate days of practice must precede the first scrimmage. The scrimmage and the first regularly scheduled game must be at least three (3) days (72 hours) apart.
6. No team or individual player may be scheduled for more than nine (9) games. No game may be scheduled until at least the fourth day following the previously scheduled game (e.g., Friday to Tuesday or Saturday to Wednesday).
7. The maximum length of any game quarter shall be eight (8) minutes.
8. It is recommended that a physician, EMT, or certified athletic trainer be present during all games.

9704: Soccer

1. Teams are limited to playing in only one (1) league during the season. (See Policy 9140.)
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season. There must be at least three (3) practice sessions on separate days before the first scrimmage, with no more than two (2) scrimmages allowed before the first game.
3. Practice frequency: 4th, 5th, and 6th grade teams — maximum two (2) practices per week, each no more than 1½ hours in length. 7th and 8th grade teams — maximum two (2) practices per week, each no more than two (2) hours in length.
4. No team shall be scheduled for more than 12 games during the season, exclusive of tournament participation.
5. Teams may participate in tournaments held within the defined sport season subject to the following limitations: 4th, 5th, and 6th grade teams — two (2) tournaments; 7th and 8th grade teams — three (3) tournaments.

9705: Softball

1. Teams are limited to playing in only one (1) league during the season. (See Policy 9140.)
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season.
3. There must be at least three (3) practice sessions on separate days before the first scrimmage, with no more than two (2) scrimmages allowed before the first game.
4. Practice frequency: 4th, 5th, and 6th grade teams — maximum two (2) practices per week, each no more than 1½ hours in length. 7th and 8th grade teams — maximum two (2) practices per week, each no more than two (2) hours in length.
5. No team shall be scheduled for more than 16 games during the season

9706: Track

1. There shall be at least four (4) individual practice sessions on separate days before the first regularly scheduled meet.
2. There must be at least three (3) practice sessions on separate days before the first practice meet, with no more than one (1) practice meet allowed before the first scheduled inter-school meet.
3. Teams may be scheduled for a maximum of two (2) practices per week, each no more than two (2) hours in length.
4. No team may be scheduled for more than 10 meets.

9707: Volleyball

1. Teams are limited to playing in only one (1) league during the season. (See Policy 9140.)

2. There must be a minimum of four (4) practice sessions on separate days before the opening match of the season. There must be at least three (3) practice sessions on separate days before the first scrimmage, with no more than two (2) scrimmages allowed before the first match.
3. Practice frequency: 4th, 5th, and 6th grade teams — maximum two (2) practices per week, each no more than 1½ hours in length. 7th and 8th grade teams — maximum two (2) practices per week, each no more than two (2) hours in length.
4. No team shall be scheduled for more than 18 matches during the season, exclusive of tournament participation.
5. Teams may participate in tournaments held within the season (first practice date through season end date) subject to the following limitations: 5th grade — two (2) tournaments; 6th grade — two (2) tournaments; 7th grade — three (3) tournaments; 8th grade — three (3) tournaments (not counting the Seton Tournament).
6. A "match" shall consist of three (3) sets or the best two out of three (3) sets, or any set that determines a winner. The maximum number of matches a team may participate in during any one day is four (4), with a maximum of three (3) used for tournament play if in a single tournament. Playing in multiple tournaments in one day is NOT permitted. All league matches for that day MUST be played and take priority over tournament matches. If a single league match is scheduled, a maximum of three (3) tournament matches may be played. If a double header (two league matches) is scheduled, a maximum of two (2) tournament matches may be played. If the team has a bye in league play, a maximum of three (3) tournament matches may be played. Exception: The Seton Tournament may play three sets out of five.

9708: Futsal

1. Teams are limited to playing in only one (1) league during the season. (See Policy 9140.)
2. A team may play in both the fall and the spring season. However, separate rosters are required for each season.
3. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season. There must be at least three (3) practice sessions on separate days before the first scrimmage, with no more than two (2) scrimmages allowed before the first game.
4. Practice frequency: 4th, 5th, and 6th grade teams — maximum two (2) practices per week, each no more than 1½ hours in length. 7th and 8th grade teams — maximum two (2) practices per week, each no more than two (2) hours in length.
5. No team shall be scheduled for more than 12 games during the season, exclusive of tournament participation.
6. Teams may participate in tournaments held within the defined sport season subject to the following limitations: 4th, 5th, and 6th grade teams — two (2) tournaments; 7th and 8th grade teams — three (3) tournaments.

9709: Cross Country

1. There shall be at least four (4) individual practice sessions on separate days before the first regularly scheduled meet.

2. There must be at least three (3) practice sessions on separate days before the first practice meet, with no more than one (1) practice meet allowed before the first scheduled inter-school meet.
3. Teams may be scheduled for a maximum of two (2) practices per week, each no more than two (2) hours in length.
4. No team may be scheduled for more than 10 meets.
5. Parishes/schools must develop local guidelines addressing practices/meets that do not occur on campus, prioritizing safety and supervision in the following areas:
 - a. Route planning and approval: routes must be pre-approved by the pastor/principal; routes must be safe (sidewalks, not roads); adult supervision at intersections; low-traffic areas; avoid high-traffic roads, construction, hazards, or poor visibility areas.
 - b. Emergency response plans must address the unique nature of cross country, including the fact that athletes and coaches will be away from a specific facility and may be significantly spread out during a run.
 - c. Students should be visible to an adult at all times during a run. All supervising adults must be Safe Environment Certified and approved by the parish/school.
 - d. Coaches should do a head count before and after each run.
 - e. Parents must be notified of practice routes and provide permission for each route that may be used.
 - f. Practicing in local parks is permitted provided all above criteria — and any other applicable criteria such as student transportation — are in place

9710: Cheerleading

Eligibility: Students in grades 4, 5, 6, 7, and 8 are eligible to participate in cheerleading.

General Regulations

1. Teams are limited to playing in only one (1) league during the season. (See Policy 9140.)
2. There must be a minimum of four (4) practice sessions on separate days before the opening event of the season.
3. Practice frequency: 4th, 5th, and 6th grade teams — maximum two (2) practices per week, each no more than 1½ hours in length. 7th and 8th grade teams — maximum two (2) practices per week, each no more than two (2) hours in length.
4. No team shall be scheduled for more than 12 events during the season, exclusive of tournament participation.
5. All teams must be supervised during all official functions by a qualified director/coach who has been trained and certified in proper spotting for gymnastics and partner stunts, safety measures, and basic injury management.
6. Coaches must consider individual, group, and team skill level with regard to proper performance level placement.
7. Cheerleaders should be trained in proper spotting techniques and should only attempt stunts after they have demonstrated proper skill progression and proficiency required to complete the stunt.

General Safety Rules for Cheerleading

8. Each participant must have a current physical examination on file and a signed liability release form.
9. All participants must be covered by insurance (participant's own or school/parish insurance).
10. There must always be a first aid kit and a working telephone at the performance site, as well as a written emergency response plan in the event of an injury.
11. Appropriate footwear must be worn at all times. Soft-soled tennis shoes must be worn while competing; no jazz shoes and/or boots are allowed.
12. Jewelry of any kind is prohibited. Jewelry must be removed and not taped over or covered.
13. Only the following props are allowed: flags, banners, megaphones, poms, and signs. Flags and/or banners with poles or similar support apparatus may not be used in conjunction with a stunt or tumbling.
14. Cheers, chants, lyrics, and music must be appropriate and uphold Christian standards.
15. No use of any height-increasing apparatus (e.g., mini trampoline).
16. All permitted skills (stunts, pyramids, tumbling, etc.) must be performed on landing mat, foam floor, or grass/turf. Technical skills may not be performed on concrete, asphalt, wet, or uneven surfaces or surfaces with obstructions.

Safety Rules for Tumbling, Stunts, Pyramids, and Dismounts

The following rules are aligned to the American Association of Cheerleading Coaches & Administrators (AACCA) guidelines for youth recreation league cheerleading.

17. It is the coach's responsibility to ensure that squad members do not attempt to perform any stunts or movements for which they have not been properly trained.
18. All pyramids and partner stunts are limited to two persons high and should only be performed with spotters. "Two high" is defined as the base (bottom person) having at least one foot on the ground.
19. The top person(s) must receive primary support from a base.
20. The top person in a partner stunt, pyramid, or transition may not be in an inverted (head below the waist) position.
21. Shoulder level single-leg stunts must be braced by at least one person at prep level or below with hand-arm connection only.
22. Any two-leg extension stunt must include two (2) bases, a back spotter, and a front spotter. The top person must have both feet in contact with the base at all times during any extended stunt.
23. Extended stunts may not brace or be braced by any other extended stunts.
24. An extended stunt pyramid must be brought down to prep level or below before it can dismount.
25. Dismounts to the performing surface from stunts and pyramids must be assisted by the original bases.
26. Only straight pop downs and cradles are allowed.
27. Cradles from single-based stunts must have a spotter with at least one hand-arm supporting the waist-to-shoulder region to protect the head and shoulder area through the cradle.
28. Cradles from multi-based stunts at prep level must have two (2) catchers and a separate spotter at the head and shoulder area of the top person.
29. A spotter is required for each top person at prep level and above. A spotter must: be in direct contact with the performing surface; be attentive to the skill being spotted; be positioned to prevent injuries; and be a team member.
30. All tumbling must originate from and land on the performing surface.

Specific Skill Restrictions

The following skills are prohibited:

31. Basket tosses, toe pitch tosses, elevator tosses, and similar multi-based tosses.
32. Tension drops/rolls.
33. Single-leg extended stunts.
34. Dive rolls.
35. Inversions and/or twisting into or out of stunts, regardless of contact with bases.
36. Any stunt, pyramid, or individual moving over or under another stunt, pyramid, or individual.
37. Running tumbling or flips. Maximum tumbling difficulty is limited to a single back handspring.

9800 SECONDARY SCHOOL INTERSCHOLASTIC ATHLETICS

9810: WIAA Governance

Secondary schools shall abide by the regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

9900 ALL REQUIRED FORMS

1. [Archdiocesan Sports Standardized Schedule](#)
2. [Concussion / Sudden Cardiac Arrest Information and Agreement](#)
3. [Concussion / Sudden Cardiac Arrest Agreements - Espanol](#)
4. [Form 9034: Combined Parish Athletic Program Request](#)
5. [Form 9224: Team / Player\(s\) Merger Request](#)
6. [Form 9230: Team Roster](#)
7. [Form 9240: Student Transfer Waiver](#)
8. [Form 9250-A: Student Athlete – Medical Information & Emergency Consent](#)
9. [Form 9250-B: Parents and/or Legal Guardians Risk Acknowledgement and Consent to Participate](#)
10. [Form 9250-C: Physical Examination – Athlete Participation](#)
11. [Form 9250-K: Student-Athlete Sportsmanship Pledge](#)
12. [Form 9250-K: Student-Athlete Sportsmanship Pledge - Espanol](#)
13. [Form 9250-M: Parent/Guardian Sportsmanship Pledge](#)
14. [Form 9250-M: Parent/Guardian Sportsmanship Pledge – Espanol](#)
15. [Form 9424-A: Coaches' Agreement](#)
16. [Form 9424-B: Coach Sportsmanship Pledge](#)
17. [Form 9424-C: Coaches' Certification – Local Permanent Record](#)

ADDITIONAL ARCHDIOCESE OF MILWAUKEE POLICIES

Please refer to the *Archdiocese of Milwaukee Parish and School Policy Manual* for all of the current policies.

1112.2: General Consent Form for Child Photo, Video and Audio Use

Photos or videos of students may be used on parish/network/school websites, social media, and print materials under the following guidelines:

- Identified photographs of students may be published with written and dated permission forms from parents.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.
- Care needs to be taken to ensure that any digital content, including but not limited to, video, audio and social media posts, does not release individual, identifiable information about minors without parent consent.

[Download Form 1112: General Consent Form for Child Photo, Video and Audio Use \(English\)](#)

[Download Form 1112: General Consent Form for Child Photo, Video and Audio Use \(Spanish\)](#)

ADOPTED: 5/13/1975; REVISED: 7/2/2020

3541: Transportation

Any employee or volunteer of the parish operating a parish or private vehicle in the pursuit of church or school business is provided coverage. If the vehicle is parish owned, the Protected Self Insurance Program's coverage is primary. In the event the vehicle is non-parish owned, the parish's coverage would be excess (secondary) to the vehicle owner's coverage.

ADOPTED: 4/13/1992; REVISED: 7/31/2014

3541.1: Transportation of Students

1. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
2. The school shall provide transportation for teams, clubs, and other groups required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
3. Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
4. Parents must be alerted to the liability they assume in providing transportation for students other than their own.
5. Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.

6. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
7. The vehicle must have a valid, current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
8. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
9. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
10. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group using the [Request for Driver's Record Check](#). Catholic Mutual will check the driving record through the state and communicate the results to the parish. The [Employee/Volunteer Driver Information Sheet](#) should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
11. Drivers must complete the on-line video, "Be Smart – Drive Safe" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three-year re-approval process.
12. Administrators or volunteers responsible for programs that require driving must view the Catholic Mutual video, Church Transportation – is it Necessary and Ministry-Based.
13. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
14. Passengers must be belted and/or in booster seats as prescribed by law.
15. Drivers transporting children must meet Safe Environment protocols.

LINK: [Form 3541.1 Employee Volunteer Driver Information Packet](#)

ADOPTED: 4/14/1987; REVISED: 6/2/2020

4140: Volunteers

Parents and interested individuals in the community should be encouraged to offer their services as volunteers in the parish and school programs.

Volunteers are to work under the supervision and direction of a certified staff person.

All volunteers should complete the volunteer's application form before placement. The duties of the volunteer should be clearly defined.

Volunteers should be provided an orientation prior to the commencement of their duties. This orientation should include a review of parish/school policies, procedures, and legal considerations as they pertain to the volunteers' time in the parish/school. Volunteers should be knowledgeable of the scope of their volunteer tasks and know what to do in case of emergencies or accidents. Existing volunteers should be re-oriented annually.

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, the following requirements must be met for all volunteers who have regular contact with children or youth prior to commencement of volunteer service:

- Be cleared through a state and national criminal background check
- Obtain Safe Environment Certification
- Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee
- Must have knowledge of the following policies and procedures:
 - Mandatory Reporting of Child Abuse and Neglect (5140.1)
 - Mandatory Reporting of School Violence Threats (5140.12)
 - Suicide Prevention and Intervention – mandatory reporting responsibilities (6164.12 #4)
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

A volunteer may be dismissed for violations of policies and procedures of the parish/school or for actions that harm the good name and reputation of the parish and/or school.

LINK: [Form 4140: Volunteer Application](#)

ADOPTED: 5/1/1984; REVISED: 8/5/2022

4410: Responsibilities for Supervision of Children and Youth - Employees and Volunteers

Parishes and schools have a profound responsibility to assure the safety of students who participate in parish and school sponsored programs and activities. This means that activities are well planned, understood, and agreed to by the parents/guardians, and participants are properly supervised at all times.

Supervisors must be selected with care. All personnel and volunteers shall have appropriate skills, qualifications, training, and orientation to supervise minors.

1. Only responsible adults, age 21 or older, shall be allowed to function in an independent supervisory capacity with minors in any parish/school program. Adults between the ages of 18-21 may assist in the supervision of minors when in a joint relationship with an adult supervisor over the age of 21. Minors under the age of 18 may assist with activities involving other minors but shall not have supervisory responsibilities.
2. Program director(s) must make decisions about appropriate supervision based on the age of the participants, size of the group, location, and types of activities involved. Any parish/school event for minors requires the on-site presence of at least two responsible adults.
3. The number of adult supervisors should be appropriate for the attendance, with a ratio of not more than ten (10) minors per supervisor, with a ratio of eight (8) minors per supervisor for overnight

events. If an event has both male and female minors in attendance, there must be both male and female responsible adults also present.

4. Overnight and extended stay activities must provide for the safety of minors at all times. Responsible adult supervisors must be on-site 24 hours a day.
5. All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:
 - a. Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
 - b. Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4113: Criminal Records)
 - c. Has reviewed, signed, and agreed to the Code of Ethical Standards for the Archdiocese of Milwaukee in the last five years.
 - d. In addition, the following must be met:
 - i. Must have knowledge of the following policies and procedures:
 1. Mandatory Reporting of Child Abuse and Neglect (5140.1)
 2. Mandatory Reporting of School Violence Threats (5140.12)
 3. Suicide Prevention and Intervention – mandatory reporting responsibilities (6164.12 #4)
 - ii. Be approved by a member of the professional staff.
6. Supervisors must understand their duties and responsibilities. Supervisors must remain within the scope of activities for which parents have provided informed consent.
7. Only those programs, events, and facilities specifically approved by the school administrator/pastoral supervisor may be promoted to minors in the parish and school programs. Any facilities or equipment to be used as part of any activity should be reviewed/inspected for obvious hazards prior to the activity.
8. Parents must have explicit knowledge of the details of any event or program involving their minor children and give specific permission for their child's participation in an event. Teenagers in youth programs who have reached the age of consent (18) also must have explicit knowledge of the details of any event or program and must acknowledge informed consent before they participate in the event or program. If these teenagers are living with their parents, consideration should also be given to informing the parents of the details of the event. Formal parental permission for those over the age of 18, however, cannot be legally required.
9. No supervisor may be alone with a field trip participant at any time, other than a parent with his/her own child. One-on-one interactions between an adult and a minor should always occur in a public environment and with the knowledge of another adult supervisor. No one-on-one counseling, spiritual direction, etc., should occur in a supervisor or minor's personal living quarters.
10. Participants should be kept together as a group. Supervising adults/chaperones are not to surrender their responsibility for the minors entrusted to them. Minors must always be under the

supervision of an adult from their own parish, school or trip and never under the supervision of another adult from a group not associated with their parish, school or trip.

11. On overnight events:
 - a. Separate sleeping arrangements should be made for males and females. This applies to minors as well as adults, unless the adults are married.
 - b. An adult may not share sleeping quarters such as hotel rooms or cabins with minors, except when absolutely necessary (such as personal safety) and only with another adult present. In some situations, where accommodations may be in large, open areas, the adults may be housed with minors in the same area but should sleep in a space that is separate from the minors.
 - c. Whenever possible, males and females should use separate bathroom and shower facilities. This applies to minors as well as adults. In the event this is not possible, separate times should be designated for male/female and adult/minor bathroom and shower use.
12. Adults may not use, supply, or be in the possession of alcohol, illegal drugs, or sexually explicit material when working with minors. No possession or use of these substances by minors will be tolerated.
13. Sexual contact between minors is never permitted at parish/school functions. This policy shall be clearly explained to minors before they participate in any parish/school function, especially overnight events.
14. Supervisors must know what to do in case of an emergency. A crisis involving a minor must be reported to
15. the administrator/supervisor in charge and the minor's parent.
16. Any violation of civil law, including allegations of sexual misconduct or abuse, which arise on parish, school, or archdiocesan sponsored events for minors should be taken seriously and reported immediately to the appropriate civil authorities. Mandatory reporting laws apply not only if there is an occurrence between an adult and a minor but also when there is unlawful or suspicious behavior between two or more minors (e.g., harassment, cyberbullying, sending and/or receiving pornographic images.)
17. Any incident or allegation of sexual misconduct must also be reported to the Archdiocesan Safe Environment Coordinator or the Catholic School Services Department.

For further information regarding field trips, please see Policy# 6153 Field Trips and Community Service and Policy# 6153.1 Extended Field Trips

ADOPTED: 6/10/99; REVISED: 8/5/2022

4441.2: Communication with Students (Electronic Communication)

Electronic communication with students shall be conducted in a manner that maintains appropriate professional boundaries, ensures transparency and accountability, and protects the safety and dignity of minors.

The purpose of this policy is to establish clear standards for electronic communication between personnel and students, in order to prevent misconduct and ensure compliance with safeguarding requirements and applicable law.

This policy applies to all clergy, employees, and volunteers who communicate electronically with students in an official capacity.

Approved Communication Methods

Communication with students shall occur only through parish or school-approved systems and platforms.

Electronic communication shall include appropriate transparency measures, including the participation of at least two adults or inclusion of a parent or guardian, unless otherwise approved for a specific purpose by administration.

Transparency and Accessibility

All electronic communication with students shall be transparent and accessible to parents/guardians and appropriate parish or school personnel. Parents and guardians have the right to review communications involving their child.

Retention and Documentation

All electronic communication with students shall be retained and retrievable in accordance with Archdiocesan guidelines and shall be available for review by parents, supervisors, and appropriate authorities.

Professional Boundaries

Personnel shall maintain professional relationships with students at all times. Communication shall be limited to legitimate educational, ministerial, or supervisory purposes and shall not create personal, exclusive, or secretive relationships.

Prohibited Practices

Personnel shall not engage in private, one-to-one electronic communication with students in a manner that lacks transparency or accountability.

Personnel shall not use personal accounts, unapproved applications, or platforms that prevent appropriate supervision, documentation, or retrieval of communication.

Content Standards

All communication shall be appropriate in content and tone. Communication that is suggestive, secretive, manipulative, or that fosters emotional dependency is strictly prohibited.

Parental Rights and Participation

Parents and guardians shall be informed of communication methods used with students and shall have the right to request alternative communication methods or to opt out of specific digital communication platforms.

Compliance with Safe Environment Policies

All communication with students shall comply with Safe Environment standards and all Archdiocesan policies governing conduct with minors.

Reporting Requirements

Any suspected inappropriate communication, boundary violation, or misconduct involving electronic communication shall be reported immediately in accordance with Archdiocesan policy and applicable law.

This includes misconduct occurring through digital platforms, such as harassment, exploitation, or inappropriate sharing of content involving minors.

Disciplinary Action

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or volunteer service.

ADOPTED: 6/1/2026

4470: Gender Identity

The following policy seeks to provide guidance in applying the Church's moral teachings regarding the challenges presented by "gender theory." This policy is put forth for parishes, organizations, and institutions of the Catholic Church in the Archdiocese of Milwaukee.

As a general rule, in all interactions and policies, parishes, organizations, and institutions are to recognize only a person's biological sex. This policy applies, but is not limited to, all Church employees, personnel, volunteers, and those entrusted to the care of the Church, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the Church.

Designations and Pronouns. Any parochial, organizational, or institutional documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing, nor are parishes, organizations, or institutions to permit such

a designation. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and “gender” and thus opposes the truth of our sexual unity.

Bathrooms and Locker Rooms. All persons must use the bathroom or locker room which matches their biological sex. Archdiocesan parishes, organizations, and institutions are permitted to have individual-use bathrooms which are available for all members of the respective community.

Attire. All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

Athletics and Extra-Curriculars. Participation in parish, school, and extra-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes.

Single-Sex Schools, Buildings, and other Programs and Institutions. Admission to single-sex programs, including but not limited to single-sex schools, camps, and retreats, is restricted to persons of the designated biological sex. Dormitories or other single-sex buildings are restricted to persons of the designated biological sex.

Medication. No person is permitted to have on-site or to distribute any medications for the purpose of gender reassignment. Also, students and those entrusted to the care of the Church are not permitted to take “puberty blockers,” even if self-administered, on parish or school property, with the purpose of a potential or actual “gender reassignment.”

Protecting the Vulnerable. Those entrusted to the care of the Church who express a tension between their biological sex and their “gender” and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the Church. Parishes, schools, and other Catholic institutions or organizations should take the necessary precautions, in accord with the policies of this document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

LINK: [Catechesis and Policy on Questions Concerning Gender Theory](#)

ADOPTED: 8/5/2022

5140.1: Mandatory Reporting of Child Abuse and Neglect

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity; exposing a child to pornography; participation in human trafficking; or exposing and/or participating in sexting.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

School teachers, administrators, counselors, substitute teachers, school employees

- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.

- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates [Wis. Stat. § 48.981 \(2\)](#), Stats of the Wisconsin Children’s Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both [Wis. Stat. § 48.981 \(6\)](#). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

Procedures for Reporting

Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.

It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.

Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a

report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.

If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.

When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

Report to Child Protective Services:

Intentionally inflicting injury (or death) of a minor

Suspicion that a child is going to be harmed

Neglect

Child-on-child sexual abuse (under 10 years of age. If older, report to law enforcement)

An individual engaged in behavior that was dangerous to the child (even if there was no intent to cause injury)

Manufacturing methamphetamines when a child is present, in the place where a child resides, or when a child could reasonably see, smell, or hear the manufacturing of methamphetamines

Concerns related to mental health and wellbeing of a minor if the parent/guardian is not able to keep the minor safe when there have been threats of harm to self or others.

Report to Local Law Enforcement (for the city or county where the incident occurred):

- If the child is in imminent danger
- Sexual abuse or assault
- Any illegal behavior
- Any image, video or social media content that contains a minor that involves nudity and/or sexual content
- If the matter involves child pornography, human trafficking, or sexting
- Any concern that involves imminent danger to a person's life
- If the matter involves a threat of violence to a school building, staff, or students

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, workplace (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.

2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the

Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.

14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

LINKS:

[Form 5140.1: Report of Suspected Child Abuse/Neglect](#)

DPI resource: [The School's Role in Preventing Child Abuse and Neglect Indicators of Possible Child Maltreatment](#)

ADOPTED: 5/2/2000; REVISED: 8/5/2022

5141.1: Concussion

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

While some research shows that the young brain can be resilient, it may also be more susceptible to the chemical changes that occur in the brain after a concussion. These changes can lead to a set of symptoms affecting the student's cognitive, physical, emotional, and sleep functions.

Concussions affect people differently. Most students will have symptoms that last for a few days or a week. A more serious concussion can last for weeks, months, or even longer. (Source: Centers for Disease Control)

The effects of a concussion on student's return-to-school experience are unique to each student. Therefore, each student should have an individualized academic adjustment plan for the duration of the student's recovery. This plan should be created in consultation with the student's parents, medical professionals, and school personnel. It should address the cognitive, behavioral, social, emotional, and emotional needs of the student.

Each year, all school personnel and coaches shall review the school's concussion management plan and educational materials. All school staff members and coaches shall sign a statement acknowledging that they understand the importance of recognizing and responding to concussions.

Schools must provide this information prior to the start of each sport season. Schools should use the Concussion and Head Injury Information sheet, Coaches Agreement, and Parent Agreement published by the Wisconsin Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.

LINKS:

[Concussion / Sudden Cardiac Arrest Information and Agreement](#)

CDC Concussion Signs and Symptoms Checklist:

https://www.cdc.gov/headsup/pdfs/schools/TBI_schools_checklist_508-a.pdf

CDC HEADS UP: Safe Brain Stronger Future: <https://www.cdc.gov/HeadsUp/>

WIAA Concussion and Sudden Cardiac Arrest Information: <https://www.wiaawi.org/Health/Concussion-and-Sudden-Cardiac-Arrest-Information#4251601-resources>

ADOPTED: 6/14/2012; REVISED: 8/5/2022

5141.11: Sudden Cardiac Arrest

[Wis. Stat. §118.2935](#) requires schools to provide information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of sudden cardiac arrest during youth athletic activities. This must include:

Information about the risks associated with continuing to participate in a youth athletic activity after experiencing one or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate.

Information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing.

Information about how to request, from a pupil's health care provider, the administration of an electrocardiogram, in addition to a comprehensive physical examination required to participate in a youth athletic activity, at a cost to be incurred by the pupil's parent or guardian.

Schools must provide this information prior to the start of each sport season. Schools should use the Sudden Cardiac Arrest Information sheet, Coaches Agreement, and Parent Agreement published by the Wisconsin Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.

LINKS:

[Concussion / Sudden Cardiac Arrest Information and Agreement](#)

WIAA Concussion and Sudden Cardiac Arrest Information: <https://www.wiaawi.org/Health/Concussion-and-Sudden-Cardiac-Arrest-Information#4251601-resources>

ADOPTED: 8/5/2022

7103: Appropriate Communication with Students

All communication between parish/school personnel and students shall reflect the dignity of the human person, uphold the mission of Catholic education, and maintain appropriate professional boundaries. Communication practices must comply with Safe Environment requirements, Archdiocesan policies, and applicable state law, including [2025 Wisconsin Act 89](#).

This policy applies to all individuals acting in an official capacity on behalf of a parish or school, including clergy, employees, and volunteers, as well as coaches, catechists, and youth ministers. It applies to all forms of communication with students, whether occurring during or outside of parish/school hours and across all platforms, including digital, verbal, and written communication.

Standards for Communication

All communication with students shall be consistent with the role of the adult as a minister, educator, or supervisor and shall maintain appropriate professional boundaries. Communication must be related to legitimate educational, ministerial, or supervisory purposes and must never create or foster a personal or exclusive relationship with a student.

Personnel shall recognize the inherent imbalance of authority in relationships with minors and conduct themselves in a manner that reflects transparency, accountability, and respect for the student and the student's family.

Approved Methods of Communication

Communication with students shall occur through parish/school-approved systems and platforms. Acceptable methods include official parish or school email systems, approved learning management systems, and other communication platforms designated by the parish/school.

When group messaging is used, it shall include appropriate transparency measures, such as the inclusion of multiple adults or access by a parent or guardian, in accordance with Archdiocesan policy. Parish/school-sponsored social media accounts may be used when administered in compliance with established guidelines.

Prohibited and Restricted Communication

Communication practices that lack transparency or accountability are not permitted. This includes one-to-one private communication with a student through text messaging, direct messaging, or social media unless a parent/guardian or another authorized adult is included.

Personnel shall not use personal social media accounts for ministry-related communication with students, nor shall they use messaging applications or platforms that do not allow for appropriate supervision, documentation, or retrieval of communication.

The use of communication methods designed to conceal, delete, or obscure interactions is strictly prohibited.

Content of Communication

All communication must be appropriate in content and tone and must relate directly to parish/school programs or activities. Communication may include educational instruction, faith formation, scheduling, or other legitimate purposes.

Communication that is personal, intimate, secretive, or unrelated to parish/school activities is not permitted. This includes, but is not limited to, flirtatious or suggestive language, discussions that create emotional dependency, or communication that attempts to isolate a student from parents, guardians, or peers.

Transparency and Record Retention

All communication with students conducted in an official capacity should be capable of being documented, retained, and reviewed. Parents and guardians have the right to access communications involving their child.

Parish/school administrators and supervisors should have access to such communication upon request to ensure compliance with this policy and other safeguarding requirements.

Professional Boundaries

Personnel shall maintain clear professional boundaries in all interactions with students.

Personnel are permitted to participate in social media for personal use on their own time and with their own accounts, unrelated to school. However, personnel are encouraged to be mindful of what is shared or posted online as staff are examples of our school's values for our school families and the community.

Personnel are prohibited from accepting or initiating social media connections (e.g., Facebook friends and Instagram follows) with current or former students under the age of 21.

Reporting Requirements

Any staff member who becomes aware of inappropriate communication between another staff member and a student is required to report it to school leadership immediately.

If a staff member receives communication from a student that would reasonably be perceived as crossing appropriate staff-student boundaries or as being otherwise inappropriate, the staff member must report the contact to the school principal.

Consistent with the state's mandatory reporting requirements, any school staff member must report suspected child abuse, which includes behavior or communications that can be reasonably construed as grooming, to child protection authorities, law enforcement, or a designated school employee who will then report it to applicable authorities.

Disciplinary Action

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or volunteer service. Disciplinary measures may include verbal or written warnings, suspension, or removal from ministry, depending on the severity of the violation and in accordance with Archdiocesan procedures.

Training Requirements

All personnel shall complete required training on an annual basis. Training shall include instruction on recognizing grooming behaviors, maintaining appropriate boundaries, and complying with reporting obligations.

Training programs may include those provided by the Wisconsin Department of Public Instruction or other approved equivalents.

Relationship to Other Policies

This policy shall be read in conjunction with existing Archdiocesan policies, including but not limited to those governing electronic communication, acceptable use of technology, and ethical standards for conduct. In the event of a conflict, the more restrictive standard shall apply in order to ensure the safety and protection of minors.

ADOPTED: 6/1/2026