

Memorandum

November 9, 2004

To: Elementary/Middle School Principals and Athletic Directors/Coordinators

From: W. Scott Weyda

Re: Informational Meetings for Athletic Directors/Coordinators

The Office for Schools and the Archdiocesan Youth Athletic Advisory Board are co-sponsoring informational meetings for athletic directors/coordinators in our local parishes and schools. For your convenience two sessions are scheduled - each with the identical agenda - to allow everyone a chance to get to one of them. The dates of the meetings and the agenda are listed below. To attend please complete the registration form and return it via the options given to the person indicated. There is no cost to participate in these meetings.

Tentative Agenda

- I. Prayer and Welcome
- II. Introductions of Participants
- III. Role of the Archdiocesan Athletic Advisory Board
- IV. Role of the Local Athletic Director/Coordinator - Building Relationships
- V. Review of Highlighted Athletic Policies and Regulations
- VI. Liability/Insurance Issues
- VII. Questions & Answer Time

These meetings will go from 7:00 - 8:30 p.m. at the following locations and dates:

- **Thursday, December 9, 2004 at St. Mary, Hales Corners**
9520 W. Forest Home Ave. (2 minutes southwest of I-894 by-pass)
Park in the lot west of the school and enter doors to cafeteria/meeting room.
- **Monday, February 7, 2005 at St. James, Mequon**
2600 W. Mequon Rd. (a few miles west of I-43)
Park in lot in front and east of parish complex.

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Registration Form - Athletic Director/Coordinator Informational Meeting

Please register for one of the two meetings, clearly indicating which session you will attend.

Parish/School _____ City/Town _____
 Name(s) _____

I/We will attend the meeting at:

- St. Mary, Hales Corners on December 9, 2004
- St. James, Mequon on February 7, 2005

Return this form to :

Mary Wittmann, OSCYM
 3501 S. Lake Dr.
 Milwaukee, WI 53207-0912
 Fax: 414-769-3408 or email: wittmannm@archmil.org

PLEASE RETURN YOUR REGISTRATION NO LATER THAN FIVE (5) DAYS BEFORE THE DATE OF THE SESSION YOU ARE ATTENDING.