

ST. CHARLES ATHLETIC COMMISSION

CHARTER & BYLAWS

Revised and Approved September 2015



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I. MISSION STATEMENT

The St. Charles Parish Athletic Commission (herein referred to as “Commission” or “Board”) exists to provide the youth of St. Charles Parish the opportunity to enjoy athletics through actively participating on Parish sponsored teams. The program is designed to give children the opportunity to play sports under conditions that foster good fellowship, skillful play, sportsmanship, while providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

II. PURPOSE AND OBJECTIVES

The Athletic Commission shall provide a youth sports program comprised of organized athletic teams for the boys and girls of St. Charles Parish in a Christian atmosphere, by:

1. Providing leadership, supervision, and administrative support and developing appropriate policies, guidelines and standards.
2. Providing knowledgeable coaches who understand the fundamentals of the sport and who agree to instill loyalty and Christian values in their players.
3. Working with the School Principal to ensure that the educational needs of the students come first.
4. Providing the financial stability, the necessary athletic equipment for all teams and to remain independent of the financial responsibility of the Parish.
5. Providing the encouragement of a high degree of sportsmanship on the part of players, coaches, parents, and administrators.
6. Recommending new programs/activities within the athletic forum.

7. Conducting evaluations of all activities to insure excellence and maintain the policies, guidelines, and standards set by the Commission.

III. MEMBERSHIP IN CYO OF GREATER DAYTON

The Commission shall maintain an active membership and participate in the Catholic Youth Organization (CYO) of Greater Dayton. Teams will represent St. Charles Parish in the following sports: Basketball, Soccer, Volleyball, Baseball, Softball, Track, and Cheerleading and will ordinarily be entered in the leagues provided by the CYO. Participation may include other sports. The Commission may support teams that participate in leagues other than CYO, if approved at a monthly Commission meeting. No team may participate in any leagues or use St. Charles provided equipment or uniforms without prior approval of the Commission.

IV. MEMBERSHIP AND VOTING PRIVILEGES

MEMBERSHIP: Any adult member of the Parish can become a member of the Commission by participating in Commission activities, by coaching a team, by attending Commission meetings, or by being a parent/guardian of a child who participates on a team.

NOMINATIONS: A Nominating Committee, consisting of three members, shall be selected by the President and presented to the membership at the September meeting. This group shall be primarily responsible for finding appropriate candidates for the April election. This shall include providing information to interested parties and approaching possible candidates with their interest. The Nominating Committee shall present its recommendations for candidates for each open position at the March meeting. Nominations from the floor can be made at that meeting. Nominations are closed at the end of the March meeting.

ELECTIONS: Officers will be elected to the Board by eligible Commission members at the April Meeting, or when otherwise necessary. When a vacancy is created with regard to any unexpired term of the 1st Vice President, 2nd Vice President, Secretary, or Treasurer, an election will be held at the next regularly scheduled meeting.

VOTING ELIGIBILITY: Only the officer's and coordinator/designated volunteers, as listed below, are eligible to vote.

V. ORGANIZATION OF OFFICERS

The Board of the Commission will consist of the following four officers: President, Vice President, Secretary, and Treasurer. These officers will be elected by Commission members at the April meeting and their term of office shall begin June 1st following the election.

PRESIDENT: Responsible for the overall supervision of the program. Schedules all necessary meetings and presides over them. The President is responsible for the distribution and collection of all Coaches Booklets. The President shall submit to the Commission at the August meeting, his/her organizational recommendation for the support staff for that athletic year.

Maximum Term: 1 year. The person who served as the 1st VP in the prior school year will automatically fill this position in their third and final year of their three year term.

1st VICE PRESIDENT: Replaces the President in all functions when the President is absent including filling the office of President should that office be vacated. This person is responsible for overseeing the organization of all Commission fundraising activities and any other duties assigned by the President.

Maximum Term: 2 years. The person who served as the 2nd VP in the prior school year will automatically fill this position in the second year of their three year commitment. During the 3rd and final year of this person's three year term, this person shall serve as President.

2nd VICE PRESIDENT: Replaces the President in all functions when the President is absent including filling the office of President should that office be vacated. This person is responsible for overseeing the organization of all Commission fundraising activities and any other duties assigned by the President.

Term: 3 years. A new 2nd VP shall be elected / appointed every year with that person committing to serve on the Athletic Commission for three years. In year one of the term, the designated person shall serve as the 2nd VP; in year two of the term, the designated person shall serve as the 1st VP; and in year 3 of the 3 year term, the designated person shall serve as the President. The person(s) nominated for this position must be voted in by the Athletic Commission.

SECRETARY: This person is responsible for preparing and distributing the minutes of each Commission meeting, maintaining the minute's book and attendance reports, all Parish communication, verification of voting eligibility for the election of the Board and any other duties assigned by the President.

Term: 2 years with optional additional 2 year term; the person filling this position may request to serve an additional 2 year term and if requested, the Athletic Commission will vote to allow the existing Secretary to serve another term. The Secretary must abstain from any such vote.

TREASURER: Maximum Term: 3 years. Responsible for maintaining the necessary financial records and ledgers for the program, for the payment of all approved bills, the preparation of periodic financial statements and submission to the Parish Council, preparation of the registration fee schedule in consultation with the Board and any other duties assigned by the President.

Term: 2 years with optional additional 2 year term; the person filling this position may request to serve an additional 2 year term and if requested, the Athletic Commission will vote to allow the existing Treasurer to serve another term or to find a replacement. The Treasurer must abstain from any such vote.

VI. COORDINATORS/DESIGNATED VOLUNTEERS

The President of the Commission will fill the following positions on the support staff and present them at the August meeting or the meeting prior to the individual sport sign up night.

CYO PARISH REPRESENTATIVE: Responsible for understanding and implementing the mission of the CYO within St. Charles Parish, representing the Parish Athletic Commission at the CYO Parish General Assembly meetings and acting as liaison between St. Charles Parish and the CYO.

PTO LIAISON: Responsible for maintaining communication between the Commission and the PTO.

PARISH COUNCIL REPRESENTATIVE: The President shall appoint a member of the Commission to be on the Parish Council for a two year term. Responsible for maintaining communication between the Commission and the Parish Council and has all responsibilities inherent in being on the Council.

SCHEDULING COORDINATOR: Responsible for assigning all time in the PAC as allotted to the Commission by the Parish Business Manager.

EQUIPMENT COORDINATOR: Responsible for the purchase, maintenance, distribution, collection, inventory, and storage of all equipment and uniforms.

INTRAMURAL COORDINATOR: Responsible for the organization and coordination of all intramural sports activities.

INDIVIDUAL SPORTS COORDINATORS: Responsible for the organization and coordination of their individual sport. This includes such tasks as player sign ups, recruiting coaches and players, filling out rosters with appropriate signatures (with copies to coaches, school principal and two copies to Athletic Commission Secretary), filling out other forms for CYO, helping to schedule gym times with the Board and overseeing the sport until completion of the season.

SPIRITUAL LIAISON: The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer.

VII. OPERATING PROCEDURES

1. A quorum shall be necessary to make decisions regarding the Athletic program. A quorum shall consist of three coordinator/designated volunteers and two Officers of the Board.
2. Coaches shall be approved by the Board based upon the recommendation of the Individual Sports Coordinator.
3. There will be a minimum of six Commission meetings per school year. There will be no regularly scheduled Commission meeting in June or July.
4. The Board shall submit an annual budget to the membership for approval at the August meeting. This shall include all anticipated expenditures and revenues for the fiscal year and the

expected registration fees to be charged for each sport. Actual registration fees shall be determined by the Treasurer in consultation with the Board.

5. The program will operate on a fiscal year of July 1 to June 30.

6. All expenditures outside of the budget (which will have a discretionary line item) must be approved by the membership at a regular monthly meeting. Any expenditure over \$5,000.00 requires the prior approval of the Pastor with advice from the Business Manager and the Finance Commission. Requests for expenditures must be submitted in writing and will be voted on at a monthly Commission meeting.

7. The President has the right to table, until the next meeting, any motion brought before the Commission.

8. The Board may appoint a chairperson for any special project or event that would arise.

9. The Commission recognizes its responsibility to keep the fee reasonable so that any youth who wishes to participate may do so without concern of cost. The Pastor shall have the authority to waive the registration fee for any athlete. The Commission may assess late fees and uniform deposits.

10. Proposals to amend the By Laws may be made at any monthly meeting and will be voted on at the next meeting. Upon approval of the By Laws, a copy will be provided to the Pastor for final approval. If the Pastor requires changes, those changes will be presented at the next Commission meeting and voted on by the Commission.

VIII. ROLE OF CATHOLIC ATHLETICS ORGANIZATIONS- **INTRODUCTION**

The athletics organizations of our parishes, and non-parish schools, are the heart and soul of Catholic Youth Athletics. It's the place where the Catholic identity of participants, coaches and teams is authentically affirmed, modeled, and lived out. This Charter understands the parish, and non-parish school, athletics organization to be:

(a) An integral part of the mission, ministries, and life of the parish, or non-parish school, and committed to that mission above and beyond other considerations;

(b) Under the direct authority of the Pastor (parish) or principal (non-parish school);

- (c) Part of the youth ministry of the Catholic Church, with leaders, coaches, adult volunteers, and parents who understand the youth ministry mission of Catholic Youth Athletics
- (d) Guided by the mission, goals and principles of this Charter
- (e) A source of inspiration, character development, virtue, and Catholic Christian behavior that ideally will be beyond reproach.

Criteria for Compliance. This section of the Charter describes the criteria for the athletics organizations of Archdiocesan parishes, and non-parish schools, to be in compliance with this Charter. It is expected that the criteria detailed here will be met by our athletics organizations as assessed by the Commission in order to be in compliance with the Charter. Athletics organizations in compliance with this Charter as determined by the Commission may be identified with Catholic Youth Athletics, may compete with other participating Catholic Youth Athletics entities, and may use the Facilities, including conducting meetings, practices, competitions and tournaments, under the authority of the Pastor or non-parish school principal, as the case may be.

Non-Compliance. If the activities of a particular athletics organization, including its representatives/members, are found not to be in compliance with this Charter by the Commission, the Commission may administer a warning; if the warning is not satisfactorily addressed within the time determined by the Commission, the Commission may recommend to the Pastor, or principal of a non-parish school, that the athletics organization be placed on probation (with penalties commensurate with the non-compliance). If the probationary period expires and the athletics organization is still found to be in non-compliance, the Commission may recommend to the Archbishop (or his designee) and the Pastor, or principal of a non-parish school, that the athletics organization be suspended until the non-compliance is satisfactorily addressed. Suspension means the athletics organization in question may not be identified with Catholic Youth Athletics, may not compete with other participating Catholic Youth Athletics entities, and may not use Facilities.

Suspension for Non-Compliance. In the case of egregious instances of non-compliance, the Commission may move directly to recommending probation or suspension as warranted.

Approval of Organizational Documents. Athletics organizations should have Organizational Documents approved by the Commission, and are expected to be operating in good faith in accord with their Organizational Documents.

Relative Size and Resources. Athletics organizations of smaller parishes and schools that have fewer resources available to devote to Charter compliance may request and receive

assistance from the Commission. Smaller athletics organizations with fewer resources will not be penalized due to their size or resources, but will receive special assistance from the Commission in reaching compliance.

IX. ATHLETICS ORGANIZATIONS' CRITERIA FOR COMPLIANCE WITH THIS CHARTER

Required Elements. The Organizational Documents of parish, and non-parish school, athletics organizations should include the following:

The Ministry Mission of the Athletics Organization. The youth ministry mission of the parish or school is the mission of the parish, or non-parish school, athletics organization. Regardless of formal title (for example "Boosters" or "Athletics Board") the athletics organization normally is an extension of the mission and youth ministry efforts of the parish, or non-parish school. Athletics organizations are responsible for organizing, coordinating, and sustaining high quality athletics experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities, and leadership skills, in the context of athletics. Athletics organizations stand in for Jesus when he says, "Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these". Matt. 19:14

Structure, governance, operations.

- (a) Parish or school liaison: There should be a clear organizational connection between the athletics organization and parish, or non-parish school, under the authority of the Pastor, or principal of a non-parish school, if possible with a staff member assigned as the representative of the Pastor or principal to the athletics organization.
- (b) Accountability: The athletics organization should be accountable to the Pastor, or principal of a non-parish school, (including resources, finances, buildings, insurance, and other matters).
- (c) Spiritual Liaison: The athletics organization should establish a Spiritual Liaison.
- (d) Stewardship: The athletics organization should be a fiscally responsible steward of its monies and other resources, with revenues and expenses accounted for through normal parish, or non-parish school, financial accounting.

X. ELIGIBILITY

Determining Eligibility. Eligibility for participation on a St. Charles Athletics team shall be determined by the following:

- (a) Parish registration: The participant's parent or legal guardian is registered with the parish sponsoring the team. If the parents of a participant are registered at

more than one parish, the child is expected to play in only one parish per school year (July through June);

OR

(b) Catholic elementary school: The participant attends a Catholic school sponsoring the team. If a participant from one parish attends another parish's school, or a non-parish school, the participant may participate either on the team(s) of the school they are attending, or the parish's team(s);

OR

(c) Unaffiliated participants: Children (Catholic or non-Catholic) who are not registered with a Catholic parish or attending a Catholic school may participate in St. Charles Athletics only by special application and permission by the parish Pastor, or non-parish school principal), the athletics organization(s) and the league(s).

Terms of Team Membership. In any case, the participant is expected to play for that same parish or school for the rest of that school year, unless the family residence moves to a different locale and parish, in which case a change is permitted. If an individual's parish or school sponsors a team in a particular sport, the individual is to participate on that parish's or school's team and is not permitted to play for a different parish or school without written approval by the parish Pastor, or non-parish school principal, the athletics organization(s) and the league(s), on a case-by-case basis.

Religious education requirements.

(a) Catholic participants: Catholic participants will be enrolled in and regularly attend the parishes or schools religious education in the current school year (which may be scheduled during the summer or the school year). Three or more unexcused absences from religious education sessions will normally result in suspension from the team. Legitimate excused absences such as due to illness will be assessed on a case-by-case basis at the local level.

(b) Non-Catholic participants in Catholic schools: In the case of non-Catholic children enrolled in Catholic schools, they are eligible to play provided they attend the school's religious education classes in the current school year.

(c) Non-Catholic participants in Catholic parishes: In the case of non-Catholic children whose parents have enrolled in RCIA or are otherwise in the process of becoming Catholic, they are eligible to play provided they are enrolled in and regularly attend the parish's religious education in the current school year. Missing three or more religious education sessions will normally result in suspension from the team.

- (d) Unaffiliated participants: Unaffiliated participants are not required to attend religious education, but may be welcomed and encouraged to do so.

Other Eligibility Requirements. The athletics organization of a parish or school has the right to establish in its Organizational Documents additional criteria for eligibility, with the approval of the Pastor or non-parish school principal, and may deny team membership to any otherwise qualified individual based on those criteria, provided the criteria are aligned with the mission, goals, principles, policies and guidelines of this Charter.

Where Participants May Join Teams. Determination of the parish or school where a child is eligible to join a team is based on (i) the home parish where the parents and family are registered; then (ii) the school (in the case of non-parish schools); then if neither the child's home parish nor school offers a given sport, (iii) proximity to the child's residence. In this case, distance considerations are expected to radiate out in all directions from the child's primary residence, as follows:

The first request for participation is expected to be made to the parish/school that is closest to the individual's residence. If the closest parish/school does not have a team, or doesn't accept the individual, the individual may play for the second closest parish, and so on.

- (a) A parish that cannot provide a complete team in a particular sport, but has children interested in participating, can:
 - (i) Place them on another parish team geographically adjacent to the parish that cannot field a team, or
 - (ii) Form a combined team with one or more adjacent parishes, in which case all children from a given parish are expected to play for that team.
- (b) If no parish or school is able to accept an individual, the league and/or the Commission may assist in placing the individual in an appropriate program.

Participation is also subject to the rules and regulations of the Catholic Youth Organization (CYO) of Greater Dayton.

Participation fees and all paperwork must be filled out and turned in on or before the designated sign up date to assure a position on the team. Additions will be put on a waiting list roster and will ONLY be taken if more athletes are needed to fill the roster after the sign up night. If there are too many athletes for one roster, and there is another coach is available, recruiting may be done to split the team. Changes to the roster, after it is turned into the CYO office, must meet the CYO guidelines.

XI. SAFETY AND WELL-BEING OF CHILDREN

Archdiocese of Cincinnati Decree on Child Protection. The provisions of the Archdiocese of Cincinnati *Decree on Child Protection* must be followed by participating organizations, meaning that the Archdiocese of Cincinnati *Decree on Child Protection* and all related policies and recommendations are in full effect, *including the following sub-points which been excerpted verbatim from the Decree* (visit the Archdiocesan website to review the *Decree* in its entirety):

(a) Regular and occasional volunteers: For purposes of the *Decree*, a “regular volunteer” is an adult who is not a cleric or employee (for example, a catechist, scout leader, coach, server coordinator, etc.) who functions in a regular relationship having contact with children. This includes interns, student teachers and others in similar capacities. For example, a regular volunteer is one who has contact with children on any overnight event; on at least a monthly basis; or in a multi-day program (e.g. Vacation Bible School). A regular volunteer has contact with children at least once a month, or participates in any overnight event with children. It does not include the occasional volunteer such as a driver or chaperone whose contact with children is less than one hour per month for activities that are not overnight.

(b) VIRTUS®: (A.3 Policy) All candidates for ordination, clerics, regular volunteers and employees who have contact with children must attend a VIRTUS® Child Awareness Session on the *Decree* before they have contact with children. Responsible supervisors who hire personnel furnished by a third party contractor who have contact with children, or who utilize auxiliary services personnel, are to inform such personnel of the existence of the *Decree*, inform them of the requirements of the *Decree* which pertain to them (for example, the C.9 Policy), and give such personnel the option of attending a VIRTUS® Child Awareness Session on the *Decree*. (A.9 Recommendation) All adult volunteers are encouraged to attend a VIRTUS® Child Awareness Session, including training on the provisions of the *Decree*, even if they are not regular volunteers as defined in the *Decree*.

(c) Fingerprinting and Background Check (B.1 Policy): Background checks through fingerprinting or otherwise in a manner approved by the Chancellor in accord with the current policies of the Archdiocese must be performed on adults as follows: candidates for ordination, clerics, regular volunteers (see definition above) and employees may not have contact with children until an acceptable background check through fingerprinting or otherwise in a manner approved by the Chancellor is completed in accord with the current policies of the Archdiocese.

(d) Recruiting Volunteers (B.3 Policy): Those persons who recruit volunteers to work regularly with children in the parishes, schools, agencies, and institutions of

the Archdiocese must exercise caution in selecting volunteers. No volunteer has the right to insist on a particular volunteer position. If there is any cause for concern in a particular case, the matter should be brought to the attention of the responsible supervisor for further review.

(e) Permission, Health Information and Release of Liability Forms (C.2 Policy): A child may participate in an organized program sponsored by a parish, school, agency or institution of the Archdiocese only with the written consent of the child's parent or guardian on a standard *Permission, Release and Medical Power of Attorney* form (available online at the Archdiocese website at www.catholiccincinnati.org). Such written consent is expected to provide for emergency care of the child, as warranted by the program or activity.

(f) Minimum of Two Adults, Gender Ratio, Etc. (C.3 Policy): For any activity sponsored by the Archdiocese of Cincinnati, at least two adults, both of whom have successfully completed a VIRTUS® Child Awareness Session and background check through fingerprinting or otherwise in a manner approved by the Chancellor in accord with the current policies of the Archdiocese, and who are not related to each other, must be present for any activity, including but not limited to after school tutoring of any sort (whether the tutor is hired by the parents or not).

Moreover, the number and gender of the adults are to be in proportion to the age, number, and gender of the participants, and the duration and difficulty of the activity. Prudence is required in applying this policy to different age groups, length of activity, and the risk level of the activity.

(i) A ratio of 1:10 is recommended;

(ii) Whenever there is a mixed group of boys and girls it is preferred that one adult of each gender is present. The proportion of male / female chaperones should be similar to the proportion of the children;

(iii) Single sex athletics must have at least one adult of the same gender as the players (e.g., in case of injury or illness requiring attention in a rest room).

Whenever possible, one of the adults should be a parent or guardian of a participant. Exceptions for this C.3 Policy are only allowed for the Sacrament of Reconciliation, regular day-school, or religion classes conducted on the grounds of the parish, school, agency, or institution, and if for unanticipated reasons, only one adult can actually be present for an activity which is not overnight.

For purposes of this C.3 Policy, "adult" excludes 18 and 19 year-olds not yet

graduated from high school and others who have graduated from high school but who wish to attend activities with members of their high school class during the three months following their graduation with others who are less than 18 years of age.

(g) Discipline (C.4 Policy): No child may be disciplined corporally or corrected with abusive language.

(h) Reporting (Ohio Revised Code § 2151.421(A) (1) (a); § 2151.421(G) (1) (a)): Ohio law ***requires*** all persons acting in an official or professional capacity to immediately report any actual or suspected act of child abuse to the public children's services agency or to a municipal or county peace officer in the county where the child resides or where the abuse or neglect is occurring. Failure to do so is a misdemeanor and can result in prosecution. The Archdiocese encourages all persons to immediately report any actual or suspected acts of child abuse to Civil Authorities. In either case, a person reporting in good faith in making such a report is immune from both civil and criminal liability.

Concussions. Head injuries can happen in any sport. St. Charles Athletics should comply with state law (see [Ohio HB 143](#) for more details) as regards concussions, including:

(a) Before practice or play begins for each sport or season, the parent or guardian of each participating child should review and sign the head injury information sheet required by Section 3707.52 of the Ohio Revised Code and available at www.healthyohioprogram.org/concussion.

(b) Before beginning to coach or officiate, coaches and officials in St. Charles Athletics should receive training on concussions and the requirements of Ohio law.

(c) If a player exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury while participating in practice or competition, the player shall be removed from the practice or competition by either of the following: (i) The individual who is serving as the student's coach during that practice or competition; or (ii) an individual who is serving as a referee or official during that practice or competition. Parents are expected to be notified of the injury as soon as possible.

(d) If a player is removed from practice or competition as per Section [4.3.2\(c\)](#) above, under Ohio law the coach or referee who removed the player must not allow the player, on the same day the player is removed, to return to that practice or

competition or to participate in any other practice or competition for which the coach or referee is responsible. Thereafter, under Ohio law the coach or referee shall not allow the player to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible until both of the following conditions are satisfied: (i) The student's condition is assessed by a physician or other authorized licensed health care provider; and (ii) the player receives written clearance that it is safe to return to practice or competition from a physician or other authorized licensed health care provider.

Heat, Inclement Weather, Lightning, Thunder, and Thunderstorms.

(a) Lightning, Thunder: When thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play or practice will not resume until approximately 30 minutes has passed since the last thunder was heard or lightning flash witnessed.

(b) Heat: To prevent heat illness (i.e. heat cramps, heat exhaustion, or heat stroke), when there are high temperatures, leagues, athletics organizations, coaches and teams should exercise prudence (such as by monitoring athletes closely, limiting practice duration, allowing lighter clothing, providing frequent fluid breaks for rehydration, and/or providing for shade).

(c) Best Practice – Inclement Weather: When at outdoor practices and competitions, coaches, athletes, game officials and administrators should be aware of potential inclement weather and the signs that indicate thunderstorm development. It is advisable to monitor local weather forecasts the day before and morning of the practice or competition and by scanning the sky for signs of potential thunderstorm activity. Weather can also be monitored using small, portable weather radios from the National Weather Service (NWS). The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions.

Best Practices – Safety of Parish or School Gymnasiums, Athletics Fields, Athletics Facilities. The maintenance, upkeep, and general condition of a Facility are the responsibility of the parish or non-parish school that owns the Facility.

Coaches and adult athletics leaders should take care to ensure that their children are using Facilities that are safe and secure, including:

(a) Gymnasiums: Paying attention to any apparent damage to backboards, bleachers, and other seating that could render such items unsafe. Gymnasiums that

lack sufficient space outside the boundaries of play can pose safety risks to larger players whose momentum could carry them into walls or chairs; accordingly, it is recommended that athletics events for larger children be scheduled in larger gymnasiums.

(b) Athletics Fields: Before beginning practice or play, coaches or athletics leaders should inspect the field(s) for any unsafe conditions.

(c) Postponing or Cancelling: If it is apparent that the condition of a Facility may pose a risk of injury, coaches and athletics leaders are expected to postpone or cancel events until a safe Facility is available, and any such postponement or cancellation will not incur a penalty.

(d) Reporting: Any problems with a Facility should be reported to (i) the leaders of the parish, or non-parish school, responsible for the Facility, and (ii) the league leaders who schedule athletics events at the Facility. If the problems persist and as a result there are ongoing safety risks, the coaches, athletics leaders, league leaders, or concerned parents should contact the Commission.

Best Practices – Age, Human Development and Health Considerations. To avoid injury and to enhance the health and well-being of children it is imperative that coaches and athletics leaders who work with younger children avoid putting demands on their bodies and emotions for which such children are not developmentally suited. Coaches and athletics leaders who work with younger children are expected to be especially attentive to asking too much of children at too early an age. Parents are expected to be vigilant in monitoring the development of their children and working with coaches and athletics leaders to do what is best for their children. The Commission should assist parents, athletics organizations, and leagues in determining age-related health considerations regarding athletic activities.

Best Practice – Biennial Red Cross Certification. It is a Best Practice for athletics organizations to have a minimum of one coach or other adult with Red Cross Basic First Aid Certification present at practices and games. Athletics organizations are expected to maintain records of Red Cross Basic First Aid Certification of participating coaches and volunteers. Red Cross Basic First Aid Certification should be renewed on at least a biennial basis.

Best Practice – Archdiocesan Role. The Commission should provide information on Red Cross Basic First Aid training to parishes, and non-parish schools, and their athletics organizations.

XII. PLAYING TIME

Instructional, Recreational, and Competitive Designations. These designations are defined as follows to assist athletics leaders in establishing age-appropriate practices and in clarifying playing time:

- (a) Instructional (Up to and including Grade 5): Respecting their young age and the well-being of their families, instructional play will take place in a single league, include no more than two tournaments in addition to the league tournament, and with teams of roughly equal skill in that sport. (See below for playing time norms in instructional athletics).
- (b) Recreational (Grades 6-12): For the purposes of this Charter, it is assumed that all St. Charles Athletics are recreational unless otherwise designated as competitive. (See below for playing time norms in recreational athletics.)
- (c) Competitive (Grades 6-12): Teams and leagues that opt for the competitive designation will publish that designation so that players, parents and families are clear on playing time expectations and any other differences from recreational athletics. (See below for playing time norms in competitive athletics.)

Expectations Regarding Playing Time. Whatever the league, the level, or the team, it's vital that all (i.e., children, parents, coaches, athletics leaders) are clear in advance on expectations regarding playing time, and how it will be monitored and maintained through the season. Even in leagues and on teams that are competitive, all children have a right to full team membership with roughly equivalent privileges and responsibilities, without nepotism or favoritism, including playing time in accord with the following:

- (a) Instructional athletics (up to and including Grade 5): Children are expected to have roughly equal playing time in practices, games and tournaments, monitored and maintained through the season by the coach or other athletics leader.
- (b) Recreational athletics (Grades 6-12): An athletic activity is assumed to be recreational unless explicitly and publicly designated as competitive. Children in recreational athletics should have roughly equal playing time in practices, games and tournaments, monitored and maintained through the season by the coach or other athletics leader. Coaches may limit playing time as a disciplinary measure (for example, as a consequence for missing practices, consistent tardiness, or other infractions).

(c) Competitive athletics (Grades 6-12): An athletic activity is assumed to be recreational unless explicitly and publicly designated as competitive. In teams and in leagues designated as competitive, minimum standards for playing time that are reasonable and appropriate to the sport will be established by those teams and leagues, made public, monitored and maintained through the season. It is expected that competitive teams will be formed no earlier than 6th grade, unless otherwise granted an exception by the Commission. If 5th and 6th grade students are combined into a single team (necessitated by numbers of available players) the norms applicable to 6th grade students will apply. At the competitive level of play such standards do not guarantee that every player in every game will be provided playing time. For health and safety reasons standards may vary by sport and playing time may vary by game. The enforcement and administration of playing time expectations reside with the parish, or non-parish school, athletics organization. Coaches may limit playing time as a disciplinary measure (for example, as a consequence for missing practices, consistent tardiness, or other infractions).

(d) League role: Leagues will support playing time norms; however, leagues are not responsible for enforcement and administration of them.

Provided they meet the minimum standards described here, parishes, and non-parish schools, may enhance, increase, or add to these playing time requirements to ensure fairness.

XIII. NON-DISCRIMINATORY PRACTICES

Discrimination. Discrimination based on ethnicity, nationality, gender and race is contrary to Catholic moral teaching and is unacceptable in St. Charles Athletics. This applies in particular to:

- (a) Scheduling (e.g., preferential treatment to boys' over girls' sports);
- (b) Team formation (e.g., selections based on race, ethnicity or nationality); and
- (c) Playing time (e.g., decisions based on race, ethnicity, or nationality).

XIV. SCHEDULING CRITERIA: Sundays, Triduum, and Religious Education.

(a) Sundays and Holy Days: No scheduling of athletics activities (including games, practices, tournaments, and other meetings) at parishes, schools or at Facilities, on or off-site, on Sundays and Holy Days before 1:00pm (e.g., 1:00pm kickoff, tipoff, starting whistle, etc.). Also, no scheduling of athletics activities on-site at Catholic parishes that adversely affect the parish's worship (for instance due to noise or parking problems) during Saturday and Sunday afternoon and evening liturgies.

(b) Triduum: No scheduling of athletics activities (including games, practices, tournaments, and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

(c) Religious education and sacramental preparation: Athletics activities (including games, practices, tournaments, and other meetings) are not to be scheduled when the children involved normally would be attending religious education, sacramental preparation programs, and the like. If conflicts occur, programs of religious education, sacramental preparation and the like take precedence. Coaches are expected to support the faith formation of their players, and in no case are children to be penalized (for example, being required to sit out all or part of a game) by coaches or athletics leaders for missing a practice or game due to religious education, sacramental preparation, or participation in Sacraments.

XV. COACHES IN CATHOLIC YOUTH ATHLETICS

St. Charles Athletic Commission is responsible for overseeing the youth ministry mission of youth athletics; therefore, it's the coaches and the adults that assist them in the day-to-day meetings, practices, games and tournaments who are key to making youth athletics a ministry with young people and their families. Their roles are twofold: to develop young athletes, and to help form young Christians. Athletics organizations are expected to exercise great care and attention in the recruitment, selection, preparation, training, and support of coaches. Our children – God's precious children – are in their hands. Coaches of teams under Catholic auspices in the Archdiocese should:

(a) Charter compliance: Abide by and uphold the Organizational Documents of the athletics organization and the mission, goals, principles, policies, and procedures of this Charter, including the Archdiocese of Cincinnati *Decree on Child Protection*, and the Code of Conduct.

(b) Sportsmanship: Represent the team with a high level of sportsmanship, integrity, and respect towards team, parents, and opponents at all times (sidelines and practices included).

(c) Player development: Support and assist in the spiritual, emotional, social, and physical development of all players by providing opportunities for athletic

skills training, character development, and spiritual growth.

(d) Faith and spirit: Work with the St. Charles's Spiritual Liaison to ensure an environment conducive to growth in faith, character, and virtues. Reinforce with children and their families the importance of faith and religious practices including Sunday Mass, Holy Days of Obligation and regular, ongoing religious education.

(e) Regular prayer: Ensure that prayer happens at each practice and game.

(f) Head coaches:

(i) Ensure that assistant coaches are clear on the Code of Conduct (see Section 8, p. 43) and how they are expected to enforce it in practice. All coaches, including head coaches, are expected to sign and submit copies of the Code of Conduct affirming their commitment to it. These should be retained and kept on file at the parish, or non-parish school.

(ii) Meet prior to the beginning of each season with the Spiritual Liaison to review evaluations from the previous season or year, and to plan for ongoing quality improvement.

Coach Recruiting and Selection.

(a) Age Requirements:

(i) Head coach (at high school or elementary levels): A head coach should be at least 21 years of age and in compliance with the *Decree on Child Protection*.

(ii) Coach (at high school level): At least 21 years of age and in compliance with the *Decree on Child Protection*.

(iii) Coach (at elementary level): At least 19 years of age, a high school graduate, and in compliance with the *Decree on Child Protection*.

(b) Criteria:

(i) In recruiting and selecting coaches for teams, St. Charles Athletic Commission are expected to seek out, recruit and select persons based on

these criteria:

- A. Virtues: Lives the values and virtues of the Catholic faith whether or not a member of the Catholic Church.
 - B. Capabilities: Knowledgeable about coaching children in a particular sport.
 - C. Rapport: Exhibits a positive rapport with both children and adults.
 - D. Maturity: Exhibits appropriate maturity (e.g., level-headed, able to control temper, take responsibility for mistakes, accept criticism).
 - E. Commitment: Able to commit the time necessary for preparation, practices and games.
- (ii) In large organizations with athletics directors and/or head coaches, they are preferred to be active, practicing Catholics in good standing with the Church and active in their parishes.

Minimum Requirements for Coach Preparation.

- (a) Compliance with Archdiocese of Cincinnati *Decree on Child Protection*
- (b) Annual Coaches' Athletics Ministry Meeting.
 - (i) Annual training and updates: The athletics organization is expected to have at least one meeting per year for all coaches in which they receive a presentation of the mission, principles and goals of Catholic Youth Athletics ministry and Code of Conduct, along with any updates on safety, Charter developments, Best Practices, changes in parish, or non-parish school, policies or practices, and other matters. Parishes, and non-parish schools, have the option of offering this at least once for everyone or multiple times as per sports seasons.
 - (ii) Archdiocesan role: The Commission will provide resources to assist in this training.
- (c) Annual Evaluations: The St. Charles Athletic Commission should secure anonymous, written evaluations of coaches from parents whose children are participating in the athletics program at least on an annual basis, or more frequently during or after sports seasons.

(i) Archdiocesan role: The Commission will provide evaluation forms that may be used by St. Charles Athletic Commission.

(ii) Follow-up: Athletics organization leaders should review evaluations and use them in assisting coaches in their development, counseling them on problems, working with them to correct serious deficiencies, using them to determine that a coach needs to be replaced, and when warranted keeping parish or school leaders informed.

(iii) Record-keeping: Evaluations should be retained for at least three years to allow for continuity of perspective in working with coaches. Leaders of the St. Charles Athletic Commission are responsible for establishing a secure and confidential location for these at the parish, or non-parish school.

(d) Best Practice – Biennial Red Cross Certification

XVI. CODE OF CONDUCT - INTRODUCTION

All who are involved in Catholic Youth Athletics are expected to conduct themselves as examples of Christian behavior. This is essential and expected as a witness to the mission of the ministry of Catholic Youth Athletics, both on the field of play and away from it. The conduct of coaches and players in practices and in competitions has a powerful impact on the conduct of parents and fans, the love of the sport, and the reputation of the Catholic faith community. This Code of Conduct extends to all events or activities sanctioned or sponsored by athletics organizations; including but not limited to meetings, games, practices, travel to and from events, attendance at another team's game, camps, players' clinics, officials' clinics, and during other related activities. Any violations of this Code of Conduct will be subject to disciplinary action as deemed appropriate by the athletics organization leadership, and/or league leadership.

XVII. CODE OF CONDUCT

There are four sections to the Archdiocese of Cincinnati Catholic Youth Athletics Code of Conduct, as follows:

Spirit of Catholic Youth Athletics.

(a) Treat everyone with respect and love according to the Great Commandments: “You shall love the Lord, your God, with all your heart, with all your soul, and with your entire mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself. The whole law and the prophets depend on these two commandments.” Matt. 22:37-40

(b) Demonstrate good sportsmanship, patience, manners, and an attitude indicative of the spirit and mission of the Catholic Church.

Adherence to Laws, Rules, and Policies.

(a) Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati *Decree on Child Protection*.

(b) Federal, state, and local laws and ordinances.

(c) The mission, goals, principles, and policies of the Archdiocese of Cincinnati Charter on Catholic Youth Athletics, and those of the Organizational Documents of participating athletics organizations and leagues.

Specific Violations.

(a) Eligibility: Violation of the eligibility policies of the Archdiocese of Cincinnati Catholic Youth Athletics Charter, including using an ineligible player.

(b) Recruiting: No recruiting for athletic purposes or to enhance a team’s competitive advantage is permitted.

(c) Leaving the field of play: No team may leave the field, floor, game, or tournament because of dissatisfaction with the officials, or their decisions.

(d) Losing control: Coaches are expected to control their own conduct and the conduct of their players and report to the league and Commission instances where opponents, officials, parents, or fans have failed to control their own conduct.

(e) Running up the score: It is not permitted to humiliate an opposing team by playing in such a way so as to intentionally run up the score after the outcome of the game is no longer in question.

(f) Inappropriate communication and behavior: The use of inappropriate, insulting, disrespectful, bullying, and demeaning language or behavior before, during, or after meetings, practices, or games by players, coaches, officials, parents, fans, site personnel, volunteers, or others involved in any parish athletics program is prohibited. Also prohibited are physical intimidation and the use of profane, vulgar, abusive or sexually-oriented language, in oral, written or electronic forms of communication (such as texting or email), by players, coaches, officials, parents, site personnel, volunteers, or fans.

(g) Escalating behaviors: Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.

(h) Vandalism and theft: There will be no vandalism, theft, or destruction of property at any athletics venue.

(i) Alcohol, tobacco, illegal controlled substances: No alcohol, tobacco, or any illegal controlled substance is permitted at practices, league competitions, or tournaments where children are present (such as “tailgating” where alcohol is present). Athletics organizations are expected to establish and communicate zero tolerance policies regarding alcohol, tobacco, and illegal controlled substances at competitions, tournaments, and gatherings where children are present.

General Violations.

Activities that are contrary to the mission, goals, principles, values, provisions or spirit of Catholic Youth Athletics as described in this Charter are prohibited.

XVIII. IMPLEMENTING THE CODE OF CONDUCT

(a) Coaches are responsible for the behavior of their players during practices, games, meetings, and tournaments.

(b) Parents are responsible for their own behavior, and the behavior of children in their care.

(c) Commission role: The Commission will provide resources to assist St.

Charles Athletic Commissions, coaches and parents in implementing the Code of Conduct.

(d) Best Practice – Partnership of coaches and parents: Coaches and parents should be partners in establishing and maintaining the Code of Conduct.

Ejection and Suspension: Sanctions for Non-Compliance with the Code of Conduct. Participation on a team and attendance at practices and games are privileges not rights for players, coaches, parents, and fans. In the case of a violation of the Code of Conduct, a coach or other official or authorized leader may choose to deliver a warning, or if the violation warrants it the individual may be ejected and suspended, as follows:

(a) Ejection: A coach, parent, or fan that is ejected for any reason must leave the premises (including the field of play, stands, and adjacent areas such as nearby parking lots) and shall be suspended for the next scheduled game. A player who is ejected from the game is not required to leave the premises. However, if a player (or child fan unaccompanied by an adult) is ejected and required to leave the premises, that child should be supervised by at least two adults until the child is directly under the supervision of a parent or guardian, in compliance with the *Decree on Child Protection*.

(b) Suspension: An individual who is suspended shall be prohibited from attending the next game. Suspensions for egregious violations may include multiple games, practices, and other team activities at the discretion of athletics leaders.

Suspension shall follow ejection as a consequence of the violation. Any violation of the suspension or a subsequent violation shall trigger an escalating series of responses, as follows:

<u>Violation</u>	<u>When/Where Occurred</u>	<u>Sanction</u>
First	Before, during, or after a game or practice	Ejection for the rest of the game or practice; attendance at next game prohibited.
Second	Before, during, or after a game or practice	Ejection for the rest of game or practice; attendance at next two games prohibited.

Third	Before, during, or after a game or practice	Attendance at practices, games and any other team activities is prohibited for the rest of the season.
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The Role of the Spiritual Liaison. *St. Charles Athletic Commission will have a designated Spiritual Liaison (the “Spiritual Liaison”) as follows:*

(a) Selection:

(i) Catholic: The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer.

(ii) Appointed by Pastor or principal: In a parish, the Spiritual Liaison should be appointed by the Pastor and report directly to him or his designee. In a non-parish school, the Spiritual Liaison should be appointed by the principal or his or her designee.

(b) Duties:

(i) Communication: Responsible for communicating the spirit, mission, goals, and principles of this Charter to all in the athletics organization.

(ii) Meetings and monitoring: Ensure that the annual coaches’ ministry meeting(s) is (are) scheduled. Attend the annual coaches’ ministry meeting(s) and monitor attendance at such meetings by the coaches.

(iii) Promote ministry spirit: Assist coaches in implementing a spirit of ministry, as reviewed annually at the Coaches’ ministry meeting, in practices and games throughout the season.

(iv) Evaluations: Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.

(v) Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.

(vi) Listening: Be a listening ear outside of the athletics organization for coaches, parents or athletes.

(vii) Develop guidelines: In consultation with the Pastor, or principal of a non-parish school, and athletics organization leadership establishes any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming.

(viii) Grievance Committee: The Spiritual Liaison should be a member of the athletics organization Grievance Committee.

(c) Evaluation: An annual review of the Spiritual Liaison should take place with the Pastor, or principal of a non-parish school, or designee, with input from coaches and athletics organization leadership.

XIX. GRIEVANCE COMMITTEE & DUE PROCESS

The Archdiocese and its parishes and school are committed to a safe and healthy environment for children, parents, coaches, and spectators at all athletic events that take place in its name. Effective communication between St. Charles Athletic Commission, leagues, parents and children, inspired by Christian ideals, is an essential element of Archdiocesan athletics programs. Moreover, the Catholic principle of subsidiarity calls for matters to be handled at the lowest possible level, so that grievances are best managed and settled locally between people of good faith. In order to ensure healthy and effective communications especially in situations of disagreement or conflict, St. Charles Athletic Commission shall include the following in their Organizational Documents:

(a) Grievance process: This is the step-by-step due process to be used in the event of problems or conflicts with coaches, parents, or athletes within the organization. Such a process likely will vary with the size of the parish, or non-parish school, the size of the athletics organization, and the numbers and sizes of teams. The steps will include where to initially register a grievance, how the grievance will be handled from there, how final decisions will be made, and will be characterized by a presumption of good faith, Christian charity, personal responsibility, adherence to the principles of this Charter, and a commitment to both the well-being of children and the common good of the faith community.

(b) Grievance Committee: The Grievance Committee of the athletics organization is the group responsible for managing the grievance process. Its purpose is to effectively manage and resolve any problems or conflicts in the athletics program that have reached the point of initiating that process. The Grievance Committee normally will consist of 3-5 members, including the Spiritual Liaison, Pastor, or principal of a non-parish school, or official designee, and the president of the athletics organization. Decisions of the Grievance Committee are

final; however, an appeal may be made to the Commission if: (a) due process as described in the Organizational Documents of the athletics organization has been claimed to have been violated; or (b) other non-compliance with the St. Charles's Organizational Documents and this Charter has been credibly alleged.

XX. LEGAL, INSURANCE, & FINANCIAL MATTERS-INTRODUCTION

Compliance with Laws and Policies. The provisions of this Charter are based upon the intent of the Archbishop, the Archdiocese and its agents and institutions, to abide by all Church, Archdiocesan, federal, state, and local laws and policies.

Compliance with Charter Required as a Condition of Participation. As a condition to being identified with Catholic Youth Athletics, organizing competitions with other participating Catholic Youth Athletics entities, and using Facilities, leagues, athletics organizations, athletics leaders, coaches, and any other representatives of the Catholic Church are responsible for conducting youth athletics in compliance with this Charter. Individuals and organizations found to be not in compliance with this Charter will no longer enjoy the privileges connected with Catholic Youth Athletics, including but not limited to:

- (a) Being permitted to be identified with Catholic Youth Athletics;
- (b) Being allowed to participate in Catholic Youth Athletics;
- (c) Being allowed to use Facilities; and
- (d) Having access to parish or school communications to convey information about youth athletics.

XXI. FINANCIAL RESPONSIBILITIES

The athletics organization is responsible for monitoring the completion, accuracy and timely submission of records, reports, documentation and fees as required by the parish or school, Archdiocese and government, to ensure transparency and accountability regarding the finances of the organization. An organizational officer (e.g., treasurer, vice-president, bookkeeper, or accountant) will be designated to:

- (a) Prepare annual budgets; collect fees and dues; maintain accurate records of receipts and expenditures; and should provide accurate, complete and timely reports as required by the organization, the parish, or non-parish school, the Archdiocese and the government; and

- (b) Pay all outstanding bills promptly upon receipt.

League and Tournament Participation.

(a) Approved leagues and tournaments: Athletics organizations are expected to participate only in leagues approved by the Pastor, principal of a non-parish school, or the Commission. Tournament participation is limited to tournaments sponsored by leagues, or parishes or schools within the leagues.

(b) Tournament fees: There shall be no financial or other obligation placed upon parents to participate in more tournaments than those for which the athletics organization has planned and paid.

(c) Uniforms: Team uniforms are for parish- and/or school-sanctioned activities (e.g., games, tournaments, pep rallies, etc.). Teams are not to wear their uniforms outside parish- and/or school-sanctioned activities.

(d) Best Practice – Parity between boys and girls: Athletics organizations should strive for parity between boys’ and girls’ athletics.

(e) Best Practice – Tournament limits: Athletics organizations should establish reasonable and not excessive tournament schedules to avoid undue burdens on families.

XXII. BOOKKEEPING & ACCOUNTING

Policies regarding financial bookkeeping, accounting, and accountability. Athletics organizations that are part of a Catholic parish or school are governed by Archdiocesan policy with regard to financial bookkeeping, accounting, and accountability. As such, like all other organizations, ministry groups, or committees of a parish or school, they are responsible to and under the direct authority of the Pastor, or principal of a non-parish school, for timely, accurate, and complete financial reports.

Transparency. To avoid the appearance or reality of malfeasance, parish and non-parish school athletics organizations, and the athletics leagues that serve them, are expected to maintain well-organized and transparent systems of financial record-keeping and accountability.

XXIII. TRANSPORTATION

Transportation Laws and Policies. The same laws, policies, and guidelines that govern other Archdiocesan programs, schools, and ministries are in effect for athletics programs under Catholic parish or school auspices, as follows:

(a) Laws:

- (i) In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.
- (ii) Schools must transport by bus (by mandate of the Ohio Department of Education and the Ohio Revised Code).

(b) Policies:

(i) If it becomes necessary for any priest, deacon, auxiliary services personnel, personnel furnished by a third party contractor, employee or volunteer to provide transportation for children, the following guidelines must be strictly observed:

A. Priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees, or volunteers must never transport one child alone. There are expected to be at least two adults in every vehicle that transports children. In exceptional situations, it may be permitted for one adult to transport children in a vehicle, provided a caravan of vehicles goes directly from point A to point B, with no stops in between;

B. When traveling in a caravan there must be a minimum of one adult in every vehicle. If a vehicle is traveling alone, there must be at least two adults in the vehicle;

C. Children must be directly transported to their destination, or make only previously planned stops (e.g. stopping for food or gas on a long trip). If an emergency stop must be made, all reasonable efforts must be made to ensure that two adults are present (e.g. calling another car in the caravan to pull over as well);

D. Children must never be transported without written permission from the child's parent or guardian;

E. Clerics, auxiliary services personnel, personnel furnished by a third

party contractor, employees, or any volunteers must avoid unnecessary physical contact with children while in the vehicle.

(ii) 15-passenger vans have been prohibited since May 2005 as per the recommendation of the General Secretary of the United States Conference of Catholic Bishops (USCCB).

Archdiocesan Recommendations and Clarifications.

(a) For liability reasons, the Archdiocese prefers that buses rented from a third-party who supplies the driver are used for transportation.

(b) When Church leaders are providing transportation for an event, a teen may drive him or herself (and siblings) only with written permission of the parent or guardian. They may not transport other passengers.

(c) The driver's insurance is the primary insurance coverage, not the Archdiocese.

(d) If an event begins and ends at the site of an activity, the Church leader does not need to organize the transportation.

(e) Church leaders never organize transportation for parish or school events using drivers under the age of 21.

XXIV. OTHER CRITERIA

(a) Family-friendly environment: Provide a family-friendly environment free of alcohol, tobacco or any illegal controlled substances (for example, no "tailgating" where alcohol is present onsite at practices, games, or tournaments).

(b) Best Practice – Electronic communications: Use electronic communications and social media to promote the growth and development of youth through the Catholic faith, in accord with Archdiocesan policies on social media.

(c) Best Practice – Resources: The athletics organization should provide resources to coaches and parents on Catholic Youth Athletics ministry.

- (d) Best Practice – Assist parents: Assist parents in their role as primary in the faith formation of their children.

- (e) Best Practice – Alignment with parish/school programming: Align with the other youth ministry programming of the parish, or non-parish school.

- (f) Best Practice – Foster spirit: Work to foster parish, or non-parish school, spirit and pride.

- (g) Best Practice – Partnerships: Cultivate partnerships with other aspects or ministries of the parishes, or non-parish schools, and with organizations and businesses in the community.

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