

**St. Bartholomew Athletic Association  
(SBAA)**

**Handbook**

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## **1. Mission**

Catholic Youth Athletics furthers the mission of the Catholic Church by providing sports experiences for the youth that are firmly rooted in the Catholic faith tradition, based on the goals of the Catholic youth ministry and aligned with evangelizing mission of the Catholic Church.

### Role of Catholic Athletics Organizations:

The St. Bartholomew Athletic Association (SBAA) understands the parish, and non-parish school, athletics organization is:

- (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.

## **2. Membership and Membership Fees**

The membership of SBAA shall be comprised of the parents/guardians of the children who are or who have actively participated in an SBAA sponsored sports program during the current year (August - June). That have paid the required fees for each sport participated in and the annual dues of SBAA, if any. Parents/Guardians of children who participate in a sport that is administered through a joint agreement with another Parish or Parishes shall not be considered members unless they are members of St. Bartholomew, or an affiliated member parishes as determined by St. Bartholomew Parish and the Archdiocese or have a child that is a student at John Paul II Catholic School.

Membership year runs according to school year calendar beginning with Fall registration. The SBAA will offer yearly, family memberships. This membership fee, if any, must be paid for a child of that family to be eligible to participate in the SBAA Program. Membership includes the right to vote in elections and on proposals placed before the membership. For this purpose, voting shall be limited to two (2) parents/guardians per family.

Membership fees, if any, are non-refundable. Membership is contingent on a status of "good standing". "Good-standing" includes, but is not restricted to: participating in volunteer and fundraising activities, fees paid in a timely fashion, equipment and uniforms cared for appropriately and returned in a timely fashion. A decision of "good standing" is made by the SBAA Board, Loss of this status can and may result in loss of SBAA privileges, such as voting rights and the opportunity to participate in SBAA activities.

### 3. Sports Offered, Seasons, and Registration Fees

The SBAA sports programs and seasons are as follows:

#### Fall Season:

Girls Volleyball

#### Winter Season:

Girls Basketball

Boys Basketball

Cheerleading

#### Spring Season:

Boys Baseball

Girls Softball

Track

Boys Volleyball

#### Summer/Fall

Golf

A specific activity may be downsized or canceled, if the Board deems that it is not viable. Reasons for this include but are not limited to lack of sufficient participants, lack of sufficient facilities, lack of sufficient adult volunteers for coaching, commissioners, etc., or any other reason that the Board believes that is in the best interest of the overall SBAA program.

Registration fees are due at or before the end of the prescribed registration period for that athletic season. The registration fees should be submitted with the registration forms and the membership fees, as scheduled by the Board. Late registration can and may be subject to a late fee and to refusal by the Athletic Director based on team availability, timeliness of submittal, or as matters warrant.

A fee schedule will be developed, approved, and published by the SBAA Board, prior to registration for the upcoming year. This will cover the following:

- (a) Activities offered.
- (b) Fees for Volleyball, Basketball, Cheerleading, Baseball, Softball, Track, and Golf.
- (c) Late fees; timing and amount.
- (d) Additional Children: this applies to any two or more children in the same family participating in SBAA Athletic Programs during the same season, or when any child participates in two sports during the same season.

The registration fees typically cover league fees, tournament costs and awards. The registration fees do not cover gym rental, facilities management, uniforms, administrative costs, medical supplies, major equipment purchases and special projects. The SBAA will pay one (1) additional tournament fee for each team. This additional tournament may be the SBAA sponsored tournament, or other pre/post season play. The SBAA Board may decide to pay for additional tournaments if it is determined that due to

certain circumstances such as team size or availability of leagues, it is warranted.

The SBAA shall make every effort to ensure that no student shall be denied the opportunity to play due to financial limitations. If a family cannot afford fees, on a temporary or permanent basis, the parents need to contact a Board Member request having the fees waived or delayed. This request shall be made to the full SBAA Board for consideration. Every effort to maintain confidentiality will be attempted,

The Fundraising Functions, and related efforts by the SBAA, cover these costs. It is expected that all members shall participate in some facet of these fundraising efforts, in addition to working the concession stands and collecting admissions fees at St. Bartholomew home games. If a family is unable or unwilling to participate in fundraising activities, at the discretion of the Board, an additional annual fee may be applied,

Requests for refund of a registration fee may be granted if the request occurs before the final tryout for the selection of teams or determination of team size if no tryout was required. Refunds after this time must be requested in writing to the applicable Athletic Director and subject to the approval of the SBAA Board. The Board shall not grant refunds unless they deem that there are extreme circumstances or financial hardship.

#### **4. Scheduling Criteria**

a) Sundays and Holy Days: No scheduling of SBAA athletic activities (including games, practices, tournaments, and other meetings) at parishes, schools, or at facilities, on or off site, on Sunday and Holy Days before 1:00 PM (e.g., 1:00 PM kick-off, tip-off, starting whistle, etc., shall be permitted). Also, no scheduling of athletic activities that adversely affect the parish's worship due to noise or parking problems during Saturday afternoon and evening liturgies shall be permitted.

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

c) Religious Education and Sacramental Preparation: Athletic activities (including games, practices, tournaments, and other meetings) are not to be scheduled when 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 athletic leaders for missing a practice or game due to participation in such programs.

#### **5. Player Eligibility**

This section describes policies and best practices intending that children participating in SBAA activities are safe, have fun, are treated fairly and respectfully, and grow in their faith, character and virtues through the experience.

Determining Eligibility: Eligibility for participation on a SBAA 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 or other affiliated member parishes. 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 John Paul II Catholic School. 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 SBAA activities only by special application and permission by the parish Pastor, 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*

Catholic participants: Catholic participants will be enrolled in and regularly attend the parish's or school's 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.

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.

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.

Unaffiliated participants: Unaffiliated participants are not required to attend religious education but may be welcomed and encouraged to do so.

Other Eligibility Requirements: The SBAA has the right to establish in its Organizational Documents additional criteria for eligibility, with the approval of the Pastor, 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 the Archdiocese Charter on Youth Athletics.

#### *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; 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:

- (a) 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.
- (b) 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. (iii) If no parish or school can accept an individual, the league and/or the Commission may assist in placing the individual in an appropriate program.

## **6. Safety and Well Being of the Children**

### *Archdiocese of Cincinnati Decree on Child Protection*

The provisions of the Archdiocese of Cincinnati Decree on Child Protection must be followed by SBAA, 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 of 4.3.1 which have 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) **AoC Safe Parish**: (A.3 Policy) All candidates for ordination, clerics, regular volunteers and employees who have contact with children must complete the monthly training per the archdiocesan requirement 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 or creating an AoC Safe Parish account and complete the training.

- (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](http://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; For any activity sponsored by the Archdiocese of Cincinnati, at least two adults, both of whom have successfully completed the AoC Safe Parish Training, 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.

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 like 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.

For purposes of this 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, Catholic Youth 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](http://www.healthyohioprogram.org/concussion).
- (b) Before beginning to coach or officiate, coaches and officials in Catholic Youth 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.
  - (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.
  - (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) 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) 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) 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*

- (a) The maintenance, upkeep, and general condition of a Facility are the responsibility of the parish or non-parish school that owns the Facility.
- (b) Coaches and adult athletics leaders should take care to ensure that their children are using Facilities that are safe and secure, including:
  - (i) 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.
  - (ii) Athletics Fields: Before beginning practice or play, coaches or athletics leaders should inspect the field(s) for any unsafe conditions.
  - (iii) 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.
  - (iv) Any problems with a Facility should be reported to:
    1. the leaders of the parish, or non-parish school, responsible for the Facility
    2. 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.

*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.

### *Biennial Red Cross Certification*

SBAA shall strive 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.

## **7. Guidelines for Team Selection**

The Team selection process will be overseen by the Athletic Director, the Coordinator/Commissioner of the sport, and one other Board Member (Team Selection Committee).

Any parent, who for specific reasons does not wish to have their child placed under the direction of a particular coach, must submit their reasons in writing to the Athletic Director prior to the team selection process and appointment of players to a particular team/coach. The Team Selection Committee may resolve the request or recommend the matter to the SBAA Board. While the granting of such requests shall be considered, there shall be no guarantee or the requirement that it will be accommodated.

The following guidelines shall be followed:

### *K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Grade Levels*

- (a) Maintain same grade level teams whenever possible.
- (b) Utilize a process for evaluation recognizing proficiency skills in dividing the players into equal teams. This will consist of "evaluation tryouts" held in a practice atmosphere with participation by all players. Allow the Coaches to select players to ensure that the teams are created so they each have equal ability. If there is a dispute among the Coaches, then the Team Selection Committee shall make the final decision.
- (c) Carpooling requests will be considered on a case-by-case basis and will be honored at the discretion of the Team Selection Committee.

### *5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Levels*

- (a) Maintain same grade level teams whenever possible.
- (b) Utilize a process for evaluation recognizing proficiency skills in dividing the players into "Green" & "White" teams where multiple leagues are available. This will consist of "evaluation tryouts" held in a practice atmosphere with participation by all players interested in playing on the "Green" Team. Players will be rated by 4-5 independent evaluators. Utilizing this data, the Team Selection Committee and the head coach will select the "Green" team.
- (c) The remaining teams will be made as equal as possible, using an open-draw format by the coaches under the observation of the Team Selection Committee.

The minimum and maximum number of players per team for a particular sport are as follows unless specifically approved by the SBAA Board or Specific Sport Joint Parish Administrating Board otherwise:

### *Boys Sports*

Basketball	3 <sup>rd</sup> – 8 <sup>th</sup>	Min: 7   Max: 10
Baseball	K – 1 <sup>st</sup>	Min: 7   Max: 12
	2 <sup>nd</sup> – 8 <sup>th</sup>	Min: 11   Max: 15
Volleyball	3 <sup>rd</sup> – 8 <sup>th</sup>	Min: 8   Max: 12
Track	K – 8 <sup>th</sup>	Min: 10   Max: None
Golf	6 <sup>th</sup> – 8 <sup>th</sup>	Min: 6   Max: 10

### *Girls Sports*

Basketball	3 <sup>rd</sup> – 8 <sup>th</sup>	Min: 7   Max: 10
Softball	1 <sup>st</sup> – 2 <sup>nd</sup>	Min: 7   Max: 12
	3 <sup>rd</sup> – 8 <sup>th</sup>	Min: 11   Max: 15
Volleyball	3 <sup>rd</sup> – 8 <sup>th</sup>	Min: 8   Max: 12
Track	K – 8 <sup>th</sup>	Min: 10   Max: None
Golf	6 <sup>th</sup> – 8 <sup>th</sup>	Min: 6   Max: 10
Cheerleading	1 <sup>st</sup> – 8 <sup>th</sup>	Min: 4   Max: None

The SBAA Board shall have full discretion to modify these guidelines, where it is determined by the Board that the SBAA Program and Student Participant's best interest will be served.

## **8. Code of Conduct**

All who are involved in SBAA 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.

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

### *Spirit of Catholic Youth Athletics*

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 all your 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. Demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church.

### *Adherence to Laws, Rules, and Policies*

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

Federal, state, and local laws and ordinances.

The mission, goals, principles, and policies of the Archdiocese of Cincinnati Charter on Catholic Youth Athletics, and those of the SBAA 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 as 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 and this Handbook are prohibited.

## 9. Coaches Guidelines

SBAA Coaches are responsible for overseeing the youth ministry mission of youth athletics, then 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. SBAA shall 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 SBAA 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 the team, parents, and opponents always (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 athletic organization'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: Ensure that assistant coaches are clear on the Code of Conduct 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.
- (g) 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 and improvement.

### *Age Requirements*

- (a) 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.
- (b) Head coach (at high school level): At least 21 years of age and in compliance with the Decree on Child Protection.
- (c) Head Coach (at elementary level): At least 19 years of age, a high school graduate, and in compliance with the Decree on Child Protection.

### *Criteria*

In recruiting and selecting coaches for teams, athletics organizations 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 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.
  - (f) 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.
- (c) 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.

SBAA 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.

SBAA 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.

Evaluations should be retained for at least three years to allow for continuity of perspective in working with coaches. Leaders of the athletics organization are responsible for establishing a secure and confidential location for these at the parish, or non-parish school.

Coaches are the primary means by which SBAA upholds and enforces its ideals and goals, Coaches have the most influence over the conduct of the players and spectators during any event, it is the primary responsibility of the Coach to visibly show that he/she values self-restraint, fair play, and sportsmanlike behavior. Remember, coaching is a privilege, not a right.

Each team will consist of one (1) head coach and one (1) assistant coach. Other assistants may be added after teams have been selected, coaching a team for a season, or multiple seasons, does not provide an entitlement to continue as head or assistant coach, Selections will be done on an annual basis, unless, for the good of the program long term, the Athletic Director has decided to keep a coach in a position on an extended basis. All coaching appointments will be reviewed annually for compatibility with the guidelines of the program and approved by the Board.

The selection of coaches is the responsibility of the Athletic Director and the Commissioner for that sport. The Athletic Director and the Commissioner will draft a roster of coaches and submit these names to the Board for approval. The basis for this roster will be the Coaching Application Form, completed by each candidate. The A.D. or Commissioner will notify all candidates of the list that will be submitted prior to that Board Meeting. This is particularly important when multiple candidates have volunteered for the same team. The SBAA Board, during a regular meeting, must approve of all head coaches and assistant coaches before they are permitted to participate in coaching that sport,

If any candidate wishes to challenge the submitted list, he/she may inform the Athletic Director before another member of the Board, in writing. The candidates will, then, be given 5 minutes before the SBAA Board to present their qualifications and goals for the team,

Wherever possible, the Athletic Director shall provide the opportunity for opposing candidates to work together towards a consensus agreement to work together as coach and assistant, withdraw, or go before the Board.

All Coaches must comply with the following program coaching rules:

- (a) Coaches are responsible for the behavior of their players during practices, games, meetings, and tournaments.
- (b) All Coaches and Assistants must complete the Archdiocese Child Protection Class, the Archdiocese Fingerprinting-Process, and be officially registered at the parish office as completing these and any other requirement of the SBAA-Board, parish or Archdiocese-prior-to-coaching any player, Two Adults must be present at each event. As such, the Coach shall follow, adhere, and uphold the guidelines and rules of the Archdiocese Child Abuse Decree.
- (c) The Coach shall not use profanity, abusive or degrading language or action during a game or practice.
- (d) The Coach must avoid any action or remark that may incite the displeasure of the spectators.
- (e) The Coach will immediately discipline any player who shows disrespect to an official or opposing team member. The Coach must be fair in disciplining all players when enforcing team rules.
- (f) The Coach is responsible for uniforms and equipment that he/she has been issued, and for the facility in use during their practices and games. For use of the St. Bartholomew PAC this applies to getting 1) Keys to enter, 2) reporting damage/maintenance problems in a timely fashion and 3) securing the facility after the practice or game, 4) return the keys to proper location.
- (g) The Coach must ensure that no spectator intimidates an official, team member, or other team member. The Coach must report repeat offenses by any SBAA spectator to the SBAA Board.
- (h) The SBAA strongly recommends the use of substitutes whenever possible, especially when the outcome of the game has been decided. Deliberate attempts to humiliate an opponent, such as running up the score, will not be tolerated.
- (i) Every player is to participate in all practices, all league requirements and SBAA guidelines

- for playing time shall be followed.
- (j) For the safety of the players, the Coach is to start and finish practices in a timely manner. No child shall ever be left at a game or practice site without adult supervision.
  - (k) The Coach shall attend activities such as SBAA Recognition Masses, Award Ceremonies and meetings and encourage parents and players to participate as well. The Coach shall support and adhere to the philosophies, guidelines, and rules of the SBAA and leagues in which the team participates.
  - (l) The coach will check to make sure that all athletes have the necessary equipment for the sport. The coach will alert the appropriate party should financial assistance be required.

Non-compliance with or violation of the SBAA handbook can and may result in discipline up to and including a Coach or Assistant being declared ineligible by the SBAA Board for the present and/or future seasons.

## **10. Parent Responsibilities**

Submit registration forms, release forms and payments on time, Children will not be allowed to practice until all forms and fees are received by the SBAA. If a family cannot afford the fees, temporarily or permanently, the parents may contact a Board Member to have consideration of the fees waived by the SBAA Board with confidentiality maintained.

Participate by volunteering time to SBAA fund raising activities, help with field maintenance, concession stand, admissions, attending general meetings and social events.

Keep uniforms and equipment clean and in good repair and return them on time, as requested by the coach or Commissioner. Lost or carelessly damaged uniforms can and may result in replacement at the parent's expense. Damage such as loose numbers or letters should be noted when returned.

Provide transportation for players to and from practices and games, on time.

Ensure that two (2) adults are at each practice. If not, then the parents should stay until a second coach arrives or until the end of practice.

Inform the coach if a player will not be present for practice or game.

Alert the coach of any special problems with a player's medical history prior to the first practice. Any player who sustains an injury during the season that needs a doctor's attention must submit an original letter and one copy signed by the Doctor to the Athletic Director which states that the player may return to sporting activities. This policy will be strictly enforced as it safeguards all players and officially notifies the coach that it is safe to allow a player to participate.

Support team and coach by attending games, helping with gate collection, score keeping or by cleaning up.

Uphold the spirit of the St. Bartholomew Parish organizations by setting a "Christ-like" example. Ensuring that all players attend the SBAA Recognition Masses.

## 11. Ejection and Suspension

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 who 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 because of the violation. Any violation of the suspension or a subsequent violation shall trigger an escalating series of responses, as follows:

*Violation: First*

*When/Where Occurred:* Before, during, or after a game or practice.

*Sanction:* Ejection for the rest of the game or practice; attendance at next game prohibited.

*Violation: Second*

*When/Where Occurred:* Before, during, or after a game or practice.

*Sanction:* Ejection for the rest of the game or practice; attendance at next two game prohibited.

*Violation: Third*

*When/Where Occurred:* Before, during, or after a game or practice.

*Sanction:* Attendance at practices, games and any other team activities is prohibited for the rest of the season.

## 12. SBAA Playing Time Guidelines

Instructional, Recreational and Competitive Designations: These designations are defined as follows by SBAA in establishing age-appropriate practices and in clarifying playing time.

*Instructional (Up to and including Grade 4)*

Respecting their young age and the well-being of their families, instructional play will take place in a single league, including 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).

### *Recreational (Grades 5-12)*

For the purposes of this Charter, it is assumed that all Catholic Youth Athletics are recreational unless otherwise designated as competitive. (See below for playing time norms in recreational athletics.)

### *Competitive (Grades 5-12)*

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:

### *Instructional Athletics (up to and including Grade 4)*

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.

### *Recreational Athletics (Grades 5-12)*

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 throughout the season by the coach or other athletics leader. Coaches may limit playing time as a disciplinary measure (for example, consequently for missing practices, consistent tardiness, or other infractions).

### *Competitive Athletics (Grades 5-12)*

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, consequently for missing practices, consistent tardiness, or other infractions).

### *League role*

Leagues will support playing time norms; however, leagues are not responsible for enforcement and

administration of them.

The focus of the SBAA is to develop individual skills and team play. At the grade levels **K - 4**, teams shall be designated as instructional and for all players who attend practices and games regularly, playing and practice time over the course of the season shall be equal for all players, The SBAA expects that playing time during games be as equal as possible for all players.

At grade levels **5 - 8**, coaches will balance the needs of the players preparing for high school athletics and of those players using their last opportunity to play for their school team. No player shall ever attend a game and not play at all.

Where "A" and "B" teams are operative, the A Team shall be designated as competitive and playing time shall be one unit of play. A unit of play will be defined as: one quarter (basketball), one game (volleyball), one inning (softball/baseball).

Each league may have specific playing guidelines (For example: CYO, 3rd grade basketball is 1 continuous quarter). Coaches are to be aware of these guidelines and comply with them. Violations can and may result in a forfeit being declared by the league and/or SBAA. While a league may not enforce or even monitor playing time requirements during tournaments, playing time guidelines are in effect for SBAA teams during all games, tournaments Included. Therefore, all players attending a tournament game shall play in that game,

Participation on an SBAA team is voluntary. As such, it is expected that players will attend and actively participate in all practices and games. Continued absences by a player can be disruptive to the overall team. For disciplinary reasons, a coach may bench a player for a game. This decision, and the circumstances leading to it, must be provided in writing to the Athletic Director and agreed to by the Athletic Director or his/her designation prior to the game. If the event precludes prior written notification, notification shall be made immediately following the game. It is expected that this type of Issue be handled with equity across the team. The coach shall discuss the problem with the parents/guardians prior to taking any action.

For health reasons, a coach may keep a player out of a game. This decision will be made, in advance, with the parents and Athletic Director.

Issues regarding playing time should be addressed to the coach first. If that does not resolve the situation, the parent may choose to utilize the Grievance Process.

### **13. Non-Discriminatory Practices**

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

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

### **14. League and Tournament Participation**

Approved leagues and tournaments: SBAA shall participate only in leagues approved by the Pastor or the Commission. Tournament participation is limited to tournaments sponsored by leagues, or parishes or schools within the leagues.

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.

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.

Parity between boys and girls: SBAA shall strive for parity between boys' and girls' athletics.

## **15. Guidelines Concerning Unsportsmanlike Conduct**

Each Team is responsible for the conduct of its fans and cheerleaders.

Any coach, player, fan, or cheerleader may be cited for unsportsmanlike conduct. This situation is typically covered in league guidelines. At the time of the alleged infraction, the offender is to leave the playing facility, If the offender(s) refuses to leave, the game will be forfeited in favor of the team that did not involve the citation. The SBAA Board will review the event to determine what, if any, further action is required.

## **16. Grievance Procedure**

The SBAA, 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 athletics organizations, 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. To ensure healthy and effective communications especially in situations of disagreement or conflict, SBAA has the following:

- (a) All SBAA members have the Rights of Appeal as stated in Article 9, Section 1 of the SBAA Constitution and Bylaws.
- (b) Any complaint or team-related situation that a parent may have, shall be addressed to the coach, first.
- (c) The parent shall wait at least 24 hours after said situation arises or occurs before addressing it with the Coach. If the parent is uncomfortable addressing the coach or does not get satisfaction, this complaint should be addressed to the appropriate Commissioner, or the Athletic Director. The Athletic Director may resolve the matter or recommend the matter to the SBAA Board President.
- (d) If the Athletic Director cannot resolve then the grievance shall be to the SBAA Board President, who shall investigate the grievance.
- (e) If after initial meetings and investigative interviews, the SBAA President determines that the grievance is unsubstantiated, the grievance will be dismissed.
- (f) If the grievance appears to have credence or if the grievant disputes the President's ruling, then there shall be a hearing of the grievance in accordance with the rights of

due process and it shall proceed according to Article 9, Section 1 before the entire SBAA Board, the Spiritual Liaison and Parish Pastor for review and final disposition.

## **17. Awards and Recognition**

### *Christian Athlete Award*

This award is presented to an eighth-grade boy and girl, at the end of each sport's year, who symbolizes the characteristics and philosophy of the SBAA.

The criteria are as follows:

- (a) Participates in multiple sports each year.
- (b) Shows concern for others.
- (c) Is someone who is courteous on and off the court/field.
- (d) Displays a good attitude, win, or lose.
- (e) Is punctual and attended practices, games, and Team Masses.
- (f) Is dedicated to the team; never having quit a team.
- (g) Show an enthusiastic and supportive attitude at all times.
- (h) Is dedicated to their parish and the SBAA program.

The selection process will begin in the early Spring. A committee of Board members shall be appointed as a Nominating Committee, will solicit nominations from the coaches. Each eighth-grade coach may nominate up to three athletes. Their sons/daughters are eligible to be nominated. Nominations may be made by previous coaches and SBAA members. The focus of the award is on the player's career in the SBAA program, not just one year or a particular year of participation.

The Nominating Committee will take these recommendations and use them as a basis for making a recommendation to the full SBAA who shall vote to select the recipient. The winners' names will be kept confidential, then, announced at the Spring Awards Night.

The winners' names will be engraved on a plaque, which will be in the lobby of the PAC. An honorarium, agreed to by the Board, will be presented to each winner.

## **18. Team Banners**

The intent of these banners is to visibly acknowledge the youth that participate in the parish ministry and reach a high level of excellence as a team.

### *Criteria*

- (a) An SBAA sponsored team

- (b) Winner of the City Championship Tournament in the Winners/Higher Level Bracket

*Specifications*

- (a) Dimensions will be less than or equal to 36" by less than or equal to 71".
- (b) Colors designated as gold lettering and forest green background.
- (c) Grommets across the top and bottom.
- (d) All banners to be same design according to team
- (e) Attached by hangers, appropriate for the weight required.
- (f) Banners to be hung at the close of season, or as soon as possible.
- (g) Hung from hooks, installed in the masonry, directly below the structure supporting the roof. The first banner will be hung on the south uppermost corner of the west wall. Additional banners will be hung in a similar manner, in single file, continuing to the north side of the west wall. Should this line become filled, the next line will begin at the same spot at the first banner, one level done, continuing across the wall. This will continue until four lines have been filled. If all these spaces are filled, the first banner that was installed will be retired, and the spot filled by the newest banner.

*Funding*

- (a) SBAA will fund the purchase and installation of the banners.
- (b) Maintenance will be provided, as needed, via the SBAA budget.

**19. Social Functions**

The SBAA will administer, organize, and conduct Social Functions for fundraising to support the SBAA Program and for the fellowship of the SBAA and the parish community.

These functions will be conducted in accordance with the following guidelines and Parish Council recommendations. Functions conducted for, or focused on, the youth and having youth in attendance at the function, no alcoholic beverages shall be supplied, sold, or consumed. Functions for the Youth of the Program include:

- (a) Awards Nights/Banquets
- (b) SBAA Recognition Masses
- (c) Annual Meeting/Appreciation Dinner
- (d) Junior High Dances
- (e) Open-Gym Nights
- (f) SBAA Sponsored Tournaments
- (g) Regular Season Games

The SBAA Board shall develop the schedule for all events and approve the Chairperson(s) for each event. The SBAA Board has final approval for all functions, decisions, and requirements.

The SBAA may conduct other fundraisers such as a Fish Fry, Golf Outing, Dances, or other events that are geared more to the adult members of the SBAA and Parish at which alcoholic beverages may be served. All activities are subject to pastoral direction and archdiocese requirements.

## **20. Financial Responsibilities**

SBAA 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
- (b) Collect fees and dues
- (c) Maintain accurate records of receipts and expenditures and should provide accurate and complete reports as required by the organization, the parish, or non-parish school, school, the archdiocese, and the government.
- (d) Pay all outstanding bills promptly upon receipt.

## **21. Compliance with Charter as a Condition of Participation**

As a condition to being identified with Catholic Youth Athletics, SBAA 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 having access to parish or school communications to convey information about youth athletics.

## **22. Transportation Laws and Policies**

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

### *Laws*

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

### *Policies*

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 transported directly 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.
- (f) 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*

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

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.

Drivers Insurance is the primary insurance coverage, not the archdiocese.

If an event begins and ends at the site of an activity, the Church leader does not need to organize the transportation, Church leaders never organize transportation for parish or school events using drivers under the age of 21.

### **23. Financial Bookkeeping, Accounting, and Accountability**

SBAA shall be governed by Archdiocesan policy regarding 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.

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.