

# **ST. VERONICA ATHLETIC BOOSTERS**

## **BYLAWS**

### **MISSION STATEMENT**

**The mission of the St. Veronica Athletics Boosters is to support St. Veronica Parish in its broader mission of pastoral care for the family. St Veronica Athletic Boosters are an extension of the St. Veronica Parish Community and contributes to the development of the St. Veronica Parish Community through support if youth athletic activities.**

**The St. Veronica Athletic Boosters recognize that physical education of our youth plays a part in their overall education and development. Through Athletics, young people are enabled to mature emotionally, morally and socially. By support of athletic activities, the goal of the St. Veronica Athletic Boosters is to help our youth participants mature as young Christians, facilitate athletic programs that enhance personal growth and enjoyment and help prepare those athletes that seek to compete in high school athletics.**

**As of March 2014 the Archdiocese of Cincinnati adopted the Charter on Catholic Youth Athletics. The Charter oversees all parishes, schools, offices, agencies and institutions which operate under the Authority of the Archdiocese. St. Veronica Athletics Boosters falls under this category and our board will abide by this charter as of March 2014. Below are the Mission Statement, Goals and Guiding Principles of the Charter which we will abide by as an Organization.**

**Catholic Youth Athletics furthers the mission of the Catholic Church by 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.**

**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.**

**Goals and Guiding Principles:**

**Catholic Youth Athletics is a form of youth Ministry that leads young people closer to Christ, and takes its inspiration and direction from the 1997 U.S.**

**Bishops' document, renewing the Vision – A Framework for Catholic Youth Ministry. That document identifies three overarching goals for all youth programs in the U.S. Catholic Church:**

**Goal 1. Discipleship: to empower young people to live as disciples of Jesus Christ in our world today.**

**Goal 2. Participation: to draw young people to responsible participation in the life, mission, and work of the Catholic faith community.**

**Goal 3. Growth: to foster the total personal and spiritual growth of each young person**

**Guiding Principles.** The policies and best practices detailed in this Charter flow from these goals and are aligned with them. Since the Charter provides a framework of policies and best practices for elementary-age and parish-based athletics in the Archdiocese (except for the Excluded High Schools), the various athletics organizations, leagues, tournaments, teams, and practices that are a part of Catholic Youth Athletics will also reflect these overarching goals.

**The Guiding Principles are:**

**a) Discipleship, Faith and Family First:** Catholic Youth Athletics proceeds from (and should always include) Christian discipleship in the Catholic faith, in support of the parents and families whose children participate. Charter policies and guidelines are developed with Christian discipleship, the Catholic faith, and family well-being as top priorities

**(b) Evangelizing Mission:** The whole Church and each of its members are called to the mission of evangelization; so too, is Catholic Youth Athletics a part of that mission. Participants, parents, families, coaches, athletics organizations, fans, and alumni – all those involved in some way in Catholic Youth Athletics – are invited into this evangelizing mission bringing the good news of Jesus Christ to a world much in need of it. The Charter establishes clear expectations regarding the evangelizing mission of Catholic Youth Athletics.

**(c) Responsible Participation in the Church:** Catholic Youth Athletics will reflect the priority of regular, consistent, and responsible participation in the Church, in her worship, education, community, ministries and service to the world. The Charter includes policies and best practices affirming the priority of active participation in the Catholic faith community, including faith formation as well as worship on Sundays, Holy Days and during liturgical seasons.

**(d) Faith, Character and Virtue Development:** In Catholic Youth Athletics, winning, performing, and succeeding are always subordinate to the development of faith, character and virtues in participants and their families. The Charter establishes policies and best practices regarding Christian behavior, good sportsmanship, and fair play for players, coaches, volunteers,

**athletics organizations, and parents, in line with the Great Commandments, the Ten Commandments, and the Golden Rule.**

**(e) Trained and Competent Coaches and Athletics Leaders: Coaches and athletics leaders serving in Catholic Youth Athletics understand their roles as forms of youth ministry leadership, and will get training that leads to competence not only in coaching a given sport, but also in modeling and sharing faith, developing young Catholic disciples, and helping young people and their families stay meaningfully connected to the Catholic Church.**

**(f) Safety and Well-being of Children: The safety and well-being of young people in Catholic Youth Athletics are paramount. The Charter describes policies and best practices to promote the safety and well-being of children.**

**(g) Good Stewardship and Accountability: Athletics organizations and leagues that serve the parishes and schools of the Archdiocese should demonstrate good stewardship of money and other resources, with trustworthy and transparent systems of financial accountability.**

**In and through the experience of Catholic Youth Athletics, children and their families will better follow Christ, be drawn closer to the Church, and will grow in character, virtues, and Christian service. The provisions of this Charter have been developed to make this mission a reality in the Archdiocese of Cincinnati.**

**Thus with approval of the Archdiocese Of Cincinnati Charter on Youth Athletics and the Parish Council of St. Veronica Parish, the By-Laws are adopted to enable the St. Veronica Athletic Boosters to fulfill this mission.**

## **ARTICLE 1: NAME**

**SECTION 1: The name of this organization shall be the St. Veronica Athletic Boosters.**

**SECTION 2: For purposes of this document, the members who are chosen to serve the St. Veronica Athletic boosters will be referred to in this document at the Booster Board.**

## **ARTICLE 2: PURPOSE**

**Section 1: The Purpose of this Organization is as Follows:**

- A. To promote Christian values through sports and athletics**
- B. To organize Leagues and teams for sports and athletic activities for all children of the parish with experienced adult guidance that will permit them to develop their God given abilities and talents**
- C. To purchase, hold, and maintain sporting and athletic equipment on behalf of and for the benefit of St. Veronica Parish**
- D. To Plan and promote activities to raise money for the support of the athletic programs**
- E. To continually reassess the needs of St. Veronica Parish and modify the Boosters functions to effectively address the Parish's athletic needs**

## **SECTION 2: DESCRIPTION OF THE ROLE OF CATHOLIC ATHLETICS ORGANIZATIONS:**

**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.**

### **SECTION 3: DESCRIPTION OF THE MINISTRY MISSION OF ATHLETIC ORGANIZATIONS**

**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**

#### **SECTION 4: ROLE OF THE PARISH OR SCHOOL LIASON:**

**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. 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. They are appointed by the Pastor and report directly to him or his designee. They are responsible for communicating the spirit, mission, goals and principles of this Charter to all in the Athletic Organization. They will be the contact to those outside the Athletic organization. They also will hold a seat on the Grievance Committee. Our Liaison is the Head of the Education Commission whose jurisdiction the Boosters fall under.**

#### **SECTION 5: ACCOUNTABILITY TO THE PASTOR FOR RESOURCES, FINANCES, BUILDING AND INSURANCE**

**The athletics organization should be accountable to the Pastor, or principal of a non-parish school, (including resources, finances, buildings, insurance, and other matters). 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.**

### **ARTICLE 3: MEMBERSHIP**

**SECTION 1: A booster is an individual or a family who has purchased membership through annual dues. Membership includes voting privileges. Voting privileges are extended to each adult covered by the membership dues. Each adult member may cast a unique vote during meetings where a**

**vote is taken. One must be present at a meeting to vote, no absentee votes will be accepted from booster members.**

**SECTION 2: Membership also obligates voluntary services. Members are expected to volunteer for Booster related sports activities, fundraising opportunities and attend booster meetings.**

## **ARTICLE 4: MEETINGS**

**SECTION 1: Regular Meetings shall be held monthly or as directed by the Booster board**

**SECTION 2: Special Meetings if the members will be called at any time at the discretion of the officers. A notice must be sent to each member via email as appearing on the books of the organization at least 4 days before the special meeting**

**SECTION 3: At any regular meeting of the general membership, the members present shall constitute a quorum.**

**SECTION 4: At any booster meeting there must be 50% of the standing officers present to constitute a quorum.**

**SECTION 5: Agenda items must be submitted to the President prior to a scheduled meeting.**

**SECTION 6: All head coaches or designee are required to attend meetings during the season they are coaching.**

## **ARTICLE 5: BOOSTER BOARD**

**SECTION 1: The voting members of the Booster Board consist of the following: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Boys Athletic Director, Girls Athletic Director, Parish Representative and Concessions Coordinator.**

**Section 2: The President shall serve as chairman of the Booster Board. In the absence of the President, the Vice-president shall preside.**

**SECTION 3: The general duties and responsibilities of the Booster Board include the following:**

- A. These bylaws will be published on the St. Veronica Boosters website and available to all members upon request.**
- B. Provide written and oral communications to the general membership from time to time informing the membership of pertinent information.**
- C. 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, 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 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 pay all outstanding bills promptly upon receipt. The annual budget will be presented to the general membership in April and voted on at the May meeting.**
- D. Incorporate provisions for league and tournament participation:**
  - 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)– Parity between boys and girls: Athletics organizations should strive for parity between boys' and girls' athletics. (e) Tournament limits: Athletics organizations should establish reasonable and not excessive tournament schedules to avoid undue burdens on families.**

- E. 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. 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.**
- F. 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.**
- G. Establish Membership dues**
- H. Appoint officers to fill unexpired terms of office when they become vacant.**
- I. Act for the St. Veronica Boosters in the management of the affairs of the organization.**
- J. Interpret and implement decisions properly made by the members of the St. Veronica Athletic Boosters. All decisions shall be recorded.**
- K. Interpret the by-laws by a majority vote of the Booster Board.**
- L. The booster board will appoint sports related coordinators.**
- M. An elected officer may be removed for due cause by a majority of the members present at a Booster Board meeting provided adequate number of members are present to constitute a quorum. Officers or appointees so removed shall have a right to appeal, pursuant to Article 12.**

- a. **Due cause for removal is limited to:**
  - 1. **Nonfeasance, misfeasance, or malfeasance in office, including but not limited to failure to perform the duties of their office, misuse or misappropriation of organization assets, or willful failure to comply with the provisions of the governing documents.**
  - 2. **Failure to follow established by-laws of the St. Veronica Athletic Boosters, or legitimate directives of the Booster board**
  - 3. **Failure to abide by the Archdiocese Decree on Child protection or the Charter on Catholic Youth Athletics**
- b. **Any Officer or appointee for whom removal is under consideration shall be notified in writing of the causes to be considered, the evidence supporting the causes, and the time and place the meeting at which such causes will be considered. Such notice to be delivered by an appropriate means not less than 10 days prior to such meeting. The officer or appointee in question shall be allowed to present witnesses and evidence in their own behalf.**
- c. **Immediate suspension of duties may be initiated for an incident if serious nature until the special meeting is held.**

**SECTION 4: The booster board may direct the President to submit any matter to a vote of the membership when deemed advisable.**

**SECTION 5: No member of the Booster Board may accept monetary remuneration for serving as a member of the Booster Board.**

**SECTION 6: Any member of the Booster Board who has a monetary interest in an issue decided by the Booster Board may not vote on questions related to that issue. Booster Board members may also abstain from any vote they believe they may have a conflict of interest with.**

## **ARTICLE 6: OFFICERS**

**SECTION 1: Officers and Board Members shall consist of the following positions**

- A. President**
- B. Vice-President**
- C. Recording Secretary**
- D. Corresponding Secretary**
- E. Treasurer**
- F. Boys Athletic Director**
- G. Girls Athletic Director**
- H. Parish Representative**
- I. Concession's Coordinator**

**SECTION 2: The term of office for all elected officers is two years, beginning on the first day of June and ending on the last day of May, at midnight. Any unfilled or vacated positions may be appointed by a majority vote of the Booster Board Members.**

**SECTION 3: No officer shall serve more than two consecutive terms in one capacity , unless at the conclusion of the second term, no other member has been nominated to fill that position. The same board member can continue to fill that position until a replacement is found.**

**SECTION 4: The specific duties of the officers are as follows:**

**A. PRESIDENT**

- a. The President shall be the chief executive officer of the Booster Board and shall general supervision over the affairs of the St. Veronica Athletic Boosters, subject, however, to the constraints contained in these by-laws. The person shall preside at all meetings. The President shall represent the Boosters at public functions, sign all business contracts, and co-sign all checks. The President will be responsible for maintaining a list of Active St. Veronica Boosters members. If desired, the president may appoint a member to perform this task. In general, this person shall perform all the duties that are provided for in the by-laws, or assigned by the Booster Board or members from time-to-time.**

## **B. VICE-PRESIDENT**

- a. The Vice-President is the assistant to the President and is empowered to act for the President when the Office of the President is vacant or when the President is not available to act on urgent matters requiring attention. The Vice-President will oversee all committee activities, oversee all game schedules from the appropriate Athletic Directors and develop all practice locations and times for all St. Veronica Booster sponsored activities. The Vice-President schedules all team pictures and appoints the photographer for all photos taken of St. Veronica Teams.**

## **C. RECORDING SECRETARY**

- a. The Recording Secretary will keep the minutes at all the St. Veronica Boosters and Booster Board meetings. This person shall present the minutes from regular meetings for the approval by the members. A copy of the minutes will be made available to the membership and the parish office. The minutes for all meetings will be kept for four (4) years.**

## **D. CORRESPONDING SECRETARY**

- a. The Corresponding Secretary will send written communications to members when appropriate. The Corresponding Secretary will be responsible for publishing all written notices via the school newsletter, Parish Bulletin, School Website and the REP program. This includes athletic registration information and any other St. Veronica Boosters news updates.**

## **E. TREASURER**

- a. The treasurer shall collect and keep accurate account of all monies, notes, bonds and similar property belonging to the St. Veronica Athletic Boosters. Records shall include all receipts**

**and disbursements for the St. Veronica Athletic Boosters; these records and receipts will be kept for four (4) years.**

- b. The Treasurer shall deposit sums received by the St. Veronica Athletic Boosters in the name of the group in such depositories as shall be approved by the Booster Board. The Booster Board must approve all expenditures and disbursements.**
- c. An independent audit of these assets may be conducted at the conclusion of the Treasurer's term: these assets will be available for inspection for ten calendar days following a written or verbal request from the Booster Board. A special independent audit can be requested by a majority vote of the Booster Board or general membership. An independent auditor selected by the Booster Board may conduct this special audit. A member of the parish may conduct the audit. The group that called for the audit will approve the auditor.**
- d. The Treasurer will ensure that a financial report is presented at each regular meeting. A copy of this report will be made available to membership.**
- e. The current Booster Board President, future Booster Board President (if applicable) and Treasurer shall meet with the parish Business Manager and Finance Commission representative in a mutually agreed on date, prior to the Annual Athletic Booster Budget submission in May, to determine the Athletic Boosters financial obligation to the Parish. This obligation should be set in contractual form.**

**F. BOYS AND GIRLS ATHLETIC DIRECTORS**

- a. Any St. Veronica Athletic Boosters members not currently holding a Booster Board Position is eligible to hold the position of Boys or Girls Athletic Director**
- b. These positions will be responsible for upholding the Booster By-Laws as adopted by the Booster Board**
- c. Oversees the distribution and collection of all uniforms and sporting equipment.**
- d. Submit in writing the team rosters to league coordinators and receive and coordinate distribution of the league schedules.**

- e. Report all improper activities of coaches and players to the Booster Board.**
- f. Hold coaches meetings at the beginning of each season.**
- g. Attend all league meetings or designate a representative to attend.**
- h. An annual written inventory report for each sport should be submitted prior to the April Boosters members meeting**
- i. Provide an annual written budget for the upcoming sports season to the Treasurer prior to the April Boosters member meeting**
- j. Will ensure that all coaches and assistant coaches have attended the Child Protection Workshop and finger printed as mandated by the Archdiocese prior to assuming coaching responsibilities. Will ensure that all coaches stay current on their Virtus Trainings.**

#### **H. PARISH REPRESENTATIVE**

- a. Any St. Veronica Athletic Boosters member not currently holding a Booster Board or Head coaching position is eligible**
- b. Duties include, but not limited to, serving as a liaison between coaches, students, and the parish. Parish Representative reports back to the Booster Board.**
- c. The Parish Rep should be the first contact in the St. Veronica Athletic Boosters grievance procedure and is responsible for implementing the process and seeing each issue to its resolution. The Parish Rep is responsible for making the members aware of the grievance procedure**

#### **I. CONCESSIONS COORDINATOR**

- a. Ensures the servery is stocked with concessions for games played in the Parish Center and any tournament games hosted by St. Veronica**

### **ARTICLE 7: ELECTION OF OFFICERS**

**SECTION 1: General elections for the Booster Board officers shall be held at the April Meeting**

**SECTION 2: Candidates for office shall be a St. Veronica Athletic Boosters member. No person may seek more than (1) elected office. No parish staff shall be eligible to seek an elected position.**

**SECTION 3: Elections shall be by ballot. The Recording Secretary shall supervise all election activities. In the event the Recording Secretary is on the ballot the Corresponding Secretary will supervise the election.**

**SECTION 4: All officers shall be nominated and elected by the members as follows:**

- a. In even calendar years, the Vice-President, Recording Secretary, Treasurer, Parish Rep and Boys Athletic Director terms will expire.**
- b. In odd calendar years, the President, Corresponding Secretary, Girls Athletic Director and Concessions Coordinator terms will expire.**
- c. Nominations shall be made at the March Meeting for the posts of those terms, which will expire on June 30. Any member may nominate a member to a post as an officer, the agreement of the nominee first obtained.**
- d. A member other than the nominating member must second the nomination member**
- e. The candidate who receives the highest number of affirmative votes will be elected to that office.**
- f. In case of a tie between two nominees with neither nominee wishing to withdraw, the election will be determined buy toss of a coin.**

**SECTION 5: Newly elected Booster Board positions will work in conjunction with the Booster Board officer holding the position immediately following an election and the months leading up to the newly elected officers term officially beginning to ensure a successful transition.**

## **ARTICLE 8: COMMITTEES**

**SECTION 1: The By-laws committee will consist of the athletic boosters Vice-President and a maximum of 6 appointed members set by the booster board.**

**A. By-laws committee will review the by-laws in February and submit recommended changes to the membership for approval at the April meeting. A copy of the proposed by-laws shall be made available upon request. This procedure will take place in the second year of the Vice-Presidency. For clarity, any amendments can be proposed in any year as defined in Article 11. Any proposed bylaws or amendments must be submitted to the Education Commission and Parish Council, and they must be given ample time to review these changes before voting on them. No proposed bylaw changes can take effect until the Education Commission and Parish Council have granted their approval.**

**SECTION 2: Other committees may be established at the direction of the Booster Board. These committees, as well as the above by-laws committee, are under the direct supervision of the Vice-President.**

## **ARTICLE 9: PARLIAMENTARY AUTHORITY**

**SECTION 1: The league rules in which the team is currently involved shall prevail in all athletic matters. If the league rules are inconsistent with the by-laws of the St. Veronica Boosters, the more restrictive rule will apply**

## **ARTICLE 10: RULES AND REGULATIONS**

**SECTION 1: Decree on Child Abuse: All coaches, assistant coaches, moderators and team volunteers in any capacity must attend the Parish orientation program on child abuse as required by the Archdiocese of Cincinnati Decree on Child Protection, prior to ANY involvement with his/her sports program. All of the above must attend the Virtus training and have the background check completed. Once this is done all of the above needs to**

**stay current with any updates provided by Virtus. To view the Decree on Child Protection please visit their website.**

## **SECTION 2: Safety and Well Being of Children:**

**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 of which have been excerpted verbatim from the Decree (visit the Archdiocesan website to review the Decree in its entirety):**

**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.**

**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 Archdiocese of Cincinnati | Charter on Youth Athletics 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.**

**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.**

**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.**

**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.**

**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.**

**A ratio of 1:10 is recommended 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; 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.**

**Discipline: No child may be disciplined corporally or corrected with abusive language.**

**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. Archdiocese of Cincinnati | Charter on Youth Athletics 21**

**(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 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.**

**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.**

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

## **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:**

### **1. Laws**

- a. In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.**

**b. Schools must transport by bus (by mandate of the Ohio Department of Education and the Ohio Revised Code).**

**2. Policies**

**a. 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:**

- 3. 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;**
- 4. 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;**
- 5. 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);**
- 6. Children must never be transported without written permission from the child's parent or guardian;**
- 7. 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.**
  - a. 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**

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

- 2. 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**
- 3. The drivers insurance is the primary insurance coverage, not the Archdiocese.**
- 4. If an event begins at the ends of the site of an activity, the church leader does not need to organize the transportation.**
- 5. Church leaders never organize transportation for parish or school events using drivers under the age of 21.**

### **SECTION 3: COACHES CODE OF CONDUCT:**

- 1. Archdiocese of Cincinnati Charter on Catholic Youth Athletics – Code of Conduct**
  - a. Spirit of Catholic Youth Athletics**
    - i. Demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church**
  - b. Adhere to Laws, Rules and Policies**
    - i. Catholic canon law and Archdiocesan laws and policies including, but not limited to, the *Archdiocese of Cincinnati Decree of Child Protection*.**
    - ii. Federal, state, and local laws and ordinances**
    - iii. 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.**
- 2. Specific Violations**
  - a. Eligibility: violations 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 substances 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.**

### **3. General Violations**

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

**Coach or designee is expected to attend all scheduled Booster meetings during the season of the sport they are coaching**

- A. Coach shall be responsible for arranging a preseason parent meeting**
- B. The Athletic Director, along with the coordinator and or Head Coach shall be responsible for collection of Booster and sports fees as well as the appropriate paperwork before any participation**
- C. Coach shall report all disruptive situations to the appropriate Athletic Director within 24 hours.**
- D. Coach shall promote team prayer and Christian Values**
- E. Coach is responsible for helping collect uniforms at the end of the season and returning them to the appropriate Athletic Director.**

## **SECTION 4: CODE OF CONDUCT/CHARTER ON CATHOLIC YOUTH ATHLETICS**

**If athletics organizations 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. 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 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:**

**(i) 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.**

**(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.**

**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 as a consequence of the violation. Any violation of the suspension or a subsequent violation shall trigger an escalating series of responses, as follows: Violation When/Where Occurred Sanction. 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.**

#### **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, 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 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. 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 athletics organization 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 athletics organizations.**

**(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 athletics organization are responsible**

**for establishing a secure and confident allocation for these at the parish, or non-parish school.**

**Coaches are responsible for the behavior of their players during practices, games, meetings, and tournaments. Parents are responsible for their own behavior, and the behavior of children in their care.**

**Commission role: The Commission will provide resources to assist athletics organizations, coaches and parents in implementing the Code of Conduct. Partnership of coaches and parents: Coaches and parents should be partners in establishing and maintaining the Code of Conduct.**

## **SECTION 5: PROCESS FOR SELECTION OF HEAD COACHES**

**A. Each new season anyone interested in coaching at St. Veronica must apply with a letter of intent. The letter should include a priority for sport, gender, grade, and preference for the “A” or “B” team, if applicable. The letter should outline experience and credentials and coaching for the desired sport. This letter must be submitted to the respective Athletic Director.**

**a. Fall Sports Deadline for coaching letters is the 1<sup>st</sup> Sunday of June. This is for all fall sports except Football. The Football deadline is mandated by SVTM Football. The booster Board will decide on all coaches for fall sports by the July meeting.**

**b. Winter Sports deadline is the 3<sup>rd</sup> Sunday of September. The Booster board will decide by the end of September.**

**c. Spring sports deadline is the 2<sup>nd</sup> Sunday of February. The Booster Board will decide by the end of February.**

**B. Selection guidelines for Coaching Positions (to be conducted by the Booster Board)**

**a. The candidate will be excluded for any previous sustained disciplinary action, to include but not limited**

**to: child abuse, fighting and/or possession of illegal drugs.**

- b. Previous coaching experience in the sport you wish to coach and/or previous competitive athletic participation in high school or college**
- c. Evaluation by the Booster Board, Athletic Director(s) along with parental input(an annual survey conducted by the Booster Board)**

- C. An individual may apply for several head coaching positions. Once the coach is appointed, in accordance with the selection process, she/he must accept or withdraw from that team. If the individual accepts the position, she/.he must withdraw from the selection process for any other head coaching positions for that sport unless there are no other coaching candidates.**
- D. Any individual proven of falsifying information to secure a coaching position will be removed from their appointed coaching position and will be ineligible for future coaching consideration at St. Veronica**
- E. The Decision of the Booster Board is final.**

## **SECTION 6: PARTICIPATION/PLAYER ELIGIBILITY**

- A. All Decisions of eligibility are at the discretion of the St. Veronica Parish and the Booster Board**
- B. 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);**
- C. 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);**
- D. Unaffiliated participants: Children (Catholic or non-Catholic) who are not registered with a Catholic parish or attending a Catholic school may participate in Catholic Youth Athletics only by special application and permission by the parish Pastor, or non-parish school principal), the athletics organization(s) and the league(s).**
- E. Catholic Participants will be enrolled in and regularly attend the parish or schools religious education in the current school year. Three or more unexcused absences from this program will normally result in suspension from the team. Legitimate excused absences such as illness will be assessed on a case-by-case basis at the local level**
- F. Non Catholic children enrolled in Catholic Schools are eligible provided they attend the schools religious education classes in the current school year.**
- G. Unaffiliated participants are not required to attend religious education but may be welcomed and encouraged to do so.**
- H. 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 the Charter.**
- I. 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: (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. (c) 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.**

## **SECTION 7: TEAM ROSTERS**

**All rosters to be verified by appropriate Athletic Director and the Booster Board. Copies of approved rosters must be kept on file.**

**A. Target roster size for any sport sponsored by the St. Veronica Boosters is as follows:**

**a. Basketball: 7**

**b. Volleyball: 8**

**c. No specific roster size for track or cross country**

**Any exceptions to the above and/or maximums will be determined by the Booster Board. Players can play forward one (1) year at the discretion of the Booster Board.**

## **SECTION 8: GAMES/TOURNAMENTS/PRACTICE**

**A. Boosters will fund 1 outside tournament per team per season. Teams may participate in additional tournaments at the cost of the players. Players are not required to play in additional tournaments, and non-participation will not affect playing time in any league contests. 3-5th grade teams may participate in 2 total tournaments per season, and 6-8th grade may participate in unlimited**

- tournaments. Participation in any STV tournament that tournament will not count against their tournament numbers listed above.
- B. If a basketball team has more than ten (10) players on a roster, or a volleyball team has more than eleven (11) players on a roster, the team will be financially supported to play in two (2) tournaments per booster board approval.**
  - C. Depending on the availability teams may be required to share practice facilities as determined by the AD and the sports coordinator. No 3<sup>rd</sup> or 4<sup>th</sup> grade teams will be scheduled for a practice time starting later than 8:00 pm unless by the choice of the coach.**
  - D. League Teams will have the priority when gym time is scheduled. Conflicts caused by make-up games are scheduled at the discretion of the Vice President or appropriate AD.**
  - E. All teams sponsored by St. Veronica Boosters must wear Booster approved uniforms for all league and tournament games in which they participate/represent a St. Veronica Team. Any apparel, sport bags, equipment not provided by St. Veronica Athletic Boosters must be approved for the use of St. Veronica name and/or logo prior to purchase.**
  - F. 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. No scheduling of athletics activities (including games, practices, tournaments, and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. 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 athletic leaders for missing a practice or game due to participation in such programs.**

**G. Boosters will strive to put 6-8th grade teams in the appropriate competitive league levels. The following provisions are suggested, though AD has final decision:**

**“A” teams must play in levels 1, 2, or 3 in the GCCYS league. If players in a grade do not want to play in these higher levels, there will be no “A” team.**

**If any “A” team in 6th, 7th, or 8th grade team wins at least 80% of their games the previous year they must move up a level.**

## **SECTION 9: PLAYER PLACEMENT/TEAM SELECTION FOR SPORTS WITH MULTIPLE TEAMS PER GRADE**

**A. A. Coaches and the Appropriate Athletic Director (or designee) will select registered players to form even teams with regard to skill levels at the 3rd grade level through the 5th grade level, or in the first year, as necessary. Players will practice together for approximately one (1) hour so the respective coaches and/or outside evaluators can evaluate skill levels. The coaches and/or evaluators will categorize the skill level of each player as “1”, “2”, “3”. The final groupings based on talent do not have to be equal in number, as all players will be placed in the appropriate grouping based purely on skill level. Once this process is completed the coaches, under the oversight of the appropriate AD (or designee), will draft the players. This selection will be unbeknownst to the players. If a coach has a child involved in the selection process, he/she must pick his/her child with his/her first selection in the appropriate talent group. The AD (or designee) will decide the order of selection based on chance (i.e. drawing numbers) and coaches then begin to alternate selecting players from group “1”. In the spirit of selecting balanced teams, the general expectation is that all players in this group will be drafted before moving to the next talent group. However, a coach may select a player from one level**

**below the current drafting level (to allow flexibility in gaining specialized skills, size, etc.). Selecting a player from a group below the current drafting level shall not count towards the coach requiring to select his/her own player, if their player is also in the level below the current drafting level. This same process then continues for players in Groups “2” and “3”. This process will take place for grades 3-5 each year, with the potential that teams will change each year.**

- B. In an event that there are enough players for 3 teams in grades 6-8<sup>th</sup> (1) “A” team will be fielded and (2) “B” teams will be fielded with equal talent. Grades 6, 7, 8 only will have “A” and “B” teams provided that enough players sign up to have two (2) or more teams and a qualified non-relative/guardian coach has submitted a letter to coach the “A” team. If no non-relative/guardian coach has been appointed, no “A” team for that specific grade will be permitted. In the event that there is no “A” team and there are enough players to form two (2) teams, the selection will be described in Article 10, Section 7A. There will be two (2) tryout sessions at least one (1) hour in length. A child must attend at least one (1) tryout to be considered to be placed on the “A” team. Players do not have to try out to be placed one of the “B” teams, any registered player will be placed on a team. The appropriate Athletic Director will oversee the tryout process.**
- C. Tryouts for the “A” team will be conducted by the appropriate Athletic Director and at least 2 impartial evaluators assigned by the Booster Board. The Booster Board will strive to assign evaluators with high school or higher coaching experience. The evaluators will rank the players, using the scoring system determined by the AD. The “A” team coach may be present in the tryout, and may, prior to the tryout, communicate to the evaluators his or her preferences for drills, scrimmages, etc. At the end of the 2nd evaluation, the AD will use the ranking to determine the top “X minus 2” players, where X is the number of players that will be placed on the A team. The top X minus 2 players will be placed on the A team, with the remaining two spots chosen by the “A” team coach. The players selected for**

**the remaining two spots will be approved by the AD or a designee of the AD.**

- D. All teams will carry an equal number of players when possible. In the event of an uneven total number of players in an “A” team situation the “A” team coach will have the choice to keep the “Extra” player or place him/her on the “B” team.**
- E. Assistant coaches are selected by the head coach after the teams are formed. The head coach will inform the Booster Board of his/her choices for assistant coaches before the start of practicing. This applies to all teams at all grade levels. A” team non-parent coach will strive to find a non-parent assistant. If that is not possible then only 1 parent will be allowed to help assist “A” team non-parent coach.**
- F. No child may be on more than one St. Veronica team roster in a specific sport during a specific season.**
- G. The guidelines will be used for both genders**
- H. The Booster Board will have the ultimate decision in roster/team size**

## **SECTION 10: PLAYING TIME**

- A. In basketball one continuous quarter, from start to finish, of applicable playing time and approximate equal playing time in all games in grades 3-5. In addition, players will have roughly equal playing time for the entire game. For 6-8<sup>th</sup> grades one (1) quarter of non-continuous playing time is required. In post season league tournaments, all rules above apply.**
- B. In volleyball, players will play a minimum of one complete set without substitution in grades 3-5. In addition, players will have roughly equal playing time for the entire game. For 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades one (1) complete set (25pts) of non-continuous playing time is required. In post season league tournaments, all rules above apply.**

**The St. Veronica Boosters have set these parameters. Below are the Guidelines for playing time as in regards to the Archdiocese’s Charter.**

**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.

**(b) Recreational (Grades 6-12):** For the purposes of this Charter, it is assumed that all Catholic Youth Athletics are recreational unless otherwise designated as competitive.

**(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.

**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. If a player missed practices and/or games for non-school extracurricular activities, coaches may limit playing time and/or have a player not participate in a game. Excused absences include illness, injury, major family events, and academic probation. Coaches may also limit playing time as a disciplinary measure for tardiness and 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.**

#### **SECTION 11: ST VERONICA ATHLETIC BOOSTER FEES:**

- A. An annual St. Veronica Athletic Boosters membership fee will be assessed to each family. Other fees may be assessed by sport per student: amounts to be determined by Booster Board. Out of parish fees are determined at the discretion of the Booster Board.**

- B. There will be a late registration fee assessed to those turning in registrations and/or payment after the posted dates have past. This late fee will be announced at registration time and the Booster Board will determine the amount fairly. The board has the right to waive the late fee at any time at their discretion.**
- C. If a member is unable to pay the fee due to financial hardship the fee may be waived. Any booster member may request a waiver.**

## **SECTION 12: RULE VIOLATIONS**

- A. Any coach who violates any St. Veronica Athletic Boosters rules shall be notified, in writing by the Booster Board that the violation has been noted and will not be tolerated. Penalty to be determined based on the severity as determined by the Booster Board**
- B. Any physical confrontation or contact will result in immediate suspension until an investigation is completed by the Boosters Board. If the confrontation involves a Booster Board member that member will removed from participating in the investigation.**
- C. A direct violation of the Archdiocese of Cincinnati Decree on Child Protection will result in immediate removal.**

## **ARTCILE 11: AMENDMENTS**

### **SECTION 1: BY-LAWS AMENDMENT PROCEDURES**

- A. Proposed amendments must be submitted to the Booster Board in writing.**
- B. The Booster Board will review proposed amendments and vote on the most appropriate time to put the proposed amendment to a vote with the membership. This process will not exceed four (4) months. A majority vote of the Booster Board members is required for a proposed amendment to move forward. The Booster Board will exercise discretion for the good of the Booster Program when**

**deciding on the timing of putting a proposed amendment to the at large membership for a vote.**

- C. Proposed amendments will be adopted by an affirmative vote of the majority of the at large members attending the meeting. Notice will be given to the members at least one (1) regular meeting prior to a proposed amendment being voted on.**

## **ARTICLE 12: GRIEVANCE PROCEDURES**

### **SECTION 1: QUESTIONS REGARDING PLAYING TIME**

- A. Questions regarding playing time, coaches decisions or strategies will not be tolerated during practice, league or tournament play. A 24-hour mandatory cooling off period is required before a grievance procedure may be started pertaining to the above mentioned matters**
- B. After the 24 hour period has been satisfied the complainants may schedule a private meeting or telephone conference with the coach away from other players and parents**
- C. If issues cannot be resolved between the two (2) parties, the parent/guardian may further request a private meeting with the St. Veronica Athletic Booster Board to discuss the matter. The board will allow three (3) days to discuss the issue but once a determination is made, player, parent/guardian, and coach must support the Booster decision.**
- D. The St. Veronica Athletic Booster Boards decision is final.**

### **SECTION 2: GRIEVANCE PROCEDURE**

- A. A written complaint must be submitted to the Parish Representative**
- B. The Parish Representative will investigate the grievance and respond to the complaint within three (3) days. The Parish Representative will either make a decision or turn the complaint over to the Board.**

- C. If the Complainant does not agree with the Parish Representatives decision, if one is made, he/she can appeal to the Booster Board.**
- D. When complaint reaches the Booster Board the Board will review and communicate a decision within fourteen (14) days**
- E. The St. Veronica Booster Boards decision is final.**
- F. 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 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. In order to ensure healthy and effective communications especially in situations of disagreement or conflict, athletics organizations 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 Archdiocese of Cincinnati 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 how 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. The grievance committee of the athletics organization is the group responsible for managing the process. Its purpose is to effectively manage and resolve any problems in the athletics program that have reached the point of initiating the process. Decisions of the Grievance Committee are final: however an appeal can be made to the Archdiocese Commission if: (a) due process as described have been violated; or (b) other non compliance with the Athletic Organizational Documents and the Charter have been credibly alleged.**

### **ARTICLE 13: CONFLICT RESOLUTION**

**SECTION 1: The Booster Board, through a majority, shall have the authority over all matters relating to the St. Veronica Athletic Boosters and its activities. Conflicts, which cannot be resolved within this organization will adhere to the published St. Veronica Conciliation and Meditation Guidelines.**

### **ARTICLE 14: DOCUMENTATION**

**SECTION 1: All procedures regarding conflict resolution or rules clarification shall be documented and recorded by the recording Secretary.**

**SIGNATURES**

**Bylaws (and any Amendments) have been approved by the signatories noted below.**

**PASTOR**

Signature Rev. P. Del Staiger  
Printed Name P. Del Staiger  
Date 8/28/18

**ATHLETICS BOOSTERS PRESIDENT**

Signature Andrew C. Eiser  
Printed Name ANDREW C. EISER  
Date 8/28/18