

PARISH MISSION *Love one another as I have loved you.” (John 15:12)*

The St. Vivian family continues its commitment to this gospel message by: celebrating the Word and sharing the Eucharist in our Worship; teaching as Jesus taught- through scripture and example; proclaiming the Gospel through service to others; and using our diversity to build and strengthen our community.

PURPOSE OF THE ST. VIVIAN ATHLETIC BOOSTERS ASSOCIATION

The purpose of the St. Vivian Athletic Boosters Association is as follows:

1. To sponsor and promote athletic activities for members of the parish/school, taking into consideration their spiritual and scholastic development. All athletic activity occurs under the direct authority of the parish Pastor.
2. To provide an opportunity for members of the parish/school to engage in athletic activities under the supervision and guidance of elected or appointed adults who also act as Christian role models.
3. To regiment a program of athletics for members of the parish/school in a chosen league or in a preparatory manner for such a league. Intramural or sports programs sponsored by other organizations shall not be a part of St. Vivian Athletic Boosters Association.
4. To approve or reject the addition or elimination of teams.
5. To raise funds for the purpose of operating the aforementioned athletic programs.

COACHING PHILOSOPHY AND GUIDELINES

"ATHLETES FIRST - WINNING SECOND"

Three Major Objectives:

The goals for the coaches of booster-sponsored teams fall under three broad objectives:

1. To help our children develop...
 - a. Socially, by learning cooperation in a competitive context and appropriate standards of behavior (sportsmanship).
 - b. Psychologically, by learning to control their emotions and developing feelings of self-worth.
 - c. Physically, by learning sport skills, improving physical conditioning, developing good health habits, and avoiding injuries.
 - d. Spiritually, by learning self-discipline, respect for others, perseverance, and a good work ethic. Athletic competition can help a person form moral values that will last a lifetime. As such, sports are a youth ministry with the coach as a minister helping to build a Christian community within our society.
2. To help our children have fun.
3. To develop in our children a familiarity of healthy competition by striving to win.

Striving to win is important in sports. That process can bring out the best in young people -- in their performance, commitment, and moral development. For sports to provide these benefits, it is important to maintain a proper perspective on winning: ATHLETES FIRST - WINNING SECOND!

It's easy to lose sight of the long-term objectives- helping athletes develop physically, psychologically, socially and spiritually- while pursuing the short-term objective of winning the contest, because the rewards for winning are immediate and powerful. Winning or striving to win is never more important than an athlete's well-being, regardless of the mixed messages our society sends. When winning is kept in perspective, sport programs produce young people who enjoy sports, strive for excellence, dare to risk error in order to learn, who grow with both praise and constructive criticism, and who are empowered to live as examples of Christ in our community.

KEY ELEMENTS FROM THE ARCHDIOCESE OF CINCINNATI CHARTER ON CATHOLIC YOUTH ATHLETICS

1.1 Introduction This section of the Charter contains the Charter's mission, goals and guiding principles. The rest of the Charter flows from these statements, and provides specific policies and best practices for leagues serving Catholic Youth Athletics here in the Archdiocese; as well as policies and best practices for the youth athletics organizations of our parishes, and non-parish schools.

1.2 Mission 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.

1.3 Goals and Guiding Principles 1.3.1 *Goals.* 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

In addition, the position of Spiritual Liaison to the Athletic Boosters has been created by the Archdiocese. The duties and responsibilities for the Spiritual Liaison are as follows:

6.2.14 The Role of the Spiritual Liaison. As noted above, athletics organizations should have a designated Spiritual Liaison (the "Spiritual Liaison") as follows:

(a) Selection:

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

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

(b) Duties:

- (i) Communication: Responsible for communicating the spirit, mission, goals and principles of this Charter to all in the athletics organization.
- (ii) Meetings and monitoring: Ensure that the annual coaches' ministry meeting(s) is (are) scheduled. Attend the annual coaches' ministry meeting(s) and monitor attendance at such meetings by the coaches.
- (iii) Promote ministry spirit: Assist coaches in implementing a spirit of ministry, as reviewed annually at the Coaches' ministry meeting, in practices and games throughout the season.
- (iv) Evaluations: Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.
- (v) Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.
- (vi) Listening: Be a listening ear outside of the athletics organization for coaches, parents or athletes.
- (vii) Develop guidelines: In consultation with the Pastor, or principal of a non-parish school, and athletics organization leadership, establish any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming.
- (viii) Grievance Committee: The Spiritual Liaison should be a member of the athletics organization Grievance Committee.

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

4.3 Safety and Well-Being of Children

4.3.1 *Archdiocese of Cincinnati Decree on Child Protection*. The provisions of the Archdiocese of Cincinnati *Decree on Child Protection* must be followed by participating organizations, meaning that the Archdiocese of Cincinnati *Decree on Child Protection* and all related policies and recommendations are in full effect, *including the following sub-points 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) VIRTUS®: (A.3 Policy) All candidates for ordination, clerics, regular volunteers and employees who have contact with children must attend a VIRTUS® Child Awareness Session on the *Decree* before they have contact with children. Responsible supervisors who hire personnel furnished by a third party contractor who have contact with children, or who utilize auxiliary services personnel, are to inform such personnel of the existence of the *Decree*, inform them of the requirements of the *Decree* which pertain to them (for example, the C.9 Policy), and give such personnel the option of attending a VIRTUS® Child Awareness Session on the *Decree*.

(A.9 Recommendation) All adult volunteers are encouraged to attend a VIRTUS® Child Awareness Session, including training on the provisions of the *Decree*, even if they are not regular volunteers as defined in the *Decree*.

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

(d) Recruiting Volunteers (B.3 Policy): Those persons who recruit volunteers to work regularly with children in the parishes, schools, agencies and institutions of the Archdiocese must exercise caution in selecting volunteers. No volunteer has the right to insist on a particular volunteer position. If there is any cause for concern in a particular case, the matter should be brought to the attention of the responsible supervisor for further review.

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

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

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

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

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

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

Whenever possible, one of the adults should be a parent or guardian of a participant.

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

For purposes of this C.3 Policy, "adult" excludes 18 and 19 year-olds not yet graduated from high school and others who have graduated from high school but who wish to attend activities with members of their high school class during the three months following their graduation with others who are less than 18 years of age.

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

(h) Reporting (Ohio Revised Code § 2151.421(A)(1)(a); § 2151.421(G)(1)(a)): Ohio

law *requires* all persons acting in an official or professional capacity to immediately report any actual or suspected act of child abuse to the public children's services agency or to a municipal or county peace officer in the county where the child reside 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.

6.2.12 Implementing the Code of Conduct (see Section 8, p. 43 for full Code).

- (a) Coaches are responsible for the behavior of their players during practices, games, meetings, and tournaments.
- (b) Parents are responsible for their own behavior, and the behavior of children in their care.
- (c) Commission role: The Commission will provide resources to assist athletics organizations, coaches and parents in implementing the Code of Conduct.
- (d) Best Practice – Partnership of coaches and parents: Coaches and parents should be partners in establishing and maintaining the Code of Conduct.

7.2 Transportation

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

- (a) Laws:
 - (i) In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.
 - (ii) Schools must transport by bus (by mandate of the Ohio Department of Education and the Ohio Revised Code).
- (b) Policies:
 - (i) If it becomes necessary for any priest, deacon, auxiliary services personnel, personnel furnished by a third party contractor, employee or volunteer to provide Archdiocese of Cincinnati | Charter on Youth Athletics 41 transportation for children, the following guidelines must be strictly observed:

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

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

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

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

E. Clerics, auxiliary services personnel, personnel furnished by a third party contractor, employees or any volunteers must avoid unnecessary physical contact with children while in the vehicle.

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

GUIDELINES FOR TEAM SELECTION

The Sport Commissioner will oversee team selection. The following shall serve as guidelines:

3rd, 4th, and 5th, Grade Levels

1. Maintain same grade level teams whenever possible.
2. Recognize proficiency skills in dividing the players into equal teams.

6th, 7th and 8th Grade Levels

1. Maintain same grade level teams whenever possible.
2. Recognize proficiency skills in dividing the players into A and B level teams. Players may choose to play on a B team.
3. Teams not split into A and B teams will be considered an A team only if playing in league 1. Lower levels will be considered a B team. If two teams, top team is an A team regardless of league.

Tryouts will be held for those sports having split teams in grades 6-8. Each sport commissioner will set the guidelines for determining the splits between A and B teams. These guidelines will be communicated to all personnel trying out for the teams

PARENT CONCERNS

Any parent who has a specific concern regarding the administration of their child's athletic team should contact the coach of the team with their concern. If a problem exists after meeting with the coach, the parent should address the Commissioner of that sport. If a solution to the situation cannot be reached, the parent may then appeal to the Athletic Boosters Board. The athlete should be involved in the discussion regarding athlete's playing times, practice, attendance and other issues directly involving the athlete.

PLAYING TIME GUIDELINES

The focus of the St. Vivian Athletic Boosters Association is to develop individual skills and team play. At all levels, attitude, attendance, effort, promptness at practices and games will be taken into consideration by the coach when determining playing time. League guidelines should be taken into consideration, if possible.

At grade levels 3, 4, 5 and 6 (rec league – B level), playing and practice time, over the course of the season, should be equal for all players.

At grade levels 6, 7 and 8 – “A team,” playing time may not be equal for all teams. Ability, acceptable participation and effort should be considered. Coaches will balance the needs of the team, the players preparing for high school athletics and players using their last opportunity to play for their school team.

ACTIVITY SCHEDULING CRITERIA

In compliance with the Archdiocesan Charter for Youth Athletics, there will be NO scheduling of any athletic activities (including games, practices, tournaments or meetings,) at any parish, school facility or off-site, on:

- Sundays or Holy Days before 1:00 pm (example: earliest tip-off, kick-off or game start will be 1:00 pm).
- On Holy Thursday, Good Friday, or Easter Sunday
- In conflict with any religious or sacramental preparation ministries. If conflicts occur, the religious program shall take precedence. Student athletes who attend such programs are not to be penalized in any way if program participation causes them to miss a practice or game.

. COMMISSIONER RESPONSIBILITIES AND EXPECTATIONS

Each Sports Commissioner shall:

1. Be appointed by the members of the St. Vivian Athletic Boosters Board.
2. Act as Chairperson of the designated sport.
3. Determine the sign up period for the sport and advertise it at least 3 times. After initial deadline, Commissioners will determine if late applications will be accepted based on team needs.
4. Supervise and direct all phases of that designated sport. This includes determining the criteria for tryouts. Tryouts will be held for those sports having split teams in grades 6-8. Each sport commissioner will set the guidelines for determining the splits between A and B teams. These guidelines will be communicated to all personnel trying out for the teams.
5. Be required to submit reports during the sport season to the general membership and to the St. Vivian Athletic Boosters Board.
6. Purchase equipment and collect money only with authorization of the St. Vivian Athletic Boosters Board.
7. Have the responsibility for distributing the Booster Association Handbook to parents or guardians of players.
8. Have the responsibility for obtaining and scheduling all practice and home game areas among the various teams.
9. Enforce any restrictions placed upon St. Vivian teams using the playing areas.
10. Distribute all uniforms and equipment to the coaches. Collect all uniforms, equipment and first aid kits from the coaches at the conclusion of the sport season.
11. Establish and enforce policies governing practice and game procedures, including playing time requirements, player absence or tardiness, and skill level development.
12. Have all policies reviewed by the St. Vivian Athletic Boosters Board and have the right of appeal of these reviews.
13. Secure and evaluate qualified coaches for their respective teams.
14. Inform coaches/assistants/parents working with children that attendance at the Archdiocesan Child Abuse Decree class is mandatory. Each coach and all assistance must be compliant with the VIRTUS program, and pass a background check. Each coach should attend a coaching clinic for their sport which will be paid for by the Boosters. Each coach will sign a Coaches Guidelines form prior to coaching. Coaches who are not former athletes will be encouraged to accept assistance in coaching.
15. Responsible for organizing the end of season banquet for their sport.
16. Responsible for distributing instructions to coaches on procedures to open and close all practice and game facilities.
17. Responsible for coordinating with coaches all team tournament participation (league, non-league, or city).

COACHES GUIDELINES

1. Coaches and assistants must complete the Archdiocesan Child Abuse Decree class, be compliant with all VIRTUS guidelines, pass a background check and be officially registered at the parish office before coaching any player. Two adults must be present at all practices and games. *(For complete Safety and Well Being of Children requirements, see page 3)*
2. Coaches are expected to uphold and enforce the ideals of the Athletic Boosters Association. It is the responsibility of the coach to demonstrate and teach self-restraint, fair play, and sportsmanlike behavior. Behavior includes proper language and reactions to bad refereeing. Un-sportsman-like conduct and language will not be tolerated.
3. Coaches should maintain their composure as a good example to the kids. Technical fouls, ejections from games or similar actions in other sports may be cause for disciplinary action. This will also apply to players. An independent investigation will be conducted by the Boosters prior to any disciplinary action.
4. Coaches are expected to know the rules of the game, teach skills effectively, and nourish the enthusiasm of the athletes they coach. Coaches should attend a clinic or seminar on coaching for their sport, if available. Information on the various opportunities can be obtained from the Commissioner or St. Vivian Athletic Boosters Association. Coaches who are not former athletes in the sport are encouraged to accept assistance in coaching and training the athletes.
5. Coaches are expected to maintain good communication with the Commissioner. Let the Commissioner know if there are practice or game scheduling conflicts. If coaches will not be using their assigned gym practice time, let the Commissioner know so another team may use that time. Any problems coaches cannot resolve are to be reported to the Commissioner. The Commissioner will report to the St. Vivian Athletic Boosters Association Board.
6. Communication between coaches and parents is essential. Coaches will hold a meeting with parents prior to the season to establish good communication. The purpose of the meeting will be for the coach to explain his or her philosophy and expectations. Parents will have an opportunity to ask questions, make suggestions, or voice concerns.
7. Communication with the athlete is important. A coach must let the athletes know what he or she expects of them. Establish team rules. The coach must be fair in disciplining the athletes when enforcing team rules.
8. Coaches are required to follow Archdiocese Charter on Catholic Youth Athletics and St. Vivian Athletic Boosters Association guidelines for team selection, playing time guidelines, and coaches' responsibilities.
9. All coaches are required to have a first aid kit for all practices and games. It is strongly recommended that each coach attend a first aid class.
10. It is the responsibility of the coaches to correctly close all practice and game facilities. Policy will be distributed by the Commissioner.
11. It is the responsibility of the coach to pick up equipment and uniforms before the season and return it at the end of the season.
12. Parent coaches are expected to help with any fundraising organized by the St. Vivian Athletic Boosters Association.
13. Coaches are not allowed to contact CYO with complaints, including referee complaints. The Commissioner is the only one to contact CYO offices.
14. If it becomes necessary to transport children, the following criteria apply: at least 2 adults (over the age of 21), all occupants must wear seat belts, children must be transported directly to the destination, and written permission must be obtained from parents for transport. There may be one adult per vehicle if there is more than one vehicle traveling as a caravan. No 15 passenger vans are permitted as transport within the Archdiocese of Cincinnati. *(For complete transportation requirements, see page 5)*
15. With regards to extra-league tournament play, the Charter recommends 1 preseason and 2 in season tournaments as a limit for Grades 3-5 and Recreational teams.

SIGNATURE: NAME _____

DATE _____

FAMILY CODE OF CONDUCT

Players

- I will accept the responsibility of representing the school and parish by displaying positive behavior and playing in a positive manner at all times. These actions reflect our Christian values.
- I will listen to my coaches and follow the rules that they establish for my team.
- I will attend every practice and game, and will notify the coach beforehand if I cannot.
- I will not use any foul or inappropriate language during any game or practice.
- I will treat coaches, players, officials, and fans with respect, and I will expect to be treated accordingly.
- I will remember that sports are an opportunity to learn and have fun.
- I agree to follow all of the above rules, and understand that I can be suspended from future games, or removed from the team for the remainder of the season.
- I will help with fundraising organized by the Boosters Association.

Parents

- I understand that St. Vivian Athletic Boosters is a volunteer organization that requires parent participation with gates and concessions. I will sign up and work as scheduled. Fines may be assessed for failure to participate.
- I will return all registration forms and make payments on time. I understand that my child will not be allowed to practice until all forms and fees are received by the Boosters Association.
- I will return all uniforms and equipment in clean condition at the date and time designated by SVAB.
- I will ensure that I do not drop off my child without validating that at least two coaches are present and I will pick up my child after the practice or game on time.
- I will display good sportsmanship with positive support for all children, managers, referees, and parents.
- I will place the emotional and physical well-being of all children ahead of any personal desire to win.
- I will ask my child to treat all other players, coaches, referees, and parents with respect.
- I will be a role model by positively supporting teams and not shouting instructions or criticism to the players, coaches or officials. I will not coach from the stands.
- I will remember that the players are children and are playing for their enjoyment, not mine.
- I understand that any spectator displaying poor sportsmanship may be removed from the stands by an official, team coach, a league official, or host authority.
- I understand the 24-hour “cooling off” period after games and will wait to address coaches until after this time.
- I will approach the coach concerning the administration of my child's athletic team. If I do not get resolution, I will then contact the Sport’s Commissioner for resolution.

(For complete Archdiocese Charter on Catholic Youth Athletics Code of Conduct, see page 5)

Player’s Name (please print) _____

Player’s Signature _____ Date _____

Parent/Guardian’s Signature _____ Date _____