

FSGC COMPLIANCE FOR IN-HOUSE ATHLETIC PROGRAMS

For the sake of uniformity, "parish" refers to parishes in the Catholic Diocese of Wilmington and their affiliated schools (i.e., St. Ann parish and parish school). The use of the word "schools" refers only to private and/or regional Catholic schools not affiliated with a single parish (i.e., Ursuline Academy and Christ the Teacher).

Several parishes and schools in the Diocese of Wilmington offer athletic programs outside the auspices of Catholic Youth Ministry. It is important for parish/school leaders to remember that sponsorship of such programs indicate a willingness on the part of the pastor/principal and athletic association to assume all responsibility for the adult leaders (coaches), participants, and other volunteers associated with these programs. In addition, the parish insurance coverage, not the diocesan insurance, is the principal coverage when claims are made regarding in house programs. *(Note: these statements are not new policies, they already exists and are outlined in the Diocese of Wilmington Safe Environment program, FSGC.)*

To help parishes understand their responsibilities regarding in house programs, Catholic Youth Ministry, in cooperation with the FSGC Compliance Committee, offers the following checklist.

Within the checklist, the term "we can provide documentation" is used often. This means that parish/school leaders have written documentation on hand that can be reviewed if necessary. It is up to parish/school leaders to determine what this documentation looks like, unless a specific form is indicated. For the protection of young people and parishes/schools, more documentation is always better than less. Catholic Youth Ministry can help parishes/schools develop appropriate documentation if necessary.

This checklist must be completed by athletic leaders, signed by the pastor/principal, and kept on file in the parish/school office or with the parish/school Safe Environment coordinator so it is available for review by the FSGC Compliance Committee during annual audits. The pastor is the appropriate signatory for a parish. In the case of a regional or private school, the principal must sign the checklist.

To ensure compliance, a copy must be sent to CYM according to the deadlines below for use in the annual audits of programs for young people.

Deadline

All completed checklists must be received annually by Catholic Youth Ministry and the FSGC compliance committee by October 1st (fall sports), February 1st (winter sports), May 1st (spring sports), and August 1st (summer sports or camps).

Failure to Comply

Failure to comply with FSGC policies could be seen as negligence on the part of the parish/school and athletic leaders.

Definition of In-House Program

Athletic programs sponsored by individual parishes or private Catholic schools in the Diocese of Wilmington that are not under the auspices of Catholic Youth Ministry are considered in-house programs. Generally, these programs fall into two categories.

- **Parish/School Only** - Programs are strictly for individuals that are parish members or attending the parish school or local community (i.e. St. John the Beloved basketball program, Holy Cross basketball program). This includes camps sponsored by the parish/school and off season leagues such as AAU
- **Leagues** - Programs in which the parish sponsors a league in which other parishes/schools participate (i.e. St. Anthony 3rd/4th grade soccer league, St. Elizabeth JV 5th/6th grade girls basketball, St. Edmond JV 5th/6th grade boys basketball, St. Matthew 3rd/4th grade co-ed basketball league, parish pre-CYM wrestling programs). This includes camps and open gyms sponsored by the parish/school and off season leagues such as AAU

Responsibilities

Parishes/schools that sponsor their "Parish/School Only" in-house programs are responsible for the following:

- Implementing all necessary For the Sake of God's Children policies, including but not limited to:
 - Ensuring that all adults that are coaching or monitoring children have satisfied FSGC background clearance
 - The appropriate number of cleared adults are on site given the number of children that are participating (i.e. 2 cleared adults for up to 14 children, additional cleared adult for each additional 10 children)
 - Volunteer covenants are signed and on file and updated annually
 - All coaches are trained in the areas of appropriate behavior, safe environments, child abuse recognition and reporting, and positive sportsmanship. Diocesan guidelines require coaches training be held face to face and occur at least once every three years.
 - Parental consent, liability waiver, and medical information is collected for each participant and kept on file in the parish/school office for a period of two years (FSGC, Form A)
- A written policy is in place for dealing with injuries (injury report form, insurance coverage, etc.) Use of Form I (Injury and Incident Reporting Form) is preferred
- All safe environment checklists are followed, as outlined in FSGC
- A written policy is in place for addressing inappropriate conduct of adults or players and discipline action to be taken, should it become necessary
- All written rules and documentation are available for review by parents and coaches

In the case of Parishes/Schools that sponsor "leagues" as noted above, the sponsoring parish/school is **also** responsible for the following:

- Ensuring that teams in your leagues are in compliance with adult/child ratio as outlined in FSGC
- Team rosters are submitted prior to the first game and include each player's name, date of birth, and phone number

- Making sure all participants on all teams have a parental consent, liability waiver, and medical information on file (FSGC, Form A)
- All coaches have satisfied FSGC background clearance
- All coaches are trained in the areas of appropriate behavior, safe environments, child abuse recognition and reporting, and positive sportsmanship
- All safe environment checklists are followed, as outlined in FSGC
- A written policy is in place for addressing inappropriate conduct of adults or players and discipline action to be take, should it become necessary

Parish/School Sponsored Sports Camps

Several parishes and schools in the Diocese of Wilmington offer sports camps during the summer to help young people improve skills in a specific sport. These camps, regardless of the length or audience, are subject to the same rules and regulations as all programs that involve young people. It is important for parish and school leaders to remember that sponsorship of such camps indicate willingness on the part of the pastor and athletic association to assume all responsibility for the adult leaders (coaches), participants, and other volunteers associated with these programs. In addition, the parish/school insurance coverage, not the diocesan insurance, is the principal coverage when claims are made regarding in house programs. *(Note: these statements are not new policies, they already exist and are outlined in the Diocese of Wilmington Safe Environment program, FSGC.)*

This Sports Camp checklist must be completed by athletic leaders, signed by the pastor/principal, and kept on file in the parish/school office or with the parish/school Safe Environment coordinator so it is available for review by the FGSC Compliance Committee during annual audits. To ensure compliance, a copy must be sent to CYM according to the deadlines outlined on page one for use in the annual audits of programs for young people.

FSGC COMPLIANCE CHECKLIST FOR IN-HOUSE ATHLETIC PROGRAMS

This checklist must be completed by athletic leaders, signed by the pastor/principal, and kept on file in the parish/school office or with the parish/school Safe Environment coordinator so it is available for review by the FSGC Compliance Committee during annual audits.

To ensure compliance, a copy must be sent to CYM according to the announced deadlines for use in the annual audits of programs for young people.

Deadline

All completed checklists must be received annually by Catholic Youth Ministry and the FSGC compliance committee by October 1st (fall sports), February 1st (winter sports), May 1st (spring sports), and August 1st (summer sports or camps).

Failure to Comply

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Parish Programs

- All adults on our parish/school in-house program teams have received a satisfactory background check
- All adults on our parish/school in-house program teams have been trained in appropriate behavior, safe environments, child abuse recognition and reporting, and positive sportsmanship
- A written curriculum of coaches training as well as appropriate sign in sheets for said training are available for review
- A Volunteer Covenant has been signed by all adults in our parish/school in-house program and are on file in our parish/school office
- There is a printed roster for each team and we are in compliance with the appropriate child-adult ratio, as outlined in FSGC
- A parental consent form that includes a liability waiver, pertinent medical information, and signed consent is on file for each participant in our parish/school in-house program (FSGC, Form A)
- All collected copies of Form A are kept on file in the parish/school office for a period of two years
- A written policy outlining how coaches are to report injuries and how our parish/school responds is available for review
- A written policy outlining how our parish/school responds to disciplinary issues with coaches or players is available for review
- A written policy regarding who is eligible for our in-house programs is available for review

FSGC COMPLIANCE
CHECKLIST FOR IN-HOUSE ATHLETIC PROGRAMS (continued)

Parish Leagues

In addition to the checklist outlined above, parishes that sponsor leagues must be in compliance with the following:

- We can provide documentation stating that all coaches on all teams in our league have received a satisfactory background check
- We can provide documentation stating that all coaches on all teams in our league have received training in appropriate behavior, safe environments, child abuse recognition and reporting, and positive sportsmanship
- We can provide documentation that all teams in our league are in compliance with the youth-adult ratio, as outlined in FSGC
- We can provide documentation that all participants on all teams have a parental consent form that includes a liability waiver, pertinent medical information, and signed consent is on file (FSGC, Form A)
- We can provide documentation of our policy outlining how coaches are to report injuries and how our parish/school responds is available for review (FSGC, Form I)
- We can provide documentation of our policy outlining how our parish/school responds to disciplinary issues with coaches or players is available for review
- We can provide documentation of our policy regarding who is eligible for our in-house programs is available for review
- All our policies are made available for review by parents and coaches

Parish/School Name _____

Name of Contact Person _____

Phone Number _____

E-mail Address _____

Signature of Contact Person _____

Signature of Pastor* _____

Date _____

*The pastor is the appropriate signatory for a parish. In the case of a regional or private school, the principal must sign the checklist.

FSGC COMPLIANCE CHECKLIST FOR IN-HOUSE SPORTS CAMPS

This Sports Camp checklist must be completed by athletic leaders, signed by the pastor/principal, and kept on file in the parish/school office or with the parish/school Safe Environment coordinator so it is available for review by the FSGC Compliance Committee during annual audits. To ensure compliance, a copy must be sent to CYM according to the deadlines for use in the annual audits of programs for young people.

Deadline

All completed checklists must be received annually by Catholic Youth Ministry and the FSGC compliance committee by October 1st (fall sports), February 1st (winter sports), May 1st (spring sports), and August 1st (summer sports or camps).

Failure to Comply

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Sports Camps

- We can provide documentation stating that all coaches or other adults running the camp have received a satisfactory background
- We can provide documentation stating that all presenters who have direct interaction with young people have received a satisfactory background check
- We can provide documentation that all adult leaders and coaches chaperoning the camps have received training in appropriate behavior, safe environments, child abuse recognition and reporting, and positive sportsmanship
- A Volunteer Covenant has been signed by all adults on our parish/school in-house program teams and are on file in our parish/school office
- We can provide documentation that the camp is in compliance with the youth-adult ratio, as outlined in FSGC
- We can provide documentation that all participants attending the camp have a parental consent form that includes a liability waiver, pertinent medical information, and signed consent is on file (FSGC, Form A)
- All collected copies of Form A are kept on file in the parish/school office for a period of two years
- We can provide documentation of our policy outlining how coaches are to report injuries and how our parish/school responds is available for review (FSGC, Form I)
- We can provide documentation of our policy outlining how our parish/school responds to disciplinary issues with coaches or players is available for review
- We can provide documentation of our policy regarding who is eligible for camps is available for review
- All our policies are made available for review by parents and coaches

FSGC COMPLIANCE
CHECKLIST FOR IN-HOUSE SPORTS CAMPS (continued)

Parish/School Name _____

Name of Contact Person _____

Phone Number _____

E-mail Address _____

Signature of Contact Person _____

Signature of Pastor* _____

Date _____

*The pastor is the appropriate signatory for a parish. In the case of a regional or private school, the principal must sign the checklist.