

# St. Maximilian Kolbe Boosters Association

## Mission Statement

*‘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.’*  
Mission of Catholic Youth Athletics, Archdiocese of Cincinnati Charter on Youth Athletics.

In addition to supporting the mission of the Archdiocese of Cincinnati’s Charter on Youth Athletics, the mission of St. Maximilian Kolbe Boosters Organization (hereafter abbreviated SMKBO) is to support St. Maximilian Kolbe Parish in its broader mission of pastoral care by the promotion and education in sportsmanship, teamwork, leadership and integrity through financial, physical and emotional support of athletic activities that encourage our adults and our youth to mature spiritually, mentally and physically as Catholic men and women.

## Statement of Philosophy

SMKBO is an organization of St. Maximilian Kolbe Parish and exists to provide opportunities for our youth and adults to develop in a positive environment of Christian values and sportsmanship with the following goals in place:

- ***Discipleship*** - To empower people to live as disciples of Jesus Christ in our world today.
- ***Participation*** - To draw people to responsible participation in the life, mission, and work of the Catholic faith community.
- ***Growth*** - To foster the total personal and spiritual growth of each person.

Within the framework of these goals and specific to our youth programs, our priorities are to teach our children to have fun; learn life long skills; play fairly and to the best of their ability; respect their teammates, coaches, officials, and parents; win with humility and lose with grace; and most importantly, learn that God has gifted each and every one of us with different talents that unite us to Him as the Body of Christ.

The SMKBO, in supervising the overall scope of the athletic program including teams, coaches, coordinators, and volunteers, follows the guidelines set forth by the Archdiocese of Cincinnati in the Charter on Youth Athletics. Where applicable, SMKBO will follow the spirit of the charter in the adult programs.

- ***Discipleship, Faith and Family First*** - SMKBO proceeds from and always includes Christian discipleship in the Catholic faith, in support of all participants and their families. SMKBO policies and guidelines are developed with Christian discipleship, the Catholic faith and family well-being as top priorities.
- ***Evangelizing Mission*** - The whole Church and each of its members are called to the mission of evangelization; so too, is SMKBO a part of that mission in addition to the participants, parents, families, coaches, fans, and alumni. All are invited to bring the good news of Jesus Christ to a world much in need of it.

- ***Responsible Participation in the Church*** - SMKBO reflects the priority of regular, consistent, and responsible participation in the Church, in her worship, education, community, ministries and service to the world.
- ***Faith, Character and Virtue Development*** - In SMKBO, winning, performing, and succeeding are always subordinate to the development of faith, character and virtues in participants and their families. SMKBO promotes and teaches our youth sportsmanship, teamwork, leadership and integrity.
- ***Trained and Competent Coaches and Athletics Leaders*** - Coaches and athletics leaders serving in Saint Maximilian Kolbe 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.
- ***Safety and Well-being of Children*** - The safety and well-being of young people in Saint Maximilian Kolbe youth athletics are paramount.
- ***Good Stewardship and Accountability*** - SMKBO demonstrates good stewardship of money and other resources, with trustworthy and transparent systems of financial accountability.

# **Constitution**

## **ARTICLE 1: ROLE OF SMKBO**

SMKBO is the heart and soul of Catholic athletics at Saint Maximilian Kolbe Church (hereafter abbreviated as SMKBP). It's the place where the Catholic identity of participants, coaches and teams is authentically affirmed, modeled, and lived out. This organization is:

- An integral part of the mission, ministries and life of the parish and committed to that mission above and beyond other considerations.
- Under the direct authority of the Pastor (parish).
- Part of the ministry of the Catholic Church, with leaders, coaches, adult volunteers, and parents who understand the ministry mission of Catholic athletics.
- Guided by the mission, goals and principles of the Archdiocese of Cincinnati Charter on Youth Athletics.
- A source of inspiration, character development, virtue and Catholic Christian behavior that ideally will be beyond reproach.

## **ARTICLE 2: DESCRIPTION OF MINISTRY MISSION**

SMKBO is responsible for organizing, coordinating and sustaining high quality athletics experiences that build up faith, character, virtues, self-confidence, communication capabilities and leadership skills, in the context of athletics. With this mission in mind, the following are in place:

- ***Parish Liaison*** - A staff member assigned as the representative of the Pastor to the athletics organization allowing for a clear connection between the SMKBO and the parish. This person may serve the dual role of parish and spiritual liaison.
- ***Accountability*** - SMKBO is accountable to the Pastor (including resources, finances, buildings, insurance, and other matters).
- ***Spiritual Liaison*** - A Spiritual Liaison assigned by the Pastor.
- ***Stewardship*** - SMKBO is a fiscally responsible steward of its monies and other resources, with revenues and expenses accounted for through normal parish financial accounting.

## **ARTICLE 3: MEMBERS AND BOARD**

The membership of SMKBO shall consist of any registered parishioner of SMKBP interested in promoting this organization's stated goals and guidelines who has fulfilled or is in the process of fulfilling the financial requirements of this organization. Special consideration may be given to financially burdened families to waive all or part of the financial requirements for one or more activities on a yearly basis. The parish liaison will have the final discretion in each circumstance.

The board shall consist of the President, Secretary, Treasurer, sport coordinators (one per youth and adult program), scheduler, concession coordinator, and equipment manager. The term of each board member shall be a minimum of two (2) years. Any board member or association member may nominate new board members, subject to board approval. The SMKBO annual meeting (scheduled April meeting) is the starting date for any term. In the event of an opening, a

board member can be voted on and added at any time. Board members may be dismissed and replaced prior to the end of their term for health issues, non-performance or other reasons deemed necessary as voted upon by the remaining board members and with the final approval of the pastor.

#### **ARTICLE 4: GENERAL BOARD RESPONSIBILITIES**

- Represent the organization to other organizations within and outside the parish (sport leagues, Parish Council, etc.)
- Promote and assist in compliance with the Archdiocese of Cincinnati Decree on Child Protection (orientation and background checks).
- Promote and assist in expressions of our Catholic faith through prayer at meetings, before practices and before games.
- Promote active participation in parish life.
- Set fees.
- Organize and conduct fundraisers.
- Maintain facilities and equipment.

#### **ARTICLE 5: INDIVIDUAL BOARD DUTIES**

- ***President*** - As the chief executive of the club, the President organizes the fulfillment of the mission, membership issues, and enforcement of the rules. The President conducts and presides at all meetings
- ***Treasurer*** - Takes care of everything financial, supervising all aspects of the finances of the organization including an annual budget, collects fees and dues, approves and substantiates all expenditures, retains bills, receipts and requests for payment and provides a monthly financial report of the organization. The Treasurer should provide accurate, complete and timely reports as required by the organization, the parish, the Archdiocese and the government, and pays all outstanding bills promptly upon receipt.
- ***Secretary*** - Point of contact for all communications and record minutes of all regular meetings and preserve records, reports and correspondence of the organization.
- ***Sport Coordinators*** - Coordinators shall attend league organizational meetings, review and make recommendations for coaches, and support the equipment manager in dispensing equipment, rules and uniforms to all coaches before the season and ensure collection at the end of the season. Coordinators will work with one another to resolve conflicts regarding practice and games times and facilities for all teams. They will relay all information concerning league play, cancellations and/or changes in scheduling to all coaches and facility schedulers. Each coordinator will work with the Treasurer to prepare a budget for their respective sport.
- ***Equipment Manager*** - The equipment manager is responsible for the distribution and collection of all equipment, uniforms and the rules and regulations of the facility to the coaches and athletes. This manager will work closely with each sport coordinator. The equipment manager will evaluate and present a written report to the board regarding equipment condition and replacement needs at the end of each season.
- ***Scheduler*** - The scheduler is responsible for scheduling gyms and facilities, establishing and enforcing regulations of these facilities, and the recruitment and management of volunteers required to maintain them. The scheduler works in conjunction with the

member of the pastoral staff responsible for scheduling facilities within the guidelines of the Parish Scheduling Policy.

#### **ARTICLE 6: SPIRITUAL LIAISON**

As specified in 6.2.14 (b) of the Archdiocese of Cincinnati Charter on Youth Athletics the spiritual liaison is responsible for communicating the spirit, mission, goals and principles of the Charter on Youth Athletics to all in the athletics organization, ensuring that the annual coaches' ministry meeting(s) are scheduled, attending the annual coaches' ministry meeting(s) and monitoring attendance at such meetings by the coaches, assisting coaches in implementing a spirit of ministry, as reviewed annually at the Coaches' ministry meeting, in practices and games throughout the season, participating in end-of-year evaluations of coaches and discussions regarding their return for future years, providing resources, including prayers and other resources to assist coaches in their youth athletics ministry, being a listening ear outside of the athletics organization for coaches, parents or athletes; in consultation with the Pastor and athletics organization leadership, establishing any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming, and is a member of the athletics organization Grievance Committee. The Spiritual Liaison is an active Catholic appointed by the Pastor.

#### **ARTICLE 7: MEETINGS**

SMKBA regular meetings will be held at 7:00 pm, the third Sunday of each month in the Father John E. Porter Family Life Complex from August through May, with the exception of December. An agenda will be available prior to the meeting. Agenda items may be submitted to the President one week prior to the meeting. Meetings are open and the membership is encouraged to attend.

#### **ARTICLE 8: VOTING**

Board members will vote. Each member will have one vote, except the President, who will vote only when a tiebreaker is necessary. Voting will occur during scheduled booster board meetings. On rare occasions, when necessity calls for the board to vote on a matter in an expedited fashion, voting may take place via email. Results of email votes will be read into the minutes at the following board meeting.

#### **ARTICLE 9: QUORUM**

No booster business shall be conducted without five members of the current board membership present or participating via electronic vote.

#### **ARTICLE 10: SCHEDULING**

The Saint Maximilian Kolbe Parish Scheduling Policy, which includes the following Scheduling Criteria from Section 5.2.6 of the Archdiocesan Charter on Youth Athletics, shall be used when creating schedules for any athletic events or activities:

- ***Sundays and Holy Days*** - No scheduling of athletics activities (including games, practices, tournaments, and other meetings) at parishes, schools or at facilities, on or off-site, on Sundays and Holy Days before 1:00pm (e.g., 1:00pm kickoff, tipoff, starting

whistle, etc.). Also, no scheduling of athletics activities on-site at Catholic parishes that adversely affect the parish's worship (for instance due to noise or parking problems) during Saturday and Sunday afternoon and evening liturgies.

- ***Triduum*** - 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.
- ***Other days*** - In addition, scheduling will consider other days as specified by the parish priest.

#### **ARTICLE 11: ELIGIBILITY OF CHILDREN IN SMKBO ATHLETICS**

Eligibility for participation on a SMKBO team for those in elementary grades one through eight shall be determined by the following:

- ***Parish registration*** - The participant's parent or legal guardian is registered with the SMKP. If the parents of a participant are registered at more than one parish, the child is expected to play in only one parish per school year (July through June); OR
- ***Catholic elementary school*** - The participant attends a Catholic school sponsoring the team. If a participant from SMKP 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).

Additional league rules may apply. The final decision of eligibility is at the discretion of the pastor or his delegate.

#### **ARTICLE 12: RELIGIOUS EDUCATION REQUIREMENTS**

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

In the case of non-Catholic children whose parents have enrolled in RCIA or are otherwise in the process of becoming Catholic, they are eligible to play provided they are enrolled in and regularly attend the SMKP religious education in the current school year. Missing three or more religious education sessions will normally result in suspension from the team, pending notification from the RFY (Religious Formation of Youth) program leadership.

## **ARTICLE 13: SAFETY AND WELL-BEING OF CHILDREN**

*Archdiocese of Cincinnati Decree on Child Protection*. The provisions of the Archdiocese of Cincinnati *Decree on Child Protection* must be followed by participating organizations, meaning that the Archdiocese of Cincinnati *Decree on Child Protection* and all related policies and recommendations are in full effect, *including the following sub-points which 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](http://www.catholiccincinnati.org)). Such written consent is expected to provide for emergency care of the child, as warranted by the program or activity.

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

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

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

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

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

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

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

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

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

(h) **Reporting (Ohio Revised Code § 2151.421(A)(1)(a); § 2151.421(G)(1)(a)):** Ohio law requires all persons acting in an official or professional capacity to immediately

report any actual or suspected act of child abuse to the public children's services agency or to a municipal or county peace officer in the county where the child resides or where the abuse or neglect is occurring. Failure to do so is a misdemeanor and can result in prosecution. The Archdiocese encourages all persons to immediately report any actual or suspected acts of child abuse to Civil Authorities. In either case, a person reporting in good faith in making such a report is immune from both civil and criminal liability.

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

- (a) Before practice or play begins for each sport or season, the parent or guardian of each participating child should review and sign the head injury information sheet required by Section 3707.52 of the Ohio Revised Code and available at [www.healthyohioprogram.org/concussion](http://www.healthyohioprogram.org/concussion).
- (b) Before beginning to coach or officiate, coaches and officials in Catholic Youth Athletics should receive training on concussions and the requirements of Ohio law.
- (c) If a player exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury while participating in practice or competition, the player shall be removed from the practice or competition by either of the following: (i) The individual who is serving as the student's coach during that practice or competition; or (ii) an individual who is serving as a referee or official during that practice or competition. Parents are expected to be notified of the injury as soon as possible.
- (d) If a player is removed from practice or competition as per Section (c) above, under Ohio law the coach or referee who removed the player must not allow the player, on the same day the player is removed, to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible. Thereafter, under Ohio law the coach or referee shall not allow the player to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible until both of the following conditions are satisfied: (i) The student's condition is assessed by a physician or other authorized licensed health care provider; and (ii) the player receives written clearance that it is safe to return to practice or competition from a physician or other authorized licensed health care provider.

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

- (a) **Lightning, Thunder:** When thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play or practice will not resume until approximately 30 minutes has passed since the last thunder was heard or lightning flash witnessed.
- (b) **Heat:** To prevent heat illness (i.e. heat cramps, heat exhaustion, or heat stroke), when there are high temperatures, leagues, athletics organizations, coaches and teams

should exercise prudence (such as by monitoring athletes closely, limiting practice duration, allowing lighter clothing, providing frequent fluid breaks for rehydration, and/or providing for shade).

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

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

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

- (a) Gymnasiums: Paying attention to any apparent damage to backboards, bleachers, and other seating that could render such items unsafe. Gymnasiums that lack sufficient space outside the boundaries of play can pose safety risks to larger players whose momentum could carry them into walls or chairs; accordingly, it is recommended that athletics events for larger children be scheduled in larger gymnasiums.
- (b) Athletics Fields: Before beginning practice or play, coaches or athletics leaders should inspect the field(s) for any unsafe conditions.
- (c) Postponing or Cancelling: If it is apparent that the condition of a Facility may pose a risk of injury, coaches and athletics leaders are expected to postpone or cancel events until a safe Facility is available, and any such postponement or cancellation will not incur a penalty.
- (d) Reporting: Any problems with a Facility should be reported to (i) the leaders of the parish, or non-parish school, responsible for the Facility, and (ii) the league leaders who schedule athletics events at the Facility. If the problems persist and as a result there are ongoing safety risks, the coaches, athletics leaders, league leaders or concerned parents should contact the Commission.

*Best Practices – Age, Human Development and Health Considerations.* To avoid injury and to enhance the health and well-being of children it is imperative that coaches and athletics leaders who work with younger children avoid putting demands on their bodies and emotions for which such children are not developmentally suited. Coaches and athletics leaders who work with younger children are expected to be especially attentive to asking too much of children at too early an age. Parents are expected to be vigilant in monitoring the development of their children

and working with coaches and athletics leaders to do what is best for their children. The Commission should assist parents, athletics organizations and leagues in determining age-related health considerations regarding athletic activities.

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

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

#### **ARTICLE 14: YOUTH PLAYING TIME**

- ***Instructional, Recreational and Competitive Designations*** - In the case of more than one team per level, there will be assessments to determine appropriate team level placement of youth athletes. Team designations will follow Section 4.4.1 of the Archdiocese Charter on Youth Athletics.
- ***Expectations Regarding Playing Time*** - Whatever the league, the level, or the team, 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.
  - 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.
  - 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).
  - Competitive (Grades 6-12): Teams and leagues that opt for the competitive designation will publish that designation so that players, parents and families are clear on playing time expectations and any other differences from recreational athletics. (See below for playing time norms in competitive athletics.)

#### **ARTICLE 15: PARENTS OF ATHLETES**

Parents are important to the SMKBO and should be supportive of athletes, coaches, the board, and the parish staff. Parents must abide by all rules of the sport, booster policies and league

regulations while conducting themselves with respect and good sportsmanship at all sporting events. Parents are vital to their child's team and will be recruited to help the team when needed. They are encouraged to attend regular booster meetings, become actively involved in booster fund raising and monitor athletes' grades and injuries. Parents should call coaches when the athlete will be absent from practice or a game.

#### **ARTICLE 16: TERMS OF TEAM MEMBERSHIP FOR YOUTH ATHLETICS**

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

If SMKBO cannot provide a complete team in a particular sport, but has children interested in participating, they can:

- Place them on another parish team geographically adjacent to the parish that cannot field a team, OR
- 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.

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.

#### **ARTICLE 17: LEAGUE AND TOURNAMENT PARTICIPATION**

- SMKBO will participate only in leagues approved by the Pastor or the Commission. Tournament participation is limited to tournaments sponsored by leagues, parishes and schools within the leagues and the Archdiocese of Cincinnati. 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. Grades 3 -5 and recreational teams are permitted to play in 1 pre-season tournament and 2 in-season tournaments.
- Team uniforms are for parish sanctioned activities (e.g., games, tournaments, pep rallies, etc.). Teams are not to wear their uniforms outside parish- sanctioned activities.

#### **ARTICLE 18: YOUTH SPORT COACHES**

- Head coaches must be at least 21 years of age and in compliance with the Decree on Child Protection. Additional coaches must be at least 19 years of age, high school graduates and in compliance with the Decree on Child Protection.
- Coaches should meet the following criteria: Live the values and virtues of the Catholic faith; have knowledge of coaching in a particular sport; exhibit a positive rapport with both children and adults; exhibit maturity (level-headed, able to control temper, take responsibility for mistakes, accepts criticism); and able to commit the time necessary for preparation, practices and games.
- Coaches will be recommended by the sport coordinator and approved by the board. Before one may actively coach, he/she must attend an Archdiocese of Cincinnati Child Protection Class, submit a background check, be approved by the Archdiocese of

Cincinnati and attend Annual Coaches' Athletics Ministry Meeting. Coaches serve as role models for our youth and are expected to actively participate in parish life. Coaches are teachers, responsible for the instruction of student athletes and must abide by the rules of their sport, booster policies and league regulations, the Archdiocese of Cincinnati Charter on Youth Athletics and the Archdiocese Code of Conduct. Coaches will represent the team with a high level of sportsmanship, integrity and respect towards team, parents and opponents at all times (sidelines and practices included) and accept responsibility for sportsmanship and conduct of fellow coaches, athletes and parents during practices and games. Coaches will 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. Coaches will work with the athletic organization's Spiritual Liaison to ensure an environment conducive to growth in faith, character, and virtues, reinforcing with children and their families the importance of faith and religious practices including Sunday Mass, Holy Days of Obligation and regular, ongoing religious education. Coaches will lead players in prayer before practices and games. Coaches will care for and follow-up on all injuries. Coaches, especially first year coaches, are encouraged to attend an annual clinic for their respective sport. Coaches are encouraged to attend regular booster meetings throughout the season of their sport. Coaches shall maintain and accept responsibility for the equipment issued them. Coaches shall accept responsibility for the sportsmanship and conduct of fellow coaches, athletes and parents during practices and games.

- All coaches are expected to sign the Code of Conduct which will be kept on file. Head coaches will make sure assistant coaches are clear on the Code of Conduct and how it is to be enforced. Additionally, head coaches will meet prior to the beginning of the season with the Spiritual Liaison to review evaluations from the previous season or year, and to plan for ongoing quality improvement.
- SMKBO will have at least one meeting per year for all coaches in which they receive a presentation of the mission, principles and goals of SMKBO ministry and the Code of Conduct as well as with any updates on safety, Charter developments, best practices, changes in parish policies or practices, and other matters.
- SMKBO will secure anonymous, written evaluations of coaches from parents whose children are participating in the athletics program at least on an annual basis. SMKBO leaders will review evaluations and use them in assisting coaches in their development, counseling them on problems, work with them to correct serious deficiencies, use them to determine that a coach needs to be replaced, and when warranted, keeping parish leaders informed. Evaluations will be retained for at least three years to allow for continuity of perspective in working with coaches. Leaders of the athletics organization are responsible for establishing a secure and confidential location for these at the parish.

#### **ARTICLE 19: NON DISCRIMINATORY PRACTICES**

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

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

## **ARTICLE 20: DISCIPLINE**

All board members, coaches, athletes and parents must exhibit respect and good sportsmanship at every contest and at all times. Failure to follow the rules and sportsmanship of that sport may result in a warning, suspension or dismissal of that person from attending future events. SMKBO will follow the guidelines established in Section 6.2.13 of the Archdiocese of Cincinnati Charter on Youth Athletics in regards to ejections and suspensions. Athletes cannot be denied playing time in a game or tournament if they missed a practice due to attendance at a religious formation class or event that is mandatory.

## **ARTICLE 21: GRIEVANCES AND GRIEVANCE COMMITTEE**

SMKBO is committed to a safe and healthy environment for our participants, parents, coaches and spectators in relation to all SMKBO sponsored events. Effective communication between the SMKBO and all involved in a boosters' activity is an essential element of the SMKBO.

SMKBO recognizes that there may be an occasion when there is a complaint with a coach or other dictate of the SMKBO board. Participants or parents/guardians of youth participating in a SMKBO activity with a concern or issue related to but not limited to:

- Sport policy and procedure
- Coaching
- Sport coordinators
- Booster board member
- Conduct of players
- Practice
- Playing time
- Schedules
- Fees

should take the following steps:

- Discuss the concern or issue with the head coach first. Seek an explanation of the action with him or her, as they are the closest to the issue or event.
- If the explanation is not satisfactory, contact the appropriate coordinator for further investigation or clarification.
- If the issue or event requires a review of the Boosters Rules and/or Policies, contact the SMKBO President. The President will ask for a review by the SMKBO Grievance Committee and, if deemed necessary, will allow the parent/athlete to attend a special, closed door session for resolution.

By following these steps, the most expeditious resolution of the complaint will occur. The SMKBO and its members are not infallible. The rules and regulations by which the SMKBO operates are designed to provide the most efficient, equitable and fair athletic experience for everyone involved.

The Grievance Committee will consist of three members, including the Spiritual Liaison, Pastor, and the President of the SMKBO. Decisions of the Grievance Committee are final. However, an appeal may be made to the Archdiocese of Cincinnati Catholic Youth Athletics Commission (in

the case of youth only) if: (a) due process as described in the Organizational Documents of the athletics organization has been claimed to have been violated; or (b) other non-compliance with the athletic organization's Organizational Documents and this Charter has been credibly alleged.

## **ARTICLE 22: LEGAL, INSURANCE AND FINANCIAL RESPONSIBILITIES**

SMKBO will follow all Charter rules and regulations in terms of Legal, Insurance and Financial Responsibilities as stated in the Cincinnati Charter on Catholic Youth Athletics. Further requirements include:

- SMKBO will abide by the Church, Archdiocesan, federal, state and local laws and practices as spelled out in the Charter.
- SMKBO will abide by the laws, policies and guidelines that govern other Archdiocesan programs in regards to transportation and insurance.
- There will be a separate checking account specifically for the SMKBO. The signers on the account will be the Treasurer, Secretary, SMKP Business Manager and Pastor.
- All disbursements must have two signatures with one being either the SMKP Business Manager or Pastor.
- Each sport should have its own financial ledger. Concessions / admissions will also have a financial ledger. There can be a financial ledger for a miscellaneous category for items that do not fall under a specific sport or concessions ledger.
- The fiscal year of the SMKBO will match up to the fiscal year of SMKP.
- YTD Financials and monthly bank reconciliations should be approved at each Board meeting.
- The approved YTD financials and bank reconciliations have to be submitted to the SMKP Business Manager soon after approved at a Board meeting.
- The SMKBO can have its own 'account' with vendors to allow for proper billings to the SMKBO and not to SMKP.

## **ARTICLE 23: TRANSPORTATION**

SMKBO will follow transportation guidelines as specified by Section 7.2 of the Archdiocese of Cincinnati Charter on Youth Athletics.

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

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

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).

#### **ARTICLE 24: CODE OF CONDUCT**

All who are involved in Catholic youth athletics at Saint Maximilian Kolbe Church are expected to conduct themselves as examples of Christian behavior. This Code of Conduct extends to all events or activities sanctioned or sponsored by SMKBO; including but not limited to meetings, games, practices, travel to and from events, attendance at another team's game, camps, players' clinics, officials' clinics, and during other related activities. Any violations of this Code of Conduct will be subject to disciplinary action as deemed appropriate by the SMKBO leadership, and/or league leadership.

The SMBKO Code of Conduct follows the specifications of the Archdiocese Charter on Youth Athletics:

- ***Spirit of Catholic Youth Athletics*** - Treat everyone with respect and love according to the Great Commandments: "You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself. The whole law and the prophets depend on these two commandments." Matt. 22:37-40
- ***Adherence to Laws, Rules and Policies*** - Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati *Decree on Child Protection*, Federal, state, and local laws and ordinances, the mission, goals, principles, and policies of the Archdiocese of Cincinnati Charter on Catholic Youth Athletics, and those of the SMKBO.
- ***Specific Violations*** -
  - ***Eligibility*** - Violation of the eligibility policies of the Archdiocese of Cincinnati Catholic Youth Athletics Charter, including using an ineligible player.
  - ***Recruiting*** - No recruiting for athletic purposes or to enhance a team's competitive advantage is permitted.

- ***Leaving the field of play*** - No team may leave the field, floor, game or tournament because of dissatisfaction with the officials, or their decisions.
- ***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.
- ***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.
- ***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.
- ***Escalating behaviors*** - Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.
- ***Vandalism and theft*** - There will be no vandalism, theft, or destruction of property at any athletics venue.
- ***Alcohol, tobacco, illegal controlled substances*** - No alcohol, tobacco, or any illegal controlled substance is permitted at practices, league competitions, tournaments, or gatherings where children are present (such as “tailgating” where alcohol is present).
- ***General Violations*** - Activities that are contrary to the mission, goals, principles, values, provisions or spirit of Catholic youth athletics as described in this SMKBO constitution are prohibited.

## **ARTICLE 19: LEAGUE AND TOURNAMENT PARTICIPATION**

- SMKBO will participate only in leagues approved by the Pastor or the Commission. Tournament participation is limited to tournaments sponsored by leagues, parishes and schools within the leagues and the Archdiocese of Cincinnati. 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. Grades 3 -5 and recreational teams are permitted to play in 1 pre-season tournament and 2 in-season tournaments.
- Team uniforms are for parish sanctioned activities (e.g., games, tournaments, pep rallies, etc.). Teams are not to wear their uniforms outside parish- sanctioned activities.

## **ARTICLE 20: YOUTH SPORT COACHES**

- Head coaches must be at least 21 years of age and in compliance with the Decree on Child Protection. Additional coaches must be at least 19 years of age, high school graduates and in compliance with the Decree on Child Protection.
- Coaches should meet the following criteria: Live the values and virtues of the Catholic faith; have knowledge of coaching in a particular sport; exhibit a positive rapport with both children and adults; exhibit maturity (level-headed, able to control temper, take responsibility for mistakes, accepts criticism); and able to commit the time necessary for preparation, practices and games.
- Coaches will be recommended by the sport coordinator and approved by the board. Before one may actively coach, he/she must attend an Archdiocese of Cincinnati Child Protection Class, submit a background check, be approved by the Archdiocese of Cincinnati and attend Annual Coaches' Athletics Ministry Meeting. Coaches serve as role models for our youth and are expected to actively participate in parish life. Coaches are teachers, responsible for the instruction of student athletes and must abide by the rules of their sport, booster policies and league regulations, the Archdiocese of Cincinnati Charter on Youth Athletics and the Archdiocese Code of Conduct. Coaches will represent the team with a high level of sportsmanship, integrity and respect towards team, parents and opponents at all times (sidelines and practices included) and accept responsibility for sportsmanship and conduct of fellow coaches, athletes and parents during practices and games. Coaches will 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. Coaches will work with the athletic organization's Spiritual Liaison to ensure an environment conducive to growth in faith, character, and virtues, reinforcing with children and their families the importance of faith and religious practices including Sunday Mass, Holy Days of Obligation and regular, ongoing religious education. Coaches will lead players in prayer before practices and games. Coaches will care for and follow-up on all injuries. Coaches, especially first year coaches, are encouraged to attend an annual clinic for their respective sport. Coaches are encouraged to attend regular booster meetings throughout the season of their sport. Coaches shall maintain and accept responsibility for the equipment issued them. Coaches shall accept responsibility for the sportsmanship and conduct of fellow coaches, athletes and parents during practices and games.

- All coaches are expected to sign the Code of Conduct which will be kept on file. Head coaches will make sure assistant coaches are clear on the Code of Conduct and how it is to be enforced. Additionally, head coaches will meet prior to the beginning of the season with the Spiritual Liaison to review evaluations from the previous season or year, and to plan for ongoing quality improvement.
- SMKBO will have at least one meeting per year for all coaches in which they receive a presentation of the mission, principles and goals of SMKBO ministry and the Code of Conduct as well as with any updates on safety, Charter developments, best practices, changes in parish policies or practices, and other matters.
- SMKBO will secure anonymous, written evaluations of coaches from parents whose children are participating in the athletics program at least on an annual basis. SMKBO leaders will review evaluations and use them in assisting coaches in their development, counseling them on problems, work with them to correct serious deficiencies, use them to determine that a coach needs to be replaced, and when warranted, keeping parish leaders informed. Evaluations will be retained for at least three years to allow for continuity of perspective in working with coaches. Leaders of the athletics organization are responsible for establishing a secure and confidential location for these at the parish.

#### **ARTICLE 21: NON DISCRIMINATORY PRACTICES**

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

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

#### **ARTICLE 22: DISCIPLINE**

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