

The Office of St. Joseph Church Youth Ministry
Policy regarding sponsored Athletics Programs Administration

MISSION

Organization

As a ministry for youth under the direction of St. Joseph Youth Ministry (SJYM), the St. Joseph Athletic Association (SJAA) is managed by Executive Committee. In accordance with SJAA Bylaws, the Executive Committee is comprised of officers elected by the participating parish members and operates with the delegated authority of SJYM in all matters pertaining to the Athletic Association. The SJAA offers youth sports programs in outdoor soccer, indoor soccer, basketball, baseball and softball. Teams participate in Catholic Youth Organization (CYO) leagues in the Archdiocese of Baltimore as well as local Baltimore County Recreational Leagues.

As a recognized ministry of St. Joseph Church, SJAA shall act in accordance with all parish policies and guidelines including, but not limited to the regulations regarding volunteers as well as field and facilities use.

SJYM, as the overseeing ministry to SJAA, reserves the right to add, delete, or change these policies at its discretion in conjunction with and approval from the Pastor for the benefit of St. Joseph Church.

Philosophy

The Division of Youth and Young Adult Ministry's (DYYAM) basic philosophy promotes active participation in organized sports and the sharing of responsibility to keep the competition in the proper perspective. This can be accomplished by helping to direct the athletic program toward the formation of strong Christian values in all participants. At St. Joseph Church, the Coordinator of Youth Ministry and those associated with SJAA must be the direct implementers of such a philosophy.

Responsible adult coaching and management is essential. The enormous influence that a coach can exercise upon the players in the program cannot be sufficiently emphasized. It is the responsibility of the administration of SJAA, in conjunction with SJYM, to properly screen and monitor coaches and other adult volunteers. This will be done in accordance with Archdiocese of Baltimore guidelines. A coach must know the players on his/her team and thoroughly understand and adhere to current player eligibility rules. Eligibility rules will be closely monitored and strictly enforced for all coaches, adult volunteers, and players alike.

POLICY

Program Moderation

SJAA shall provide a list of all volunteers working with each program prior to the commencement of each season's practice schedule. This list shall include the volunteer's name,

his/her volunteer position, home address and phone number. For coaches, the number of seasons he/she has coached previous to the current one shall also be included. SJYM shall review this list for compliance with volunteer policies and guidelines.

Requests for gym, facilities, and/or field use for any given season should be submitted to SJYM as early as possible prior to the start of the season. SJYM and the Parish Office shall be consulted prior to the submission of any scheduling information forms to Archdiocesan and/or Rec Council leagues.

The parish league coordinator/commissioner for a season's sport shall submit a complete practice schedule at least two (2) weeks prior to the commencement of the season's practices. Following such, the season's game schedule shall be forwarded to SJYM by the parish league coordinator/commissioner as soon as it is received.

A preliminary list of the names of all the registered athletes for each season shall be submitted to SJYM within one (1) week of the parish registration deadline for that season/sport.

All team rosters, including the names and phone numbers of all volunteers and athletes for each team, shall be provided to SJYM by the same deadline as the Archdiocese and/or Rec Council league for each sport/season.

During the season, any change in the status of a volunteer and/or athlete shall be communicated to SJYM in a timely manner, no more than one (1) week after the change has taken place.

Volunteers

In accordance with Archdiocese of Baltimore guidelines, at a minimum, all volunteers must complete the Archdiocese of Baltimore Application for Volunteer Service, receive and review a copy of "A Statement of Policy for the Protection of Children & Youth", and receive and review the Code of Conduct for Church Personnel in the Archdiocese of Baltimore.

Volunteers who are under 18 must complete the Volunteer Application, provide references, and receive age appropriate training before they are allowed to begin serving as volunteers. (Parental consent must be obtained to view the STAND video.)

All adult volunteers (age 18 and older) participating in any SJAA program must complete the following, copies of which are to be held in the SJYM office, before he/she begins to serve in St. Joseph Parish:

- a. A current Application for Volunteer Service completed
- b. Names of references provided
- c. Volunteer Criminal History Screening Consent Form submitted
- d. Training received regarding child abuse and protection of children, including STAND video

In addition, any coach volunteering in SJAA beyond his/her first season is required to attend Archdiocesan Coaches Training prior to the beginning of a second season coaching. SJYM strongly encourages coaches volunteering in their first season to attend the training as soon as possible.

All volunteers shall have a personnel file on record with SJYM which is to include his/her completed application, reference checks, and criminal history screening consent. The Screening Coordinator will maintain lists of those who have completed the required training(s). Training records will also be kept in the volunteer's personnel file. The files are to be kept in a confidential, safe and secure location with controlled access, such as in a locked file cabinet. Files may be reviewed by the appropriate supervisory personnel, but may not be copied or removed from the offices where they are maintained. SJAA volunteer files will be maintained in the SJYM office.

Training offered by other organizations; i.e. Boy Scouts of America, Little League, area public schools, etc. may not be substituted for the Archdiocesan children and youth protection training.

If an applicant fails or refuses to complete any part of the screening and/or training procedures, then he/she cannot serve as a volunteer.

Drug, Tobacco & Alcohol-free Environment

SJYM encourages a drug, tobacco, and alcohol-free environment for our youth.

The use of alcohol, illegal substances or tobacco by any volunteer, coach, league administrator or game official will not be tolerated at any youth sport event.

Smoking is widely recognized as the single most important cause of preventable human disease, including lung cancer, heart disease, and emphysema. Also recognized is the fact that breathing second-hand smoke can cause the same health problems in non-smokers. Smoking is expressly prohibited at any Parish event, especially if it involves children or youth. Parish youth, volunteers, staff, and guests should be provided with a smoke-free environment. St. Joseph Church and SJYM will abide by the Archdiocesan Policy concerning smoking. (see Appendix A)

Facilities and Fields

The facilities (buildings & rooms) and fields of St. Joseph Church are available for responsible use by recognized parish groups. The proper maintenance and continued good condition of the parish facilities and fields are of prime concern to the Staff so as to benefit all of our parishioners for all years to come.

In order to build relationships with groups that embrace St. Joseph Church's philosophy with regard to youth sports, the parish has created a system that fosters quality and accountability. To maintain high standards that promote the well being and safety of children, groups wishing to utilize St. Joseph's facilities and fields shall act in accordance with this system.

Each youth sport league/program within SJAA must agree to abide by the policies and procedures that have been established by St. Joseph Church.

Any SJAA league/program wishing to use St. Joseph facilities and/or fields must first obtain approval from St. Joseph Church.

General Guidelines

Parish, school, CCD and Youth Ministry activities take precedence over all other organizations in the use of parish facilities. If the parish, school, CCD or office of Youth Ministry needs a facility that has been previously scheduled, St. Joseph Church will try to work around the scheduled activity, but if this can't be resolved, the parish, school, CCD or office of Youth Ministry function will take precedence.

On "Chicken Dinner" Sundays (the third weekend in the months of February and October), no other activities, including Athletic Events, will be scheduled.

For all normal activities, the premises must be vacated by 9:30pm. Events such as dances, roasts, etc. shall end by 12 midnight. Unless a Staff member is present, a member of the group/organization shall be responsible for all doors being closed, turning off lights, and securing the building. If the person responsible for the above is not sure what to do, he/she shall contact the Parish Facilities Manager at least one (1) week prior to the scheduled activity.

All groups/organizations must submit a Reservation Request Form to the attention of Mrs. Barbara Sutton in the Parish Office for use of the parish facilities. Permission to attach any decorations to any wall, door, or ceiling; to use the sound system in the main hall; or to use any of the kitchen equipment must be requested in writing at the time the Reservation Request Form is submitted. Set up and tear down of requested facilities is the responsibility of the Facilities Management Team. A work order with specific information needs to be sent to the Parish Facilities Manager at least one (1) week prior to the event.

All requests to reserve the center, meeting rooms, or gym shall be made in writing to the Parish Office and are due in May for the next fiscal calendar (18, not 12, months). Any requests made after this date will be taken into consideration, and if the facilities are available, honored.

Once a reservation request is approved, a confirmation shall be sent to the requestor.

The group/organization using parish facilities and/or fields shall be responsible for everything that occurs in the space reserved for that group event. Said group/organization will be responsible for cleaning up the areas used and disposing of trash into the proper container. The group/organization will be responsible for any damages to or breakage to the property. All facilities and/or fields shall be left in as good condition as found. The group/organization will be responsible for the expense of cleaning the premises if left in any untidy condition. Damage or destruction of parish property or equipment will result in a fee assessment to the group using the facilities for repair or replacement of said property or equipment.

Children shall be supervised at all times and are not allowed to roam the facilities and/or fields.

No food or drink may be served or consumed in any of the lower Parish Center meeting rooms without written permission.

When school is closed due to inclement weather, all activities/meetings are cancelled.

Gym and Fields

SJAA shall complete and submit a complete schedule showing the dates and times each group would like to use the gym and/or fields for all practices and games. This schedule shall include the name(s) and telephone number(s) of those who will be in charge during any and all dates and times when using the gym and/or fields.

The fields and gym are not available for practice nor games until after 1:15pm on Sundays.

Anyone representing a team/league (coaches, assistant coaches, parent help, other volunteers, etc.) and using Parish facilities, including the gym and fields, must have been approved by the Screening Coordinator and have a volunteer personnel file on record with SJYM.

Any group/team/league/organization requesting to use the gym on a regular basis shall provide a responsible adult person(s), age 21+, other than and in addition to the coach or leader of the individual group using the gym at any given time (Building Monitor). A young adult; parent; senior; or fellow coach, other than the coach for the group using the gym can act as the Building Monitor. The Building Monitor(s) shall monitor the building and behavior of those using the building. The Building Monitor(s) shall be responsible for the proper use and condition of the gym and restrooms and will have the right to eject any individual or group misusing the gym or not following the rules and regulations herein provided. If this person is to be a paid employee, it will be the responsibility of SJAA to compensate him/her. The Building Monitor(s) shall complete the Building Monitor Sign Off Sheet (see Appendix B) each time the gym is used. SJAA is to notify the Coordinator of Youth Ministry of the Building Monitor(s) name, address and telephone number and where/when/time he/she will be monitoring the gym. Building Monitor(s) must be in accordance with the volunteer policies stated above. The absence of an approved Building Monitor(s) shall be cause for that individual group's suspension from using the gym for a period of one (1) week or more as determined by St. Joseph Parish Staff.

No one is to have a personal key to the gym; the key must be retrieved from SJYM or at the rectory desk. The key must be signed out before entry to the gym will be allowed. Only those volunteers who are STAND certified and are on the schedule for the use of the gym at the given time will be allowed to sign out the key. If anyone is found to have an unauthorized personal key, that person or individual group will be denied access to the gym for a period of one (1) week or more as determined by St. Joseph Parish Staff.

No food or drink (other than water) shall be allowed in the gym at any time. Any damage done by food or drink (whether by those using the gym or those just observing or waiting to pick-up their children or youth) shall be cause for that individual group's suspension from using the gym for a period of one (1) week or more as determined by St. Joseph Parish Staff.

Any misuse, abuse, or mistreatment of the gym or restrooms (whether by those using the gym or those just observing or waiting to pick-up their children or youth) shall be reason for suspension of use privilege for that individual group for a period of one (1) week or more as determined by St. Joseph Parish Staff.

Any damage, accidental or otherwise, resulting in repair needed shall be reported to the Parish Facilities Manager prior to leaving the facility. Failure to report damage shall be cause for that individual group's suspension from using the gym for a period of one (1) week or more as determined by St. Joseph Parish Staff.

When the group has finished using the gym and is ready to exit the building, all lights (gym, halls, and restrooms) and the overhead fan shall be turned off. All doors shall be locked and tested for closure. If any lights are found left on or doors left unlocked or ajar it shall be reason for suspension of use privilege for that individual group for a period of one (1) week or more as determined by St. Joseph Parish Staff.

Notice of any suspension will be issued immediately to the leader of the group through SJYM. SJYM will notify the leader of the group as to the length of the suspension. A letter validating the return date will also be issued.

St. Joseph Staff reserves the right to change or amend facilities and fields usage policies as needed. Notice will be given to anyone who was approved to use said facilities and fields for the year that a change or amendment was issued.

revised & approved 08/01/2006, by Pastor and Staff of St. Joseph Church

No Smoking Policy

With interest in the health and well being of our young people and with an awareness of the statutes of the State of Maryland, the Division of Youth and Young Adult Ministry offers the following policy and guidelines regarding smoking and Youth Ministry events in the Archdiocese of Baltimore.

Smoking Policy

Youth under the age of eighteen are not permitted to smoke at any archdiocesan gathering. No one (young person or adult) is permitted to give, lend or sell tobacco products to a minor. Any one who sells, loans, or gives tobacco products to a minor is in violation of the law. We consider this to be a serious offense.

Guidelines for Adults Who Smoke

Adults are free to make choices about smoking. We would hope that adults would consider their sphere of influence, and choose not to smoke at youth events. This would keep adults in greater solidarity with young people.

We know that cigarettes are addictive. We ask that adults who find it difficult to avoid smoking smoke in discreet, designated smoking areas.

Guidelines for All Adults

The state of Maryland does not view underage smoking in the same way that it views underage drinking. Parents sometimes are under the mistaken impression that it is okay for their daughters or sons to smoke if they grant permission. These influences should help to shape a pastoral response to young people who make the unfortunate decision to smoke at our events.

Therefore:

Underage smoking at an archdiocesan event will not, in and of itself, cause a young person to be sent home. Pastoral sensitivity needs to be applied. Should a young person smoke in an area where smoking is strictly prohibited, this will be seen as a far more serious offense.

Parents do not have the authority to grant a young person permission to smoke at an archdiocesan event.

