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PREFACE

This section contains policies and guidelines specifically relevant to the Diocesan Recreation Association.

In addition to these policies and guidelines, all athletic directors, commissioners and coaches should be familiar with and follow the policies and guidelines set forth in each of the following:

- The policies and guidelines of the Office of Youth and Young Adult Ministry
- The Administrative Information for All Levels of Play
- Diocesan Rules for each sport



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List of Sports

The Diocesan Recreation Association sponsors programs for student athletes in grades 4 through 8 in the following sports: soccer, football, volleyball, basketball, track, baseball and softball. Volleyball and basketball are offered to high school student athletes.

The DRA does not sponsor co-ed teams at any age level.



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Team Placement and Playing Time

As a Catholic, Christian league, every effort should be made to see that every child is placed on a team and that playing time is given adequately and fairly.

4th /5th/6th Grades: Guaranteed to be on a team with required playtime

7th/8th Grades: Guaranteed to be on a team required playtime

*High School: No guarantees



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Player Eligibility

All players must be members of the parish and/or attend the parish school in order to play on the parish team.

Grade and Age Eligibility

League	Maximum Grade	Maximum Age as of August 1st of current school year	Eligible Grades
Varsity	Eighth	Fourteen Years of Age	Eighth, Seventh and Sixth
Jr. Varsity	Seventh	Thirteen Years of Age	Seventh, Sixth and Fifth
Sr. Reserve	Sixth	Twelve Years of Age	Sixth, Fifth and Fourth
Reserve	Fifth	Eleven Years of Age	Fifth and Fourth
Jr. Reserve	Fourth	Eleven Years of Age	Fourth

If a parish fields a team(s) at a specific level, players from that parish must play for that team(s). Some team(s) may need layers to fill out their roster. These players may come from a different parish, as long as that parish does not field a team(s) at that level. These additions must be approved by the Diocesan Recreation Association director before they are made.

Parish mergers (between two or more parishes) MUST be approved by the Diocesan Recreation Association BEFORE the mergers are made. Requested to merge must be done in writing prior to roster/ parent consent form turn in.



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Forfeit Policy

If a team is not able to field the league minimum number of players to play a game/match or failure of a team to show up for a game/match results in a forfeit. The forfeiting team must pay all officials for the forfeited game/match.

A balance of \$200 from each parish is kept in a separate fund for officials payments. This fee is paid at the beginning of football/volleyball seasons and carries over to the next year if not used.



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Ejection Policy

Any player, coach, or cheerleader ejected from a game/facility will automatically be suspended for at least the next game.

Spectators will be suspended for at least the next two games.

The suspension shall apply to players, coaches, spectators and cheerleaders guilty of misconduct **AFTER** a game has concluded that would have resulted in an ejection had the incident occurred during play. The suspended individual is **NOT** permitted to attend/view a game from which he or she is suspended.

In addition to the suspension, a letter will be sent to the pastor of the parish notifying him of the suspension of the parishioner.

Any adult fan ejected from a contest must register for a Play Like A Champion Training Session for Parents prior to attending another game. Failure to attend the session will result in additional penalties. Expenses for this training must be paid by the ejected fan. Sessions will be scheduled monthly at the Catholic Center, 197 E. Gay St., Columbus.

Additional penalties may be assessed following a review of the incident by the league commissioner.

Non-compliance will cause forfeiture of the game as well as possible additional penalties.

Ejection of a coach, player or spectator, must be reported by the coach of the offending team.

Any, player, coach or spectator who is ejected from a Diocesan Recreation sponsored game, match or meet cannot attend any other Diocesan Recreation games, matches, or meets until the suspensions for such ejection is served at the level in which the ejection occurred. (I.E. if spectator is ejected from their 5th grade son's basketball game, they may **NOT** attend their 7th grade daughter's games until the suspension is served at the 5th grade boys' level).

Penalty also applies to those who are ejected and also officiate in the Diocesan Recreation Association program. They may not officiate Diocesan Recreation Association contests until the suspension is served.

If the ejection occurs in the final contest of the season the Diocesan Recreation Association Director will determine the terms of the carry-over suspension.



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Coaching Requirements

To be a coach in our program. All Coaches must:

1. Complete the Protecting God's Children (PGC) Workshop.
2. Have a qualifying BCI/ fingerprints report on file with the parish.

To be a head coach in the program, all head coaches must

1. Be 21 years of age
2. Attend a Play Like A Champion Today (PLC) workshop
3. Complete the Concussion Training Course found at www.nfhs.com and have a certificate on file with the parish.
4. Sign the Coach Code of Conduct and have it on file with the parish.
5. Complete the Protecting God's Children (PGC) workshop
6. Have a qualifying BCI/fingerprints report on file with the parish



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Coaching Suggestions

It is strongly suggested that each coach complete a CPR/First Aid course for coaches.

It is strongly suggested that each coach carry with them a first aid kit, including ice packs, to all practices and games.



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Officials Requirements

To be an official in the DRA program,

All officials must:

1. Complete the Protecting God's Children (PGC) Workshop
2. Have a qualifying BCI/ fingerprints report on file with the DRA office
3. Be a licensed member of the OHSAA
4. Have an W-9 form on file with the Diocesan Finance office



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POLICY REGARDING CIVILIAN CRIMINAL BACKGROUND CHECKS AND CHILD PROTECTION TRAINING FOR EMPLOYEES AND VOLUNTEERS IN THE DIOCESE OF COLUMBUS

Clergy, Employees, and Applicants to Clerical Formation

All clergy serving in the Diocese of Columbus; all parish, school, and diocesan employees; and all applicants to formation for the priesthood or permanent diaconate, regardless of their level of contact with children and youth, are required to complete a civilian criminal background check and participate in a *Protecting God's Children* training session. This policy is applicable to lay employees, professed religious, clergy, and clergy candidates.

Catholic School Volunteers and Volunteers in Parish Programs/Ministries for Children and Youth

Every volunteer in a program or ministry for children and youth, regardless of their level of contact with children and youth, is required to complete a civilian criminal background check and participate in a *Protecting God's Children* training session. Duration of service does not mitigate compliance with this policy.

Examples: Catholic School volunteers, Parish School of Religion (PSR) volunteers, youth ministry volunteers, field-trip chaperones and drivers, Scout leaders, coaches and other recreation volunteers, Vacation Bible School volunteers, Children's Liturgy of the Word volunteers, pre-school volunteers, nursery volunteers

Visiting Athletic Coaches and Officials:

Catholic Teams from Another Catholic Diocese:

Athletic teams from another Catholic diocese are required to submit a letter from their Safe Environment Coordinator, stating all adults accompanying the team are compliant with the policies of their home diocese. This letter will be sent to the Safe Environment Consultant for the Diocese of Columbus.

One Time Visit:

If a non-Catholic athletic team is visiting a Catholic parish for one athletic event (game, meet, scrimmage, etc), the visiting coaches and officials are not required to comply with Diocesan policies regarding background checks and attend a *Protecting God's Children* session. However, the host parish is required to inform the visiting teams about the Diocesan policy regarding "two deep ministry". The host parish is also required to advise the visitors of any and all off limits and adults only areas. The host parish should have sufficient compliant adults in attendance to assist in enforcing these policies.

Frequent Visits:

A non-Catholic athletic team that is a frequent visitor to a Catholic parish (three (3) or more visits per sports season) is expected to comply with all Diocesan Safe Environment policies.

Non DRA Teams:

Athletic teams sponsored by a parish, but not affiliated with the Diocesan Recreation Association (DRA) are required to be fully compliant with Diocesan Safe Environment policies.



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Coach Code of Conduct

All coaches must sign the coach code of conduct and have it on file with the parish.



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Code of Conduct for Coaches

I hereby pledge as a Diocesan Recreation Association Coach to abide by the following DRA rules and regulations and the DRA Sportsmanship Code of Conduct for Coaches.

This code is considered supplemental to each parish's expectation for conduct of its volunteers and agents.

- Remember to do all for the glory of God.
- Interscholastic competition exists for students to foster sportsmanship, leadership and teamwork; coaches should set the example of good sportsmanship.
- Coaches must complete all requirements for coaching as set forth by their parish and the DRA
- Coaches are to comply with all parish and league rules and directives
- Every child is equally important. Coaches must make every effort to insure that players receive a fair amount of playing time.
- Coaches should always conduct themselves as an example of Christian behavior, both at the field/court and away from it.
- Coaches should be supportive and encouraging in everything they do and say; they should never assault others verbally or in writing. Coaches should promote children's competence through positive strategies and refrain from practices that belittle and humiliate children.
- Coaches should address concerns to officials in a calm manner during dead ball situations.
- Coaches should address their players in a manner consistent with how a reasonable person would expect their own children to be addressed. A coach is never to address a player from another team unless in a sincere congratulatory or helpful tone.
- Conduct which falls outside that listed at practice is subject to disciplinary measures from the parish
- Conduct which falls outside that listed at a game is subject to disciplinary measures from the DRA

At the conclusion of the scheduled contests all coaches, players and spectators must refrain from confronting the Game Officials about the outcome of the contest. Any person that refuses to follow this rule will be suspended for the season from coaches, playing or attending any DRA contests. Concerns regarding the game or officials must be directed to the league Director.

I understand that ultimately all of my team's players, coaches and spectators are my responsibility.

Name: _____ Parish: _____

Sport Coaching: _____ Grade: _____ Boys: _____ Girls: _____

Email: _____

I have attended a Diocesan required Protecting God's Children Training: _____ Date

I have a BCI (fingerprint) report on file with the parish: _____ Date

I have attended the required Play Like A Champion Today Training: _____ Date



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Parent Code of Conduct

All parents must sign the parent code of conduct and have it on file with the parish prior to their son/daughter's participation in the DRA program.

SPORT PARENT CODE OF CONDUCT

Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization
- Written warning
- Parental game suspension with written documentation of incident kept on file by organizations involved
- Game forfeit through the official or coach
- Parental season suspension

Parent/Guardian Signature _____ Date _____



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Player Code of Conduct

All student athletes must sign the Sportsmanship Code for Players prior to his/her participation in the DRA program.

Sportsmanship Code For Players

*This code is to be considered supplemental to each school's expectation for conduct of its students.

- Remember to do all for the glory of God.
- Interscholastic competition exists for students to foster sportsmanship, leadership and teamwork; students should set the example of good sportsmanship as set forth by their parents, guardians, and coaches.
- Students should stay physically fit so as to do be able to do their best in all situations.
- Student should make every effort to attend all practices and give 100%.
- Students should maintain their eligibility by successfully completing all of their required coursework. Students must remember their priorities: (1) God, (2) family, (3) academics and (4) extra-curricular activities.
- Students are to comply with all school and league rules and directives as given by their coaches and teachers.
- Every player is equally important to a team. Players should positively encourage all teammates to do their best.
- Players should always conduct themselves as an example of Christian behavior, both at the field/court and away from it.
- Players should address concerns to their coaches in a calm manner during games.
- Players should respect officials and opponents at all times, for without them, there would be no game.
- Remember to do all for the glory of God.
- Conduct which falls outside that listed at practice is subject to disciplinary measures from the school.
- Conduct which falls outside that listed at a game is subject to disciplinary measures from the DRA.

Athlete's Signature _____ Date _____



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Sunday Games and Practice

No athletic related activities are to begin before 1:00pm on Sunday. Under NO circumstances are games, scrimmages or practice to start before 1:00pm on Sunday. See the football rules for special exemption.

No DRA athletic contests are to be held on Holy Days of Obligation. Please check with your pastor regarding practices.

Teams should not arrive at the game site more than 30 minutes nor longer than 60 minutes prior to the game time.

Facilities should not be opened until 30 minutes prior to game time.

Coaches can be suspended if this rule is broken.

DRA athletic contests held on Holy Days of Obligation must be scheduled around Mass times. For example, if the Holy Day falls on a Saturday, games will not begin until 1:00pm. If the Holy Day falls during the week, weeknight games on the Holy Day will not be held. Please check with your pastor regarding practices.

See also OYYAM 100.42



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Warm Up Time

Teams should not arrive at the game site more than 30 minutes prior to the game time and facilities should not be opened until 30 minutes prior to game time.

Due to the nature of football, teams may arrive no more than 60 minutes prior to the game to suit up and warm up.



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Sports Physicals

Each parish is expected to have a sports physical form on file for each athlete prior to the start of the season. Forms are available from the OHSAA



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Emergency Medical Form

Coaches must carry Emergency Medical Forms for all athletes to all practices and athletic events.

Emergency Medical Authorization

Grade _____

Player Name _____

Parish _____

Address _____

City _____

Zip _____

Date of Birth _____

Home Telephone _____

Cell Phone _____

Purpose: To enable parents and guardians to authorize the provisions of emergency treatment for children who become ill or injured while under the coaches authority, when parent or guardians cannot be reached.

Parent or Guardian

Mother's Name _____ Daytime Phone _____ Cell _____

Father's Name _____ Daytime Phone _____ Cell _____

Other's Name _____ Daytime Phone _____ Cell _____

Emergency Contact (other than parent)

Name _____ Relationship _____

Address _____ Telephone _____ Cell _____

PART I OR II MUST BE COMPLETED

PART I- REFUSAL TO CONSENT

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the coaching authorities to take the following action: _____

Signature of Custodial Parent _____

Address of Custodial Parent _____

Date _____

PART II- TO GRANT CONSENT

(DO NOT COMPLETE PART II IF YOU COMPLETED PART I)

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor _____ Telephone _____

Dentist _____ Telephone _____

Medical Specialist _____ Telephone _____

Local Hospital _____ Emergency Room Phone _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for the (1) the administration of any treatment deemed necessary by above-named doctor, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist: and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Circle if your child has: Heart Disease Tuberculosis Epilepsy Asthma Diabetes

Explain any allergy or disease causing difficulty:

Medications taken regularly: _____

Signature of Custodial Parent _____

Address of Custodial Parent _____

Date _____



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Parental Consent

All participants in the Diocesan Recreation Association must have a signed parent consent form on file in the DRA office prior to student-athlete participation in any games.

Diocese of Columbus
DIOCESAN RECREATION ASSOCIATION
197 East Gay Street
Columbus, Ohio 43215
PARENT CONSENT FORM

PARISH: _____

CHECK ONE:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Boy's Soccer | <input type="checkbox"/> Boy's Volleyball | <input type="checkbox"/> Boy's Basketball | <input type="checkbox"/> Boy's Track |
| <input type="checkbox"/> Girl's Soccer | <input type="checkbox"/> Girl's Volleyball | <input type="checkbox"/> Girl's Basketball | <input type="checkbox"/> Girl's Softball |
| <input type="checkbox"/> Boy's Football | <input type="checkbox"/> Girl's Volleyball | <input type="checkbox"/> Boy's Baseball | <input type="checkbox"/> Girl's Track |

LAST NAME: _____ FIRSTNAME: _____ MIDDLE INITIAL: _____

ADDRESS: _____ ZIP CODE: _____ TELEPHONE: _____

SCHOOL: _____ GRADE: _____ AGE: _____

DATE OF BIRTH: _____ MONTH _____ DAY _____ YEAR – PLACE OF BIRTH: _____ (CITY) _____ (STATE)

PARENT'S EMAIL ADDRESS: _____

PLEASE CHECK ONE: **NO RESTRICTIONS** **RESTRICTIONS**

List on any physical handicaps which would prohibit this participant from taking part to the full extent of the activity listed above.

RELEASE
(PLEASE READ CAREFULLY)

I/We the parent(s) or legal guardian of the above named applicant who has applied for participation in the athletic activities of the Diocesan Recreation Association for the Diocese of Columbus, hereby give my/our consent and approval to his/her participation in any and all activities of the Diocesan Recreation Association and its affiliates for the activity specified. I/we assume all risks and hazards incident to the conduct of such activities including any transportation, and for any consideration of the educational instruction he/she will receive in connection therewith. I/we hereby agree to release and absolve, indemnify, and hold harmless, and do by this instrument release, absolve, indemnify and hold harmless, the Diocesan Recreation Association and its affiliates, the Diocese of Columbus, and any and all of the Catholic Churches and Parishes and any and all supervisors, organizers, coaches, sponsors, and officials of and from any and all liability for any injury to my/our aforementioned child. We waive all claims of any kind against any and all of the organizations or persons hereinabove enumerated, including any and all claims against any person or persons transporting my/our child to or from any such activities hereinabove names. I/we the undersigned hereby declare that I/we have insurance protection covering injuries that may occur (including contact sports) in these activities during the ensuing season. I/we further certify that all information contained in this form is correct.

By signing this form, as the parent/guardian/care-giver of the student-athlete named below, I acknowledge receiving a copy of the concussion and head injury information sheet prepared by the Ohio Department of Health as required by section 3313.539 of the Revised Code. I understand concussions and other head injuries have serious and possibly long-lasting effects.

By reading the information sheet, I understand I have a responsibility to report any signs or symptoms of a concussion or head injury to coaches, administrators and my student-athlete's doctor. I also understand that coaches, referees and other officials have a responsibility to protect the health of the student-athletes and may prohibit my student-athlete from further participation in athletic programs until my student-athlete has been cleared to return by a physician or other appropriate health care professional.

**By signing below, my son/daughter has my approval to participate in the athletic activity checked above.
I have also received and read the concussion information sheet and agree to the above release**

(MUST BE SIGNED BY PARENT(S) OR LEGAL GUARDIAN(S))

PARENT or GUARDIAN SIGNATURE: _____ DATE _____

PASTOR'S SIGNATURE: _____



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Personally Identifiable Information

Parents must sign the Personally Identifiable Information form prior to the their son/daughter's participation in the DRA Program. This file is kept at the parish level.

Parent's Consent for Release of Personally Identifiable Information

The undersigned parents of _____, a
(Child's name)

A member of _____ hereby consent to the
(Parish name)

release of the following personally identifiable information.

Photos without names of the athletes will be released.

Photos will be used to help promote the activities and acknowledge the achievements of the participants in the Diocesan Recreation Association.

Information will primarily be released through the Catholic Times and on the Diocesan Recreation Association website at www.cdeducation.org/rec

The undersigned consent to the transfer of the above information to a third or subsequent party.

(Parent's name) (Date)

(Parent's name) (Date)

A copy of the release is requested: Please check one.

_____ Yes _____ No



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Concussion Policy

All parishes must be in compliance with Ohio Law regarding concussions.

Coaches must take a concussion course and have the certificate on field at the parish.

Parents must receive and acknowledge the receipt of the following pages on concussions.

Ohio Department of Health Concussion Information Sheet For Interscholastic Athletics

Dear Parent/Guardian and Athletes,
This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe, and athletes can get a concussion even if they are wearing a helmet.

Signs and Symptoms of a Concussion

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child’s health at risk!

Signs Observed by Parents of Guardians

- Appears dazed or stunned.
- Is confused about assignment or position.
- Forgets plays.
- Is unsure of game, score or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows behavior or personality changes (irritability, sadness, nervousness, feeling more emotional).
- Can’t recall events before or after hit or fall.

Symptoms Reported by Athlete

- Any headache or “pressure” in head. (How badly it hurts does not matter.)
- Nausea or vomiting.
- Balance problems or dizziness.
- Double or blurry vision.
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy or groggy.
- Concentration or memory problems.
- Confusion.
- Does not “feel right.”
- Trouble falling asleep.
- Sleeping more or less than usual.

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss one game than the entire season... or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention is an important first step if you suspect or are told your child has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities.

- No athlete should return to activity on the same day he/she gets a concussion.
- Athletes should NEVER return to practices/games if they still have ANY symptoms.
- Parents and coaches should never pressure any athlete to return to play.

The Dangers of Returning Too Soon

Returning to play too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified health care professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete’s injury and their roles in helping the child recover. During the recovery time after a concussion, physical and mental rest are required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children’s brains take several weeks to heal following a concussion.

www.healthyohioprogram.org/concussion

Returning to Daily Activities

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

Returning to School

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help or supports can be removed gradually.

Returning to Play

1. Returning to play is specific for each person, depending on the sport. Starting 4/26/13, Ohio law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
2. Your child should NEVER return to play if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).

3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
4. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.
5. A sample activity progression is listed below. Generally, each step should take no less than 24 hours so that your child's full recovery would take about one week once they have no symptoms at rest and with moderate exercise.*

Sample Activity Progression*

- Step 1: Low levels of non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: walking, light jogging, and easy stationary biking for 20-30 minutes).
- Step 2: Moderate, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: moderate jogging, brief sprint running, moderate stationary biking, light calisthenics, and sport-specific drills without contact or collisions for 30-45 minutes).
- Step 3: Heavy, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: extensive sprint running, high intensity stationary biking, resistance exercise with machines and free weights, more intense non-contact sports specific drills, agility training and jumping drills for 45-60 minutes).
- Step 4: Full contact in controlled practice or scrimmage.
- Step 5: Full contact in game play.
- *If any symptoms occur, the athlete should drop back to the previous step and try to progress again after a 24 hour rest period.

www.healthyohioprogram.org/concussion

Resources

ODH Violence and Injury Prevention Program
www.healthyohioprogram.org/vipp/injury.aspx
Centers for Disease Control and Prevention
www.cdc.gov/Concussion
National Federation of State High School Associations
www.nfhs.org
Brain Injury Association of America
www.biausa.org/
Ohio Department of Health
Violence and Injury Prevention Program
246 North High Street, 8th Floor
Columbus, OH 43215
(614) 466-2144

Ohio Department of Health Concussion Information Sheet

For Interscholastic Athletics

Acknowledgement of Having Received the “Ohio Department of Health’s Concussion and Head Injury Information Sheet”

By signing this form, as the parent/guardian/care-giver of the student-athlete named below, I acknowledge receiving a copy of the concussion and head injury information sheet prepared by the Ohio Department of Health as required by section 3313.539 of the Revised Code.

I understand concussions and other head injuries have serious and possibly long-lasting effects.

By reading the information sheet, I understand I have a responsibility to report any signs or symptoms of a concussion or head injury to coaches, administrators and my student-athlete’s doctor.

I also understand that coaches, referees and other officials have a responsibility to protect the health of the student-athletes and may prohibit my student-athlete from further participation in athletic programs until my student-athlete has been cleared to return by a physician or other appropriate health care professional.

Athlete

Parent/Guardian

Date

Date



POLICY

GUIDELINE

GUIDELINES FOR ATHLETES WITH SPECIAL NEEDS

Children love to play sports, be around other kids, be accepted by team members, and be part of the team. All children benefit from physical activity, social interaction and feeling accepted and accomplishing a task. Children with special needs are no different. The Diocesan Recreation Association believes that children with special needs are entitled to participate in organized sports and recreational programs unless their presence puts them or someone else in danger. Each case will be evaluated individually.

GUIDELINES FOR ATHLETES WITH SPECIAL NEEDS

1. Safety concerns always come first.
2. All children should be offered the opportunity to participate in the Diocesan Recreation Program as long as safety issues are not a concern. Parents of players and coaches need to work collaboratively in an effort to support and challenge children with special needs.
3. Children with special needs can request to participate on the parish athletic teams. The coach will review the request and present it to the parish athletic director. The coach and AD will work together to determine the feasibility of the child's participation.
4. If accommodations are necessary, the strengths of the child and challenges in playing the sport should be outlined along with possible accommodations. The parish should attempt to make all reasonable accommodations. This may include placement in the proper age group. If the athlete should play at a different level than the player's chronological age, permission must be asked of the parish athletic director. This plan must be developed as a team that consists of the parish coach and the parents. In cases with older, mature athletes, they could also be included in the discussion. The written plan must be presented to and approved by the parish athletic director prior to the beginning of the season.
5. The parish athletic director will present the plan of accommodations to the pastor for final approval.
6. All final decisions will take into account the National Federation of High School and Ohio High School Athletic Association procedures and guidelines pertaining to athletes with special needs.
7. In cases of denial of participation at the parish level, the appeal can be directed to the Diocesan Recreation Association Board of Directors.



■ POLICY

□ GUIDELINE

Diocese of Columbus

Policy – Payments to Game Officials

1. Each Official working Diocesan Recreation Association (DRA) games must submit a completed and signed W9 to the DRA office before being assigned to DRA games. These forms will be kept securely by the Diocesan Finance Office.
2. If an Official is working games not managed through the DRA, the individual location will request a completed W9 form for their files.
3. Each Official is required to bring two copies of the Game Official Payment Form to each contest they are to officiate. This form is used to document compensation paid to the Official. If you are officiating multiple games at a location on a single day, two forms should be completed for each game. The forms are signed by both the Official and the individual paying the Official. The Payment Form is a 2 part form so that both the Official and the individual paying the Official may keep a copy.
4. Each Diocesan entity will track the amount paid to an individual, based on the Payment Forms, for the calendar year, and if the amount paid exceeds \$600.00, the individual will be sent a 1099-MISC as required by the Internal Revenue Service. Where this occurs, the location will contact the Diocesan Finance Office to obtain a copy of the appropriate W9 if they have not collected a W9 separately.

The complete policy is found on the next pages.



Catholic Diocese of Columbus

Policy Guideline
 Diocesan Parish School All

613.0 Athletic Event Payments

The purpose of this policy is to define the acceptable methods of paying individuals who work at athletic events, in compliance with Internal Revenue Service and Department of Labor regulations. In addition, this policy ensures compliance with the policies of the Ohio High School Athletic Association.

There are three categories of workers covered by this policy: game officials; sworn event site security; and all other event personnel.

Game Officials

Game Officials are to be classified as independent contractors and their compensation, if they exceed the IRS defined dollar limit (\$600 or more for a calendar year), is to be documented through issuance of a 1099-MISC. All amounts paid to an individual, whether from a parish, school or auxiliary association, within the same EIN, are to be accumulated to determine the total amount paid to that individual by the employer unit. Please remember that if you issue any 1099's you must file these with the Internal Revenue Service. 1099's must be issued by January 31 for the previous calendar year and filed with the IRS by February 28.

Effective January 1, 2013, each employer unit must implement a method for tracking payments to officials so that at the end of a calendar year, it can be determined if a 1099-MISC must be issued.

The preferred method of payment and tracking is that each individual is paid by check. The check issuer (i.e. bookkeeper, athletic association treasurer, etc.) should be given the names of game officials and the amount to be paid, at least 2 business days prior to the event so that checks may be created and signed. Notation must be made in the records of the issuer as to the purpose of the check. At the end of a calendar year, the amounts paid can then be accumulated by payee to determine whether a 1099-MISC is to be issued. Keep in mind that some officials participate in multiple sports throughout the year. If there is a substitution of officials that occurs after the checks are created, the unused check is to be returned to the check issuer to be voided, and a check will then be created and mailed to the substitute official. Please note that even given the substitution issue, it is never proper to provide blank checks for events. For those subject to the rules of the Ohio High School Athletic Association, payment by check is the only acceptable method for paying and tracking payments to game officials.

An alternative method is available for elementary school and parish athletic events. You may choose to continue paying game officials in cash. However, you still have responsibility for tracking all payments to determine if a 1099-MISC must be issued. To accomplish this, each game official who receives a payment must complete the Game Official Payment Form prior to receiving their payment, and submit the form to the individual paying them. These forms must then be turned over following the event, to the individual responsible for tracking payments. That individual must establish a

and submit the form to the individual paying them. These forms must then be turned over following the event, to the individual responsible for tracking payments. That individual must establish a tracking mechanism so that at the end of a calendar year, the total payments to an individual will be known. All Game Official Payment Forms must be retained for 7 years as substantiation. In addition, The Game Official Payment Forms are to be used to substantiate the cash funds given to the individual making payments to the game officials. The Game Official Payment Form will be made available on the Diocesan Recreation web-site.

The issuance of 1099's requires that W9's be collected from Game Officials. This form provides the name, address and social security number of the Game Official. We have implemented two approaches for gathering and controlling this information – Diocesan Recreation Association (DRA) events and non Diocesan Recreation Association events (which includes High Schools).

DRA Events

All Game Officials will be required to submit to the DRA a signed W9 before they will be assigned to DRA events. These forms will be retained by the Diocesan Finance Office. A list will be available to the DRA Assigners, so that at any point they will know who it is valid to assign to an event. At the end of a calendar year, if you have a Game Official that must be issued a 1099-MISC, you will then contact the Diocesan Finance Office.

Non-DRA Events

It is the responsibility of the Athletic Director and Parish/School Financial Staff to work together to assure that W9's are collected from Game Officials before they work their first event. Because these documents must be secure, the completed W9's should be kept in the Parish/School finance office in a secure cabinet. The Parish/School financial staff are to make a list of all W9's on file and provide this to the Athletic Director, who is then responsible to assure that W9's are received prior to the first event a Game Official works. No Game Official is to be permitted to work an event if a W9 has not been received.

Sworn Event Site Security

Sworn Event Site Security are to be classified as independent contractors and their compensation, if they exceed the IRS defined dollar limit (\$600 or more for a calendar year), is to be documented through issuance of a 1099-MISC. All amounts paid to an individual, whether from a parish, school or auxiliary association, within the same EIN, are to be accumulated to determine the total amount paid to that individual by the employer unit. Please remember that if you issue any 1099's you must file these with the Internal Revenue Service. 1099's must be issued by January 31 for the previous calendar year and filed with the IRS by February 28.

Effective January 1, 2013, each employer unit must implement a method for tracking payments to sworn event site security so that at the end of a calendar year, it can be determined if a 1099-MISC must be issued.

It is highly preferred that the hiring of sworn event site security be done through their employer (i.e. Sheriff's office, local law enforcement agency) and payment made to the employer. In this way, responsibility for tracking payments to the individual reside with the employer, not with the parish, school or auxiliary association.

If you must contract directly with the individual, then payment to that individual must be by check. The check issuer (i.e. bookkeeper, athletic association treasurer, etc.) should be given the names of the sworn event site security individuals and the amount to be paid, at least 2 business days prior to the event so that checks may be created and signed. Notation must be made in the records of the issuer as to the purpose of the check. At the end of a calendar year, the amounts paid can then be accumulated by payee to determine whether a 1099-MISC is to be issued. If there is a substitution of sworn event site security individuals that occurs after the checks are created, the unused check is to be returned to the check issuer to be voided, and a check will then be created and mailed to the substitute. Please note that even given the substitution issue, it is never proper to provide blank checks for events.

The issuance of 1099's requires that W9's be collected from Sworn Site Security. This form provides the name, address and social security number of the individual. We have implemented the following approach for gathering and controlling this information:

It is the responsibility of the Athletic Director and Parish/School Financial Staff to work together to assure that W9's are collected from each individual before they work their first event. Because these documents must be secure, the completed W9's should be kept in the Parish/School finance office in a secure cabinet. The Parish/School financial staff are to make a list of all W9's on file and provide this to the Athletic Director, who is then responsible to assure that W9's are received prior to the first event an individual works. No individual is to be permitted to work an event if a W9 has not been received.

All Other Event Personnel

The Internal Revenue Service has issued guidance that all other event personnel who receive compensation for their services at an event are to be classified as employees. Examples of event personnel include: ticket takers; ticket sellers; tournament and site managers; non-sworn site security;

and other personnel necessary to conduct an event, such as chain crew, clerks, announcers, scorers, etc. Event workers do not include sports officials who are officially registered with a generally recognized permitting authority, such as the OHSAA or sworn site security, such as municipal police, township constables or county sheriff personnel. The list of event workers is not an all inclusive list of personnel necessary to administer and run an event location and will likely vary by location.

Event personnel are to be added to the payroll system of the parish or school, and all appropriate taxes are to be withheld from the payments made to them. They are to be issued a W2 at the end of the year. This will mean that you will need to have them fill out the appropriate new hire forms (i.e. W-4, IT-4, I-9, etc.). Each parish/school should establish a communication mechanism with those who manage event personnel to assure the communication of amounts to be paid, and the associated timing of payments (i.e. each pay period, once per month, once per season, etc.). If payments to event personnel are to be funded by an auxiliary association, the parish/school should establish a reimbursement mechanism with the auxiliary.

It must be noted that the hiring of those under the age of 18 must follow the State of Ohio Minor Labor Laws. The hiring of these individuals, at a minimum requires a work permit and formal wage agreement. In addition there are limits on the types of work that individuals can perform, and the hours they can work, depending on age. Please refer to the Diocesan Web-site, Human Resources section, for a copy of the information on Minor Labor Laws.