



## **DIOCESE OF HARRISBURG -- OFFICE OF YOUTH PROTECTION**

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### **Youth Protection Program Updates to Accommodate PA Child Protective Services Law**

The Youth Protection Program of the Diocese of Harrisburg must observe the requirements of two laws under which it operates: Canon Law of the Roman Catholic Church and Civil Law of the Commonwealth of Pennsylvania and the United States of America. The Diocese must also comply with the requirements of the *Charter for the Protection of Children and Young People* established by the United States Conference of Catholic Bishops (2005/revised 2011). The Diocesan Youth Protection Program has been updated in order to meet these requirements, especially in light of the many new pieces of legislation recently enacted by the Commonwealth regarding child abuse.

### **New Mandated Reporter Training for Child Abuse Recognition and Reporting**

The Commonwealth has substantially expanded upon the definition of who is considered a mandated reporter, an individual who has a legal duty to report suspected child abuse. Based on state regulations and diocesan policy, the following individuals are now classified as mandated reporters responsible for the welfare of children (individuals under 18 years of age):

- All Clergy, Seminarians, Deacon Candidates and those in Consecrated Life
- All Adult Employees
- All Adult Volunteers who provide care, supervision, guidance or control and have routine interaction with children
- All Vendors who provide care, supervision, guidance or control and have routine interaction with children

The Diocese is utilizing a State approved online training program via the University of Pittsburgh. This mandated reporter training course is designed to educate trainees on recognizing and reporting suspected child abuse. All employees as well as any volunteers and/or vendors who provide care, supervision, guidance or control and have routine interaction with children are required to complete this new online training program. Employees and vendors must complete the training by **December 31, 2015**. Volunteers must complete the training by **June 30, 2016**. Please note the training is currently not available in Spanish.

To access this online training, each employee, volunteer and/or vendor must register on both the Diocesan Youth Protection Training and Learning Site and the University of Pittsburgh site. An active email address and password, specific to the individual, is needed for registration on the diocesan site. After registration, the University of Pittsburgh will provide a User Name and Password for accessing to the actual training. To begin, access the diocesan website at: [www.hbgdiocese.org/safeyouth](http://www.hbgdiocese.org/safeyouth) and click: On-line Training.

### **Background Clearances**

All current employees, volunteers and vendors will need a minimum of two (2) valid clearances: a report of criminal history from the Pennsylvania State Police (PSP); and a child abuse history clearance from the PA Department of Human Services (DHS). To be considered valid, clearances must have been issued within the **last 60 months (5 years)**.

All new employees along with any new volunteers or vendors who provide care, supervision, guidance or control and have routine interaction with children are required to provide background clearances which have been issued **within the last 12 months**.

Additionally, a fingerprint-based federal criminal history (FBI) will be required for:

- All Clergy, Seminarians, Deacon Candidates and those in Consecrated Life through DHS
- Adult School Employees/Vendors through PA Department of Education (PDE)
- Adult Religious Education/Youth Ministries Employees/ Vendors through DHS
- Catholic Charities Employees/Vendors through DHS
- Other Adult Employees who have not been continuous residents of Pennsylvania (i.e. PA residents who have maintained home mailing address(es) outside of PA within the past ten (10) years) through DHS
- Adult Volunteers who have not been continuous residents of Pennsylvania (i.e. PA residents who have maintained home mailing address(es) outside of PA within the past ten (10) years).
  - ✓ those volunteers who serve children in a school must apply through PDE
  - ✓ all other volunteers serving children must apply through DHS

\*(DHS indicates via the Department for Human Services, PDE indicates via the PA Dept. of Education.)

#### HOW MUCH DO CLEARANCES COST AND WHEN MUST THEY BE OBTAINED?

##### EMPLOYEES / VENDORS

Clearances must be valid by **December 31, 2015**

PSP Criminal History Clearance	\$8.00
DHS Child Abuse History Clearance	\$8.00
FBI Fingerprint-based Criminal Background Check through DHS	\$25.75
FBI Fingerprint-based Criminal Background Check through PDE	\$27.00

##### VOLUNTEERS

Clearances must be valid by **June 30, 2016**

PSP Criminal History Clearance	Free
DHS Child Abuse History Clearance	Free
FBI Fingerprint-based Criminal Background Check through DHS	\$25.75
FBI Fingerprint-based Criminal Background Check through PDE	\$27.00

#### AM I RESPONSIBLE TO COMPLETE ANY OTHER DOCUMENTATION?

All employees, volunteers and vendors (both current and new) will need to complete a Diocesan Disclosure Statement. School employees may be required to complete additional documentation.

#### Youth Protection Badges

Once the employee, volunteer or vendor has provided, to the appropriate entity, proof of valid background clearances, University of Pittsburgh mandated reporter training Certificate of Completion and a Diocesan Disclosure Statement, the Diocese will distribute the appropriate badge with expiration date based on **oldest issuance date** of the background clearances. Youth Protection badges will be mailed to the primary parish, school or diocesan entity where the individual works or serves.

#### Contact Us

For additional information, please access the diocesan website at: [www.hbgdiocese.org/safeyouth](http://www.hbgdiocese.org/safeyouth)

For questions or clarification, please contact the Youth Protection Local Administrator at your site, or email: [youthprotection@hbgdiocese.org](mailto:youthprotection@hbgdiocese.org)

08.13.2015

## **MANDATORY FREE ON-LINE COURSE FOR YOU TO TAKE BEFORE YOU START PRACTICE**

### **DIRECTIONS:**

- Go to <http://www.nfhslern.com>
- On the right hand side, you will need to **LOGIN**, if this is your first time on this site, you will need to choose the "Register Now" option.
- Once you are logged in click to access the free course, CONCUSSION IN SPORTS WHAT YOU NEED TO KNOW (located on the lower left side of this home page.
- The next screen will ask you to ORDER this elective course, **click ORDER NOW**.
- At the next page, click the button for [ordering a class for myself](#), then **click continue**.
- Choose the course for Pennsylvania and click **save**.
- This is a site where you can purchase on-line classes so they will ask you to check out (price is \$0.00) or continue shopping.
- At this point you want to **check out** and then **complete purchase** (\$0.00)
- To access the course, click on [here](#) and then take the course (15-20 min)
- After you have completed the course, you will get a Completion Code and a certificate.
- You must download the certificate, print out and return to your athletic association.



## Sudden Cardiac Arrest Education and Information

### What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating. If not treated within minutes, SCA results in death. The normal rhythm of the heart can only be restored with defibrillation, an electrical shock that is safely delivered to the chest by an automated external defibrillator (AED).

### How common is sudden cardiac arrest?

The Centers for Disease Control and Prevention estimate that every year there are about 300,000 cardiac arrests outside hospitals. About 2,000 patients under 25 die of SCA each year.

### Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

dizziness;	racing or fluttering heartbeat	weakness;
lightheadedness;	(palpitations);	nausea;
shortness of breath;	syncope (fainting);	vomiting;
difficulty breathing;	fatigue (extreme tiredness);	chest pains.

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

### What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it. Symptoms are the body's way of indicating that something might be wrong. Athletes who experience one or more symptoms should get checked out.

### What is the best way to treat Sudden Cardiac Arrest?

- Early Recognition of SCA
- Early 9-1-1 access
- Early CPR
- Early Defibrillation
- Early Advance Care

The Act is intended to keep student athletes safe while practicing or playing. The Act requires:

Any student athlete who has signs or symptoms of SCA must be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.

Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.

I acknowledge that I have reviewed and understand the symptoms and warning signs of SCA.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT COACHES NAME

\_\_\_\_\_  
DATE

## SACRED HEART ATHLETIC ASSOCIATION

### COACHES CODE OF ETHICS

(Adapted from the CYO Coaches Code of Ethics and Conduct Agreement)

The following is a list of policies concerning conduct and behavior expected of all volunteer coaches and assistant coaches in the Sacred Heart of Jesus Athletics Programs. Coaches and Assistant Coaches shall be referred to collectively as "Coaches" within this agreement:

- Coaches must be aware that they have a tremendous influence in the education of the student-athlete and therefore will not place the value of winning above the value of instilling the highest desirable ideals of character.
- Coaches must always uphold the integrity and honor of being a teacher/coach in programs sponsored by the Sacred Heart of Jesus Church. In all personal contact with the youth, opposing coaches, players, fans, officials and spectators, coaches must set an example of high ethical and moral conduct.
- Coaches shall run their programs consistent with the total school and religious education programs of the parish.
- Coaches shall know and adhere to league and contest rules and be responsible for their communication to team members.
- Coaches shall promote good sportsmanship with players and parents.
- Before and after games, opposing coaches will meet and exchange friendly greetings with officials and each other and will make sure their teams do as well.
- Coaches will treat athletes and officials with dignity. Coaches will not use profanity, touch athletes in a negative manner, or make demeaning criticisms to athletes or officials.

## **COACHES CODE OF CONDUCT - BASKETBALL**

**(Adapted from the CYO Code of Conduct – Coaches and Players)**

The main function of this Sacred Heart Athletics Program is to teach young athletes in grade school the fundamentals of basketball. In light of the importance of sportsmanship, competition, and team play on the development of youth, the Sacred Heart Athletics Program wishes to outline the conduct of Coaches and Assistant Coaches who administer this program. It is the responsibility of the Coaches and Assistant Coaches to abide by the guidelines of the Sacred Heart Athletic Program and enforce any necessary penalties to ensure continued participation in the CYO program in the Diocese of Harrisburg.

### **OFFENSIVE ACTIONS AND ASSIGNED PENALTIES**

1. Refuse to abide by an official's decisions, including arguing with officials and/or negative body language.  
Violation will result in a 2-game suspension, with a longer suspension at the discretion of the Administration or Athletic Association if necessary.
2. Be guilty of objectionable demonstrations by throwing equipment or other forceful actions.  
Violation will result in a 2-game suspension, with a longer suspension at the discretion of the Administration or Athletic Association if necessary.
3. Be guilty of an abusive verbal attack upon any player, teammate, opposing coach, official or spectator.  
Violation will result in a 2-game suspension, with a longer suspension at the discretion of the Administration or Athletic Association if necessary.
4. At any time lay hands upon, push, shove, strike, or threaten to strike an official, player, teammate, coach or spectator.  
Violation will result in an automatic suspension for 1 full year.
5. Be guilty of physical attack as an aggressor upon any official, player, teammate, coach or spectator.  
Violation will result in a 4-game suspension, with a longer suspension at the discretion of the Administration or Athletic Association if necessary.

### **ADDITIONAL INFORMATION:**

- Participation in athletics is contingent upon acceptable grades and behavior in school. All decisions pertaining to academics and conduct and its impact upon participation in athletics will be addressed on a case-by-case basis between the principal, teacher, and parents. Coaches will be informed of any decisions affecting participation.
- Penalties shall carry over into the following athletic season as necessary.