



St. Mary's of Berea
CYO Athletic Commission
(www.stmarysbereasports.org)
July 21, 2006

Catholic Youth Organization Volunteer Participant Checklist

- [] **Application to participate in the St. Mary's Athletic Program.**
This form is filled out, in its entirety, and held as reference by the St. Mary's Athletic Commission (Registration Director). This document is used by the Commission to accept/reject a request to participate.
- [] **Finger Print Card.**
This card will be used to perform a Civilian Background Check. This report is confidential and held by the Parish Pastor. As an organization, we are only interested in the date when the card was sent and the date the report is received by the Pastor. The Registration Director is responsible for processing this card.
- [] **Volunteer Verification Roster.**
This form indicates that you have received, and read, the Diocese of Cleveland *Policy for the Safety of Children in Matters of Sexual Abuse* booklet. A volunteer must provide their name, address and date when the booklet is provided. The form is dated again when the booklet has been read (refer Acknowledgement letter below). The form is retained by the Registration Director until completely filled in, then forwarded to the Parish Pastor for diocese processing.
- [] **Acknowledgement Letter of Receipt and Review.** This document must be completed and returned to the Registration Director. It indicates that the individual has read the Diocese of Cleveland *Policy for the Safety of Children in Matters of Sexual Abuse*. The document is forwarded by the Registration Director to the Parish Pastor for diocese processing.
- [] **Certificate of Training Attendance.** This certificate is presented at the end of the initial Virtus (Protecting God's Children) training program for adults. A copy of this document must be presented to the Registration Director for Athletic Commission processing. The document must be kept at all times as proof of Virtus training attendance.
- [] **CYO Coaches Certification.** All CYO coaches must attend the Coaches Development Program before their second year of participation as a coach. The Sport's Director is responsible for tracking who has completed this program. Each Director is responsible for notifying the Commission of coach certification. The certification card must be kept at all times, by the coach, as proof of program completion.



250 Kraft St.
Berea, OH 44017-1449
Tel: (440) 954-4629