



**Student and Sports Accident Insurance
and Sports Organization Liability Insurance
STAR Form**

There are numerous sports organizations within the Archdiocese, the parishes and schools. Coverage under the Zurich Student and Sports Accident Policy, and Catholic Mutual's Liability Policy is based upon their "affiliation" with the Archdiocese.

The Archdiocese and several key sport league leaders have compiled this Sports Team Annual Registry ("STAR") form. The STAR form will be the basis for annually summarizing each sports organization and each league's management team, and the number of participants, coaches, directors, etc. The below STAR form should be completed and returned to Brenda Leslie (bleslie@archatl.com).

AFFILIATION CRITERIA: Unless determined otherwise, we assume parish and school sports organizations are managed as affiliated entities of both the parish and Archdiocese, in accordance with Catholic Mutual insurance guidelines. The determination of "affiliation" generally includes: (1) parish/school has full control over the group or is using Catholic Metro Sports to run the program; (2) fees and expenses associated with the organization are overseen by the parish/school business office or the group is using Catholic Metro Sports to run the program; (3) the sports programs are open to all parish/school members; (4) the purpose of the program is to facilitate learning, raise revenue for the parish/school, or provide social services for the parish/school; (5) a leader in the organization is either a parish employee or parish volunteer.

LIABILITY COVERAGE: The Liability coverage provided by the Archdiocese and Catholic Mutual will cover the individual sports organization's coaches and board of directors acting within their scope of responsibility.

ACCIDENT INSURANCE: The Student and Sports Accident coverage provided by Zurich will cover sports accidents that occur during regularly scheduled games or practices, as an extension of the current Student Accident policy. The Student and Sports Accident policy is **secondary** to a family's own primary medical coverage. There is some overlap of coverage for Catholic School students who participate, which we will evaluate so we do not double-bill.

The cost of this Student and Sports Accident policy is \$10/pre-school student, \$13/elementary school student and \$26/high school student. **Parishioner**

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participants are billed to the parish at \$13/participant. Catholic Metro Sports includes this cost in their registration fees and will reimburse this cost to the parish annually. All billing will be directed to the parish and paid by the parish.

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SPORTS TEAM ANNUAL REGISTRY (STAR) FORM

DATE: _____

Parish- or school-affiliated sports organizations should complete the following information and return a copy to Brenda Leslie (bleslie@archatl.com)

PARISH/SCHOOL NAME: _____
SPORTS ORGANIZATION NAME: _____
SPORT, AGE GROUP(s): _____
FACILITY USED (Gym, etc.): _____
LEAGUE NAME (if any): _____
KEY CONTACT NAME, PHONE NUMBERS: _____
KEY CONTACT NAME EMAIL ADDRESS: _____

ESTIMATED NUMBER OF REGISTERED PARTICIPANTS (ANNUALLY): _____

ESTIMATED NUMBER OF PARTICIPANTS WHO HAVE COVERAGE THROUGH AN ARCHDIOCESE OF ATLANTA/PAROCHIAL CATHOLIC ELEMENTARY OR HIGH SCHOOL: _____

NUMBER OF COACHES: _____

NUMBER OF COACHES, DIRECTORS: _____

A. FINANCIALS AND BANK ACCOUNT

- a. FOR PARISHES NOT USING CATHOLIC METRO SPORTS – all fees and expenses associated with the group are deposited to, and spent from a bank account set up under the parish’s Tax ID. And any bank account with the parish/school tax ID needs to be recorded on the balance sheet.
- b. FOR PARISHES USING CATHOLIC METRO SPORTS (CMS) - If the parish is using Catholic Metro Sports to manage the sports program, CMS will provide financial information to the parish on a regular basis.

Acknowledged By: _____

- B. SAFE ENVIRONMENT PROGRAM** – All adults directly involved with minor children in sporting events are required to be cleared through the Archdiocese of Atlanta’s Safe Environment Program. Note below the specific individual within your sports organization responsible for overseeing compliance with the SEP:

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Individual Responsible: _____

Work and Mobile Phone Number: _____

Email Address: _____

- C. **ACCIDENT CLAIMS OVERSIGHT** – Participants are provided with secondary sports accident coverage through the AoA Student and Sports Accident Insurance policy. This coverage is for accidents that occur in regularly scheduled sport events and practices. Each family’s own medical insurance is primary and this accident insurance is **secondary**. The related claim form and summary of coverage is on the AoA website, under Finance/Insurance, or is available from Brenda Leslie (bleslie@archatl.com) .

The cost of this insurance will be billed to each parish/school on an annual basis. Note below the individual in the sports organization who has responsibility for communicating this insurance and assisting with handling any accident claims:

Individual Responsible: _____

Work and Mobile Phone Number: _____

Email Address: _____

- D. **REGISTRATION DOCUMENTS** – Each sports organization requires a registration form for all participants. A copy of these documents must be available for review by the parish/school business office, if requested. Note below the individual with responsibility for insuring that all participants have been properly registered either through the parish or through Catholic Metro Sports:

Individual Responsible: _____

Position: _____

Work and Mobile Phone Number: _____

Email Address: _____

- E. **PARTICIPANT LIABILITY WAIVER** – Parents of all participants must complete a Parental/Guardian Consent Form for all participants under age 18, and a Liability Waiver form. This information must be available for review by the parish/school business office, if requested. Note below

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the individual within the sports organization who has responsibility for ensuring parental consent and waiver forms are completed:

Individual Responsible: _____

Work and Mobile Phone Number: _____

Email Address: _____

- F. **DRIVING RESPONSIBILITIES** – All driving responsibilities are the responsibility of each athlete’s parents. The sports organization bears no responsibility for driving participants to or from any games or practices, whether at the central location or at another parish or school’s facilities. Note below the individual who has responsibility for communicating this to participant’s parents.

Individual Responsible: _____

Email Address: _____

- G. **UNAFFILIATED SPORTS ORGANIZATIONS:** If an Unaffiliated sports organization has approval to use parish athletic facilities for their events, they are required to complete and return a “Facility Usage/Indemnity Agreement” (available on the Insurance page of the Office of Finance on the Archdiocese’s website) and must also furnish a “Certificate of Insurance” to the parish/school and to Catholic Mutual naming the parish/school and Archdiocese as “additional insured”.

- H. **PASTOR/PRINCIPAL APPROVAL** – The use of the parish or school’s facility requires approval by the pastor or principal, for each sports organization, each year, before the sports season begins.

Pastor/Principal Approval: _____

Date: _____