

## APPENDICES

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**SAMPLE C.Y.A.A. SPORTS PERMISSION FORM**

Name of School \_\_\_\_\_

I/We, the parent(s)/guardian(s) of \_\_\_\_\_ request

Name of child \_\_\_\_\_

that the school allow my child to participate in the C.Y.A.A. after school sports program at \_\_\_\_\_ School. I understand that this will include travel to other schools on an activity bus. Also due to league fees, update of uniforms and the cost of officials each participant will have to pay \$10.00 per sport. This fee should be paid before the first game or arrangements made with the office or coach. This is non-refundable to those who drop out of the program, those who are suspended, and those who are academically ineligible due to grades or conduct. The participants are responsible for the uniforms and maintaining the condition in which they were given. If lost or damaged an additional \$25.00 will be charged.

We hereby release and save harmless \_\_\_\_\_ School or any and all of its employees from any and all liability for any harm arising to my/our son/daughter as a result of participating in the C.Y.A.A. after school sports.

Sincerely,

\_\_\_\_\_  
Parent/Guardian Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Daytime phone

Check Sports for participation:

Boys: \_\_\_\_ Flag Football \_\_\_\_ Basketball \_\_\_\_ Baseball

Girls: \_\_\_\_ Volleyball \_\_\_\_ Softball \_\_\_\_ Basketball

\_\_\_\_ Cheerleading

In case of an emergency please contact \_\_\_\_\_  
at \_\_\_\_\_.



Roman Catholic Diocese of Phoenix  
HEALTH AND EMERGENCY INFORMATION FORM \_\_\_\_\_ (School Year)

Appendix B

\_\_\_\_\_  
[School]

_____ Student's Name	_____ Date of Birth	_____ Grade/Room	M    F _____ Sex
_____ Student's Address	_____ City, State, Zip		
_____ Mother's/Legal Guardian's Name ( (    ) )	_____ Father's/Legal Guardian's Name ( (    ) )    ( (    ) )		
_____ Daytime Phone	_____ Cell Phone	_____ Daytime Phone	_____ Cell Phone
_____ Address (if different from Student's)		_____ Address (if different from Student's)	

**Alternative Emergency Contacts – If Parents Cannot be Reached**

_____ Primary Emergency Contact ( (    ) )	_____ Secondary Emergency Contact ( (    ) )    ( (    ) )
_____ Daytime Phone	_____ Cell Phone
_____ Daytime Phone	_____ Cell Phone

**Student Health & Medical Information**

_____ Physician's Name	_____ Phone Number
_____ Dentist's Name	_____ Phone Number
_____ Name & Address of Preferred Hospital (if any)	_____ Phone Number
_____ Insurance Company	_____ Group & Policy Number
_____ Student's Allergies	_____ Medications Student Takes Regularly
_____ Special Health Considerations:	
_____	
_____	

All students will receive basic first aid and emergency care as needed. By signing this form, I consent to these services being given to my student. I further agree that if emergency service involving medical action or treatment is required and the parent(s) or guardian(s) cannot be contacted, I hereby consent for the Student to be given medical care by the doctor or hospital selected by the School. I hereby give and grant unto any medical doctor or hospital my consent and authorization to render such aid, treatment or care to said student as, in the judgment of said doctor or hospital, may be required, on an emergency basis, in the event the Student should be injured or stricken ill. I authorize the School to release medical information about my student to his/her care provider. I authorize the School to release care and custody of my student to the emergency contacts listed above. It is understood that the consent and authorization given hereby are continuing and apply throughout the current school year. It is further understood that insurance or parent of student will pay any expenses incurred. Payment of such expenses is not a school responsibility.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

## DIOCESE OF PHOENIX TRANSPORTATION POLICY

### Policy Statement

As it carries out its mission in service of the Body of Christ, transportation is critical to many of the pastoral and charitable works of the Local Church. While never failing in this mission of service, we must at the same time seek to develop and implement practices aimed at limiting the risk associated with our transportation activities and protecting the financial and other assets that the faithful have made available to us specifically for the purpose of carrying out our mission. This risk management is the responsibility of all clergy, religious, lay employees, volunteers, and faithful in the Diocese of Phoenix. Adherence to the Transportation Policy is required of all parishes and schools in the Diocese as well as other diocesan institutions that participate in its Group Insurance Program.

### Related policy information

#### 1. Church\*-owned Vehicles

- a. Drivers must be 21 years of age or older.
- b. If minors are transported, driver must be 25 years of age or older.
- c. Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle.
- d. Each driver must complete a "Driver Information Sheet" The sheets are retained on file for the duration of each individual's service as a driver.
- e. Each driver must take the "Be Smart – Drive Safe" defensive driving course located on our Catholic Mutual risk management website: [PHOENIX.CMGConnex.org](http://PHOENIX.CMGConnex.org).
- f. Annual driving records must be obtained for frequent or regular drivers of parish or school vehicles. The record can be obtained from [www.azdot.gov](http://www.azdot.gov). The form is titled Motor Vehicle Record Request.
- g. The use of 10 to 15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- h. Beginning July 1, 2007 all vans and buses must meet Federal Motor Vehicle Safety Standards (FMVSS) for visibility, bus body structure requirements for rollover accidents, strength of body panel joints and occupant protection requirements for passenger seating and barriers. A copy of the FMVSS regulations can be obtained from Catholic Mutual Group.
- i. Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the bed of a pick up or in the cargo area of a vehicle. This requirement does not apply to buses which are not equipped with seat belts, provided they meet the federal requirements as stated in §5.
- j. Church\*-owned vehicles may be driven outside of the United States only if adequate insurance is purchased for these occasions. If such a trip is planned, the Diocesan Claims/Risk Manager must be consulted.

#### 2. Personal Vehicles used for Church\* Business

- a. Drivers must be 21 years of age or older.
- b. If minors are transported, driver must be 25 years of age or older.
- c. Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle.
- d. The attached driver information form must be completed for each driver and kept in parish/school files.
- e. The use of 10-15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- f. The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
- g. The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident.
- h. Vehicles owned by our parishes, schools and other insured entities may ONLY be driven outside of the United States IF adequate insurance is purchased for a particular occasion. IF such a trip is planned, the Diocesan Claims/Risk Manager must be consulted.

#### 3. Rented/leased vehicles

- a. The rental or lease of 10-15 passenger vans to transport children or adults is prohibited.
- b. When a vehicle is being rented or leased and the following conditions are met, liability insurance must be purchased from the rental agency: (a) minors will be transported in the vehicle or (b) non-church\*-employees will be transported in the vehicle.
- c. If vehicle will be driven to Mexico, purchase Mexican Insurance. Make two copies and keep one in the vehicle and one with the group leader.

#### 4. Chartered Vehicles

- a. Obtain a Certificate of Auto Liability naming the Diocese and location as an additional insured. Minimum liability limits are \$1,000,000 combined single limit. If more than 15 people are being transported then minimum acceptable limits are \$5,000,000 combined single limit.

\*The use of the word "church" here refers to all institutions of the Diocese of Phoenix that participate in its group insurance program.



## THE ROMAN CATHOLIC DIOCESE OF PHOENIX

### Driver Information Sheet

Please complete one sheet for each driver and one sheet for each private vehicle used

Driver Information:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Private Vehicle Information (private vehicles used for church/institution purposes):

Name of Owner: \_\_\_\_\_ Model of Vehicle: \_\_\_\_\_

Address of Owner: \_\_\_\_\_ Make of Vehicle: \_\_\_\_\_

Year of Vehicle: \_\_\_\_\_

License Plate # \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Insurance Information:

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Date of Policy Expiration: \_\_\_\_\_ Liability Limits of Policy\*: \_\_\_\_\_

\*Please note: The minimal acceptable limits for privately owned vehicles is \$100,000/\$300,000

Certification:

*I certify that the information given on this form is true and correct to the best of my knowledge. I understand that I must be 21 years of age or older to drive on behalf of parishes, schools or other insured entities. I must be 25 years of age or older to transport minors. I must possess a valid driver's license, have the proper and current license and vehicle registration and have the required insurance coverage in effect on any vehicle used.*

*I also certify that I have completed the "Be Smart – Drive Safe" defensive driving course located on our Catholic Mutual risk management website: [Phoenix.CMGConnect.org](http://Phoenix.CMGConnect.org).*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Roman Catholic Diocese of Phoenix**  
**OFF-CAMPUS PERMISSION FORM**  
(attach Emergency Card - Appendix B)

**Appendix C.3**

\_\_\_\_\_  
Name of School

I, the Parent/Legal Guardian of \_\_\_\_\_ (the "Student") request that the School allow the Student to participate in the following off-campus activity:

Description of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Destination: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Estimated Departure & Return Times: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Educational Objective: \_\_\_\_\_

I give permission for the Student's participation in this activity. As Parent/Legal Guardian, I remain fully responsible for any legal responsibility resulting from any personal actions taken by the Student. I understand that the Student will be under the supervision of the designated school personnel and chaperones and that all school rules will be in effect.

In consideration for the Student's participation, on behalf of myself, the Student and our heirs, assigns, executors and personal representatives, I hereby release, absolve, indemnify and agree to hold harmless the School, the Roman Catholic Church of the Diocese of Phoenix (the "Diocese"), and any and all of their officers, directors, agents, employees, representatives, volunteers, sponsors or benefactors of said trip from any and all liability for any and all injury that may arise out of participation in this activity. I understand that such an undertaking involves an element of risk. I hereby expressly assume all risks and hazards incidental to participation in this activity.

I represent and certify that I, as parent/guardian of the Student, have read the entirety of this document and fully understand the contents, consequences and implications of signing this document and that I agree to be bound by this document.

\_\_\_\_\_  
Signature Parent/Guardian

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number(s)



**Roman Catholic Diocese of Phoenix**  
**FIELD TRIP**  
**ADULT LIABILITY WAIVER**

**Appendix C.4**

\_\_\_\_\_  
Name of School

I desire to participate in the following off-campus activity:

Description of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Destination: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Estimated Departure & Return Times: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Educational Objective:

In consideration for my participation, on behalf of myself and my heirs, assigns, executors and personal representatives, I hereby release, absolve, indemnify and agree to hold harmless the School, the Roman Catholic Church of the Diocese of Phoenix (the "Diocese"), and any and all of their officers, directors, agents, employees, representatives, volunteers, sponsors or benefactors of said trip from any and all liability for any and all injury that may arise out of participation in this activity. I understand that such an undertaking involves an element of risk. I hereby expressly assume all risks and hazards incidental to participation in this activity.

I represent and certify that I have read the entirety of this document and fully understand the contents, consequences and implications of signing this document and that I agree to be bound by this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number(s)

**Roman Catholic Diocese of Phoenix**  
**TRANSPORTATION OF MINOR PERSON TO/FROM SCHOOL CAMPUS**

The Catholic Diocese of Phoenix "Diocesan Policy and Procedure for the Protection of Minors" as it pertains to Diocesan Personnel provides, in part, that "Field trips or other outings involving a minor in places and situations where no other responsible adults are present..." are to be avoided. The directive of this provision requires that another adult should accompany Diocesan personnel who transport minors to and from field trips and outings.

Because of the limited number of participants in the \_\_\_\_\_ (name of program) of \_\_\_\_\_ (name of school) and the time of day in which program events will occur, it may not always be possible to have two adults occupying each vehicle transporting minors to and from the programs.

The Diocese permits **exceptions to this policy** only upon a showing by the school that:

1) a school has made reasonable efforts to have two adults present in such vehicles, but without success; and 2) a parent or guardian of any student participating in such program has consented in writing to allow such student to be transported in a vehicle occupied by only one adult. However, for the exception to apply the parent/guardian of the minor person must consent in writing.

I, \_\_\_\_\_, of \_\_\_\_\_  
 (name of parent/guardian) (name of minor student)

have selected one of three alternatives below by checking the applicable box to indicate selection:

☐ (1) **CONSENT OF PARENT/GUARDIAN TO ALLOW FOR EXCEPTION TO POLICY.**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, (name of student) a participant in the \_\_\_\_\_ (name of program) of \_\_\_\_\_ (name of school) hereby consent to allow the student named above to travel to and from program events in a vehicle occupied by a single adult person at any time during the \_\_\_\_\_ school year. I further acknowledge that I have instructed my minor child to occupy only the rear seat(s) of such vehicle. I agree that if I wish to revoke this consent I will do so in writing and deliver such revocation to the Principal of the school. I further consent subject to the following additional conditions (if any): \_\_\_\_\_

☐ (2) **NON-EXCEPTION**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, choose to have my child always travel in a 2 adult vehicle.

☐ (3) **ASSUMPTION OF TRANSPORTATION RESPONSIBILITY**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, will solely provide transportation for my child to all activities away from the school campus.

\_\_\_\_\_  
 (signature of parent/guardian)

\_\_\_\_\_  
 (print name of parent/guardian)

State of Arizona

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My commission expires: \_\_\_\_\_

Policy 3-1 Catholic Schools

Appendix G.6

11/2011



## ACCIDENT/INJURY REPORT

Time of day \_\_\_\_\_

Where did the Accident/Injury occur \_\_\_\_\_

Equipment involved \_\_\_\_\_

People involved \_\_\_\_\_

Witnesses: Name \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip

Telephone \_\_\_\_\_

Describe the Accident/Injury

What action was taken

First Aid administered

First Aid administered by \_\_\_\_\_

What calls were made: (please circle those that apply)

911                  Doctor/Clinic                  Parents/Guardians                  Hospital

\_\_\_\_\_ Other                  No phone call needed

Appropriate school personnel were notified:                  YES                  NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Give completed Accident/Injury Report to the principal for the student's health file.

## **STUDENT ACCIDENT INSURANCE**

Any student enrolled in a Diocese of Phoenix Nursery, Pre-School, Kindergarten, Elementary, or Secondary School, will be provided accident insurance worldwide while on school grounds when school is in session, while taking part in a school sponsored and supervised activity, or while attending school sponsored and supervised religious services or instruction. If a student suffers a covered “accidental injury,” he/she will be eligible for benefits by completing the proper claim documentation which will be available in the school office. The program pays in excess of any collectible insurance.

\* This description is for informational purposes only, please refer to the policy for actual coverage, conditions, and restrictions that may apply.

For any participant from a school that is not part of the Diocese of Phoenix, such school participate in the C.Y.A.A. Athletic Program will be solely responsible for obtaining its own insurance coverage covering its students for all claims arising out of participation in the C.Y.A.A. Athletic Program.

All accidents and injuries should be reported to the school principal. See procedures and forms that follow.

## PROCEDURES FOR STUDENT INJURIES

The Diocese of Phoenix has supplemental insurance for students who have been injured on the school campus or at school sponsored events. K & K Insurance is the insurance company that provides all school and preschool insurance at no cost to the parents. This insurance will pay out-of-pocket cost and/or any copayments not covered by parent's insurance. If the parent does not have insurance, then K & K becomes the primary insurance for the student.

### **In case of an injury to a student which requires medical treatment:**

1. A K & K Insurance Catholic Mutual Participant Accident Insurance Claim Form is to be completed.
  - The report is to be signed by the principal, nurse, or assistant principal
  - A copy of the signed incident report is filed
  - A copy if FAXed to K & K Insurance Participant Accident Unit at (260) 459-5915
  - A copy is also FAXed to Catholic Mutual, attn: Kathy Tuley, Claims Risk Manager, at (602) 354-2182.
2. A K & K insurance form and accompanying information is given to parent.
  - The Incident Report is completed by the school and the original is given to the parent
  - The Claim Form (Part II) should be completed by the injured party's parent. The parent must attach necessary medical paperwork and mail to K & K Insurance.
  - Parent should be told that time constraints apply
3. Contact Catholic Mutual Office – Kathy Tuley at (602) 354-2181
  - Serious injury
  - Upset parent
  - Any other concerns
4. Check for an updated K & K account number for the diocese at the beginning of each school year. New forms may be required.



1712 Magnavox Way P.O. Box 2338  
Fort Wayne, Indiana 46801  
ph (800) 237-2917  
Participant Accident Unit  
Fax (312) 381-9077  
<http://www.kandkinsurance.com>



000296431 / KAMB0000018025402  
**Catholic Mutual**  
**INCIDENT**  
**REPORT**

## PART I

INSURED	NAME OF INSURED: _____ POLICY #: _____ PARISH/SCHOOL: _____ CITY/STATE: _____
TIME & PLACE OF INCIDENT	DATE: _____ TIME: _____ <input type="radio"/> AM <input type="radio"/> PM ACTIVITY: _____ EVENT TYPE: _____ LOCATION: _____
HAPPENED TO	NAME: _____ SSN: _____ DATE OF BIRTH: _____ SEX: <input type="radio"/> Male <input type="radio"/> Female PHONE: ( ) _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
FUNCTION	AS: <input type="radio"/> PARTICIPANT <input type="radio"/> VOLUNTEER <input type="radio"/> STUDENT <input type="radio"/> OTHER: _____
APPARENT INJURY OR DAMAGE	BODY PART: _____ CONDITION: (Laceration, Concussion, Sprain, Fracture, Etc.): _____ <input type="radio"/> ON-SITE CARE ONLY, BY (PHYSICIAN) (EMT) (TRAINER) OTHER: _____ <input type="radio"/> AMBULANCE, TAKEN TO: _____ CITY: _____ <input type="radio"/> FATALITY
PASTOR/PARISH/SCHOOL ADMINISTRATOR	NAME: _____ PHONE: _____ TITLE: _____ ORGANIZATION: _____ SIGNATURE: _____ DATE: _____
INCIDENT DESCRIPTION	DESCRIBE WHAT HAPPENED: _____ _____ _____

**PART II****TO BE COMPLETED BY INJURED PERSON OR PARENT**

INJURED PERSON: \_\_\_\_\_ SPOUSE'S NAME: \_\_\_\_\_  
(if applicable):

FATHER'S NAME: \_\_\_\_\_ MOTHER'S NAME: \_\_\_\_\_  
(if injured is a minor) (if injured is a minor)

EMPLOYER NAME \_\_\_\_\_ EMPLOYER NAME \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_ EMPLOYER ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

GROUP INSURANCE COMPANY: \_\_\_\_\_ GROUP INSURANCE COMPANY: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_ POLICY NUMBER: \_\_\_\_\_

INSURANCE COMPANY ADDRESS: \_\_\_\_\_ INSURANCE COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

I WAIVE ANY PROVISION OF LAW TO THE CONTRARY AND HEREBY AUTHORIZE K&K OR ITS REPRESENTATIVES TO FURNISH TO ANY HOSPITAL, PHYSICIAN OR OTHER PERSON WHO HAS ATTENDED ME, AND MY INSURANCE CARRIER, ANY AND ALL INFORMATION WITH RESPECT TO THE ACCIDENTAL INJURY FOR WHICH I AM CLAIMING INSURANCE BENEFITS.

I WAIVE ANY PROVISION OF LAW TO THE CONTRARY AND HEREBY AUTHORIZE ANY HOSPITAL, PHYSICIAN OR OTHER PERSON WHO HAS ATTENDED ME, AND MY INSURANCE CARRIER OR EMPLOYER, TO FURNISH K&K OR ITS REPRESENTATIVES ANY AND ALL INFORMATION WITH RESPECT TO ANY SICKNESS OR INJURY, MEDICAL HISTORY, CONSULTATION, PRESCRIPTIONS, OR TREATMENT, AND COPIES OF ALL HOSPITAL, MEDICAL, OR INSURANCE RECORDS INCLUDING, BUT NOT LIMITED TO, INFORMATION REGARDING OTHER INSURANCE COVERAGES. I AGREE THAT A PHOTOCOPY OF THIS AUTHORIZATION SHALL BE CONSIDERED AS EFFECTIVE AS THE ORIGINAL.

I UNDERSTAND THIS AUTHORIZATION IS NECESSARY TO FACILITATE THE OBTAINING AND PROVIDING OF INFORMATION NEEDED TO QUICKLY PROCESS MY CLAIM.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please Note: If injured person is a minor, signature must be of parent or legal guardian.**



000296431 / KAMB0000018025402

**Catholic Mutual  
PARTICIPANT ACCIDENT  
INSURANCE CLAIM FORM**

(NOTE To the Participant/Parent/Guardian: Report and Claim Form will be returned if not fully completed and signed.)

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**Basic Procedures for Submitting the Incident Report and  
Participant Accident Insurance Claim Form**

1. The Parish/School Administrator or Pastor will complete PART I, the incident report, sign and date where indicated, and give the form to the participant.
  2. The participant or participant's parents/guardian will complete PART II, and forward it to K&K Insurance Group, Inc.
  3. Coverage under this policy is excess/secondary. If the student has other insurance, make the medical providers aware that the other insurance should be billed as the primary insurance and this policy as the secondary insurance. If this is done, the secondary insurance will be billed by the medical providers with the necessary forms.
  4. Failure to provide itemized medical bills and the primary insurance Explanation of Benefits will cause a delay in the claim process.
- 

**To the Participant/Parent/Guardian:**

Attach current itemized physician, hospital, or other provider's bills for accident medical expenses being claimed as well as the primary carrier's Explanation of Benefits showing their payments and denials. These bills must show the patient's name, condition (diagnosis), type of treatment given, date the expense was incurred and the charges made.

**MAIL TO:**  
**K&K INSURANCE GROUP, INC.**  
Claims Department  
P.O. Box 2338  
Fort Wayne, Indiana 46801-2338  
(800) 237-2917

**For general claims questions or status of a claim call:**  
**800-237-2917, or efax: 312-381-9077**

Department email: [KK\\_PAClaims@kandkinsurance.com](mailto:KK_PAClaims@kandkinsurance.com) (to be used when forwarding new claims and attachments for existing claims)

## IMPORTANT NOTICE

- **In General, and specifically for residents of Arkansas, Illinois, Louisiana, Rhode Island and West Virginia:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
- **For Residents of Alabama:** Any person who knowingly present a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for Insurance is guilty of a crime and may be subject to restitution fines and confinement in prison, or any combination thereof.
- **For residents of Colorado:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an Insurance Company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any Insurance company or agent of an Insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from Insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.
- **For residents of the District of Columbia:** WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.
- **For residents of Florida:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
- **For residents of Kentucky:** Any person who knowingly and with intent to defraud any Insurance company or other person files an application for insurance containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.
- **For residents of Maine, Tennessee and Washington:** It is a crime to knowingly provide false, incomplete or misleading information to an Insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
- **For residents of Oregon:** Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.
- **For residents of Maryland:** Any person who knowingly of willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
- **For residents of New Jersey:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.
- **For residents of New Mexico:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.
- **For residents of New York:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent Insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.
- **For residents of Ohio:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an Insurer, submits a false or deceptive statement is guilty of Insurance fraud.
- **For residents of Oklahoma:** WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.
- **For residents of Pennsylvania:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.
- **For residents of Texas:** Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
- **For residents of Virginia:** Any person who with the intent to defraud or knowing that he is facilitating a fraud against an insurer submits an application or files a false or deceptive statement may have violated state law.

[AXIS\_FRAUD 0220]

**Dear Participant:** If you have an appointment with a doctor as a result of a sport related injury, please show this document to the doctor's insurance secretary. You should be identified as a member of the following preferred provider networks and/or their affiliates.

**Dear Doctor or Provider:** This document indicates that this patient is a participant in the following preferred provider networks and/or their affiliates.



### INSTRUCTIONS FOR COMPLETING THE ACCIDENT INSURANCE FORM TO THE INJURED PERSON/PARENT/GUARDIAN

To the injured person/parent/guardian:

Complete part II of this claim form. Attach current itemized physician, hospital, or other provider's bills for accident medical expenses as well as the primary carrier's explanation of benefit showing their payment and denial. These bills must show the patient's name, condition (diagnosis), type of treatment given, date the expense was incurred, and the charges made. Return this form to K&K Insurance Group, Inc. Please note: Claim forms will be returned if not fully completed and signed. Omission of vital information will cause a delay in claim processing.

# C.Y.A.A. COACH SIGN OFF

School Year: \_\_\_\_\_ Season: \_\_\_\_\_

I have read the philosophy, policies, rules and regulations contained in the Catholic Youth Athletic Association (C.Y.A.A.) Code of Conduct and Handbook. I agree to abide by these and all policies approved by the Diocese of Phoenix. I agree to abide by the C.Y.A.A. Philosophy and the obligations set forth in the Role of the Coach in the C.Y.A.A. Code of Conduct.

During season and tournament play ALL team members at all grade levels MUST PARTICIPATE IN EACH game according to the time requirements listed on page 16 of the handbook or the team will forfeit.

I understand and acknowledge that accidents resulting in injury occasionally occur during such activities as I will be engaging in and agrees to fully assume any and all risk of harm or injury which may occur to me during my time as a C.Y.A.A. Coach. I will release and hold harmless the Diocese of Phoenix, the C.Y.A.A. and their officers, agents, employees, students and volunteers from any and all claims, actions or causes of actions that arise from my activities as a C.Y.A.A. Coach.

Coach 's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal 's Signature \_\_\_\_\_ Date \_\_\_\_\_



Telephone(s) \_\_\_\_\_

Telephone \_\_\_\_\_

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**C.Y.A.A.  
ISSUES & CONCERNS  
FORM**

Please describe in detail the issue or concern below.

Date of incident \_\_\_\_\_

Location of incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach Form F and any other information and send to Catholic Schools Office,  
Attn: C.Y.A.A.

**SAMPLE GRADE REPORT**

Date:	Religion/Conduct		English/Conduct		Math/Conduct		Science/Conduct		Soc. Stud./Conduct		Other/Conduct	
Student Name:												
Teachers initials:												

**SAMPLE PARENT/STUDENT SIGN OFF**

---

Name of School

---

School Year

I/We have read the philosophy, roles, rules and regulations contained in the parent/student handbook regarding the Catholic Youth Athletic Association (C.Y.A.A.).

I/We agree to abide by these and all policies approved by the school and the Diocese of Phoenix for students attending \_\_\_\_\_ School.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**SAMPLE CONSENT FOR EMERGENCY CARE**

---

Name of School

Student \_\_\_\_\_ Grade \_\_\_\_\_

BE IT KNOWN that I, the undersigned parent or guardian of the student above-named, do hereby give and grant unto any medical doctor or hospital my consent and authorization to render such aid, treatment, or care to said student, as in the judgment of said doctor or hospital, may be required on an emergency basis, in the event said student should be injured or stricken ill while participating in an interscholastic activity.

IT IS HEREBY understood that the consent and authorization hereby given and granted are continuing, and are intended throughout the current school year.

IT IS FURTHER understood that any expenses incurred will be paid by insurance or the parent of the student. Payment of the expense is not a school responsibility.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Parent/Guardian Signature\_\_\_\_\_  
Date

Family Physician \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Policy/Group # \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Father's Work Phone \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_

## SAMPLE ATHLETIC MEDICAL AUTHORIZATION

Please Print: (Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Initial) \_\_\_\_\_  
 Grade \_\_\_\_\_  
 Birthdate \_\_\_\_\_  
 Eyes R \_\_\_\_\_ L \_\_\_\_\_ Glasses \_\_\_\_\_ Hearing R \_\_\_\_\_ L \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_  
 Ear, \_\_\_\_\_ Nose, \_\_\_\_\_ Throat \_\_\_\_\_  
 Lungs \_\_\_\_\_  
 Urinalysis \_\_\_\_\_ Diabetes \_\_\_\_\_ Pulse \_\_\_\_\_  
 Blood Pressure and Heart \_\_\_\_\_ Heart Murmur \_\_\_\_\_  
 Deformities or present illness \_\_\_\_\_ Prosthesis \_\_\_\_\_  
 Hernia evidence \_\_\_\_\_ Concussion \_\_\_\_\_ Epilepsy \_\_\_\_\_ Other \_\_\_\_\_

Would athletic competition be injurious? \_\_\_\_\_

I hereby certify that, on this date, I examined the above student and recommend him/her as being physically able to participate in all supervised athletics and physical education activities, except as noted:

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Examining Physician

**Health History**

_____ allergy to bee sting	_____ heart murmur
_____ anemia	_____ hepatitis
_____ arthritis	_____ hernia
_____ asthma	_____ hives
_____ concussion	_____ kidney trouble
_____ diabetes	_____ migraine headaches
_____ eczema	_____ pneumonia
_____ emotional problems	_____ rheumatic fever
_____ epilepsy	_____ other
_____ fainting	_____

operations: \_\_\_\_\_

(Include year)

fractures: \_\_\_\_\_

(Include year)

To which drugs is the student allergic? \_\_\_\_\_

If student is now under medical treatment list reason and attending doctor:

\_\_\_\_\_

\_\_\_\_\_



## Catholic Diocese of Phoenix Volunteer Application

The Catholic Diocese of Phoenix appreciates your willingness to share your faith, time and talents. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us create a safe environment for the people of our community. For your privacy, this form will be stored in a secured locked facility.

### PERSONAL INFORMATION

Last Name, Suffix (i.e., Jr/Sr.)	First Name	Middle Initial	Date of Birth
Street Address	City	State	Zip
		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Length at current address _____ Years _____ Months If you have resided at this location less than 3 years list previous address(es) below.			
Most Recent Previous Address	City	State	Zip
Additional Previous Address	City	State	Zip
Home Phone Number	Cell Phone Number	Email Address	

### PRIMARY VOLUNTEER INFORMATION

Primary Volunteer Location Parish <input type="checkbox"/> School <input type="checkbox"/> Both <input type="checkbox"/>	
Primary Parish Name	Primary School Name
Are you a registered Parishioner Yes <input type="checkbox"/> No <input type="checkbox"/>	List the name of child(ren) attending Catholic School _____ _____
Type of Volunteer <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above	List the name of all titles/ministries in which you desire to participate (i.e., Catechist, Coach, Choir, Eucharistic Minister, Knights of Columbus, Ladies Auxiliary, Lector, Money Counter, Pastoral Care, SVDP, Youth Ministry, etc.) _____ _____
What interests you about serving in the above listed ministry(ies)? _____ _____	
What has prepared you to serve in the above listed ministry(ies)? _____ _____	

### ADDITIONAL VOLUNTEER LOCATIONS WITHIN THE DIOCESE OF PHOENIX

<b>1) Parish/School Name &amp; City:</b>  <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above	<b>2) Parish/School Name &amp; City:</b>  <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

For Office Use Only: LAST NAME:

FIRST NAME:

DATE:

**3) Parish/School Name & City:**
☐ Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care)

☐ Serves minors

☐ None of the above
**4) Parish/School Name & City:**
☐ Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care)

☐ Serves minors

☐ None of the above
**VOLUNTEER HISTORY** ☐ Check here if you do not have volunteer history

Volunteer Organization	Position	Start Date	End Date	Duties
Street Address	City	State	Zip	
Contact Name	Title			
Phone Number	E-mail Address			

Volunteer Organization	Position	Start Date	End Date	Duties
Street Address	City	State	Zip	
Contact Name	Title			
Phone Number	E-mail Address			

**EMPLOYMENT** ☐ Check here if you are not currently employed

Current Employer:	Position	Years Employed
Street Address	City	State
		Zip

**REFERENCES**

(A minimum of three required. If residing in Diocese of Phoenix less than three years two of the references must be from previous location)

Reference Name ( <b>Professional</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Professional</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Personal</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No



Reference Name ( <b>Personal</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Personal</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No

### BACKGROUND CHECK INFORMATION

Have you changed your last name in the past 5 years? ☐ Yes ☐ No

If yes, was name change due to a marriage/divorce? ☐ Yes ☐ No

What was your previous last name? \_\_\_\_\_

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

☐ Yes ☐ No If Yes, Explain \_\_\_\_\_

Have you ever been arrested, indicted, awaiting trial or ever admitted to committing a misdemeanor or felony?

☐ Yes ☐ No

If yes, please list the offense, date, jurisdiction and outcome. \_\_\_\_\_

Do you have any outstanding warrants, either in Arizona or in any other state? ☐ Yes ☐ No

If yes, list reason for warrant. \_\_\_\_\_

Is there anyone living in your home that is a registered sex offender, been accused of or is awaiting trial for a criminal offense against a child? ☐ Yes ☐ No

If yes, what is your relationship. \_\_\_\_\_

### FOUNDATION SAFE ENVIRONMENT TRAINING CLASS INFORMATION

Class Name \_\_\_\_\_ Date \_\_\_\_\_

Location of Class \_\_\_\_\_

### DECLARATION – Please read each statement and *initial* on the lines below (*Do not make check marks*).

(initials only)

\_\_\_\_\_ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my ministry involvement.

(initials only)

\_\_\_\_\_ I understand that a background check may be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

(initials only)

\_\_\_\_\_ I agree to observe all Catholic Diocese of Phoenix guidelines and policies for the program in which I am applying.

**\*\*\* PLEASE SIGN BELOW AFTER YOU HAVE READ AND INITIALED THE ABOVE STATEMENTS.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Trainer Review

I verify applicant completed the initial training, application and that each declaration statement has been initialed.

Trainer Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Interview Complete ☐ Yes ☐ No

Reference Checks Complete (Minimum of Three) ☐ Yes ☐ No

Approved to Volunteer ☐ Yes ☐ No ☐ Yes With Listed Restriction(s) \_\_\_\_\_

ROMAN CATHOLIC DIOCESE OF PHOENIX  
DIVISION OF EDUCATION & EVANGELIZATION  
CATHOLIC SCHOOLS VOLUNTEER INFORMATION SHEET

Name: \_\_\_\_\_ School: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City Zip

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Social Security #: \_\_\_\_\_

Please indicate if you are awaiting trial on, have ever been convicted of, or have ever admitted committing any of the following criminal offenses in the State of Arizona or similar offenses in another jurisdiction. Check all that apply:

- |                                                                                                                                                                                                                                        |                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| _____ Sexual abuse of a minor                                                                                                                                                                                                          | _____ Incest                                                    |
| _____ First or second degree murder                                                                                                                                                                                                    | _____ Kidnapping                                                |
| _____ Arson                                                                                                                                                                                                                            | _____ Contributing to the delinquency of a minor                |
| _____ Commercial sexual exploitation of a minor<br>dangerous or narcotic drugs                                                                                                                                                         | _____ Felony offenses involving<br>distribution of marijuana or |
| _____ Burglary                                                                                                                                                                                                                         | _____ Robbery                                                   |
| _____ A dangerous crime against children as<br>defined in A.R.S. 13-604.01                                                                                                                                                             | _____ Child Abuse                                               |
| _____ Sexual conduct with a minor                                                                                                                                                                                                      | _____ Molestation of a child                                    |
| _____ Voluntary manslaughter                                                                                                                                                                                                           | _____ Aggravated assault                                        |
| _____ I hereby certify that I am not awaiting trial on, have never been convicted of, and have<br>never admitted committing any of the above criminal offenses in the State of Arizona or<br>similar offenses in another jurisdiction. |                                                                 |

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

◆.....◆  
*To be completed by a Notary Public:*

Signature of Notary \_\_\_\_\_ Date \_\_\_\_\_

Date License Expires \_\_\_\_\_ Affix seal here:

**TOURNAMENT PARTICIPATION FORM**

**Please submit a separate form for girls and boys sports for each season**

\_\_\_\_\_ Our 7th/8th grade team(s) will be participating in the C.Y.A.A. \_\_\_\_\_ fall tournament  
(indicate # \_\_\_\_\_ winter  
of teams) \_\_\_\_\_ spring

School: \_\_\_\_\_

Coach: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**\*\*This form must be turned in at tournament meetings.**

**Please submit a separate form for girls and boys sports.**

C.Y.A.A.  
TOURNAMENT WITHDRAWAL  
FORM

Tournament withdrawing from \_\_\_\_\_

School Name \_\_\_\_\_

Team Grade \_\_\_\_\_

Reason for Withdrawal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Withdrawal \_\_\_\_\_

Athletic Director \_\_\_\_\_

Principal \_\_\_\_\_

Please email form to:

Naz Felix for Girls' sports [nfelix@stagnesphx.org](mailto:nfelix@stagnesphx.org)

Andy Kiltz for Boys' sports [andy.kiltz@sfxphx.org](mailto:andy.kiltz@sfxphx.org)

**C.Y.A.A.  
TOURNAMENT  
SITE FORM**

Tournament Location \_\_\_\_\_

Tournament Dates \_\_\_\_\_

Time designated \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact #'s (2) \_\_\_\_\_

\_\_\_\_\_

Fees \_\_\_\_\_

Maintenance Required      YES      NO

Site Reserved:      Gym      Baseball field      Softball field      Other

Please describe designated area or gym below:

\_\_\_\_\_

**CYAA TOURNAMENT PITCHING RECORD**

Date: \_\_\_\_\_

Coach: \_\_\_\_\_

Phone (W): \_\_\_\_\_

Team: \_\_\_\_\_

Phone (H): \_\_\_\_\_

Pitching Regulations: There must be 4 days rest between 6 innings pitched within a 7 day period.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

FOOTBALL RULINGS ON VIOLATIONS AND PENALTIES  
KEY: FOR THE FOLLOWING TABLE  
L.O.S. - LINE OF SCRIMMAGE  
S.O.F. - SPOT OF FOUL  
BOTH – L.O.S. & S.O.F.  
L.O.D. - LOSS OF DOWN  
A.F.D. - AUTOMATIC FIRST DOWN

VIOLATION DEF	PENALTY	DOWN	ENFORCED FROM	OFF.