



2022 – 2023 Basketball Free Throw Information Package

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Hello my Brothers,

I am happy to announce that I have accepted the State Free Throw Chairman position for the upcoming 2022-2023 fraternal year and I look forward to working with all the Regional Chairmen, District Deputies and the councils once again.

The last 3 years has been pretty difficult for everyone due to Covid and many of our programs had to be sidelined including the Basketball Free Throw. During this time I've had to make changes to the number of Regions within Ontario by amalgamating several of them. Starting this year we will only have 11 Regions, so please look carefully which Districts fall under which Region now. I know starting up again will be a little tough for some councils; it may take baby steps for the next couple of years for the Free Throw Program to get back to where it was back in 2019, but I believe if our hearts are in it, WE CAN DO IT!!!

I want to personally thank all of you who took part in the Free Throw program a few years back and to those who will be taking part in it again this year. I would like to thank the Regional Chairmen who helped back in the 2019-2020 fraternal year who for various reasons had to step down since then. Thank you to Bros. Derek Renaud (1), Kevin Smith (2), Timothy J. McGrath (4), Dave Lang (5), Jacques Fournier (6), Michael Meady (8), Richard Blais (10), Mark McAvoy (11), Michael Boric (12), Yvon Nolet (14) and Steve Summers (16). It has been a pleasure working with all of you. Also, thank you to the other 9 Regional Chairmen who are staying on another year and those who joined this year, I look forward to working with all of you.

I am currently looking for volunteers to fill the remaining 5 Regional Chairmen positions as illustrated on page 16. If you are interested and have experience convening the Knights Free Throw competition, please contact me.

We will again be including 15 to 17 year olds in our competition this year throughout all 4 levels within Ontario. All of the forms and reports are available for download from the Free Throw page on the Ontario State website. You will also be able to fill out these PDF files electronically and save the inputted information. This will make it easier for everyone to email completed forms and reports. You can find them at the following web page; <https://ontariokofc.ca/programs/youth/free-throw-soccer-challenge/>. For participants in the elementary schools you can still use the Kits from Supreme, so please feel free to order them. For participants in your local high schools, please use the reports and materials provided in the updated Package. Your District Deputies and I encourage your council to take advantage of this opportunity to get your local high school kids involved in the Program.

If you have any questions, please don't hesitate to contact me or our State Community Program Director Bro. Mario Duguay at CommunityDirector@ontariokofc.ca.

Thank you for volunteering your time and efforts in this year's Free Throw and I look forward to helping you make this program successful again.



Bro. Anthony Viresi
State Free Throw Chairman
416-241-1522
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GUIDELINES AND RESPONSIBILITIES

This program provides an opportunity for our youth 9 to 17 years of age to be engaged in a healthy competitive environment. The participants will have the opportunity to play at the Council, District and Regional levels. This can be promoted through schools, Columbian Squires' Circles and CYO (Catholic Youth Organization), hence giving us an opportunity to introduce our Order into our community.

Please find enclosed relevant information, materials and forms for the Basketball Free Throw Competitions.

1) Council Level:

- Every council should order their kits from Supreme in mid August so they arrive in September. You need to have a location and date for your Council Free Throw by mid November so that your schools will have enough time to setup their Free Throws in December or January or if you are having an open invitation, enough time for your council to advertise it.
- Councils should complete their Free Throw Competition by **January 31st, 2023** and submit the Entry/Score Sheets of your Council winners to the District Deputy within 2-3 days after.
- Complete the Participation Report Form (SO-FT-1) by **January 31st, 2023** and submit it to your District Deputy and State Free Throw Chairman. For each school that has a school level competition, please make sure to communicate with them and have them fill out a SO-FT-1 (School) Form. This way you can have a grand total as your Council participation.

2) District Level:

- District Deputies should have their Free Throw Competition by **February 19th, 2023**. You need to have a location and date for the District Free Throw by early November so that your councils will have enough time to set up their Free Throws in January.
- Please ensure that all Entry/Score Sheets of your District Winners are filled out completely and correctly! Please fill out the District Winners Report provided in this package and email it to your Regional Chairman at least 2 days before the Regional Competition takes place so they will know who to expect from your District. This is in case something happens and the Chairman doesn't receive your Entry/Score Sheets, they will have the previous scores on the District Winners Report when your winners fill out a new Entry/Score Sheet at the Regional Level.
- Please complete the District Deputy's Participation Report (SO-FT-2), also provided in this package, and email it to **Anthony Viresi by February 28th, 2023**.

3) Regional Level:

- Regional Chairmen will need to have a location and date for the Regional Free Throws by the end of October so that your Districts will have enough time to set up their Free Throws accordingly. You will need to convene the Regional Free Throw Competitions by **March 12th, 2023** and have the Ontario Regional Winners Report completed and emailed to **Anthony Viresi by March 13th, 2023** so that the Ontario State Free Throw Winners can be determined and sent to Supreme for the International Competition.
- The Ontario State Winners will be announced at the State Convention in April 2023.

Each participant must have the Free Throw Championship Entry form (#1598 or SO-1598) filled out fully to include the individual's First and Last name, address, entrant signature, parent(s) signature and the affiliated Council Number.

GUIDELINES FOR THE BASKETBALL FREE THROW COMPETITION

- 1) All Kits will now need to be ordered through Supplies Online which can be accessed in the Officers Portal. Please get you GK or FS to order the kits for you.
- 2) These should be ordered in August to be ready for the start of school in September.
- 3) Please refer to the Free Throw Championship Playbook (#1928) for the procedures, rules and regulations. They are in each Free Throw Kit or at the following web link below. Please also refer to the **Eligibility and Equipment** portion included in this package. [1928 \(kofc.org\)](http://1928.kofc.org)
- 4) Each participant must have a completed Free Throw Championship Entry form (#1598 or SO-1598). This score sheet is to be used to enter all levels of the competition (one score sheet per contestant for all competitions), should be completed with all the relevant information and the **age is determined as of January 1st**. The traditional #1598 that comes with the Supreme Free Throw Kits can be used for elementary school participants while the new SO-1598 provided in this package can be photocopied and used for high school participants.
- 5) Also included in this package is a **School Level - Class Entry Form (SO-1598CR)** that can be used for school level competitions. If you have teachers committed to running school level competitions where each school sends 8 -10 winners to your Council Free Throw, this form can be used. It makes the process a lot easier for the teachers and for the council when it comes time to print out participation certificates.
- 6) Please inform all the participants' parents or guardians that they must be present throughout all levels of competition that their child is competing in!
- 7) All scores should be verified before the next contestant is allowed to shoot. The use of videotape recording to resolve the scoring totals is not suggested. **Judges and scorers are given final authority in verifying all scores and violations.**
- 8) If the champion of a level cannot attend the next level, they forfeit and the 2nd place winner can go on to compete in their place. Try to determine this at the end of your competition or shortly after.
- 9) If your local schools are conducting School Level competitions, please ensure that your Council gets an accurate count of the numbers of participants from each school. Form SO-FT-1(School) should be filled out by the Athletic Director or the teacher in charge.
- 10) **ALL LEVELS OF COMPETITION MUST HAVE A MEMBER VOLUNTEERING WHO IS THE FAMILY OR COMMUNITY DIRECTOR OF A COUNCIL WHO HAS COMPLETED THE SAFE ENVIRONMENT PROGRAM AND HAS A BACKGROUND CHECK THROUGH SUPREME! ALL FREE THROW CHAIRMEN AT ALL 3 LEVELS OF COMPETITION MUST COMPLETE THE SAFE ENVIRONMENT PROGRAM AND HAVE A BACKGROUND CHECK! ALL MEMBERS VOLUNTEERING AT A COMPETITION MUST HAVE A BACKGROUND CHECK ON FILE WITH THE GK/FS AND SHOULD HAVE COMPLETED THE SAFE ENVIRONMENT PROGRAM!** The background checks should be **no older than 3 years** from the date of the competition.
- 11) Councils should complete their Free Throw by **January 31st, 2023**. The Grand Knight or the Council Free Throw Chairman will complete the Free Throw Participation form SO-FT-1 by **January 31st**. **Please include in the Council Total the total number of participants from each school, as this increases our State Free Throw participation.**
THE SO-FT-1 MUST BE EMAILED TO YOUR DISTRICT DEPUTY AND TO THE STATE CHAIRMAN ANTHONY VIRESI. The Council Free Throw Chairman will give the list of winners to the District Deputy and will ensure all the Entry Forms include the respective council number and the name of the school the participant attends.

- 12) The District Deputy will advise all his councils well in advance, of the date, time and place of the District Free Throw Competition, as this will need to be completed by **February 19th, 2023**. Please also complete the District Deputy's Report (SO-FT-2) and submit it to the State Chairman by **February 28th, 2023**.
- 13) All the District Free Throw Winner's Score Sheets, #1598 or SO-1598, will be given to the Regional Chairmen on the day of competition. Please ensure that all the Participant forms submitted are filled out correctly and that they are legible. The Regional Chairmen will keep all the Entry Forms after the competition as they may be needed by the State Chairman. The District Deputy will also need to fill out the District Winners Report and email it in advance to their Regional Chairman. Contact information for the Regional Chairmen is included in this package.
- 14) The Regional Chairmen will advise District Deputies in advance, of the date, time and location of the Regional Competition. If possible, Council Chairmen and District Deputies should be available to assist with the registration and competition at the Regional Level.
- 15) Regional Free Throw Competitions should be completed by **March 12th, 2023**. The Ontario Regional Winners Report needs to be sent to the **State Free Throw Chairman Anthony Viresi, no later than March 13th, 2023**, so the Ontario State Winners can be determined. Once I have determined the winners, I will personally contact the Regional Chairs indicating they have a state winner(s) and will request the Score Sheet of the winning participant(s). I will also personally inform the GKs and DDs who have State Winners and confirm their attendance at the State Convention.
- 16) The Ontario State Winners will be announced at the State Convention in April 2023. Ontario State Free Throw Winners ages 9 to 14 will also be sent to Supreme for the International Competition with final results in April. An official list of the Ontario State winners and finalists will be emailed to all DDs and Regional Chairmen at the beginning of April.
- 17) When determining the top 3 placements at the State level, the scores in each category from all 16 regions are compared to find the highest 3 scores. Often there are ties and this is when the District and even the Council scores are used to break them. It is **IMPERATIVE** that both the DD and Regional Chairman fill out their Winners Report completely, especially with the **Council and District scores!** Regional winners in a tie for one of the top 3 spots that don't have these 2 other scores will lose out in the tie breaking process.
- 18) **Awards:** Council - Certificates found in kits, District - Certificates supplied from State Office, Regional Awards supplied from State Office. State - Awards to be picked up at State Convention in April by local representative (GK or DD).
- 19) If your area does not have a Regional Chairman, please contact your Diocesan Association, to appoint one or suggest a brother Knight who would be interested.
- 20) For more information, materials, forms, etc., please visit the Supreme Website at the link below where the Basketball Free Throw Program page is located and you can also go to the Ontario State Website as well. <https://www.kofc.org/en/what-we-do/faith-in-action-programs/resources/index.html?1tab=1tab3>
<https://ontariokofc.ca/programs/youth/free-throw-soccer-challenge/>
- 21) **LET'S WORK TOGETHER TO MAKE ONTARIO THE HIGHEST IN THE ORDER IN PARTICIPATION!**

Let's also show how successful the program can be with the inclusion of High Schools!

“Coming together is a Beginning: Keeping together is Progress: Working together is Success!”

The Success of this Community Program depends on us all working together as a TEAM!

Eligibility and Equipment

Proof of Age

- Each participant's age is determined as of January 1st.
- Included in this package is an Age Chart to assist at the registration table.
- If a participant arrives to your competition and has competed in the wrong age category in previous levels, please have them compete in the proper category that day. Please explain to the participant why and make the correct age change on their form.
- In the Council through Regional Level, participants must compete within their own age category or else they cannot participate. **At the State Level, if Score Sheets received indicate that a participant competed in the wrong age category at the Regional Level, that participant will be disqualified!**

Free Throws

- At all levels, participants receive 3 warm-up shots before taking their shots that count towards their score.
- Council Level participants shoot 15 consecutive free throws.
- District and Regional Level participants shoot 25 consecutive free throws.
- In case of a tie for first place at the Council and District Level or at the Regional Level for 1st, 2nd or 3rd, when all the participants in the age category have finished shooting, those who are tied for the mentioned places will need to shoot again to break the ties.
These participants will shoot in the same order as they did during the competition shooting 5 consecutive free throws each, with no warm-ups. Successive rounds will continue until the ties are broken and you have a single winner or a single person in each of the 1st, 2nd and 3rd place positions.

Basketball Size, Foul Lines, Free Throw Rules

- 9, 10 & 11 year olds will use a women's regulation size ball (Size 6 / 28.5") & shoot from a 12 foot foul line.
- Girls Ages 12 to 17 will use a women's regulation size ball (Size 6 / 28.5") & shoot from the 15 foot foul line.
- Boys Ages 12 to 17 will use a men's regulation size ball (Size 7 / 29.5") & shoot from the 15 foot foul line.
- The baskets should be 10 feet off the ground for all age categories.
- The Foul Line is determined from the backboard of the basket, not from the basket itself.
- When a participant is shooting, their feet must remain behind the line! If the participant's foot or feet fall on the line or past it before the ball hits the rim or backboard, the shot will be counted as a miss.
- If the ball makes contact with the supporting structure that the backboard is attached to or the wall and goes in through the basket, the shot will count as a miss!

Winning participants must be present at the next competition. If the winner cannot attend the next level, the second place winner can be sent in their place.

Six Steps to a Successful Free Throw

Free Throw Competition Guidelines for Council, District & Regional Levels

Before the Event

1) Booking of the Facilities:

- Contact the school you want to use and book the gym for the Competition. You may have to confirm with the school first if the gym is available on the date you want and then book it through the School Boards Permit office. Also, ask the permit office about the Ministry of Education Community Use of Schools Grant and if a separate form for it has to be filled out. This Government Grant gives volunteer groups a discounted rate. School Boards will also require proof of liability insurance. Councils with insurance policies will need to contact their provider to obtain a certificate. Councils that don't have liability coverage can obtain it by completing the SO-46 application form at the following web link. [Microsoft Word - KOC Renewal Application 2022 \(ontariokofc.ca\)](https://www.ontariokofc.ca/microsoft-word-koc-renewal-application-2022)
- Regional Chairs should book their gyms in late October, DDs in early November and Councils in mid November.
- Make sure when filling out the permits you include the use of change rooms, basketballs and the same number of tables and chairs for the number of baskets you plan to use for the scorers.

2) Informing the Schools

- Supply posters to each school for display to advertise your competition.
- Make contact with the teacher who is most likely to run a school competition (phys.ed teacher, athletic director, classroom teacher, etc.) and provide them with the necessary information and materials.

3) You'll Need lots of Help!

- You'll need 2 Brother Knights per net you plan to use and have 3-5 extra Brothers helping with registration and anything else you may need help with the day of the competition.
- Two Brother Knights are needed at each net, one is score keeping and observing line violation while the other Brother is confirming each shot for the score keeper and is the rebounder.

4) Safe Environment

- Make sure that all members volunteering have background checks on file with their council and that you have a volunteer who is the Family or Community Director of a council who has taken the Safe Environment Program and has a background check with Supreme. You as the Chairman also need to have a background check and complete the online program. See page 7 & 13 for more details.

The Day of the Competition

5) Set-up

- Try to have a PA system for announcing and playing music for warm-ups.
- Juice and doughnuts for after the competition.
- Tape to mark both foul lines accordingly (measured from the backboard) at each net and make sure this is done before the participants show up for registration and warm-up.
- Have at least 7-9 tables for registration with large age signs on them. Have the same amount of Brother Knights, one registering for each age group.

6) When the Participants Arrive

- Have music playing and balls out for warm-ups.
- Only regulation balls provided for the competition should be used. Outside balls should not be allowed.
- Have participants or their parents fill out the Entry Form/Score Sheet. Ensure that they check the correct age box, that at least one parent has signed the form and that all the required information such as D.O.B., mailing address, phone number and council number is filled out and legible!
- Make sure there are Bro. Knights in the gym during registration and warm-ups to direct participants to the correct basket, they are practicing from the correct foul line and to answer any question they or parents may have.
- Make sure they are given full and clear instructions before the competition begins.



KNIGHTS OF COLUMBUS YOUTH ACTIVITY POLICY

A KNIGHTS OF COLUMBUS “YOUTH ACTIVITY” IS AN ACTIVITY WHOSE PRINCIPAL SUBJECTS ARE MINOR CHILDREN (BASKETBALL FREE THROW, “COATS FOR KIDS,” ETC.)

- All youth activities sponsored by the Knights of Columbus shall require the presence of at least one member, typically the council’s Family Director and/or Community Director, who has been background checked and trained through the Knights of Columbus Safe Environment Program.
- The Grand Knight of the council sponsoring the youth activity, who is required to complete Knights of Columbus safe environment training, should also attend the activity. There should never be fewer than two fully trained members in attendance.
- Council Family/Community Directors and/or other members of the council who have been background checked and trained through the Knights of Columbus Safe Environment Program shall, in conjunction with their Grand Knight, ensure that all Knights of Columbus Safe Environment policies and procedures are followed at all youth activities sponsored by a Knights of Columbus council.
- In the event that a council's Family Director and Community Director are both unable to attend a youth activity, any other member of the council who has recently been background checked and trained through the Knights of Columbus Safe Environment Program must be in attendance.
- If there are no available background checked and trained members of the council, every effort should be made to have a qualified Family Director or Community Director from a nearby council to attend. If there are no such qualified members, then the State Youth Director, State Family Director, and/or State Community Director should attend.

IF AT LEAST TWO QUALIFIED MEMBERS ARE NOT AVAILABLE TO ATTEND THE ACTIVITY, THEN THE ACTIVITY MUST BE RE-SCHEDULED TO A TIME WHEN THE COUNCIL’S FAMILY DIRECTOR AND/OR COMMUNITY DIRECTOR, ALONG WITH ANOTHER QUALIFIED MEMBER WILL BE ABLE TO ATTEND FOR THE FULL DURATION OF THE EVENT.

The above are the Safe Environment Protocols set out by Supreme in conjunction with the requirements of Ontario Council’s liability insurance carrier Northbridge and many other insurance companies stating that all Brother Knights who volunteer in youth programs and events must complete a background check.

For more information go to the following weblinks:

<https://www.kofc.org/un/en/resources/safe-environment-program/safe-environment-program-information-guide.pdf>

<https://www.kofc.org/en/resources/safe-environment-program/safe-environment-best-practices.pdf>

<https://ontariokofc.ca/safe-environment-program/>

K of C Safe Environment Policy

As we prepare for our upcoming fraternal year please keep in mind the importance of keeping up to date records when it pertains to the K of C Safe Environment. Many Knights ask why we need to have such a program in place. The Safe Environment program was formed for the complete protection and safety of youth at Knights of Columbus events. The program fully explains how we can protect young people against risks of physical, sexual, emotional abuse or neglect of a child. The on-line training program consists of a thorough youth leader screening process, child abuse awareness training and the reporting procedure in the event of possible misconduct. As volunteers working with the youth in our communities (Basketball Free-Throw, Soccer Challenge, Hockey Challenge, K of C Council events etc.) we all have a moral and legal obligation to ensure the safe well being of all youth attendees.

The Praesidium courses will teach and properly train you on how to maintain a safe environment for all youth attending our events.

Course One: “Meet Sam” - this course trains you how to recognize who is most likely to molest a child, how to identify the characteristics of a child molester, how to differentiate between the categories of child molesters, the three things that enable a molester to harm a child and how child molesters violate children’s boundaries.

Course Two: “Duty to Report” - Mandated Reporter Requirements and Best Practices – this course trains you on why reporting potential abuse is critical, what your legal responsibilities are to report suspected abuse and neglect, what types of conduct must be reported, how to report suspected abuse and neglect and how to respond if a child discloses abuse or neglect to you.

Course Three: “Know Your Policies” – this course trains you on who is eligible to be a Youth Leader, how to detect and prevent misconduct and abuse and how to address and report suspected misconduct and abuse.

Grand Knights, Program, Community and Family Directors and Squire Counsellors will have 30 days to complete the three on-line courses after receiving an email from Supreme. Following the completion of the three courses the Family Director, Community Director and Squire Counsellors will receive a **“Consent to Disclosure of Personal Information”** application to have a completed police background check (paid for by Supreme) through the Cobourg Police Department. All other Bro. Knights will have 30 days to complete the three course after registering with the “kofcsafe” code. Background checks for those Bros. will need to be done separately through the Office of Youth Protection by the GK and FS as explained in the next section. The background checks can also be done by the individual Bro. Knight as well.

Since this Safe Environment Program was implemented back in 2016 the response from our Councils to participate has been very poor. We must remember that our own personal reasons for not completing the three courses will not protect you in court if a charge is ever laid now or in the future. The Safe Environment Program was set up to protect our youth, yourself and your Council.

Going forward the insurance industry have made some of their own changes to help protect the youth in our schools. Every volunteer that participates in a school run event (Basketball Free-Throw, Soccer Challenge, Hockey Challenge, Substance Abuse poster contest, Coats for Kids, BBQ, or any other in school program) **MUST** have a completed bank ground check to participate. This change will definitely cause challenges and some new planning as you prepare for these programs and events in the future.

For the Safe Environment Program Training, please go online to the following website. Scroll halfway down the web page to find the online training course and more information.

<http://www.kofc.org/un/en/members/programs/youth-activities/safe-environment-program.html>

GET STARTED WITH TRAINING

“A basic responsibility of every family – and especially the Christian family – is the protection of their children.” - Supreme Knight Carl Anderson

PRAESIDIUM'S ARMATUS®
Safe Environment Program Training
START ▶

PRAESIDIUM'S ARMATUS®
Safe Environment Program Training
START ▶

FOR LEADERS

- State Deputies
- State Advocates
- State Program Directors
- State Youth Directors
- State Community Directors
- State Family Directors
- State Squire Chairmen

- Grand Knights
- Program Directors
- Community Directors
- Family Directors
- Chief Counselors (Squires)
- Counselors (Squires)

Required to take the online Training.

Required to take the Online Training & have a Background Check done as well

FOR EVERYONE

Members not listed on the other button, are encouraged to take the training as well by pressing the blue button.

The Registration Code is **kofoSAFE**.

Please Note: If a member is later appointed to a role listed on the other button, the member may be required to retake the training in that role.

Council Free Throw Chairmen, District Deputies, District Wardens & Regional Free Throw Chairmen need to complete the Online Training & background checks

KOFO SAFE ENVIRONMENT PROGRAM



SAFE ENVIRONMENT PROGRAM
BACKGROUND CHECK FORMS

FORMS

Background check authorization forms for members in the following roles: State Family Director, State Community Director, State Youth Director, State Squire Chairman, Columbian Squires Counselors, Council Family, and Community Directors.



SAFE ENVIRONMENT PROGRAM
BEST PRACTICES

BEST PRACTICES

Before all programs, events, and activities in which minors are present, the Family Director and/or Community Director, along with the Grand Knight, shall call a short meeting of all volunteers participating in that activity sponsored by the council. All participating volunteers shall be provided with copies of these Safe Environment Best Practices.

10/25/2018
Knights of Columbus - Voluntary Self-Enrollment



Viresi, Anthony
has successfully completed:

Course Name	Date
Knights of Columbus Safe Environment Policies	10/25/2018
Duty To Report Mandated Reporter	10/23/2018
Meet Sam	10/22/2018

**Make sure to have a copy of
your certificate
with you at your competition.
The certificate will be valid for
3 years before you will need to
retake the online training
again!**

PRAESIDIUM
Our Passion. Your Protection.

Background Checks

There are two ways in which a Bro. Knight may obtain a background check;

- 1) They can apply for one in person at their local police agency by presenting a “Volunteer Letter” on their council’s letter head or that of the Knights of Columbus. The letter must indicate the applicant’s name and volunteer position and that the volunteer is not paid in any way. An example Volunteer Letter is provided on the next page. Once the member has received a “clear” background check report they will need to provide a copy to the GK or FS to be uploaded to the Ontario State Council Database Repository. Currently the Ontario Government has made background checks for volunteers free of charge, however due to high demands in some regions, police departments have outsourced it and there may still be a small fee.
- 2) The other way for members to obtain background checks is through the Office of Youth Protection at Supreme.

The Grand Knight or Chair must notify all members whose names have been submitted to be background checked. Praesidium then generates a personalized, encrypted link emailed to each individual member. The member must then utilize the link to complete their authorization for a background check. Please note, utilizing this link is the ONLY way for these members to successfully authorize their background check. Emailing Praesidium, youthleader@kofc.org, oyp@kofc.org or any other Knights of Columbus email address, will NOT authorize a member’s background check.

Members already holding the roles of Community Director, Family Director, or Columbian Squires Counsellor will automatically receive an email from Praesidium with their personalized link to authorize their background check and do not need to be added to this list.

When the background check is completed, the member is sent a copy of their report which can be shared with the Chair for proof of completion. Please keep a list in your council’s files so that you know who has completed their background check and is able to assist in the future. Each background check is valid for three years.

Here are the specific instructions on how to begin the background check process for volunteers in your council:

Supplemental Screening Process for Members Not in Key Leadership Roles

Councils sponsoring a program, event, or activity involving minors and/or other Vulnerable Persons are responsible for ensuring that members who volunteer are eligible to do so in accordance with applicable safe environment requirements of the Ontario Knights of Columbus Liability Insurance Program.

Members NOT holding key leadership roles who volunteer in a program, event, or activity involving minors and/or other vulnerable persons sponsored by a Knights of Columbus council are required to consent to a background check through a Supplemental Screening Process through the Knights of Columbus Safe Environment Program and Praesidium in accordance with the Ontario Knights of Columbus Risk Management Protocol and Abuse, Discrimination, Harassment Prevention Policy.

The key leader coordinating the program, event, or activity should:

- No later than four weeks before a scheduled program, event, or activity, email a list of all members volunteering to Quianna Richardson, Manager, Knights of Columbus, Office of Youth Protection, at: **quianna.richardson@kofc.org** with the following information:
- Subject Line of the email should read: The name and date of your event - Ontario Supplemental BGC List
Example: “Free-Throw 1-15-2022 – Ontario Supplemental BGC List”
- The list should have each member’s full name, council and membership numbers, and their email address
- Listed members will then be emailed a link to provide their consent for a background check
- To complete their consent members will need to print, sign, and upload documents and copies of two forms of photo identification and MUST submit using their personal Praesidium security link supplied in the email
- Lists need to be sent at least four weeks prior to the event date

- Once background checks have been completed, Praesidium will send an email to each member stating that they “PASSED” or “FAILED” that can be shared with the key leader coordinating the event as confirmation of their background check

The background check conducted is a Federal/National (CPIC) check through the Royal Canadian Mounted Police AND a Police Information Check (PIC) through a local police station.

GK and FS, when completing the background check portion for each member in the Ontario State Council Database Repository you will need to check off the Praesidium check box.

Link to Ontario State Webinars on Background Checks. Simply enter your name and email address and click Register. It will then take you to the recorded webinar.

<https://attendee.gotowebinar.com/recording/1308874456951849474>

<https://attendee.gotowebinar.com/recording/2143138800728765455>

Link to the Ontario State Council Database Repository online Webinar;

https://okofc-my.sharepoint.com/:v/g/personal/ani_ontariokofc_ca/Ebn4abxGhSIFiC0SOpPAJ-MBmnfKgY6fQDRv-8H0ytNwIA?e=ieIn2t



To whom it may concern,

The Knights of Columbus is a volunteer organization that offers programs that minors and vulnerable people may attend. Our insurance carrier has asked all volunteers working with minors or vulnerable people to have a Criminal Record Check kept on file. As unpaid volunteers in Ontario, our members are eligible to receive the free criminal records check (CRC) and/or criminal record and judicial matters check (CRJMC).

Please provide the free Criminal Record Check (CRC) for volunteer:

Name of Applicant (volunteer):.....

Grand Knight:..... Phone Number: (.....).....

Council Name.....Council #.....

Signature of Grand Knight.....Date:.....

KNIGHTS OF COLUMBUS FREE THROW CHAMPIONSHIP PROGRAM ACTION LIST

Time Line/Due Date	Action	Done by
July/August	Outline program to Grand Knights and encourage Council participation at District Meeting	District Deputy
August	Appoint Council Free Throw Championship Chairman	Grand Knight
Mid August	Order K of C Free Throw Championship Kits (#FT-KIT) through Supplies Online which can be accessed in the Officers Portal	Grand Knight or Financial Secretary
Late September	Contact schools to advise them of the program and emphasize how easy it is to conduct. (Encourage it to be a part of Physical Education program)	Council Chairman
Late October	Arrange time, date and place of Regional competition and advise District Deputies and Grand Knights	Regional Chairman
Early November	Arrange time, date and place of District competition and advise Council Chairmen and Grand Knights	District Deputy
Mid November	Arrange time, date and place of Council competition and advise schools, Grand Knight and District Deputy	Council Chairman
December	District Champion Medallions & Certificates to be picked up at the DD's meeting in December	District Deputy
As appropriate throughout program	Publicize program using local media, posters provided in the FT-Kits can be placed in schools, community centers, churches, etc. Write ups in weekly Church Bulletins and monthly school Event Calendars is a good way to reach each family.	Council Chairman, Grand Knight, District Deputy
By January 31 st	Conduct Council competition	Council Chairman
By January 31 st	Provide entry form/score sheets for Council winners to the District Deputy for the District competition	Council Chairman
January 31 st	Complete and email the Free Throw Participation Report (SO-FT-1) to your District Deputy and the State Free Throw Chairman (NOTE: If local schools had competitions then the NUMBER OF PARTICIPANTS AT COUNCIL LEVEL IS THE <u>TOTAL</u> NUMBER THAT COMPETED AT ALL THE SCHOOL LEVELS)	Grand Knight
By February 19 th	Conduct District competition	District Deputy
February 24 th	Complete & email the District Winners Report to your Regional Chairman before the competition. Provide the score sheets for your winners to him the day of competition.	District Deputy
February 28 th	Complete and email the District Free Throw Report (SO-FT-2) found in this package to the State Free Throw Chairman	District Deputy
By March 12 th	Conduct Regional competition	Regional Chairman (District Deputies assist)
By March 13 th	Complete and email the Ontario Regional Winners Report to the State Chairman. Hold onto the Entry form/Score sheets for the Regional winners.	Regional Chairman
April	Relax, pat yourself on the back for a job well done and enjoy! Again, thank you for all the hard work that you do.	All Good Knights who contributed to the program



KNIGHTS OF COLUMBUS
**FREE THROW
CHAMPIONSHIP**

Sample Letter to Schools

Dear (Principal/Teacher's Name),

Every year the Knights of Columbus sponsors a Basketball Free Throw Championship open to all boys and girls ages 9 to 17. This year our Council would like to invite you to participate at the local level by conducting an in-school competition. If a School Level Competition is not possible, all school entries are eligible to participate at the Council Level in a open invitation competition.

I assure you, this is not a program which adds significantly to a teacher's already busy schedule. On the contrary, schools which have been involved in the past welcome the competition because it provides an excellent motivational tool to enhance their physical education or extra-curricular programs.

Each child competes within his or her own age and gender category, with the winners advancing to a Council competition in January. All contestants receive a participation certificate and the winners have the opportunity to continue at successive levels of competition. The School Level competition can be conducted at the school's convenience anytime prior to mid January. (Date is chosen by council)

Enclosed you will find posters to help you advertise the event, entry forms, score sheets, and the rules and regulations for Council competition.

I look forward to meeting with you to outline a wonderful opportunity for your students to have fun while taking part in a most worthwhile program. Further information regarding contest details may be obtained by contacting me at the following phone #

_____.

Yours truly,

Your Name, Grand Knight
Council Name and Number

BASKETBALL FREE THROW REGIONAL CHAIRMEN & DISTRICTS
LES PRÉSIDENTS RÉGIONAUX & LES DISTRICTS DU LANCER-LIBRE DE BASKETBALL

Region	Area	Districts	Regional Chairman	Address	Contact
1	Windsor & Chatham	10, 16, 21, 23, 39, 51, 76, 88	Vacant		
2	Southern Half of Golden Horseshoe & Owen Sound	6, 7, 8, 11, 26, 28, 35, 45, 55, 59, 60, 62, 64, 67, 69, 80, 83, 100, 105, 109	Gregory Lougheed	1629 Sandusk Rd. Jarvis, N0A 1J0	(905) 768-3649 dd100@ontariokofc.ca
3	East GTA	5, 36, 63, 65, 70, 77, 87, 90, 95, 97, 107, 108, 111	Eardley Adams	15 Waterwheel Street Markham, L3P 6M5	(905) 554-1997 eardley.adams@ymail.com
4	North & West GTA, Simcoe	19, 24, 27, 31, 33, 43, 50, 53, 86, 89, 91, 94, 96, 99, 102, 103, 106, 110	Ron Frank	140 Meadowvale Court Bolton, L7E 3H3	(416) 602-0796 frank_6@sympatico.ca
5	Kingston	3, 20, 57, 73, 93	Vacant		
6	Sault Ste. Marie, Sudbury, North Bay, Perry Sound & Muskoka	13, 25, 34, 38, (41), (47), 56, (74)	Vacant		
7	Timmins	52, 71	Anthony Villeneuve	300 Elm St. N. Timmins, P4N 6B2	(705) 267-4578 anthonyvilleneuve@gmail.com
	Thunder Bay & Northern Lake Superior	14	Larry Pankuch	303 South Vickers St. Thunder Bay, P7E 1J6	(807) 622-3315 ljpelvis@gmail.com
	Hearst	(12), (46)	André Nolet	C.P. 2 Smooth Rock Falls, P0L 2B0	(705) 338-7559 giant@ntl.sympatico.ca
	West, North-West Thunder Bay	15, 37	David Sharp	53 River View Cres. RR #1 Stratton, P0W 1N0	(807) 483-5816 rosemarysharp@yahoo.com
8	Greater Ottawa & Pembroke	1, 2, (17), 30, (42), 44, (54), (58), 66, (78), 79, (85), 92, 98, 101, 104	Vacant		
9	London & Samia	9, 22, 40, 49, 61, 68, 72, 84	Gary Masters	646 Grand View Ave. London, N6K 3G6	(519) 854-4015 dd49@ontariokofc.ca
10	Cornwall	32, (75), (81)	Renald Bombardier	337 Andre Ave. Cornwall, K6J 3A2	(613) 362-0972 renaldbombardier@hotmail.com
11	Peterborough	4, 29, 48, 82	Kevin Heffeman	1401 White Cres. Peterborough, K9K 2L5	(647) 775-5448, (705) 930-3848 robkevehffeman@nexicom.net

FREE THROW CHAMPIONSHIP

PARTICIPATION REPORT FORM SCHOOL LEVEL

Due By: January 31

Immediately following the local school contest, the School Athletic Director or the teacher in charge should complete and submit this form (SO-FT-1 School) to the local Council Free Throw Chairman. This form provides the council in your area and the State Chairman with valuable statistics as well as feedback about the program in general.

PLEASE INDICATE THE NUMBER OF PARTICIPANTS IN YOUR SCHOOL CONTEST:

AGE GROUPS	Gr. 4 9 Yr. Olds	Gr. 5 10 Yr. Olds	Gr. 6 11 Yr. Olds	Gr. 7 12 Yr. Olds	Gr. 8 13 Yr. Olds	Gr. 9 14 Yr. Olds	Gr. 10 15 Yr. Olds	Gr. 11 16 Yr. Olds	Gr. 12 17 Yr. Olds	TOTALS
BOYS	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
GIRLS	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

PERSONAL COMMENTS OR OBSERVATIONS CONCERNING THE FREE THROW BASKETBALL PROGRAM:

SIGNED: _____
School Athletic Director / Teacher

SCHOOL NAME: _____



This document is to be filled out and given to the Local K of C Council Free Throw Chairman.
The council will use these results and those from other schools when tallying the overall totals
for the Council Participation Report (SO-FT-1)

SO-FT-1(School) 5/19

FREE THROW CHAMPIONSHIP

PARTICIPATION REPORT FORM

Due By: January 31

Immediately following the local council contest, the grand knight should complete and submit the Free Throw Participation Form (SO-FT-1) to Supreme Council Department of Fraternal Mission, Ontario State Council and their District Deputy. This form provides the Supreme and State Council offices with valuable participation statistics as well as feedback about the program in general.

PLEASE INDICATE THE NUMBER OF PARTICIPANTS IN YOUR COUNCIL CONTEST:
(Please include those who participated at school level competitions in your council's final participation results.)

AGE GROUPS	9	10	11	12	13	14	15	16	17	TOTALS
BOYS	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
GIRLS	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

PERSONAL COMMENTS OR OBSERVATIONS CONCERNING THE FREE THROW BASKETBALL PROGRAM:

SIGNED: _____
Grand Knight

COUNCIL NUMBER: _____

CITY/TOWN: _____

STATE/PROVINCE: _____



Email a copy of this document to: fraternalmission@kofc.org, to stateoffice@ontariokofc.ca and your District Deputy.
(Councils should also retain a copy of this completed form for their files)

SO-FT-1 5/19

FREE THROW

Due By: February 28

CHAMPIONSHIP

DISTRICT DEPUTY'S PARTICIPATION REPORT SCHOOL AND/OR COUNCIL FREE THROW COMPETITIONS WITHIN THE DISTRICT

Please do your utmost to ensure this report is fully completed by the due date. Your efforts at both council and school levels are extremely important in this regard. You should obtain this information from your Grand Knights or Council FT Chairmen. I appreciate your efforts and support.

Note: This report is not for indicating the number of participants at your District Free Throw event. Also, all councils are to be reported. Please enter "0" if a Council did not participate in the program.

COUNCIL #	BOYS	GIRLS	TOTALS	Did 15 to 17 year olds participate?	
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PERSONAL COMMENTS OR OBSERVATIONS CONCERNING THE FREE THROW BASKETBALL PROGRAM:

FOR EACH COUNCIL THAT DID NOT PARTICIPATE IN THE PROGRAM, WHAT WAS THE REASON:

DISTRICT DEPUTY: _____

DISTRICT NUMBER: _____



Email a copy of this document to: stateoffice@ontariokofc.ca and to the State Free Throw Chairman

SO-FT-2 5/20



KNIGHTS OF COLUMBUS BASKETBALL FREE THROW DISTRICT WINNERS REPORT



(NOTE: Information on each winner must be filled out COMPLETELY!)

Boys

9

Girls

Name: _____

Name: _____

Council # _____ D.O.B.: _____
MM.DD.YY

Council # _____ D.O.B.: _____
MM.DD.YY

Contact # _____

Contact # _____

School Name: _____

School Name: _____

Council Score: _____ District Score: _____

Council Score: _____ District Score: _____

Boys

10

Girls

Name: _____

Name: _____

Council # _____ D.O.B.: _____
MM.DD.YY

Council # _____ D.O.B.: _____
MM.DD.YY

Contact # _____

Contact # _____

School Name: _____

School Name: _____

Council Score: _____ District Score: _____

Council Score: _____ District Score: _____

Boys

11

Girls

Name: _____

Name: _____

Council # _____ D.O.B.: _____
MM.DD.YY

Council # _____ D.O.B.: _____
MM.DD.YY

Contact # _____

Contact # _____

School Name: _____

School Name: _____

Council Score: _____ District Score: _____

Council Score: _____ District Score: _____

Boys

12

Girls

Name: _____

Name: _____

Council # _____ D.O.B.: _____
MM.DD.YY

Council # _____ D.O.B.: _____
MM.DD.YY

Contact # _____

Contact # _____

School Name: _____

School Name: _____

Council Score: _____ District Score: _____

Council Score: _____ District Score: _____

Boys

13

Girls

Name: _____

Name: _____

Council # _____ D.O.B.: _____
MM.DD.YY

Council # _____ D.O.B.: _____
MM.DD.YY

Contact # _____

Contact # _____

School Name: _____

School Name: _____

Council Score: _____ District Score: _____

Council Score: _____ District Score: _____

District # _____ District Deputy: _____

Boys**14****Girls**

Name: _____

Name: _____

Council # _____ D.O.B.: _____
MM.DD.YYCouncil # _____ D.O.B.: _____
MM.DD.YY

Contact # _____

Contact # _____

School Name: _____

School Name: _____

Council Score: _____ District Score: _____

Council Score: _____ District Score: _____

Boys**15****Girls**

Name: _____

Name: _____

Council # _____ D.O.B.: _____
MM.DD.YYCouncil # _____ D.O.B.: _____
MM.DD.YY

Contact # _____

Contact # _____

School Name: _____

School Name: _____

Council Score: _____ District Score: _____

Council Score: _____ District Score: _____

Boys**16****Girls**

Name: _____

Name: _____

Council # _____ D.O.B.: _____
MM.DD.YYCouncil # _____ D.O.B.: _____
MM.DD.YY

Contact # _____

Contact # _____

School Name: _____

School Name: _____

Council Score: _____ District Score: _____

Council Score: _____ District Score: _____

Boys**17****Girls**

Name: _____

Name: _____

Council # _____ D.O.B.: _____
MM.DD.YYCouncil # _____ D.O.B.: _____
MM.DD.YY

Contact # _____

Contact # _____

School Name: _____

School Name: _____

Council Score: _____ District Score: _____

Council Score: _____ District Score: _____

District # _____ District Deputy: _____

Pg 2

Please email this form to your Regional Free Throw Chairman no less than 2 days before the scheduled Regional Free Throw.



KNIGHTS OF COLUMBUS BASKETBALL FREE THROW ONTARIO REGIONAL WINNERS REPORT



(NOTE: Information on each winner must be filled out COMPLETELY!)

Boys

9

Girls

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Boys

10

Girls

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Boys

11

Girls

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Boys**12****Girls**

Name: _____

Name: _____

Address: _____

Address: _____

Contact # _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YYCouncil # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

School Name: _____

Regional Score: _____ District Score: _____

Regional Score: _____ District Score: _____

Council Score: _____

Council Score: _____

Boys**13****Girls**

Name: _____

Name: _____

Address: _____

Address: _____

Contact # _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YYCouncil # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

School Name: _____

Regional Score: _____ District Score: _____

Regional Score: _____ District Score: _____

Council Score: _____

Council Score: _____

Boys**14****Girls**

Name: _____

Name: _____

Address: _____

Address: _____

Contact # _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YYCouncil # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

School Name: _____

Regional Score: _____ District Score: _____

Regional Score: _____ District Score: _____

Council Score: _____

Council Score: _____

Region # _____ Regional Chairman: _____

Boys

15

Girls

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Boys

16

Girls

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Boys

17

Girls

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Name: _____

Address: _____

Contact # _____

Council # _____ D.O.B.: _____
MM.DD.YY

School Name: _____

Regional Score: _____ District Score: _____

Council Score: _____

Region # _____ Regional Chairman: _____

Please Email this report by **March 13th** to:

Anthony Viresi, State Basketball Free Throw Chairman
viresi_kofc@yahoo.com

Knights of Columbus

2022 – 2023

Basketball Free Throw Competition

Age Eligibility Chart as of Jan. 1st 2023

The date of birth to be eligible to compete within our 9 to 17 year old age groups needs to be Jan. 1st, 2014 or before.

From	To	Year	Age
January 2nd	December 31st	2013	9
January 2nd	December 31st	2012	10
January 2nd	December 31st	2011	11
January 2nd	December 31st	2010	12
January 2nd	December 31st	2009	13
January 2nd	December 31st	2008	14
January 2nd	December 31st	2007	15
January 2nd	December 31st	2006	16
January 2nd	December 31st	2005	17

Born On	Year	Age
January 1st	2014	9
January 1st	2013	10
January 1st	2012	11
January 1st	2011	12
January 1st	2010	13
January 1st	2009	14
January 1st	2008	15
January 1st	2007	16
January 1st	2006	17

The date of birth to be eligible to compete within our 9 to 17 year old age groups needs to be Jan. 1st, 2014 or before.

From	To	Year	Age
January 2nd	December 31st	2013	9
January 2nd	December 31st	2012	10
January 2nd	December 31st	2011	11
January 2nd	December 31st	2010	12
January 2nd	December 31st	2009	13
January 2nd	December 31st	2008	14
January 2nd	December 31st	2007	15
January 2nd	December 31st	2006	16
January 2nd	December 31st	2005	17

Born On	Year	Age
January 1st	2014	9
January 1st	2013	10
January 1st	2012	11
January 1st	2011	12
January 1st	2010	13
January 1st	2009	14
January 1st	2008	15
January 1st	2007	16
January 1st	2006	17

