

PTAA Background Screening Policy

1. **Background.** In order to protect the youth of the Palmer Township Athletic Association (PTAA) and to raise the standards of PTAA, it is the policy of PTAA that at any PTAA sanctioned game, practice or event, there must be at least 1 (one) adult present who has successfully completed a criminal Background Check.

2. **Release and Consent.** A written authorization for allowing PTAA to order an individual criminal Background Check is required by PTAA and it is the responsibility of the candidate for the Volunteer or Coaching position, the "Applicant", to fill out the PTAA Background Check Consent form and return it as follows: Head Coaches form must be returned with the Head Coach application; Assistant Coach forms must be returned three (3) weeks prior to the start of the first game of the season; The forms of Parent Helper, or any adult or individual under the direction of the Coach, must be returned three (3) weeks prior to the start of the first game of the season. Failure to provide a Background Check Consent form by the deadline may disqualify the Applicant from consideration for their Volunteer or Coaching position. The fee for the Background Check and membership to the National Alliance for Youth Sports "NAYS" training and membership shall be incurred by the PTAA.

3. **Standards.** The Background Screening Committee shall administer all background screening procedures after the applicant has completed the National Alliance for Youth Sports "NAYS" training and membership requirements. The Committee shall be made up of the current PTAA Board of Directors. The designated Board Member shall receive the completed background screening consent forms and forward them to the Background Committee. The Committee shall be responsible for transmitting the forms to the Reporting Agency (NAYS). The Committee shall receive and review the results of the reports if the individual does NOT meet PTAA minimum standards for Coaches using the following criteria:

Individual applicants ("Applicants") shall be disqualified from positions as Head Coach, Assistant Coach or Parent Helper if said individual has **EVER** been found Guilty or entered a Plea of Guilty or nolo contendere, regardless of the adjudication, for any of the following:

- A. Any crimes against children;
- B. Any conviction involving violence; or
- C. Any sexual offense.

Should any pending charges described in "A" through "C" be uncovered, or should any charges be brought against an Applicant during the Coach's season, the Applicant shall be suspended from serving as Volunteer until such time as the charges have been cleared or dropped and he/she is reinstated by a majority vote of the PTAA Board of Directors.

In addition, Applicants that have been found Guilty or that have entered a Plea of Guilty or nolo contendere, regardless of the adjudication, for any of the following within the past five (5) years:

- D. Any crimes of moral turpitude or lack of integrity and/or character of an Applicant, as determined by the Background Check Committee;
- E. Any Drug Related Conviction;
- F. Any Felony Conviction; or

G. More than one Alcohol related conviction will be considered by the Background Check Committee.

Background Checks containing the offenses listed in subsections D – G may be considered on a case-by-case basis by the Background Check Committee and Applicants may be disqualified if they have been found Guilty or entered a Plea of Guilty or nolo contendere for any of the foregoing.

4. **Notice.** The Background Check Committee shall notify the affected Applicant that a disqualifying entry was reported on the criminal Background Check and present the background report letter to the Applicant. In the event the Applicant feels a mistake has been reported in their criminal Background Check, it is the Applicant's responsibility to contact the Reporting Agency and resolve any issues.

5. **Clearance.** Once an Applicant has received notification of his or her Clearance by the Background Check Committee, that individual shall wear the PTAA-mandated photo identification on a lanyard provided to the individual by the PTAA to visually confirm said Clearance.

6. **Confidentiality.** All information in response to the criminal Background Check or disclosed in the review process shall be kept confidential and not disclosed or discussed outside of the review process. PTAA and its members are not responsible for errors or omissions that may be reported on Background Checks. The Background Check Committee of PTAA shall maintain all authorizations and records or reports in a confidential manner in a locked cabinet within the Palmer Township Municipal Building. All such records shall be maintained for up to three (3) years after the completed record is received by the PTAA.

7. **Expiration.** All Background Checks will expire one (1) year from the date of submission to the reporting agency. If the Background Check is set to expire during the season then another Background Check must be completed and approved as set forth above. Additionally, the PTAA Board of Directors shall regularly review the Results of Background Checks and provide continuous oversight of the Volunteers. Any Coach or Volunteer that remains in continuous service from year to year shall be exempt from these clearance requirements for the maximum of three (3) years. After continual service of three (3) years the said Coach or Volunteer must complete another Background Check where costs will be incurred by the PTAA. Any lapse in service by a Coach or Volunteer shall cause the individual to submit to the within Background Check Policies and Procedures.

8. **Review of Policies and Procedure.** The PTAA shall review the within Policies and Procedures annually and update and/or revise same accordingly. The Background Check Committee shall document and keep record of any and all incidents that occur during the course of any given sports season. The Background Check Committee shall periodically evaluate all Volunteers' performances on an as-needed basis.

9. **Training.** Volunteers must be properly educated to work with children in the sports environment. Volunteers pledge to uphold code of ethics, and be held accountable for their actions for as long as they are with the PTAA.

10. **Disclosure.** Any coach or other persons subject to a Background Check pursuant to this Policy has a requirement for self-disclosure of any issues that might effect the Board's determination as to the appropriateness of continued involvement.

Adopted: December 17, 2009