



Enriching Lives & Connecting Communities

Youth Community Independent League Background Check Procedures.

Athletics
Policy No. 5045

Revision Date: December 16, 2013
Last Reviewed: December 19, 2011

Policy Statement

The Richland County Recreation Commission (RCRC) recognizes that youth sports are an integral part of the lives of many of Richland County's families. A safe, fun and enriching experience are the primary goals of RCRC youth sports programs. RCRC wants to ensure a high standard for child safety and positive youth development within youth sports leagues that participate at an RCRC facility.

Guidance:

- 1.0 Background Checks – As a condition of usage of a Richland County Recreation Commission facility, all Independent Leagues are required to conduct a National Background Check, National Sex Offender Registry Check, Social Security Verification and Address History Trace annually on all volunteers to include officers, coaches and any other persons or volunteer workers who use an RCRC facility and/or who have repetitive access or contact with youth. RCRC recommends that all Independent Leagues also conduct a State or County Criminal Record check.
- 1.1 Cost for Checks - Leagues are required to pay for all background checks. RCRC will assist with performing background checks for Leagues that do not have the capabilities to do so through the National Alliance of Youth Sports at a cost of \$10.00 per check. Payment must be made prior to the background checks being processed by RCRC.
- 1.2 National Background Check Authorization - In order for a background check to be conducted by RCRC, volunteers are required to complete, sign and submit a National Background Check Authorization Form which will provide date of birth, Social security number, and current address, authorizing RCRC to order an individual criminal background check. All authorization forms must be submitted to RCRC no later than three (3) weeks prior to the first day of practice. It is the intent of RCRC to deny any person from usage of its facilities who does not meet the requirements set forth in this procedure.
- 1.3 Athletics' League Disclosure Compliance Form - All Leagues are required to complete, sign and submit the Athletics' League Disclosure Compliance Form no later than **three (3) weeks prior to the first day of practice** and a roster of all volunteers and league officers. Leagues must continue this process with all new persons requesting to volunteer for the current season. Usage of a RCRC

facility is prohibited until RCRC has confirmed that the League is in compliance with RCRC Youth Athletic Independent League Background Check Procedures as outlined in the RCRC Independent Community Athletic Leagues Procedures Handbook.

- 1.4 National Affiliated Leagues - Nationally affiliated leagues may conduct their own background checks as long as they meet the background check standards as outlined in this procedure. A signed and completed Athletics' League Disclosure Compliance Form must be submitted three (3) weeks prior to the first day of practice along with a roster of all volunteers and league officers.

Confidentiality:

All information received as a result of any screening will be kept confidential and not disclosed to anyone outside of RCRC. All authorization forms, records and reports shall be maintained in a confidential manner. RCRC might, in special circumstances, have a duty to disclose to third parties, including government agencies, certain types of information when the law requires.

If any disqualifying information is found during a search conducted by RCRC per 1.0 above, RCRC will be responsible for notifying applicant regarding disqualification in a confidential manner.

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. RCRC and its employees are not responsible for errors or omissions that may be reported on background checks.

Disqualifying Factors:

A person will be disqualified and prohibited from usage of a RCRC facility if the person has been found guilty of the following crimes as identified below: (Guilty means that a person was found guilty or convicted following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.):

SEX OFFENSES

All sex offenses – Regardless of the amount of time since offense.

Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, criminal sexual conduct, lewd act upon a minor.

FELONIES

All violent felony offenses – Regardless of the amount of time since offense.

Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

All felony offenses other than violence or sex – within the past 5 years. **Examples include:** drug offenses, theft, embezzlement, fraud, etc.

MISDEMEANORS

All misdemeanor violence offenses – within the past 3 years. *Examples include:* simple assault, battery, criminal domestic violence, etc.

Two (2) or more misdemeanor drug & alcohol offenses – within the past 3 years. *Examples include:* driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

ANY OTHER FELONY OR MISDEMEANOR

Any that would be considered a potential danger to children - Regardless of the amount of time since offense.

Examples include: contributing to the delinquency of a minor, child endangerment, etc.

Pending Cases

Applicants that have been charged with a sex offense or any offense relating to the endangerment of a child **will not** be considered until disposition of the charge/charges and approval from the Executive Director. A volunteer who has been charged with any of the disqualifying offenses may be suspended as determined by the Executive Director until disposition of the charge.

A volunteer must immediately inform the Richland County Recreation Commission or the Independent League Officer of any disqualifying factors and any charge that have been filed against them that if convicted, would cause that person to be disqualified. Failure to do so may result in further penalties including permanent disqualification of the individual.

Note: The national background check process is an ongoing process and is subject to review and changes as determined necessary by the Richland County Recreation Commission.

Responding to Offenses and Corrective Action

The Richland County Recreation Commission Athletics Department will be visiting RCRC facilities to ensure that we are providing an inviting and safe environment for our patrons.

Category 1: If a volunteer is identified as volunteering with the League who has not met the requirements as set forth above and/or is not listed on the roster provided to RCRC.

1st Offense: A league officer will be notified to have the individual removed. A notification letter will be sent to the League's president to reiterate that the individual is not allowed to participate as a volunteer at an RCRC facility without meeting the requirements set forth in this Youth Athletic Independent League Background Check Procedure as outlined in the *Independent Community Athletic Leagues Procedures Handbook*:

2nd Offense: A league officer will be notified to have the individual removed. A notification letter will be sent to the League's president to reiterate that the individual is not allowed to participate as a volunteer at an RCRC facility without meeting the requirements set forth in this Youth Athletic Independent League Background Check Procedure as outlined in the *Independent Community Athletic Leagues Procedures Handbook*. In addition, a \$100.00 (one hundred dollar) fine will be imposed on the League, which must be paid within ten (10) days of receipt of letter. Further offenses in this

category may result in additional fines and the suspension or the termination of the RCRC Facility Usage Agreement.

Category 2: If a volunteer is identified as volunteering with the League, after a league officer and the individual have been notified by RCRC that they do not meet the requirements for usage of an RCRC facility:

1st Offense: A league officer will be notified to have the individual removed. In addition, a \$100.00 (one hundred dollar) fine will be imposed on the League, which must be paid within ten (10) days of the receipt of letter. The individual will be disqualified indefinitely from usage of a RCRC facility.

2nd Offense: A league officer will be notified to have the individual removed. In addition, a \$500.00 (five hundred dollar) fine will be imposed on the League, which must be paid within ten (10) days of the receipt of letter. The individual will be disqualified indefinitely from usage of a RCRC facility. Further offenses in this category may result in the League's termination of the RCRC Facility Usage Agreement.

***** Any League that intentionally withholds information or provides false information on the RCRC League Disclosure Compliance Form, to include attachments, that would affect the volunteer, coach, practice coach or league officers unfavorably, if disclosed could result in a fine and/or suspension and/or immediate termination of the Richland County Recreation Facility Use Agreement. No volunteer, coach, practice coach or league officer is allowed usage of a RCRC facility without meeting the Youth Athletic Independent League Background Check Procedure requirements. RCRC reserves the right to request proof that the required searches are being conducted.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.