



Holland
MICHIGAN



**Holland Recreation Division
Volunteer & Criminal
Background Check Policy**

Holland Recreation Division aims to ensure that the children affected by a youth sports organization receive the highest quality experience. The Holland Recreation Division has the obligated responsibility to select the most qualified individuals. These individuals will thoroughly understand our organizations prioritized goals and will not create any additional risks. Also, and equally important, the Holland Recreation Division must, and will exclude those individuals that have certain criminal histories or who may increase the level of risk to our organization overall.

The concept of “due diligence” must not be overlooked, and will be embraced by the youth sports programs/activities. This refers to the complete and careful effort made to investigate a potential volunteer’s background. It is our organization’s responsibility to identify and exclude volunteers who pose any kind of risk to young participants.

Holland Recreation believes that coaches are the heart of all youth sports programs. The interaction between coaches and the players, the ability to teach game skills, and the psychological effects of the coaches’ actions towards the players can create an impression that the youth will remember for the rest of their lives. For this reason, coaches are reminded of the positive and negative impact they can have on the youth athletes.

Adults have often overlooked the fact that all youth come in different sizes, have differing needs, physical & psychological maturity levels, chronological ages, and emotional requirements. These variances are the prime reason why being a youth sport coach is such a difficult and challenging position. Nobody is perfect, however, we ask that we all give our best effort to remember this fact when working with children.

Implementation

Criminal background checks are mandatory for all head coaches, and their volunteers prior to completing their first scheduled practice. Coaches are to undergo a criminal background check prior to the beginning of all sport seasons that they may inquire about coaching. For example, Fall Soccer and Winter Basketball will require two separate volunteer forms being filled out and an additional criminal background check being completed.

All coaches will be required to sign a written authorization form allowing the Holland Recreation Division to order an individual criminal background check. This signature is found on the back of our volunteer coaching application.

Our authorized volunteer coaching application must be turned in to the Holland Recreation office by the designated due date. Failure to provide a completed authorization form by the deadline may disqualify the volunteer from coaching. Volunteer coaches are unable to begin structured practices without providing the Holland Recreation Division the proper applications.

Concussion Training

Holland Recreation requires all coaches, whether they be the head or assistant, to complete an online concussion training course courtesy of Heads Up. By taking this course you will have positioned yourself to improve the culture of concussions. Your actions can help create a safe environment for all young athletes so that they can stay healthy, active, and thrive both on and off the field. Once the course is completed, coaches must turn in a copy of their certificate to the Holland Recreation Division. The course can be found at the link below: <https://www.cdc.gov/concussion/HeadsUp/Training/index.html>

Criteria for Volunteer Coaching Exclusion/Disqualification

The Holland Recreation Division mandates that a person will be disqualified and prohibited from serving as a seasonal or part-time employee, and volunteer if the person has been charged and found guilty for convicted for unapproved criminal acts.

“Guilty” means that a person was either found guilty following a trial, entered a guilty plea, or the individual 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, or dismissal.

SEX OFFENSES

All Sex Offenses – Regardless of the amount of time since the offense ban, this will disqualify an individual from being a seasonal or part-time employee, and volunteer for the Holland Recreation Division.

Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

All Felony Violence – Regardless of the amount of time since the offense ban, this will disqualify an individual from being a seasonal or part-time employee, and volunteer for the Holland Recreation Division.

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

All Felony offenses other than violence or sex within the past ten (10) years.

Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

All misdemeanor violence offenses within the past seven (7) years

Examples include: simple assault, battery, domestic violence, hit & run, etc.

All misdemeanor drug & alcohol offenses within the past five (5) years or multiple offenses within the past ten (10) years.

Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

Please Note: Non-violent misdemeanors may not be considered a disqualifying event based upon management review. Also, management has the right to refrain from hiring or allowing someone to volunteer, based off additional circumstances. We reserve the right to do so, for the best interest of the City and/or the participants.

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