

Concord Parks & Rec. Youth Coach/Volunteer Background Screening Policy

PURPOSE

It is the intent of this policy to establish guidelines wherein the City of Concord Parks & Recreation Department seek to protect our children by investigating the background of volunteers who will be coaching or supervising children involved in programs approved by the Parks and Recreation Department.

GENERAL

A. The Parks and Recreation Department reserves the right to disqualify any person from a volunteer position at the sole discretion of the Department based on the policy. The Parks and Recreation Department also reserves the right to disqualify a person for any crime that would be considered a potential risk to children and/or vulnerable populations. The safety, wellbeing, and development of children require volunteers who are positive role models in their roles as coaches as well as their personal lives. A Coach who willfully fails to comply with this background screening policy shall be automatically disqualified.

B. All youth athletic programs shall ensure that all participants 18 years of age or younger shall have at the minimum one (1) approved coach or assistant coach present at each athletic activity, including practices and games. A Coach becomes approved once the process described in this policy is completed and the volunteer has met the qualifying requirements to receive a coaching badge.

C. Any person who has been found guilty, pled guilty; or pled no contest, regardless of adjudication, or is presently on a probationary status due to a disqualifying offense, or has participated in a pretrial intervention program for a disqualifying offense, or has a pending charge pertaining to, any of the disqualifying offenses listed in this policy will be immediately disqualified from coaching (either as a head coach or an assistant coach) in any program approved by the Parks and Recreation Department.

D. This policy will apply to all youth sports coaches, both head, assistants and team parents participating in sanctioned City of Concord recreational athletic leagues. If there is any doubt as to which coaches should be screened, the general rule is anyone who would have unsupervised access or contact with children in the program or on the team. Each Coach is required to complete a background check every 12 months for as long as they continue coaching.

SCREENING PROCESS

1. All background checks are voluntary and are done through a third-party contractor.
2. The Parks and Recreation Department will provide a link for the background check for anyone interested in coaching a youth sports program for the Parks & Recreation Department.
3. All information pertaining to the background check will remain secure and once returned will be reviewed by the Parks & Recreation Athletic Coordinator.
4. Notification of a passed background check will be provided to the volunteer by email or phone. Any other result will be notified by certified mail which will notify the Coach that they are at this time

disqualified. Upon request, the volunteer can receive a copy of the background check from the third-party contractor.

5. Disqualified volunteers shall not actively participate in coaching participants/children whether or not there is supervision by a qualified coach. Disqualified volunteers will be restricted to observation of the activities, and under no circumstances will they actively participate in coaching participants/children.

CONFIDENTIALITY

To ensure confidentiality, all information received by the City of Concord Parks & Recreation Department will only be used for the background check process as part of the volunteer review process. This information will be kept strictly confidential according to the Fair Credit Reporting Act (FCRA). The criminal background reports shall be kept in a secure location by the third-party contractor for a period as required by applicable law.

ACCOUNTABILITY

It is important for the integrity of the background screening program that all sport coordinators verify that (1) only those persons who are screened and who are not disqualified coach or assist in the coaching of the young people in the athletic programs approved by the Parks and Recreation Department, and (2) that such persons are active with only the team or teams identified with the Parks & Recreation Department office pertaining to that person.

APPEALS PROCESS

If a volunteer's background check includes a charge set forth on the list of disqualifiers below, the Parks and Recreation Department shall immediately disqualify a person from volunteering as a Coach. There shall be no appeal of a decision to disqualify a volunteer, if the volunteer's relevant criminal history is accurate.

If a Coach wishes to dispute the content of the profile report, the Coach shall contact the third-party responsible for conducting the background check by calling the telephone number listed on the report. The Coach is responsible for providing any or all documentation to support their claim.

DISQUALIFYING CRIMES

- **All Sex Offenses**
Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
- **All Felony Violence Offenses**
Examples include, but are not limited to: 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, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
- **All Misdemeanor Violence offenses within the past seven (7) years.**
Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.

- **Two Misdemeanor Alcohol offenses within the past five (5) years or multiple offenses in the past ten (10) years.**
Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, etc.
- **All Misdemeanor Drug offenses within the past five (5) years or multiple offenses in the past ten (10) years.**
Examples include, but are not limited to: simple drug possession, 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 coach.**
Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

WHY THESE CRIMES?

The National Recreation and Park Association (NRPA) has reviewed the resources of the National Association of Professional Background Screeners and sought the counsel of recognized background screening experts to develop a set of Recommended Guidelines for Volunteer Background Screening in park and recreation settings. These guidelines were produced as a result of this review.