



SPRINGFIELD PARKS & RECREATION

Recreation League Coaches Background Screening Policy

PURPOSE

It is the intent of this policy to establish certain guidelines wherein the City of Springfield Department of Parks and Recreation (hereinafter referred to as "Parks and Recreation Department") and its affiliated booster clubs can seek to protect our children by investigating the background of volunteers who will be coaching children involved in athletic 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. 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 young people 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 athletic programs shall ensure that all participants 18 years of age or younger shall have at least one (1) approved coach or assistant coach (hereinafter collectively referred to as "Coach") present at each athletic activity, including practices and games. A Coach becomes approved once the process described in this policy is completed and has met the qualifying requirements.

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 athletic program approved by the Parks and Recreation Department.

D. This policy will apply to all youth sports coaches, both head and assistant, participating in sanctioned City of Springfield recreational athletic leagues. If there is any doubt as to which coaches should be screened, the general rule is anyone who would potentially have unsupervised access to children on the team. Each Coach will have his or her background checked every 12 months for as long as he or she continues coaching.



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SCREENING PROCESS

1. The Parks and Recreation Department will provide a Volunteer in Youth Sports Consent/Release Form for each prospective head coach and assistant coach(s) for each team. All prospective coaches and assistant coaches are to complete and return the Consent/Release Form to the Parks and Recreation Department.

2. The Parks and Recreation Department Athletics Staff will establish deadlines to submit the Volunteer in Youth Sports Consent/Release Forms to the Parks and Recreation Department. This will give the Parks and Recreation Department time to compile the forms, process the forms, and have the background checks conducted.

3. The third party contractor conducting the checks will cross-reference the screening results with the disqualifying crimes listed in this policy. A pass/fail grade will then be emailed to the Parks and Recreation department based on the cross-reference. A passing grade indicates a volunteer/coach has qualified per policy to participate. A failing grade indicates a volunteer/coach has not qualified per policy to participate. All information pertaining to the background check will remain secure, subject to the applicable laws requiring disclosure.

4. If the third party contractor reports any "fail" grades to the Parks and Recreation Department, the Department shall notify the Coach that he/she is disqualified. Upon request; the Coach will 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.



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CONFIDENTIALITY

To help ensure confidentiality, the City of Springfield will ensure that all information attained from the background check process will only be used as part of the volunteer review process and 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 league presidents and/or 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 on the Volunteer Youth Sports Consent/Release Form pertaining to that person.

APPEALS PROCESS

If a Coach'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 Coach, if the Coach's relevant criminal history is accurate; all decisions are final.

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 his or her claim.



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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.

Volunteer in Youth Sports Consent/Release Form

Name of Organization: **City of Springfield, Department of Parks & Recreation**

Head Coach Asst. Coach Team Name: _____ Age Group: _____

Baseball/Softball Football Soccer Basketball Other

Sex: (circle one) Male / Female Season Year: _____

Full Legal Name: (Please Print) _____
(First) (Middle) (Last)

Date of Birth: ____/____/____ Social Security Number: ____-____-____

Residence Address: Street: _____

City: _____ State: _____ Zip: _____

Current Phone Number _____

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I, the undersigned, by execution of this document, give the Springfield Parks and Recreation permission to conduct a background check regarding my qualifications to coach in the City of Springfield Parks and Recreation athletic program. I release the City of Springfield and its Employees from liability for seeking, gathering and using such information in connection with my service and/or potential service to the program.

If I serve as a volunteer, I, for myself, my heirs, administrators and executors, do hereby release, indemnify and agree to hold harmless the City of Springfield and its Employees from and against any claims, damages or liabilities arising out of or resulting from my services to the program, unless caused by the gross negligence of the City of Springfield and its Employees.

If I transport program participants, I confirm that I maintain a valid driver's license and comply with all State laws, including laws that govern insurance coverage.

I understand that I have a right to: (1) obtain a copy of my background check report and (2) challenge the accuracy of any information contained in this report by contacting the third party responsible for conducting the background check by calling the telephone number listed on the report.

By signing this application, I agree to the following:

- I certify that I have not been convicted and do not have charges currently pending against me for any of the disqualifying crimes listed on The City of Springfield Background Screening Policy.
- I agree that at all times while serving as a volunteer coach for the City of Springfield Parks and Recreation Department, I will immediately notify the Parks and Recreation Department if I am charged with any of the disqualifying crimes.

Print Name: _____ Date: _____

Signature: _____