

Forest Hill Rec Council Background Check Policy- 2018

1. Who is required to have a check completed?

- a. All volunteers that are working with children (coaches, assistant coaches, managers, instructors, program chairs, assistant program chairs, board members, referees/officials/umpires that are 18 or older.)

2. How long is the Background check valid for?

- a. A background check conducted at the request of the Council is valid for one year from the date the results are received by the Council. Background checks need not be done more than one time per calendar year even if the volunteer participates in multiple programs in different seasons.

3. What is the process?

- a. The program chair will submit a list of volunteers that are applying to be coaches, managers, instructors, etc., to the Vice President of the Council, the responsible person for back ground checks. The vice president will maintain a list of current background checks and the dates they expire. The Vice President will forward a list of volunteers that require a background check to the program chair. Program chairs should **not** direct volunteers to apply until the vice president has confirmed the list and provided a list of applicants that require a check to be current.

4. What will disqualify an applicant?

- a. Any sex offense conviction no matter how long ago.
- b. Any violent felony conviction no matter how long ago.
- c. Any child abuse or domestic violence convictions.
- d. Any felony (other than what is listed above) convictions in the last 10 years.
- e. Any misdemeanor convictions in the past 7 years.
- f. Any applicant who refuses to submit a background check.
- g. Anyone on the approved list who is charged with a crime, must promptly notify the Vice President. A pending criminal charge will automatically disqualify a volunteer until a court decision is rendered. The eligibility of a volunteer to continue following a court decision on a criminal charge will be determined based on the criteria as outlined in "a" through "f" of this paragraph. For purposes of this paragraph, a traffic charge that can result in incarceration is considered a crime.

5. What is the review process for offenses?

- a. A volunteer that is excluded from service based on the results of a background check may appeal that decision in writing to the Vice President of the Council.
- b. The Vice President will forward this appeal and the background check results to a review board that will consist of three (3) members of the Board of Directors. The Review board will consider the written appeal from the Volunteer and the results of the background check. If a discrepancy is alleged in the appeal by the Volunteer, it will be the responsibility of the Volunteer to resolve such a discrepancy. The review board will consider the written appeal, the background check results, and any changes made to those results following the Volunteer's inquiry with the background check provider. It is not the responsibility of the Council to resolve alleged discrepancies.