



## **Volunteer Coaches Background Screening Process**

### **Purpose**

It is the intent of this document to establish certain guidelines wherein the Goodlettsville Parks and Recreation Department can seek to protect our children by investigating the background of volunteers who will be coaching children involved in athletic programs operated by the Parks and Recreation Department.

### **General**

- 1.** All participants 18 years of age or younger shall have at least one (1) approved coach (collectively referred to as "Coach") present at each athletic activity, including practices and games. A Coach becomes approved once the process described in this document is completed.
- 2.** Any person who has been found guilty, pled guilty; or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in this document 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. The 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.
- 3.** This document will apply to all youth sports coaches participating in city operated recreational athletic leagues. Each head coach will have his or her background checked every 12 months for as long as he or she continues coaching.
- 4.** Any Coach whose background screening results have not been received by the Parks and Recreation Department, before the first scheduled practice, will not be allowed to coach until results have been received. Another Coach in the league that has passed the screening process can Coach that team's practice or allow that team to practice with their team until the results have been returned to the Parks and Recreation Department. If no other Coach in the league that has passed the background screening is able to stand in until background results are received then recreation staff must be present and supervise practice at all times.

### **Screening Process**

- 1.** The Parks and Recreation Department will provide the applicant with *Background Screening Document and Volunteer Coaches Form* for each head and assistant coach.
- 2.** The Parks and Recreation Department Staff will establish deadlines to submit the Volunteer in Youth Sports Forms to the Parks and Recreation Department. These deadlines will be at least two weeks prior to the coaches meeting for each sport. This will give the Parks and Recreation Department time to compile and process the forms, and have the background checks conducted.
- 3.** A 3rd party contractor (SSCI) will administer the background screening.
- 4.** The third party contractor conducting the checks will cross-reference the screening results with the disqualifying crimes listed in this document. 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 to participate. A failing grade indicates a volunteer/coach has not qualified to participate. All information pertaining to the background check will remain secure, subject to the applicable laws requiring disclosure.
- 5.** 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.

6. Disqualified volunteers will be restricted to observation of the activities, and under no circumstances will they actively participate in coaching participants/children.

### **Confidentiality**

To help ensure confidentiality, the City of Goodlettsville 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.

### **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. The Coach is responsible for providing any or all documentation to support his or her claim.

### **Disqualifying Crimes**

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

For purposes of this document; Guilty shall mean that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilt (regardless of adjudication), or received court directed programs in lieu of conviction.

### **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, etc.*

### **FELONIES**

All Felony Violence – 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 10 years.

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

### **MISDEMEANORS**

All misdemeanor violence offenses within the past 7 years

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

Two or more misdemeanor drug & alcohol offenses within the past 7 years.

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

### **PENDING CASES**

Individuals found to have pending court cases for any of the disqualifying offenses will be disqualified. If the disposition of the pending case does not meet the criteria for the disqualification as listed above, the individual would then be cleared and reinstated.