Background Check Policies and Procedures
(Section 5)

5A. Introduction

Background checks are conducted to ensure the continuing safety of our children, constituencies and community members, and security of our resources. Although this is no guarantee against criminal acts, it does reduce the likelihood.

A check of a final candidate's background is intended to serve as an important part of the selection process when selecting volunteers into critical positions. A background check is the last act in the selection process for "critical" positions. The background check is valid for 3 years.

The background check is also an important part of the classification process when assigning new duties to an individual that would designate their new assignment as a critical position. A background check must be completed **prior** to the assignment of duties. Exceptions must be discussed and approved by each of the appropriate officers: President, Vice President, Treasurer and League Director.

The background check policy covers volunteers where the nature of the work meets critical factors.

"Critical positions" are defined as:

1. Head Coaches and Assistants of any team, at any level.
2. Zimmerman Youth Baseball Board of Directors.

5B. Scope of Background Check

The background check will seek felony and felony-reduced-to-misdemeanor convictions, and verification of identity. Zimmerman Youth Baseball will use Trusted Coaches to approve or deny all volunteers.

An **individual subject to a background check** shall not be required to disclose, nor shall any Trusted Coaches background check investigate an arrest, detention or report of abuse that did not result in a felony conviction as part of a background check unless such information is permitted or required by law.

5C. Restrictions on Disclosure and Confidentiality of Information

All Zimmerman Youth Baseball volunteers or employees who receive access to background check information obtained from Trusted Coaches are required to maintain confidentiality and only share information with authorized individuals in accordance with Zimmerman Youth Baseball regulations. Penalties for improper and unauthorized disclosure of background check information may include criminal prosecution as authorized by law.

Trusted Coaches will retain the background check results.