

Sheridan Community Recreation Inc. Background Check Policy



Sheridan Community Recreation, Inc. (SCRI) has implemented a criminal background screening program on coaches and volunteers of all youth programs.

Background Checks have been implemented by Sheridan Community Recreation to:

- Promote a safe, nurturing, and supportive athletic environment in which youth athletes can pursue their athletic goals;
- Provide an environment where parents can feel good about allowing their child to participate sports;
- Maintain SCRI as a hostile environment for those who would seek to harm youth athletes.

Please note that this screening is not intended to serve as a pre-employment background screening program, nor can screening guarantee that incidents of abuse by coaches/volunteers will not occur. Background screening is designed as a preventative risk management tool, but does not ensure inappropriate behavior will not occur.

Frequency

All SCRI coaches, sport commissioners, board members, and volunteers must successfully pass a background check every 36 months with monitoring to be eligible to participate in SCRI activities.

Screening Criteria

Convictions for, disclosures of convictions for, and pending dispositions for any of the following shall disqualify an individual from coaching or volunteering at any SCRI activity:

- Any felony convictions
- Any battery convictions
- Any sexual offenses
- Any crimes against children
- Any misdemeanor convictions in the past 5 years
- Any pending cases for disqualifying felony or misdemeanors
- Any open warrants or arrests with pending adjudication

Review Committee

To ensure confidentiality and impartial decision making, an independent review committee shall be formed by the SCRI board of directors. The committee shall not include any individuals who serve on the SCRI board or are acting SCRI sports commissioners or coaches. The committee may be as large as three (3) individuals and as few as one (1) individual; in quantity. The members of the committee shall have experience in law enforcement and/or the criminal justice system. In addition to the independent members of the Review Committee, the board shall select one (1) observational member who shall monitor the work of the Review Committee and provide the board with periodic reports on the Review Committee's work.

Review and Appeal Process

Members of the Review Committee shall receive all background check reports from the background screening vendor. Upon review of each report the committee shall take one of two actions:

- **Approve (“Green Light” reports)** Should an individual's background report come back without any issues then they will be approved to serve as a SCRI coach or volunteer and their name will be added to the list of coaches/volunteers in good standing.
- **Disqualify (“Red Light” reports)** Should a report indicate a violation of any of the stated screening criteria, the committee shall immediately send the applicant notice that they have not met the criteria to participate in SCRI activities as a coach or volunteer.
- **Applicant appeal** - The applicant may appeal a disqualification (to the entity noted) based on:
 - a) wrongful identification (appeal made to the SCRI background check vendor)
 - b) the applicant's belief that the committee has not applied the SCRI screening criteria properly as related to their background report. (appeal made to the SCRI Board of Directors)
 - c) a disqualification based upon a single conviction under screening criteria #1-7 so long as the applicant has only that one criminal conviction. The burden shall be on the Applicant to demonstrate in writing, with supporting documentation if any, that (1) the age of the conviction, (2) the circumstances surrounding the conviction, (3) contributions made to society, and/or (4) rehabilitative steps taken, justify allowing the Applicant to serve as a Youth Coach. Appeals must be filed within ten days of a Denial. No Appeals are allowed for disqualification under screening criteria (appeal made to the SCRI Board of Directors)
- **Form and timing of appeal** - The appeal must be made in writing within seven (7) days of receipt of the disqualification notice. The original disqualification letter will indicate where and the method of delivery the appeal shall be sent.
- **Appeal review** - The SCRI board shall convene within (7) days of receiving an appeal. As part of their review process the board shall consult with the Review Committee to understand the basis of the original disqualification.
- Upon a final decision to disqualify the applicant, communication will be sent to the applicant regarding the SCRI decision. Additionally, the relevant sport and sport grade-level commissioner shall be notified of the disqualification and shall monitor the applicant's adherence to the disqualification.
- Applicants for coaching can reapply for a background check and/or appeal 1 year post decision of previous background check that was listed in “Red Light” status.

If an applicant appeals, the applicant will be put in the following status:

- **Pending (“Yellow Light reports)** Should an individual appeal their background check they will be classified in this status until a determination can be made by the executive board.

Background Check Vendor

The SCRI board shall select an online background check vendor that it feels provides the most in depth background screens within a defined fee for each background check report. The term of the vendor relationship shall be determined by the board with a review of the performance of the vendor on an annual basis.