

# Mill Creek Athletic Association

## Criminal Background Check Policy

### Background Screening

For the safety and well being of each and every child participating in the Mill Creek Athletic Association (MCAA), it shall be the policy of the Association as of 01-10-05 to obtain and utilize background checks for screening potential coaches, “official” assistant coaches, Board members, commissioners, and/or any other authoritative position (all referred to later as Volunteer) that makes application to the Association. Any person who will be acting in a capacity as coach, or who may be alone with players, or responsible for a team at games or practices shall be included in this process. Official assistant coaches are defined as those whose names appear on the roster for a respective team.

A written authorization form shall be submitted to MCAA, signed by Volunteer, allowing the Association to order an individual criminal background check. Any Volunteer that fails to submit the signed consent form shall forfeit their consideration for a position. The deadline for submitting the consent forms shall be as follows: Coaches (all) shall turn in a consent form at the time of application; Board members shall turn in a consent form prior to the annual elections; all others must submit consent forms before the beginning date of their tenure for the position in which they are applying. In addition, MCAA will reserve the right to conduct random checks on at least 25% of all volunteers each year.

Background checks will be performed by Southeastern Security Consultants, Inc. (SSCI), utilizing a consent form provided by them, and shall be reviewed only by a designated committee (Background Screening Committee) so as to assure applicants’ privacy, as well as assure that all background checks are reviewed properly and with objectivity as may be required. Any change in the reporting agency used shall require a majority vote of the Board of Directors.

It will be the responsibility of league Directors to obtain and submit the consent forms to the Background Screening Committee. It will be the responsibility of the Committee to obtain consent forms for anyone wishing to be considered for a Board position or any other position not directly related to a specific sport. It shall then be the responsibility of the Committee to forward those consent forms to SSCI.

A conviction for any of the following will be considered an offense serious enough to disqualify a coaching candidate, board member, commissioner, or any other position of authority (Volunteer) for any sport or activity at Mill Creek Athletic Association (MCAA):

- ◆ Any felony offense involving violence, regardless of time elapsed
- ◆ Any type of crime against children, regardless of time elapsed
- ◆ Any crime of a sexual nature, regardless of time elapsed
- ◆ Any combination or multiple convictions of like or different **felonies**, regardless of time elapsed.

In addition, Volunteer applicants shall be disqualified if they have been convicted of the following within the past seven (7) years:

- ◆ Any felony conviction
- ◆ More than one drug or alcohol related crime, including but not limited to DUI, DWI or other such offenses related to the operation of a moving vehicle while impaired.
- ◆ Any other conviction involving “moral turpitude,” as defined by a majority vote of the Board of Directors, which shall be reviewed upon a case-by-case basis, and any and all decisions shall be at the discretion of the background check committee and shall be final.

Furthermore, any candidate or volunteer who has served in any capacity of incarceration **resulting from an actual conviction** shall not be eligible for a position as a Volunteer in MCAA until a minimum of five (5) years has elapsed from the date of release until the date of application.

While not specifying each and every crime, any offense that may fall under these categories should be deemed as such that the candidate would be inappropriate for any position where he or she is in extended contact or is responsible for any child for any period of time.

Should an existing Volunteer be charged with any of the above crimes after a background check has been performed and/or during a respective season, the Volunteer shall be suspended immediately and indefinitely. Should a disqualifying entry be revealed during a random background check for any Volunteer during their time in position, that Volunteer shall be immediately removed from the position.

It shall be the policy of the association to maintain these records for a period of three years. SSCI maintains records of screened applicants for a period of seven years, and MCAA may access those records as needed.

### **Background Screening Committee**

The Background Screening Committee shall consist of the President, and two other members designated by a majority vote of the Board of Directors. The duty of the committee will simply be to gather the forms from the respective sports or activity boards, submit forms to SSCI, and then notify any person whose background check reveals a disqualifying entry on the background check report. **It will be the applicant’s responsibility to protest directly with SSCI any finding that they wish to dispute. Neither the Background Screening Committee, or MCAA shall have any input nor oversight into any disputed matter between the applicant and SSCI.**

All information obtained in response to the background check or disclosed in the review process shall be kept confidential and not disclosed or discussed outside of the review process or Background Screening Committee. MCAA and its members are not responsible for errors or omissions that may or may not have been reported on background checks.