



**Policy & Procedures
Criminal Background Checks
For Youth Sports**

I. Subject:

Criminal Background Check Policy for Youth Sports Volunteers.

II. Purpose:

The purpose of this policy is to set the guidelines, regulations and procedures for administering the Criminal Background Checks for Hampton Parks, Recreation & Leisure Services for all youth Sports Volunteers. This policy will outline the process to obtain a Criminal Background Check and what the process is once a Criminal Background Check has been completed. The policy will also define any automatic disqualifiers.

III. Procedure:

The procedures listed below will be the guidelines used by all personnel within the Hampton Parks, Recreation & Leisure Services Department that are designated by the Director of the Hampton Parks, Recreation & Leisure Services Department to oversee the Criminal Background Checks for Youth Sports Volunteers.

The Criminal Background Check process will be completed on an annual basis.

All Criminal Background Checks for Youth Sports Volunteers shall be conducted using a nationwide search of all city and state databases.

All information shall remain confidential and will only be shared with any individual(s) that have been designated by the Director of Hampton Parks, Recreation & Leisure Services Department to oversee the Criminal Background Checks for Youth Sports Volunteers. This will also include the Director of the Hampton Parks, Recreation & Leisure Services Department.

All files pertaining to the Criminal Background Checks for Youth Sports Volunteers shall remain on file with the Hampton Parks, Recreation & Leisure Services Department for a minimum of 3 years from the time that the Criminal Background Check was conducted. All files shall be stored in a locked file cabinet under the control of the Hampton Parks, Recreation & Leisure Services Department administration staff.



All youth sports volunteers will be asked to head to the Athletic Division office or designated location and time setup by their Athletic Association to review a listing of the automatic disqualifiers and to sign a roster stating that they have seen the automatic disqualifiers before starting the Criminal Background Check process. All individuals must present a photo ID showing their legal name as it will be input on

the Criminal Background Check form. All youth sports volunteers will be asked to sign the appropriate release form allowing the Hampton Parks, Recreation & Leisure Services Department to conduct the necessary background checks as required for the position of a youth sports volunteer and be given a copy of this policy upon request.

The volunteer applicant shall receive a written notice in the mail if the information obtained from the background check warrants a rejection or disqualification. This letter will state that the volunteer will not be allowed to volunteer in any capacity within any organization that participates in any youth sports program that operates within the City of Hampton or is administered by the Hampton Parks, Recreation & Leisure Services Department. The association's commissioner will also be notified that the volunteer applicant is unable to perform any volunteer position.

No confidential information regarding a Criminal Background Check for Youth Sports Volunteer will be discussed over the phone with the applicant. All information concerning an applicant that has received a rejection letter shall be discussed with the applicant in person only after an appointment has been set up and the person's identity has been verified. There will not be any appeals for applicants that have been rejected.

All information received from the Criminal Background Check shall be reviewed by the Superintendent of Hampton Parks, Recreation & Leisure Services or his/her designee. If no convictions are found the Hampton Parks, Recreation & Leisure Services Athletic Division staff will notify the volunteer applicant that a background check was completed and no convictions were found that would disqualify the applicant from volunteering.

If a conviction is found the Hampton Parks, Recreation & Leisure Services Administration staff will notify the Athletics Coordinator who will inform the volunteer or Athletic Association

An applicant should be disqualified and prohibited from serving as a volunteer if the person has been found guilty based on a set of standards created by the National Recreation and Park Association. The listing of examples of criminal convictions listed below is not exhaustive and other crimes may be considered unacceptable. The automatic disqualification period will begin from the date of conviction. For crimes not listed below, evaluations will be made on a case by case basis by Hampton Parks, Recreation & Leisure Services Director



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SEX OFFENSES

All Sex Offenses – Regardless of the amount of time since offense.

Examples include, but are not limited to: *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, but are not limited to : *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.*

All Felony offenses other than violence or sex within the past 10 years.

Examples include, but are not limited to: *drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

MISDEMEANORS

All violent misdemeanor offenses within the past 7 years

Examples include, but are not limited to: *simple assault, battery, domestic violence, hit & run, etc.*

All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.

Examples include, but are not limited to: *driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.*

Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Examples include, but are not limited to: *contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*

Guilty means that a person was found guilty following a trial, has entered a guilty plea, the applicant entered a no contest plea followed with a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

Any applicant with a pending case that is a disqualifier or could be considered a disqualifier will not be allowed to volunteer until the official adjudication of the case.

The Criminal Background Check screening process is an ongoing process and should be subject to review and changes at any time. The Criminal Background Check for Youth Sports Volunteers policy is not intended to serve as a guarantee that incidents of abuse or inappropriate behavior by coaches or other volunteers will not occur



during Hampton Parks, Recreation & Leisure Services Athletic Division activities or events.