

PTAA Background Screening Policy

1. **Background.** In order to protect the youth of the Palmer Township Athletic Association (PTAA) and to raise the standards of PTAA, it is the policy of PTAA that at any PTAA sanctioned game, practice or event, there must be at least 1 (one) adult present who has successfully completed a criminal background check. If there are not 2 (two) adults present who have completed a PTAA Background Check, the game, practice or event must be halted or postponed until such an adult is available.

2. **Release and Consent.** All coaches are required to make application for the background screening procedure on an individual basis prior to engaging in an active coaching role with kids. Completing the application implies individual consent on behalf of each coach. The application for this process is located on the PTAA website. The fee for the Background Check shall be incurred by the PTAA.

3. **Standards.** The Background Screening Committee shall review all screening procedures. The Committee shall be made up of the current PTAA Board of Directors. The Committee shall receive and review the results of the reports if the individual does NOT meet minimum PTAA standards for Coaches using the following criteria:

Individual applicants (“Applicants”) shall be disqualified from positions as Head Coach, Assistant Coach or Parent Helper if said individual has **EVER** been found Guilty or entered a Plea of Guilty or nolo contendere, regardless of the adjudication, for any of the following:

- A. Any crimes against children;
- B. Any conviction involving violence; or
- C. Any sexual offense.

Should any pending charges described in “A” through “C” be uncovered, or should any charges be brought against an Applicant during the Coach’s season, the Applicant shall be suspended from serving as Volunteer until such time as the charges have been cleared or dropped and he/she is reinstated by a majority vote of the PTAA Board of Directors.

In addition, Applicants that have been found Guilty or that have entered a Plea of Guilty or nolo contendere, regardless of the adjudication, for any of the following within the past five (5) years:

- D. Any crimes of moral turpitude or lack of integrity and/or character of an Applicant, as determined by the Background Check Committee;
- E. Any Drug Related Conviction;
- F. Any Felony Conviction; or
- G. More than one Alcohol related conviction will be considered by the Background Check Committee.

Background checks containing the offenses listed in subsections D – G may be considered on a case-by-case basis by the Background Check Committee and Applicants may be disqualified if they have been found Guilty or entered a Plea of Guilty or nolo contendere for any of the foregoing.

4. **Notice.** The Background Check Committee shall notify the affected Applicant that a disqualifying entry was reported on the criminal background check and present the background report letter to the Applicant. In the event the Applicant feels a mistake has been reported in their criminal background check, it is the Applicant’s responsibility to contact the Reporting Agency and resolve any issues.

5. **Clearance.** Once an Applicant has received notification of his or her Clearance by the Background Check Committee, that individual shall wear the PTAA-mandated T-shirt provided to the individual by the PTAA to visually confirm said Clearance. A minimum of two (2) Coaches must be present at all practices, games and related events.

6. **Confidentiality.** All information in response to the criminal background check or disclosed in the review process shall be kept confidential and not disclosed or discussed outside of the review process. PTAA and its members are not responsible for errors or omissions that may be reported on background checks. The Background Check Committee of PTAA shall maintain all authorizations and records or reports in a confidential manner within the Palmer Township Municipal Building. All such records shall be maintained for up to three (3) years after the completed record is received by the PTAA.

6. **Expiration.** All background checks will expire one (1) year from the date of submission to the reporting agency. If the background check is set to expire during the season then another background check must be completed and approved as set forth above. Additionally, the PTAA Board of Directors shall regularly review the Results of Background Checks and provide continuous oversight of the Volunteers. Any Coach or Volunteer that remains in continuous service from year to year shall be exempt from these clearance requirements. Any lapse in service by a Coach or Volunteer shall cause the individual to submit to the within Background Check Policies and Procedures.

7. **Review of Policies and Procedure.** The PTAA shall review the within Policies and Procedures annually and update and/or revise same accordingly. The Background Check Committee shall document and keep record of any and all incidents that occur during the course of any given sports season. The Background Check Committee shall periodically evaluate all Volunteers' performances on an as-needed basis.

8. **Training.** Volunteers must be properly educated to work with children in the sports environment. Volunteers pledge to uphold code of ethics, and be held accountable for their actions for as long as they are with the PTAA.