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## **BACKGROUND CHECK GUIDELINES**

### ***Why background checks?***

Parents enroll their children in a league fully expecting that they will be safe from harm. Conducting a background check is one of several actions that youth administrators take to protect their participants from abuse; others are training, certifying volunteers and setting league guidelines for parent behavior.

### ***Who must undergo a background check?***

Background checks must be done annually on all coaches, plate umpires, and board members of the league regardless of the number of years they have been involved in the league or other leagues.

### ***How are background checks conducted?***

Written permission must be obtained from all individuals prior to conducting background checks. If permission is not granted, that individual will not be allowed to serve as a coach, umpire, or league board member.

Background checks will be conducted through a predetermined entity, by the security subcommittee of the board of directors.

SSLMK will incur the cost associated with conducting the background check.

### ***When will background checks be completed?***

Background checks will be completed for:

**Board members.** New board members may be assigned positions on the board prior to a background check. A background check must be conducted on new board members within 1 month of the commencement of service on the board. Background checks are to be completed annually on existing board members just prior to league tryouts.

**Coaches.** Background checks must be completed on all coaches:

Pee Wee, Junior, Senior, Teenage. Any head or assistant coaches assigned to teams prior to the draft must have a background check conducted prior to the draft date for that league. All remaining coaches must have background checks completed prior to the first practice or team event that the coach participates in.

**Umpires.** Background checks must be completed on all umpires prior to the first official game in which they participate.

***Who will have access to the background check information?***

Results will be kept in the strictest of confidence. The security committee of the board of directors will have access to the results and evaluate them. The security committee will be made up of at least one (1) executive board member and at least one (1) regular board member. If it is determined that the results require further questioning, the president of the board will be made aware of the results in question. The results of all background checks will be destroyed at the end of the kickball season (by the completion of all-star tournament).

***How are the background check results evaluated?***

The security committee will evaluate all of the background check data. There is potential that the resultant data will indicate an individual's prior felony and/or misdemeanor convictions. All prior convictions will be reviewed on a case-by-case basis, with the following being cause for immediate disqualification:

- **Any** prior felony or misdemeanor convictions which involved children
- **Any** prior felony convictions involving drug trafficking
- **Any** felony convictions within the last 5 years
- **Any** misdemeanor convictions within the last 5 years involving drugs or assault

All other felony and misdemeanor charges will be scrutinized but are not immediate cause for disqualification. If the security committee feels uncomfortable making a decision about a particular individual, it will discuss the background check results with the president of the board of directors and come up with an action plan for resolution, which may involve a face-to-face interview with the individual in question and possibly making the executive committee aware of issues.