

Urbana Youth Sports Background Check Policy

1. In order to protect the youth enrolled in Urbana Youth Sports (UYS) programs, and to raise the standards of UYS, a criminal background check is mandatory for all Head Coaches, Assistant Coaches, Program Directors, Committee Members or any person designated by the Committee who has the potential to be alone with players, or responsible for a team during a game or practice. It is the policy of UYS that at any UYS sanctioned game, practice or event, there must be at least 1 (one) adult present who has successfully completed a criminal background check. If there is not 1 (one) adult present who has completed a UYS Background Check, the game, practice or event may be halted or postponed until such an adult is available.
2. Through the use on it's official website designed and maintained by Bonzi Sports Software, Inc. (Bonzi), UYS utilizes the background check option, which utilizes Backgroundchecks.com (the agency) to gain information regarding background checks. The authorization is given when an individual registers for coaching or volunteer participation through the website. UYS pays a fee for each individual a background check requested for. Failure to enroll using the online process will disqualify the applicant from consideration for their volunteer or coaching position.
3. The Background Check Committee is the administrator of all background check procedures. The Committee is made up of the President, Vice-President, Secretary and the Program Director of the Sport for which the applicant is submitting an application for volunteer status. The President will receive the completed background check consents through the UYS website and will review them with the Background Check Committee. The Committee determines if a background check can be waived for those that are in law enforcement, law/judiciary, teaching, daycare or other professions that work with children and who's employment status may be subject to a background free of the offenses listed below. The Committee reserves the right to run a background check on any individual submitting a request to coach or volunteer at any time.

The President will request the background checks from the agency and will review the results with the Committee. The Committee will maintain confidentiality of these reports. The individual applicants may be disqualified from positions as a Head Coach, Assistant Coach, Program Director, Committee Member or any position designated by the Committee that has the potential to be alone with players, or responsible for a team during a game or practice, if they have ever been found guilty or entered a plea of guilty or no contest, regardless of the adjudication, for any of the following:

- A. Any crimes against children**
- B. Any conviction involving violence**
- 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 or Volunteer’s season, the Applicant will be reviewed by the Background Check Committee and may be suspended from serving as a coach or volunteer until such time as the charges have been cleared or dropped and he/she is reinstated by a majority vote of the Urbana Youth Sports Committee. In addition, Applicants will be reviewed by the Background Check Committee and may be disqualified if they have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication, for any of the following within the past **seven (7) years**:

D. Any Felony Conviction

E. Any Drug Related Conviction

In addition, Applicants shall be reviewed by the Background Check Committee for possible disqualification if they have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication, for any of the following within the past **five (5) years**:

F. Any crimes of moral turpitude or lack of integrity and/or character of an Applicant, as determined by the Background Check Committee

G. More than one alcohol related conviction

4. 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 and FCRA (Fair Credit Reporting Act) 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 agency and resolve any issues. The Applicant has the right to appeal the decision made by the Background Check Committee. Included with the notification letter will be a copy of the Appeal Process. Failure to adhere to the process set forth as indicated in the Appeal Process will render the Background Check Committee’s decision as final.
5. 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. UYS and it’s members are not responsible for errors or omissions that may be reported on background checks. The Background Check Committee of UYS shall maintain all authorizations and records or reports in a confidential manner.
6. All background checks will expire annually, from the date of submission to the agency. The background check status is maintained within the UYS website as a service provided by Bonzi. Coaches and Volunteers register to request for positions for each program during the appropriate registration period. UYS may use an individual’s background check for other programs within the valid life of the background check, as long as it has not expired. If the background check is set to expire during the commission of that sport, another background check should be completed.

7. The Applicant may, at his/her option request an appeal to the UYS Committee. The request for an appeal shall be made in writing to the UYS President or Vice President within forty-eight hours of receiving the notification that a disqualifying event has been discovered. Failure to timely request an appeal will cause the determination of the Background Check Committee to become final.

If an appeal is received from a Applicant, the UYS Committee is to schedule a hearing within 14 days of the request and inform the Applicant of the time and date of the hearing.

At the hearing, there will be a time limit of twenty (20) minutes for the Applicant to present any argument that the determination of the Background Check Committee should be modified.

Any determination made by the Urbana Youth Sports Committee is final.

The Appeals Committee comprised of the UYS President, Vice President, Treasurer, Secretary and each of the assigned Program Directors and Managers. The President shall only vote in the case of a tie. If the President is not available, the Vice President will take his place.

APPROVAL

PRESIDENT _____ DATE _____

VICE PRESIDENT _____ DATE _____

TREASURER _____ DATE _____

SECRETARY _____ DATE _____