

Mill Creek Athletic Association
Criminal Background Check Policy
Revised October 20, 2016

For the safety and well-being of each and every child participating in the Mill Creek Athletic Association (MCAA or Association), it shall be the policy of the Association as of January 1, 2005 to obtain and utilize background checks for screening potential coaches, assistant coaches, team managers, board members, and/or any other authoritative position acting in a capacity to be alone with players or responsible for a team at games or practices (all referred to as Volunteer). Assistant coaches are defined as those whose names appear on the roster for a respective team.

All Volunteers must complete an on-line volunteer registration (consent) form granting permission for MCAA to order a social security verification and a criminal background check. Any Volunteer that fails to complete the volunteer registration form shall forfeit their consideration for a Volunteer position.

The deadline for submitting consent forms shall be as follows:

- Coaches, Assistant Coaches, and Team Managers shall complete consent forms before being assigned to a team and shall not participate in any practices or games until background check has been processed.
- Board Members shall complete consent forms prior to annual elections and shall not be eligible to run until background check has been processed.
- Any other Volunteer must submit consent forms before the beginning date of their tenure in which they are applying.

Background checks will be performed by First Advantage, Volunteer Advantage and shall only be reviewed by a Background Screening Committee consisting of the Executive Board President, Secretary, and one other member designated by a majority vote of the Board of Directors. Any change in the reporting agency used shall require a majority vote of the Board of Directors.

It shall be the responsibility of the Sports Directors to obtain and forward the Volunteer's consent forms to the Executive Board Secretary for their respective sports. It will be the responsibility of the Executive Secretary to obtain consent forms for anyone wishing to be considered for a Board position or position not directly related to a specific sport.

The Executive Board Secretary will submit consent forms to the reporting agency. To assure applicants' privacy, as well as assure that all background checks are reviewed properly and with

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objectivity the results of background checks shall only be reviewed by the Background Screening Committee.

A conviction of any of the following will be considered an offense serious enough to disqualify a person for any Volunteer position.

- Any felony offense involving violence – regardless of time elapsed.
- Any type of crime against children – regardless of time elapsed.
- Any type of 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 may be disqualified if they have been convicted of the following within the past seven (7) years:

- One or more drug or alcohol related crime, including but not limited to DUI, DWI, or other offense related to operation of a moving vehicle while impaired.
- Any other conviction involving “moral turpitude” which shall be reviewed upon a case by case basis and any and all decisions shall be at the discretion of the Background Screening Committee.

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

Should an existing Volunteer be charged with any of the above crimes after a background check has been performed for the respective season, the Volunteer may be suspended immediately and indefinitely.

It shall be the policy of the Association to maintain background check records for a period of three (3) years.

All information obtained in response to the background checks or disclosed in the review process shall be kept confidential and not disclosed 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.

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