

Coach/Administrator Background Screening Policy

FOR RCRC RUN PROGRAMS

1. In order to better protect the youth participating in programs of the Richland County Recreation Commission, background checks are mandatory for all coaches and administrators of RCRC run programs. RCRC run programs are determined by whether the fees and expenses are run through the parks or the athletic department. This screening policy process details the exclusionary criteria that will determine if someone is eligible to coach, assist with coaching, or assist with administration of RCRC run programs. Mandatory checks on administration does not include full time RCRC employees who oversee programs in that background checks are already run on these persons prior to being hired. However, the Recreation Commission does reserve the right to run updated checks on staff as it deems necessary or prudent.

2. A completed and signed by applicant RCRC "Volunteer Disclosure Statement/Application" allowing the RICHLAND COUNTY RECREATION COMMISSION to run an individual sex offense registry and criminal background check is required by the RICHLAND COUNTY RECREATION COMMISSION. It is the responsibility of the park staff for park run programs and the athletic department for department run programs to insure that forms are completed on all coaches and administrators for RCRC run programs. The RICHLAND COUNTY RECREATION COMMISSION "Volunteer Disclosure Statements" must be submitted two weeks prior to the start of the first game of the season. Failure to provide a background check consent form by the deadline may disqualify the applicant from consideration for their coaching or administrative position with the Recreation Commission.

3. The RICHLAND COUNTY RECREATION COMMISSION shall oversee the running of background checks for RCRC run programs. Any exclusionary items found will result in notification to the park or athletic department overseeing the program. It will then be the park (for park run programs) or the athletic department (for athletic department run programs) responsibility to notify the applicant of the exclusionary criteria that has been found. The RICHLAND COUNTY RECREATION COMMISSION minimum standards for coaches and administrators are as follows as recommended by the Southeastern Security Consultants whose criteria is recommended by the National Alliance for Youth Sports:

Individual applicants ("Applicants") shall be disqualified from positions as a RCRC coach or administrator if they were ever convicted of the following:

- A. Any crimes against children
- B. Convictions involving violence, especially recent or recurring convictions
- C. Any sexual offense

Should any pending charges described in "A" through "C" be uncovered, or should any of the above charges be brought against an applicant during the season, the applicant shall be suspended from serving as a volunteer until such time as the charges have been cleared or dropped and that person has been reinstated by the Recreation Commission.

In addition, Applicants shall be disqualified if they have been convicted of the following within the past ten (10) years:

- A. Any Felony conviction
- B. Any Drug related conviction

- C. Any crimes of moral turpitude, as determined by the Recreation Commission
- D. More than one alcohol related conviction

In addition, Applicants shall be disqualified if they have been convicted of the following within the past seven (7) years:

- A. Any Misdemeanor conviction that may indicate a lack of integrity and/or character of an Applicant.

4. 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. All information obtained 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. The RICHLAND COUNTY RECREATION COMMISSION shall maintain all authorizations and records or reports in a confidential manner. The RICHLAND COUNTY RECREATION COMMISSION and its members are not responsible for errors or omissions that may be reported on background checks.

6. Once an applicant has submitted a "Volunteer Disclosure Statement/Application" he/she will not be required to submit another form for RCRC run programs for a period of one year. Each park or athletic department administrator will be responsible for insuring that the proper statement/application has been submitted. I.E. A coach that submitted a form in March of a given year for the track program would not be required to submit another form for a park run summer basketball program. However, it will be the park staff's or athletic staff person's responsibility to verify that the check has been run and falls within the one year allowable time period.

7. This screening policy should be given to each applicant with the "Volunteer Disclosure Statement" so that persons are aware of the exclusionary criteria prior to submitting an application.

8. The Recreation Commission reserves the right to amend these policies at any time. To to download and print the Background Check Form, please click the link below.