



Milton Girls Softball

Milton Girls Softball Association Criminal Offender Record Information (*CORI*) Policy

Purpose: To help provide a safe environment for members of Milton Girls Softball (MGSA) and to comply with Massachusetts laws.

Policy: MGSA volunteers who have the potential for direct unmonitored contact with children under the age of 18 at MGS activities shall have successfully passed a *CORI* background check.

Each MGS team must have at least two volunteer coaches who have successfully passed *CORI* background checks.

At least one MGSA volunteer who has successfully passed a *CORI* background check must be present during times of unmonitored access to children under the age of 18 at MGSA activities.

It is the responsibility of the head coach of each team to ensure that at least one person who has successfully passed a *CORI* background check is in attendance at all team practices, games, and other MGS team activities.

In those situations where the parent or legal guardian of a child under the age of 18 requests or gives permission for a volunteer of MGS who has not passed a *CORI* background check to have unmonitored contact with their child, this policy shall not apply. An example of this is when a parent requests an MGS volunteer to give their child a ride to or from practice or a game.

Definitions:

Unmonitored contact or access is defined as contact with or access to children under the age of 18 years old when there are fewer than two non-MGS volunteer parents (or legal guardians) of such children from different families in attendance.

Oversight:

1. The Board of Directors of MGSA will appoint two individuals to oversee and operate the MGS *CORI* background check program.
 - a. One person shall be appointed the *CORI* Administrator and shall be the primary contact person for all *CORI* activities and correspondence.
 - b. The second person shall be appointed the *CORI* Assistant Administrator and shall assist in the overall operation of the *CORI* program under the direction of the *CORI* Administrator.
2. The *CORI* Administrator and Assistant Administrator are responsible for maintaining up-to-date *CORI* certification for MGS at all times.
 - a. *CORI* certification must be renewed every three years.
3. The *CORI* Administrator and Assistant Administrator are responsible for submitting an Agreement of Non Disclosure (AOND) to the Massachusetts Criminal History Systems Board

(CHSB) in order to be authorized to receive individual CORI applications for background checks and CORI reports.

- a. AOND's must be renewed every two years at the time of certification renewal.
4. The CHSB must be notified when a previously authorized individual no longer requires access to *CORI* or has left the organization.
5. The *CORI* Administrator and Assistant Administrator must at all times take reasonable precautions to protect the confidentiality of all personal information related to *CORI*.

Background Check Process

1. Prospective MGSA volunteers requiring a CORI background check must submit a *CORI* Background Check Application Form. Prospective volunteers must also sign a *CORI* Agreement Form indicating that they have received a copy of and agree to abide by this policy.
2. The *CORI* Background Check Application Form and *CORI* Agreement Form will be submitted directly to either the *CORI* Administrator or Assistant Administrator.
3. The *CORI* Administrator will in turn submit the *CORI* application either in hard copy or via electronic file to the CHSB.
4. The *CORI* background check reports received from the CHSB will be reviewed by the *CORI* Administrator.
5. Successful passing of a *CORI* background check shall require the following:
 - a. the lack of any criminal conviction per the formal *CORI* background check with the CHSB or if the individual has a record of criminal conviction, they are deemed to not pose a threat to a child under the age of 18 as determined by the *CORI* Administrator and Assistant Administrator pursuant to item 7 below.
6. Any person having been convicted of a crime in levels 5 thru 9 inclusive as set forth in the Massachusetts Sentencing Commission Master Crimes List (currently available on the internet at http://www.state.ma.us/chsb/pdfs/misc/misc_crime_list.pdf) will automatically be disqualified from becoming an MGSA volunteer.
7. In the event that a prospective volunteer has a criminal conviction falling within levels 1 thru 4 of the Master Crimes List, the *CORI* Administrator and Assistant Administrator shall decide based on their best judgment whether or not to allow the individual to become an MGSA volunteer. The factors to be considered shall include the nature of the crime(s), the length of time since any crime was committed, whether or not multiple crimes have been committed, the known characteristics of the individual, and any other extenuating or mitigating circumstances.
8. Under no circumstances will an individual with a record of sex or violence related crimes or crimes involving illegal drug distribution be approved or accepted as an MGSA volunteer.
9. The decision of the *CORI* Administrator and Assistant Administrator is final and no appeals for reconsideration will be granted, except as provided in item 11 below.
10. Any MGSA volunteer applicant with a criminal background deemed as unacceptable will be notified in writing that they were not accepted as a volunteer. A copy of that rejection letter will be kept on file by the *CORI* Administrator.
11. Any individual who believes that their *CORI* background check report is in error should contact the Massachusetts Criminal Record Board. If the state agrees that the report was in error, the individual may apply to have MGS perform a new *CORI* background check.

Record Keeping

1. All hard copy documents related to CORI background checks containing personal information will be kept in a locked file in the possession of the CORI Administrator.
2. Electronic documents containing personal information must be maintained in a password-protected file in the possession of the CORI Administrator.
3. Individual CORI background checks must be repeated every three years. The CORI Administrator will maintain a system for tracking CORI checks to ensure that all MGSA
4. Volunteers have an up-to-date CORI background check on file.
5. CORI applications and reports shall be maintained on file for at least three years from date of issue.
6. Documents containing personal information shall be shredded prior to disposal.

Date Accepted: _____

President: _____

VP/Secretary: _____