

**Crossroads Youth Football League, Inc.**  
**Volunteer Background Screening Policies and Procedures**  
**Adopted July 2007**



## **1. Purpose**

As our society increases its awareness of the problems associated with situations where children are placed at risk of abuse, organizations involved with America's youth must work diligently to provide them with a safe environment. Therefore, Crossroads Youth Football League, Inc. (CYFL) shall conduct criminal background checks of all youth sports volunteers and shall not knowingly allow any volunteer found guilty of the disqualifying offenses defined in this policy, or having committed any acts that would indicate behavior that would have a detrimental effect on children, to be placed in a position that may involve contact with children.

## **2. Applicability, Approval, and Enforcement**

This policy shall apply to the following volunteers who may come into contact with children, including but not limited to coaches, assistant coaches, administrators, board members, and any other youth sports volunteers as determined by CYFL. No person covered by this policy shall participate as a volunteer until he/she is approved by CYFL to participate. Individuals and organizations failing to comply with this policy may be precluded from any and all league activities.

## **3. Disqualifying Offenses**

**To serve as a youth sports volunteer, a person shall not have been found guilty of the following offenses:**

- a. All sex offenses regardless of the amount of time since offense. Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, and indecent exposure.**
- b. All felony violence offenses regardless of the amount of time since offense. Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, and aggravated battery.**
- c. All felony offenses within the past ten (10) years (other than those that are violent or sexual in nature). Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, and child endangerment.**
- d. All misdemeanor violence offenses within the past seven (7) years. Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run and any offenses related to the mistreatment of or cruelty to animals.**

e. All misdemeanor drug related offenses within the past five (5) years or multiple (more than one) offenses in the past ten (10) years. Examples include, but are not limited to: driving under the influence (DUI), simple drug possession and possession of drug paraphernalia.

f. Multiple (more than one) misdemeanor alcohol related offenses within the past five (5) years or more than three (3) offenses in the past ten (10) years. Examples include, but are not limited to: driving while intoxicated (DWI), drunk and disorderly conduct and public intoxication.

g. Other offenses, whether misdemeanor or felony, within the past fifteen (15) years that would be considered a potential danger to children participating in CYFL. Examples include, but are not limited to: contributing to the delinquency of a minor, child endangerment and aiding and abetting a minor to commit a violation of the law.

**In addition, a person arrested or charged with the offenses listed above shall not be permitted to participate as a CYFL volunteer while awaiting disposition of the case.**

#### **4. General**

The list of disqualifying offenses contained in this policy is for illustrative purposes only and shall not be construed as a limitation on those criminal activities, violations, or other acts that CYFL determines would be grounds to disqualify a person from assisting with youth sports programs. If there is a reasonable doubt as to the question of whether the volunteer meets the criteria set forth in this policy, CYFL will err on the side of the safety of children rather than placing children at risk.

#### **5. Definition of Guilty**

For the purpose of this policy, guilty means that a person was convicted following a trial; or entered a guilty or nolo contendere (no contest) plea, regardless of whether there was an adjudication of guilt or a withholding of adjudication. This definition does not include criminal charges which resulted in successful completion of a pre-trial intervention program where there was no plea to the charge; acquittal; nolle prosse; dismissal; or expungement of all charges. In addition to being found guilty as defined in this paragraph, having facts that the applicant committed or admitted to committing one of the excluding offenses in paragraph 3 above, which are in the possession of CYFL and after presentation to the applicant, resulting in a finding that the applicant committed the offenses beyond the preponderance of evidence, will also be grounds to exclude such applicant from participating in CYFL activities as a volunteer.

#### **6. Offenses Following Approval**

Any volunteer determined eligible to participate in youth sports and subsequently arrested, charged, committed, and/or found guilty of any disqualifying offense (as defined above) shall immediately (within one (1) calendar day) notify CYFL. The volunteer shall be immediately removed from the voluntary position until the official disposition of the case is reviewed by the

CYFL Executive Board. Failure to notify CYFL immediately shall result in the volunteer being disqualified for participation in youth sports programs for a minimum of ten (10) years from the date the failure to notify was discovered.

## **7. Appeals Process**

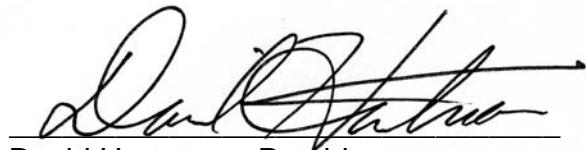
If a volunteer's criminal background includes actions or a charge set forth on the list of disqualifying offenses above, CYFL shall immediately disqualify him/her from volunteering and shall send written notification of the disqualification to the individual if requested. There shall be no appeal of a decision to disqualify a volunteer if the relevant criminal history or factual evidence is accurate. All decisions shall be final. If a volunteer wishes to dispute the accuracy of the criminal history or evidence in the possession of CYFL, the volunteer shall contact the CYFL Board of Directors, within ten (10) calendar days by submitting all matters for consideration in writing. The volunteer shall be responsible for providing all documentation to support his/her claim.

## **8. Prior Disclosure**

It is important that any question regarding criminal history be answered completely and truthfully when completing the volunteer application or other required documents. Failure to do so shall be considered negligent or an intentional effort to conceal information and shall result in the denial of the privilege to serve as a volunteer.

## **9. Review Process**

The background screening process is an ongoing process and shall be subject to review and changes by the Crossroads Youth Football League, Inc. Board at any time.



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David Hartman – President  
Crossroads Youth Football League, Inc.

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Date

July 18, 2007