



## **VOLUNTEER/COACH BACKGROUND CHECK POLICY**

Background checks are mandatory for all prospective volunteers and coaches at Southeastern Livingston County Recreation Authority (SEL CRA). The following are the guidelines followed by SEL CRA when performing and evaluating background checks.

### **Purpose of Volunteer/Coach Background Checks**

SEL CRA is committed to providing fun, inclusive, and safe recreational opportunities for all members of the community. The main objective of the background check policy is to insure the safety and overall well-being of all program participants. The policy will allow SEL CRA to determine if an individual who wishes to volunteer and/or coach is suitable to work with the individuals involved in SEL CRA programs.

### **Volunteer/Coach Requirements**

- Complete and submit the “Volunteer/Coach Application” to the SEL CRA office.
- Sign and date the volunteer agreement located on the “Volunteer/Coach Application”, thus authorizing SEL CRA to perform a background check.

**Volunteer/Coach Disqualifications** In addition to the disqualifications listed below, SEL CRA reserves the right to disqualify any individual who knowingly submits false information. An individual will NOT be permitted to volunteer in a SEL CRA program should they be found to have been convicted of any of the following offenses. Pending convictions or arrests for the following will be considered disqualifications until resolved or determined otherwise by SEL CRA:

- All Sex Offenses – Regardless of the amount of time since the offense.
- All Felony Violence – Regardless of the amount of time since offense
- All other felony offenses within the past 10 years.
- MISDEMEANORS - All misdemeanor violence offenses within the past 7 years
- All misdemeanor drug & alcohol offenses within the past 5 years
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of the volunteer
  - Examples include but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, theft, etc.

### **Implementation of Policy**

All necessary volunteer materials must be submitted prior to taking part in any SEL CRA program. Background checks will be completed by SEL CRA prior to the beginning of the program the volunteer or coach is planning to participate in. Volunteers will be notified if they fail the background check and will no longer be eligible to serve as a volunteer. SEL CRA will prevent any volunteer from taking part in any SEL CRA program should the conditions outlined by this policy not be met.