



VOLUNTEER COACH BACKGROUND CONSENT / RELEASE FORM

I understand that a consumer report (background screening report) and/or an investigative consumer report (reference checks and/or interviews) that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer with the Valparaiso Park Department.

I understand that, if I am approved for volunteer service by the Valparaiso Park Department, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of the Valparaiso Park Department, such may be necessary.

I hereby release and discharge to the extent permitted by law, Valparaiso Park Department, its employees, any individual or agency obtaining information for the Valparaiso Park Department, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of the Valparaiso Park Department.

By signing below, I, _____, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

AUTHORIZATION

Print Name (last, first, middle)

Social Security Number

Date of Birth (MM/DD/YYYY)
(For ID Purposes Only)

Any other names I have been known by: _____

Current Address: _____



Background Screening Policy and Consent Form (Coaches)

PURPOSE

It is the intent of this policy to establish certain guidelines wherein the Valpo Department of Parks and Recreation can seek to protect our children by investigating the background of volunteers who will be coaching children involved in athletic programs approved by the Parks and Recreation Department.

GENERAL

- A. All participants 18 years of age or younger shall have at least one (1) approved coach or assistant coach (collectively referred to as "Coach") present at each athletic activity, including practices and games. **A Coach becomes approved once the process described in this policy is completed.**
- B. **Any person who has been found guilty, pled guilty; or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in this policy will be immediately disqualified from coaching (either as a head coach or an assistant coach)** in any athletic program approved by the Parks and Recreation Department. The Department also reserves the right to disqualify a person for any crime that would be considered a potential risk to children and/or vulnerable populations.
- C. This policy will apply to all youth sports coaches, both head and assistant, participating in sanctioned recreational athletic leagues. If there is any doubt as to which coaches should be screened, the general rule is anyone who would potentially have unsupervised access to children on the team. **Each Coach will have his or her background checked every 12 months for as long as he or she continues coaching.**

SCREENING PROCESS

1. The Parks and Recreation Department will provide a Volunteer in Youth Sports Consent/Release Form for each head coach and assistant coach(s).
2. The Parks and Recreation Department Staff will establish deadlines to submit the Volunteer in Youth Sports Consent/Release Forms to the Parks and Recreation Department. These **deadlines will be at least two weeks prior to the start of practices** for each sport. This will give the Parks and Recreation Department time to compile the forms, process the forms, and have the background checks conducted.

The third party contractor conducting the checks (Safe Hiring Solutions, Inc.) will administer the background screen. A pass grade will be for any Coach that has zero disqualifying crime matches, a fail grade for any Coach that has one or more disqualifying crime matches.

3. **If the third party contractor reports any "fail" grades to the Parks and Recreation Department, the Department shall notify the Coach by certified mail and/or telephone that he is disqualified.**

APPEALS PROCESS

If a Coach wishes to dispute the content of the profile report, the Coach shall contact the third party responsible for conducting the background check by calling the telephone number listed on the report. The Coach is responsible for providing any or all documentation to support his or her claim.

DISQUALIFYING CRIMES

If a Coach (1) has been convicted of, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the Coach will be disqualified from volunteering for a coaching or assistant coaching position with any athletic team in any athletic program approved by the Parks and Recreation Department.

All Sex Offenses

Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

All Felony Violence Offenses

Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

All Felony offenses other than violence or sex within the past ten (10) years.

Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

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, etc.

Two or more Misdemeanor Alcohol offenses within the past five (5) years.

Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, etc.

All Misdemeanor Drug offenses within the past five (5) years or multiple offenses in the past ten (10) years.

Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, etc.

Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that coach.

Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.