**Elizabethtown Boys Club Screening / Background Check Policy Statement and Process**

**I. Statement**

Criminal background screenings on coaches and other adults in a supervisory role are conducted by an outside third party which specializes in such work, and overseen (in specific instances) by the EBC Athletic Director and EBC Board of Directors. This is undertaken in an effort to protect the children who participate in EBC's Baseball, Cheerleading, Football, and Wrestling programs. The cost of this service is $20 and payment will be the responsibility of each individual. The site is set-up to accept credit cards.

**II. Definitions**

EBC recognizes a COACH as the head coach, assistant coach, or team manager. No practice can proceed unless the head coach, assistant coach, or team manager is present. In addition, all Commissioners, Concession Stand Supervisors and Board Members will be subject to a criminal background screening.

The criminal background screening is **mandatory, no exceptions.**

**III. Procedure**

All candidates for the above mentioned positions must sign a Release Form for a PA Criminal History check, PA Child Abuse check and the National Criminal History check which gives EBC the right to check criminal history records, Child abuse records and verify social security numbers. This process is performed directly through **Protect Youth Sports** in coordination with the state of **PA**. The secure URL through which coaches can initiate their EBC criminal background check process is:

  [**https://opportunities.averity.com/ElizabethtownBC**](https://opportunities.averity.com/ElizabethtownBC)

Each person requesting a background check will receive an email with the following in the subject:

Doe , John **PA Child Abuse Registry Check,**

**Please follow the directions in the email to do the child abuse check. If this is not done, the background check will not complete and you will not be able to coach.**

No other personal information (e.g. work history, financial, credit, etc.) is checked or researched. The company executing background checks has agreed to such terms contractually, and confirms such direction annually.

In the event information surfaces via the background check, a screening committee consisting of the EBC Executive Board, Athletic Director, and the specific Commissioner will review the background check information to determine coaching eligibility. Only members of the screening committee will review the data obtained. All information is strictly confidential and will not be made public under any circumstances. Each individual criminal history record, child abuse records, and national criminal history will be valid for **Three years** and then promptly destroyed at the end of that calendar period.

The decision of this screening committee may be appealed, for the purpose of clarifying facts or explaining extenuating circumstances, to the EBC Executive Board.

Any active coach who is arrested for committing an offense as listed, will immediately forfeit his/her coaching eligibility until disposition by the courts. A conviction of an offense as listed will result in termination of coaching eligibility as stated in the policy.

The following is a list of offenses prohibiting an applicant from participation as a Coach or Volunteer with any EBC Program-- offenses including but not limited to the following:

Arson

Aggravated Assault

Sexual Assault

Aggravated Kidnapping

Aggravated Robbery

Crimes against Children (including abandonment, abuse, endangerment,

pornography, possession or promotion of pornography, enticement, solicitation, sale or purchase of, injury to, or indecency)

Criminally Negligent Homicide

Deadly Conduct

Delivery of Marijuana

Manufacture of or Delivery of a controlled substance or dangerous drug

Any violation of a law intended to control the possession or distribution of any controlled substance or illegal drug

Indecent Exposure

Injury to Elderly or Disabled

Intoxication Manslaughter

Kidnapping

Manslaughter (voluntary or involuntary)

Murder

Prohibited Sexual Conduct

Prostitution (including promotion of, aggravated promotion of)

Public Lewdness

Rape

Sexual Abuse

The EBC Screening Committee will review the following offenses to determine eligibility. Consideration will be given based on when the offense was committed and taken into account for coaching eligibility (i.e. length of time since disposition of certain offenses).

Marijuana Possession\*

DWI /DUI\*

Theft\*\*

Misdemeanor Assault\*\*

\*If a first offense and not currently under probation --- eligible, but cannot drive any child other than his/her own.

More than one violation has occurred or currently on probation --- ineligible.

\*\*Eligibility dependent upon the severity and length of time since offense occurred.

**Finally, the EBC Board wants each parent to know that we have done everything possible to keep your child safe. It really is, “all about the kids”.**