



City of Salem Parks and Recreation
Sports Office – Division
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Athletics Background Screening Policy

PURPOSE

It is the intent of this policy to establish certain guidelines wherein the City of Salem Parks and Recreation Department (hereinafter referred to as “Parks and Recreation Department”) seeks to protect our children by investigating the background of volunteers who will be coaching children involved in athletic programs approved and supported by the Parks and Recreation Department.

GENERAL

A. All youth teams consisting of participants 18 years of age or younger shall have at least one (1) approved coach or assistant coach (hereinafter collectively referred to as “Coach” or “Applicant”) 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 convicted of, 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. A Coach who willfully fails to comply with this background screening policy shall be automatically disqualified.

C. All sports will have one head coach and up to two assistant coaches processed for approval with the exception of football which will have one head coach and up to four assistant coaches processed for approval. Each Coach will have his or her background checked every 36 months for as long as he or she continues coaching.

D. The Parks and Recreation reserves the right to disqualify any person from a volunteer coaching position at the sole discretion of the Department. The Parks and Recreation Department also reserves the right to disqualify a person that would be considered a potential risk to children and/or vulnerable populations. The safety, wellbeing, and development of young people require volunteers who are positive role models in their position as youth coaches as well as their personal lives.

SCREENING PROCESS

1. The Parks and Recreation Department Athletics Staff will establish deadlines by which the Volunteer in Youth Sports Consent/Release Forms are due back 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. After the background check, the results of the background check will be forwarded to the City of Salem’s Department of Human Resources. The Department of Human Resources will then advise the Parks and Recreation department of any coaches who are disqualified. All information pertaining to the background check will remain with the City of Salem’s Department of Human Resources, subject to the applicable laws requiring disclosure. The Parks and Recreation Department will not be informed of the results of any background

check; rather, the Parks and Recreation Department will only be told that a coach is disqualified.

2. If any disqualifying entries are reported in the criminal background check, the Parks and Recreation Department shall notify the applicant by certified mail that he/she has been disqualified from coaching in our leagues/programs. Upon request, the applicant will receive a copy of the background check from the Department of Human Resources.

CONFIDENTIALITY

The criminal background reports shall be kept in a secure location for a period as required by applicable law or until a person is no longer a volunteer Coach, whichever is later.

APPEALS PROCESS

If an applicant's background check includes a charge set forth on the list of disqualifiers below, the Parks and Recreation Department shall immediately disqualify a person from volunteering as a coach. There shall be no appeal of a decision to disqualify a Coach, if the Coach's relevant criminal history is accurate; all decisions are final.

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 applicant (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 applicant 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.

The disqualifying crimes are as follows (all references, unless otherwise indicated, are to Title 18.2 of the Code of Virginia (1950), as amended):

- possession of marijuana (18.2-250.1) once in the last 3 years or more than once in the last 10 years
- possession of a controlled substance other than marijuana (18.2-250) once in the last 10 years or more than once
- assault and battery (18.2-57) once in the last 5 years or more than once in the last 10 years
- driving while intoxicated (18.2-266) two or more times in the last 5 years
- distribution of controlled substances (18.2-248)
- delivery of controlled substances to prisoners (18.2-474.1)
- possession with intent to distribute controlled substances (18.2-248)
- possession with intent to distribute marijuana (18.2-248.1)
- murder or manslaughter (voluntary or involuntary) (Article 1 of Chapter 4, 18.2-30 to 18.2-37)
- malicious wounding by mob (18.2-41)
- abduction (18.2-47)
- abduction for immoral purposes (18.2-48)
- assaults and bodily wounding's (this includes, but is not limited to, shooting, stabbing, malicious wounding, and reckless endangerment) (Article 4 of Chapter 4, 18.2-51 to 18.2-57.2, but not 18.2-57)
- allowing firearm access to children (18.2-56.2)
- robbery (18.2-58)

- burglary and related offenses (Article 2 of Chapter 5, 18.2-89)
- carjacking (18.2-58.1)
- extortion by threat (18.2-59)
- felony stalking (18.2-60.3)
- sexual assault (Article 7 of Chapter 4, 18.2-61 to 18.2-67.10)
- arson (Article 1 of Chapter 5, 18.2-77 to 18.2-88)
- drive by shooting (18.2-286.1)
- use of a machine gun in a crime of violence (18.2-289)
- aggressive use of a machine gun (18.2-290)
- use of a sawed-off shotgun in a crime of violence (18.2-300)
- pandering (18.2-355)
- crimes against nature involving children (18.2-361)
- incest (18.2-366)
- taking indecent liberties with children (18.2-370; 18.2-370.1)
- abuse and neglect of children (18.2-371.1)
- failure to secure medical attention for an injured child (18.2-314)
- obscenity offenses involving children (18.2-374.1)
- possession of child pornography (18.2-374.1:1)
- electronic facilitation of pornography (18.2-374.3)
- abuse and neglect of incapacitated adults (18.2-369)
- employing or permitting a minor to assist in an act constituting a criminal offense (18.2-379) under Article 5 of Chapter 8
- escape from jail (18.2-477)
- felonies by prisoners (Section 53.1-203 of the Code of Virginia (1950), as amended)

WHY THESE CRIMES?

The list includes “Barrier crimes” as incorporated by reference in §19.2-392.02 of the Code of Virginia (1950), as amended, which authorizes background checks on persons who may have unsupervised access to a child.

SUMMARY CHECKLIST

1. Parks and Recreation Department provides Background Screening Policy and Volunteer Consent/Release forms to applicant.
2. Coach retains policy for his or her records, completes form and returns it to the City of Salem Department of Parks and Recreation.
3. Parks and Recreation Department sends forms to third party contractor to perform background checks.
4. Third party contractor sends results of background checks to the Department of Human Resources
5. Human Resources notifies Parks and Recreation Department of any disqualified coaches.
6. Parks and Recreation Department notifies coach of the disqualification.

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