

PAPILLION RECREATION ORGANIZATION BACKGROUND CHECK PROCEDURE

OVERVIEW:

This policy is referenced in PRO Bylaws Article V Section 4 and Article IX Section 4.

The Papillion Recreation Organization (PRO) is committed to providing the best experience for all members and preserving the safety and well-being of the youth of the PRO family. To that end, PRO shall not permit individuals to coach or work with youths if they have demonstrated past conduct that is deemed unsafe to children. PRO has developed this procedure to ensure that every reasonable step is taken to protect our youth from persons that might be unsafe or damaging to them.

PROCEDURE: To protect the parents and youth that participate in sports programs and activities PRO sponsors, any person wishing to volunteer as an official coach or any other position where they might be alone with our youth, will be subject to a comprehensive accredited background check prior to sports season, reverified annually. The following outlines the requirements of volunteers and the steps that will be taken in completing this procedure.

- A. All volunteers desiring positions where they might be alone with youth or, as an official sports coach participating in the sports program must register online through the coaches registration process @ papiorec.org. Failure to register or falsifying information on the registration will disqualify an individual from performing duties that require it. PRO shall keep registrations on file for one (1) calendar year.
- B. The President of PRO shall annually commission a Background Check committee of two (2) or more people to conduct the background checks according to a method approved by the Director of the Papillion Recreation Department that is sufficient to identify convictions for crimes listed in City of Papillion Field Utilization Requirements.
- C. All persons receiving background check information regarding an individual shall maintain the confidentiality of such information in accordance with applicable law.
- D. All documented results of an individual's background check will not be disclosed outside of PRO and will be shared within PRO only on a "need to know" basis.
- E. All documented results of an individual's background check will be destroyed after a final decision has been made regarding the individuals eligibility to participate as a volunteer within PRO.
- F. An individual is eligible to participate in a volunteer position where they might be alone with youth or as an official sports coach participating in a sports program within PRO only after successfully passing the background check process.
- G. If an individual is not eligible to participate as a volunteer within PRO based on information received on a background check, the individual will receive a letter stating their ineligibility. The individual will also receive a copy of the background check report and a copy of this procedure that defines the appellate process below.

The City of Papillion may conduct its own background check of a PRO volunteer in a position where they might be alone with youth or as an official sports coach. If the results of the City's background check would disqualify the participation of a coach then PRO and the City shall work together to insure the safety, mental and physical well being of the youth participants in PRO.

Appealing Decisions

Any volunteer not passing an initial background check may appeal the findings. A copy of the background check used by PRO to deny participation will be provided by PRO to the appellant. It is incumbent upon the appellant to disprove evidence received by the background check company. The decision of the PRO Background Appeals Committee will be final. The PRO Background Appeals Committee will consist of PRO Training Director, the appropriate PRO Sport Director and the PRO President.

How to Appeal

To appeal a decision, a person must file a notice of appeal. The notice of appeal must be submitted in writing in one of the following manners.

1. Using the PRO Presidents Hotline page on the PRO web site at www.papioec.org.
2. Send a written letter to PRO President ~ P.O. Box 460935 ~ Papillion, NE ~ 68046.

In order for the notice of appeal to be accepted, it must include:

1. The full name and address of the appellant.
2. The grounds for appeal (provide a detailed explanation of the appellant's objections to the decision; describe additional facts or factual errors in the decision.)
3. The particulars relevant to the appeal (describe any background facts that relate to the appeal including how you are affected by the decision.)
4. A description of the relief requested (what do you want the Committee to do at the end of the appeal.)

A copy of the current version of this Policy will be posted and available on the PRO web site.

A disciplinary hearing may be called upon discovery of any member not in compliance with this Policy.

Approved December 17, 2009.

Attachment I:

PRO PAPIILLION RECREATION ORGANIZATION VOLUNTEER INFORMATION/AGREEMENT DEFINITION

A volunteer is defined as an individual performing services for the Papillion Recreation Organization or one of its Associations ("Organization") who does not receive monetary compensation for his/her services.

Individuals who volunteer to perform services for the Organization are not “employees” for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). An individual is a volunteer so long as the individual is not continuously retained to perform the same services for the Organizations and so long as the individual receives for his/her services no more than expenses, or recognition gifts, and an unlimited amount of appreciation and gratitude.

PURPOSE

The purpose of the volunteer program will be as follows:

1. Promote a positive and safe environment where our players can grow in confidence, self esteem and skills players.
2. Teach fundamental and advanced baseball skills as your team or an individual player's level of skill dictates.
3. Serve as a Role Model and practice good sportsmanship at all times while in uniform or around our players.
4. Provide enrichment experiences to supplement the educational program.
5. Provide assistance for the organization staff in non-athletic areas where player contact may or may not exist.
6. Meet special organization needs.
7. Promote better organization-parent and organization to player communication by providing goal, policy and event information in a timely manner.
8. Promote better organization-community relations by enhancing community understanding.

VOLUNTEER POSITIONS

Volunteer activities in the Organization can be done in a supervised or unsupervised capacity, as listed below.

Supervised Activities

Activities in this category will always occur under the direction and supervision of Organization staff members, so they do *not* require that a criminal background check be done. Items listed below are meant to give volunteers an idea of the areas where their services could be used. The list is not comprehensive and any questions about activities not listed here should be directed to the Organization Administrator.

Activities that do not involve direct contact with players (assembling mailings, coordinating events, preparing display boards, etc.)

Assisting Organization events and activities (distributing and collecting information to and from players and parents, helping with special projects, etc.)

Helping with Organization special events at the fields or event location (carnivals, team events, picnics, etc.)

Acting as a special speaker for an Organization event

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PAPILLION RECREATION ORGANIZATION VOLUNTEER INFORMATION/AGREEMENT

Unsupervised Activities

Activities in this category will always occur under the guidelines of the Organization, but may not be directly supervised by Organization staff members. Volunteers who will participate in the activities listed below or hope to volunteer in an area where they may be with players in an unsupervised capacity *must* agree to a background check by the Organization. Volunteers may indicate acceptance of this condition on the last page of this handout, which should be turned in to an Organization staff member at the conclusion of the Volunteer meeting. Examples of unsupervised activities are:

Volunteer athletic coaches and assistant coaches

Volunteers who will be in direct contact with players in an unsupervised capacity **

** Please see the section titled Transporting Children.

Background Checks

For the safety and security of our players, a complete background check will be completed by the Organization Administrative personnel. Information obtained in the process will be kept in the strictest confidentiality. A criminal record does not necessarily mean that a volunteer will be prevented from serving as a volunteer in the Organization.

An individual whose criminal background check record reflects a crime that has a nexus to the type of volunteer work applied for, as determined by the Organization Administrator or his/her designee, will be refused as a volunteer for both supervised and unsupervised activities. If there is a question as to whether or not a crime has a nexus to a volunteer activity, please contact the Organization Administrator.

All personal information provided to perform the background check will be destroyed upon completion of the background check.

TRANSPORTING PLAYERS

The Organization recommends that you do not transport non-family players to or from Organization related events in a vehicle not provided by the Organization. If you transport a non-family player(s), always speak to and get the parents permission before doing so. Make sure to communicate the location that you will be transporting to and from, and expected time of arrival at each location.

The Organization does not provide an alternative vehicle policy. If you transport non-family players to Organization related events in any vehicle not provided by the Organization, you assume all liability for that non-family player until they are returned to their parent, residence, or Organization staff member.

PAPILLION RECREATION ORGANIZATION VOLUNTEER INFORMATION/AGREEMENT

VOLUNTEER AGREEMENT

I plan to be a volunteer only in supervised activities.

Please complete everything except the information in the box.

I plan to be a volunteer in both supervised and unsupervised activities. *Please complete everything including the information in the box.*

Name _____

Last First Middle

Address _____

Street City State Zip

Phone _____ E-mail _____

BACKGROUND CHECK AGREEMENT

It is the policy of the Papillion Recreation Organization to require all unsupervised volunteers to complete this Disclosure Statement. Subsequently, the Papillion Recreation Organization will complete a nation wide criminal record and sex offender check for conviction (s) and pending charges through a private service.

Social Security Number: _____ Number of years at the above address: _____ Date of

Birth: ____/____/____ Driver's License Number: _____

State the Driver's License is issued: _____

Have you ever been convicted of or do you have any charges pending for felonies, misdemeanors and/or ordinance violations other than minor traffic violations? YES ____ NO ____

If yes, please fill in the information below and include date, location and nature and circumstances of offense.

I authorize the Papillion Recreation Organization to review my personal background. I consent to having the Papillion Recreation Organization conduct a full and complete criminal and sex offender background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the Papillion Recreation Organization. I understand that the Papillion Recreation Organization will verify the information I have provided above. I hereby release the Papillion Recreation Organization; its Board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

Signature _____ Date _____

I have read, understand, and accept the policies written in the Volunteer Information/Agreement.

Signed _____ Date _____