

La Canada Junior Baseball Softball Association

CRIMINAL BACKGROUND CHECK POLICY

- 1. Statement of Purpose.** Safety of children is the highest priority for the La Canada Baseball Softball Association (“LCJBSA”). After careful consideration, LCJBSA determined that conducting criminal background checks on prospective coaches is an effective and appropriate means of protecting the safety of the children that participate in LCJBSA sports.
- 2. Scope of Background Checks.** LCJBSA shall arrange for a reputable, independent third-party vendor to perform criminal background checks on all prospective coaches which may include driving records. A satisfactory background check is a condition to being approved to coach a LCJBSA team. Therefore, a background check will be conducted prior to an individual being accepted to coach. LCJBSA will not intentionally conduct checks related to a coach’s credit, credit score or bankruptcy, but cannot guarantee that such information will not be included in results provided by third-party vendors that conduct the actual background check. All fees for background checks shall be paid by LCJBSA.
- 3. Background Checks Conducted by the Amateur Softball Association of Southern California (“ASA”).** LCJBSA softball is governed by ASA. LCJBSA has arranged for ASA to conduct criminal background checks on behalf of LCJBSA. All coaches will be required to submit to a background check conducted in the manner required by ASA, and shall provide such information and sign such documents as requested by ASA to complete background checks. All decisions of ASA shall be final and not subject to appeal, except for appeal processes adopted by ASA.
- 4. Coach Agreement & Background Check Authorization.** All prospective coaches shall be required to complete and sign a Coach Agreement & Criminal Background Check Authorization form (the “**Authorization**”) in such form as adopted by LCJBSA from time to time. Coaches shall be required to complete a new Authorization each year they sign up to coach. As part of the Authorization, prospective coaches shall be required to provide such information as is necessary for LCJBSA or ASA to order the background check, which information shall include, but not be limited to, the following: Full name, home address, date of birth, social security number, home phone number, and drivers license number. A copy of the drivers license may also be required.
- 5. Review of Background Checks.** Background check reports will be received and reviewed by ASA. In the event of a negative or unsatisfactory finding, ASA may directly contact the prospective coach. ASA will also contact LCJBSA to inform LCJBSA that a coach has been disqualified, but LCJBSA will not be informed of specific findings that caused the disqualification and will not receive a copy of the background check report.

6. **Disqualification.** It is the intention of LCJBSA to adopt the list of disqualifying offenses established by ASA. In the event of any conflicts between the list of disqualifying events maintained by ASA and the list below, the list maintained by ASA shall govern. A conviction for any of the offenses described in the table below shall constitute cause for automatic disqualification of a coach from any LCJBSA coaching position:

| | | |
|-------------------------|--|--|
| Registered sex offender | Reckless Homicide | Child Solicitation |
| Murder | Aggravated Domestic Violence | Rape |
| Manslaughter | DUI – 3 or more in less than 7 years | Felony and Class A/B Drug Offenses |
| Robbery | Contributing to delinquency of a minor | Sexual Assault |
| Kidnapping | Child Seduction | Embezzlement |
| Aggravated Assault | Criminal Deviate Seduction | Felony Theft |
| Burglary | Sexual Misconduct of Minor | Any crime against or involving a minor |
| Arson | Child Molestation | Child Pornography |

7. **Right to Appeal.** In the event of a determination of disqualification, the disqualified individual shall have whatever rights of appeal as are offered by ASA. There shall be no further appeal process beyond what is provided by ASA and the decision of ASA shall be final. All individuals disqualified from coaching due to their background check results may request a copy of their results from ASA.
8. **Confidentiality.** The Authorization shall be kept confidential and stored in a secure location designated by the LCJBSA Executive Board. A copy of the Authorization shall be provided to ASA. All documents submitted to, and reports obtained by, ASA shall be maintained by ASA pursuant to ASA policy.
9. **Posting of Policy and Changes.** A copy of this policy and the Authorization shall be posted on the LCJBSA website. LCJBSA reserves the right to make changes to the Authorization and this policy at any time as deemed necessary to further the best interests of the league. A copy of any such revised policy shall be posted on the LCJBSA website.