



Valley Athletic Association
VOLUNTEER BACKGROUND CHECK
AUTHORIZATION FOR RELEASE OF INFORMATION

Full Legal Name (Printed) _____ Date of Birth _____ Social Security Number _____

Home Address: _____

City: _____ State: _____ Zip: _____

Please check the position(s) you are volunteering for:

Board Member: ____ Official: ____ Other Volunteer Position: ____
Head Coach or Manager: ____ Assistant Coach: ____

If you have lived in Pennsylvania less than 7 years, list the mailing addresses you have had for the past 7 years below:

As a condition of volunteering, I hereby give permission to Valley Athletic Association (VAA) and its agents to conduct a background check on me which may include verification of my address(es) and Social Security number as well as a review of sex offender registries, child abuse and criminal history records. I understand this check will determine, in part, my eligibility for appointment to a volunteer position within VAA. I understand that approval of this application is a prerequisite to my assignment to any volunteer position within VAA which has oversight of or repeated contact with children under the age of 18. I also understand and agree that VAA may conduct random background checks on any volunteers, compensated or non-compensated, including me, in subsequent years of their tenure as VAA volunteers without having to obtain additional permission.

I hereby authorize the aforementioned information to be obtained either in writing, electronically, or via telephone in connection with my volunteer application. VAA, its officers and members of its board of directors and any other persons, firms or organizations providing or receiving information or records in accordance with this authorization are hereby released and held harmless from any and all claims of liability for compliance. Such information will be held in confidence in accordance with VAA's guidelines. I acknowledge that I have read VAA's Terms and Conditions on Criminal Background Checks.

Signature: _____ Date: _____

Send form (Page 1 ONLY) back to: VAA PO Box 448 Bensalem, PA 19020

Terms and Conditions on Criminal Background Check

- I. In order to protect the youth of VAA, a criminal background check is mandatory for all Board Members, Head Coaches, “official” Assistant Coaches, Game Officials (referee and/or umpires) provided by VAA, and/or any other volunteers as deemed appropriate by the VAA Board of Directors over the age of 18. An “official” Assistant Coach is any coach designated by the head coach as an Assistant or any coach who will be alone with players, or responsible for a team during a game or practice. Background checks are mandatory for all volunteers starting January 2009. All new applicants will have an immediate background check done and all approved volunteers will be required to undergo additional background checks as determined by the VAA Board of Directors, provided that their service has been consecutive. If service is non-consecutive, the check will be required after an absence of at least one year. In addition, the League will conduct random checks on a minimum of 25% of all returning volunteers each year in addition to all new applicants.
- II. A written authorization form allowing VAA to order an individual criminal background check is required by VAA and it is the responsibility of the candidate for the coaching position or potential Board Member, the “Applicant”, to fill out the VAA background check form and return it as follows: **All forms must be returned two weeks prior to the start of the first practice of the season. Failure to provide a background check form by the deadline will disqualify the applicant from consideration for their coaching or any other volunteer position, unless there is an extenuating circumstance approved by the VAA Board of Directors.**
- III. The Board of Directors shall appoint a committee, the Background Check “Committee”, to administer all background check procedures. The Committee shall be made up of the Membership Chairman, who shall head the committee, the current Board President and at least two other Board Members as determined by the VAA Board of Directors. The Membership Chairman shall receive the completed background check authorization forms and forward any violations to the Background Check Committee. The Committee shall determine if any individual does not meet the VAA minimum standards for volunteers using the following criteria as a guide:
- IV. Individuals found to be guilty at any time of the following crimes will not be accepted for any volunteer positions within the organization. Guilty means the applicant was found guilty following a trial, entered a guilty plea, and/or entered a no contest plea accompanied by the court’s finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.
- V. **This policy does not apply if criminal charges resulted in acquittal or dismissal.**
 - a. Aggravated assault, aggravated battery, murder, attempted murder, robbery, attempted robbery, or other felonies involving extreme violence.
 - b. Sex offenses such as sexual battery, attempted sexual battery, lewd or lascivious acts, soliciting lewd acts, indecent exposure, or any other crime of a sexual nature.

- c. Crimes involving obscenity or pornography.
- d. Extortion, kidnapping and attempted kidnapping.
- e. Manslaughter and vehicular homicide.
- f. Sale or distribution of a controlled substance.
- g. Any crime against children.

VI. An applicant found to be guilty of the following crimes within the past 10 years immediately preceding his/her volunteer application will not be accepted.

- a. Felony involving possession or use of a controlled substance.
- b. Burglary
- c. Felony possession of a concealed firearm or weapon
- d. Felony assault or felony battery, such as assault or battery of a teacher or law enforcement officer.
- e. Forgery or uttering a forged instrument.
- f. Prostitution or solicitation of prostitution.

VII. An applicant found to be guilty of the following crimes within the past 5 years immediately preceding his/her volunteer application will not be accepted.

- a. Misdemeanor possession of a controlled substance or drug paraphernalia.
- b. Misdemeanor possession of a concealed weapon.
- c. Assault or battery.
- d. Resisting arrest with violence.
- e. Felony domestic violence.
- f. More than one criminal offense that is drug or alcohol related, or more than one driving while under the influence (DWI) conviction.
- g. Any Misdemeanor conviction that may indicate a lack of integrity and/or character of an Applicant.

VIII. Should any pending charges described in Sections 1 through 3 above be uncovered, or should any of the above charges be brought against an Applicant during the volunteer's season or during the Board Member's term, the Applicant shall be suspended from serving as a volunteer or Board Member unless and until such time as the charges have been cleared or dropped and he/she is reinstated by a majority vote of the Board of Directors.

IX. The Background Check Committee shall notify the affected Applicant that a disqualifying entry was reported on the criminal background check and determine if the Applicant chooses to withdraw their name from consideration or request a review by the full Board of Directors. Such appeal shall be requested within fourteen (14) calendar days of the Applicants notification by the Committee or such appeal shall be waived by the applicant. If a review is requested, a "Special Meeting" of the Board of Directors will be called and the affected Applicant will be notified of the meeting date and time. The Board of Directors will review the disqualification to determine if any exception should be granted. A full written disclosure of the criminal background history may be made to the Board of Directors as part of the review process and the Applicant

is encouraged to attend the special meeting and provide any additional information as he/she chooses. The decision by the Board of Directors shall be final and will be based on a majority vote of the board members in attendance at the special meeting.

- X. All information obtained in response to the criminal background check or disclosed in the review process shall be kept confidential and not disclosed or discussed outside of the review process with the exception of confidential notification to the Commissioner of the sport involved or the Board Member in charge of the volunteer committee involved in order for VAA to move forward in replacing the volunteer or if such information is required to be disclosed by law, subpoena, or any other order by an adjudicatory agency or court of law with jurisdiction over the matter. Such Commissioner and/or Board Member shall keep such information confidential in accordance with this Article 6 In the event the Applicant feels a mistake has been reported in their criminal background check, it is the Applicant's responsibility to contact the reporting agency and resolve any issues. VAA and its members are not responsible for errors or omissions that may be reported on background checks. The Background check committee of VAA shall maintain all authorizations and records or reports in a confidential manner.
- XI. The Committee is also responsible for securing the written results or an electronic document of such written report of the criminal background checks in a safe and secure location, and keeping them for the time period required by law.
- XII. The Board of Directors will be responsible for selecting a reporting agency or other method to conduct the criminal background checks. The minimum check required will include a search of the Registered Sex Offenders/Sexual Predator Database, and a state- wide criminal background check search, in the state of their residence for the past 12 months.
- XIII. Should any member of the Committee be the subject of review, the President will appoint an alternative member to the Committee. If the President is subject to review the Membership Chair shall appoint an alternate member to the committee.
- XIV. The Applicant understands that he/she is subject to suspension by the Executive Board of VAA and removal by the Board of Directors for any violation of VAA policies or principles.
- XV. All Applicants understand that VAA is not obligated to appoint any volunteer to a volunteer position regardless of any prior appointments with VAA.