

# VA Crushers Policy on Background Checks

POLICY LETTER NUMBER: 06

SUBJECT: Background Checks for Coaches

GENERAL: The Virginia Crushers Softball Organization, Inc. (VA Crushers) is a non-profit, parent-owned fast pitch softball team that relies on softball registration and commitment fees, fundraising, sponsorships and softball tournament income to pay for field use, tournament expenses, equipment, uniforms and team administration. Each VA Crushers family has an ownership interest in the team. The VA Crushers Board of Directors, elected by the general membership, are responsible for establishing policies and procedures that protect the team's long-term financial stability while meeting its short term obligations. The Board may also publish policies and procedures to provide guidance to the coaches, key volunteers and employees, if applicable.

SCOPE: VA Crushers requires head coaches and assistant coaches to have direct contact with the players. The VA Crushers Board of Directors wants to make every reasonable effort to make sure that those individuals that have direct contact with our players do not have anything associated with their background that might put our young women at risk. This letter establishes the policies and procedures that will be used to address those concerns.

## POLICY:

1. All head coaches, assistant coaches and key volunteers are required to provide to the VA Crushers Board of Directors, within 30 days of their appointment and/or request for appointment, a VA Crushers Coach Application Form and photo identification. Current Volunteers and coaches will have 30 days from the date that this policy goes into effect to complete and submit an application.
2. The Board of Directors, pending the results of the background check and/or sex offender registry check, may provisionally appoint those coaches and key volunteers.
3. Upon receipt of the application, the Board of Directors will have 15 days to complete the search of the VA Sex Offender and Crimes Against Minors Registry and/or submit form, VIRGINIA STATE POLICE "CRIMINAL HISTORY RECORD NAME SEARCH REQUEST" (Virginia State Police Form SP167), to the Virginia State Police for a criminal background check.
4. Failure to complete the VA Crushers Coach Application Form will result in forfeiture of a person's right to participate as a volunteer with the VA Crushers.
5. Review of the Sex Offender and Crimes Against Minors Registry is required for all applications and must be revisited every three years.
6. Submission of form SP167 for the Virginia State Police is optional and not required unless circumstances warrant. The certification approval is effective for three years from the date of issue by the State Police. Virginia State forms must be used.
7. Failure to pass the background review will automatically result in a revocation of provisional positional appointment. No exceptions will be granted.

APPLICABILITY: This policy is applicable to all registered VA Crushers coaches, parents and players.

APPROVED: August 6, 2007

LAST UPDATED: N/A