

**CITY OF MILFORD
POLICY MEMORANDUM
VOLUNTEER COACHES BACKGROUND CHECKS**

I. Effective Date: September 10, 2008

II. Purpose

To provide the safest environment possible for children who are under eighteen years of age and who are involved with youth sports sponsored by the Milford Recreation Department. Perform mandatory comprehensive background checks on all volunteer youth head coaches and assistant coaches. In doing so the city seeks to:

1. Foster an environment that puts the needs of children first.
2. To discourage people who have a history of inappropriate behavior or who are unfit to work with children as volunteer coaches.
3. To further clarify and reinforce the standards and expectations of our youth sport programs.

III. Program

1. Under the guidance and services of New England Computer Forensics, LLC the City will be provided with an effective criminal conduct background check.
2. All head and assistant coaches will be required to complete a Consent/Waiver form in order to have a comprehensive and time effective background check completed.
3. All results will be kept confidential and secured at the Department of Recreation and only those essential city and co-sponsored designated League Representatives who need to know details of the report will be allowed access to results.
4. Coaches who meet one or more of the identified criteria for disqualification will not be approved to coach in any city or city co-sponsored youth program.
5. Coaches will need to complete an annual background check.

IV. Criteria for disqualification

Any individual found guilty of or entering a guilty plea for the following offenses:

- All sex offenses— regardless of date of crime.
- All criminal or felony violence against children - regardless of date of crime.
- Any domestic violence crimes — regardless of date of crime.
- Any felony drug and/or alcohol cases in past 5 years.
- Any other misdemeanor that the city considers dangerous to children.
- Any current court ordered protective, restraining, or restrictive order regarding children or adults.

Any coach who meets one or more of the above criteria shall **not** be eligible to coach, regardless of age of victim. In some cases (pending further investigation) the city and league will not limit these disqualifying criteria to convicted status only. Additional information may be required.

V. Disputing Results of Report

The Director of Recreation will send the applicant via certified mail a “Pre-Adverse Action Notification” letter along with a copy of the report that was authorized when applying for a position as a volunteer coach. If the report contains any inaccurate or incomplete information the applicant should contact the Director of Recreation in writing within five days of receiving the “Pre-Adverse Action Notification”.

City of Milford Connecticut Recreation Department Consent / Waiver Form

Official 2014 - 2015 Volunteer Application (Complete BOTH Pages) Do NOT use forms from past years.

PLEASE NOTE: A copy of a valid government-issued photo identification must be attached to this application.

Name: _____ Date: _____ Special professional training, skills, hobbies: _____

Prior/Maiden Names or Aliases: _____

Address: _____ Community affiliations (Clubs, Service Organizations, etc.): _____

Telephone: _____ Email: _____

City: _____ State: _____ Zip: _____ Previous/current volunteer experience (e.g. baseball/softball and years): _____

Mailing Address (if different): _____

Do you have children in the program? YES _____ NO _____

Previous states resided in the past 5 years: _____ If yes, at what level? _____

Date of Birth: _____ Special Certification (i.e. CPR, Medical, etc.): _____
(mm / dd / yyyy)

Have you ever been charged or convicted of a felony? YES _____ NO _____

Social Security Number: _____ If yes, explain (use additional page to explain in detail): _____

Occupation: _____ Have you ever been charged or convicted of **any** crime involving or against a minor? _____

Employer: _____ If yes, explain (use additional page to explain in detail): YES _____ NO _____

Address: _____ Have you ever been charged or plead guilty to or been convicted of any other type of crime? _____

If yes, explain (use additional page to explain in detail): YES _____ NO _____

Do you have a valid driver's license? YES _____ NO _____

Driver's License#: _____ State: _____

Conference/League Name: _____ Have you ever been refused participation in any other youth programs? _____

If yes, explain: YES _____ NO _____

Association Name: _____

In which of the following would you like to participate? ("X" one or more.)

Head Coach: _____ League Official: _____ Board Member: _____ Equipment Manager: _____ Assist. Coach: _____

Team Mom: _____ Coach Trainee: _____ Trainer: _____ Student Demo: _____

Other: _____

Privacy Policy: Please be advised that Milford Recreation Department does not sell or release contact information to any non-affiliated organization.

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Official 2014 - 2015 Volunteer Application. (Page 2) Do NOT use forms from past years. (Complete BOTH Pages)

PLEASE NOTE: A copy of a valid government-issued photo identification must be attached to this application.

Please list three references, aside from family members, at least one of which has knowledge of your participation as a volunteer in a youth program:

<u>Name:</u>	<u>Nature of Relationship:</u>	<u>Phone #:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby swear and attest that all information provided on this application is true and complete to the fullest extent of my knowledge. If I am accepted as a volunteer, the Milford Recreation Dept. may end the relationship if I have made any false statements or material misrepresentations, written or verbal. As a condition of volunteering, I hereby grant permission to the Milford Recreation Dept. to conduct a background check on me, which may include a review of database records including but not limited to sex offender registries, child abuse and criminal history records in compliance with the Milford Recreation Dept.'s child protection policy. I understand and agree that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I further agree to report in writing to the Recreation Director any changes to this application that occur after being approved as a volunteer coach. I hereby release and agree to hold harmless from liability the City of Milford, the Milford Recreation Dept., the officers, employees and volunteers thereof, and/or any other person or organization that may provide such information.

I also understand that, regardless of previous appointments, the Milford Recreation Department is not obligated to appoint me to a volunteer position. I understand that, prior to the expiration of my term, I am subject to suspension by the Recreation Director and removal by the Park, Beach, and Recreation Commission for any and all violations of the Milford Recreation Department policies or principles.

<u>Applicant Signature</u>	<u>Date</u>
_____	_____

Applicant Name (Print or Type): _____

NOTE: The Milford Recreation Department will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

For Local Use Only. Below please print the **legal name** of the individual who performed the background check on the applicant and name of the local organization.

Background check completed by Recreation officer: _____
or
Background check completed by City of Milford officer: _____
or
completed by: _____ Date Completed: _____

System(s) used for background check (minimum of one must have "X"):

Online multistate database: _____ State/Federal Criminal History Records: _____ FEDERAL Sex Offender Registry _____ Other (please explain): N.E.C.F.LLC
(Choicepoint, etc.)

New England Computer Forensics, LLC

Copies of background check will be maintained for the duration of the volunteer's service.