



Sylvania Recreation Coach's Certification Process

We have implemented a Volunteer Youth Coaching Certification Program. This program is being implemented in accordance with standards set forth by The National Alliance for Youth Sports (NAYS).

Purpose:

The purpose for this policy is to establish the procedure for Sylvania Recreation to certify and train volunteers who coach and/or train juveniles for any and all Sylvania Recreation programs. This policy is to ensure the safety and well-being of the children who participate in Sylvania Recreation programs. Sylvania Recreation will not permit individuals who have demonstrated criminal conduct that would be harmful to the service or care to children. Our policy will be limited to gathering information that is specific to: Crimes of violence, Crimes against persons, and Criminal sexual conduct.

Implementation:

Criminal Background Checks and NAYS coaches' certification for the following volunteer positions are required:

- 1.) All coaches of sports teams
- 2.) All assistant coaches of sports teams
- 3.) All individuals who lead or organize children's activities

In addition Sylvania Recreation Program Directors shall determine any other additional volunteer positions that are subject to this policy.

Any person volunteering for Sylvania Recreation complete the NAYS coaches certification on-line or in attendance of a Sylvania Recreation certification clinic and undergo a Criminal Background check prior to the start of the season in which they are coaching.

Volunteers will be permitted to start coaching upon completion of a satisfactory background check and the NAYS coaches' certification. Any volunteer who either does not complete the criminal background check and the coaches' certification will be disqualified from coaching juvenile activities at Sylvania Recreation. If a volunteers' criminal background check is deemed unsatisfactory by a Sylvania Recreation Program Director than the volunteer will be disqualified from coaching juvenile activities for Sylvania Recreation.

Returning coaches are required to undergo a criminal background check and attend a sport specific clinic.

Confidentiality:

All information received along with all results of the criminal background check will remain strictly confidential. Sylvania Recreation Programs Director shall be the only person authorized to review or have access to the reports. The "Notice of Duty to Review Criminal Record" process will only take place if an individual has a conviction listed in the Table of Convictions. These records will be locked in a secure location until the person is no longer a volunteer. A copy of the Criminal Background Check shall be sent to the individual in an envelope that is marked "Confidential-to be opened by addressee only," to that person checked having a criminal record, along with a copy of the "Notice of Duty to Review Criminal Record" which is attached to this policy.

Disqualification from Service:

If a volunteer has ever been convicted of one of the following offenses, or an equivalent crime in another state, they shall not be permitted to volunteer for Sylvania Recreation. If a background check comes back with a listed conviction the Programs Director shall consult the Table of Convictions. Each situation will be reviewed in a case-by-case manner.

A person convicted of a crime of violence or a crime against another person (including sex offenses) within the last 20 years shall not be permitted to volunteer with Sylvania Recreation juvenile activities.

A person convicted of fraud or theft-related crimes within the last 10 years shall not be permitted to be in a position that involves handling of funds or property.

A person convicted of a substance abuse crime within the past 10 years shall not be permitted to volunteer for Sylvania Recreation juvenile activities.

Extreme caution will be used when looking at any felony offense. Misdemeanor offenses will be viewed with less caution and will look at the length since the offense, the rehabilitation since the offense and the risk to the children involved in the activity.

Any other conviction listed in the report will be reviewed individually to determine if the past conduct is a risk to the children involved in the activity. The Program Director will determine if the conduct disqualifies the individual. Other issues reviewed by the Program Director involving the conduct of a coach would be, whether it affects the integrity of the program, how the conduct relates to the responsibilities of the volunteers job, and the performance of the volunteer in the past.

Appeals:

A volunteer whose application has been rejected due to the criminal background check has the right to appeal that decision if the volunteer believes the information retrieved from the background check is inaccurate. The volunteer must go in front of the Sylvania Recreation Board and present any information contradicting information received from the background report. From that point on the board has (10) calendar days to notify the person with a decision. The Sylvania Recreation Board's decision is final.

Enforcement:

Any coach or volunteer who fails to comply with the Sylvania Recreation Background Check Policy shall be prohibited from volunteering from any position at Sylvania Recreation.