

# SCSBSA

## Background Check Policy



St. Clair Shores Baseball/Softball Association (SCSBSA) is committed to the protection of all persons who are associated with the SCSBSA including Children, Volunteers, and Parents. The SCSBSA shall conduct criminal background checks of all members of the Board of Directors, Support roles, Head coaches, Assistant coaches, Parent practice help, or any other position, which may result in direct repetitive contact with children participating in our programs. The SCSBSA will carry out this requirement in a fair, consistent, and non-discriminatory manner, complying with applicable state and federal laws and guidelines, including the Fair Credit Reporting Act and the Equal Employment Opportunities Commission. The SCSBSA utilizes National Background & Screening Services to obtain data for individual background checks that includes: (a) National Felony and Misdemeanor Background Check, (b) Sex Offender Registry Check, (c) FBI Watch List Check, (d) SSN and Address Verification. Background checks shall be conducted prior to being approved to coach, help with practice, or any other activities that would have direct interaction with children. The Background check will be valid for one (1) year. Background check findings shall be reviewed in a fair, impartial, and confidential manner. Because the SCSBSA's priority is the safety of the members, staff, volunteers and guests, certain actions and convictions for certain crimes serve to automatically disqualify applicants for volunteer service at the SCSBSA in any position that involves working with children. A person will be ineligible to volunteer service if the person:

1. Refuses to consent to a criminal background check
2. Makes a false statement in connection with such criminal background check
3. Is registered, or required to be registered on any sex offender registry
4. Has been convicted of a felony involving violence
5. Has been convicted of felonies (other than sex or violence related) within the past 10 years
6. Has been convicted of any child abuse or domestic violence convictions
7. Has been convicted of any misdemeanors within the past seven years
8. Currently serving probation for a class B or higher misdemeanor

With respect to convictions for crimes not listed above, any applicant with such a conviction shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the conviction. In so doing, the SCSBSA shall consider the following factors:

1. The nature and gravity of the offense;
2. The time that has passed since the offense or completion of sentence;
3. The nature of the job sought or held;
4. The facts and circumstances surrounding the offense or conduct;
5. The number of offenses for which the individual was convicted;
6. The age of the individual at the time of conviction or release;

The SCSBSA shall alert the applicant to the possibility of his or her exclusion due to past criminal conduct and provide the applicant an opportunity to submit an explanation. All personal data, background check data and adverse action letters shall be treated as confidential and maintained in a secure location.