



# Town of Wake Forest

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## VOLUNTEER COACH BACKGROUND SCREENING POLICY

### *Description*

In order to preserve the safety and well-being of participants in its Youth Athletic programs, the Wake Forest Parks and Recreation Department has selected Southeastern Security Consultants, Inc. (SSCI) to conduct background checks on all volunteers for youth athletic team managers ("head coaches").

Volunteers will be required to sign an authorization form which will provide date of birth, Social Security Number, and current address, authorizing the Wake Forest Parks and Recreation Department to order an individual criminal background check. All authorization forms and results of screening must be received prior to the start of volunteer duties.

This policy will include all volunteers (on an annual basis) who wish to be named coach ("head coach" and/or "assistant coach") that may, in the course of their volunteer service, have the opportunity to be alone with children during activities scheduled for Wake Forest Parks and Recreation youth athletic programs. Others with incidental contact with children will not be subject to provisions of this policy at this time, although the Wake Forest Parks and Recreation Department reserves the right to conduct random checks of volunteers periodically.

SSCI will conduct the background checks on volunteers. All information received as a result of the screening will be kept confidential and not disclosed to anyone outside the Wake Forest Parks and Recreation Department. All authorization forms, records or reports shall be maintained in a confidential manner, and kept for a fixed period of time as set by the Town's record retention policy.

If any disqualifying information is found that prevents an applicant from being accepted, the Athletic Coordinator will be responsible for notifying applicant of disqualification in a confidential manner. 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 (SSCI) and resolve any issues. Wake Forest Parks and Recreation and its employees are not responsible for errors or omissions that may be reported on background checks.

### **Standards**

Applicants shall be disqualified from consideration for Team Manager ("head coach") if applicant has ever been found guilty or entered a plea of guilty, *nolo contendere* (no contest), or *Alford Pleas*, regardless of the adjudication, for any of the following:

- A. Any Felony involving violence
- B. Any Felony involving a minor
- C. Any Felony involving a sexual offense

### *Mission Statement*

The Wake Forest Parks and Recreation Department seeks to enhance the lives of the citizens of Wake Forest by offering a comprehensive system of parks, greenways, facilities, and open spaces coupled with cultural and athletic programs that promote education, health and wellness.

Should any pending charges described in "A", "B" or "C" be discovered, or should any charges be brought against an Applicant during the season, the Applicant shall be suspended from serving as a volunteer until such time as the charges have been cleared or dropped and he/she is reinstated by WFPRD.

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of , *nolo contendere* (no contest), or *Alford Pleas*, regardless of the adjudication, for any of the following within the past seven (7) years:

- D. Any Misdemeanor involving violence
- E. Any Misdemeanor involving a Minor
- F. Any Misdemeanor involving a sexual offense
- G. Any Felony not listed under "A" , "B" or "C"

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of guilty , *nolo contendere* (no contest), or *Alford Pleas*, regardless of the adjudication, for any of the following within the past five (5) years:

- H. More than one alcohol or drug related incident.

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of guilty , *nolo contendere* (no contest), or *Alford Pleas*, regardless of the adjudication, for any of the following within the past two (2) years:

- I. Any incident involving alcohol or drugs.

background check policy and standards

#### *Mission Statement*

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