

Town of Stratham Parks and Recreation

Policy and Procedure

Background Screening Volunteer Head Coaches & Assistant Coaches of Youth Sports

Policy

It is critical that all volunteers associated with Town sponsored youth sports and activities be processed in a way that promotes the highest possibility of child safety. It is the policy of the Town of Stratham to require all volunteer Head Coaches and Assistant Coaches associated with any Town sponsored youth sport or activity to be processed in accordance with this policy. The Town will use Southeastern Security Consultants, Inc. (SSCI) to conduct an annual background screening on all Head Coaches and Assistant Coaches prior to them assuming their duties. All Head Coaches and Assistant Coaches must be vetted through the process established by the Town before performing any volunteer services. No other form of background screening will be accepted. All screening of volunteers must be completed through the following procedure:

Procedure

1. All volunteers must complete an annual background screening. Any Head Coach or Assistant Coach who does not complete the background criminal record check process will not be allowed to volunteer for any Town sponsored youth sport or youth activity.
2. The Chairperson who oversees any sports or youth activity committee affiliated with the Town of Stratham shall provide to the Town's Parks & Recreation Director a complete list of Head Coaches and Assistant Coaches prior to any volunteer performing any service on behalf of the Town. The Chairperson will provide this list with enough lead time to permit the background checks to be accomplished before the start of the season. If the list provided changes during the season, the Chairperson is responsible for providing those changes in writing to the Parks & Recreation Director.
3. All volunteers on the list will be required to complete the online criminal background check process by entering their data into the SSCI database. The Chairperson who oversees any sports or youth activity committee will inform the volunteers of this requirement and provide the website information to start the screening process.
4. This process will be paid for by the Recreation Department with Recreation Revolving Funds for the first year; after the first year the payment process will be re-evaluated.
5. The Parks and Recreation Director will verify that the data entered into the software system matches the list provided by the Chairperson.
6. The results of the background screening will be provided in a pass/fail format. The screening matrix shall be determined by the Town of Stratham as further outlined in this policy. Any and all criminal records will be collected and held by the screening service provider. No actual criminal records will be seen or be held by the Town of Stratham or the sports or youth committees involved. The Recreation Director will be notified by the service provider of those volunteers who fail the screening process in accordance with the screening matrix. The Chairperson of each respective sports or youth activity committee will be notified in writing from the Parks & Recreation Director of the current status of the background screening. Approval must be provided by the Parks & Recreation Director for all volunteers.
7. Disqualified volunteers will be notified in writing by SSCI. Volunteers will be notified within the disqualification letter with instruction on whom to contact if they should have any concerns.
8. Any prospective or current volunteer who is disqualified by this process has the right to contact SSCI in regards to discrepancies with the findings of the background screening. If the candidate is not satisfied by the resolution reached with SSCI, they may request a non-public meeting with the Board of Selectmen.

Approved Date: 6-9-14

For purposes of this policy; Guilty shall mean that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilt (regardless of adjudication), or received court directed programs in lieu of conviction.

The following matrix will be used to determine whether a volunteer can participate or not. If a finding listed below is included on a candidate's record screening, it will disqualify the candidate from participating as a volunteer in the youth sport or youth activity.

**Sex Offenses**

All Sex Offenses- regardless of the amount of time since offense

**Felonies**

All Violent Felonies- regardless of the amount of time since offense

All Felony offences other than violence or sex within the past 10 years

**Misdemeanors**

All misdemeanor violence offences within the past 7 years

All misdemeanor drug and alcohol offences with the past 5 years or multiple offenses in the past 10 years

Any other misdemeanor involving or against a minor- regardless of the amount of time since offense

Guilty of any crime where a juvenile was a victim of said crime - regardless of the amount of time since offense

Effective October 1st, 2014

Coaches and assistant coaches registering after October 1st, 2014