

NorCal Background Check Guideline

In accordance to AYF background Check policy, effective 2013 all organizations are required to perform a nationwide background check on all members of their organization that work directly with the kids and each association must submit their Background Affidavit form to Nor Cal (along with a copy of the association insurance certificate as proof of insurance) BEFORE THE START OF THE FIRST PRACTICE on July 22 (Both documents due July 22 by 1 pm).

NOTE: Be advised we need documentation that your backgrounds have been completed BEFORE the coaches take the field.

Since we know teams add coaches in August the "Background Affidavit" covers both current coaches and any future coaches you add after practice starts.

All individuals that take the field, coach or deal with kids in our program and/or receive a Nor Cal badge must have complete a Nor Cal Background Check.

It is up to each president and board or their designee to screen individuals and to make the final decision on whether or not an individual will be allowed to coach and to protect the kids from potential problems by screening out known criminals. RECOMMENDATIONS FROM LOCAL LAW ENFORCEMENT ARE ATTACHED (See Attachment "A"). We are providing this to you from the PD because none of us are experts in the field of what is an acceptable criminal background for a person to coach. If an incident occurs, failure to follow these guidelines could result in multiple problems for your association both inside and outside of Nor Cal.

- All organizations will be required to complete a NorCal Background Check form for all members who will have access/work directly with the participants
 - Each President (or their designee) MUST PROVIDE NOR CAL WITH AN AYF Background Check Affidavit prior to the start of the first practice. All forms must be faxed or emailed to Kim Stevens before an association can start practice on July 22.

Associations are required by Nationals to keep their background check records (pass/fail etc...) for 5 years. The Conference does not keep any records except for the Affidavits.

The following companies provide nation-wide background checks and are approved for use by Nor Cal associations: NexisLexis , Intelicorp and the Department of Justice (Local PD). Any other background companies need to be approved before use.

ATTACHMENT "A"

THE FOLLOWING ARE RECOMMENDATIONS FOR APPROVING POTENTIAL COACHES WHICH COME FROM LOCAL LAW ENFORCEMENT:

The following are recommendations for approving potential coaches which come from discussions with a community services representative of the Sheriff's department and the police department. Background checks must be held in confidence and not to be discussed or published or the subject of rumors. Violators will be subject to disciplinary action and a possible lawsuit.

- Felony Probation = no coaching
- Sex Offenders = no coaching
- Parole = no coaching
- Misdemeanor Probation = coaching allowed provided charge was not child related
- Active criminal case = no coaching
- Any prior child related convictions = no coaching
- Any gang related convictions within 10 years = no coaching
- Any felony conviction within 5 years = no coaching
- Any misdemeanor conviction within 1 year = no coaching (may not result in probation)

This is a guideline to assist the associations in Nor Cal in providing clearance for your membership. It is the responsibility of each Nor Cal association to conduct background checks on all individuals who are working with the children in your program.