



Youth Football Coaches Association Disqualifying Offenses Guidelines

The <<INSERT LEAGUE NAME >> conducts a background investigation of all coaches and volunteers. The purpose is to maintain a safe environment for all league participants. Coaches or volunteers who refuse to comply with the background investigation will not be allowed to participate with the <<INSERT LEAGUE NAME HERE>>.

It is recommended that each coach, volunteer and board member be required to complete a criminal background check before the start of each season.

The evaluation of the background screening results and the determination of suitability to participate in your league should be carried out by two members of your executive board. This is recommended in order to guarantee that background checks have been completed on ALL individuals and to allow for discussion in cases where there is a criminal history that may not prevent the applicant from participating in you league.

An Applicant will be disqualified from participating in the <<INSERT LEAGUE NAME>> based on the following offense guidelines:

- (a) relating to abuse, neglect, or exploitation of a vulnerable adult.
- (b) relating to murder.
- (c) relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.
- (d) relating to vehicular homicide.
- (e) relating to killing of an unborn child by injury to the mother.
- (f) relating to assault, if the victim of the offense was a minor.
- (g) relating to aggravated assault.
- (h) relating to battery, if the victim of the offense was a minor.
- (i) relating to aggravated battery.
- (j) relating to kidnapping.
- (k) relating to false imprisonment.
- (l) relating to sexual battery.
- (m) relating to prohibited acts of persons in familial or custodial authority.
- (n) relating to prostitution.
- (o) relating to lewd and lascivious behavior.
- (p) relating to lewdness and indecent exposure.





- **(q)** relating to arson.
- **(r)** relating to theft, robbery, and related crimes, if the offense was a felony.
- **(s)** relating to fraudulent sale of controlled substances, only if the offense was a felony.
- **(t)** relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- **(u)** relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
- **(v)** relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
- **(w)** relating to incest.
- **(x)** relating to child abuse, aggravated child abuse, or neglect of a child.
- **(y)** relating to contributing to the delinquency or dependency of a child.
- **(z)** relating to negligent treatment of children.
- **(aa)** relating to sexual performance by a child.
- **(bb)** relating to obscene literature.
- **(cc)** relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.
- **(dd)** relating to Medicaid fraud; disqualification for licensure, certificate or registration (pertaining to a felony within 15 years of sentence and any subsequent period of probation.
- **(ee)** relating to acts that constitutes domestic violence
- **(ff)** is not otherwise disqualified under Federal or State statutes which are amended from time to time

Candidate may also be disqualified if one or more misdemeanor or uncategorized significant hits surface in an area investigated by the vendor

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case by case basis.

Coaches or volunteers who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If any applicant feels the criminal background check is inaccurate, they may dispute the findings directly with our background screening partner Coeus Global and request a review with <<INSERT LEAGUE NAME>>

It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.





Coeus Global recommends a ten step Volunteer Screening Process to assist your organization in identifying individuals who may harm children or vulnerable adults. Along with providing safety for those served by your organization, this process also assists in reducing theft or fraudulent activities by those serving on behalf of your organization. By implementing these simple steps, you will solidify your organization's reputation while providing a safe environment for your volunteers and those that they serve.

1. **Determine the risk**

Organizations can control the risk in their programs. Examining the potential for danger in programs and services may lead to preventing or eliminating the risk altogether.

2. **Write a clear position description**

Careful position descriptions send the message that an organization is serious about screening. Responsibilities and expectations can be clearly set out, right down to the position's dos and don'ts. A clear position description indicates the screening requirements. When a volunteer changes positions, the screening procedures may change as well.

3. **Establish a formal recruitment process**

Whether an agency posts notices for volunteer positions or sends home flyers, they must indicate that screening is part of the application process.

4. **Use an application form**

The application form provides needed contact information. If the volunteer position requires other screening measures (medical exam, driving record, criminal records check), the application form will ask for permission to do so.

5. **Conduct interviews**

The interview provides not only an opportunity to talk to the potential volunteer about their background, skills, interests, and availability, but also to explore any doubts about the suitability of the candidate. In other words, the interview will help determine the "right fit".

6. **Follow up on references**

By identifying the level of trust required in the position and asking specific questions, the applicant's suitability may be easier to determine. People often do not expect that their references will be checked. Do not assume that applicants only supply the names of people who will speak well of them.





7. **Request a Background Check**

A criminal background check is just one step in a 10-step screening process. Background checks signal — in a very public way — that the organization is concerned about the safety of its participants.

8. **Conduct orientation and training sessions**

Screening does not end once the volunteer is in place. Orientation and training sessions offer an opportunity to observe volunteers in a different setting. These sessions also allow organizations to inform volunteers about policies and procedures. Probation periods give both the organization and the volunteer time to learn more about each other.

9. **Supervise and evaluate**

The identified level of risk associated with a volunteer position will determine the necessary degree of supervision and evaluation. If the risk is great, it follows that the volunteer will be under close supervision. Frequent feedback in the first year is particularly important. Evaluations must be based on position descriptions.

10. **Follow up with program participants**

Regular contact with participants and family members can act as an effective deterrent to someone who might otherwise do harm. Volunteers should be made aware of any follow-up activities that may occur. These could include spot checks for volunteers in high-risk positions.

Disclaimer: All information provided in this document is meant to serve as a set of possible guidelines for assessing a candidate's criminal history. Each candidate's criminal record is unique and should be evaluated without prejudice in consultation with your leagues board of directors. We are not a law firm and thus are not able to provide legal advice. If you need legal advice on the matters discussed above, we recommend that you consult with your legal counsel.

