

Paso Robles Youth Baseball By-Laws
Amendment – Volunteer Screening and Background Check Policy

Volunteer Screening and Background Check Policy and Process

Why is Paso Robles Youth Baseball(PRYB) conducting volunteer background checks?

The safety of our players is a top priority! Criminal background screenings will be **mandatory** for all volunteers having direct contact with our players. Any volunteer who will be in the dug-out or on the playing field with our players during a game must complete and pass a background screening. This includes Board Members, Managers and Coaches, parents assisting periodically during Shetland games will not be subject to this screening. For each team, a Head Coach and two assistant Coaches will be screened. **There will be no exceptions.**

How does the process work?

For Managers and Coaches - after processing an application to manage/coach within the PRYB Registration System, a manager/coach will then follow the procedure outlined below.

How does a volunteer process a background screening application? What is the cost to the applicant?

Once a volunteer completes the online registration, that registration will be reviewed by the Executive Board. Once the volunteer has been approved by the Executive Board as a "potential" volunteer for PRYB, the applicant will be contacted via email by the PRYB president and provided an application form for the league chosen background check.

During the January PRYB Board Meeting, all Executive and Appointed Board members will be provided an application form for the league chosen background check.

For all Head Coaches and Board Members, PRYB will cover the cost of the background check. For all assistant coaches, the costs associated with the background check will be borne by the individual with a cost not to exceed \$15 for the application.

What will PRYB consider as an offense that will result in a non-approval?

The background check will first validate the given Social Security Number (SSN) to the applicant to ensure the applicant is in fact a match to the personal information provided.

The process will search a National Criminal Database which include criminal records and sex offender registry records across 50 states and the District of Columbia

The following list of offenses would result in non-approval. Offenses including but not limited to:

- Conviction of a felony

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- Conviction of a crime involving a minor, regardless of the offense
- Conviction of a crime involving force or threat of force against a person
- Conviction of a crime in which sexual behavior is an element
- Conviction of a crime involving controlled substances within the past 10 years
- Conviction of a crime involving cruelty to animals
- Any sex offender registrant
- Refusal to undergo background screening

Who at PRYB will see the details of a non-approval and how will it be communicated to an applicant?

Only the President of PRYB will have access to the details of a non-approved application. The President will communicate the results directly to the applicant.

If the details of a non-approval are not accurate or the person identified in the results is believed not to be the applicant how is this addressed?

If the volunteer believes the non-approval is a mistake he/she can speak directly to the independent company facilitating the background check to determine how/if the results can be changed. The volunteer applicant will not be approved by PRYB until such time that an approval is received by the background screening provider.

Will there be an appeal process for those applicants who are non-approved based upon the result of the applicant screening?

If the volunteer believes the non-approval is unjust, a written appeal can be submitted to the President of PRYB. An appeal committee consisting of the Executive Board will review the appeal and make a determination. A written response detailing the approval or non-approval will be provided to the applicant.

How long is a background screening approval considered valid?

Each approved screening is valid for a one (1) year period from the date of the approval. A volunteer is considered approved for all volunteer activities performed for the one (1) year period. The volunteer will need to renew his/her approval for each subsequent year by completing the screening process again.

Continuing Obligation to Report Offenses

Should a previously eligible volunteer be arrested or convicted of one of the above disqualifying offenses, the volunteer's duty to notify PRYB is immediate. The volunteer shall notify the PRYB President and shall immediately suspend volunteer activities.