

# Highland Village Area Baseball & Softball Association (HVABSA) Background Check Eligibility Policy

Version 1.0 Draft • February 9, 2026

## **1. Purpose**

The purpose of this policy is to establish clear and consistent standards for evaluating criminal background check results for individuals seeking to serve in roles with HVABSA that involve contact with minors. This policy applies only to background check eligibility and does not address conduct, discipline, or behavioral enforcement. Nothing in this policy creates an employment contract or guarantees continued service or employment with HVABSA.

## **2. Scope**

This policy applies to all adults who serve in any capacity that involves direct interaction with minors, including head coaches, assistant coaches, team managers, team parents, volunteers, members of the HVABSA Board of Directors, and HVABSA employees. Any adult who enters a practice or game field or serves in a leadership, employment, or volunteer role with access to minors is subject to this policy.

## **3. Background Check Provider & Scope of Review**

HVABSA conducts criminal background checks using the JDP Level One Background Check Package, including SSN ID Search, JDP National Criminal Database (NatCrim + Developed Names), and the JDP National Sex Offender Registry Search. HVABSA reviews only criminal convictions, guilty or no-contest pleas, and completed deferred adjudications. Arrests that did not result in conviction are not considered.

## **4. Consumer & Investigative Consumer Background Check Disclosure**

During the JDP background check process, individuals must acknowledge checkboxes related to Consumer Background Checks and Investigative Consumer Background Checks. HVABSA does not request, order, conduct, review, pay for, or utilize either report at any time. These acknowledgments are system requirements of JDP only.

## **5. Background Check Frequency**

All individuals covered under this policy must complete a criminal background check every twelve (12) months. Board members and employees must complete a background check prior to appointment or hire and every twelve (12) months thereafter. Background checks are provided at no cost to the individual, with all costs covered by HVABSA.

## **6. Clearance Requirement**

No individual may serve, assist, or participate in any covered role until their background check has been completed and cleared in accordance with this policy.

## **7. Automatic Ineligibility**

The following offenses result in automatic ineligibility to serve in any coaching, board, employee, or volunteer capacity with HVABSA: any felony offense involving violence against a person; any felony domestic violence offense; any crime against a child; or any offense requiring registration as a sex offender.

## **8. Time-Based Ineligibility**

Lookback periods are measured from the date of conviction, plea, or completion of deferred adjudication. Any DWI or DUI conviction within the past twelve (12) months results in ineligibility to serve. Any misdemeanor domestic violence or domestic assault offense within the past ten (10) years results in ineligibility to serve. Eligibility may be reconsidered only after the applicable lookback period has fully elapsed and a new background check is completed.

## **9. Administration**

Eligibility determinations under this policy are administered by designated HVABSA leadership and applied consistently and uniformly.

## **10. Draft Status**

This document is a draft and is presented for review by the HVABSA Executive Board and Background Check Committee. The policy shall become effective upon formal approval by the HVABSA Board of Directors.