Volunteer Coach Background Check Policy

The Village of Evendale Recreation Department is committed to providing a wholesome, quality, safe and fun experience to all children participating in our Village sponsored programs. Because of this extremely important responsibility, each person wishing to coach in a village organized youth sports league will undergo a mandatory background check. The cost of the background check will be covered by the Village of Evendale. For the purpose of this program, a coach is defined as one who is identified on the roster, organizes practices, and attends practices and games for the purpose of providing guidance and teaching skills.

Process for Volunteer Coach Background Checks
1. The applicant will complete the appropriate application and acknowledgement forms.

2. Any applicant selected for a volunteer position must complete a consent/release form and return to the Recreation Department no later than the date specified by the department. Kristen Maiden or David Nichols will fax the release form to the Village’s service provider, Southeastern Security Consultants, Inc. (SSCI). The background check will include Social Security verification, address trace, statewide misdemeanor and felony criminal record check, criminal record check in 47 states, sex offender registries in 32 states.

3. The individual cannot participate until a successful background check has been completed.

4. SSCI will send a report to the Evendale Recreation Department within five (5) work days verifying that a check has been completed and indicating any criminal history. A conviction for a crime does not automatically preclude volunteer service. Please reference the list of “Volunteer Coach Disqualifiers” on the back of this page. Any person who has a pending charge listed on the back shall be prohibited from participation as a coach in the program.

5. If a record of criminal conviction is found, the prospective volunteer will be given a copy of the criminal history report for their review. If they disagree with the results of the report, the burden of proof will be on the applicant. The applicant may provide supporting documentation for SSCI’s review. If necessary, SSCI will then provide an updated report. In the mean time, the prospective volunteer may not participate in the program until a final clear report is provided.

6. The following appeals process is available to any coach disqualified. You may first meet with Kristen Maiden, Program Supervisor. If not satisfied, the prospective coach may meet with the Recreation Director and lastly the Recreation Commission. All parties will review the disqualification to determine if any exception should be granted. A full written disclosure of the criminal background history may be made to the above parties as part of the review process and the Applicant is encouraged to attend any special meetings to provide any additional information as he/she chooses.

7. All information obtained in response to the criminal background check or disclosed in the review process shall be kept confidential and not disclosed or discussed outside of the review process. All information will be locked in the program supervisor’s office drawer and the only people with access to the information are Kristen Maiden, David Nichols (Recreation Director) and Tim Burke (Village Solicitor.)