

BROOKWOOD FOOTBALL ASSOCIATION
Background Screening Policy
Effective January 1, 2017

1. In order to protect the youth of Brookwood Football Association for Football and Cheerleading (BFA) and to raise the standards of BFA, it is the policy of BFA that at any BFA sanctioned game, practice or event, there must be at least one (1) adult present who has successfully completed a criminal background check. If there is not one (1) adult present who has completed a BFA Background Check, the game, practice or event must be halted or postponed until such an adult is available.
2. A written authorization for allowing BFA to order an individual criminal background check is required by BFA and it is the responsibility of the candidate for the Coach or Team Mom position, the "Applicant", to fill out the BFA background check consent form and return it as follows: Forms must be returned no later than the last Registration. Failure to provide a background check consent form by the deadline may disqualify the Applicant from consideration for their Coach or Team Mom position.
3. Applicants shall be disqualified from positions as a Coach or Team Mom if they have *ever* been found guilty or entered a plea of guilty or nolo contendere, regardless of the adjudication and time elapsed, for any of the following:
 - A. Any Felony conviction involving violence;**
 - B. Any Felony or Misdemeanor conviction involving a Minor; and,**
 - C. Any Felony or Misdemeanor conviction involving a sexual offence.**

Should any pending charges described in "A", "B" or "C" be uncovered, or should any charges be brought against an Applicant during the season, the Applicant shall be suspended from serving as a Coach or Team Mom until such time as the charges have been cleared or dropped and he/she is reinstated by a majority vote of the BFA Board of Directors.

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of guilty or nolo contendere, regardless of the adjudication, for any of the following within the past *seven (7) years*:

- D. Any Misdemeanor conviction involving violence;**
- E. Multiple convictions of a similar nature regardless of the time elapsed; and,**
- F. Any Felony Conviction not listed under "A", "B" or "C".**

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of guilty or nolo contendere, regardless of the adjudication, for any of the following within the past *five (5) years*:

- G. Any crimes of moral turpitude or lack of integrity and/or character of an Applicant, as determined by the Background Check Committee in its sole discretion; and,**
- H. More than one alcohol or drug related conviction.**

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of guilty or nolo contendere, regardless of the adjudication, for any of the following within the past **two (2) years**:

I. Any conviction involving alcohol or drugs.

4. BFA shall notify the affected Applicant that a disqualifying entry was reported on the criminal background check and present the background report to the Applicant. In the event the Applicant feels a mistake has been reported in their criminal background check, it is the Applicant's responsibility to contact the reporting agency and resolve any issues.
5. All information in response to the criminal background check or disclosed in the review process shall be kept confidential to the fullest extent possible and not disclosed or discussed outside of the review process. BFA and its members are not responsible for errors or omissions that may be reported on background checks.
6. All background checks will expire one (1) year from the date of submission to the reporting agency. If the background check is set to expire during the commission of that sport, another background check must be completed.
7. The Background Check Committee recognizes that an Applicant may present with a history of a conviction(s) not specifically set forth above, or with an incident, or pattern of behavior, any of which may reflect poorly on an Applicants integrity, character, and fitness to serve as a Coach or Team Mom. In these instances, BFA reserves the right to disqualify an Applicant. The Applicant is free to appeal any such action to the full BFA Board of Directors. Information presented by the Applicant to the Board in any such process shall be considered confidential by the Board.