

Carlsbad Youth Baseball

P.O. Box 4475, Carlsbad, CA 92018 • www.CarlsbadYouthBaseball.org • Voicemail: 599-3210

Volunteer Screening Policy

1. Introduction

Carlsbad Youth Baseball requires background searches on individuals filling certain positions to ensure a safe and secure environment for participants and members.

2. Individuals to be checked

Background searches shall be mandatory for all Executive Board Members, and other board members and volunteers who handle league funds as a part of their responsibilities.

Background searches shall also be required for all Team Managers, Primary Assistant Coaches, and any other individuals who may from time to time be placed in charge of an organized team activity, such as a practice, game or team social event.

All new individuals assuming these roles within CYB shall have a background search required as a condition of service. For individuals already serving in these roles, a background check will be required ongoing on an every other year basis.

Individuals serving the league in these roles must complete the background screening process with a “green light” result (see below). There shall be no exceptions to this requirement.

3. Responsibilities

The following responsibilities shall apply to this policy

Role	Responsibility
VP Administration	The VP Administration shall ensure that this policy is appropriately maintained for the needs of the organization
Division Commissioner	Each Commissioner shall communicate the requirements of this policy to all teams within the division. Additionally, the commissioner will provide a list of team managers and primary assistant coaches for each team to the Player and Coach Agent.
Player and Coach Agent	The Player and Coach Agent shall monitor and maintain the volunteer screening database. Additionally, he/she shall ensure compliance with the requirements of this policy.

4. Search Organization

The National Center For Safety Initiatives (“NCSI”) shall be the authorized search organization that performs background searches for CYB. NCSI is a full-service screening organization that works in accordance with the Recommended Guidelines established by the National Council on Youth Sports (“NCYS”). NCSI operates as an independent company, but is owned and governed in partnership with NCYS.

In addition to conducting the background search, NCSI is responsible for interpreting the search results, communicating with the applicant regarding the search result, and reporting to CYB all search results. NCSI will also be responsible for complying with the Fair Credit Reporting Act and maintaining the confidentiality of information obtained in the background search process.

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5. Registration for Check

NCSI will develop a background check authorization and disclosure form for CYB applicants via a secure website. NCSI will provide CYB with the website information so CYB can communicate with its applicants how to access the site and register for a check. Each applicant must complete the online background check authorization and disclosure form prior to registration for a check with NCSI.

6. Information to be Checked

All individuals screened for CYB shall undergo a background check that includes:

- Two independent national databases;
- Sex offender registries of all available states;
- Social Security Number and address verification;
- Federal terrorist database search; and
- Non-database (county courthouse runner) search of county criminal records of the jurisdiction of longest and most recent residence in the prior five years.

7. Findings

NCSI will issue results to the applicant and CYB based on a “Red Light/Green Light” system. A “Green Light” or “meets the criteria” finding indicates an individual is suitable for participation in CYB with regard to the background search. A “Red Light” finding means the individual “does not meet the criteria”.

During this process, the only information that CYB has access to is the screening result, “green light” or “red light.” At no time, does CYB receive or in any way have access to the applicant’s personal information or the detailed findings that lead to the screening result.

If questions arise concerning a background search, the applicant will be contacted by NCSI and provided the opportunity to correct potential errors in the applicant’s record or provide additional information prior to issuing a “Red Light”. In such situations CYB may also be contacted.

A conviction or disclosure from an applicant that contains the following information will be flagged as a “Red Light” or “does not meet the criteria”:

- Any felony (any crime punishable by confinement of greater than one year);
- Any lesser crime involving force or threat of force against a person;
- Any lesser crime in which sexual relations is an element, including “victimless” crimes of a sexual nature (including pornography);
- Any lesser crime involving controlled substances (not paraphernalia or alcohol) or
- Any lesser crime involving cruelty to animals.

Additionally, the following information will result in further investigation involving the applicant and the appropriate courts, which will lead to a determination of either a “Red Light” or a “Green Light”:

- An arrest of one or more of the criterion offenses with no disposition noted;
- Expunctions, restoration of rights, or pardons of a criterion offense;
- Any charge involving a child resulting in a disposition favorable to the applicant; or
- An arrest or conviction where it is not readily apparent if drugs or alcohol are involved.

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The above criteria are contained within the guidelines developed by the NCYS and have been adopted by NCSI. The NCYS considers the criteria for a “Red Light” or “does not meet the criteria” findings to be consistent with the principles of the federal PROTECT Act of 2003.

8. Review of Background Search Findings

Should an applicant contest the content of a record provided to the applicant as part of the CYB background search, the applicant may seek an appeal of the record with NCSI pursuant to the Fair Credit Reporting Act.

CYB Administrative access to the screening results is provided via a database that NCSI provides. Administrative access is limited to the CYB President and designated league database administrator.

In the event of a “red light” finding, the CYB administrator will contact NCSI to determine whether this finding was determined as a result of:

- 1) A completed investigation
- 2) The applicant failing to provide information requested by NCSI within a reasonable time.

After this, the applicant will be contacted confidentially by the Executive Board of Directors.

In the event that the “red light” finding is the result of a completed investigation, the Board and applicant will discuss and agree upon privately the plans for a termination of the applicant’s assignments in the league.

In the event that the “red light” finding is the result of incomplete information provided by the applicant to NCSI, the Board will notify the applicant of an appropriate extension period in which to provide additional requested information to NCSI, and to have the “red light” finding reversed. If this period lapses with no change in “red light” status, the case will be treated as a completed investigation.