I. **STATEMENT**

In an effort to protect children who participate in organized sporting activities with the Bladen County Parks and Recreation Department, criminal background checks will be mandatory for all recognized youth sports coaches and assistant coaches.

II. **DEFINITIONS**

The County of Bladen recognizes a head coach as being one who is responsible for scheduling and organizing practices, attends all practices and games providing guidance and teaching skills to the participants and who is the primary contact with department staff regarding team or player issues.

An assistant coach is recognized as being one who attends more than two practices or games during a season for the purpose of providing guidance and teaching skills to the participants, is responsible for organizing and scheduling practices in the head coach’s absence and who is the secondary contact with department staff regarding team or player issues.

Any adult or teen 18 or older who is involved with a team must meet the above criteria to be recognized as a coach or assistant coach. The County of Bladen reserves the right to limit the number of recognized coaches per team.

Only those persons officially recognized as head coaches or assistant coaches by the County of Bladen will be allowed to be on the sidelines during games or practices.

III. **PROCEDURE**

Coaching candidates shall sign a Consent for Criminal Background Check form. This form gives the County of Bladen the right to check criminal history records and verify social security numbers. Any applicant who has lived in a state other than North Carolina within the last 7 years shall be subject to a nationwide search. Background checks will be performed by the Recreation Director and may take up to 5 day to complete. Reasons for being declined the opportunity to coach are attached to this policy. In some instances, factors of time may be taken into account when considering coaching eligibility (i.e. length of time since disposition of certain offenses).
The Director of Parks and Recreation and/or his designee and the County’s attorney, as needed, will review background check information to determine coaching eligibility. All information is strictly confidential. The decision is final and may not be appealed. All criminal history record information will be promptly destroyed following determination of the suitability of the candidate for a coaching position.

Any coach, who while coaching for the Bladen County Recreation Department is arrested for committing an offense per attached list, will immediately forfeit his/her coaching eligibility until disposition by the courts. A conviction on an offense as listed will result in termination of coaching eligibility as stated in this policy. Coaches are required to notify the County of Bladen Recreation Department if arrested or convicted of a listed offense at any time during their coaching term. Coaches returning for a second season within the same year (July-June) are required to notify the County of Bladen Recreation Department of arrests and convictions prior to the start of the season. The County of Bladen will conduct an additional background check to determine coaching eligibility.

IV. **TIME FRAME**

All coaching candidates will be checked one time annually to coincide with the county’s operating year, July 1st – June 30th.

**Three (3) background checks will be performed on each Candidate/Volunteer:**

1. NC Sex Offender Registry Check = Results available at [http://sbj.jus.state.nc.us/DOJHAHT/SOR/Default.htm](http://sbj.jus.state.nc.us/DOJHAHT/SOR/Default.htm)
2. NC Department of Corrections = Results available at [http://webapps.doc.state.c.us/apps/offender_servlets/search](http://webapps.doc.state.c.us/apps/offender_servlets/search)
3. AOC/CCBI Statewide Record Check = Criminal, Infraction, and Archived record check conducted using AS-400 system. Results for Bladen County charges available at Bladen County Courthouse Clerk of Courts office. Records for other Counties must be obtained from their County Court Records office.
The following is a list of offenses that would prohibit a coaching candidate to coach a County of Bladen youth athletic team:

- Arson
- Assault (including aggravated and sexual)
- Aggravated Kidnapping
- Aggravated Robbery
- Crimes against Children (including abandonment, abuse, endangerment, pornography, possession of promotion of pornography, enticement, solicitation, sale or purchase of, injury to, indecency)
- Criminal Nonsupport
- Criminally Negligent Homicide
- Deadly Conduct
- Delivery of Marijuana
- Incest
- Manufacture of or Delivery of a controlled substance or dangerous drug
- Any violation of a law intended to control the possession or distribution of any controlled substance of illegal drug
- Indecent Exposure
- Injury to elderly or disabled
- Intoxication Manslaughter
- Kidnapping
- Manslaughter (involuntary or voluntary)
- Murder
- Obscenity
- Prohibited Sexual Conduct
- Prostitution (including promotion of, aggravated promotion of)
- Public Lewdness
- Rape
- Sexual abuse
- Marijuana possession*
- DWI/DUI*
- Theft**

*If a first offense and not currently under probation-eligible two or more violations have occurred or currently on probation-ineligible

**Eligibility dependent on the severity and length of time passed since the offense occurred.
The Preceding “Background Check Policy” has been reviewed and approved as indicated.
BLADEN COUNTY PARKS AND RECREATION VOLUNTEER APPLICATION

A copy of valid government issued photo identification must be attached to complete this application.

Name __________________________________________ Date ____________________________
Address ____________________________________________________________
City __________________________ State __________ Zip __________________________
Home Phone __________________________ Business Phone __________________________
Date of Birth __________________________
Occupation __________________________________________ Employer ________________
Address __________________________________________
Special Professional Training, Skills, Hobbies: ______________________________________

Community Affiliations (Clubs, Service Organizations, etc.) __________________________

Previous Volunteer Experience (including baseball/softball and year) __________________

Do you have children in the program? Yes____ No____
If yes, at what level? ____________________________________________________________

SPECIAL CERTIFICATION (i.e. CPR, medical, etc.): ________________________________

Do you have a valid Drivers License? Yes____ No____ Drivers License # ______________
Have you ever been convicted of or plead guilty to any crime? Yes____ No____
If yes, describe each in full: __________________________________________________

Have you even been refused participation in any other youth programs? Yes____ No____
If yes, explain: ________________________________________________________________

In which of the following would you like to participate? (check one or more)
League Official ____ Coach ____ Umpire ____ Field Maintenance ____
Manager ____ Scorekeeper ____ Concession Stand ____ Other ____

Please list three references, at least one of which has knowledge of your participation as a volunteer in the youth program. Name __________________________ Phone __________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

As a condition of volunteering, I give my permission for Bladen County to conduct a Background Check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the County of Bladen, Bladen County Parks and Recreation, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that regardless of previous appointments, Bladen County is not obligated to appoint me to a volunteer position. If appointed, I understand that prior to the expiration of my term, I am subject to suspension by the Parks Director for violation of recreation policies or principles.

Applicant Signature __________________________________________ Date __________________
Applicant Name (please print or type) __________________________________________

NOTE: The Bladen County Parks and Recreation Department will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.
BLADEN COUNTY PARKS AND RECREATION INVESTIGATIVE BACKGROUND CHECK

This form is used by the Parks and Recreation Department to obtain background checks. The information provided on this form will be held in the strictest of confidence. Please complete all sections in LEGIBLE PRINT so that your paperwork can be processed in a timely manner. Your form will be returned if the form is not completed fully and correctly.

Name: ___________________________ Last ___________________________ First ___________________________ Middle ___________________________ Maiden ___________________________

Driver’s License #: ___________________________ Issuing State: ___________________________ Home Phone #: ___________________________

Date of Birth: ___________________________ Sex: ________ Male ________ Female (circle one) Race: ________

Please provide your residential address for the past 10 years. Addresses must be complete and correct. Use back of form if needed.

Current Address ___________________________ Street or RFD ___________________________ City ___________________________ State ___________________________ Zip ___________________________

Length of Time at this Residence:__________

Previous Address ___________________________ Street or RFD ___________________________ City ___________________________ State ___________________________ Zip ___________________________

Length of Time at this Residence:__________

Prior Address ___________________________ Street or RFD ___________________________ City ___________________________ State ___________________________ Zip ___________________________

Length of Time at this Residence:__________

Have you ever been convicted of any offense against the law (including Traffic Offenses)? Yes_____ No_____

Have you ever served time in jail, prison, or been under house-arrest? Yes_____ No_____

Are you currently under charges for any offense against the law? Yes_____ No_____

If you answered “Yes” to any of the above questions, please explain on back of this form the circumstances involved.

Authorization of a Background Check:

I hereby certify, by my signature below, that the information I have provided is accurate and true to the best of my knowledge and I authorize the County of Bladen Parks and Recreation Department to conduct Criminal, Dept. of Corrections, and Sex Offender Registry Checks on my background while I am volunteering with the Parks and Recreation Department. I understand that the disclosure of a record will not result in an automatic disqualification from volunteer work, but will be considered in relation to the specific position for which I am applying. I also understand that the failure to complete this form or provide false information will result in disqualification of coaching. I understand that the County will routinely perform background checks during the period of serving as a volunteer. Information found and not previously disclosed by me or information made available which was previously not disclosed will be used by the County as part of the determination of my eligibility to continue in my capacity with the County. I have read and understand these requirements.

Applicant’s Signature ___________________________ Date ___________________________

To be completed by Recreation Department Director or Designated Official

Name/Phone# ___________________________ Position Desired by Applicant ___________________________

Program ___________________________ Location ___________________________

Briefly describe position’s duties and responsibilities (including % of time in contact with children or in supervisory role over participants. % of time left unsupervised by FT staff, other major responsibilities)

Requires driving county’s personal vehicle: Yes_____ No_____

Requires handling county’s funds: Yes_____ No_____

This applicant will be serving as a: _____ paid employee _____ Volunteer (check one)

AOC CIS Check

No arrest record was found

NC Sex Offender Registry

Negative

NC DOC Incarceration record found

No Incarceration record found

Incarceration record exists

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