



WOJFC Background Screening Policy



1. In order to protect the youth of the Western Ohio Junior Football Conference (WOJFC) and to raise the standards of WOJFC, a criminal background check is mandatory for all members of the Sideline Roster that are 18 years of age or older, and Board Members. Any person designated by the head coach as an assistant or any volunteer who shall be alone with players, or responsible for a team during a game or practice. It is the policy of WOJFC that at any WOJFC sanctioned game, practice or event, there must be at least 1(one) adult present who has successfully completed a criminal background check. If there is not 1 (one) adult present who has completed a WOJFC Background Check, the game, practice or event must be halted or postponed until such an adult is available.

2. An authorization, either written or online, allowing the WOJFC to order an individual criminal background check is required by the WOJFC. It is the responsibility of the candidate for the volunteer or coaching position (the "Applicant") to fill out and submit the WOJFC background check consent form and return it to their Conference Representative, or as otherwise as directed. Failure to provide a background check consent form will disqualify the applicant from consideration for their volunteer or coaching position.

3. The Background Screening "Committee" shall administer all background screening procedures. The Committee shall be made up of the current WOJFC Executive Board. The Conference Representatives shall receive the completed background screening consent forms (electronically or hard copy) and forward them to the Background Screening Committee, or notify the Background Screening Committee that the screening process has been completed online. The Committee shall be responsible for transmitting the forms (if necessary) to the reporting agency selected by the Board. The Committee shall receive and review the results of the background screening reports from the agency. The Board will address reports if the individual does NOT meet the WOJFC minimum standards for coaches using the following criteria:

Individual applicants ("Applicants") will be reviewed by the Background Check Committee and may be disqualified from positions as a Sideline Roster member if they have **ever** been found guilty or entered a plea of guilty or nolo contendere, regardless of the adjudication, for any of the following:

A. Any crimes against children

B. Any conviction involving violence

C. Any sexual offense

Should any pending charges described in "A" through "C" be uncovered, or should any charges be brought against an Applicant during the season, the Applicant will be reviewed by the Background Check Committee and may be suspended from serving as a volunteer until such time as the charges have been cleared or dropped and he/she is reinstated by a majority vote of the Board of Directors.

In addition, Applicants will be reviewed by the Background Check Committee and may 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 Felony Conviction

E. Any Drug Related Conviction



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In addition, Applicants shall be reviewed by the Background Check Committee for possible disqualification 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**:

F. Any crimes of moral turpitude or lack of integrity and/or character of an Applicant, as determined by the Background Check Committee

G. More than one alcohol related conviction

4. The Background Check Committee and/or the background screening service shall notify the affected Applicant in writing (or electronically) that a disqualifying entry was reported on the criminal background check and present the background report. From the date that a determination is made that the applicant is disqualified, he or she can no longer perform the duties of that position. 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. The Applicant has the right to appeal the decision made by the Background Check Committee. Included with the notification letter will be a copy of the Appeal Process. Failure to adhere to the process set forth as indicated in the Appeal Process will render the Background Check Committee's decision as final.

5. All information 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. The WJFC and its members are not responsible for errors or omissions that may be reported on background checks. The Background Check Committee of the WJFC shall maintain all authorizations and records or reports in a confidential manner.

6. All background checks will expire one year from the date of submission to the reporting agency.

7. The Applicant may, at his option request a hearing of the Background Check Committee. The request for a hearing shall be made on the approved APPEALS REQUEST FORM (either manually or electronically filed) and tendered to any member of the Executive Board within forty-eight hours of receiving the notification that a disqualifying event has been discovered. Failure to timely request an appeal will cause the determination of the Background Check Committee to become final.

Upon receipt of the APPEALS REQUEST FORM, the Secretary shall deliver the complete background check to the Background Check Committee and the APPEALS REQUEST FORM. The Background Check Committee shall schedule a hearing within 14 days of the request and inform the Applicant of the time and date of the hearing.

At the hearing, there will be a time limit of fifteen (15) minutes for the Applicant to present any argument that the determination of the BACKGROUND SCREENING COMMITTEE should be modified.

The Background Check Committee will review the information and render a final decision. If the Chairman is not available, the Co-Chair will take his/her place. For an appeal to be successful, a majority vote of the Committee is required. In the case of a tie, the appeal is denied.

Any determination made by the Background Check Committee shall be final.