

**COLCHESTER YOUTH SOCCER LEAGUE**  
**Policies and Procedures on Criminal Background Checks**

1. In order to protect the youth of the Colchester Youth Soccer League (CYSL) a criminal background check is mandatory for all Board Members and team coaches (head and assistants) An “official” Assistant Coach is any coach designated by the head coach as an assistant, or any coach who will be alone with the players, or responsible for a team during a game or practice. This background check is required every 3 years. Volunteers under the age of 18 are exempt from this requirement.
2. Any person wishing to fill any of the volunteer positions identified in section 1 above must complete and submit a Vermont Crime Information Center (VCIC) release form. The VCIC form must be notarized before it is turned in.
3. The above referenced release form must be completed and submitted a minimum of two weeks prior to the volunteer assuming their position. Failure to provide a background check consent form by the deadline may disqualify the applicant from consideration for any CYSL volunteer position.
4. The Board of Directors shall appoint a three (3) member committee, the Background Screening Committee, to administer all background screening procedures. The committee shall be made up of three board members with one member being the current Board President, another being the CYSL information officer and the other selected by a vote of the board. The league commissioners or designated board member shall receive the completed background screening consent forms and forward them to the Background Check Committee. The Committee or designated board member shall be responsible for transmitting the forms to the reporting agency selected by the board (VCIC). The Committee shall receive and review the results of the background screening reports from the agency. The committee shall determine if any individual does not meet the CYSL minimum standards for coaches and board members using the following criteria as a guide:

Individual applicants (“Applicants”) shall be disqualified from positions as a Board Member, Head Coach or Assistant Coach if they were *ever* convicted of the following:

- A. Any crimes against children.**
- B. Any Felony conviction involving violence against another human being.**
- C. Any sexual offense.**

Should any pending charges described in “A” through “C” be uncovered, or should any of the above charges be brought against an Applicant during the volunteers term or season, the Applicant shall be suspended from serving as a volunteer until such time as the charges have been cleared or dropped and he is reinstated by a majority vote of the Board of Directors.

In addition, Applicants shall be disqualified if they have been convicted of the following within the past *five (5) years*:

- A. Any felony conviction**
- B. Any drug related conviction**
- C. Any crimes of moral turpitude, as determined by a majority vote of the board of directors**
- D. More than one alcohol related conviction**

5. The Background Check Committee shall notify the affected Applicant that a disqualifying entry was reported on the criminal background check and present the background report to the Applicant if requested. In the event the Applicant feels a mistake has been reported on their criminal background check, it is the Applicants responsibility to contact the reporting agency and resolve any issues.
  
6. 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. CYSL and its members are not responsible for errors or omissions that may be reported on background checks. The Background Check Committee of CYSL shall maintain all authorizations and records or reports in a confidential manner.