**Hershey Youth Basketball Association (HYBA)**

**Volunteer Screening / Background Check Policy and Procedure**

**I. Statement**

In an effort to protect the welfare of the children who participate in HYBA, this policy has been established to evaluate each applicant’s eligibility to serve in the capacity as a Volunteer Coach.

**II. Definitions**

A Volunteer Coach is any eligible adult person who leads and instructs players at scheduled practices or games offered by HYBA and is listed on the team roster.

**III. Procedure**

**Step 1: Disclosure Form or FBI Finger Printing**

Please Read Step A and B.  Everyone Must Complete either A or B.

1. **If you have been a resident of Pennsylvania for 10 years or more:**
* Please complete the attached FBI Waiver/ Disclosure statement and submit to HYBA. (Free)

<http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf>

**B. If you have been a resident of Pennsylvania for 10 years or less.** (Fee)

* If you have been a resident of PA for less than 10 years, you must complete an FBI Fingerprint based background check and submit it to HYBA. To begin that process, you must pre-register online or via telephone. To pre-register online, please use the link below. The Service Code is 1KG6ZJ (for volunteers).

<https://uenroll.identogo.com/>

To pre-register via telephone please call 1-844-321-2101 and listen to the options menu.

**Step 2.** **PA State Police Clearance**

Select Link below.   Select: “New Record Check” (Volunteers only)

Volunteer Organization Name: Hershey Youth Basketball Association

Volunteer Organization Telephone Number: leave blank

* **PA State Police Clearance link:** [**https://epatch.state.pa.us/**](https://epatch.state.pa.us/)

**Step 3.  Child Abuse Clearance Form**

Select link below. To be exempted from fees you must Select “VOLUNTEER” (Fees will be associated if you have obtained a certification in the last 57 months).

Designate the organization as: Hershey Youth Basketball Association.

* **DHS Portal for Child Abuse Clearance Form link:** <https://www.compass.state.pa.us/CWIS/Public/Home>

**Step 4: Submit your forms to HYBA**

Scan your Disclosure Form or FBI fingerprint certificate, PA State Police Clearance and the Child Abuse Clearance Form into a single document and email to HYBA Board at: **hybaboard@gmail.com**. Please place your name and “Coaching Clearances” in the email subject line. All coaching applicants must satisfy these requirements prior to commencement of the season. HYBA will reimburse anyone who incurs the fee for Fingerprinting once the forms are submitted to the board.

Failure to complete the required steps will result in being excluded as a Volunteer Coach.  HYBA reserves the right to check criminal history records or any other official record which would document disqualifying acts.

**IV. Disqualifying Terms**

In the event potentially disqualifying information surfaces via the background check, a screening committee, consisting of HYBA Board members (President, Boys and Girls Program Directors) will review the information to determine if the individual is eligible to serve in a role a Volunteer Coach.  Only members of the screening committee will review the data obtained.  All information is strictly confidential and will not be made public under any circumstances.

A candidate may exercise the right to an appeal of their initial decision to disqualify him/her, for purpose of clarifying facts or explaining extenuating circumstances.

All volunteer Coaches shall notify the committee immediately following an arrest or conviction of any of the listed offenses.  Any Volunteer Coach who, while coaching for HYBA, is arrested for committing an offense as listed, will immediately forfeit his/her coaching eligibility until disposition by the courts.  A conviction of an offense as listed will result in termination of coaching eligibility as stated in the policy.

The offenses listed below disqualify an applicant from eligibility as a Volunteer Coach under the HYBA Volunteer Screening / Background Check Policy.  Offenses including but are not limited to the following in accordance with the National Alliance for Youth Sports Guidelines / Protect Youth Sports Guidelines state that a felony charge will remain as part of the record indefinitely and charges involving a misdemeanor will be considered within a 10-year period.

The offenses listed below disqualify an applicant from participation as a Volunteer Coach under HYBA - offenses including but, are not limited to the following:

* Any felony conviction
* Any violation of PA C.C. Chap. 31 Sexual Offenses Open Lewdness
* Any conviction for manufacture, grow, cultivate or distribution of any controlled substance or illegal drug\* (synthetic or counterfeit drugs) within ten (10) years.
* Arson
* Assault (including aggravated and sexual) once in the last five (5) years or more than once in the last (10) years.
* Crimes against Children (including abandonment, abuse, endangerment, pornography, possession or promotion of pornography, enticement, solicitation, sale or purchase of, injury or indecency.)
* Disorderly Conduct - Involving violent / combative threats
* DWI / DUI - two or more times in 5 years.
* Firearms violations - possession without a license, prohibited offensive weapon
* Furnishing alcohol to minors
* Homicide - including vehicular
* Injury to Elderly or Disabled
* Kidnapping / Unlawful Restraint
* Manslaughter Voluntary or Involuntary
* Obscene or Sexual Materials
* Possession - of marijuana once in the last 5 years or more than once in the last 10 years
* Possession - of a controlled substance other than marijuana once in the last 10 years
* Prostitution
* Stalking