

This policy applies to: Applicants for the position of Board Member, Executive Officers, and Coach(s).

The policy will be administered by a screening committee. The committee is made up of members of the CNBSA Executive Officers lead by the Director of Rules and Umpires.

To promote a safe and secure environment for its players, parents, volunteers and spectators, CNBSA will take reasonable steps to ensure volunteer appointments effectively contribute to lessening unnecessary risk. The CNBSA has established this background check policy and minimum standards to accomplish this purpose.

POLICY DETAILS

I. Guiding Principles

- a. Background checks are used to support CNBSA's priority to create a safe and secure environment for its players, parents, volunteers and spectators.
- b. The background check process is intended to assist in the appointment of Coaches, Board Members including Executive Officers in the evaluation of whether a candidate is suitable for the position.
- c. The CNBSA desires to promote fair and consistent methods to obtain, analyze, apply, and retain information on final applicant background checks.
- d. The applicant process must emphasize prevention of discrimination, privacy, and harassment.

II. Regulations

- a. Background checks are mandatory and must be conducted on all applicants for the positions listed below.
 - i. Coaches
 - ii. Board Members

III. Procedures

- a. All candidates for the above mentioned positions must provide a copy of their driver's license to CNBSA as well as sign a **Release Form For Criminal History** which gives CNBSA the right to check criminal history records and verify social security numbers. Only board members of the screening committee will review data obtained, which will then be processed discreetly and held under lock and key. All information is strictly confidential and will not be made public under any circumstances. Reasons for being declined the opportunity to serve are attached to this policy. In some instances, factors of time may be taken into account when considering eligibility (i.e. length of time since disposition of certain offenses).
- b. A committee, chaired by the Director of Rules and Umpires of CNBSA with members consisting of President, Vice President, Treasurer and Secretary of CNBSA will review background check information to determine eligibility. If the Director of Umpires and Rules is not seated then the Board will appoint someone to oversee these duties. **The decision of this committee is final and may not be appealed.** All criminal history record information will be promptly destroyed at the end of the current CNBSA baseball & softball season.
- c. All Board Members and Coaches are required to notify the screening committee immediately following an arrest or conviction of any of the listed offenses. Any Board Member or Coach, who while serving for CNBSA is arrested for committing an offense as listed, will immediately forfeit his/her position until disposition by the courts. A conviction of an offense as listed will result in termination of eligibility as stated in the policy.