

City of Grove City

Parks and Recreation Department

Volunteer Coach Background Check Policy

The City of Grove City Parks and Recreation Department is committed to providing a wholesome, quality, safe and fun experience to all children participating in our parks and recreation sponsored programs. Because of this extremely important responsibility, each person wishing to coach in a city organized youth sports league will undergo a mandatory background check. The cost of the background check will be covered by the City of Grove City Parks and Recreation Department. For the purpose of this program, a coach is defined as one who is identified on the roster, organizes practices, and attends practices and games for the purpose of providing guidance and teaching skills. Anyone not identified as a coach, may not enter the playing field.

Process for Volunteer Coach Background Checks

1. The applicant will complete the appropriate application and acknowledgement forms.
2. Applicants selected for volunteer positions must complete a consent/release (found on the application) and return to the Parks and Recreation Department no later than the date specified by the department. Parks and Recreation Department will email the release information to the Grove City service provider, Southeastern Security Consultants, Inc. (SSCI). The background check will include Social Security verification, address trace, local check, statewide misdemeanor, national check and felony criminal record check, criminal record check in 47 states, all 50 state sex offender repositories.
3. The individual cannot participate in the program until a successful background check has been completed.
4. SSCI will send a report to the Grove City Parks and Recreation Department within five (5) work days verifying that a check has been completed and indicating any criminal history. A conviction for a crime does not automatically preclude volunteer service. Please reference the list of "Volunteer Coach Disqualifiers" on the back of this page. Any person who has a pending charge listed on the back shall be prohibited from participation as a coach in the program.
5. If a record of criminal conviction is found, the volunteer will be given a copy of the criminal history report for their review. If they disagree with the results of the report, the burden of proof will be on the applicant. The applicant may provide supporting documentation for SSCI's review. If necessary, SSCI will then provide an updated report. In the meantime, the volunteer may not participate in the program until a final clear report is provided.
6. The following appeals process is available to any coach disqualified. You may first meet with Recreation Sports Coordinator. If not satisfied, the prospective coach may meet with the Parks and Recreation Superintendent and lastly the Parks and Recreation Director. All parties will review the disqualification to determine if any exception should be granted. A full written disclosure of the criminal background history may be made to the above parties as part of the review process and the Applicant is encouraged to attend any special meetings to provide any additional information as he/she chooses.

7. Any coach, who while coaching for the City of Grove City Parks and Recreation Department is arrested for committing an offense per the attached list, will immediately forfeit his/her coaching eligibility. They will not be able to participate until disposition by the courts is reached. A conviction on a listed offense will result in termination of coaching eligibility. Coaches are required to notify the Parks and Recreation Department if arrested or convicted of a listed offense at anytime during their coaching term. Failure to notify the Parks and Recreation Department of any arrest or convictions will result in immediate removal from his/her volunteer duties for a minimum of twelve (12) months beginning on the date the failure to notify was discovered.
8. The collection of the information obtained by the City of Grove City Parks and Recreation Department through the background check will be respected and not distributed or posted in public forums, except as may be required by law. However, **IT IS IMPORTANT TO UNDERSTAND THAT ALL INFORMATION RECEIVED CAN BE REQUIRED TO BE RELEASED THROUGH THE OHIO PUBLIC RECORDS REQUEST LAW.** The City of Grove City recognizes the sensitivity of the information gathered in the background check and will do whatever permitted by law to protect this information.