Board of County Commissioners
Leon County, Florida

Policy No. 11-___

Title:	Background Checks for Sports Programs' Coaches, Volunteers, and Hired Workers
Date Adopted:	June 14, 2011
Effective Date:	June 14, 2011
Reference Sec.	N/A
Policy Superseded:	N/A

It shall be the Policy of the Board of County Commissioners of Leon County, Florida that a new policy, "Background Checks for Sports Programs' Coaches, Volunteers, and Hired Workers" is hereby adopted, to wit:

Whereas the safety of Leon County youth in sanctioned sports programs is paramount, Leon County shall require background checks on all individuals coaching, volunteering, or working for any sanctioned sports program of the County.

Incorporated herein are the Procedures for the "Background Checks for Sports Programs."

Procedures for Background Checks for Sports Programs

1. Background check forms will be provided to all League Presidents by the Division of Parks and Recreation staff, no later than 60 days prior to the start of the associated sports season.

2. All individuals coaching, volunteering, or working will be required to complete a form annually, regardless of whether they have previously passed a Leon County background check.

3. League Presidents will have 30 days to distribute and return all forms to the County's Division of Parks and Recreation, and must certify that all forms have been returned. If forms are not returned within the designated period, the League will not be eligible to play in the upcoming season.

4. The Division of Parks and Recreation will submit all forms to Risk Management for processing.

5. Risk Management will utilize a third party administrator to conduct the background checks, which shall be returned within five business days.

6. Results of the background checks will be reviewed by Risk Management and a final determination as to whether a particular individual could participate will be made.

7. To reach a determination, the following factors, among others, will be considered in assigning weight and significance to prior conduct:
   - age at the time of conduct
   - how recent the conduct occurred
   - reliability of the information concerning the conduct
   - seriousness of the conduct
   - any known factors underlying the conduct
   - cumulative effect of the conduct
   - any evidence of rehabilitation, and
   - materiality of an omissions or misrepresentations

   Further, in no instance will a registered sex offender, or a person convicted of child abuse or child neglect, be eligible to participate in any County sports programs.

8. The Director of the Division of Parks and Recreation will be notified of said determinations by receiving lists of eligible and ineligible persons.

9. The Director of Parks and Recreation will notify League Presidents no later than 10 days prior to the start of the season as to eligible and ineligible persons.

10. League Presidents will be responsible for notifying ineligible persons and ensuring that they do not participate in any manner. The Director of Parks and Recreation shall be advised, in writing, once the notification has occurred.

11. In the event additional coaches, volunteers, or workers must be added during the sports season, the League President is responsible for submitting the necessary forms to the Division of Parks and Recreation for conducting a County background check, prior to the commencement of the individual's participation.

Failure to comply with these procedures shall render the offending League ineligible to participate in the County's sports program.