

**CITY OF MILFORD  
POLICY MEMORANDUM  
VOLUNTEER COACHES BACKGROUND CHECKS**

**I. Effective Date: September 10, 2008**

**II. Purpose**

To provide the safest environment possible for children who are under eighteen years of age and who are involved with youth sports sponsored by the Milford Recreation Department. Perform mandatory comprehensive background checks on all volunteer youth head coaches and assistant coaches. In doing so the city seeks to:

1. Foster an environment that puts the needs of children first.
2. To discourage people who have a history of inappropriate behavior or who are unfit to work with children as volunteer coaches.
3. To further clarify and reinforce the standards and expectations of our youth sport programs.

**III. Program**

1. Under the guidance and services of New England Computer Forensics, LLC the City will be provided with an effective criminal conduct background check.
2. All head and assistant coaches will be required to complete a Consent/Waiver form in order to have a comprehensive and time effective background check completed.
3. All results will be kept confidential and secured at the Department of Recreation and only those essential city and co-sponsored designated League Representatives who need to know details of the report will be allowed access to results.
4. Coaches who meet one or more of the identified criteria for disqualification will not be approved to coach in any city or city co-sponsored youth program.
5. Coaches will need to complete an annual background check.

**IV. Criteria for disqualification**

Any individual found guilty of or entering a guilty plea for the following offenses:

- All sex offenses— regardless of date of crime.
- All criminal or felony violence against children - regardless of date of crime.
- Any domestic violence crimes — regardless of date of crime.
- Any felony drug and/or alcohol cases in past 5 years.
- Any other misdemeanor that the city considers dangerous to children.
- Any current court ordered protective, restraining, or restrictive order regarding children or adults.

Any coach who meets one or more of the above criteria shall **not** be eligible to coach, regardless of age of victim. In some cases (pending further investigation) the city and league will not limit these disqualifying criteria to convicted status only. Additional information may be required.

**V. Disputing Results of Report**

The Director of Recreation will send the applicant via certified mail a "Pre-Adverse Action Notification" letter along with a copy of the report that was authorized when applying for a position as a volunteer coach. If the report contains any inaccurate or incomplete information the applicant should contact the Director of Recreation in writing within five days of receiving the "Pre-Adverse Action Notification".