



## Ridgewood Soccer Association Background Screening Policy

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### **Purpose**

It is the intent of this policy to establish certain guidelines wherein the Ridgewood Soccer Association (“RSA”) may make reasonable efforts to protect its participating children and families by screening the background of its employees, volunteers and contracted trainers who will be coaching in RSA sanctioned athletic programs.

### **General Guidelines**

1. Only Approved Persons may serve as an RSA employee, coach, assistant coach, contracted trainer, or Board member (“RSA Staff Member”).
2. The RSA shall make reasonable efforts to require that all teams shall have at least one (1) coach, assistant coach and / or contracted trainer at each RSA sanctioned athletic program, including practices, training and games.
3. A person must pass the Background Screening described below in order to become an Approved Person. Any person who willfully fails to comply with this Background Screening shall be automatically disqualified from serving as an RSA Staff Member
4. To remain an Approved Person on an ongoing basis, a person must have passed the Background screening within three (3) years. Thus, to continue as an RSA Staff Member, a person must pass the Background Screening at least every three (3) years.
5. Notwithstanding the above, any person (whether or not currently an Approved Person) who has been convicted of, or has a pending charge against him or her, pertaining to any of the disqualifying offenses listed below will be immediately disqualified from serving as an RSA Staff Member. If a conviction is overturned or a pending charge is dismissed, the candidate may at that time retake a Background Screening to establish same. If the person passes the Background Screening, he or she shall be eligible at such time to be an Approved Person.
6. **In order to take the Background Screening:**
  - i) **Sign into Community-Pass and register as a coach**
  - ii) **Coach will receive a notification via Community-Pass:**
    - **Rutgers Training course (provide web site link, note we will reimburse for cost)**
    - **Notification of the requirement background check**
      - **Letter providing the details on how to perform the check**
      - **Copy of the RSA policy or a link to our site with the policy documentation**
  - iii) **Perform the background check via the instruction provide by our investigation agency**
  - iv) **In lieu of using our investigation agency, third-party vendors who provide RSA with trainers will be provided a copy of this policy and certify in writing (in a form acceptable to**

**RSA) that each of the trainers provided has been subject to a background screening and qualifies as an Approved Person.**

7. If a person fails the Background Screening, the RSA will notify, by certified mail, the person that he or she failed the Background Screening and is disqualified from serving as an RSA Member. Included with this notification will be a Summary of the Applicant's Rights and a copy of his or her Risk Score Report. Information included in the notification will direct the person to contact the Consumer Reporting Agency regarding the results reported.

**Access to Report**

If a person fails a Background Screening only those RSA Board Members specifically designated by the RSA Board chairperson will be notified of the Background Screening notification and only those designated RSA Board Members shall be informed of the person's name. The RSA shall make reasonable efforts not to inform any other persons, except as required by law, subpoena or other validly issued administrative or judicial process. The criminal background reports shall be kept in a commercially reasonable secure location for a period as required by applicable law.

**Appeals Process**

If a person's Background Screening report includes any Disqualifying Offense listed below, the "RSA" shall immediately disqualify the person from serving as an RSA Member. There shall be no appeal to RSA of a decision to disqualify a person on such grounds.

If a person wishes to dispute the accuracy of the Background Screening report, the person shall contact the third party responsible for conducting the Background Screening by calling the telephone number listed on the report. The person is responsible for providing any or all documentation to support his or her claim. If the report is found to have been inaccurate regarding the disqualified person, the person must request in writing a new Background Screening. If the person passes the new Background Screening, he or she shall be an Approved Person eligible to serve as an RSA Staff Member.

**Disqualify Offenses**

For the avoidance of doubt, all descriptions in parentheses below are for general explanatory purposes only-- this policy is strictly governed by the specific statutes cited.

A person shall be disqualified from serving as an RSA Staff Member if if his or her Background Screening reveals a record of conviction for, or a charge pending against him or her alleging, any crime of the first or second degree; or

a. An offense as set forth in chapter 14 of Title 2C of the New Jersey Statutes (Sexual Assault, Aggravated Sexual Assault, Lewdness, etc...), or as set forth in N.J.S.2C:24-4 (Endangering the Welfare of a Child) and 2C:24-7 (Endangering the Welfare of a Child) and, or as set forth in R.S.9:6-1 et seq (Abuse, Abandonment, Cruelty or Neglect of a Child), or as set forth in N.J.S.2C:29-2 (Resisting or Alluding Arrest), but excluding conviction of a disorderly persons offense under this section involving resisting or alluding arrest at least ten (10) years prior to the background check where there have since been no subsequent convictions for any crime or offense set forth in this policy; or

**b.** An offense involving the manufacture, transportation, sale, possession, distribution or habitual use of a "controlled dangerous substance" as defined in the "Comprehensive Drug Reform Act of 1987," N.J.S.2C:35-1 et al. or "drug paraphernalia" as defined pursuant to N.J.S.2C:36-1 et seq.; but excluding conviction of an offense under this section involving the simple use or possession of a "controlled dangerous substance" or "drug paraphernalia" at least ten (10) years prior to the background check where there have since been no subsequent convictions for any crime or offense set forth in this policy or

**c.** (1) A crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder, but excluding conviction of a fourth degree crime, disorderly persons or petty disorderly persons crime or offense involving the use of force or the threat of force solely upon property at least ten (10) years prior to the background check where there have since been no subsequent convictions for any offense set forth in this policy ; or

(2) A crime as set forth in chapter 39 of Title 2C of the New Jersey Statutes (Weapons Offenses), a third degree crime as set forth in chapter 20 of Title 2C of the New Jersey Statutes (Theft, Computer-Related Crimes), or a crime as listed below:

- Recklessly endangering another person N.J.S.2C:12-2
- Terroristic threats N.J.S.2C:12-3
- Criminal restraint N.J.S.2C:13-2
- Luring, enticing child into motor vehicle, structure or isolated area P.L.1993, c.291 (C.2C:13-6)
- Causing or risking widespread injury or damage N.J.S.2C:17-2
- Criminal mischief N.J.S.2C:17-3
- Burglary N.J.S.2C:18-2
- Usury N.J.S.2C:21-19
- Threats and other improper influence N.J.S.2C:27-3
- Perjury and false swearing N.J.S.2C:28-3
- Escape N.J.S.2C:29-5
- Bias intimidation N.J.S.2C:16-1;

or

- (3) Any crime of the fourth degree involving a victim who is a minor; or
- (4) Conspiracy to commit or an attempt to commit any of the crimes described in this act.

**d.** For the purposes of this policy, a conviction exists if the individual has at any time been convicted under the laws of the State of New Jersey or under any similar statutes of the United States or any other state for a substantially equivalent crime or other offense.