


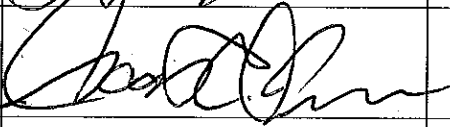

Lawrence Lacrosse Club

Coach Background Check Policy – POL-0002

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Version: 1

Name	Signature	Date
Rob Lynch, President		8/28/13
Scott Tennant, Vice President		8/28/2013
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1. Purpose

Provide the requirements for checking coaches' criminal history record background check in order to ensure the safety and well-being of children participating in Lawrence Lacrosse Club activities.

2. Scope

This policy applies to any head or assistance coaches coaching a Lawrence Lacrosse Club team, clinic, camp or other activity.

This policy does not apply to Board members or other volunteers that are not also coaches.

3. Requirements

Each coach, head or assistant, must complete a criminal history record background check. The Club will use the Lawrence Township Recreation Department's background check procedure and vendor. Coaches must pass the criminal history background check as defined by the state of New Jersey.

4. Roles and Responsibilities

Role	Responsibility
Board	<ul style="list-style-type: none"> • Establish, maintain and enforce policies that protect players from coaches with a criminal history.
Officers (President, Vice President, Treasurer or Secretary)	<ul style="list-style-type: none"> • Notify coaches that they must complete the criminal history record background check • Ensure that coaches have completed the criminal history record background check. • Prevent those coaches that do not pass the criminal history record background check from coaching any Club teams • Maintain a list of coaches and the date that their criminal history record background check expires
Coaches	<ul style="list-style-type: none"> • Contact the Lawrence Township Rec. Dept. to obtain the criminal history record background check form • Complete the online or paper criminal history record background check form • Schedule the criminal history record background check with the Rec. Dept.'s vendor for the finger print part of the criminal history record background check • Complete criminal history record background check as required by the Club and the Recreation Department • If ineligible to coach because of the results of the criminal history record background check, determine if they would like to appeal the ruling. <ul style="list-style-type: none"> ○ If appealing the ruling, obtain the criminal history report from the NJ State Police ○ Meet with the designated Appeal Committee to appeal the ruling.
Superintendent of Recreation	<ul style="list-style-type: none"> • Select and communicate to the Club the vendor and process that the Township is using to conduct criminal history record background check • Receive the results of the criminal history record background check from the Rec. Dept.'s vendor and communicate to the President of the Club and the coach whether or not the coach is eligible and when the eligibility shall lapse. • Protect the privacy of the coach. Only communicate to the Club President whether or not the coach is eligible. Do not communicate to the President reasons as to why the coach is ineligible. • Work with the President of the Club to ensure the list of coaches and the date that their criminal history record background check expires is accurate • Along with the Appeal Committee decide, on appeal, the eligibility of coaches.

5. Definitions

Term	Definition
Criminal history record background check	A determination of whether a person has a criminal record by cross-referencing that person's name and fingerprints with those on file with the Federal Bureau of Investigation, Identification Division and the State Bureau of Identification in the Division of State Police.

6. New Jersey Background Check Criteria for Nonprofit Youth Serving Organizations

The Club and Lawrence Township follow state law stipulating criminal history record background checks of employees and volunteers of nonprofit youth serving organizations (PL 1999 c 0432).

A person will be disqualified from serving as coach if that person's criminal history record background check reveals a record of conviction of any of the following crimes and offenses:

- Involving danger to the person, meaning those crimes and disorderly persons offenses set forth in N.J.S.2C:11-1 et seq., N.J.S.2C:12-1 et seq., N.J.S.2C:13-1 et seq., N.J.S.2C:14-1 et seq. or N.J.S.2C:15-1 et seq.
- Against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in N.J.S.2C:24-1 et seq.;
- Involving theft as set forth in chapter 20 of Title 2C of the New Jersey Statutes;
- Involving any controlled dangerous substance or controlled substance analog as set forth in chapter 35 of Title 2C of the New Jersey Statutes except paragraph (4) of subsection a. of N.J.S.2C:35-10.
- In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly person's offenses described in subsection a. of this section.
- In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly person's offenses described above.

Version Number	Author(s)	Description
1	Rob Lynch	First Issue