

# Osseo-Maple Grove Athletic Association

## BACKGROUND CHECK POLICY

(OMGAA Policy 2001.03)

### **Section 1 - Purpose:**

The purpose of this policy is to establish authority and procedure for collecting background information regarding **public information** that identifies OMGAA Board Directors, Program Coordinators or Coaches (Candidate) as having been convicted of criminal charges. The extent of this policy shall be limited to the gathering of information specific to: **crimes of violence, crimes against persons and criminal sexual conduct.**

### **Section 2 - Authority:**

The authority to establish this policy is provided by **Section 5 - General Duties and Responsibilities of the Board of Directors Item 3** of the **Osseo-Maple Grove Athletic Association - By Laws.**

### **Section 3 - Policy:**

The OMGAA President or his/her direct representative will contract an independent third party vendor (Vendor) as primary conductor of OMGAA Background Checks. Each Candidate will, according to the procedures established by the Vendor, submit the necessary search and release authorization permitting the conduct of the outlined Background Check. The Vendor shall review all released records provided by **Local** and/or **National** Criminal Justice Associations for convictions limited to crimes of violence, crimes against persons and criminal sexual conduct. Upon completion of the Vendor's review, the Vendor will notify the **OMGAA President** of any questionable record needing further scrutiny or explanation. If deemed necessary, the **OMGAA President** will notify the Candidate regarding the questionable record to determine accuracy and afford the Candidate the opportunity to challenge or correct the record, or withdraw from OMGAA service prior to and without further OMGAA action

If a Candidate requests to challenge a questionable record, the OMGAA Executive Board (Panel) shall meet with that coach or director to determine continued eligibility for OMGAA service. If a Member of the Executive Board is being reviewed, then an alternate Board Director shall be substituted in their place. Only **ELECTED** Board Directors shall serve on the Panel. The senior Panel member shall notify the Board Director, Coordinator or Coach being reviewed of the Panel's decision. The Panel's decision may be appealed within ten (10) calendar days of the notification. This appeal will be presented to the OMGAA Board of Directors by the senior Panel member in closed meeting. The Candidate will be allowed to present their challenge to the Board of Directors, along with in person supporting endorsements if desired. After any and all appeals are made, the OMGAA Board of Directors shall decide, by vote, any continued actions. The results of this vote shall be final and without appeal. The senior Panel member shall notify

the challenger of the final decision within 24 hours of the vote.

**Section 4 - Enforcement:**

All **OMGAA Board Directors** shall undergo the Check, within 30 days of being elected to the Board of Directors. **OMGAA Program Coordinators** shall undergo the Check prior to assuming their duties, unless specifically noted otherwise by approval of the Board of Directors.

**Coordinators** and **Coaches** shall undergo the Check prior to serving an OMGAA sponsored program or team. Candidates serving in consecutive years will undergo the Check every third year. Candidates serving in non-consecutive years will undergo the Check each time they resume their board or coaching responsibilities after an absence of at least one season.

OMGAA Board Directors, Coordinators or Coaches who willfully fail to comply with the OMGAA Background Check Policy shall be relieved of their responsibilities until such compliance has been received by the OMGAA. Where a Board Director's compliance is not forthcoming, such Director shall be removed from office and the OMGAA Board of Directors shall appoint a replacement for the completion of such Directors term of office.

Coordinators and Coaches who willfully fail to comply with the OMGAA Background Check Policy may not assume their coaching responsibilities until such compliance has been received by the OMGAA.

**Adopted by the OMGAA Board of Directors  
December 18<sup>th</sup>, 2001**

END OF DOCUMENT

Revised February 21<sup>st</sup>, 2007  
Revised March 18<sup>th</sup>, 2009  
Revised July 21<sup>st</sup>, 2021