



Spring 2010

To: All Coaches and Assistants

From: Milford Youth Baseball Association (MYBA) Board of Directors

Subject: Background Investigation

Last year in 2009, we implemented a background investigation policy for all coaches and assistants. This decision was based upon the following criteria:

- O Mandatory order from MYBA
- O Liability of law suit and/or other potential criminal action(s) taken against MYBA.
- O To safeguard all children from potential criminal acts or violence.
- O For the character and integrity of the MYBA.

**Returning Coaches and Assistants:** If you coached or assisted in 2009, had your background Investigated by MYBA, and are returning in 2010, you will need to complete the “**RETURNING COACH/ASSISTANT Background Investigation Questionnaire**” listed below.

**New Coaches and Assistants:** If you did not coach or assist in 2009, please read below.

New Coaches and assistants will be required to undergo a background investigation prior to the beginning of the season. Coaches and assistant’s who continue to coach from year to year, will be required to have a background investigation conducted every three (3) years. All coaches and assistants will be required to complete a background investigation questionnaire and sign a written authorization release authorizing MYBA to conduct a background investigation. Failure to complete and turn in either form by April 15, 2010 will immediately terminate all coaching duties and responsibilities\*. For the upcoming 2010 season, the cost of the background investigation will be covered by MYBA. Although the background investigations will be conducted every three (3) years, on an annual basis, all coaches and assistants will be required to sign a statement stating they have not been charged or convicted of any crime since the completion of last years background investigation conducted by MYBA. If a coach or assistant has been charged or convicted of a crime, they will be required to provide all details and mitigating circumstances to the MYBA Board of Directors. If it is determined that a coach or assistant purposely failed to notify MYBA of any criminal activity, they will be immediately relieved of their coaching duties and responsibilities.

\* There will be flexibility for coaches and assistants who have not been determined.

### **Criminal Background Investigation process:**

Upon completion and return of both the background investigation questionnaire and written authorization release form, the background investigation process will begin.

### **Disqualification:**

A coach and/or assistant will be disqualified and prohibited from coaching or volunteering his or her time, if he/she has been found guilty of the following crimes:

- 1) All sexual offenses, regardless of the amount of time since the offense. Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.
- 2) All felonies regardless of the amount of time since the offense: Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary. All misdemeanors will be reviewed on a case by case basis.
- 3) Any crimes involving children, regardless of the amount of time since the offense. Examples include but are not limited to: civil court actions involving sexual or physical abuse of children. Court orders involving sexual or physical abuse of a minor, including but not limited to a domestic order or protection. Parental rights terminated by a court.
- 4) An illegal drug offense within the past 5 years. Examples include but are not limited to simple drug possession, possession of drug paraphernalia, or under the influence of an illegal drug.
- 5) More than one alcohol related offense within the past 5 years. Examples include, but are not limited to: DUI, drunk and disorderly and public intoxication.

“Guilty” means the individual was found guilty following a trial, entered a plea of guilty or nolo contendere, entered a no contest plea accompanied by a court’s finding of guilty, regardless of whether there were was an adjudication of guilt (conviction) or a withholding of guilt or the record has been expunged. This policy does not apply if criminal charges resulted in acquittal or dismissal.

Any coach or assistant who is denied an opportunity to coach/volunteer may request an interview/review by the MYBA Background Investigation Sub-Committee. To appeal a decision, an appeal must be filed within ten (10) days of notification. The appeal must be mailed to:

MYBA  
PO Box 22  
Milford, OH 45150  
Attn: Appeal Board

The appeal must include: coach or assistant full name, address, telephone, grounds for appeal, the particulars relevant to the appeal (describe any background facts that relate to the appeal including how you are affected by the decision), a description of the relief





## AUTHORIZATION OF RELEASE OF INFORMATION

I certify that all statements made on this application are true and complete. I authorize any individual, company, organization or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information. I agree and understand that any deliberate misstatement or omission will cause forfeiture of all eligibility to coach or volunteer with the Milford Youth Baseball Association (MYBA). I also hereby give my permission for MYBA to conduct a criminal history check. I understand that this information may be used for specific purpose of evaluating my fitness for coaching or volunteering, and that continued service will be contingent upon satisfactory completion of this background investigation. My signature below acknowledges my understanding and agreement with the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

Current Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: H( ) \_\_\_\_\_ - \_\_\_\_\_ C( ) \_\_\_\_\_ - \_\_\_\_\_

**\*\*Please mail Background Investigation Questionnaire and Authorization of Release of Information forms to:**

**MYBA  
PO BOX 22  
MILFORD, OH 45150  
ATTN: BACKGROUND INVESTIGATION**

