

## **Flower Mound Lacrosse Association Background Check Policy and Procedures**

Flower Mound Lacrosse Association (“FMLA”), in accordance with recommendations and requirements of US Lacrosse and the Town of Flower Mound, has adopted a policy that all coaches, board members and any other person acting in an official capacity with FMLA overseeing children must submit to an annual criminal history background check. FMLA is proud to announce its partnership with National Center for Safety Initiatives through which we will engage in a comprehensive background screening program of Participants.

FMLA has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our coaches, directors and other applicable volunteers. This includes a comprehensive background screening using the Center’s Check it Twice™ product and a simple “Red Light/Green Light” clearance report issued in accordance with the *Recommended Guidelines®* published by the National Council of Youth Sports.

FMLA has worked with National Center for Safety Initiatives to ensure that this process is convenient, secure and confidential. FMLA will pay the cost of each comprehensive background screening.

National Center for Safety Initiatives utilizes a procedure that can be referred to as a “Red Light / Green Light” protocol to inform FMLA whether or not an individual meets the below-referenced Criteria to serve in a position with FMLA based on the results of the criminal history background check. This process allows the sensitive nature of the details of a “Red Light” determination to remain confidential. The “Red Light/Green Light” Results will be sent to FMLA. National Center for Safety Initiatives will contact an applicant directly if there are any questions, problems or issues related to an applicant’s specific information.

A “Red Light” indicates that:

- The applicant does not meet the Criteria
- The applicant has been convicted of a criterion offense, and/or
- The applicant is a sex offender registrant

A “Green Light” indicates that:

- The applicant meets the Criteria
- The applicant has no criminal record, and/or
- The crime for which an applicant was convicted is not a criterion offense

Criteria: Convictions for the five following crimes will prompt a determination that an applicant does not meet the criteria to serve in any position with Flower Mound Lacrosse Association:

- Any felony (any crime punishable by confinement of greater than one year)
  - Defined on the basis of exposure for the offense for which the defendant was convicted, pled guilty or pled *nolo contendere*. If pled down, then the crime to which the defendant ultimately pled.
  - Defined as all crimes punishable by greater than one year in jail or prison, regardless of how characterized by jurisdiction. If range, alternate sentencing or indeterminate sentencing, outer range greater than one year.
- Any lesser crime involving force or threat of force against a person.
- Any lesser crime in which sexual relations is an element, including “victimless” crimes of sexual nature (including pornography)
- Any lesser crime involving controlled substances (not paraphernalia or alcohol)
- Any lesser crime involving cruelty to animals

This criteria was published by the National Council of Youth Sports following its participation in the development of the PROTECT Act of 2003 and work with the National Center for Missing and Exploited Children.

**If the background check of any coach, board member or other applicable volunteer results in a “Red Light,” and the appeals process, if any (see below), does not satisfy FMLA’s concerns, the individual is prohibited from working with the lacrosse program.**

The process to submit to a background check for FMLA will be as follows:

Simply go to [www.ncsisafe.com](http://www.ncsisafe.com) and click on “Background Check Self Registration” on the left side of the webpage. Complete three easy steps:

Step 1: Enter FMLA Self Registration Number: **74004119**

Step 2: Enter Your Information as Requested

Step 3: Provide Legal Authorization and Certification

It is important when entering your name, that you use your **full legal name** as written **on your birth certificate or driver’s license**. Please also verify that your social security number was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate your background check.

The completed form is submitted directly to National Center for Safety Initiatives, and the background check is conducted. If the check results in a “Green Light,” the authorized representative of FMLA is informed of such. If the check reports criminal records that may result in a “Red Light”, the records will be mailed to the candidate. Once notified, the candidate has the opportunity to appeal the accuracy of the record. The nature of the appeal is to correct an error (name, record should have been expunged, not the correct record, etc.). If the check results in a “Red Light,” the authorized representative of FMLA is sent notice of the “Red Light”. A “Red Light” may

also result from an incomplete record, which may or may not get resolved at this stage. However, false information from the applicant is usually worked out through the initial application process so that a “Red Light” results from a criminal conviction, not an incorrect application.

**If a “Red Light” is issued to the candidate, it is reported to the authorized representative of FMLA. Once authorized by FMLA, an “Adverse Action Notice” is issued to the candidate by the National Center for Safety Initiatives. The “Adverse Action Notice” is sent to the candidate by NCSI. This notice is FMLA’s formal denial of an applicant’s right to coach or volunteer.**

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (440) 542-9690 x109.

Thank you for your continued participation and your cooperation in this important process.