

Background Check Policy

(Revised- July, 2007)

This policy is to govern the practice of checking backgrounds on all coaches, directors and workers with direct player interaction in the Christian Football League of Michigan program .The Christian Football League of Michigan program encompasses any activity sponsored by Christian Football League of Michigan at its facility or at designated venues with students and athletes and is planned or coordinated by the Christian Football League of Michigan association. The following policy is being enacted to ensure that Christian Football League of Michigan has done its best to protect and care for those students and athletes within its programs. The following policies are recommended in the enforcement of this practice.

1. ALL coaches, assistant coaches, directors and workers with direct player/student interaction within the Christian Football League of Michigan program must be subject to background checks.
2. The background check must be of sufficient nature to ensure adequate information from state and/or local law enforcement agencies. While personal references are important, they will not be considered adequate.
3. ALL paid/unpaid professionals who are responsible for students/athletes or who will work in the presence of students/athletes in the Christian Football League of Michigan program are also subject to background checks.
4. Coaches, Directors, workers and volunteers with direct player interaction are to be made aware of and to sign consent to research their background from any authority.
5. One person, the Christian Football League of Michigan Director, or its assignee, shall be designated to obtain the background information. This should be the only person within the Christian Football League of Michigan program with access to the state database. (See No. 8 for the policy regarding the review of this information.) Should the Christian Football League of Michigan Director, or its assignee, be removed or resign from the position, the access should be transferred to the new Christian Football League of Michigan Director, or its assignee, and the state be notified of the change. The board of Christian Football League of Michigan is to officially notify the previous Christian Football League of Michigan Director, or its assignee, of the removal of their responsibility for background checks as well as officially notifying the new Christian Football League of Michigan Director, or its assignee, of its endorsement and mandate to obtain the background checks along with the official policy herein. If there is no person responsible for the background checks such as in a transitional period, or “interim” of responsible appointments, NO new coaches, directors or volunteers may be approved until such time the position is filled and the check is completed per the policy.
6. The Christian Football League of Michigan Director may assign one person (its assignee) to perform his/her responsibility as outlined in this policy. This assignee must be endorsed and approved by the board and notified as such.
7. All information obtained in a background check must remain confidential per the review policy.
8. The review policy will require that two people, the Christian Football League of Michigan Director (or its assignee) and an appointed assistant will review the information obtained in the background check. Both the Christian Football League of Michigan Director (or its assignee) and an assistant must be in agreement based on the information obtained to approve or deny a coach’s, directors or volunteer’s application.
9. A coach’s director’s or volunteer’s application for Christian Football League of Michigan will be automatically denied for any of the following infractions:
 - A. **Any conviction or pending “CSC” (Criminal Sexual Conduct) involving a minor.** This may be a misdemeanor or felony, and should be denied in either case.

- B. Any “Child Abuse” conviction or pending case in any degree: 1st, 2nd, and 3rd, 4th.
10. The following infractions on a background check will be considered serious “warning signs” requiring a thorough review to determine if the applicant should be approved for Christian Football League of Michigan ministry:
 - A. Any “CSC” (Criminal Sexual Conduct) conviction or pending case
 - B. Domestic violence offenses
 - C. Drunk driving offenses
 - D. Repeat offenses of any kind
 - E. Frequent relocations.
 11. Should the Christian Football League of Michigan Director (or its assignee) and an assistant disagree regarding the approval or denial of a ministry application, the following procedure will become effective.
 - A. The applicant will be asked to meet with the Christian Football League of Michigan Director (or its assignee) and an assistant for explanation regarding the information obtained in the background check.
 - B. The applicant will then be asked if they would like to withdraw their Application or submit it to the board for further review.
 - C. A law enforcement agency will be contacted for their opinion regarding the approval of the applicant to work with children.
 - D. The information in the background check, along with the opinion of the law enforcement agency contacted, as well as the statements of the Christian Football League of Michigan Director (or its assignee) and an assistant, and the explanation of the applicant will be presented to the board of Christian Football League of Michigan for their prayerful consideration and a ruling on the applicant.
 - E. This process should be handled efficiently, as confidentially as possible, and the applicant should be notified forthright of their approval or denial.
 12. The Christian Football League of Michigan Background Check Policy covers students/athletes within the Christian Football League of Michigan program.
 13. Applications and Background Checks should be maintained in a secure “locked” environment with access available only to the Christian Football League of Michigan Director (or its assignee) and an assistant. Extreme care is to be exercised when accessing this information so that confidentiality is maintained. Confidentiality shall also be exercised when transmitting or receiving the background checks electronically.
 14. An electronic back-up, such as a compact disc, of abbreviated information shall be maintained in a secure location other than that of the previously referred to locked Applications and official Background Checks. This abbreviated information should contain the applicant’s name, address, background check date and source, Application approval/denial date, and Christian Football League of Michigan Director’s (or its assignee’s) and an assistant’s initials, and any important or pertinent notes or information relative to the applicant’s approval or denial. Only the Christian Football League of Michigan Director (or its assignee) and the assistant should have access to this information.
 15. Approval must be manually noted on the Application and dated by both the Christian Football League of Michigan Director (or its assignee) and an assistant.
 16. A review shall be done every 90 days at the onset of each quarterly schedule to be certain there is an approved Application for every participating worker. A log should be kept in the locked file to ensure this is completed.
 17. All records regarding Applications must be maintained even after a worker has resigned or been asked to leave the Christian Football League of Michigan program. The records should remain in the current secure file until such time and then should be archived for future reference.
 18. Should a worker leave the Christian Football League of Michigan program and then return to the program at a future time, they will need to reapply and a new background check obtained.
 19. Any changes in the Christian Football League of Michigan Background Check Policy must be made in writing and initiated by or approved by the Christian Football League of Michigan board.
 20. The Christian Football League of Michigan Christian Football League of Michigan Background Check Policy must be available to any coach, board member, or volunteer asking to view it.