

Lower Macungie Youth Association	Section: Administrative	Original: January 1st, 2017
Policy:	Background Checks	Revised: February 6th, 2024 Effective: March 3rd, 2024

1.0 Purpose:

Background Check Requirements: Lower Macungie Youth Association, LMYA now follows the guidelines and requirements for Background Checks as specified in PA Act 15, Section 7 and Title 23, Section 6344.2 and 6344.3 .

1.1 The sections of the law provides that every adult volunteer working in direct contact with minors under the age of 18 must provide 3 background certifications.

1.1.1 They are: • **PA State Police Background certification • PA Child Welfare Background certification • FBI Fingerprint Background check and certification OR Notarized Affidavit of Continuous residency in the Commonwealth of Pennsylvania.**

1.1.2 These are requirements of the State of Pennsylvania and as a state documented Volunteer run and managed, 501(c)(3) non-profit organization, The Lower Macungie Youth Associations is bound to follow these laws and Acts. Further, the Lower Macungie Youth Association follows guidelines established by the East Penn School district for volunteers and requires that all new volunteer applications and certifications be no older than one year prior to application.

1.1.3 All Coaches must complete the background check BEFORE being placed on a team as coach.

1.1.4 The following documents must be uploaded in order for the background check to be considered and approved:

1.1.4.1 Pennsylvania State Police (PSP) Criminal Record Check- -

1.1.4.2 Pennsylvania Child Abuse History Clearance (Child Abuse)

1.1.4.3 FBI Criminal Background check through PA Dept. of Human Services- (Use Service Code: 1KG6ZJ) - Act 153 Volunteer Affidavit In lieu of FBI Clearance (This document MUST be notarized in order for it to be valid)

1.1.4.4 A background check with LMYA will expire 5 years after the oldest certification unless renewed before that time.

NOTE: All new background check certifications **MUST** have a certification or request date no older than one year prior to application or re-application for volunteering with LMYA. Background check certifications with certification or request dates older than one year prior to LMYA application or re-application will be considered invalid and will be removed if uploaded for a new Background Check Request for **NEW VOLUNTEERS**.

*Certifications from other organizations may be considered for use as long as those certifications fit the requirement specified above.

2.0 Scope:

2.1 The scope of this policy includes all Officers, Directors, Coaches, Officials, volunteers and participants in LMYA activities.

3.0 Definitions:

3.1 Sport's Management Application - TeamSnap

4.0 Responsibilities:

4.1 All coaches, assistant coaches, parent volunteers, and anyone who will be in direct contact with persons under the age of 18 must be registered with Lower Macungie Youth Association through the registration process of utilized Sport's Management Application.

4.2 A free registration link will be open for the year to any member in good standing with the organization.

4.3 Member will upload the following documents:

4.3.1 Pennsylvania State Police (PSP) Criminal Record Check - Free every 5 years.

4.3.2 Pennsylvania Child Abuse History Clearance (Child Abuse) - Free every 5 years.

4.3.3 FBI Criminal Background check through PA Dept. of Human Services - \$22.60

4.4 When the member completes registration with required paperwork, the member will be approved by the Vice President or delegated Sport's Coordinator.

4.4.1 Once the approval process is completed, members will be moved to a **"COACHES 20xx" Team in Lower Macungie Youth Association Sport's Management Platform.**

4.4.2 If the member's name appears in the **"COACHES 20xx" Team**, said member has been approved to be a Lower Macungie Youth Association volunteer.

4.4.3 This approval will be good for that Sport's Year, for example; January, 1st 20xx through December, 31st 20xx.

4.4.4 If during the approval process of members' documents an error or expiration is found, the following will occur:

4.4.4.1 Correspondence will be sent to members explaining the issue by the Vice President or delegated Sport's Coordinator.

4.4.4.2 Members will be asked to correct or renew incorrect documents and re-register through the provided link and repeat the above process.

4.5 Members will not be permitted to Coach, Assistant Coach, Parent Volunteer, or be on a practice field, court, turf with Lower Macungie Youth Association participants until the approval process is completed and members are placed on **"COACHES 20xx" Team.**

4.6 Any approved Lower Macungie Youth Association Board Member, Sport's Coordinator, and/or approved Coach will have the authority to ask and tell members that they can not volunteer until they are approved through the registration process.

NOTE: "LMYA recognizes that many sports have different volunteer requirements that may not fully overlap with the LMYA policy. In these cases, sport-specific requirements are always IN ADDITION to the club's requirements detailed above."

4.7 If any member is found to be in violation of policy, members will be subject to Lower Macungie Youth Association Code of Conduct Policy.

5.0 References:

5.1 Lower Macungie Youth Association - Code of Conduct

5.2 www.dhs.pa.gov