

## **Cincinnati Ultimate Players Association (CUPA)**

### **Background check policy and procedures for CUPA volunteers.**

#### **An approved volunteer is:**

- 1) An individual who is a CUPA member;
- 2) Who has signed a CUPA liability waiver;
- 3) Who is a minimum of 18 years old;
- 4) Who has agreed to a background screening by CUPA through a background check provided by True Hire or other provider approved by the CUPA board, and has a satisfactory result as decided by the CUPA Background Check Committee and Policy.

#### **Procedure:**

To start the background screening process, the volunteer must either log on to the secured website <https://true-hire.com/cincyultimate/bg-check.html> and fill out all necessary fields, or fill out the attached CUPA Background Check Release Form and return it to a member of the Background Check Committee. CUPA shall bear all of the costs of the Background Check. The Background Check Committee will keep all Release Form information and background check results confidential. If the volunteer cannot enter the information on-line, the Background Check Committee will submit the information on the form to True Hire or other service provider. The volunteer will be promptly notified if their check was satisfactory or unsatisfactory based on the CUPA Background Check Policy and the sole discretion of the Background Check Committee. Any Volunteer may request a meeting with members of the Committee within ten days of being notified of the result, to contest or discuss the result of their background check. All decisions of the Background Check Committee are final after the volunteer fails to timely object or as issued after the meeting of the Committee.

#### **Content of the Background Check:**

*A Background Check will be deemed unsatisfactory if the volunteer has been found guilty, plead guilty, plead no contest, or entered a similar plea to:*

1. Any felony (any crime punishable by confinement greater than one year) that involves violence or sex at any time in the past;
2. Any felony involving the sale or manufacture of a controlled substance in the past ten years;
3. Any other felony in the past five years (theft offenses, drug possession, etc.);
4. Any misdemeanor or other lesser crime (punishable by confinement of up to one year) involving violence or threat of violence, or sex in the past ten years;

5. Any misdemeanor involving controlled substances, driving under the influence of alcohol or controlled substances, or where the victim is a minor in the past three years.

6. Any other misdemeanor in the past three years which the Background Check Committee, at its sole discretion, decides calls into question the suitability of the volunteer to work with youth or would otherwise affect the reputation of CUPA.

Any volunteer with any of the above charged offenses pending will be deemed unsatisfactory until the pending matter is resolved.

The Committee will take into account any evidence of drug or alcohol treatment or other rehabilitation offered by the volunteer.

Any volunteer with multiple convictions or recent convictions may be excluded for time periods longer than those listed above.

The Background Check Committee at its sole discretion may modify any of the above classifications and time restrictions on a case by case basis.