

MANCHESTER ATHLETIC ASSOCIATION (MAA)

Volunteer Background Checks

Basic Information

The Manchester Athletic Association (MAA) requires a criminal background check for volunteers who may have contact with children. The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in our organization. Each situation will be considered individually. Completed forms are maintained in a confidential manner by the MAA Secretary.

The MAA requires criminal checks on any volunteers (including parents) who meet the following criteria:

- the volunteer will have contact with children;
- the volunteer will be traveling in an unsupervised situation, including driving children to MAA ballgames and related events;
- the volunteer is a coach or activity director; or
- the volunteer is unknown to the MAA leadership staff.

Background Check Process

Volunteers may not begin until they have been cleared. To ensure that the criminal checks are completed, schools must follow this process.

1. Community and parent volunteers **new to the MAA organization** must complete the [Volunteer Criminal Background Check Form](#) .(see attached).

Parents who have concerns about confidentiality should be encouraged to place the Criminal Background Check form in a sealed envelope. All information on this form is sensitive and will be maintained in a confidential manner.

2. **No criminal background check is needed for those who are current volunteers in the MAA or have already had an MAA criminal check.**
3. The MAA secretary will conduct the criminal records search and alert the MAA officers when a volunteer is cleared. The Criminal Background Check form will then be stored in a confidential manner.
4. The coordinator will inform the MAA officers of any individual whose criminal records check or Criminal Background Check Form contains questionable information. The MAA officers will determine whether the offense relates directly to the capability or suitability of the volunteer to work in the organization.
5. Decisions by the MAA officers will be made in the best interest of the organization and safety of volunteers, parents and children. Decisions are final and there is no appeal process.
6. Volunteers must complete the Criminal Background Check form only once while in good standing and active in the MAA. If there is any gap in service with the MAA, a new criminal background check may be requested by the MAA officers, and the result will supercede any previous background checks.
7. In addition to the Criminal Background Check, full disclosure of any new or pending criminal charges or offenses that may not yet appear on public record is expected from the volunteer applicant. Failure to do so will result in an immediate and final dismissal from all MAA related activities and positions.