

FYAA CORI POLICY

Where Criminal Offender Record Information (CORI) checks are part of a general background check for volunteer work, the following practices and procedures will generally be followed.

I. CORI checks will only be conducted as authorized by CHSB. The Freetown Youth Athletic Association (hereinafter, FYAA) requires CORI checks to be conducted on any volunteer who will be assisting in activities of the association and for which that volunteer will come in contact with the players. The FYAA will require a CORI of all volunteers every two years. For any volunteer who enters the league on an off year and has not completed a CORI, they will complete a CORI upon entry in the league and renew the following year. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of this CORI policy.

II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB. The FYAA review process will consist of the President, Vice President, Secretary and Director of Baseball and/or Director of Softball Operations. All parties who will require access to the CORI information will complete a "CORI Non-Disclosure Form" which will be on file with CHSB. Divisional Directors will also complete "CORI Non-Disclosure Forms", however only those Divisional Directors affected by the individual under review, will be involved in the review process. The Vice President will be the Administrator of all CORI information.

III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

IV. If a criminal record is received from CHSB, the authorized individual(s) will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying

information provided by the applicant, to ensure the record relates to the applicant.

V. If the Freetown Youth Athletic Association (hereinafter, FYAA) is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.

VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the applicant, the FYAA will make a determination based on a comparison of the CORI record and documents provided by the applicant. The FYAA may contact CHSB and request a detailed search consistent with CHSB policy.

VII. If the FYAA reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority

VIII. The FYAA will notify the applicant of the decision and the basis of the decision in a timely manner.