



East Bay Youth Football & Cheer Conference (EBYFC) Volunteer Background Check Process

Our Commitment to Youth Safety

The East Bay Youth Football & Cheer Conference is committed to providing a safe, positive, and supportive environment for all youth participants. To support this commitment, the conference requires background screening for volunteers who work directly with athletes.

This process helps ensure that individuals serving in leadership or supervisory roles meet the standards necessary to safely support our youth programs.

Who Must Complete a Background Check

Background screening is required for volunteers who have direct or supervisory contact with youth participants. This typically includes:

- Head Coaches
- Assistant Coaches
- Team Managers / Team Moms
- All Organization Executive Board Members
- Team staff or volunteers regularly interacting with players

Volunteers assisting with activities such as concessions, event setup, or other roles without direct youth supervision may not be required to complete the screening.

How the Background Check Works

EBYFC utilizes the California Department of Justice Live Scan system to conduct fingerprint-based background checks. This system checks criminal history records through both:

- The California Department of Justice (DOJ)
- The Federal Bureau of Investigation (FBI)

Fingerprint-based checks are considered the most reliable form of background screening and are commonly used by schools, youth organizations, and volunteer programs.

Step 1 – Receive Required Forms

Volunteers will be provided with two documents:

1. Request for Live Scan Service (BCIA 8016)
This form allows a Live Scan provider to electronically submit fingerprints to the Department of Justice.
2. CalVECHS Waiver Agreement (BCIA 9018)
This form authorizes the DOJ and FBI to release background check results to the conference.

These forms are required under California law when conducting volunteer background checks through the CalVECHS program.

Step 2 – Visit a Live Scan Location

Volunteers will take the Live Scan request form to an authorized Live Scan fingerprint provider. At the Live Scan appointment:

- Valid identification must be presented
- Fingerprints are electronically captured
- The Live Scan provider submits fingerprints to the DOJ

Live Scan locations are widely available throughout California, or you can use the mobile EBYFC vendor.

Step 3 – DOJ and FBI Review

After fingerprints are submitted:

- The California DOJ reviews state criminal history records.
- The FBI reviews federal criminal history records.

Results are transmitted securely to the conference's designated compliance representative. Processing typically takes 24 hours to several days, depending on DOJ processing times.

Step 4 – Clearance Notification

Once results are received, the conference reviews the response and determines volunteer eligibility.

Volunteers and their organization liaison will be notified when they are cleared to begin serving in their role.

Privacy and Confidentiality

The East Bay Youth Football & Cheer Conference takes privacy seriously.

- Criminal history information is handled in a strictly confidential manner.
- Only authorized conference representatives are responsible for reviewing the compliance results.
- The organization does not publicly share or distribute background check information.

Required documentation is maintained securely in accordance with California Department of Justice program requirements.

Volunteers Who Choose Not to Participate

Volunteers who prefer not to complete the background screening process will not be able to be in any field at practice or games or assist in any role that involves direct or indirect supervised or unsupervised contact with youth participants.

Questions

Questions regarding the background check process may be directed to the organization and applicant volunteers, specifically to that organization's liaison. That individual will coordinate questions or concerns via email through the East Bay Youth Football & Cheer Conference administration or the designated Custodian of Records responsible for volunteer screening.

The conference appreciates the cooperation of all volunteers in helping maintain a safe environment for our athletes.

BCIA 9018 (CalVECHS Waiver Agreement)

Why This Form Is Required for Volunteers

East Bay Youth Football & Cheer Conference (EBYFC) requires all coaches, volunteers, and certain program participants to complete a fingerprint-based background check through the California Department of Justice (DOJ). This process helps ensure a safe environment for the youth who participate in our programs.

As part of this process, volunteers must complete and sign the BCIA 9018 – CalVECHS Waiver Agreement.

What is the BCIA 9018 Form?

The BCIA 9018 form is a required authorization document used under the California Volunteer & Employee Criminal History System (CalVECHS).

CalVECHS is a program administered by the California Department of Justice that allows qualified nonprofit youth organizations to receive criminal history background check results for individuals who will be working with children or other vulnerable populations.

The form serves as the volunteer's written consent allowing the Department of Justice to release certain criminal history information to the organization for the purpose of determining eligibility to volunteer.

Why Is This Form Required?

Federal law requires that individuals provide written authorization before the FBI can release criminal history information to a nonprofit organization.

The BCIA 9018 form satisfies this requirement by:

- Confirming that the volunteer understands a background check will be conducted
- Authorizing the release of criminal history information to the organization
- Ensuring the process complies with state and federal privacy laws

Without this signed authorization, the Department of Justice cannot release federal background check results to the organization.

How the Form Is Used

The BCIA 9018 form is not submitted to the Department of Justice by the volunteer. Instead:

1. The volunteer completes and signs the form.
2. The form is provided to the Live Scan operator at the time of fingerprinting for review and later provided to the EBYFC for statutory requirements.
3. The organization retains the form as part of its compliance with DOJ requirements.

The form is kept secure per DOJ requirements and guidelines and used solely for regulatory compliance and auditing purposes related to the background check program.

Protection of Personal Information

EBYFC takes the protection of personal information seriously. The BCIA 9018 form is:

- Maintained in a secure and restricted location
- Accessible only to the designated Custodian of Records
- Used solely for compliance with Department of Justice requirements

Criminal history information, if returned, is handled confidentially and used only to determine volunteer eligibility.

Commitment to Youth Safety

This process helps ensure that individuals working with our youth programs meet appropriate safety standards. The background check requirement is one of several measures EBYFC has implemented to maintain a safe and positive environment for all participants.

What information does EBYFC receive, and what happens next?

When a volunteer completes the Live Scan fingerprint process, the fingerprints are submitted to the California Department of Justice (DOJ) for review. Once the review is complete, the DOJ electronically sends the results to the designated Custodian of Records for the East Bay Youth Football & Cheer Conference (EBYFC).

The Department of Justice does not send EBYFC an approval or denial letter. Instead, the DOJ provides one of the following responses:

- No Criminal Record Found, or
- Criminal History Record Information (if applicable)

EBYFC does not receive investigative reports, police narratives, or full law enforcement case files. The information returned by the DOJ is limited to criminal history record information associated with the submitted fingerprints.

How the Information Is Used

The Custodian of Records for EBYFC reviews the California Department of Justice's response and determines whether the individual meets the organization's eligibility requirements to volunteer.

Leagues, teams, and conference leadership are not provided with criminal history details. They are only notified of the volunteer's eligibility status. Volunteers will be categorized as either:

- Cleared to Volunteer, or
- Not Cleared to Volunteer

All criminal history information received from the Department of Justice is handled confidentially and maintained in accordance with California law governing the use and protection of criminal offender record information.

General Eligibility Standards

While each background check is reviewed individually, EBYFC follows general safety guidelines consistent with youth-serving organizations. Certain offenses may automatically disqualify an individual from volunteering, while others may be reviewed on a case-by-case basis, depending on factors such as the age of the offense, its severity, and demonstrated rehabilitation. The following categories provide a general overview of how offenses may be considered.

Offenses That Typically Result in Disqualification

Individuals with convictions for the following types of offenses will not be permitted to volunteer in positions involving youth:

- Crimes against children

- Sexual offenses or sex-related crimes
- Registration as a sex offender
- Child abuse or child endangerment
- Violent felonies (including homicide, attempted homicide, or serious assault)
- Kidnapping or human trafficking
- Domestic violence involving injury
- Crimes involving exploitation of minors
- Arson offenses involving harm to people

These offenses are incompatible with youth volunteer activities due to the safety responsibilities involved in working with children.

Offenses That May Be Reviewed on a Case-by-Case Basis

Some offenses do not automatically disqualify an individual but may be reviewed depending on circumstances such as the age of the offense, the individual's history since the incident, and the nature of the volunteer role. These may include:

- Misdemeanor theft or property crimes
- Minor drug possession offenses
- Older non-violent offenses
- Certain misdemeanor offenses that do not involve violence or harm to minors

In these cases, the Custodian of Records, along with designated appeals committee members, will review and evaluate whether the offense presents a safety concern within the context of youth sports participation.

Factors that may be considered during review can include:

- The severity and nature of the offense
- Whether the offense involved violence or harm to others
- The age of the offense
- Evidence of rehabilitation or good conduct since the offense
- The role the volunteers would serve within the organization

Drug-Related and DUI-Related Offenses

Across many youth-serving organizations in the United States, convictions related to drug offenses or driving under the influence (DUI) are commonly reviewed with consideration given to how recent the offense occurred and whether there is a pattern of similar behavior.

Typical general standards used by many youth organizations include the following:

Minor Drug Possession or Single DUI Offense

- A single misdemeanor drug possession offense or misdemeanor DUI that occurred more than 3–5 years ago may not automatically disqualify a volunteer.
- If the offense occurred recently (within the past 3 years), additional review may occur to determine whether sufficient time has passed and whether there have been any repeat offenses.

Multiple DUI or Substance-Related Offenses

- Multiple DUI convictions or repeated drug-related offenses may result in disqualification or extended review, particularly if the offenses indicate an ongoing pattern of substance abuse.

Drug Distribution or Drug Trafficking Offenses

- Convictions involving drug trafficking, distribution, or manufacturing of controlled substances are typically considered more serious.
- Many youth-serving organizations consider a minimum period of 7–10 years without further criminal activity before considering eligibility for volunteer roles, and in some cases, such convictions may result in permanent disqualification depending on the circumstances.

These timeframes reflect commonly used national standards among youth organizations and are intended to balance youth safety with recognition that individuals can demonstrate rehabilitation over time. Each case is evaluated individually, and the Custodian of Records, along with the appeals committee, may consider factors such as the seriousness of the offense, the passage of time, and the individual's conduct since the conviction.

Common Questions About Criminal History

Because every situation is unique, the following examples are provided to help volunteers better understand how certain situations are typically considered.

If I were arrested for a violent felony but never convicted:

An arrest alone does not necessarily result in disqualification. The Custodian of Records and review committee will examine the disposition of the case (for example, dismissal, not guilty, or no charges filed). If there were no conviction and no ongoing pattern of behavior concerning the individual, the individual may still be eligible to volunteer.

If I were arrested and convicted of a misdemeanor DUI:

A single misdemeanor DUI offense does not automatically disqualify an individual from volunteering. However, the incident may be reviewed depending on factors such as:

- When the offense occurred
- Whether there have been multiple DUI offenses
- Whether the volunteer role involves the transportation of youth participants

In many cases, an older, non-repeated misdemeanor DUI may not prevent an individual from volunteering.

If I have an older non-violent misdemeanor conviction:

Older non-violent offenses are often reviewed, with consideration given to how long ago the offense occurred and whether the individual has maintained a law-abiding record since then.

Offenses That Typically Do Not Affect Eligibility

Many individuals have no criminal history, and in such cases, the DOJ simply returns a response indicating "No Criminal Record Found," which generally results in the volunteer being cleared.

Additionally, certain minor infractions may not appear in criminal history records or may not impact eligibility, including:

- Traffic infractions
- Parking violations
- Minor citations not classified as criminal offenses

Important Note

The purpose of this process is not to exclude individuals unnecessarily, but to ensure the safety and well-being of youth participants. EBYFC recognizes that people can move forward from past mistakes and, when appropriate, that certain situations may be carefully reviewed before a final determination is made.

Volunteers with questions about the background check process are encouraged to contact the conference's designated Custodian of Records for guidance.

Volunteer Eligibility Appeals Process

The East Bay Youth Football & Cheer Conference (EBYFC) recognizes that individuals may wish to request a review of an eligibility determination related to the background check process. To ensure fairness and transparency, EBYFC has established the following appeals procedure.

Notification of Eligibility Determination

If a volunteer is determined not to be cleared to volunteer based on the background check review, the individual will be notified privately by the EBYFC Custodian of Records or a designated conference representative.

The notification will inform the individual that they were not approved for volunteer participation based on the background check review. The conference will not disclose specific criminal history details, as the information received from the California Department of Justice is confidential and protected by law.

Volunteers who believe the determination was made in error or who wish to request further consideration may initiate the appeals process described below.

Requesting an Appeal

An individual may submit a written appeal request within 10 calendar days of receiving notification of the eligibility determination. The appeal request should include:

- The volunteer's full name
- Contact information
- A statement requesting review of the eligibility determination
- Any supporting information the individual wishes the review committee to consider

Appeals must be submitted to the EBYFC Custodian of Records at:

- anath-ebyfc@outlook.com.

Appeals Review Committee

Upon receipt of an appeal request, the matter will be reviewed by an Appeals Review Committee designated by the conference. The committee may include:

- The Custodian of Records
- Conference executive board representatives
- Additional designated conference leadership members as appropriate

The purpose of the committee is to conduct a fair and objective review of the eligibility determination.

Review Considerations

During the appeals review, the committee may consider factors such as:

- The nature and seriousness of the offense

- The amount of time that has passed since the offense
- Evidence of rehabilitation or positive conduct since the incident
- The relevance of the offense to youth sports participation
- The volunteer role being requested

Individuals may submit documentation or a written explanation supporting their appeal.

Appeals Decision

Following review, the Appeals Review Committee will determine one of the following outcomes:

- Eligibility Approved – The individual will be cleared to volunteer.
- Eligibility Denied – The original determination will remain in effect.

The Appeals Review Committee's decision will be communicated to the individual upon completion of the review process. **The decision of the Appeals Review Committee is final.**

Important Note:

Due to state confidentiality laws governing criminal offender record information, EBYFC cannot provide copies of Department of Justice criminal history reports or disclose detailed criminal history information during the appeals process.

Individuals who believe their criminal history record may be inaccurate may contact the California Department of Justice directly to request a review or correction of their record.