

Athens-Clarke County
Department of Leisure Services
705 Sunset Drive
Athens, Georgia 30606
(706) 613-3800

Criminal History Check for Volunteers

Dear Volunteer:

In an attempt to ensure the safety for participants and volunteers, all Athens-Clarke County volunteers coaching in Youth Sports Program must now complete a criminal history check. This protects three parties- the volunteer (from accusations), the program participant, and the Athens-Clarke County government. Every effort will be made to ensure confidentiality of records and results.

The process includes the following:

1. The volunteer completes the attached form, has the form notarized and returns it to Bishop Park along with a photo copy of the volunteer's current driver's license.*
2. The Clarke County Sheriff's Department or the Athens-Clarke County Police Department utilizes a computer system which tracks criminal activity from the information provided by the volunteer.
3. The Sheriff's Department or the Athens-Clarke County Police Department will send information to the designated Leisure Services Department staff member.

In the event a volunteer's application is flagged due to the criminal history check, the volunteer will be contacted by letter and will not be permitted to serve as a volunteer Youth Sports Coach.

Please remember, the Criminal History Consent Form must be notarized and a photocopy of your driver's license must be included, as well. Your cooperation is appreciated! Please call (706) 613-3625 if you have questions or concerns.

**The Volunteer History Consent Form can be notarized and a photocopy of the volunteer's driver's license can be made, free of charge, at Bishop Park.*

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1. All head coaches, coaches, and assistants must pass a Criminal History Check **before** being assigned a team.
2. Only the ACC Leisure Services Director or Volunteer Services Specialist may take the Criminal History Consent forms to the Sheriff's Department and/or ACC Police Department and retrieve the forms.
3. If convictions show up on the Criminal History Check, the following procedure will be implemented:

A. VIOLATION OF ANY CONTROLLED SUBSTANCE ACT (VIOLATION IN LAST 5 YEARS)

- B.*** Any conviction in any of the following areas will be grounds for ineligibility as a coach:

- Simple Battery, where the victim is a minor
- Aggravated Battery
- Cruelty to Children
- Contributing to the delinquency of a minor (Violation in last 5 years)
- Any sexual offense
- Violation of any controlled substance act (Violation in last 5 years)
- Alcohol related violations (Violation in last 5 years)
- Any Felony
- Criminal attempts to commit any above-named offenses
- Crimes involving family violence
- Any other crime that bears upon fitness to have responsibility for safety and well being of children
- Any other offenses committed in another jurisdiction which, if committed in Georgia, would be one of the crimes listed above
- For the purposes of the above, a criminal record shall mean a conviction; a plea of nolo contendere; first offender treatment without adjudication of guilt; or adjudication or sentence otherwise withheld or not entered on the charge.
- Criminal record shall also mean arrest and being charged for a crime if the charge is pending unless the time for prosecuting such crime has expired

If a head coach, coach or assistant is charged with any of the above violations, during the season, he/she is required to immediately notify the ACC Department of Leisure Services' Volunteer Services Specialist at (706) 613-3625.

Volunteer's Initials and date

**ATHENS-CLARKE COUNTY PUBLIC SAFETY RELEASE
OF
CRIMINAL HISTORY CONSENT FORM**

I,

Last Name	First Name	Middle Name		
Social Security Number	Height	Weight	Eye Color	Hair Color
Date of Birth	Race	Sex		
Street Address	City	State	Zip Code	

Authorize:

Athens-Clarke County Unified Government

ACC Leisure Services

Authorized Leisure Services Department Representative

Cathy Padgett

205 Old Commerce Rd. Athens, GA 30607 (706) 613-3625

to receive my criminal history record from the Athens-Clarke County Police/Sheriff's/Corrections Department.

Signature of Subject

NOTICE: unless all blanks are completed on this form and the form is notarized no information will be released

Sworn to and subscribed before Me

This _____ Day of _____, 20____.

Notary Public