



CHESTERFIELD COUNTY POLICE DEPARTMENT BACKGROUND INVESTIGATIONS

Co-sponsored Coaching Background Check Fact Sheet

Version Updated June 20, 2008

Frequently Asked Questions:

Q: Why does Chesterfield County require criminal background checks for coaches?

A: In order to protect the safety and well-being of children served by co-sponsored athletic leagues or associations. Co-sponsored refers to leagues or associations that utilize county fields or facilities.

Q: Who is required to get a background check and receive a coaching card?

A: All organizational officers, coaches and assistant coaches.

Q: Once I am fingerprinted, how long will it be before I receive my coaching card?

A: After being fingerprinted your information is electronically forwarded to the Virginia State Police (VSP) and to the Federal Bureau of Investigation (FBI). The VSP and FBI check your information against their databases. If you do not have a criminal record, your coaching card should be generated and mailed within ten calendar days of the date you are fingerprinted.

Q: If I have a criminal record, how long will it take for me to know if I am approved to coach?

A: If you have a record, the time period to process is longer because the Chesterfield Police Department's background investigator must research the nature of the criminal record. Then the criminal records are anonymously brought to a committee of county employees who review, approve or deny applicants based on the nature of the information. The committee meets once a month. After an applicant is approved or denied, they will either receive a coaching card in the mail or a letter stating that they were denied.

Q: Do I have to wait until I receive my coaching card to begin coaching my team?

A: Chesterfield County Policy 6-24, item "E" states that you may begin coaching once you have been fingerprinted and may continue to do so after you receive your card. If you receive a letter stating you are denied a coaching card, you are no longer allowed to coach. Some leagues and associations, however, may have rules that prohibit any coaching until the background check is completed and the individual is approved to coach.

Q: If I have had a coaching card previously and receive a random background check letter in the mail, do I still need to be fingerprinted if I don't intend to coach again?

A: If you received a random background check letter in the mail but you don't intend to coach in Chesterfield County any longer (i.e. children are grown, moved out of the area), you do not need to renew your card or be fingerprinted.

Q: How does the random process work? Why was I selected for a random background check?

A: All coaches with an existing coaching card that was issued prior to January 1, 2005 will be randomly selected to be fingerprinted and receive a new coaching card over a three year period. Random selection is intended to ensure that all coaches not previously fingerprinted will complete the same process as the new coaches.

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Q: I lost my coaching card. How do I get a new one?

A: If you received a coaching card prior to January 1, 2005, you will need to be fingerprinted and have a new background check completed to receive a replacement card. If you received your card after this date, then you will need to contact Parks and Recreation (804.748.1623) so they can provide you with a duplicate card or direct you to be fingerprinted because your current coaching card has expired or is about to expire.

Q: Can I mail in the Background Check Release form and then show up to be printed at any time?

A: ***Chesterfield County Cannot Accept Mailed or Faxed Release Forms.***

You must present yourself, either have the form, which is available from the County's web site and can be "Filled-In" and printed or fill one out at a printing location and have a picture ID, preferably your Virginia Drivers License. Dates and times for printing are posted on the County's web site under the "Background" information page. The county "Release Of Information" form available on the County's web site is an ADOBE© Acrobat "Auto-Fill" form. You can either, print it out and write in your information or while the form is displayed in the ADOBE© Reader, you can type-in your information and print it. Instructions on the form do not print and are there to help you fill-in the information.

Q: What if I work at night and cannot make it to any of the scheduled fingerprinting dates?

A: Our printing schedule is provided on the County's web site and provides Saturday mornings or afternoon printing.

Q: I am a new coach. When should I try to be fingerprinted to get my background check completed?

A: It is recommended that you be fingerprinted one month prior to the start of the season. This allows for time for the background check to be completed and any unforeseen circumstances. If you wait until the middle of the season to apply for your coaching card, you may be forced by the league or association to forfeit any games won before you applied for your coaching card.

Q: How can I check to see if the coaches on my team or in my league or association have coaching cards?

A: The names of all coaches that have successfully completed the background check process are listed on the Chesterfield County website: <http://www.co.chesterfield.va.us/>
In the left column, click on "Backgrounds" – Go to the bottom of the page.

Q: Should I carry my coaching card with me while I am coaching on the field?

A: The County recommends that you carry your coaching card with you anytime you are coaching. Some teams and associations ask that you laminate your card and wear it at all times while coaching. Also random checks of cards can be made at any time.

For more information or a question not covered herein, please contact The Parks and Recreation Department at 804.748.1623, or email them at parksrec@chesterfield.gov.