



CHESTERFIELD COUNTY BACKGROUND INVESTIGATIONS

Co-sponsored Coaching Background Check Fact Sheet

Updated October 9th 2012

Frequently asked questions:

Q-1: 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-2: Who is required to get a background check and receive a coaching card?

A: All organizational officers, coaches and assistant coaches only. Team Dad's, Team Mom's and helpers do not require a "Coaching Card" to assist the team.

Q-3: Once I am fingerprinted, how long will it be before I receive my coaching card?

A: After being fingerprinted your prints are electronically forwarded to the Virginia State Police and to the FBI. The State Police and FBI check your prints against their databases along with the data you provide on your person. If you do not have a criminal record, your coaching card should be generated and mailed within seven (7) to fourteen (14) calendar days of the date you are fingerprinted.

Q-4: 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 criminal record the time period is longer because the State Police and Chesterfield County'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 and approve or deny applicants. 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 a coaching card.

Q-5: Do I have to wait until I receive my coaching card to begin coaching my team?

A: Chesterfield County policy states that you may begin coaching once you have been fingerprinted and you may coach until you receive your coaching card and are approved or you receive a letter stating you are denied a coaching card. 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-6: 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, 804.748.1128, so they can provide you with a duplicate card. However, cards are only valid for three (3) years, so if you think you may be expired, please attend a background printing.

Q-7: Can I mail in the Background Check Release form and then show up to be printed at any time?

A: Chesterfield County Police cannot accept mailed release forms or having you present yourself at the Police Department outside of the published printing schedule. You must present yourself, the form, and a picture I.D. in person at a scheduled printing time. See the County Web site at: www.chesterfield.gov/coaches

Q-8: What if I work at night and cannot make it to any of the scheduled fingerprinting dates?

A: Printings are scheduled on Tuesday evenings and Saturday morning alternating with afternoons. The Police Department does not accept "walk-ins" for background checks. If you can not attend a scheduled printing do to a major work schedule conflict, please call 804.717.6325.

Q-9: 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 as soon as you commit to coaching for the League or the Association. This allows for time for the background check to be completed in case of any unforeseen circumstances. See questions Q-3, Q-4 and Q-5. .

Q-10: 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 (www.chesterfield.gov/coaches) under Parks and Recreation. This website is updated every Friday.

Q-11: 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.

For more information, contact Parks and Recreation at 804.748.1128, or the County Police Department, background investigation section, at 804.717.6325.