



# HUDSON YOUTH FOOTBALL & CHEERLEADING

## Criminal Offender Record Information (CORI) Policy

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As a volunteer-run, non-profit, youth athletic association, Hudson Youth Football & Cheerleading (HYFC) is wholly committed to the scholar athletes that choose to participate in our program. To assist in ensuring a safe environment in which these scholar athletes can prosper & learn the virtues of sportsmanship, team & community, we require that all coaches, team parents and members of our Board of Directors submit to a Criminal Offender Record Information (CORI) check prior to acceptance as volunteers into our program.

The information that follows outlines Hudson Youth Football & Cheerleading's official CORI policy, as required for certification by the Commonwealth of Massachusetts' Criminal Systems History Board (CHSB).

### **HYFC CORI Policy:**

1. CORI checks will only be conducted as authorized by CHSB,
2. All applicants for the position(s) of coach, assistant coach, trainee, and/or team parent, as well as all members of the league's Board of Directors will be subject to a CORI check, annually,
3. In accordance with CHSB requirements, all CORI information will be maintained in a file that is separate and distinct from all other applicant information, and will not store any CORI request forms, or returned CORI reports on any digital storage media,
4. Applicant CORI information, may be kept for up to three (3) years,
5. All applicants will be notified that a CORI check will be conducted, and will be provided with a copy of HYFC's CORI policy,
6. All applicants will be required to complete and return a CORI request form before a CORI check can be conducted,
7. Any applicant who refuses to submit to the required CORI check will not be considered for any of the HYFC positions requiring CORI checks,
8. CORI reviews will be conducted by the league's CORI Administrator, who will be familiar with the rules, regulations, and educational materials made available by the CHSB,
9. Unless 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 regulation,
10. If a criminal record is received from CHSB, the league's CORI administrator will closely compare the record provided by CHSB with the information on the applicant's CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant,
11. In accordance with CHSB requirements, if a CORI check results in the return of a criminal record, HYFC will provide the applicant with:
  - a. A copy of their CORI report,
  - b. A copy of CHSB's 'Information Concerning the Process in Correcting a Criminal Record', and

- c. A copy of CHSB's 'Information Concerning Establishing Yourself as a Victim of Identity Theft',
12. If HYFC is inclined to make an adverse decision based on the results of a CORI check, the applicant will be notified immediately,
13. If HYFC is inclined to make an adverse decision based on the results of a CORI check, the applicant will be advised of the part(s) of the record that make the individual unsuitable for the volunteer position, and given an opportunity to dispute the accuracy and relevance of the CORI record,
14. If a CORI record provided by CHSB does not exactly match the identification information provided by the applicant, HYFC will contact CHSB and request that a 'further investigation' check be conducted on the applicant,
15. If HYFC's CORI Administrator reasonably believes that the record returned by CHSB belongs to the applicant and is accurate, 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 volunteer position applied for;
  - c. This since conviction;
  - d. Age of the applicant 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 applicant or requested by HYFC
16. HYFC will notify the applicant of its decision and will provide an explanation for the basis of its decision in a timely manner,
17. Applicants having a confirmed history of any crimes against children will not be considered for any volunteer positions within Hudson Youth Football & Cheerleading,

Questions regarding Hudson Youth Football & Cheerleading's CORI policy should be directed to:

**Hudson Youth Football & Cheerleading**  
**C/O: CORI Administrator**  
**PO Box 643**  
**Hudson, MA 01749**