

Venice Youth Boating Association, Inc.
(Hereinafter referred to as "VYBA")

Background Screening Policy

In accordance with FL Statutes and the FL Department of Children and Families, VYBA shall require Level 2 Background Screening of all potential employees and all potential volunteers, regardless of age, within sixty (60) days of an individual starting to become involved directly in instruction or assistance at any level in any class or program for children and adults of any age.

The sole exception shall be any employee or volunteer who has undergone FL Level 2 background screening within the past five (5) years. At the end of the initial five (5) year period following Level 2 background screening, FL statutes and the FL Department of Children and Families require that Level 2 screening be repeated again for all employees or volunteers.

It shall be incumbent upon the Sailing Director to insure that the requirement for background screening is stated clearly when advertising in any media for hiring of part time or full time employees or volunteers of VYBA, regardless of age.

Upon engaging a potential employee or volunteer, regardless of age, the Sailing Director shall notify the individual of this requirement and provide instructions about how to accomplish it, as a condition of employment or volunteering at VYBA. Costs incurred in the process shall be reimbursed by the VYBA upon successful completion of the background screening process.

Under the requirements of FL Department of Children and Families, a secure file of the "Affidavits of Moral Character," signed and notarized at the time an individual undergoes electronic fingerprinting, shall be maintained by the Sailing Director and also maintained electronically in the master file of VYBA legal documents in whatever electronic file system the board of directors deems appropriate, which may change from time to time.

The file shall be a secured, confidential file, open to inspection only by an officer of the FL Department of Children and Families or a law enforcement officer, upon presentation of appropriate credentials, a statement of reason for inspection of a file, and with a reasonable prior notice of inspection, given that our Sailing Director is not present on all days at the VYC or in the Pram Shed.

The Operations Committee of the board of directors shall be notified of any requests for inspection of these file records. A member of the Committee may elect to be present for such inspections.