

# California Creativity Association Background Checks Policy

Version 1.0  
Effective 10/8/2018

## **Purpose of the policy**

California Creativity Association, DBA California Destination Imagination (CalDI), administers the Destination Imagination (DI) Program in California. It is a CalDI priority to ensure the protection of the youth served.

## **Policy statement**

All CalDI Board Members, Affiliate and Regional operational staff, Team Managers, and Appraisers are required to order a background check from Verified Volunteers and to share the results with CalDI. CalDI recognizes only Verified Volunteers criminal history background checks. This must be performed annually with the individual paying for each background check.

Any individual who does not pass their background check will be notified and can contact Verified Volunteers for an explanation and further possible actions. Otherwise, persons not passing the check will be considered not eligible resulting in immediate denial of the right to hold any position in CalDI.

CalDI has the final authority in determination of eligibility.

## **Definitions:**

**Staff:** Any person fulfilling one or more of the following roles:

- Executive Director: person(s) in charge of administrating CalDI
- Assistant Executive Director: person(s) reporting to and assisting the Executive Director in administrating CalDI
- Board Member: person(s) holding a seat on the CalDI Board of Directors
- Regional Director: person(s) in charge of administrating CalDI in a CalDI region
- Affiliate Challenge Master: person(s) charged with overseeing their Challenge or area of responsibility on the Affiliate level
- Regional Challenge Master: person(s) charged with overseeing their Challenge or area of responsibility on the Regional level
- Regional Operating Committee: persons involved with administering the CalDI program on the Regional level
- Tournament Director: person(s) in charge of administration of a tournament in CalDI
- Tournament Committee: person(s) who are members of a tournament committee in a Region or for the Affiliate

**Appraisers:** person(s) registered as an Appraiser for a CalDI Tournament.

**Team Managers:** person(s) registered as a manager or co-manager of a CalDI team.

**Eligible:** A person whose criminal history background check indicates:

- no felony or misdemeanor conviction involving moral turpitude
- no felony conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature
- no felony conviction related to larceny or theft.

### **Detailed policy statement**

- Staff members and Team Managers are required to obtain a level 3 background check from Verified Volunteers and instruct them to share the results with CalDI.
- Appraisers are required to obtain a level 2 background check from Verified Volunteers and instruct them to share the results with CalDI.
- Individuals required to have a background check will pay Verified Volunteers directly.
- Individuals required to have a background check will renew annually.
- The results of the background check from Verified Volunteers will be reviewed by only the Executive Director and the Associate Executive Director of CalDI who will determine eligibility using the criteria described above.
- If an individual is determined to not meet the criteria, the person will be notified. The person has the right to contact Verified Volunteers and contest the results.
- An individual determined to be ineligible will be removed from any position.
- If an individual is determined to be ineligible, the Regional Director involved will be notified.
- The background information is confidential and is the person's personal information. The information submitted to Verified Volunteers does not reside with CalDI.

### **Privacy rights with respect to background checks**

- Notice and consent prior to the background check
- Notice of negative information before an adverse action is taken
- A right to receive a copy of the report
- A right to appeal an adverse decision
- Proper disposal of information included in a report.

### **Applicability and compliance**

This policy applies to all staff, Team Managers, and Appraisers of CalDI as defined above.

Noncompliance in obtaining a background check will result in removal of the person from their position and denial of any position.

### **Implementation procedures**

The Executive Director will inform the necessary personnel of this Policy.

### **Related policies and references for further information**

1. *Verified Volunteers*: <https://www.verifiedvolunteers.com/>
2. [Verified Volunteers Privacy](#) (including Privacy Rights)
3. Background check instructions (emailed in letter after registering at the CalDI website)
4. *Volunteer-Student Interactions Policy*

### **Revision History**

Version	Date	Changes
1.0	October 8, 2018	Approved by California Creativity Board. Recommended review of this policy at the 2019 Summer Board Meeting.