



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT

**Background Check Application Process and Policy
for Sports Leagues**

All league coaches, assistant coaches, managers, officials, board members, referees, umpires, and parent/team volunteers will be required to complete the online background check application for each sports season in which they choose to participate. Individuals found not to have completed this process are subject to being dismissed from all WCPRD properties and sports program league events that are licensed/chartered with Warren County Parks.

(NOTE: For best experience, use a laptop/desktop instead of a cell phone.)

Scan the QR code or access the website to submit background application.

<https://www.warrencountyky.gov/departments/parks-and-recreation/sports-application/>



Background Check Application

- Once submitted, the application will be sent to the Warren County Sheriff's Office Park Police Deputy for processing. Any denied coach will be contacted by WCPRD Administrative Staff or the Park Police Deputy and will be informed of what he/she needs to do to be allowed to coach per WCPRD policy.
- WCPRD will send the League President an updated report of coaches approved or denied each week during their sports season.
- Coaches that are denied will need to be replaced due to the expungement or dismissal being a potentially lengthy legal process.
- Individuals denied will only be cleared to coach after providing WCPRD with all the necessary paperwork and after being cleared by the W.C. Sheriff's Office Park Police Deputy per the WCPRD background check procedure for a second time.

As League President, I acknowledge, understand, and agree to ensure that the League with which I am affiliated enforces and abides by the rules described in this process.

League President

Date