



PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT

2700 6th Avenue South, Lake Worth, FL 33461
(Phone Number) 561-966-6625 | (Email) CAndres1@pbc.gov

Background Screening and Concussion Affidavit

I, _____, as the representative of _____, hence forth referred to as the Youth Athletic Permit Holder and operating under the "Independent Sanctioning Body" of _____, and having the authority to bind the Youth Athletic Permit Holder, do hereby certify under penalty of law that the Youth Athletic Permit Holder has:

- a. Conducted background screening in accordance with *Florida Statute 943.0438* and in accordance with the Policies and Procedures of the Palm Beach County Parks and Recreation Department, as more particularly described in Exhibit A, attached hereto and incorporated herein by reference. I further understand that no person(s) other than those who have successfully passed all aspects of the background screening process will be permitted to act on behalf of or in any official capacity with the Youth Athletic Permit Holder while utilizing Palm Beach County facilities.
- b. Met the Concussion and Head Injuries Requirements of *Florida Statute 943.0438* and in accordance with the Policies and Procedures of the Palm Beach County Parks and Recreation Department, as more particularly described in Exhibit B, attached hereto and incorporated herein by reference. I further understand that no person(s) other than those who have successfully met all requirements of the Concussion and Head Injuries Requirements will be permitted to participate, or act on behalf of or in any official capacity with the Youth Athletic Permit Holder while utilizing Palm Beach County facilities.
- c. Submitted a list of names that provides all active coaches, assistant coaches, administrators, managers, and referees that will or may utilize Palm Beach County facilities; that the included list provides only those names that have successfully passed the background screening process as described in Exhibit A and completed training and education related to the nature and risk of concussion and head injury as described in Exhibit B; and that the included list of approved names is accurate and complete to the best of my knowledge. I further understand that I must keep the Background Screening and Concussion Affidavit up to date and provide Palm Beach County with the names of any subsequent coaches, assistant coaches, administrators, managers, and referees that utilizes Palm Beach County facilities prior to their participation. Evidence of compliance including but not limited to clearance letters must be made available to Palm Beach County upon request.

(PRINT NAME: Youth Athletic Permit Holder Representative)

(SIGN NAME: Youth Athletic Permit Holder Representative)

(DATED)

(PRINT NAME: Witness)

(SIGN NAME: Witness)

(DATED)

Sworn to (or affirmed) and subscribed to me this _____ day of _____, _____ (year) by

(Name of affiant)

(Signature of Notary of Public, State of Florida)



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Season:	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Year-Round
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Volunteers/Staff Members First and Last Name

Please only include those names that HAVE passed the background screening process and met the concussions and head injury requirements.

All attached volunteer/staff lists must be signed and dated by Authorized Representative of Permit Holder.

(Submitted By)

(Permit Holder President Signature)

(Date)



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Exhibit A Background Screening Requirements

- I. The Youth Athletic Permit Holder must comply with state background screening requirements, which include the following ([Florida State Statute Section 943.0438](#)):
 - a. Effective January 1, 2025, conduct a Level 2 background screening on all current and prospective athletic coaches, assistant coaches, managers, and referees (“athletic coach”).
 - i. The screening process must include, but need not be limited to, fingerprinting for statewide criminal history records checks through the Florida Department of Law Enforcement (FDLE), and national criminal history records checks through the Federal Bureau of Investigation (FBI), and may include local criminal records checks through local law enforcement agencies.
 - b. Before January 1, 2026, disqualify any person from acting as an athletic coach as provided in *Florida Statute 435.04*. The authority may allow a person disqualified under this subparagraph to act as an athletic coach if it determines that the person meets the requirements for an exemption from disqualification under *Florida Statute 435.07*.
 - i. Within 7 business days following the background screening, you must provide written notice to a person disqualified under this section advising the person of the results and of his or her disqualification.
 - c. On or after January 1, 2026, not allow any person to act as an athletic coach if he or she does not pass the background screening qualifications in *Florida Statute 435.04*. The authority may allow a person disqualified under this subparagraph to act as an athletic coach if the person has successfully completed the exemption from the disqualification process under *Florida Statute 435.07*.
 - i. Within 7 business days following the background screening, you must provide written notice to a person disqualified under this section advising the person of the results and of his or her disqualification.
 - d. Maintain for at least 5 years, documentation of:
 - i. The results for each athletic coach screened.
 - ii. The written notice of disqualification provided to each athletic coach.
- II. The Youth Athletic Permit Holder must comply with the Palm Beach County Parks and Recreation Department background screening requirements, which includes the following:
 - a. Conducting an annual background screening of all individuals who may have contact with at-risk populations using minimum screening criteria including:
 - i. Conducting a Level 1 background screening annually, which includes the State of Florida, on all current and prospective active staff and volunteers that will or may utilize Palm Beach County facilities, and



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- ii. Are equal to or exceed Palm Beach County Screening Criteria as described in II.b
 - iii. Include screening to prohibit any athletic league staff or volunteer who is listed as a sexual predator or sexual offender, and
 - iv. Meets *Florida Statute 943.0438* requirements
- b. The screening must include a search of all current and prospective staff and volunteer, and their names must be run through a criminal history registry utilizing the following list of disqualifying offenses:
- i. Sex Offenses – all Sex Offenses regardless of the amount of time since offense or level of offense including, but not limited to:
 1. Child molestation
 2. Rape
 3. Sexual assault
 4. Sexual battery
 5. Sodomy
 6. Prostitution
 7. Solicitation
 8. Indecent exposure
 - ii. Felonies – all Felony Violence offenses regardless of the amount of time since offense including , but not limited to:
 1. Murder
 2. Manslaughter
 3. Aggravated assault
 4. Kidnapping
 5. Robbery
 6. Aggravated burglary
 - iii. Felonies – all Felony Offenses other than sex or violence within the past 10 years including, but not limited to:
 1. Drug offenses
 2. Theft
 3. Embezzlement
 4. Fraud
 5. Child endangerment
 - iv. Misdemeanors – all Misdemeanor Violence offenses within the past 7 years including, but not limited to:
 1. Simple assault
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2. Battery
 3. Domestic violence
 4. Hit and run
- v. All Misdemeanor Drug offenses within the past 3 years or multiple offenses in the past 7 years
 - vi. Multiple DUI convictions within the past 3 years
 - vii. Any other misdemeanor offenses within the past 5 years that would be considered a potential danger to children under the age of 17, or is directly related to the functions of that volunteer position. Including, but not limited to:
 1. Contributing to the delinquency of a minor
 2. Providing alcohol to a minor
 3. Theft
 - viii. Guilty - means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This does not apply if the criminal charges resulted in acquittal, Nolle Prose or dismissal.
 - ix. Pending Cases - all contractors or partner organizations staff or volunteers will not be permitted to conduct business, conduct programs, or provide services until there is official adjudication of pending disqualifying offense charges or case. Eligibility will be determined by the above criteria.
 - x. Any current or prospective staff or volunteer whose identity flagged any of the minimum disqualifiers must be disqualified from participating with the above named Youth Athletic Permit Holder while utilizing Palm Beach County facilities.
- c. Background Screening and Concussion Affidavit Submission & Renewal
- i. The Youth Athletic Permit Holder must submit to the Palm Beach County Parks and Recreation Department, the names of any athletic coaches, assistant coaches, managers, or referee, whether for compensation or as a volunteer, that has been screened in accordance with Exhibit A. The Background Screening and Concussion Affidavit as required herein, shall be provided to the County 10 business days prior to issuance of a permit and prior to any athletic coach, assistant coach, manager, or referee acting on behalf of the organization as part of the organization's permit.
 - ii. The Youth Athletic Permit Holder must submit a new affidavit prior to each season or new program the organization operates at County owned facilities, which shall include a complete accounting of all qualified staff and volunteers.



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Exhibit B

Concussion and Head Injury Requirements

- I. The Youth Athletic Permit Holder must comply with state Concussion and Head Injury requirements, which includes the following ([Florida State Statute Section 943.0438](#)):
 - a. Adopt guidelines to educate athletic coaches, officials, administrators, and youth athletes and their parents or guardians of the nature and risk of concussion and head injury.
 - b. Adopt bylaws or policies that require the parent or guardian of a youth who is participating in athletic competition or who is a candidate for an athletic team to sign and return an informed consent that explains the nature and risk of concussion and head injury, including the risk of continuing to play after concussion or head injury, each year before participating in athletic competition or engaging in any practice, tryout, workout, or other physical activity associated with the youth's candidacy for an athletic team.
 - c. Adopt bylaws or policies that require each youth athlete who is suspected of sustaining a concussion or head injury in a practice or competition to be immediately removed from the activity. A youth athlete who has been removed from an activity may not return to practice or competition until the youth submits to the athletic coach a written medical clearance to return stating that the youth athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion or other head injury. Medical clearance must be authorized by the appropriate health care practitioner trained in the diagnosis, evaluation, and management of concussions as defined by the Sports Medicine Advisory Committee of the Florida High School Athletic Association.
- II. The Youth Athletic Permit Holder must comply with Palm Beach County's Concussion and Head Injury requirements, which includes the following:
 - a. Submit a signed and notarized the Palm Beach County Background Screening and Concussion Affidavit stating that your organization has:
 - i. Performed a background screening on all staff/volunteers in accordance with *Florida State Statute 943.0438* and Palm Beach County Parks & Recreation Department Policies.
 - ii. Has complied with the Concussion and Head Injury Requirements of *Florida Statute 943.0438* and Palm Beach County Parks & Recreation Department requirements as described in Section II(a) of Exhibit B.