

BYBA Criminal Offender Record Information (CORI) Policy

Belmont Youth Basketball Association (BYBA) requires that all board members, volunteers, coaches, referees, time keepers, coordinators or any other volunteer associated with the program to complete and pass a CORI.

CORI Collection Process

- All CORI forms must be completed in their entirety by the applicant
- Completed CORI forms must be presented in person to a designated BYBA CORI Representative
- A valid identification must be provided, a license, passport or student ID, at the time of submission
- A volunteer will not be allowed to participate in activities within BYBA until a CORI has been completed

CORI Representative Responsibilities

- The authorized BYBA CORI Representative shall collect, submit and store all completed CORI request applications
- After submission of the CORI request, applications shall be stored in a locked secure place such as a locked file cabinet or locked fire safe
- Upon the receipt of the reports from the reporting agency, all original documents received from applicants shall be matched to the report and stored in a locked secure place for a minimum period of three (3) years
- Upon the decision to dispose of old CORI information all paperwork shall be destroyed by shredding
- All reports from the reporting agency shall be received and printed, no electronic copies shall be maintained on any device including a hard drive, memory stick or any other device
- A complete list of applicants shall be maintained by the BYBA CORI Representative to be cross referenced with the various volunteer lists ensuring all volunteers are accounted for each year
- All CORI reports must be completed within the first week of the seasons
- The BYBA CORI Representative may also deputize additional people to assist with the collection of CORI reports when needed