

# Coach Hiring & Background Check Policy

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*Soccer Development & Family Engagement*  
*EliteCoachingIQ*

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Effective Date: June 18<sup>th</sup>, 2025

Last Updated: June 18<sup>th</sup>, 2025

## Purpose

This policy outlines how we recruit and vet coaches to ensure the highest standards of safety, professionalism, and personal development for every player and family we serve.

## Scope

This policy applies to all individuals considered for coaching roles, whether full-time, part-time, remote, or volunteer, at EliteCoachingIQ.

## Hiring Process Overview

### 1. Initial Application & Interview

All coaching candidates complete an online application and interview process (may include virtual or in-person meetings). Candidates must demonstrate experience in youth coaching, communication skills, and a player-first mindset.

### 2. Reference Checks

At least two professional or coaching-related references are required and contacted.

### 3. Mandatory Background Check

All coaches undergo a pre-employment background screening, which includes:

- National criminal database check
- Sex offender registry check
- Identity verification
- Optional: Motor vehicle records (for travel/transport-related roles)

### 4. Consent & Fair Use

Candidates must provide written consent before a background check is conducted. Background checks are handled in accordance with the Fair Credit Reporting Act (FCRA) and applicable state laws.

## **Youth Safety Commitment**

Because we work with children and families, we take child protection seriously:

- Individuals with convictions related to violence, abuse, or exploitation will not be eligible for employment.
- In rare cases, we may conduct ongoing screenings to ensure continued compliance with safety standards.

## **Transparency with Families**

We understand that families want to know their children are in good hands. While we do not share specific background check data, we commit that:

- 100% of our coaches are screened and cleared before working with any players.
- Coaches undergo training in professional conduct, communication, and age-appropriate development strategies.

## **Review & Updates**

This policy is reviewed annually or in response to changes in law or business operations.

## **Coaches Payments**

Coaches will be paid on the 1st of every month.

Coaches will earn 75% of the single package offer for each client they work with.

In other words, Coaches will receive:

\$60 for each written report, or

\$90 for a report that includes a virtual meeting session.

## **Questions?**

If you have questions about our hiring practices or would like to request more information about our coach vetting process, please contact us at:

[marlon@elitecoachingiq.com](mailto:marlon@elitecoachingiq.com)