



MEMBER SERVICES

Attention: All Current, New and Expiring Professional Members! Have you completed your background check?

With the 2008-2009 season now open and in full swing it is important to remember that background checks are now a requirement for ALL Professional members.

The Member Services Department is working diligently to ensure that all Professional members are made aware of the need to complete the background screening.

The following are the various communication pieces that are sent out to all Professional members.

- Bi-monthly emails are sent to those Professional members who are about to expire without a background check.
- Bi-monthly emails are sent to notify those Professional members who are in pending due to lack of background check and/or safety/risk management certification.
- Three renewal notices are mailed to the Professional member with a reminder that the background check is required prior to their renewal.
- Clubs are emailed reminders that the background check must be completed by any Professional member who needs to accompany athletes to a USA Gymnastics sanctioned event.
- Every issue of Technique magazine has the background check calendar and a reminder of the background check requirement.
- The USA Gymnastics website contains information dedicated to information regarding the background check.
- Monthly Member Services "e-newsletter" includes information regarding background check in every issue.
- Notification is sent via email to members when they have received "green light" status on their background checks.

Important Reminders:

- It is vitally important that all Professional members keep their contact information current and up to date to ensure that they receive the important information and reminders being sent out by the National Office.
- Professional members without the background check requirement will be placed in a pending status and will NOT be allowed access to any USA Gymnastics sanctioned event or receive any membership benefits.
- The background check must be completed online. Access to NCSI is gained through the USA Gymnastics website. www.usa-gymnastics.org – click on member services link and look for the

background check logo.

- Any Professional member, whose background check results are pending due to payment, must resolve the issue with NCSI within 30 days of receiving payment pending notification. Failure to resolve payment issues with NCSI will put the member at risk of receiving a "red light" result on their background check. Anyone that receives a "red light" result will be denied Professional membership with USA Gymnastics. The member will remain in "red light" status until the payment issue has been resolved with NCSI.

Background Check Q & A

Below are answers to several questions that you may have regarding the USA Gymnastics background check requirement.

Please note: All information is subject to change. Please visit the USA Gymnastics website for the most up to date information

Q: Who must complete the background check?

A: All USA Gymnastics Professional Members must complete and pass a background check. Professional membership will carry a pending status until the background check and safety/risk management certification have been successfully completed.

Q: When must the background check be completed?

A: New requirements for professional membership began December 1, 2007. Background checks are required for all new/lapsed/renewing/expired professional members. Therefore, if your membership is new or already expired at the time of renewal, the membership will be pending until the background check is completed. All current professional members must complete the background check by their renewal month.

Q: What is the cost of the background check?

A: The minimum cost of the background check is \$20.00 plus a \$1.25 processing fee. This cost includes a Full Service Check-it-Twice™ search package plus one single county search. The cost of the background check may increase depending on the state and/or number of counties or names that are being searched. A full fee schedule is available upon logging into the background screening application.

Q: I need to complete the background check requirement, but I am not sure how to begin?

A: The first step in completing the background check requirement is to become a Professional member. Once your membership has been processed you will be emailed your member number and password. Once you have this information you will need to log on to the USA Gymnastics website, www.usa-gymnastics.org, and click on the gray Member Services link near the top of the page. Once on the Member Services homepage, scroll down until you see the box that states "Background Check" this will take you right where you need to be in order to begin the background check screening process.

Q: What is my username and password?

A: Username = Professional Membership Number.
Password = 8 digit date of birth (mmddyyyy)

Q: What criminal offenses is the background check looking for?

A: Below is a list of offenses that NCSI is searching. NCSI search guidelines have been developed by the National Council of Youth Sports (NCYS). A finding in any of the below offenses may result in a "red light" of the background check screening.

- Any felony (any crime punishable by confinement of greater than one year)
- Any lesser crime involving force or threat of force against a person
- Any lesser crime in which sexual relations is an element, including "victimless" of a sexual nature (including pornography)
- Any lesser crime involving controlled substances (not paraphernalia or alcohol)
- Any lesser crime involving cruelty to animals
- Any sex offender registrant list

Please Note: USA Gymnastics and/or NCSI are NOT running a credit check on ANYONE going through the background screening process.

Q: How does NCSI go about researching information?

A: NCSI searches the following database in order to obtain information.

- 2 independent national databases
- Sex offender registries of all available states
- Social Security number and address verification
- Federal terrorist database search
- Non-database (county courthouse runner) searches of county criminal records of all jurisdictions of residence in the prior 7 years.

Please Note: USA Gymnastics and/or NCSI are NOT running a credit check on ANYONE going through the background screening process.

Q: Can I mail or fax my background check?

A: For security reasons, NCSI discourages the use of paper forms. Paper forms may be sent, but this will cause an increase in the processing time for the background check. Please e-mail NCSI Client Services at clientservices@ncsisafe.com if you will need a paper application.

Q: Can I request a copy of my background check results?

A: Yes, by contacting NCSI at 866-833-7100 or email at clientservices@ncsisafe.com. USA Gymnastics cannot provide this information to you.

Q: What information is required for the background check?

A: The screening will need the following information:

- social security number (required for verification purposes, background check will not be submitted or completed without this information)
- first and last name
- date of birth
- city, state and zip
- contact information
- gender

Q: Who do I contact if I have questions on my background check?

A: National Center for Safety Initiatives (NCSI) at 866- 833-7100 or by email at clientservices@ncsisafe.com.

Q: What information is USA Gymnastics provided on my background check?

A: The Presidential and Vice Presidential offices of USA Gymnastics can be made aware of the content provided on a background check. No other employees of USA Gymnastics have access to the content of an individual's background check.

Q: When will I be notified of background check results?

A: Once you have completed the background check you will receive email notification of results. Normal processing time is 3 to 4 weeks.

Q: What if I am given a green light?

A: The "green light" indicates an individual has passed the background search with regard to suitability for participation as a professional member of USA Gymnastics.

Q: What if I am given a red light?

A: The "red light" indicates an individual does not meet the criteria as suitable for participation as a professional member of USA Gymnastics. If a question arises concerning a background search, the applicant will be contacted by NCSI and provided with an opportunity to correct potential errors in the applicant's record or to provide additional information prior to issuing a "red light." In such situations USA Gymnastics may also be contacted.

Q: Can I contest a red light?

A: For an applicant to contest the content of a record provided to the applicant as part of USA Gymnastics background check, the applicant may seek an appeal of his/her record with NCSI pursuant to the Fair Credit Reporting Act. USA Gymnastics will use the determination provided by NCSI, in accordance with USA Gymnastics Bylaws Article 9 Membership, to determine an individual's eligibility for membership in USA Gymnastics. Should an individual contest a USA Gymnastics decision to deny participation based upon a "red light" from the background search, the applicant has the right to appeal the decision pursuant to Article 10 of the USA Gymnastics Bylaws.

Q: I would like to dispute the charges on my background check, who do I contact?

A: Contact NCSI at 866-833-7100 or by email at clientservices@ncsisafe.com. Please note: USA Gymnastics cannot answer or resolve any questions regarding payments made toward the background check screening.

Q: How do I obtain a receipt from my background check screening?

A: Contact NCSI at 866-833-7100 or by email at clientservices@ncsisafe.com. Please note: USA Gymnastics does not receive any of the money involved with the background check. Therefore, we cannot provide receipts for the background check services.

Q: Why aren't the fees for the background check included in my Professional membership dues?

A: USA Gymnastics, after a great deal of investigation, identified a company who would not only perform the necessary functions of getting a background check completed as well as, identify and uphold the required criteria, but has the department to analyze the results, determine a green/red light determination,

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store all records, maintain the confidentiality and privacy of our members, communicate with the individuals and send results to USA Gymnastics. The fees go directly to NCSI – a private company. Therefore the fees must be separated out of any membership fees. USA Gymnastics does not receive any of these funds.

Q: I submitted my background check 3 weeks ago and still have not received the results who should I contact?

A: Contact NCSI to inquire the status your background check. NCSI can be contacted at 866-866-7100 or by email at clientservices@ncsisafe.com.

Q: The NCSI page is asking for an “8 digit individual id number” where can I obtain this number?

A: For security purposes, the NCSI website is programmed to log out a user who has sat idle or has been on a page for too long. When this occurs the page will ask for an 8 digit individual number. There is NOT an 8 digit number for USA Gymnastics members to enter, therefore the member must re-login from the USA Gymnastics website and begin the background check process again.

Q: When does the background check expire?

A: The background check must be redone every two years, dating from the month the first background check was completed. If your background check expires your membership will be placed in a pending status until the background check is renewed.

Q: Can an Instructor Member or Non-Member complete the background check?

A: At this time the background check process is only available to Professional or Pending Professional members.

Q: Can a club do a background checks for their employees?

A: Services for clubs to use the NCSI screening services will be available soon, please watch the USA Gymnastics website for more details.

Q: Can I use the results from a different background screening agency?

A: No, NCSI is the only background check accepted by USA Gymnastics. Each organization that conducts background checks has a unique set of criteria and number of years that are being checked, as well as diverse re-check policies. While USA Gymnastics truly respects the background check policies of other organizations and trust that their findings would be thorough, we cannot accept another background check agencies results as a matter of policy. Any one exception would mean we would have to accept checks from a variety of organizations, thus diluting the consistency and value of the NCSI system.

Q: Who receives the revenue from the background check screening?

A: Background screening fees go directly to NCSI to cover provider and processing costs. USA Gymnastics does NOT receive any of the money from the background check process. We are serving as a facilitator for the background screening agency and its members. USA Gymnastics worked closely with NCSI to obtain an affordable price for this important service

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Q: Can one go through the background check prior to their membership expiring?

A: Yes, the background check will be valid for two years from the month of the original background check.

Q: How does NCSI determine the counties that need to be searched?

A: Applicants are asked to provide name and county history during the NCSI registration process. In addition, a Social Security Number Trace is used to verify the applicant's information. The SSN Trace reports name and address history associated with a SSN. NCSI will utilize the applicant's submitted information and the SSN Trace to search all names and counties reported in accordance with USA Gymnastics policy.

Q: I am not a citizen of the United States and I do not have a social security number how do I complete the background check requirement?

A: Please email USA Gymnastics at membership@usa-gymnastics.org to request a Non-citizen without a social security background check application. The processing time for this background check is 30 days and the cost is \$50.00.

Please feel free to contact Member Services for any other question or concerns.

USA Gymnastics Member Services Department
Phone Hours: Monday 12:30pm-5:30pm eastern standard time
Tuesday – Friday 8:30am-5:30pm eastern standard time
1-800-345-4719 toll free
membership@usa-gymnastics.org
<http://www.usa-gymnastics.org/MemberServices.aspx?prog=memberservices> ✨

