



## **USA FIELD HOCKEY**

### **Policy for Annual Background Checks**

**May 30, 2008**

**Revised December 1, 2008**

#### **1. Introduction**

To ensure that its members are afforded a safe environment for participation in the sport and to make certain that it has acted in good faith to be in compliance with all recommended guidelines for the protection of athletes by non-profit organizations, USA Field Hockey shall require annual background checks on all coaches, umpires, volunteer chaperones and officials ('Designated Members') who serve USA Field Hockey in officially sanctioned programs and events.

#### **2. Individuals to be Checked**

Full background checks shall be conducted on all Designated Members on an annual basis. For new Designated Members, background checks will be performed at the time of their initial application for membership and at the time of renewal of membership thereafter. For existing Designated Members, background checks will be performed at the time of annual renewal of membership. Membership in USA Field Hockey will be terminated for Designated Members who do not authorize these background checks, as described below. The effective date for this policy shall be June 1, 2008, in accordance with Attachment I: Implementation Plan for Annual Background Checks on USA Field Hockey Designated Members.

#### **3. Authorized Background Check Organization**

All background checks on Designated Members shall be conducted by the National Center for Safety Initiatives ("NCIS"), or such other company as USA Field Hockey shall select to carry out such checks (the "Contractor"). The Contractor shall be required by USA Field Hockey to carry out the background checks in accordance with the *Recommended Guidelines*© established by the National Council on Youth Sports ("NCYS").

In addition to conducting background checks, the Contractor will be responsible for interpreting background check results, communicating directly with Designated Members concerning the background check results, and reporting background check results to USA Field Hockey. The Contractor will also be responsible for complying with the Fair Credit Reporting Act, storage of background check records consistent with applicable laws and maintaining the confidentiality of information obtained in the background check process.

#### **4. Initiating Background Checks**

Each Designated Member shall be responsible for completing the USA Field Hockey's *Designated Member Background Check Disclosure Form* and forwarding the form and a copy of their driver's license to USA Field Hockey. Each Designated Member shall also be required to access the Contractor's website and enter the required disclosure information electronically for purposes of conducting the actual Background Check.

## **5. Information to be Checked**

All Designated Member background checks shall include:

- an independent national database search;
- searches of all available state sex offender registries;
- social security number and address verification;
- federal terrorist database search;
- searches of county criminal records for each county where the employee currently lives or has lived during the past seven years--going back a period of seven years (or the length of time records are available) for each county searched;
- international background checks for countries where the employee has lived, worked, or studied for three or more consecutive months during the past seven years; and
- motor vehicle records check

## **6. Findings**

The Contractor will provide a determination for each background check based on a “Red Light/Green Light” system. A “Green Light” finding indicates the Designated Member’s background check does not contain any of the offenses noted below. A “Red Light” finding means the Designated Member’s background check has indicated arrest and/or conviction of an offense listed below. If a question arises concerning a background check, the Designated Members will be contacted directly by the Contractor and given the opportunity to correct potential discrepancies or to provide additional information prior to the Contractor issuing a “Red Light.” In such situations, USA Field Hockey will also be notified by the Contractor.

A record or disclosure from the Designated Member’s background check that contains the following information will be flagged as a “Red Light” or “does not meet the criteria”:

- 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” crimes of a sexual nature (including pornography);
- any lesser crime involving controlled substances (not paraphernalia or alcohol);
- any lesser crime involving cruelty to animals; or
- any sex offender registrant.

Additionally, the following information will result in further investigation involving the Designated Member and the appropriate courts, which will lead to a determination of either a “Red Light” or a “Green Light”:

- an arrest of one or more of the criterion offenses with no disposition noted;
- expunctions, restoration of rights, or pardons of a criterion offense;
- any charge involving a child resulting in a disposition favorable to the employee; or
- an arrest or conviction where it is not readily apparent if drugs or alcohol are involved.

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The above criteria are contained within the guidelines developed by the NCYS and will be complied with by the Contractor for each background check. The NCYS considers the criteria for a “Red Light” finding to be consistent with the principles of the Federal PROTECT Act of 2003.

### **7. Driving Privileges**

For purposes of being authorized to transport minors in a motor vehicle or to act as a chaperone at a USA Field Hockey-sanctioned program or event, a record or disclosure that contains the following information will be flagged as a “Red Light” or “does not meet the criteria”:

- a suspended or revoked driver's license;
- more than two moving violations and/or accidents in the past two years;
- a major conviction within the past two years, including, but not necessarily limited to: DUI/DWI, possession of an open container, any drug-related motor vehicle incident, leaving the scene of an accident, assault (in any form) by use of a motor vehicle, reckless driving (willful or wanton disregard for safety of persons or property in any form); or employee being under 21 years of age.

### **8. Actions of USA Field Hockey**

USA Field Hockey will be notified of “Green Light” and “Red Light” findings. Upon receiving notification of a “Red Light” finding, USA Field Hockey may take whatever action it considers appropriate regarding the Designated Member’s membership in USA Field Hockey. When there is a “Red Light” finding as to the above driving privilege criteria, the Designated Member will not be permitted to transport any minor or act as a chaperone at any USA Field Hockey-sanctioned event.

In the event a Designated Member is charged with any criminal offense following their annual background check, but prior to their membership renewal background check, the Designated Member shall be required to immediately disclose such information to USA Field Hockey. Failure to immediately disclose to USA Field Hockey of such an arrest shall be grounds for immediate termination of membership. Upon disclosure, the matter shall be referred to the Judicial Committee for investigation. In the event it is determined that the offense for which the Designated Member is charged would otherwise warrant a “Red Flag” determination during the annual background check, such Designated Member shall immediately be subject to “fast-track” expulsion pursuant to the USA Field Hockey Bylaws, as amended.

### **9. Cost of the Background Check Program**

USA Field Hockey will underwrite the cost of conducting and administering the Program.

### **10. Applicability to State Affiliate Associations**

In order to ensure that USA Field Hockey maintains a consistent approach to the protection of its athletes, in the event USA Field Hockey establishes a system of State Affiliate Associations in the future, all such Affiliates will be subject to the implementation of the Background Check Program in its entirety prior to initial certification as an Affiliate and to maintain compliance with the terms of the Program as a condition of continued Affiliate status.

## **Attachment I**

### **USA FIELD HOCKEY Implementation Plan for Annual Background Checks**

- The Background Check Program will be presented to the USA Field Hockey Board of Directors in their meeting scheduled for May 30-31, 2008 in Los Angeles, California.
- Counsel will prepare a resolution for consideration and adoption by the Board setting forth the provisions of the Program. The resolution will also include language consenting to the amendment of the USA Field Hockey Bylaws to allow for fast track expulsion of those Designated Members charged with any “Red Light” criminal offenses during the term of their membership as well as language ensuring that compliance with all requirements of the Background Check Program will be mandated for any State Affiliate Associations established by USA Field Hockey in the future.
- By June 15, 2008, USA Field Hockey will appoint an individual staff member or members (the “Program Administrator”) to oversee the Background Check Program including the negotiation of a contract with an approved Contractor and to carry out such other actions as set forth below.
- By July 15, 2008, USA Field Hockey will enter into an agreement with an approved Contractor for the processing of background checks of Designated Members.
- By August 1, 2008, USA Field Hockey will formally announce the program and the Program Administrator will post all requisite forms, Designated Member questions and answer materials and parent and athlete educational materials in the USA Field Hockey website.
- By August 15, 2008, the Program Administrator will provide written instructions to each Designated Members for completing his or her background check by (1) submitting the Disclosure and Authorization form to the Program Administrator, and (2) self-registering on Contractor’s website and authorizing the Contractor to conduct the actual background check. Designated Members without computer access will have their disclosure information forwarded by the Program Administrator to the Contractor for processing. Designated Members who do not have valid driver’s licenses will be required to inform both the Contractor and the Program Administrator and, as a result, will be subject to limitation of supervisory duties.
- By September 1, 2008, the USA Field Hockey Background Check Program will be fully operational and accessible by Designated Members for the processing of their annual background checks.
- All current Designated Members will be required to complete their background check by October 1, 2008.
- New Designated Members will be required to complete the process no later than 30 days following the date of their application for membership in USA Field Hockey.
- Thereafter, all Designated Members will receive a full background check on an annual basis to be completed no later than 30 days prior to the date of expiration of the membership term.