



2017 Background Check Policy

1) Background Check Requirements

- a) As part of our commitment to the safety of our members and our commitment to the SafeSport program, USA Field Hockey uses a third party agency in SSCI to conduct annual background checks
- b) Screening results provided by other agencies or organizations are not accepted under any circumstances.
- c) Individuals serving in the following roles are required to pass a background check processed by SSCI annually before acting in any capacity on behalf of USA Field Hockey:
 - i. Coach Members
 - ii. Umpire Members
 - iii. Adult Members Coach or Umpire Upgrade
 - iv. Lifetime Member Coach or Umpire Upgrade
 - v. Volunteers and Contracted Workers (non-membership)
 - vi. USA Field Hockey Employees

2) Completion of Background Checks

- a) USA Field Hockey is not responsible for any part of the screening process, and background checks will NOT be expedited under any circumstances.
- b) National Background Checks normally take 3-5 business days* to be processed by SSCI.
 - i. For all screenings in the state of Maine, a clerical search process is used and can take several weeks to complete.
 - ii. Screenings may require additional time to request new or corrected information from the original submission. If any additional information is required the screening applicant will be notified via email.

*Business Days are defined as Monday through Friday of a given week

- c) International Background Checks normally take up to 20 business days* to be processed by SSCI.
 - i. Screenings may require additional time to request new or corrected information from the original submission. If any additional information is required the screening applicant will be notified via email.

3) Requirements for USA Field Hockey Events

- a) Coach and Umpire Members, Volunteers, and USA Field Hockey Employees must submit and pass an annual background check processed by SSCI. If an individual does not have a current background check processed by SSCI, she/he will not be allowed to participate or work as an employee at an event. NO EXCEPTIONS
- b) All National Background Checks should be submitted at least 10 business days* prior to the start date of USA Field Hockey Events to ensure that the applicant is able to participate.
- c) All International Screenings should be submitted at least 20 business days* prior to USA Field Hockey Events to ensure that the applicant is able to participate at the event.
- d) USA Field Hockey does not guarantee the completion of screenings needed by any specific date or event. Should an individual be disqualified from participation due to lack of a current background screening processed by SSCI, USA Field Hockey is not liable for any costs incurred from travel to the event or costs associated with membership.

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