



RECOMMENDED GUIDELINES

Second Edition

**The Gold Standard of Best Practices for
Background Screening and Managing Risk
In Nonprofit Youth-Serving Organizations©**

*This document is the second edition to the "NCYS Recommended Guidelines"
which were originally published and effective from April 19, 2005 to March 31, 2012.*

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NCYS Recommended Guidelines
The Gold Standard of Best Practices for Background Screening
and Managing Risk in Nonprofit Youth-Serving Organizations®

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The National Council of Youth Sports (NCYS) hereby licenses the National Center for Safety Initiatives LLC (NCSI) to implement the “*NCYS Recommended Guidelines for Background Check Screening in Nonprofit Youth-Serving Organizations*” and the “*NCYS Recommended Guidelines – The Gold Standard of Best Practices for Background Screening and Managing Risk in Nonprofit Youth-Serving Organizations*”©

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NCYS Recommended Guidelines

The Gold Standard of Best Practices for Background Screening and Managing Risk in Nonprofit Youth-Serving Organizations®

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INTRODUCTION

The National Council of Youth Sports (NCYS) is the largest known organization in America representing the amateur youth sports and youth-serving industry. Founded in 1979, the National Council of Youth Sports (NCYS) membership represents more than 200 organizations and corporations serving 60,000,000 boys and girls registered in organized youth sports programs.

The NCYS is well-known for advocating safe environments and healthy lifestyles for children and youth in order to achieve stronger neighborhoods and communities. The NCYS is committed to credibility, integrity and vigilance toward youth safety as a core principle of our service to our members and our industry.

Support for reliable, affordable, and accessible background screening of volunteers, combined with a complete athlete protection initiative, is one of the most important initiatives the NCYS has ever offered to its membership. NCYS is an untiring advocate for youth issues, for the protection of children, and for eradicating criminal behavior in youth-serving organizations, as well as, society as a whole, in order to make a positive difference for children of all backgrounds, genders, and economic circumstances.

BACKGROUND

In 2002, there was a rise in highly publicized abuse and sexual molestation cases in youth sports. This nation-wide scrutiny on youth molestation in sports and other venues, coupled with some enormous monetary awards and settlements, led the insurance industry to begin withdrawing from providing coverage for this risk, thereby leaving youth programs exposed to catastrophic financial consequences which could bankrupt the industry.

Many organizations were attempting to solve this problem individually, yet there were no standards by which they could effectively and consistently protect themselves and their participants. In order to provide coverage for youth organizations, insurance companies wanted to be assured that youth organizations were properly protecting themselves against the exposure. However, the youth sports industry did not have reliable or consistent guidelines with which to establish or evaluate the effectiveness of individual risk management programs. The solution to this problem required an industry-wide approach.

MISSION STATEMENT

The National Council of Youth Sports leads the amateur youth sports industry in promoting and enhancing the value of participation through advocacy and education.

"NCYS is enhancing the youth sports experience in America!"

VISION

To be the unified voice for amateur youth sports.

At the urging of several member organizations, in 2002, the NCYS criminal background screening initiative first began with the youth sports industry taking its concerns to Capitol Hill in Washington D.C. NCYS was named in the PROTECT Act of 2003 to work with the FBI on a pilot program featuring fingerprint checks as its focus. The NCYS and its member organizations determined that fingerprint checks were not the answer. They were not rapid, reliable or affordable, and only identified those with a criminal record history.

NCYS sought an alternative rapid, reliable and affordable solution through the use of commercial name-based background check vendors. Quickly, NCYS determined that the credibility of various individual vendors, who promised a low-cost, on-line solution, was also questionable. Their results were only accurate if they were comprehensive and kept up-to-date, an issue that continues to plague the industry.

At this time, many youth sports organizations did not have policies and procedures for comprehensive background screening. The possibility of child predators in their midst was often a taboo subject for discussion and one that was considered best dealt with at the local level. For those organizations that did support screening, another issue was that often the person(s)/volunteers(s) responsible for the background checks at the local level were not properly trained, and they were left with the daunting task of screening and judging their peers, neighbors, and friends without any policies or standards to follow.

In April 2004, after unsatisfactory experiences with the FBI and private commercial vendors, the NCYS held a summit of youth sports leaders, insurance industry representatives, and legal experts, to address the need for national guidelines regarding background screening that would take into account the individual variances among organizations, and need for a rapid, reliable, and affordable solution that would be easy to understand and adopt at the local level. An overwhelming group consensus of these leaders identified the void in the industry and asked the NCYS to respond with an action plan to address the need. Participants expressed a common concern that the children in youth sports programs might be unnecessarily exposed to harm because there was no consistent model in place to protect them from the dangerous behaviors of predators and criminals.

The NCYS concluded that it was necessary to find an appropriate solution to protect the children in our organizations, that would also protect the volunteers, administrators, and organizations themselves from the possible loss of personal or organization assets because of costly litigation. This conclusion was based on the growing expectations of parents, the courts, and the insurance industry that youth-serving organizations must develop the appropriate guidelines for screening as a first-line of defense in the protection of the children under their care.

The problem was defined as “known incidents of, and potential for, abuse, harm and molestation of youth by coaches, mentors or other adults (chaperones, trainers, etc.) with access to youth sports participants.” The matter of convicted criminals, including but not limited to sexual predators, is believed to continue to be a threat to youth programs in this country. NCYS contended that this issue must be managed as a top strategic priority by every youth-serving organization and warned that the consequence of not addressing this issue would be dire. NCYS maintained that “doing nothing” would result in continued long-term emotional scarring to the victims and would ultimately threaten the integrity of youth programs in America, perhaps leading to their elimination in some quarters.

SOLUTION:

In order to protect children from abuse or injury, the NCYS core principles to derive a solution. Those principles include:

1. Youth-serving organizations should screen their employees, contractors, and volunteer forces
2. Screening should utilize advancements in technology that make criminal history information available to these organizations
3. The system must provide for reliable, rapid, comprehensive, up-to-date checks at a very reasonable cost so that the organizations can make informed screening decisions
4. In order to be effective, it is important that organizations have access to criminal background information that has been recently updated, and is dependable, complete, and accessed from multiple state databases.

To help determine guidelines, NCYS built upon its previous work in Washington, D.C. and adopted a list of disqualifying criteria for volunteers which is used in the PROTECT Act by the FBI and the National Center for Missing and Exploited Children. Then, in response to member requests, as a first step, the NCYS created the *"NCYS Recommended Guidelines for Volunteer Background Screening in Nonprofit Youth-Serving Organizations"* to assist the youth serving industry with best practices, policies and procedures in 2005. These guidelines quickly evolved into the industry standard.

To further these goals, NCYS co-founded the National Center for Safety Initiatives (NCSI) in order to provide the very best background screening service solely dedicated to the unique needs of youth serving organizations. NCSI was formed in partnership with the National Council of Youth Sports (NCYS) with the goal of significantly increasing the level of safety for our youth and minimizing the organization's liability risks.

NCSI, without exception, is the industry leader on complete and comprehensive criminal background screening programs for youth serving organizations and is the only national risk management and screening organization specifically dedicated to the protection of children and vulnerable populations. NCSI is also the only licensed company authorized to apply the *"NCYS Recommended Guidelines for Background Check Screening in Nonprofit Youth-Serving Organizations"* and the *"NCYS Recommended Guidelines – The Gold Standard of Best Practices for Background Screening and Managing Risk in Nonprofit Youth-Serving Organizations"*© to its background screening.

NCSI focuses its efforts, systems, and expertise directly into seven identified risk factors, using multiple vendors to ensure client organizations will meet and exceed their due diligence. In addition, NCSI is the only organization that serves as a resource for NCYS members who are eligible to access NCSI 360; a comprehensive package of services specifically designed for them (see NCSI 360 at page 16).

NCSI recognized that there is no "one size fits all" and designed its programs for youth serving organizations to be customizable and scalable based on individual risk profile, governance structure and resources. The foundation of the criminal background screening usually begins with the disqualifying criteria provided by NCYS from the PROTECT Act and can be adapted based on the circumstances and requirements of individual organizations working with NCSI.

NCSI has become the choice of many of the most renowned and reputable organizations in the world, providing a fully managed “Turn Key” program which handles ALL aspects of the screening process from start to finish. This program is designed to save time and money, while addressing the legal issues associated with the many liabilities involved in background screening.

While background screening is a critical element to any hiring, certification and/or volunteer process, it is not the “magic bullet” as it relates to safety in youth organizations. It is important to know that criminal background checks, through any source, have some limitations. Screening is simply a tool that gives us important information about an individual that may be used as part of an overall process. In addition to background screening, it is important to have comprehensive risk management policies in place, something NCSI is fully equipped to help organizations implement, including:

1. “Zero opportunity/Zero tolerance,” program with clearly established lines of communication
2. The development and reinforcement of appropriate communication, training and response protocols for abuse and other inappropriate behavior;
3. Awareness, prevention and response guidelines including a protocol to immediately report potential criminal behavior on the part of any coach, official, etc. to the appropriate law enforcement agency
4. Reference checking of volunteers, including previous clubs/teams or athletes with whom the individual has worked
5. Ask specific questions about the individual’s behaviors and if anyone has reported any inappropriate behavior(s) that might be of concern to you
6. Work with your insurance provider and/or other risk management experts to help maintain a safe environment.

NCSI provides a comprehensive search with the assurance of the highest quality information available, plus all administrative benefits and features to help programs meet the “*NCYS Recommended Guidelines*”.

As part of NCSI’s fully-managed program, the following searches are generally conducted on every applicant:

- Identity verification, using SSN validation/address trace report;
- National Criminal database search, updated regularly with more than 300 million criminal records;
- OFAC (Office of Foreign Assets Control) terrorist database search;
- Sex Offender Registry search of all available states (presently all 50 states, plus DC, Guam and Puerto Rico);
- Additionally, most of NCSI’s programs include at least one county search that generally covers longest and most recent residency in past five years. (*Due to database limitations, it is recommended that organizations have a minimum, single county criminal record search on individuals covering the counties in which that individual has resided within the past five to seven years.*)

NCSI offers additional search components that can be easily added for a specific program, including county and federal court searches, motor vehicle records, credential, employment and education verifications and more. NCSI’s standard search protocol looks for criminal convictions, including:

- (1) felonies,
- (2) lesser crimes involving force/threat of force,

- (3) lesser crimes of a sexual nature,
- (4) lesser crimes involving controlled substances (generally not paraphernalia or alcohol),
- (5) crimes involving cruelty to animals,
- (6) any sex offender registrant,
- (7) lesser crimes involving harm to minors.

Over the years, NCSI has conducted thousands of criminal background checks and has issued RED LIGHTS on convictions for crimes as serious as: homicide, kidnapping, rape and attempted rape, manslaughter, lewd acts on a child, armed robbery, unlawful sexual intercourse with a minor, sodomy, murder, mayhem, manufacture/distribution of controlled substances, embezzlement, forgery, assault with a deadly weapon and battery. Unfortunately, this list is by no means the full list of the crimes they have uncovered in our process.

These offenses are associated with individuals who willingly submitted to a background screening with the intention of working with youth or other vulnerable populations, believing that somehow their convictions would not be discovered. NCSI's effective background screening programs have saved thousands of people from harm and millions of dollars in losses to organizations.

CALL TO ACTION:

With the rise of heightened attention to the issue of predators in youth sports it is more important than ever that we are all doing our due diligence to protect and preserve the integrity of our organizations. In the spirit of keeping children safe, we hope you find this introduction and background helpful in providing history as well as a responsible call to action by reviewing your organization's best practices, policies and procedures.

The "*NCYS Recommended Guidelines*" have become the national template for promoting safety while protecting children and athletes. We encourage your thoughtful consideration to protect your staff, volunteers, organization and most importantly the children by reviewing your organization's best practices, policies and procedures. We appreciate you taking responsible action to protect our youth sports/youth serving industry. We are here to assist you and we are thankful for all you do each day to make your programs the very best and safest they can be. Thank you for using NCYS and NCSI as valuable resources and partners in amateur youth sports.



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RECOMMENDED GUIDELINES AND BEST PRACTICES

Within the membership of the National Council of Youth Sports (NCYS), there is a broad range of organizations from small local programs to large national associations. Each organization has its own governance and operational structure. For this reason, each organization will need to develop a criminal background check policy that is customized to its own specific circumstances. NCYS, through this gold standard of best practices national template, seeks to establish the minimum industry standard that a youth-serving organization should incorporate when establishing its own policy to protect the interests of youth participants within the organization.

The following outlines the recommended “Gold Standard and Best Practices” for youth-serving organizations:

PRACTICE 1:

Establish, implement, and maintain a volunteer, contractor, and employee screening policy that:

- a. Identifies classes of volunteers, contractors, and employees for which a background check is required taking into consideration the following:
 - (1) Volunteers contractors, and employees who have any of the following relative to youth participants:
 - Regular contact
 - Authority or supervision
 - Opportunity to establish a position of trust
 - Opportunity for one-on-one contact
- b. Defines the type/level of background check that is required
 - (1) NCYS recommends securing a background check that is as broad as possible given the financial, administrative, and operational circumstances of the organization.
 - (2) Items to consider in determining the "breadth" and “depth” of a background check:
 - Number and type of records accessed
 - Geographic location (records available in volunteer's current place of residence, records available nationally and internationally)
 - Length of history to be searched
 - Quality of National Criminal Data bases searched
 - County Searches (Due to database limitations NCYS recommends that organizations order, at a minimum, single county criminal record searches on an individual

covering the counties in which that individual has resided within the past five to seven years.)

- c. For implementation purposes, provides a timeline and frequency for screening of current and new volunteers, contractors and employees.

PRACTICE 2:

Establish criteria for criminal offenses that result in a review and disqualification of volunteers, contractors, or employees for participation ("Fitness Criteria")

- a. Organizations may have different philosophies, or volunteer/employee/contractor roles and responsibilities that will influence what qualifies as a review or automatic disqualification for participation. In addition, some organizations have a greater ability to oversee and direct volunteer activities than others.
- b. Therefore, these best practices guidelines do not set forth one standard that will necessarily satisfy the requirements of all organizations.
- c. However, through the National Center for Safety Initiatives (NCSI), the NCYS does provide a list of disqualifying criteria which is used in the PROTECT Act by the FBI and the National Center for Missing and Exploited Children as a guideline that can be adapted based on the circumstances and requirements of individual organizations by working with NCSI.

PRACTICE 3:

Establish procedures for conducting and reviewing background checks.

- a. Identify who is responsible for:
 - Conducting the checks
 - Reviewing the criminal history records
 - Determining fitness
 - Notifying the volunteer of the decision
 - Managing legally compliant notices, and the dissemination, control, storage and destruction of information gained in background check
- b. Take measures to implement the procedures as broadly as possible within the organization by providing resources to membership such as:
 - Administrative guidelines and materials
 - Training opportunities
 - Codes of Conduct

PRACTICE 4:

Organizations should implement legally compliant practices related to background screening:

- a. Current best practices and legal compliance has established that using a National Criminal Data Base criminal record as the basis for a disqualification for a position without further verification of accuracy is not an appropriate practice. Therefore, organizations should insure that in designing their background screening program they are including a verification process. NCSI can assist you in establishing such a program.
- b. Work with legal counsel and NCSI to implement legally compliant procedures regarding Fair Credit Reporting Act (FCRA) and State or local

law requirements for consents and authorizations, notices, disputes of accuracy, and other required practices including but not limited to a process to enable individuals to dispute the results of a background check (e.g. identity error).

- c. Establish internal review procedures for any individual with “employee” status who does not meet the screening criteria to ensure that the criminal history which may disqualify the individual for the position sought meets the current federal and state legal standards as relevant to the role and responsibilities of the position.



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PROCESS, PROCEDURES AND GUIDING PRINCIPLES

At the request of an applicant, a criminal history background check will be conducted to determine the fitness of an individual to serve a nonprofit youth-serving organization. The National Center for Safety Initiatives (NCSI) will perform the criminal history record check and the determination will be communicated to the organization.

Prior to, and after the completion of the background check, the organization may choose to deny an individual access to children participating in its program. The final decision regarding disposition toward an individual's participation remains with the requesting organization. At the organization's request, NCSI will administer all communications and legal compliance responsibilities relating to the screening process.

THE DETERMINATIONS: Red Light, Green Light

RED Light:

- ◆ Worded: "does not meet the criteria"
- ◆ Based upon reportable conviction or registration (sourced criminal record, registration or applicant disclosure) of any criterion offense, registration or a pending case without disposition for any criterion offense (R1-R7)

GREEN Light:

- ◆ Worded: "meets the criteria"
- ◆ Applicant has no record/registration, or
- ◆ The reportable crime for which the applicant was convicted or has a pending case without disposition is not a criterion offense

Other Considerations:

- ◆ Youth Serving Organizations should consider whether they want to request NCSI, in addition to making a determination, to provide the organization with information regarding any reportable criminal charge of a violent felony or involving harm to a minor in cases of a disposition favorable to the applicant. In some cases this may be relevant to participation in certain roles after review with the organization's legal counsel. In the event the organization is faced with an inquiry about the matter after permitting participation, the organization will be informed about the disposition.
- ◆ Of course, the fitness determination is only one part of an organization's applicant review and the absence of a criminal record does not insure that a volunteer, contractor, or employee will be considered acceptable by the organization. See page 12 for additional recommendations.



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THE CRITERIA

The original source of the following criteria is that which is used in the PROTECT Act by the FBI and the National Center for Missing and Exploited Children. The use of their definitions forms the basis of the fitness criteria that is used by NCSI in making a red light/green light determination. The criteria have been adapted to meet the needs of nonprofit youth-serving organizations.

Reportable convictions for, disclosures of convictions for, and pending dispositions for any of the following criminal offenses, or registrations will prompt a determination that an applicant does not meet the criteria (or should be reviewed) for participation to serve a youth-serving organization:

- R1.** Any felony (any crime punishable by confinement greater than one year)
 - a. Defined on the basis of exposure for the offense for which the defendant was convicted, pled guilty, pled nolo contendere or which is pending a disposition. If pled down, then the crime for which the defendant ultimately was convicted.
 - b. Defined as all crimes punishable by greater than one year in jail or prison, regardless of how characterized by jurisdiction. If range, alternate sentencing, or indeterminate sentencing, outer range greater than one year.
 - R2.** Any lesser crime involving force or threat of force against a person.
 - R3.** Any lesser crime of a sexual nature or classified as a sex offense including but not limited to “victimless” crimes of a sexual nature such as prostitution, pornography, indecent exposure; and crimes in which sexual relations is an element.
 - R4.** Any lesser crime involving controlled substances (not paraphernalia or alcohol).
 - R5.** Any lesser crime involving cruelty to animals.
 - R6.** Any sex offender registrant.
 - R7.** Any lesser crime involving harm to a minor.
-
- ◆ Organizations may choose to apply time limits to the recommended screening criteria based upon their internal review and consultation with legal counsel relating to the criteria’s relevancy to specific positions.
 - ◆ Applicant Motor Vehicle records criteria and screening should be considered for any position which will involve the driving of the organization’s minor members and/or the use of the organizations vehicles.



THE APPLICANT'S RIGHTS AND LEGAL COMPLIANCE

An applicant is entitled to (a) obtain a copy of his/her criminal history information and (b) challenge the accuracy and completeness of the criminal history information. The criminal history records disseminated for review and subsequent determinations based upon such information are very sensitive and may be used solely for purposes of the fitness determination authorized. Requesting, obtaining, or disseminating this information for any other purpose may subject an offender to criminal penalties under federal and/or state law, as well as civil liability for defamation. In appropriate circumstances, such liability may extend to the organization. As a consequence, it is extremely important to (1) keep this information confidential, including retaining it in a secure file; (2) discussing it only with the record subject and those members of your organization involved in applicant screening; and (3) using it only for implementing the criminal history background check with your organization.

When an organization uses a third-party vendor to conduct criminal history record checks, the resulting report is considered a "consumer report" as defined by the Fair Credit Reporting Act (FCRA) and applicable state laws. Under the FCRA and applicable state laws, employers have specific responsibilities and applicants have specific rights.

Briefly, these include:

- Employers must provide written notification that a background check will be performed.
- The applicants must give written consent and authorization for the record check to be performed.
- If disqualifying information is included in the report from the vendor, *before* you (the organization) take adverse action, you must give the individual a pre-adverse action disclosure that includes a copy of the individual's consumer report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"—a document prescribed by the Federal Trade Commission and applicable state law notices. The vendor that furnishes the individual's report will give you the summary of consumer rights. If NCSI is engaged by the organization to provide its Fully Managed program these compliance responsibilities will be handled by NCSI on behalf of the organization.
- After you've taken an adverse action, you must give the individual notice—orally, in writing, or electronically—that the action has been taken in an adverse action notice. It must include:
 - ◆ the name, address, and phone number of the vendor that supplied the report;
 - ◆ a statement that the vendor that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it; and
 - ◆ a notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.



BEYOND BACKGROUND SCREENING:

Additional Recommendations for Athlete and Child Protection in Your Organization

Athlete Protection Policies

NCYS encourages all organizations to implement Codes of Conduct that provide specific, mandatory policies that must be followed at all levels of the organization. Policies should be enforceable with clear consequences. Among the suggested topics that to be included: appropriate and inappropriate behaviors with athletes, definition of harassment, incident reporting responsibilities, one-on-one contact, and more.

Training

Organization can help foster safe and positive environments by educating everyone on the tragic issue of abuse. NCYS encourages the use of effective abuse prevention and response training to be implemented within all organizations.

Abuse/Incident Reporting System

NCYS encourages all organizations to have systems in place for reporting inappropriate behavior - reporting is a key risk management tool to reducing and minimizing incidents. Organizations should consider important elements, including (1) how and to whom incidents are reported, (2) investigation protocol relating to a report of abuse or inappropriate behavior, (3) notification responsibilities internally and to authorities, if appropriate, (4) follow up actions, (5) responsibility and accountability for the implementation and management.

References

Knowing as much as possible about the people working in and representing your organization is important to deciding which roles may be appropriate for them. Talk with people familiar with the person, including athletes, parents and administrators who may have experience and information. Also, appropriate information available via internet and social media sources may provide additional insights regarding decisions related to applicant's fitness to serve.

Internal Culture

Creating and maintaining cultures of Zero Opportunity/Zero Tolerance is important in the fight against harm. Communication and engagement are powerful tools to foster involvement, awareness and care throughout the organization.



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TOOLS AND RESOURCES AVAILABLE

NCSI is more than just a background screening company. Through NCSI's exclusive NCSI 360™ approach, you can find help and expertise on every aspect of the risk management process. Additional programs and services available through NCSI include:

Documentation Management

In today's legal compliance environment and litigious climate, having appropriate documented policies and practices in place is an essential part of managing risk and creating a zero tolerance/opportunity culture in your organization. NCSI offers a program that ensures every individual who registers with NCSI receives your specific code of conduct or policy you've provided. NCSI also offers a program to capture the electronic signature, taking responsibility for producing evidence of presentation and acceptance of the policy if necessary.

Training Programs

One of the most useful tools in mitigating risks is training. NCSI is proud to offer our clients access to online child sexual abuse prevention and response training programs. NCSI handles the administrative process and provides you with easy-to-read results, giving you the peace of mind that your training requirement has been satisfied.

Consultative Services

NCSI understands that when you work with a risk management company, you're not just looking for individual services – you're looking for a partner with expertise. NCSI is here to guide you through the process at every step, including valuable information about the importance of risk avoidance/management, how to react during a crisis, how to engage your entire organization in safety services and more.

Speaker's Bureau

NCSI's speaker's bureau provides relevant, insightful presentations and can work with you to tailor a program specific to your needs.

NCSI 360™ encompasses everything a complete risk management program should offer – and no one offers these extensive program options except NCSI. We understand that protecting your people and your organization's reputation is more than just a background screening. NCSI is a niche, specialty services firm specifically dedicated to the protection of children and vulnerable populations. NCSI is dedicated to this cause with passionate determination as the first-line of defense in the protection of the children under the care of the youth-serving industry. For good reason, NCSI is the choice of many of the most renowned and reputable organizations in the world. NCYS members: don't forget to provide NCSI with your NCYS membership number and receive a special savings.

More information is available at www.ncsisafe.com.



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NCYS HISTORICAL TIMELINE

A history of the origins of our efforts to implement a safe environment for youth sports is below:

- ◆ In 2002, the NCYS began leading a strategic industry-wide initiative to protect the interests of youth through criminal background checks and other services for volunteers and employees of youth serving organizations. The crisis affecting youth-serving organizations is defined as “known incidents of, and potential for, abuse, harm and molestation of youth by coaches, mentors or other adults (chaperones, trainers, etc.) with access to youth sports participants.” It was recognized that child abuse/molestation is by no means confined to sports, yet unfortunately, in any program where adults supervise children there exists an obvious opportunity for sexual predators and child abusers. And, youth programs are known targets for perpetrators of these crimes.

- ◆ January – May 2003
 - 1) NCYS researches online criminal background screening companies who can support a system of reliable, rapid, comprehensive, up-to-date checks at a very reasonable cost so that the organizations can make informed screening decisions.

 - 2) Simultaneously NCYS creates a coalition of its members to work with the U.S. Senate and U.S. House of Representatives Judiciary Committees to amend the Child Protection Act of 1993 to fit our “game plan.”

- ◆ May 2003, President Bush signs the “PROTECT Act of 2003” into law naming the National Council of Youth Sports as a participant in the federal legislation Prosecutorial Remedies and Other Tools to End the Exploitation of Children Today Act of 2003 (PROTECT Act) that addresses a variety of provisions for children’s safety including a fingerprint pilot program for national criminal history background checks and a feasibility study with the FBI.

- ◆ June 2003, NCYS signs an agreement with a reputable leading corporation to offer its members a comprehensive national criminal background online screening “Super Search” that is rapid, reliable, up-to-date, and affordable.

- ◆ November 2003, NCYS conducts “Feasibility Study” called the NCYS Volunteer Screening Program Survey.” The purpose of the survey was to support our key role with the federal Child Protection Act. To maximize the effectiveness of our child safety programs, we needed to identify current practices and procedures for the screening of employees and volunteers in youth organizations and, then, to provide our members with an educational program that outlines "best practices" based on facts, and on the recognition of individual program variances, risk profiles, and resources.

- ◆ February/March 2003, the results of the survey produced the “White Paper” called “NCYS Child Safety Initiative” addressing 1) The magnitude of the problem; 2) What youth organizations are doing to address the problem; 3) What youth organizations must do to combat the threat.
- ◆ April 2004, NCYS holds the “NCYS Youth Sports Leadership Summit” at the request of the NCYS membership. At that meeting, an overwhelming group consensus of industry representatives identified a void in the industry and asked the NCYS to respond with an action plan to address the need for comprehensive criminal background checks. Many organizations were attempting to solve this problem individually, yet there were no standards by which they could effectively and consistently protect themselves and their participants. It was also acknowledged that the insurance industry would be looking at the best practices of nonprofit youth organizations to gauge the liability risks.
- ◆ June 2004, the NCYS sent a “Report Brief” to its membership requesting feedback on the development of guidelines or possible standards the youth serving industry could follow regarding criminal background checks. An overwhelming number of members provided examples of home grown materials, policies, and procedures, while expressing deep appreciation for the leadership role NCYS was taking on this issue. In addition to the membership, NCYS consulted with legal counsel and insurance industry experts to provide assistance in this process.
- ◆ Summer/Fall 2004, the NCYS takes the action steps requested. The National Council of Youth Sports begins to establish the National Center for Safety Initiatives (NCSI). Its initial mission is to create a national standard for volunteer screening through support-structured initiatives and to serve as a resource for organizations in terms of background checks, training, policies, and other important activities thus helping to protect volunteers and administrators of youth-serving organizations from the possible loss of personal or organization assets because of costly litigation.
- ◆ November 1, 2004, the NCYS requests feedback from its membership specifically on the criminal background check procedures and process, the criteria, and the red light/green light determinations. This became the basis of the minimal recommended National Standards for Background Check Screening in Nonprofit Youth-Serving Organizations.
- ◆ November 2004, the National Center for Safety Initiatives incorporates.
- ◆ February 2005 *“NCYS Recommended Guidelines for Background Screening in Nonprofit Youth-Serving Organizations”* are completed in their final draft form.
- ◆ February 28, 2005, an Insurance Industry Summit is called by NCYS with the leading insurers for youth-serving organizations to inform and discuss the *“NCYS Recommended Guidelines”* and to introduce the National Center for Safety Initiatives. The purpose of the summit was to provide all insurers of youth organizations with an equal opportunity to learn about what NCYS was doing first hand and in the same forum.

- ◆ April 19-21, 2005, at the NCYS Annual Conference and Leadership Training Seminar, the NCYS announces the release of the “*NCYS Recommended Guidelines for Background Check Screening in Nonprofit Youth-Serving Organizations*” and introduces the opening of the National Center for Safety Initiatives (NCSI).
- ◆ 2005-2012. NCYS assists NCSI, growing their client list to include some of the most influential organizations in the industry. During this time period, NCSI conducted thousands of criminal background checks and issued “Red Lights” on convictions for crimes as serious as: rape and attempted rape, manslaughter, lewd acts on a child, armed robbery, unlawful sexual intercourse with a minor, sodomy, murder, manufacture/distribution of controlled substances, mayhem, embezzlement, forgery, assault with a deadly weapon, battery, and more.
- ◆ January –March 2012, revisions are made to the original “*NCYS Recommended Guidelines*” expanding the best practices, policies, procedures, tools and resources. The newly revised document is renamed, “*NCYS Recommended Guidelines – The Gold Standard of Best Practices for Background Screening and Managing Risk in Nonprofit Youth-Serving Organizations*”©



NCYS Recommended Guidelines
The Gold Standard of Best Practices for Background Screening
and Managing Risk in Nonprofit Youth-Serving Organizations®

National Center for Safety Initiatives (NCSI) TODAY

The National Center for Safety Initiatives (NCSI) is a private, woman-owned social enterprise, organized in Delaware in 2004 as a limited liability corporation. NCSI is headquartered in Solon, Ohio approximately twenty miles southeast of downtown Cleveland. NCSI is a member in good standing with National Association of Professional Background Screeners (NAPBS) and National Association of Women Business Owners (NAWBO).

NCSI serves a national clientele and operates with the mission 'to serve as a leading resource in an overall effort to eradicate harm in organizations and communities across the globe through increased awareness and training, the creation of national standards, and the integration of fully-managed risk management programs, inclusive of background screenings.'

NCSI is the only organization of its kind in the country and is the leading resource for background screening programs designed for youth serving organizations nationwide, including our country's premiere amateur sports governing bodies. NCSI's systems protect organizations and the vulnerable populations they serve by providing the most comprehensive background screening programs available at a price that is affordable.

NCSI provides a comprehensive search with the assurance of the highest quality information available, plus all administrative benefits and features making your program the very best around. Over the years, NCSI has conducted thousands of criminal background checks and has issued RED LIGHTS on convictions for crimes as serious as: homicide, kidnapping, rape and attempted rape, manslaughter, lewd acts on a child, armed robbery, unlawful sexual intercourse with a minor, sodomy, murder, mayhem, manufacture/distribution of controlled substances, embezzlement, forgery, assault with a deadly weapon and battery.

Unfortunately, this list is by no means the full list of the crimes we have uncovered in our process. Remember also, that these offenses are associated with individuals who *willingly* submitted to a background screening with the intention of working with youth or other vulnerable populations, believing that somehow their convictions would not be discovered.

NCSI's effective background screening programs have saved thousands of people from harm and millions of dollars in losses to organizations.

Background screening through NCSI represents the highest standard of care for your organization. NCSI works diligently on your behalf to handle all aspects of the information search process and is the only organization recommended and licensed by the National Council of Youth Sports (www.NCYS.org) to use the "NCYS Recommended Guidelines – The Gold Standard of Best Practices for Background Screening and Managing Risk in Nonprofit Youth-Serving Organizations"®.



NCYS Recommended Guidelines
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The National Council of Youth Sports (NCYS) TODAY

WHO WE ARE

The National Council of Youth Sports (NCYS) comprises the who's who in the youth sports industry. Founded in 1979, the National Council of Youth Sports (NCYS) membership represents more than 200 organizations/corporations serving 60,000,000 boys and girls registered in organized youth sports programs. NCYS is the largest known organization in America representing the amateur youth sports industry.

WHAT WE DO

The NCYS is well-known for advocating safe environments and healthy lifestyles for children and youth in order to achieve stronger neighborhoods and communities. The NCYS is committed to credibility, integrity and vigilance toward youth safety as a core principle of our service to our members and our industry. Adherence to these principles and to the mission and vision in our strategic plan, has led to respect for NCYS by our members, the media, government representatives, corporate America, and others, both in and around the youth sports industry.

Support for reliable, affordable, and accessible background screening of volunteers, combined with a complete athlete protection initiative, is one of the most important initiatives the NCYS has ever offered to its membership. NCYS is an untiring advocate for youth issues, for the protection of children, and for eradicating criminal behavior in youth-serving organizations, as well as, society as a whole, in order to make a positive difference for children of all backgrounds, genders, and economic circumstances.

WHY NCYS EXISTS

Our reason to exist is to enhance the youth sports experience in America for today's youth and for future generations. The NCYS membership represents the breadth and depth of America's grassroots youth sports programs. NCYS is a portal to the amateur youth sports industry for those wishing to know and understand this market. No other sport organization in America reaches more grassroots participants than the combined membership of the NCYS. The NCYS members are the gatekeepers and key decision-makers for millions of girls and boys. NCYS has demonstrated that it has influence on behavior and decisions with this powerful constituency, while advocating for the value of participation in amateur youth sports.

JOIN OUR TEAM

Please visit our website www.ncys.org and take advantage of the many resources provided for you. If you are already a member of NCYS, we thank you for your loyal support. If you are not yet member, please consider joining our team. Together we are a powerhouse of positive influence for the amateur youth sports industry for a safer, more wholesome society.

ACKNOWLEDGEMENTS

Special thanks to the National Council of Youth Sports (NCYS) corporate partners. With their help the NCYS is a stronger, more productive, relevant and influential organization. These relationships add breadth and depth to the meaningful “go to” resources NCYS provides to the amateur youth sports industry. Without our corporate partners, the NCYS absolutely would not exist. We sincerely appreciate their confidence in us and their gracious support.



National Council of Youth Sports
772-781-1452
www.ncys.org

A most sincere thank you to the National Center for Safety Initiatives (NCSI) for its years of loyalty and steadfast dedication serving as our country’s premiere resource in an overall effort to eradicate harm in organizations and communities across the globe. The National Council of Youth Sports (NCYS) respects the partnership and appreciates NCSI’s passionate commitment to promoting safety while protecting children and athletes.



National Center for Safety Initiatives
866-833-7100 or 440-542-9690
www.ncsisafe.com

Thank you to LeagueAthletics.com, the complete online sports management solution for team websites and online sports registration, for their generous support of this safety initiative.



LeagueAthletics.com, LLC.
877-932-6757 or 203-604-9520
www.LeagueAthletics.com