

# **REGIONAL VOLLEYBALL ASSOCIATION of USA VOLLEYBALL BACKGROUND SCREENING POLICY**

**Last revised May 21, 2009**

## **POLICY:**

It is the policy of the Regional Volleyball Associations (RVAs) that any club/entity intending to hire or use registered individuals in any sanctioned junior volleyball events and/or activities (some examples of events or activities that can be sanctioned with regional approval are: tournaments, practices, clinics, tryouts, and fundraisers) will accept and abide by this background screening policy. The following individuals, 18 years of age or older, will be screened: Club directors, club administrators, team reps, coaches, chaperones, and trainers who intend to register, affiliate and/or participate with a junior volleyball club or team in a RVA. Any official 18 or older who intends to work a junior sanctioned event will also be screened with the exception of a junior player. Each RVA may also choose to require other members (such as Tournament Directors) of their organization to submit to and pass a background screen in order to affiliate with their organization. Additionally, the club/entity will enforce the penalties resulting from a negative background screening report. Failure to do so is grounds for automatic suspension of membership privileges to participate in RVA/USAV sanctioned junior events and/or activities. All disqualified individuals have the right to dispute the findings of the background screening directly with the RVA's approved Background Screen Vendor.

The RVAs of USAV will not register, or allow to be registered, any individual who refuses to consent to a background screen if he/she intends to affiliate and/or participate with a junior club or team in the RVA. Junior members are any members under the age of 18. A background screen will not be required for those individuals who will be classified only as junior players or those individuals not registered, affiliated and/or participating with a junior volleyball club or team in a RVA. For those regions that allow individuals under 18 to be an assistant coach, any individual who is not yet 18 years old and who is in a non-player role affiliated with a junior club must be background screened immediately upon reaching 18 years of age. A 30-day grace period shall apply from the date of the 18<sup>th</sup> birthday in order to allow time for the background screening to be processed. During the 30-day grace period, the same restrictions apply to the individual and should be enforced as are in place for junior coaches regarding supervision by a qualified adult. It is the responsibility of the individual, club and region to identify the individuals in this situation and to meet the background screening requirement. Upon the conclusion of the 30-day grace period, the individual may not participate in a non-player role affiliated with a junior club unless the background screening requirement is met.

All screens will be good for two membership seasons (maximum of 26 months). Anyone that fails a background screen cannot reapply for another screen until the following season. The RVAs retain the right to require additional background screens at any time with the exception of reissuing an application that was previously disqualified due to falsification.

## **PROCESS:**

Every individual required to submit Background Screening must complete, sign and date the Consent and Waiver Release Form. Electronic signatures are only accepted on the USAV Online Registration System. The Background Screen Consent and Waiver Release form will be submitted and the applicant cleared before the applicant may participate in RVA/USAV sanctioned junior events and/or activities.

Upon receipt of the above described documents, the RVA will request that the RVA's approved Background Screen Vendor perform the background screen.

All information received as a result of a background check will be strictly confidential. Notice of clearance or disqualification for all applicants will be provided to:

1. The designated contact of the RVA that submitted the application.
2. USA Volleyball National Office

A notice of automatic disqualification will be sent by certified mail by the RVA's approved Background Screen Vendor to the hiring or using club/entity.

The complete profile will be sent by certified mail by the RVA's approved Background Screen Vendor directly to an automatically disqualified individual, along with a copy of the "Summary of Your Rights under the Fair Credit Reporting Act" (FCRA), and a notification that the individual is prohibited from participating in RVA/USAV sanctioned junior events and/or activities.

All disqualified individuals have the right to dispute the findings of the background screening directly with the RVA's approved Background Screen Vendor. A disqualified individual may not appeal the automatic disqualification or the results of the findings of the background screen vendor to the RVA. Each RVA is required by the policy to accept the findings of the approved background screen vendor.

Individuals automatically disqualified are excluded from participation in any RVA/USAV sanctioned junior events and/or activities.

**EFFECTIVE NOVEMBER 1, 2008, AUTOMATIC DISQUALIFIERS FOR PARTICIPATION IN SANCTIONED JUNIOR EVENTS AND/OR ACTIVITIES:**

Criminal convictions based on being found guilty, pled guilty, or pled nolo contendere for All Sex offenses, Murder, and Homicide regardless of time limit; Felony Violence and Felony Drug offenses in the past 10 years; any misdemeanor violence offenses in the past 7 years; any multiple misdemeanor drug and alcohol offenses within the past 7 years; or any other crimes against children.

Individuals found to have pending court cases for any of the disqualifying offenses will be disqualified. If the court case results in a "non-conviction" the individual would then be cleared and reinstated.

Falsification of information on any membership application or the consent/release form is grounds for membership revocation or restriction of membership.

Individuals that are automatically disqualified must wait one season before reapplying for affiliation and/or participation with a junior club or team.

**ENFORCEMENT:**

The hiring entity is responsible for ensuring adherence to this policy, and ensuring that those individuals who are disqualified do not participate in RVA/USAV sanctioned junior events and/or activities.

**PENALTY:**

Failure of a club/entity to request background screening or enforce disqualification is cause for the RVA to impose penalties. The minimum penalty shall be suspension of all members of the offending club/entity until background screening and enforcement requirements are met. Additional measures may include financial penalties and/or extended suspensions against disqualified individuals and/or the club/entity.

# USAV Great Lakes Region

Registration Office: 8021 S. Kilbourn Ave

Chicago, IL 60652

Phone (773) 767-8579 FAX (773) 498-4934 Email [Smithglrvb@gmail.com](mailto:Smithglrvb@gmail.com)

## Consent and Waiver Release Form

Applicant's **LEGAL** Name (printed): \_\_\_\_\_  
First Middle Initial Last

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number \_\_\_\_\_

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Club Name \_\_\_\_\_

1. Have you been convicted (past 10 years) of a felony? Yes \_\_\_ No \_\_\_  
(Certain convictions may not be an absolute bar to participation.)

Explain \_\_\_\_\_

2. Are you currently out on bail or your recognizance, pending trial for any felony offense? Yes \_\_\_ No \_\_\_

Explain \_\_\_\_\_

### **BACKGROUND SCREEN RELEASE:**

I hereby release and hold harmless USA Volleyball, the Regional Volleyball Associations, their employees and agents, from any liability resulting from a background screen, including the specifics listed below.

I, \_\_\_\_\_, (*Applicant*), authorize and give consent for the above named organization to obtain information regarding myself. This includes the following: Social Security Number Verification, Criminal background records/information, Drivers license check, and Addresses

I the undersigned, authorize this information to be obtained either in writing, electronic transmission or via telephone in connection with my employment and/or volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Further, I understand that it is the policy of this organization that any member who participates with junior members in any capacity, including supervisory personnel, club directors, team representatives, coaches, chaperones and trainers shall submit to a background screen immediately upon application for registration and every second season thereafter as long as that individual is a registered member.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **DISQUALIFIERS:**

I understand that disqualification from all junior events and/or activities will result if I have been found guilty, pled guilty; or pled nolo contendere for criminal convictions for All Sex offenses, Murder, and Homicide regardless of time limit; Felony Violence and Felony Drug offenses in the past 10 years; any misdemeanor violence offences in the past 7 years; any multiple misdemeanor drug and alcohol offenses within the past 7 years; or any other crimes against children.

Any criminal conviction, finding of guilt, guilty plea or plea of nolo contendere for an offense listed above that occurs after the initial background screen has been completed will require the applicant to resubmit for a Background Screen clearance before further participating in junior events and/or activities.

Falsification of any information on any registration application or this form is grounds for membership revocation or restriction of membership. A conviction or falsification of information that results in a failed background screen forfeits all fees paid with my registration application.

By signing the Background Screen Consent Form, I agree to report to the Regional Volleyball Association any convictions for offenses found in the Automatic Disqualifier list that may occur between this background screen and the next mandatory screen for USA Volleyball

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Complete and include with Page 1 –Consent Form

### A SUMMARY OF Your Rights Under the Fair Credit Reporting Act

I understand that an investigative consumer report regarding my character, general reputation, personal characteristics or mode of living may be made and that I have a right to request from Southeastern Security Consultants, Inc. (SSCI) a description of the nature and scope of the investigative report to be prepared.

I acknowledge that I have received a copy of the Summary of Consumer Rights.

\_\_\_\_\_  
Print **LEGAL** Name

\_\_\_\_\_  
Date

Maiden Name: \_\_\_\_\_  
(for those that may have been registered previously under another last name)

Gender: Male or Female (circle one)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Junior Club Name

**Great Lakes Region**

\_\_\_\_\_  
Regional Volleyball Association

***Please Note: NO Credit report is being run on any individual– this is just a routine required form that must be signed by law.***

Please check all that apply: \_\_\_ Coach \_\_\_ Club Director/Administrator \_\_\_ Chaperone

\_\_\_ Other Jr Club position (please specify) \_\_\_\_\_

\_\_\_ Certified Official \_\_\_ New Officials Candidate

## TO BE KEPT BY APPLICANT

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed for bankruptcy - to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681 - 1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

\* **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you - such as denying an application for credit, insurance, or employment - must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

\* **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

\* **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs to which it has provided the data - of any error). The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement filed, you may ask that anyone who has recently received your report be notified of the change.

\* **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, a CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.

\* **You can dispute inaccurate information with the source of the information.** If you tell anyone - such as a creditor who reports to a CRA - that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

\* **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

## TO BE KEPT BY APPLICANT

\* **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA - usually to consider an application with a creditor, insurer, employer, landlord, or other business.

\* **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

\* **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

\* **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:	
For Questions or Concerns regarding: CRAs, creditors, and others not listed below	Please contact: Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051