



## **USA Jump Rope Criminal Background Check Policy**

### **I. Introduction**

In order to help safeguard members in our care, USAJR conducts annual criminal background checks on each member 18 & over who seeks to act as a coach, camp director, teaching staff, camp administrative staff, camp chaperones, members of the All-Star team, USAJR board members and employees. Information obtained is confidential as provided by law and will be used and retained only as authorized by law. Consistent with our responsibility to protect the best interest of the participants in the sport of jump rope, USA jump rope has selected the National Center for Safety Initiative (NCSI) to perform criminal background checks on all members as described as above.

### **II. Search Organization**

The National Center for Safety Initiatives ("NCSI") shall be the authorized search organization that performs criminal background searches for USA Jump Rope. NCSI operates as an independent company, but is owned and governed in partnership with NCYS (National Council on Youth Sports).

In addition to conducting the criminal background search, NCSI shall be responsible for interpreting the search results, communicating with the applicant regarding the search result and reporting to USA Jump Rope all search results. NCSI will also be responsible for complying with the Fair Credit Reporting Act and maintaining the confidentiality of information obtained throughout the background search process.

### **III. Registration**

NCSI will provide USA Jump Rope with the website information so that USA Jump Rope can communicate with its members on how to access the site and register for a background check. Each member must complete the online criminal background check authorization and disclosure form prior to registration for a background check with NCSI.

#### **IV. Information to be Checked**

All individuals screened for USA Jump Rope shall undergo a criminal background check that includes:

- Two independent national databases;
- Sex Offender registries of all available states;
- Social Security Number and address verification;
- Federal terrorist database search, and
- Non-database (county courthouse runner) searches of county criminal records of all jurisdictions of residence in the past seven years.

#### **V. Findings**

NCSI will issue the criminal background search results to the applicant and USA Jump Rope based on a “Red Light/Green Light” system

- A “Green Light” (also described as “meets the criteria”) means the applicant is suitable for leadership in USA Jump Rope with regard to the criminal background search. A “Red Light” (also described as “does not meet the criteria”) means the applicant is not suitable for defined roles within the USA Jump Rope with regard to the criminal background search. USA Jump Rope may withhold the privilege of membership based on the background search to any applicant whose search yields a Red Light.

The criminal background search will look for a conviction of, the entry of a plea of guilty or no contest regarding, or disclosure from an applicant of any of the following:

- 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
- A sex offender registrant.

If the criminal background search yields any of the above results, NCSI will issue a Red Light. If the background search does not yield any of the above results, NCSI will issue a Green Light.

Additionally, NCSI will issue a Red Light determination for any disclosed criterion criminal offense and or reported criterion criminal offenses that are in “pending” status.

The above criteria are contained within the guidelines developed by the NCYS and have been adopted by NCSI. The NCYS considers the criteria for a “Red Light” or “does not meet the criteria” findings to be consistent with the principles of the federal PROTECT Act of 2003.

## **VI. Review of Findings**

Should an applicant contest the content of a record provided to the applicant as part of the USA Jump Rope criminal background search, the applicant may seek an appeal of the record with NCSI pursuant to the Fair Credit Reporting Act.

NCSI can be contacted at the following address:

NCSI  
P.O. Box 39008  
Cleveland, OH 44139  
Fax 440-542-9936

USA Jump Rope will rely on the determinations provided to us by NCSI, to determine an individual's eligibility. If the individual chooses to appeal the decision, then the matter would be referred to the Fair Treatment Coordinator.

## **VII. USA Jump Rope Office Procedures**

In the event USAJR is notified of a Red Light background check, the Executive Director shall notify the applicant in writing that they cannot serve in any position of leadership as defined in Section I of the USA Jump Rope Background Check Policy. They can however, remain a member of the USA Jump Rope organization unless they violate the Code of Conduct.

A member of the Executive Committee will verify that all red lights have been identified and that they have been notified in writing by USAJR.