

USA Gymnastics Background Check Q&A

USA Gymnastics is proud to announce a working partnership with National Center for Safety Initiatives through which we will engage in a comprehensive background screening program.

USA Gymnastics is requiring background searches on all USA Gymnastics Professional Members to ensure a safe and secure environment for participants and its members. Below are answers to many questions that you may have regarding the new background check requirement.

1. Q: Who must complete the background check?

A: All USA Gymnastics Professional Members must complete and pass a background check. Professional membership will carry a pending status until the background check and safety certification have been successfully completed.

2. Q: When must the background check be completed?

A: Beginning December 2007, all new professional members must take and pass a background check and safety certification to receive a professional membership. All current professional members must complete the background check prior to renewing their professional memberships that expire December 31, 2007 and all professional members renewing in 2008.

3. Q: What is the cost of the background check?

A: The minimum cost is \$20 for one name and one county address. The cost of the background check may increase depending on the state and/or number of counties or last names that are being searched.

4. Q: What is my username and password?

A: **Username** = Professional Membership Number
Password = 8 digit date of birth (mmddyyyy)

5. Q: Can I mail or fax my background check?

A: Yes, you can obtain a form from NCSI website. Please note that processing time when faxing or mailing is 4-6 weeks from the date received. This form is sent directly to NCSI. It does NOT come to USA Gymnastics.

6. Q: What information is required for the background check?

A: The screening will need the following information:

- social security number (*required for verification purposes, background check will not be submitted or completed without this information*).
- first and last name
- city, state and zip
- contact information
- gender

7. Q: How far back does the background check search?

A: The first time check will go back 10 years. It will check all names and address within that 10 years. Subsequent checks will not need to go back into the long history.

8. Q: Who do I contact if I have questions on my background check?

A: National Center for Safety Initiatives (NCSI) at 866- 833-7100 x109

- 9. Q: What information is USA Gymnastics provided on my background check?**
A: The Presidential and Vice Presidential offices of USA Gymnastics can be made aware of the content provided on a background check. No other employees of USA Gymnastics have access to the content of an individual's background check.
- 10. Q: When will I be notified of background check results?**
A: Once you have completed the background check you will receive email notification. Normal processing time is 3 to 4 weeks.
- 11. Q: What if I am given a green light?**
A: The "green light" indicates an individual has passed the background search with regard to suitability for participation as a professional member of USA Gymnastics.
- 12. Q: What if I am given a red light?**
A: The "red light" indicates an individual does not meet the criteria as suitable for participation as a professional member of USA Gymnastics. If a question arises concerning a background search, the applicant will be contacted by NCSI and provided with an opportunity to correct potential errors in the applicant's record or to provide additional information prior to issuing a "red light." In such situations USA Gymnastics may also be contacted.
- 13. Q: Can I contest a red light?**
A: For an applicant to contest the content of a record provided to the applicant as part of USA Gymnastics background check, the applicant may seek an appeal of his/her record with NCSI pursuant to the Fair Credit Reporting Act. USA Gymnastics will use the determination provided by NCSI, in accordance with USA Gymnastics Bylaws Article 9 Membership, to determine an individual's eligibility for membership in USA Gymnastics. Should an individual contest a USA Gymnastics decision to deny participation based upon a "red light" from the background search, the applicant has the right to appeal the decision pursuant to Article 10 of the USA Gymnastics Bylaws.
- 14. Q: When does the background check expire?**
A: The background check must be redone every two years, dating from the month the first background check was completed. The background check must be done prior to renewing their membership.
- 15. Q: Can an Instructor Member or Non-Member complete the background check?**
A: At this time the background check process is only available to Professional or Pending Professional members.
- 16. Q: Can a club do a background checks for their employees?**
A: Services for a club to do so will become available in the first quarter of 2008.
- 17. Q: Can I use the results from a different background screening agency?**
A: No. USA Gymnastics will only accept results from NCSI. No other agency results will be accepted.
- 18. Q: Who receives the revenue from the background check screening?**
A: NCSI is the only company receiving money from the background checks. USA Gymnastics does NOT receive any of the money from the background check process. We are serving as a facilitator for the background screening agency and the members. USA Gymnastics worked closely with NCSI to obtain an affordable price for this important service.
- 19. Q: Can one go through background check prior to their membership expiring?**
A: Yes, the background check will be valid for two years from the month of the original background check.

