

## 2011/12 PROCEDURES FOR THE PROCESSING OF REGIONAL VOLLEYBALL ASSOCIATION BACKGROUND SCREENING APPLICATIONS

As per the Background Screening Policy adopted by the Regional Operations Division of USA Volleyball in May, 2003 and last amended in May, 2011, background screening is mandatory for all Regional Volleyball Associations.

There are two ways for individuals in regions not using the USAV on-line registration system and one way for individuals from on-line regions to submit the background screening application information to SSCI.

### **Non-Online Regions Only:**

1. Refer members requiring background screening to enter their application information into the web-interface "ATS" (Applicant Tracking System) of SSCI. Applicant will be required to submit signed application to Region following entry into ATS. Region will need to release screening information in ATS. The region will keep the signed application on file.
2. Region will enter the appropriate information as provided by individual into the "ATS" of SSCI. The region will keep the signed application on file.

If there are any problems, the region and/or the applicant will be asked to provide the missing information to SSCI. Notice of clearance (or disqualification) for all applicants will be available in "ATS" via region specific login. The region should receive this information within 2-5 business days after release of application. The USAV national office will be able to obtain a copy of this information.

### **Online Regions only:**

If the region is using the USAV on-line registration system, the applicant can enter the information on-line (as a part of the registration process) and acknowledge the application electronically, via process approved by the insurance company. SSCI will receive application information via secured electronic transfer directly from the USAV on-line registration system. When the screening is complete, SSCI will indicate in the system the result (clear or failed) with the date. The region will only keep the signed application on file for applicants submitting the screening in a manual manner.

**For all regions** - This year it is not necessary to send any of the club contact forms to SSCI.

If an applicant is disqualified, SSCI will contact the region to get the contact information for the club and will proceed with notification. A notice of automatic disqualification will be sent by the SSCI to the hiring or using entity.

A notice of automatic disqualification, the complete profile, a copy of the "Summary of Your Rights under the Fair Credit Reporting Act" (FCRA), and notification that the person is prohibited from participating in RVA/USAV sanctioned junior activities or events will be provided by SSCI directly to all automatically disqualified individuals.

### **Region Payment Options:**

SSCI will **invoice** the region each month along with the roster activity. Payment is due 14 days of receipt. The cost per application is \$17.50.

### **Non-US Citizens Screening:**

A separate process is in place for Non-Citizens, please review **BACKGROUND SCREENING FOR NON-US CITIZENS** and apply the process accordingly.

In certain circumstances, it may be necessary for regions to submit the data by paper (fax or electronically), but in those cases an additional fee may apply, as determined by SSCI.

### Contact Information:

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