



SHERWOOD BASKETBALL ORGANIZATION

BACKGROUND CHECK CONSENT AND DISCLOSURE STATEMENT

The Sherwood Basketball Organization is requiring all of its coaches and assistant coaches to complete the following disclosure and background check form. SBO is committed to maintaining a quality and safe environment for all of our players.

ALL APPLICATIONS AND RESULTS WILL REMAIN CONFIDENTIAL.

Please complete the following form by printing in ink.

FULL NAME: (Last) (Middle) (First)

ADDRESS: (Street) (City) (Zip code)

BIRTH DATE: SOCIAL SECURITY #

DRIVERS LICENSE #: DL STATE:

HOME PHONE: WORK PHONE:

GENDER:

- 1. How long have you lived at your current address?
2. Previous residence(s) for the past 5 years: City State Year

3. Have you ever coached in the City of Sherwood before? League(s):

4. Have you ever been convicted of a crime of violence?
If yes, explain

5. Have you ever been convicted of a crime against a person?
If yes, explain

I understand that:
-> It is the intent of SBO to deny coaching responsibilities to any person who has been convicted of a crime of violence or a crime against a person.
-> In applying for a coaching position, the information on this form is subject to verification, which will include a criminal history check.
-> This statement must be updated at least every two years.

Signature Printed Name Date

**Southeastern Security
Consultants, Inc.**



VOLUNTEER IN YOUTH SPORTS
Consent/Release Form

Name of Organization _____

Applicant's Name (printed)

Date of Birth _____ Social Security Number _____

Applicant's Address

City _____ State _____ Zip _____

I, _____, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Employment records/ Employers references
- Criminal background records/information
- Criminal background check/fingerprint
- Driver's license check
- Automobile insurance check
- Training/experience
- Personal references
- Addresses

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my 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.

Print Name: _____ Date: _____

Signature: _____

Note to SBO Coaches
The following pages are informational only.



Conducting Criminal Background Checks

Child abuse and other forms of abuse occur everyday and youth sports program are not immune. This is a complex issue in which every youth sports organization needs to become proactive. An alarming number of volunteer coaches have a history of involvement in incidents of violence and/or sexual misconduct in youth sports turning children into innocent victims. While some organizations have implemented background screening, many are unclear on what to do, thereby leaving a window of opportunity open to potential predators.

Conducting effective criminal background checks should involve the assistance of professionals. Southeastern Security Consultants Inc. (SSCI) has developed a program to:

1. Effectively conduct criminal background checks.
2. Relieve your Organization from the burden of criminal background checks, which are a part of the overall screening process.
3. Give your Organization peace of mind that they have exercised reasonable diligence in the appointment of volunteers.

Who is SSCI?

Southeastern Security Consultants Inc. is a Georgia based corporation specializing in conducting criminal background checks for prospective volunteer youth sports coaches. SSCI has developed a proven program that provides assistance in conducting criminal background checks and is administered by security specialists with over 35 years of combined experience.

How is the Check Done and What Information is Provided?

This comprehensive background screening on each prospective volunteer includes the following:

Social Security Verification – This verifies the coach’s name against the Social Security Number provided. This helps to eliminate the possibility of false names and/or information.

Address Trace – This verifies the coach’s current address and identifies previous addresses. This information is utilized to determine the jurisdiction in which the background screening is conducted.

State or County “Smart Check” – A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions in that jurisdiction. Utilizing the “Smart Check” the search is conducted in the jurisdiction with the longest and most current residency.

Let's Check for America - Provides access through The National Background Directory™ to criminal data from by 32 states where more than 60 percent of the nation's population lives (currently over 56 million records).

Sex Offender Registry - Search of State and/or County repositories for known sex offenders.

Volunteer Profile – Your Organization will receive a Profile Report on each volunteer that is submitted. This profile will include all relevant information related to the background screening process. If there is no criminal record found, this will be noted on the profile along with the jurisdiction that was searched. If conviction(s) are found, all details including charges, court disposition(s), and sentencing will be provided. In addition, all convictions that meet the criteria for exclusion, as specified by the organization, will be highlighted on the profile report.

What is the Cost?

Every State is different. Please see the Pricing Chart for your State.

Frequently Asked Question’s

Q: What are my organizations responsibilities?

A: Contact SSCI and request the necessary documentation. Have the coaches sign the provided Consent Form and forward all the signed consent forms together in one package (FAX is acceptable) to SSCI.

Q: Once the Consent Forms are sent to SSCI, what happens next?

A: Within a minimum of 48 hours and not more that 5 working days, the Profile Reports will be sent directly to the designated individual you authorize to receive the reports.

Q: How do we handle payment?

A. Consent Forms and fees are sent directly to SSCI. To determine the cost for the criminal background check, multiply the number of Consent Forms you are forwarding to SSCI by the cost indicated for your state on the cost-listing chart. (I.e. 27 Consent Forms from Georgia would be 27x\$20.00= \$540.00). SSCI will process the consent forms only if the fees are included with the consent forms or if a Purchase Order accompanies the consent forms.

Q: What if the coach has been convicted somewhere outside my County/State?

A: The "Smart Check" targets the most logical geographical location to perform the criminal record check. In addition to this, Let's Check for America will search in 30 states for additional conviction data. This gives your organization the most comprehensive and cost effective screening available. While there is no program that can guarantee complete nationwide record checks, this screening goes beyond the typical employee background screening commonly conducted in the private sector.

Q: What states and what type of information is included in the Let's Check for America and the Sex Offender Registry?

A: For a complete list of states and an explanation of what type of data is included, please visit SSCI's web site at SSCI2000.com

Q: What is required when we exclude a coach based upon the results of his/her criminal record?

A: It is the duty of the Organization to determine the types of criminal history that will disqualify a volunteer from coaching. It is recommended that the agreed upon disqualifiers be included in the written league policies, and/or Bylaws etc. It is also the duty of the Organization to notify the affected individual that a disqualifying entry was reported on the criminal background check.

Q: What if the coach wants to dispute the results that appear on the Profile Report?

A: The coach may dispute the results by calling SSCI at the phone number listed on the profile report. It is then the responsibility of the volunteer to provide any or all documentation to support his or her claim.

Q: Will we have complimentary access to receive technical assistance directly from SSCI relative to criminal background checks?

A: A representative of SSCI will be available to answer any questions concerning the profile report at no additional charge.

Q: If we want to do a National check can we get a quote?

A: There is no National check available to the private sector. However, SSCI can perform additional record checks in any county or state if requested. Additional fees may apply.

Q: Does SSCI provide suggested disqualifiers?

A: Yes, we suggest that any Felony conviction as well as any conviction of a violent crime, drug or alcohol related crime or sexual offense should be used as an automatic disqualifier. You should also consider a conviction for any crime that would be considered serious enough to pose risk to children.

Q: How do I create my list of disqualifiers?

A: The list should be included in the organization's policy. The list does not need to be each crime, but should be categorized (i.e. violence, sexual, drugs, etc)

Q: How long do we need to keep the records on file?

A: We recommend keeping all records for 3 years. These records will be on file with SSCI for 7 years.

Q: How often do background checks need to be done?

A: We suggest background checks be performed annually.

Q: Is a record kept of who has had a background check done and when their last one was?

A: SSCI keeps records of all coaches who have been screened for a 7-year period. The chapter can request these records from SSCI on an as needed basis.

Q: For budgeting purposes, how long are the prices listed on the Volunteer Screening Cost Listing good for?

A: These prices were developed in February 2002. At this time there are no price adjustments anticipated. If changes are necessary, each SSCI Client will have at least 3 months notice.

Q: How can we find out more information and/or references about SSCI?

A: For more information about SSCI you may visit their website (SSCI2000.com) email them (sales@SSCI2000.com) or call the main office (866-996-7412). References from County Agencies, Youth Sports Associations and/or National Corporations are available upon request.

The Enhanced SSCI Screening Program

The following services are included in the SSCI screening program

Social Security Trace - Helps to eliminate the possibility of false names and/or information
Address Trace - Verifies the coach's address & identifies previous addresses
Criminal Record Search - State or County criminal record check for all Felony & Misdemeanor convictions (see chart below)
Let's Check for America - Provides access through The National Background Directory™ to criminal data from 30 states where more than 60 percent of the nation's population lives (currently over 37 million records.)
Sex Offender Registry - Search of State and/or County repositories for known sex offenders
Profile Report - Professional documentation on each person screened
Complimentary Consultation - Assistance throughout the process

<u>State</u>	<u>Initial Search</u>	<u>Cost</u>	<u>State</u>	<u>Initial Search</u>	<u>Cost</u>
Alaska	Statewide	\$20.00	Montana	County	\$20.00
Alabama	Statewide	\$20.00	Nebraska	County	\$20.00
Arkansas	Statewide	\$20.00	Nevada	County	\$20.00
Arizona	County	\$20.00	New Hampshire	County	\$20.00
California	County	\$20.00	New Jersey	County	\$20.00
Colorado	Statewide	\$20.00	New Mexico	Statewide	\$20.00
Connecticut	Statewide	\$20.00	New York Boroughs	Borough	\$40.00
D. C.	Statewide	\$20.00	New York	County	\$20.00
Delaware	Statewide	\$20.00	North Carolina	County	\$20.00
Florida	Statewide	\$20.00	North Dakota	County	\$20.00
Georgia	Statewide	\$20.00	Ohio	County	\$20.00
Hawaii	Statewide	\$20.00	Oklahoma	County	\$20.00
Iowa	County	\$20.00	Oregon	Statewide	\$20.00
Idaho	County	\$20.00	Pennsylvania	Statewide	\$20.00
Illinois	County	\$20.00	Rhode Island	County	\$20.00
Indiana	County	\$20.00	South Carolina	County	\$20.00
Kansas	County	\$20.00	South Dakota	Statewide	\$30.00
Kentucky	County	\$20.00	Tennessee	County	\$20.00
Louisiana	Parrish	\$20.00	Texas	Statewide	\$20.00
Maine	County	\$20.00	Utah	County	\$20.00
Maryland	Statewide	\$20.00	Vermont	County	\$20.00
Massachusetts	County	\$20.00	Virginia	County	\$20.00
Michigan	County	\$20.00	Washington	County	\$20.00
Minnesota	Statewide	\$20.00	West Virginia	County	\$20.00
Mississippi	County	\$20.00	Wisconsin	Statewide	\$20.00
Missouri	Statewide	\$20.00	Wyoming	County	\$20.00

Note: While limited, additional court fees may apply in some jurisdictions. This information is available upon inquiry.