

Clarification on your background check status

- You may receive an email from NCSI indicating your are complete and a link to check your status. **That is your status with NCSI ONLY.**
 - If you are not on the [USATF Coaches Registry](#), you are not approved
 - Documentation of your PA clearances must be uploaded to NCSI in order - **if you have not done that your will not be approved by USATF and appear on the registry.**
 - Make sure you carefully **read ALL information** below to complete your background check
 - There are still some issues in the process we are trying to work out with USATF. If you followed the directions below including uploading your PA documents contact [Cindy Long](#)
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Background Checks

- NCSI is now the USATF vendor for background checks.
- Cost is \$16 and the check is good for 2 years.
- Please follow the following process to complete your background checks

Safe Sport - Required by the USOC

- Must be completed by any new coaches
- Course can be taken online - click on link above
- Good for 4 years from date taken
 - If you completed Safe Sport in 2015 or 2016, no need to re-do at this time

PA Background Checks - required by state of PA

- These checks are free as long as you are a volunteer and not paid and can be completed easily online.
- Make sure you complete all of the PA required checks **BEFORE** you begin the NCSI check
- PA Background Checks you have for your job can be used for USATF purposes
- Links to required checks and documents
 - [PA Child Welfare Portal](#)- PA Child Welfare Check
 - [EPATCH](#) - PA Criminal Background Check
 - [Disclosure Statement Application for Volunteers](#) - only required for volunteers or if you do not have the FBI Fingerprint Check as a requirement of your job.
- PA Checks are good for 5 years

After you have all three of these documents you can begin your NCSI check on the USATF Coaches Registry.

Visit this website for information and FAQ on the PA Background Check Requirements
http://www.pennlive.com/midstate/index.ssf/2015/07/background_checks_ga_roundup.html

USATF Coaches Registry - NCSI Background Check - \$16/2 years

- Go thru the process on the registry and complete the NCSI background check.
- After completing the check you will receive an email from DRS@ncsisafe.com with a link that direct you to and NCSI Document Repository Page. From here you will be directed to upload your PA Child Welfare Check, State Police Criminal Background Check and The Disclosure Statement **OR** FBI Fingerprint Check. All three documents must be uploaded or you will not be able to continue
- There is a \$10 charge to upload for NCSI to maintain the documents. They will be maintained until their expiration (**5 years from date of check**) when you will be required to upload current documents.
- You will not be approved on the coaches registry unless these documents are uploaded
- If you have any questions or issues with your NCSI background check process, you must contact them directly at [\(866\) 833-7100](tel:8668337100) or by email at ClientServices@ncsisafe.com.
 - NCSI will not allow any Three Rivers personnell to follow-up on background checks for coaches.

We met with a USATF legal representative while at the USATF Annual Meeting in Orlando. Three Rivers and Mid Atlantic Associations both questioned the process and additional cost. It was explained that the requirements from the State of PA are different and stricter than any other state and the process must be managed as described above.

Coaches Discounted Membership Offer

Three Rivers Association has been offering a discounted membership for Officials for a number of years and are now offering a similar discount for coaches.

- 4 year membership - \$75 (normally \$120)
 - The 4 year membership allows you to begin your background check process as early as November of the current year.
- You must have "Coach" as part of your membership profile
 - **NOTE: USATF has plans to limit 'Coach' to certified coaches only and Three Rivers has no control over this designation.**
- **March 31, 2017 Deadline** - Background checks must be completed and name must appear on coaches registry
 - ***If you do not appear on the coaches registry by the specified deadline, you will be billed the difference in the cost of membership and membership will be suspended until bill is paid.***
 - Make sure any issues in the process are cleared up by this deadline and that you are on the registry.

This link must be used for the discounted membership (payment via paypal)

<https://usatfthreerivers.wufoo.com/forms/sxwr2d41qq0qoq/>

- No cost adjustments will be made if you renew online on the USATF website
- Payments must be online thru paypal
 - NO other methods of payment will be accepted.

Contact [Cindy Long](#) with any questions