

Subject: Mandatory SafeSport Meeting for all Three Rivers' Clubs on Sunday, March 18

You are hereby notified of a **association meeting mandatory for all clubs on Sunday March 18, at 2:30pm** to address the new USATF SafeSport requirements that must be immediately implemented by the Three Rivers Association and its member Clubs.

All clubs are required to have a representative present (Others are welcome to attend).

Note: The meeting follows the conclusion of an official's clinic. All are welcome to also attend the clinic.

Location: Washington & Jefferson College Commons Building - Multi-Media Room [Campus Map](#) on South Lincoln St. between East Wheeling and East Beau Street.

The Three Rivers' SafeSport meeting will start with a review the new requirements, how the Three Rivers Association will administer these requirements, and address your questions to the best of our ability

The basis for the meeting is the following information received from USATF:

"Beginning with the 2018 Association events, USATF will be taking the next steps in our compliance with the USOC SafeSport policies and the US Center for SafeSport recommendations to ensure the safest environments for all of our members. As you are aware, there is a great deal of national attention on this matter currently. USATF is under immense scrutiny to ensure that we are doing all that can be done proactively to have the best and safest possible experience for all of our athletes at our events. As the USOC SafeSport policies and various laws change, our policies will need to evolve accordingly. We thank you for your assistance and your patience."

Currently, all coaches, officials and Association leadership are responsible for meeting the SafeSport criteria consisting of passing the USATF background screen and completing the USOC SafeSport course.

In 2018, the following groups will also need to comply with this requirement:

- **Clubs**
 - All club officers, coaches and volunteers within the club. This is applicable to ALL clubs, regardless whether their members are youth or adult.
 - Note: Each of these individuals must be listed on your online club profile.
- **Events**
 - The SafeSport requirements are applicable to any/all adults who would be seen as having an official capacity at your event. This is specific to vendors that you hire or engage to work the event (e.g. event director, announcer, etc), volunteers and Association leadership.
 - This is not applicable to community service members who are hired/present and have completed a rigorous safety check as a result of their job (i.e. police officers, EMTs, paramedics). It is, however, applicable to any volunteer medical staff you engage to work the event.
 - Associations should make necessary plans to be staffed for all events in advance in order to comply. The practice of asking random parents from the stands of an event to come down and work at that same event will not be acceptable under these new guidelines. We recommend working with clubs well in advance to identify those parents, who have expressed a prior interest in volunteering in some capacity, and getting them SafeSport and background check compliant.
 - Any paid contractors who will have access to the field of play (event director, announcer, etc.)
 - A list must be submitted to the National Office of a complete list of volunteers and staff who worked the meet no later than 7 days following your event. Submissions should be sent electronically by email to safesport@usatf.org.

The Three Rivers Association will be continuing our practice of distributing coaches' badges for coaches and it will now be extended to volunteers. Coaches and volunteers must wear the badges for any club event as well as association youth meets. Officials must also wear their badges (credentials). The badges inform your club members and/or parents of club members know that you have met the requirements of USATF and the State of Pennsylvania.

Parents and club members need to ask questions of their club leaders and coaches if they do not see the badges. Questions can also be directed to: threeriversusatf@gmail.com.

As we prepare for the upcoming track season, the Three Rivers Association is asking clubs to identify their usual volunteers and solicit their members for additional volunteers. Have them complete the Safe Sport and background check requirements. An initial distribution of badges will be distributed at the March 18 meeting. To assist you in this process, the attachment contains the information to be distributed to each of your volunteers to obtain their clearances.

Robert Williams
USATF Three Rivers President

Three Rivers Association Background Clearance Process

Dear Volunteer,

Beginning with the 2018 Association events, USATF will be taking the next steps in our compliance with the USOC SafeSport policies and the US Center for SafeSport recommendations to ensure the safest environments for all of our members. As you are aware, there is a great deal of national attention on this matter currently. USATF is under immense scrutiny to ensure that we are doing all that can be done proactively to have the best and safest possible experience for all of our athletes at our events. As the USOC SafeSport policies and various laws change, our policies will need to evolve accordingly.

We thank you for your assistance and your patience.

The process involves completing background clearance both for Pennsylvania and USATF.

Pennsylvania Requirements:

PA Background Screening (free for volunteers)

This form must be completed online through the Pennsylvania State Police at <https://epatch.state.pa.us/Home.jsp>

1. On the PSP Webpage, click on the "New Record Check" link (Volunteers Only)
2. Scroll to the bottom of the page, click on the box to check it, and click accept.
3. Complete the Personal Information page and click next.
4. Check your information and click proceed.
5. Enter your information for the Record Check Request Form and click "Enter This Request"
6. After this, you do not need to fill out the information again. Simply scroll to the bottom of the page and click "finished"
7. Confirm your information and click "Submit"
8. After your check processes, click on your control # on the left hand side.
9. Click on the blue "certification form" link to view your certification. From here you can print your certification or save a copy to your computer.

Act 34: Criminal Record Check

This form must be completed online through the Pennsylvania State Police at <https://epatch.state.pa.us/Home.jsp>

1. On the PSP Webpage, click on the "New Record Check" link (Volunteers Only)
2. Scroll to the bottom of the page, click on the box to check it, and click accept.
3. Complete the Personal Information page and click next.
4. Check your information and click proceed.
5. Enter your information for the Record Check Request Form and click "Enter This Request"
6. After this, you do not need to fill out the information again. Simply scroll to the bottom of the page and click "finished"
7. Confirm your information and click "Submit"
8. After your check processes, click on your control # on the left hand side.
9. Click on the blue "certification form" link to view your certification. From here you can print your certification or save a copy to your computer.

FBI Fingerprint Background Check - <https://www.identogo.com/locations/pennsylvania>

- FBI Fingerprint Check - only required if you have been a PA resident for less than 10 year.
- Disclosure Statement (volunteers only) – This is required in lieu of the FBI Fingerprint if you have been a PA resident for 10 years or more. http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf

USATF Requirements:

- USATF Membership - \$30/year; \$55/2 years; \$80/3 years; \$100/4 years
<http://www.usatf.org/Products---Services/Individual-Memberships.aspx>
- The USOC SafeSport Course – <https://safesport.org>
- NCSI Background Screening (\$16/2 years) - The background screen process begins on the USATF site once you have logged into your member profile at the following link: <http://www.usatf.org/Resources-for---Coaches/Coaches-Registry/Registered-Coaches-Program.aspx>
- Upload of PA documents to NCSI (\$10 upload & storage fee) – This is a requirement to appear on the USATF Coaches Registry. PA documents will be stored until their expiration.
 - Note: All three documents need to be uploaded at the same time.
 - You will receive an email from NCSI document repository with instructions
- **NOTE: If you have the PA clearances as part of your job or affiliation with another organization, the same documents may be used for USATF purposes and can be uploaded to the NCSI Document Repository.**