



**Three Rivers Association
Background Clearance Process**

Dear Volunteer,

Beginning with the 2018 Association events, USATF is taking the next steps to be in 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.

The process involves completing background clearance both for Pennsylvania and USATF. We thank you for your assistance and your patience.

Note: As you go through these steps, please keep all email correspondence to track your progress.

We appreciate you taking the time to meet all of the requirements of USATF, USOC and the State of Pennsylvania and we thank you for your willingness to volunteer your time.

Nicole Berry, TRA Safe Sport Administrator

Cindy Long, TRA Membership Chair



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USATF Membership & Background Process

USATF Membership Requirements: USATF is now requiring membership for all coaches and volunteers.

Three Rivers Association is offering a discount on multi-year memberships provided all screening requirements are completed.

TRA Discounted Rates: \$30/year; \$48/2 years; \$68/3 years; \$78/4 years

(USATF Membership – USATF RATES: \$30/year; \$55/2 years; \$80/3 years; \$100/4 years)

- The discounted rates are available thru this link only – <https://usatfthreerivers.wufoo.com/forms/sxwr2d41gq0qoq/>
- No refunds will be given if you register for a multi-year membership elsewhere online at the full price.
- All clearances must be completed within 3 weeks after membership is processed.
- If clearances are not completed, you will be billed for the difference of a full membership and your membership will be cancelled until the balance is paid.

USOC SafeSport Course – No Charge *(valid thru current Olympiad, 2020)*

- Take the Safe Sport training and test online at <https://safesport.org>
- Click on: Sign In (upper right corner)
- Either sign in to your account or click on: Register.
- If you signed in to your existing account, please make sure your account is associated with USA Track & Field and you have your current membership number associated with your account.
- If you clicked on Register, please fill out the form and click on: save. Make sure to add your USA Track and Field membership and include your current USATF Membership Number (this is how we will track your training completion). Sign in to your account.
- Click on: the smiley face in the upper right corner.
- Click on: Learning Dashboard.
- You will need to launch and complete three courses: Sexual Misconduct Awareness Education, Mandatory Reporting, Emotional and Physical Misconduct. Follow the directions contained within the training course. The course takes about 1.5 hours to complete, but they don't need to be completed all at once.

Three Rivers Association is attempting to host Safe Sport Training Meetings in lieu of the online training. The meetings show a DVD presentation of the Safe Sport training. You are required to stay thru the entire program and you must sign in and sign out. To inquire about scheduled training meetings, email trasafetycompliance@gmail.com

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: Three documents need to be uploaded at the same time.
 - You will receive an email from NCSI document repository with instructions



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Pennsylvania Background Process

Pennsylvania Requirements (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 33: Child Abuse Clearance (Free for Volunteers)

This form must be completed online at <https://www.compass.state.pa.us/CWIS>

1. Click "Create Individual Account".
2. Read the general information and click next.
3. Fill out the registration information. A temporary password will be immediately sent to your provided e-mail address.
4. in the email with your temporary password, click on the "Child Welfare Portal" link.
5. Click "Individual login".
6. Click "ACCESS MY CLEARANCES"
7. Read the information and click "next"
8. Enter your temporary password, when prompted.
9. Change your password, when prompted.
10. Enter your new password at the login screen.
11. Read and agree to the terms and conditions and click next.
12. Read the information given and click next.
13. Click "Create Clearance Application"
14. ON the next page select:
Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
15. Continue following the prompts and filling in your personal information. You will need your previous addresses to continue. If you cannot remember exact addresses, that is okay. If you lived in Santa Fe, New Mexico twenty years ago and don't know your address, just putting in Santa Fe, New Mexico will suffice.

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

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

- FBI Fingerprint Check - required for volunteers if you have been a PA resident for less than 10 years.

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.*



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Final Step - Check the USATF Coaches Registry

To appear on the [USATF Coaches Registry](#) all of the following must be completed

- a. Current year USATF Membership
- b. Completed Safe Sport
- c. Completed NCSI Background Check
- d. Completed PA State Police Background Check, Act 33 Clearance & Disclosure Statement or FBI Fingerprint Check
- e. Uploaded PA required documents to NCSI Document Repository

How to verify if you are on the Registry.

- Click on the above link for the Registry, select Three Rivers and click on "Search"
- Or enter your name and "Search"

I Thought I Completed Everything but My Name is not on the Coaches Registry

Troubleshooting

Below are possible reasons you are not on the registry

1. Membership Issues

- a. Is your USATF Membership Current?
- b. Did you register as a new member instead of renewing your previous membership?
 - i. All SafeSport and Background Check information is attached to your membership number. It is important that you RENEW your membership each year.
- c. *Note: if you registered as a new member instead of renewing, email threeriversusatf@gmail.com to resolve the issue*

2. Safe Sport

- a. Did you add your USATF Membership to your Safe Sport profile?
- b. Did you complete the three required courses – Sexual Misconduct Awareness Education, Mandatory Reporting, Emotional and Physical Misconduct?
 - i. All three need to be completed, you should have a certificate for each one

3. NCSI Background Check

- f. Did you upload a copy of your driver's license to NCSI in the background check process?
- g. The PA document requirement and NCSI background check status are tied together.
- h. A "Green Light" status from NCSI only reflects your NCSI background check status. It **does not** reflect upload of your PA documents.
 - i. PA State Police Background Check
 - ii. Act 33 Child Welfare Check
 - iii. Disclosure Statement **OR** FBI Fingerprint Check
 - iv. did your disclosure form have your signature and a witness signature



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Troubleshooting (Continued)

My Name is still not on the Coaches Registry

**** Requesting Assistance ****

Once you have completed everything and your name is still not listed on the registry. Do a final reviewed and gather all of the emails you have received from Safe Sport and/or NCSI. Then, forward all these email communications you have to: trasafetycompliance@gmail.com - to assist in resolving the issue.

Samples of Communication from NCSI during the screening process – You should have receive ALL of these emails:

1. Email from clientservices@ncsisafe.com – **confirmation your background check is being processed**

Thank you, your background screening information has been submitted for processing. Please print and keep a copy of this for your records.

Applicant ID Number: xxx--xxxx-xxxx

IMPORTANT - STATUS INFORMATION!!!

The background screening process generally takes 10 business days to complete. During that time, it is common for NCSI to have questions or need information from you in the course of the background screening process. You will be contacted via e-mail at the address you provided. Additionally, please log in to our secure online 'Applicant Status Check' tool by going to www.ncsisafe.com and clicking on 'Check Your Background Screening Status' on the bottom of the screen regularly to check the status of your background screening. You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization. Failure to respond to our requests for additional information may result in a RED LIGHT determination.

2. Email from DRS@ncsisafe.com- **notice that you need to upload your PA documents**

Thank you for registering for your background screen application for USATF-Youth with NCSI. In your application you indicated that you volunteer for USATF-Youth in Pennsylvania. Therefore USATF-Youth has requested that you register to provide the additional clearance requirements mandated by the State of Pennsylvania for volunteers having contact with children. You can obtain information on which PA clearances you need to obtain and how to submit them to USATF-Youth via the NCSI PA Document Repository Service by clicking the link below. This is a requirement of your USATF-Youth screening process.

<https://www.ncsisafe.com/Members/Reg?srb=55310734>

Yours in Safety,

National Center for Safety Initiatives

3. Email from compliance@ncsisafe.com – **This only refers to your NCSI background check**

This is to notify you that your criminal background screening for USA TRACK AND FIELD- YOUTH with the National Center for Safety Initiatives, LLC (NCSI) has been completed, and nothing further is required from you at this time. Results are being sent electronically to USA TRACK AND FIELD- YOUTH. If you have any questions about participation or credentials, please contact USA TRACK AND FIELD- YOUTH, as NCSI does not determine participation or provide credentials. If you would like to retrieve a copy of your consumer report, please follow these instructions:

- o Go to www.ncsisafe.com
- o Click on "Check your background screening status"
- o Either fill out and submit section 1 OR section 2
- o Click on "View Details" next to your background screening
- o Click on the PDF icon
- o You may print your report using your computer's print function

4. Email from clientservices@ncsisafe.com – **confirmation that you uploaded your PA documents**

Thank you for using NCSI's Document Repository Service, as requested by USA TRACK AND FIELD- YOUTH. Your upload is being processed. Once complete, you will be sent a follow-up email informing you of the status of your upload.

Yours in safety,

National Center for Safety Initiatives

5. Email from clientservices@ncsisafe.com – **confirmation that your PA documents are approved**

National Center for Safety Initiatives (NCSI) has successfully processed the upload of your documents and the documents are now available to USA TRACK AND FIELD- YOUTH. No further action is required of you at this time.

Yours in safety,

National Center for Safety Initiatives