

BAY AREA HOUSTON HOCKEY ASSOCIATION



PROCEDURE FOR BACKGROUND SCREENING HISTORY CHECK

1. The background history check will be completed for all coaches, team managers and board of directors within BAHHA for the duration of the 10-11 season.
2. Any individual not wishing to complete either the on-line Background Check Self Registration or to submit equivalent data to be entered by the BAHHA President or Vice President will be removed from their volunteer position.
3. If the applicant does not have access to logging in, the data can be delivered to the President and Vice President, to input the data and allow the background history check to proceed via the selected web based vendor (recommended vendors provided by USA Hockey).
4. A pass or fail result will be provided to each individual that was submitted for the background history check.
5. Staff members entering the program during the season must also accept to fulfill this requirement.
6. If an individual is identified at risk, the President and/or Vice President will notify the individual of the report.
7. Any individual identified at risk will be removed from their volunteer position and the board of directors will be informed of the removal. At no time, will anyone be informed of the offense or reason that the individual was identified to be at risk.
8. If the notified individual wishes to challenge the results of the background history check, they will be provided the contact information of the selected vendor.

Dear Applicant:

Bay Area Houston Hockey Association is proud to announce a working partnership with National Center for Safety Initiatives through which we will engage in a comprehensive background screening program.

Bay Area Houston Hockey Association has taken important steps to ensure the highest level of safety within our programs - for the youth participants and also for you, who make the programs a success. One of these steps is the implementation of a standardized approach to background screening for our BAHHA staff through the National Center for Safety Initiatives. This includes a comprehensive background screening using the Center's Check it Twice™ product and a simple "Red Light/Green Light" clearance report issued in accordance with the *Recommended Guidelines*® published by the National Council of Youth Sports. This is part of a national movement towards the standardization of safety programs for youth-serving organizations in this country.

Bay Area Houston Hockey Association has worked with National Center for Safety Initiatives to ensure that this process is convenient, secure and confidential.

** continued on back **

July 13, 2010

Simply go to www.ncsisafe.com and click on "Background Check Self Registration" on the left side of the webpage. Complete three easy steps:

- Step 1: Enter Self Registration Number: **[Contact Darren by phone or e-mail below]**
- Step 2: Enter Your Information as Requested
- Step 3: Provide Legal Authorization and Certification

It is important when entering your name, you use your **full legal name** as written on your birth certificate or driver's license. Please also verify that your social security number was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate your background check.

"Red Light/Green Light" Results will be sent to **Bay Area Houston Hockey Association**. National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information.

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives toll-free at **(866) 833-7100 x109, John Miller**.

Thank you for your continued participation and your cooperation in this important process. We are excited to offer world-class programs, working with world-class people!

This is extremely important that we get this done quickly as we can't get rosters signed until coaches have been "green-lighted". I know we don't have any issues, so please log in and get this done ASAP.

It is very simple to do and strictly confidential. Our inputs need to be completed by **Friday September 10, 2010 to make the TAHA deadline.**

- ✓ **Please, Do Not Distribute the 8-digit self-registration number (above) to anyone outside BAHHA.**
- ✓ **If you are not a US Citizen or do not use a SSN for work, please get with me ASAP!!**
- ✓ **Please call me with any questions or concerns.**

Many Thanks, Darren 281.799.5468 or drriggle@att.net