

PROGRAM OWNER DECISION:

Should our All Star Program set up a PARENT CLUB ACCOUNT for background screening?

YES



Contact NCSI to set up your PARENT CLUB ACCOUNT:

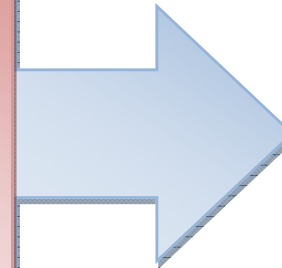
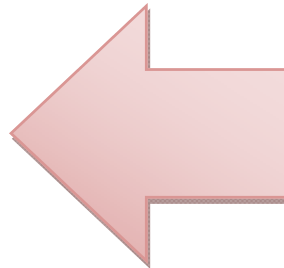
Contact John Miller, Senior Client Services Manager with NCSI:

Email: JohnM@ncsisafe.com
Toll Free: (866) 833-7100 x109
Phone: (440) 542-9690

Indicate that you are with the USASF and would like to set up a *Parent Club Account with Club Share to the USASF*

Questions to ask yourself:

1. Do you, as the owner, want to see what is on each of your employees and/or volunteers background screening reports?
2. Do you want to be able to pay for any of your background screenings?
3. Would you like to be able to keep track of your employees background check application process and expiration dates?



NO



If you set up a PARENT ACCOUNT it is important that you instruct your employees as follows:

- They MUST enter YOUR Parent Account Self Registration number on the NCSI site
- Once their determination has been returned to your organization - they MUST visit NCSIsafe.com a second time to SHARE their determination with the USASF

You are responsible for informing your employees of the steps they must take to complete the background screening process AND share their screening with the USASF.



Provide your employees and volunteers with the instructions on **DIRECT PROCESSING** for their background screening

BACKGROUND SCREENING INSTRUCTIONS

For All Star Programs with a NCSI Parent Club Account

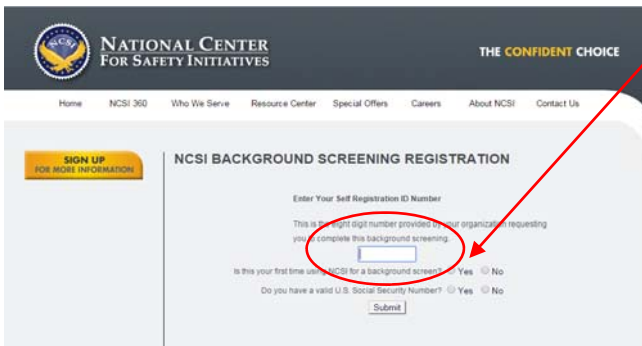
1. Go to <http://www.ncsisafe.com>

2. Click on **START YOUR BACKGROUND SCREENING NOW**



3. Enter your program's Self Registration Number: _____

You will get this information from NCSI when you set up your "Club" Parent Account



You will also be asked if this is your **FIRST TIME** using NCSI and if you have a **US Social Security Number**. Answer either **Yes** or **NO**.

NOTE: If you have previously completed a screening through the USASF Direct Processing Portal or another Parent Account, answer NO and your previous determination will be shared with this organization at no charge (if it is still current).

4. Enter your identity information (name, date of birth, social security number and email address).

5. Upload your Driver's License, Passport or State ID card.

6. Enter your residential address.

7. Answer the self-disclosure questionnaire:

- Have you ever been convicted, or do you have a pending charge, of a felony?
- Have you ever been convicted, or do you have a pending charge, of any lesser crime involving force or threat of force against a person?
- Have you ever been convicted, or do you have a pending charge, of any lesser crime of a sexual nature or classified as a sex offense including but not limited to "victimless" crimes of a sexual nature such as prostitution, pornography, indecent exposure
- Have you ever been convicted, or do you have a pending charge, of a lesser crime involving controlled substances (not paraphernalia or alcohol)?
- Have you ever been convicted, or do you have a pending charge, of a lesser crime involving cruelty to animals?
- Are you a sex offender registrant?
- Have you ever been convicted, or do you have a pending charge, of a lesser crime involving harm to a minor?

8. Review the information entered for accuracy. Click the check box to confirm all information is true and complete.

9. Read the **CONSENT AND DISCLOSURE** page, complete the **Electronic Signature Information**, click **I AGREE** if you would like to continue.

10. Agree to the **TERMS OF USE** and **PRIVACY POLICY** (open the hyperlinks to read the details on each before agreeing).

11. Read the **RELEASE AND HOLD HARMLESS** statement, complete the **Electronic Signature Information**, click **I ACCEPT** if you would like to continue.

12. Read the **CONSENT AND AUTHORIZATION** statement, complete the **Electronic Signature Information**, click **I ACCEPT** if you would like to continue

13. Provide payment with either **MasterCard** or **VISA**. Click to **REVIEW** your order. Click to **PLACE** your order (if prompted to do so).

14. Once you have submitted your information you will receive a confirmation page with a 16-digit Applicant ID Number.

THERE IS ONE MORE STEP: You must SHARE your determination with the USASF!

Once you receive a GREEN LIGHT determination from NCSI you will need to authorize that information to be shared with the USASF:

- Go to www.ncsisafe.com
- Click "Start Background Screening Now."
- Enter the 8-digit self registration number for correct USASF category:
Program Owner or Coach: 88067817
Non-Coaching Employee OR Volunteer: 47583152
Judge: 25453735
Event Producer or Affiliate (Owner or Employee): 74974072
- Select "**no**" when asked "Is this your first time doing a background screen with NCSI?"
- Identify yourself by entering your name, DOB and SSN or Applicant ID and DOB when asked
- Sign the electronic consent form

The process will be much shorter as you are only authorizing a "share" and not completing a new screening. Once the USASF receives this information, your profile will be updated.

IMPORTANT INFORMATION TO KNOW:

- Read all instructions on all pages before completing anything or agreeing to any terms or conditions
- NCSI will contact you directly if there are any questions, problems or issues related to your specific information
- An email address is required when completing the background check as our contact with you will largely be electronic.
- Add ncsisafe.com to your list of acceptable domains in your email program to receive notifications from us.
- The background check generally takes 10 business days to complete.
- You may check your status on our website under the "Check Your Background Screening Status" link at www.ncsisafe.com.

Questions or Assistance:

If you have any questions or problems submitting your information, contact NCSI directly:

Email: applicantsservices@ncsisafe.com
Phone: (440) 542-9833
Toll free: (866) 833-7100

BACKGROUND SCREENING INSTRUCTIONS

Direct Processing for the USASF

1. Go to <http://www.ncsisafe.com>

2. Click on **START YOUR BACKGROUND SCREENING NOW**



3. Enter a self registration number:



Select the category that best describes your **PRIMARY ROLE** in the All Star Community:

PROGRAM OWNER or COACH: 88067817

EMPLOYEE or VOLUNTEER (non-coaching): 47583152

* Works for or Volunteers for a USASF Member Program in a non-coaching position

JUDGES: 25453735

EVENT PRODUCER or AFFILIATE OWNER EMPLOYEE : 74974072

You will also be asked if this is your **FIRST TIME** using NCSI and if you have a US Social Security Number. Answer either Yes or NO.

NOTE: If you have previously completed a screening through the USASF Direct Processing Portal or another Parent Account, answer NO.

4. Enter your identity information (name, date of birth, social security number and email address)

5. Upload your Driver's License, Passport or State ID card.

6. Enter your residential address.

7. Answer the self-disclosure questionnaire:

- Have you ever been convicted, or do you have a pending charge, of a felony?
- Have you ever been convicted, or do you have a pending charge, of any lesser crime involving force or threat of force against a person?
- Have you ever been convicted, or do you have a pending charge, of any lesser crime of a sexual nature or classified as a sex offense including but not limited to "victimless" crimes of a sexual nature such as prostitution, pornography, indecent exposure
- Have you ever been convicted, or do you have a pending charge, of a lesser crime involving controlled substances (not paraphernalia or alcohol)?
- Have you ever been convicted, or do you have a pending charge, of a lesser crime involving cruelty to animals?
- Are you a sex offender registrant?
- Have you ever been convicted, or do you have a pending charge, of a lesser crime involving harm to a minor?

8. Review the information entered for accuracy. Click the check box to confirm all information is true and complete.

9. Read the **CONSENT AND DISCLOSURE** page, complete the **Electronic Signature Information**, click **I AGREE** if you would like to continue.

10. Agree to the **TERMS OF USE** and **PRIVACY POLICY** (open the hyperlinks to read the details on each before agreeing).

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The fee for each screening is \$26.25 which includes the screen fee of \$25 and a processing fee of \$1.25. Each applicant will pay this fee themselves. Occasionally there will be counties that require additional fees. The applicant is responsible for all fees associated with their background screening.

14. Once you have submitted your information you will receive a confirmation page with a **16-digit Applicant ID Number**.

IMPORTANT INFORMATION TO KNOW:

- Read all instructions on all pages before completing anything or agreeing to any terms or conditions
- NCSI will contact you directly if there are any questions, problems or issues related to your specific information
- An email address is required when completing the background check as our contact with you will largely be electronic.
- Add ncsisafe.com to your list of acceptable domains in your email program to receive notifications from us.
- The background check generally takes 10 business days to complete.
- You may check your status on our website under the "Check Your Background Screening Status" link at www.ncsisafe.com.

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