

## 2006-07 PROCEDURES FOR THE PROCESSING OF REGIONAL VOLLEYBALL ASSOCIATION BACKGROUND SCREENING APPLICATIONS

As per the Background Screening Policy adopted by the Regional Operations Division of USA Volleyball in May, 2003 and last amended in October, 2006, background screening is mandatory for all Regional Volleyball Associations.

Effective for the 2005-06 Season, there are two ways for individuals in regions not using the USAV on-line system and one way for individuals from on-line regions to submit the background screening application information to SSCI.

### **Non-On-line Regions Only:**

1. Fax or mail the completed Consent and Waiver Release Forms – as has been done in the past. The region will keep the signed application on file.
2. **NEW** - Enter the appropriate information into the Screening Transmittal List spreadsheet and send to SSCI – as an attachment to an email, by fax or mail. The region will keep the signed application on file.

Using either of these two methods, SSCI will (as in the past) acknowledge receipt of forms by email to the region. If there are any problems, the region will be asked to provide the missing or illegible information to SSCI. Notice of clearance (or disqualification) for all applicants will be provided via e-mail to the designated person of the RVA where the person is registered. The region should receive this information within 2-5 days after submission. The USAV national office will receive this information monthly.

### **On-line Regions only:**

**NEW** - If the region is using the USAV on-line registration system, the applicant can enter the information on-line (as a part of the registration process) and then print out the form, which will be signed and sent to the region with payment. Upon receipt of the signed application and fee, the region will mark the applicant as 'paid' in the system. At that time, SSCI will have access to the information needed to perform the background screening. When the screening is complete, SSCI will indicate in the system the result (clear or failed) with the date. The region will keep the signed application on file.

**NEW for all regions** - This year it is not necessary to send any of the club contact forms to SSCI.

If an applicant is disqualified, SSCI will contact the region to get the contact information for the club and will proceed with notification. A notice of automatic disqualification will be sent by the SSCI to the hiring or using entity.

A notice of automatic disqualification, the complete profile, a copy of the "Summary of Your Rights under the Fair Credit Reporting Act" (FCRA), and notification that the person is prohibited from participating in RVA/USAV sanctioned junior activities or events will be provided by SSCI directly to all automatically disqualified individuals.

### **Region Payment Options:**

1. SSCI will **invoice** the region each month along with the roster activity. Payment is due 14 days of receipt. The cost per application is \$16.
2. The Region may **pre-pay** by submitting payment along with the consent forms to SSCI. The cost per application is \$16.

### Contact Information:

SSCI  
2627 Sandy Plains Rd  
Suite 203  
Marietta, GA 30066

Telephone: 866-996-7412  
Fax: 866-996-1292  
Web Site: [ssci2000.com](http://ssci2000.com)  
Email: [info@ssci2000.com](mailto:info@ssci2000.com)