



**TRUSTED  
COACHES®**

# **Trusted Coaches**

## **Background Check Policy and Disclaimer**

**Trusted Coaches (TC) is a nonprofit membership organization dedicated to educating coaches on best practices in youth sports. The TC program includes screening for coaches who might present a threat or do harm to children and TC reserves the irrevocable right to exclude coaches from membership based on criteria listed below. TC performs a criminal record check based on national criminal records. TC does not perform a credit report for financial information, such as bankruptcies or assets and liabilities; or verify employment or education claims.**

**Trusted Coaches is NOT an employer of youth sports coaches!**

Persons who apply to become a member of *Trusted Coaches* may not have engaged in any action which, within the discretion of the *Trusted Coaches* Review Board or their representative or member association, gives rise to a concern over the safety of minors or others involved in *Trusted Coaches* sponsored programs. If a national background screen indicates that the applicant cannot satisfactorily qualify as a youth coach or otherwise is inconsistent with the *Trusted Coaches*' responsibilities, policies and procedures to its member associations, the participants, or the parents of participants, the candidate will not be allowed to become a member of Trusted Coaches.

All coaches who apply to become a member of *Trusted Coaches* are required to submit a criminal background check. Nationwide criminal background checks will be conducted on all applicants prior to completing their registration. This background check will verify the applicant's social security number and address history, and check their criminal conviction history.

**Trusted Coaches has the sole discretion to deny membership to potential coaches that may pose a threat to vulnerable subjects, such as children, game officials, administrators, opposing players/coaches and spectators regardless of whether or not the results of the Background Check directly violate any of the listed criteria in this Policy and Disclaimer.**

**Special Note: Any applicant that submits a background screen application through Trusted Coaches is subject to the listed Policies and Procedures.**

*Example: Organizations purchasing customized packages less than the full Membership.*

# What we Screen for:

## a) a minor

Screening includes but is not limited to crimes such as:

<i>Indecent solicitation of a child</i>	<i>Abandon/Endanger of a child</i>
<i>Sexual abuse of a child</i>	<i>Child molestation</i>
<i>Child abuse</i>	<i>Furnishing alcohol to a minor</i>
<i>Sexual conduct with a minor</i>	<i>Aggravated sexual abuse/assault of a child</i>
<i>Indecency with a child</i>	<i>Kidnapping</i>

## b) the use, possession, or sale of a controlled substance

Screening includes but is not limited to crimes such as:

<i>Possession</i>	<i>Possession with intent to distribute</i>
<i>Trafficking</i>	<i>Possession of drug paraphernalia</i>
<i>Drug Manufacturing and Cultivation</i>	

## c) the use or threatened use of violence against a person or property

Screening includes but is not limited to crimes such as:

<i>Murder</i>	<i>Theft/Burglary/Armed Robbery/Larceny</i>
<i>Breaking &amp; Entering</i>	<i>Assault (Simple and Aggravated)</i>
<i>Disorderly conduct</i>	<i>False Imprisonment</i>
<i>Escape from penitentiary</i>	<i>Domestic violence/abuse</i>
<i>Manslaughter</i>	<i>Harassment</i>

## d) a sexual offense

Screening includes but is not limited to crimes such as:

<i>Prostitution</i>	<i>Rape</i>
<i>Sexual Assault</i>	<i>Solicitation</i>
<i>Indecent Exposure</i>	<i>Statutory Rape</i>
<i>Child Pornography</i>	<i>Pimping and Pandering</i>

## e) illegal gambling and financial crimes

Screening includes but is not limited to crimes such as:

<i>Embezzlement</i>	<i>Identity Theft</i>
<i>Fraud</i>	

## Trusted Coaches Definition of a Felony

- Any crime that results in the eventual conviction of what was originally a Felony level charge.
  - Includes:
    - Felony level crimes that were “plead down” or conviction of lesser level crime due to acceptance of a plea bargain.
    - Lowering of crime level due to successful completion of terms of probation.

## Under Review / “Pre-Adverse Action”

Applicants are placed “Under Review” and into a “Pre-Adverse Action” period when the results of the background screen return any violation to the listed criteria below. The preliminary results of the background check will be shared with both the applicant and the applicant member organization. The applicant will be allowed 15 calendar days to dispute the findings (see below).

Crimes that violate the Trusted Coaches criteria for membership include but are not limited to:

- **ANY Felony level conviction in last ten (10) years**
- **More than one (1) Felony on Lifetime Criminal Record**
- **ANY crime of a sexual nature**
- **ANY crime resulting in loss of life**
- **Multiple violent offenses (minimum of 3) on Lifetime Criminal Record**
- **ANY Felony level Domestic Abuse convictions on Lifetime Criminal Record**
  - **More than one (1) lesser level domestic abuse convictions in last ten (10) years**
- **Three or more DWI/OWI/DUI (alcohol related offenses) in last 10 years**

## Denial of Membership: Process and Procedure

- Coaches that have been put into a pre-adverse action period will be *required* to supply additional **LEGAL DOCUMENTATION** in order to dispute the background screen results. See below for more information.
  - Letters of Reference are **NOT** accepted.
  - Letters of Appeal are **NOT** accepted.
- Crimes of all levels (reckless misconduct, misdemeanor, gross misdemeanor and felonies) will be considered when screening a coach applicant.
- Upon receipt of information that indicates that an applicant will be denied membership, a pre-adverse action letter will be sent to the applicant. A copy of the screening report will be sent to both the applicant AND the applicants member organization.
- The applicant will have 15 calendar days in which to dispute any information that is inaccurate or incomplete.

- If the applicant does not provide adequate LEGAL DOCUMENTATION to dispute the findings in the background screen:
  - The information will be deemed true and accurate.
  - The applicant will be sent an Adverse Action letter notifying the applicant that their application to become a member of Trusted Coaches has been denied.
  - The organization will be sent notification that the applicant has not met the eligibility standards for inclusion into the Trusted Coaches membership program.

## **Mandatory Reporting**

The applicants purchasing member organization will be made aware of any crimes resulting in conviction that may cause alarm or jeopardize the applicant's ability to execute the role of a youth sports coach. The Mandatory Reporting policy does not always result in the applicant being placed into the "Pre-Adverse Action" period.

Trusted Coaches can share the results to the applicant's purchasing member organization at any time.

Trusted Coaches will report the following crimes to both the applicant and an applicant's organization.

They include but are not limited to:

- ANY Felony conviction on Lifetime Criminal Record
- Crimes resulting in the conviction of a lesser level offense that may cause harm to minors

## Disclaimer

### A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to <http://www.consumerfinance.gov/learnmore/> or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.

See <http://www.consumerfinance.gov/learnmore/> for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See <http://www.consumerfinance.gov/learnmore/> for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within thirty days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative financial or credit information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than ten years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to <http://www.consumerfinance.gov/learnmore/>
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited, "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5678688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit <http://www.consumerfinance.gov/learnmore/>

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