



## **WASHINGTON STATE WRESTLING ASSOCIATION BACKGROUND SCREENING PROGRAM**

### **Background Information**

In 2007, the USA Wrestling National Office approved a resolution endorsing a requirement for background screening on all coaches, officials and staff of USA Wrestling. In our efforts to assist clubs with risk management and to provide services that are beneficial to its membership this resolution was passed. Beginning in August 2007, it is mandatory that background screening is conducted on all coaches, officials and staff of USA Wrestling prior to your membership being accepted.

### **Purpose**

USA Wrestling requires all wrestling clubs to implement and maintain a background screening program for the purpose of determining eligibility for membership in USA Wrestling. Background screening has been implemented by USA Wrestling (“USAW”) to promote a safe, nurturing and supportive athletic environment in which youth athletes can pursue their athletic goals. Moreover, to prevent the sport of wrestling from becoming a hostile environment for those who would seek to harm youth athletes. These background checks also provide an environment where parents of children can feel good about allowing their child to participate in wrestling activities. Please note that the screening is not intended to serve as a pre-employment background screening program.

### **Program Guidelines**

The program is designed to:

- 1) TC logiQ process is designed to protect the confidentiality of information and the privacy of Washington State Wrestling Association (“WSWA”) members.
- 2) Review members and prospective members screening on the criteria established by USAW.
- 3) Provide those members who have been screened with an opportunity to challenge incorrect information found in the screening process before a result is forwarded to WSWA.
- 4) Any results that fail to meet USAW background screening criteria and any action in those instances where the screening results produce disqualifiers to membership will be forward to WSWA Representative for additional investigation and to be given a final decision. Any negative results will not be disclosed to the Club.
- 5) The background screening performed on the members is based on the members’ name, date of birth, address history and social security number.

### **Members Required to be Screened**

The following USAW members are required to undergo regular background screening:

- 1) All coach members and prospective coach members.
- 2) All non-athletes on national team staffs or working with USA Wrestling sponsored camp programs.
- 3) All USA Wrestling Board members.
- 4) All candidates for office at the Annual Convention.
- 5) All USA Wrestling HQ staff.

**Screening Criteria for Membership Eligibility**

The suggested screening criteria that will be utilized to evaluate background screens is as follows:

Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, (iv) any weapons violations, or (v) assaults, battery or any other crime of violence.

**Frequency of Screening**

WSWA members who are subject to screening will be required to be screened on a bi-annual basis.

**Screening Provider**

In June of 2005, USAW and TC logiQ formed a partnership to provide background screening services for its clubs and members. TC logiQ is a specialty consulting firm that provides professional employment services in the area of pre-employment and volunteer screening. More information about this Colorado Springs company is available on their website at [www.tclogiq.com](http://www.tclogiq.com).

**Cost**

The cost for the background screen required by WSWA is \$18. This fee will be paid to TC logiQ by the member at the time that he/she goes online to initiate a background screen. TC logiQ will accept payment through the popular online payment service Authorized.Net.

**Process**

- 1) An individual subject to screening must go online to WSWA website to initiate and pay for the WSWA Background Screen. Please note that you must use Internet Explorer (version 6.0 or higher) when initiating your background screening. There will be a link that the members click on and a window will pop up for the member to begin the screening process. This is the first step out of five steps (hereinafter the steps will be referred to as screens) where the member will enter his/her payment information and execute the payment. Again, TC logiQ uses Authorize.Net as a third-party vendor to transfer electronic payments securely.
- 2) Screen 2 - the member will be directed to WSWA Screening Application. They will be asked to provide the following information:

Legal First Name	E-mail Address
Preferred First Name	Club Name
Middle name	USAW Membership ID#
Last Name	Birthdate
Suffix	U.S. Citizen (Yes/No)
Maiden Name	Gender
Street Address	Height
City, State, Zip	Eye Color
Home Phone	Race
Cell Phone	Counties/States lived in since age 18

The member will also be asked to disclose any previous arrests or convictions. The member will also receive an automatic email notification from TC logiQ. In this email, it will display the member's username and password to log-in so that he/she can check the status of the background screening through TC logiQ website. The email will also describe the process and other relative information about the background screening.

- 3) Screen 3 - the member will be asked to verify the accuracy of the information he/she just inputted on the second screen. If the information was inputted incorrectly, then the member can edit this information by clicking on the make change button located at the bottom on the screen.
- 4) Screen 4 - the member will be asked to initiate the background screening search by clicking the button. Also, there is a paragraph below the background screening search button that describes the timeline for the background screening process.
- 5) Screen 5 - the member will find the thank you page.

If a member is uncomfortable with submitting their credit card information over the internet there is a manual screening process that has been established for this purpose. However, there will be an additional cost involved with this manual screening process. Please see the attached document to this email for more information.

### **Review & Appeals Process**

In the event that a background screening returns information that the member believes is not accurate, he or she will have the opportunity to dispute that information with "TC logiQ." To protect the member confidentiality and allow due process, this opportunity will precede any communication of information to WSWA.

In addition, there will be a hearing process available before a national review panel should the member choose to challenge a negative finding on his/her membership eligibility.

### **Information Management and Exchange**

This program places the responsibility for information management and retention on the screening provider. Except in those few instances where a member's background screen returns information that makes him or her ineligible for membership and he/she then chooses to appeal the membership decision, WSWA will not be privy to or store the information returned in a members' background screen.

We thank you in advance for your cooperation and participation in the Washington State Wrestling Association Background Screening Program. Please remember that you must complete the screening process prior to membership being accepted. To facilitate the process and allow enough time, we strongly advise you to initiate the screening as soon as possible.

Please direct any questions that you might have about the program to Sherry Bullard – Email: SherryBullard@comcast.net Best wishes for a very successful 2007-2008 wrestling year!