

# Trusted Coaches Background Screening Process

The Trusted Coaches background screen begins with:

1. correctly identifying our client, and once properly identified
2. conducting a comprehensive criminal background check (see steps below).

All steps in the screening process ensure **verification** of our findings. Below is an outline of the process we utilize with one of the **nation's largest people and crime** search engines:

- Trusted Coaches searches for the individual using vital information provided on the background check application.  
*Note: Screener DOES NOT proceed with the criminal background screen until we have **100% verified** we are conducting a search on the correct individual.*
- Data **verified** includes, but is not limited to, full name (alias, maiden, etc.), current address, address history, date of birth, SS#, and any additional criteria needed to proceed with the screen.
- Once person is properly identified, screener **verifies** the applicant is the correct individual and conducts a criminal background screening. Screen is conducted using applicant's given name, plus any former names and aliases that may have been found during the individual's **verification** process.
- If screener does not find any criminal records on the **verified** applicant, another search is conducted using minimized search criteria. The purpose of this step is to make an attempt to discover omitted information by the applicant and to ensure that false information was not used on his or her application.
- When information is obtained through the screen that indicates the **verified** person has a criminal history that violates our membership criteria, we make every attempt to acquire court records on that individual from the arresting agency. This due diligence allows Trusted Coaches to complete a background screen beyond the criminal database search. Court records provide vital information on the circumstances of the crime, and help to **verify** that the original information obtained from the search engine check was correct.
- If it has been **verified** that the applicant has failed to meet our published criteria, we send the **verified** applicant a pre-adverse action letter along with the results of their background screen. The applicant has 15 calendar days to refute the findings of the screen, or to accept the letter and be denied membership from Trusted Coaches.
- When a **verified** applicant has been sent the pre-adverse action letter, the Youth Sports Organization (YSO) they volunteer for or are employed by will be notified that their coach is "Under Review". The YSO reserves the right to view the findings of the background check at any time.
- If the **verified** applicant has been denied membership (at the conclusion of the appeal process), both the individual **and** the YSO will be sent a membership denial letter indicating why the applicant has been denied membership.

Providing a "safe, positive and productive environment for our children".