



COACHES AND VOLUNTEERS FAQ



What is SportsEngine Background Screening by NCSI?

In January of 2018, SportsEngine acquired Sports Illustrated Play and continues to serve the Sports Illustrated Play customers, providing the same commitment to service that you have come to expect. SportsEngine also acquired the two leading providers of background screening services, NCSI. While NCSI services are fully-integrated with the SportsEngine platform, they remain as an independently-operated company to ensure data privacy and security.

How does Background Screening by NCSI differ from a discount background check?

Background Screening by NCSI is the Gold Standard in youth and amateur sports because of the quality of service provided by NCSI and the depth of the background check. Unlike most discount screens, NCSI will do an in-depth identify verification, search over 800 million records from the national multi-jurisdictional databases, and sex offender registry, and then go to the local state and county searches. This is a key component missing from many discount searches, as many localities do not consistently report up to the national database providers. NCSI will then always do a thorough quality control review on the report before sending results back to the customer.

How do I start the background screening process?

The background screening registration is now available [HERE](#) and on the individual league websites. An email with this link will also be forwarded to coaches and volunteers from your League President. In order to complete your background screening, you will need to create a SportsEngine account, and submit your personal information, including your SSN.

What happens once I've submitted my background screen?

Once you have submitted your background screen, SportsEngine sends this information to NCSI. NCSI begins the background screening report by validating your personal data through a social security address trace. If they are unable to do so from the information you submitted, a member of the NCSI team will reach out to you directly from the email address support@ncsisafe.com. After your personal data is validated, NCSI will search two national criminal databases and national sex offender registries. NCSI will then also perform a county level criminal record check in the county or counties associated with your address history found on the social security address trace. In order to ensure accuracy of the report, the NCSI quality assurance team reviews all information before sending the results of the report to the SportsEngine platform. Once the report is delivered to the SportsEngine platform, your organization administrator will be notified and will have access to review the results of the report. Your organization administrator will make the final determination of your eligibility to participate.

How long does it take NCSI to complete the background screening?

The background screening process is typically completed in five business days from the date of submission. Be aware that the turnaround time can vary for a variety of reasons including: applicant needs to verify their personal data with the NCSI team; or courthouses are experiencing delays either due to

heavy volume or other circumstances. If your screening is delayed, please check your inbox for emails from support@ncsisafe.com, as NCSI may have reached out to you to verify your personal data.

Please Note: providing inaccurate personal data during registration may delay the background screening process.

It's been longer than five business days, and I haven't received an email or confirmation that my background screening has been completed - what do I do?

After five business days, please contact NCSI directly at support@ncsisafe.com for a status update.

Depending on the status, the NCSI team may be able to expedite the process to complete and deliver the report.

Who do I reach out to if I have questions about the results of my background screening?

For questions, please contact the NCSI | SSCI Quality Control Department at (866) 996-7412 and select option #5. You may also submit an inquiry via email to: support@ncsisafe.com.

What if I don't want to provide my personally identifiable information (PII)?

The background screening application requires the submission of full legal name, address, date of birth and social security number. All of the required fields are marked with an asterisk. We are unable to complete the background screening if any of the required information is not provided.

SportsEngine and NCSI have policies and processes in place designed to protect our customers' and users' best interests. Access to data is only given to those with a true need for such access. Both organizations are PCI-compliant, and do not share any personal information with third-parties.

Please Note: providing inaccurate personal data during registration may delay the background screening process.

Can I get a copy of my report?

Yes, you can receive a copy of your report, either by clicking the box at the end of your background screening registration on SportsEngine, or emailing support@ncsisafe.com if you have already submitted your registration.

How do I complete my APS Abuse Prevention Training?

Once you submit your personal information for your background screening, you will be sent to a page that has a link to the APS training. Click through the link to continue on to the training. You will also receive an email, in case you need to retrieve the URL at a later.

I never received an email from APS to complete my training. What do I do?

If you have completed your background check and have yet to receive your APS training link, first check your SPAM/JUNK mail for 'abuse prevention'. If you still haven't received it, please email support@sportsengine.com

I've completed my background screening and training, how do I ensure I'm cleared to participate?

You can call Phone: 800-880-3142 or email info@baberruthleague.org

What is the process for international screens?

For individuals who are international citizens, but have applied for a work visa, there is an FBI fingerprint and name check, as well as a security and background portion of the visa application process that must be completed and passed in order to obtain the visa. Therefore, NCSI will only run a domestic check for the time that the applicant has resided in the U.S., as a supplement to the visa process. For those applicants who are not able to provide a proof of visa, an international background screen will be required. The cost of the international background screen will be \$150.00 at the expense of the applicant. Registration for the international screen can be completed [HERE](#). NCSI will contact the applicant to obtain any additional documentation that may be necessary to initiate the international screening (ex. passport image, country-specific consent, etc.).

What is the process for Pennsylvania background screens?

In addition to the Gold Standard background check, SportsEngine provides additional document management services to help organizations remain compliant with Pennsylvania Act 153 of 2014. This Act requires that any adults who come into contact with children while serving in Pennsylvania, either as paid employees or unpaid volunteers, provide the following clearances before participating:

- Criminal History Record Search from the PA State Police (PATCH) system.
- Child Abuse Clearance obtained through the PA Department of Human Services.
- One of the following:
 - FBI Fingerprint screening submitted through the PA State Police
 - Signed Volunteer Affidavit (volunteers with continuous residence in PA for the past ten years)

Those coaches and volunteers that live in PA and are completing a background screen, will be required to upload the three required documents onto SportsEngine, and NCSI | SSCI will validate these documents. Please click [HERE](#) for complete instructions on how to obtain these clearances.

LEAGUE ADMINISTRATORS FAQ

How to add background screening/abuse prevention training to your registration:

Both the background screening and Abuse Prevention Training will be set up in your registration by default. However, you will need to leave the session out of test mode.

Payment

By default the cost of background checks/abuse prevention training (\$25.50) is billed to your organization. If you would like your volunteers to pay a fee to recoup some or all of the cost follow these steps.

1. Go to **Registrations > Setup > Programs**.
2. Click the "Background Check Program Name".
3. Select the "Background Check Session Name".
4. Click **Settings**.
5. Enter the amount you would like to charge in the *Session Fee*.
6. Click **Save**.

If you do not set up your background check program live before registration begins, your coaches will have to log back in and complete the background screen and Abuse Prevention Training retroactively.

Roles

By default, all Babe Ruth volunteer roles will be set to require background checks. If you have NON-BABE RUTH VOLUNTEER ROLES follow these steps to change which volunteer roles need to get a background check/AP training:

1. Go to **Registration > Setup > Volunteer Roles**.
2. Click **Edit** next to a volunteer role.
3. Check/Uncheck the "Background Check Required" box and **Save**.
4. Repeat steps 2-3 for each non-Babe Ruth volunteer role.

How to view failed background checks.

Babe Ruth League will be reviewing all flagged screens. Your league administrator will be notified of any failed background checks directly from Babe Ruth League.

How to view passed background checks?

Follow this [LINK](#) to view a help article on passed background checks.

What if our coaches completed the background check and abuse prevention training in 2020?

Coaches and volunteers background status will be imported into your current account, the registration will identify if the coach or volunteer is already eligible for this year. If eligible, it will not prompt them to complete a background screen or abuse prevention training.

What if a Coach or Volunteer is unable to find the APS Training Email?

Each coach will be prompted to take the abuse prevention training after they complete their background screen. If this has not been completed at the time of registration, the coach will be able to log back into their SportsSignUp account and they will be prompted to complete the Abuse Prevention Training.

BACKGROUND CHECKS FAQ

Why is Babe Ruth League requiring leagues to conduct background checks and Abuse Prevention Training?

It has become the standard among youth organizations to require volunteers working with children to complete a background check. The purpose of the required background check is to deter individuals who should not be working with young athletes from applying to volunteer. Additionally, it serves to identify any unsuitable criminal history of those individuals who do apply as a volunteer. Babe Ruth League, Inc. cares about the protection of your players and feels confident that through your leadership as League President, as well as that of your local league's Board of Directors, we can achieve our goal of making Babe Ruth League, Inc. the safest program in which our youth can enjoy the great games of baseball and softball. In addition, in February 2018, a Federal law "Safe Sports Act" was signed into law requiring volunteers to take abuse prevention training. With the help of Sports Engine we have worked to incorporate the training pieces into the background check program they offer to streamline the process for the volunteer and our leagues.

Who is required to complete the background check and abuse prevention training?

All managers and coaches, as well as any other persons and volunteers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams are required to complete the background check and abuse prevention training.

Should the local league wait until the background screening process and/or abuse prevention training has been completed before they submit their charter/insurance application?

No. The appropriate League Officer must sign the statement on the charter/insurance application agreeing to adhere to the regulation requiring volunteer background checks and abuse prevention training.

What type of offenses should the local league screen for when conducting a background check?

Local leagues are conducting a nationwide search that contains the applicable government sex offender registry data. An individual who has been convicted or pleaded guilty to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work or volunteer. Effective with the 2019 season the background check is valid for 2 years. The same applies for those taking the abuse prevention training. The training is good for 2 years, and can be completed right after the volunteer signs up for the background check if using the Sports Engine Platform.

Who in the local league should be responsible for processing the background check information?

Babe Ruth League, Inc. recommends the local league's Board of Directors appoint the League President and two other individuals to handle background checks. These individuals may or may not be members of the local league's Board. For example, the Board of Directors may choose to appoint individuals who have professional experience with conducting and processing background checks, such as law enforcement officers or individuals with a legal background. For Leagues using the Sports Engine Platform for Background check screening, the Sports Engine verified check will notify the league if a coach has passed the check and should be permitted to be involved in the program. Persons who fail the background check will be notified through the Sports Engine Platform of a failure, so local leagues will not have to handle

this process.

What if an individual has already been background checked and/or abuse training?

The league will be required to conduct their own background check on all volunteers associated with their league, even if they already have been background checked. All leagues will be required to conduct annual background checks on all volunteers associated with their league. (Note – remember that the term “annual” is to review that background checks and abuse prevention training meets the requirement of being done within the last two years. For volunteers that have completed a background check however now need to just do Abuse prevention training can do so in the Sports Engine platform if they desire. Sports Engine offers 2 programs for Babe Ruth League volunteers. 1. Background Check and Abuse Prevention Training together 2. Just abuse prevention training.

What offenses will cause the termination of a current volunteer or rejection of a potential volunteer?

Any background check that reveals a conviction of any crime involving or against a minor would result in immediate termination from the league or eliminated from consideration for any position. Please note that if you are using the Sports Engine Platform that local league volunteers will not have to review results in detail of a background check. The determinations are not through the Sports Engine Platform where any type of crime that would warrant a volunteer not being permitted to coach in youth sports is flagged and that person is notified directly of the result. The local league will only have seen passing results of volunteers. This process is to help the local league make management of the screen process easier.

What if the league discovers that an individual has offenses against minors that are pending after appointment to the local league?

Babe Ruth League would suggest the individual not be appointed or be suspended from his/her current position, pending the outcome of the charge. (Again, this is for leagues that are using some type of service that is not the Sports Engine platform. Sports Engine platforms handle this through the verified check process). This is why Babe Ruth League recommends for the local league to use Sports Engine.)

What if an individual has convictions or other offenses that do not involve minors?

Even though such convictions/offenses do not involve minors, the local league Board of Directors may still deem these individuals as inappropriate and may prohibit them from working as a volunteer within the league. (Again, this is for leagues that are using some type of service that is not the Sports Engine platform. Sports Engine platforms handle this through the verified check process. This is why Babe Ruth League recommends for the local league to use Sports Engine.)

Who should have access to the information found as a result of the background checks if you are not using another service besides Sports Engine?

The local league President should keep each background check data obtained on file for the current year and shall only share personal information contained in the background check with other members of their board of directors in order to make personnel decisions. With the exception of retaining records for volunteers for the 2 year period to confirm, if needed, a check was done within 2 year period the local league should dispose of records of any volunteer that is no longer with the program or checks that are older than 2 years unless the local league has taken action or the individual is no longer active in the league (active in the league for two years or made a decision based upon the information contained in the records subject to local and state laws).

What is the time table for completing the background screening and/or abuse prevention training process for each volunteer?

The local league must complete the background screening process prior to any individual assuming their duties for the current season.

When should leagues begin to conduct background checks and abuse prevention training on their volunteers?

Local leagues should conduct background checks and abuse prevention training on all volunteers prior to the applicant assuming their duties for the season. Background checks and abuse prevention training must be completed on all individuals who have access to, or contact with, players and teams. This includes, but is not limited to, managers, coaches and local league Board Members.

Who can coach a team if a screened manager or coach is no longer able to fulfill their duties?

The local league may temporarily assign a Board Member or another screened individual to fill the vacancy until an appointment has been made. Any permanent replacement cannot assume their duty until they have completed a background check. If the replacement manager/coach is only needed for one day, then a background check is not necessary. If the replacement manager/coach is needed for two days or longer, then the person must go through the background check and abuse prevention training process.

As local League President, how do I justify the need for background checks?

The safety, protection and the well-being of our young players should always be our top priority. We have a responsibility to recruit the most qualified adults to serve as managers, coaches, and other types of volunteers, to ensure our players are able to enjoy a fun and educational experience. In addition, parents trust their children will be safe while participating in your league and your league cannot be successful without the confidence of the parents. We also have a responsibility to protect individuals and the local league from possible loss of league assets or financial hardships that result from litigation. Advancements in technology and the accessibility of information have made screening and background checks the norm and a much-needed resource to determine the competency and safety of prospective volunteers. Babe Ruth League is an organization serious about protecting children. Together, we can make Babe Ruth League, Inc. one of the safest programs in which our youth can enjoy the games of baseball and softball.