



USA Gymnastics Criminal Background Screening Frequently Asked Questions

General Screening Information

Q: Who must complete the background screening?

A: USA Gymnastics requires criminal background screening ('background screening' or 'background check') for individuals involved with its programs as part of a greater effort to promote a safe environment for gymnastics participants. Background screening must be completed as a condition for membership in USA Gymnastics for all Competitive Coach, Judge, Organization Owner/Managing Director, Meet Director, Recreational Coach, Photographer/Videographer, Medical and Volunteer members over the age of 18. In addition, background screening must also be completed for all USA Gymnastics Board Members, staff members, and other members/individuals designated by USA Gymnastics in its sole discretion.

Q: Is the information supplied to NCSI secure?

A: The National Center for Safety Initiatives (NCSI) is the authorized search organization that performs background screening for USA Gymnastics. Yes, your information is secure. NCSI is aligned with industry best practices regarding data security, including high level encryption to protect information submitted online. Internal security measures ensure that your personal information is only viewed as needed to process your screen by qualified personnel who are trained in handling confidential data. Please note, the secure server NCSI uses will contact you from automation@instascreen.net. Please ensure you have this email address as an accepted domain so you do not miss communication from NCSI.

Q: Is USA Gymnastics and/or NCSI completing a credit check when processing the background check information?

A: No, USA Gymnastics and/or NCSI are NOT processing a credit check on anyone going through the background screening process.

Q: Can I use the results from a different criminal background screening agency?

A: No, NCSI is the only background check accepted by USA Gymnastics, and as a matter of policy, we cannot accept screening results from another agency. Each organization that conducts background screening uses a unique set of criteria and number of years that are being searched, as well as diverse re-screen policies. To ensure consistency, NCSI is the exclusive background- screening provider for USA Gymnastics.

Q: Can a club do criminal background screening for their employees through NCSI?

A: Yes, USA Gymnastics Member Clubs have the ability to partner with NCSI to create a customized background screening program for employees in their club. The USA Gymnastics Member Clubs will have a program that matches USA Gymnastics' background screening policy. The intent of the NCSI Club background screening program is to provide clubs the opportunity to screen individuals who are not members of USA Gymnastics, such as recreational coaches, office managers, volunteers, booster club members, etc. For more information regarding the NCSI Member Club Background Screening Program click [HERE](#).

Screening Criteria

Q: Findings

A. The search guidelines have been developed by the United States Olympic & Paralympic Committee (USOPC) and adopted by USA Gymnastics. An adjudication other than non-guilty will be reported for any of the following offenses or registrations will result in a Red Light/Flagged decision:

1. Any felony (any crime punishable by confinement of greater than one year)
2. Any misdemeanor involving:
 - a. All sexual crimes, criminal offenses of a sexual nature to include but not limited to; rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant;
 - b. Any drug related offenses;
 - c. Harm to a minor, including, but not limited to, offenses such as child abandonment, child endangerment/neglect/ abuse, contributing to the delinquency of a minor, and DUI with a minor;
 - d. Violence against a person (including crimes involving firearms and domestic violence);
 - e. Stalking, harassment, blackmail, violation of a protection order, and/or threats;
 - f. Destruction of property, including arson, vandalism, and criminal mischief; and
 - g. Animal abuse, cruelty, or neglect
3. The above criteria are contained within the guidelines developed by the USOPC and have been adopted by USA Gymnastics. The USOPC considers the criteria for a Red Light/Flagged or “does not meet the criteria” findings to be consistent with the principles of the federal PROTECT Act of 2003.

Q: How does NCSI go about researching information?

A: Individuals will undergo background screening that includes:

- 2 multi-jurisdictional databases;
- 2 Sex offender registries of all available states;
- social security number validation;
- Name and address verification;
- Federal terrorist database search; and
- Local level searches - County Criminal Records search for name used and county where the individual currently lives or has lived during the past 7 years;
- Federal District Courts searches - for name used and district where the individual currently lives or has lived during the past 7 years
- International Search – US Citizens who have lived outside of the United States for six consecutive months in any one country, during the past seven years
- Automatic re-check at 12 months of multi-jurisdictional national database and SOR

Q: How does NCSI determine the counties and federal districts courts that need to be searched?

A: Applicants are asked to provide name and county history during the NCSI registration process. In addition, a name/address history search is used to verify the applicant’s information and reports name and address history associated with an individual. NCSI will utilize the applicant’s submitted information and sourced information to search all names and counties reported in accordance with USA Gymnastics policy.

Registration for Screening

Q: What information is required for the criminal background screening registration?

A: The screening will need the following information:

- Social security number (Required for the verification purposes. Background check will not be submitted or completed without this information).
- Your legal first and last name as it appears on your driver's license, passport, etc.
- Date of birth
- 7-year address history including city, state, zip and county
- Contact information
- Gender
- A government issued ID is often requested by NCSI and may be uploaded at the time of registration.

Q: Do I need to have an active email address?

A: Yes. An active email address is required in order to complete your background screening. NCSI's primary form of communication with you is via email. It is VERY IMPORTANT that you provide an email address and that you check it frequently following your initial application. If further verification is needed from NCSI, you will get an email from their secure server, so please add ncsisafe.com and automation@instascreen.net to your accepted email domain list to receive notifications from NCSI.

Q: NCSI is requesting additional identification? Why?

A: It is common for NCSI to request a copy of your ID during the screening process, which may be uploaded at the time of registration. This is used to verify the registration information and to ensure the background screening is as accurate as possible. Please make sure automation@instascreen.net is an accepted domain for this communication. It is important that you register with NCSI using the legal name that appears on your government issued ID. You may check your status online at www.ncsisafe.com until your screening is complete to see if additional information is required. Reminder: the process generally takes 3-5 Business Days. You may also contact the NCSI Support Team at support@ncsisafe.com or 866-996-7412 option 2.

Q: I tried to complete my background screening with NCSI and their system "timed out". What do I need to do?

A: NCSI's system is set to time-out after 30 minutes without activity. Please have all information ready in advance to avoid a time out event. In the event of a time out, the information you entered is not stored or transmitted, so you will need to start the process over from the beginning. You will know the process is completed when you receive a confirmation page with your 16-digit applicant ID number.

Q: The NCSI page is asking for an "8-digit individual ID number", where do I obtain this number?

A: For security purposes, the NCSI website is programmed to log out a user who has sat idle or has been on a page for too long. When this occurs, the page will ask for an 8 digit individual number. There is NOT an 8-digit number for USA Gymnastics members to enter, therefore the member must re-login from the USA Gymnastics website and begin the background screening registration again.

Q: Can I send in a paper application?

A: For security reasons, NCSI does not accept paper applications.

Q: Can a non-citizen of the United States without a social security number complete the background screening requirement?

A: Yes, individuals with or without a social security number submit their background check screening using the same submission instructions. However, the processing time may be longer, and the processing fees may differ from a domestic screen due to the need to conduct an international search.

Q: My background screening certification has expired what do I do?

A: The process to re-certify your background screening is the same as when you originally applied. USA Gymnastics recommends that you begin the re-screening 4-6 weeks prior to your background screening expiration date.

Costs and Payment

Q: What is the cost of the domestic criminal background screening?

A: The cost of the background screening is \$30.00 flat rate fee. Payment is made on NCSI's website at the end of the background screening process. MasterCard and Visa are accepted.

Q: Why aren't the fees for the criminal background screening included in my membership dues?

A: USA Gymnastics identified NCSI to perform the necessary functions of background screening as well as identify and uphold the required criteria, analyze the results, issue a Green Light/Cleared or Red Light/Flagged finding, store all records, maintain the confidentiality and privacy of our members, communicate with the individuals, and send results to USA Gymnastics. The fees go directly to NCSI; therefore, the fees are separate from any membership fees.

Q: Who receives the revenue from the criminal background screening?

A: Background screening fees go directly to NCSI to cover provider and processing costs. USA Gymnastics works closely with NCSI to maintain an affordable price for this important service. USA Gymnastics DOES NOT receive any revenue from any fees associated with the background check screening process.

Q: I received an error when processing my credit card payment with NCSI. Why did this happen and what do I need to do?

A: NCSI is fully compliant with all online transaction regulations and has the highest level of fraud protection available. Transactions are processed using PayPal services. This protection requires certain data to match in order for the transaction to process correctly. Please verify the billing address for the card and be sure to have all of the information correct before attempting to process again. If you submit your payment information without a correct match, the transaction will attempt to go through and fail. Sometimes you may see multiple line items on your bank account. However, you will not be double-billed for NCSI's services.

Q: Is an international search required?

A: Yes, an international search is required for U.S. citizens who have lived outside of the United States for six consecutive months in any one country, during the past seven years.

Q: What is the cost for an international search?

A: The cost for an international search is \$75 for Canada and \$150 for any other country.

Q: How do I obtain a receipt from my criminal background check screening?

A: Go to NCSI's website: www.ncsisafe.com/status. Look yourself up using the search tools and then select "Invoice Details". You can print your receipt directly from this page.

Status and Results

Q: How do I check the status of my background screening?

A: You can check the status of your background screening by logging into www.ncsisafe.com/status or by contacting the NCSI support team at support@ncsisafe.com or 866-996-7412 option 2.

Q: Why is my background screening taking longer than another coach that registered for screening at the same time?

A: NCSI performs multiple search components as part of the background screening, and each registrant is unique. Once NCSI has completed all research required, it is processed right away. Other delays may result when NCSI requests additional information from you. Please regularly check your email for communication from automation@instascreen.net.

Q: How will I be notified if NCSI needs additional information or payment from me?

A: NCSI will send a notice to you via email with relevant instructions. This notice will come to you in the days following your initial application. It is very important that you check your email and respond promptly to this request, since your background screening will be on hold until you respond. Please add ncsisafe.com and automation@instascreen.net to your accepted email domain list to receive notifications from NCSI.

Q: Who do I contact if I have questions about my criminal background screening?

A: Email NCSI at support@ncsisafe.com or call 866-996-7412 option 2.

Q: What information is provided to USA Gymnastics from my criminal background screening?

A: USA Gymnastics can be made aware of the content provided on a background screening report. Limited staff members of USA Gymnastics designated by the safe sport department may have access to the screening report.

Q: When will I be notified of criminal background screening results?

A: After receiving the results of your criminal background screening from NCSI, USA Gymnastics will notify you via email of a Green Light/Cleared or Red Light/Flagged determination. Normal processing time is 3 -4 weeks.

Q. What is a Green Light/Cleared?

A: A Green Light/Cleared or "meets the screening criteria" finding indicates an individual meets the background-screening requirement for participation in USA Gymnastics.

Q.: What is a Red Light/Flagged?

A: A Red Light/Flagged finding means criminal history has been sourced that "does not meet the screening criteria." When NCSI sources criminal history information attributable to the applicant, NCSI will send that information to the applicant. Pursuant to the Fair Credit Reporting Act, that individual will be provided with an opportunity to correct potential errors in their record or to provide additional information. NCSI will research issues that are raised and revise the report if any inaccuracies are found. The applicant will be notified accordingly. Please be sure to respond immediately if NCSI contacts you for

additional information.

Q: Can I contest a Red Light/Flagged determination?

- A. Should an individual receive a Red Light determination and choose to contest USA Gymnastics' decision to uphold the Red Light finding, the individual has the right to appeal the determination to USA Gymnastics Review Panel.
- B. An individual will have fourteen (14) days from the date that he or she was notified by USA Gymnastics of the Red Light determination to inform USA Gymnastics of the intent to appeal. Individuals who do not request an appeal, or fail to request an appeal within the fourteen (14) day time limit, are deemed to have waived their right to an appeal and will not be permitted to re-apply for membership in USA Gymnastics for a period of two (2) years.
- C. An individual who requests an appeal agrees to grant written permission for his or her complete criminal background screening findings to be provided to USA Gymnastics.

Q: Can I request a copy of my criminal background screening results?

A: Yes, simply go to www.ncsisafe.com/status and select "Check My Background Screening Status." Once there, fill in the identifying information and the option to receive your report will be available.

Q: When does the criminal background screening expire?

A: The background screening must be resubmitted every two years. If your background screening expires your membership will be placed in a pending status until the background screening is renewed. *Notice Regarding Annual Re-screening:* One of the features provided by our background check program is an annual recheck. For the 24-month period that your background check authorization is valid, this recheck will automatically occur on or about the anniversary date of your first background check. This recheck keeps our program current and up to date without the need for you to re-register with NCSI every year. If you choose to leave USA Gymnastics during this 24-month period and you want to stop the recheck, you must notify USA Gymnastics' Member Services Department in writing that you have resigned your membership with USA Gymnastics. We will discontinue the annual recheck within 30 days following receipt of your notice of resignation. It is possible, depending on your scheduled annual recheck and your date of resignation, there check may occur following your notice of resignation.