



Member, United States
Olympic & Paralympic Committee

PARALYMPIC OPERATIONS DEPARTMENT

Background Check Policy: Member Organization

Table of Contents

Purpose:	3
Policy Statement	3
II. Background Check Search Components	4
A. Full Background Checks	4
B. Supplemental Background Checks	4
III. Timeframe	5
IV. Membership Organization Training Sites	5
V. Media	5
VI. Third-Party Vendors/Contractors	5
VII. Partner Programs	5
VIII. Background Check Report Review	5
A. Membership Organization-Initiated Background Checks	5
B. Secondary Review of Membership Organization Determinations:	6
IX. Authorized Background Check Organization	6

Purpose:

The Paralympic Operations Department (POD) at Logan University (Logan) is committed to the safety of athletes and participants involved in sport. The POD requires Membership Organizations to conduct background checks in order to (a) foster a safe environment at POD sanctioned/approved competitions, camps, events (collectively the Designated Events), (b) create a safe living, training, and competition environment for athletes and other individuals associated with Membership Organization; and (c) protect persons at risk, including, but not limited to, minors and vulnerable adults.

All provisions of this policy are mandatory in substance and must be followed as applicable by each Membership Organization. This policy sets forth the minimum standards and outlines basic requirements for Membership Organization to incorporate into their respective background check policies. Membership Organizations may adopt background check standards that are more demanding than this policy. While some provisions of this policy must be incorporated without substantive change by each Membership Organization in its own background check policy, other provisions of the policy establish mandatory principles that allow flexibility in the formulation of definitions by each Membership Organization.

Policy Statement

I. Application

This policy applies to Membership Organizations, which must ensure that their respective background policies cover, at a minimum, the following groups and individuals that are 18 years of age or older:

- A. Membership Organizations employees and individuals the Membership Organization Membership Organizations formally authorizes, approves or appoints to (a) serve in a position of authority over or (b) have regular contact with athletes. This shall include, but is not limited to, Membership Organization staff, officials, coaches, board members, coordinators, local affiliated administrator/directors, trainers, independent contractors, volunteers,¹ medical personnel, and other individuals authorized or nominated by the Membership Organization to work with athletes or other sport participants while at a Membership Organization Training Site ² or Designated Event to which the Membership Organization sends athletes.
- B. Assistants, or personal care assistants who are funded, have a contractual obligation with, or are credentialed by a Membership Organization, or otherwise have regular contact with Membership Organization athletes. (Example: Personal Care Assistants that are credentialed by a Membership Organization on

¹ This policy may not apply to volunteers and others who only have incidental and observable contact with athletes at events.

² The term "Membership Organization Training Site" refers to any facility/location that is own, managed, or operated by the Membership Organization and used by the Membership Organization or its athletes for competitions and/or training, recovery or coaching purposes

the field of play at competitions or have access to a Membership Organization high performance training center.)

- C. All athletes and alternates, training partners, and guides 18 years of age or older who are selected by a Membership Organization to participate in national or international team, or Designated Events. Individuals referenced in this subsection shall have 45 days after reaching the age of majority (18 years of age), to come into compliance with this background check policy.
- D. All athletes and alternates, training partners,³ and guides 18 years of age or older that are selected by a Membership Organization to train at any POD designated site, or Membership Organization Training Site.
- E. Other individuals who have regular contact with athletes as determined by the Membership Organization, in its discretion.

II. Background Check Search Components

A. **Full Background Checks.** All full background check screens will include at least the following search components:

1. Social Security Number validation;⁴
2. Name and address history records;
3. Two independent Multi-Jurisdictional Criminal Database searches covering 50 states plus DC, Guam, and Puerto Rico;
4. Federal District Courts search for each name used and district where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable;
5. County Criminal Records for each name used and county where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable for each county searched;
6. National Sex Offender Registry database search of all available states, plus DC, Guam, and Puerto Rico;
7. Multiple National Watch Lists;
8. SafeSport Disciplinary Records;⁵
9. Comprehensive International Records search U.S. citizens who have lived outside of the United States for six consecutive months in any one country, during the past seven years;⁶
10. Motor Vehicle Records of at least a 3-year history in the state of licensure; (if driving is required for position);

B. **Supplemental Background Checks.** All supplemental off-year background check screens will be conducted using at least the following search components:

³ International training partners staying less than 14 days will be are exempt from process.

⁴ Or suitable alternative identification verification process as determined by the background check vendor.

⁵ Until the process is automated, this component will not be enforced.

⁶ International record checks vary from country to country. The background check vendor will provide comparable search components depending on the laws of that specific country.

1. Multi-Jurisdictional criminal database covering 50 states plus DC, Guam, and Puerto Rico
2. Sex Offender Registry database searches of all available states, plus DC, Guam, and Puerto Rico; and
3. SafeSport Disciplinary Records.

III. Timeframe

- A. Full background checks will be completed prior to the commencement of a new role or competition for all applicable individuals.
- B. At a minimum, full background checks will be conducted on all applicable individuals every two years using at least the background check search components referenced in Section II.A.

IV. Membership Organization Training Sites

Each Membership Organization Training Site shall require criminal background checks in compliance with the background search components in Section II.A, for those individuals it formally authorizes, approves or appoints (a) to serve in a position of authority over athletes, or (b) to have regular contact with athletes.

V. Media

Individuals affiliated with the media, who are authorized or credentialed by the Membership Organization to access a Training Site or attend a competition ran by the Membership Organization; are not required to undergo a criminal background check unless they have unsupervised one-on-one interactions with athletes.

VI. Third-Party Vendors/Contractors

Contracts with third-party vendors/contractors that are (a) in a position of authority over or (b) in regular contact with athletes must include the background check requirements set forth in this policy. The contracts shall also specify that certification must be provided by the vendor/contractor upon request by the Membership Organization, to establish that the mandated background checks were conducted.

VII. Partner Programs

When partnering with community organizations for events, the Membership Organization shall ensure that the partnership agreement includes language regarding background check requirements. The agreements shall also specify that certification must be provided by the community organization upon request by the Membership Organization, to establish that the mandated background checks were conducted.

VIII. Background Check Report Review

- A. **Membership Organization-Initiated Background Checks:** Any Membership Organization-initiated background check that results in a report of a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty,⁷ for any of

⁷ A “disposition or resolution of a criminal proceeding, other than an adjudication of not guilty” shall include, but is not limited to: an adjudication of guilt or admission to a criminal violation, a plea to the charge or a lesser included offense,

the below criminal offenses will be subject to the Membership Organization’s policies and procedures to determine the individual’s level of access and involvement:

1. Any felony⁸.
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;⁹
 - b. Any drug related offenses;
 - c. Harm to a minor and vulnerable person, 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 or neglect.

B. Secondary Review of Membership Organization Determinations: Membership Organizations must comply with the POD Background Check Policy and Procedures as it relates to situations under which a secondary review of Membership Organization determination will be conducted by the POD.

IX. Authorized Background Check Organization

- A. Membership Organizations are encouraged but not required to use the National Center for Safety Initiatives (NCSI) as the background check vendor. NCSI is a full-service screening organization that works in accordance with the *Recommended Guidelines* established by the National Council of Youth Sports (“NCYS”).
- B. In order to seek an exemption from using the services of NCSI, an email including the following information should be submitted to Kelley.Humphries@logan.edu to enable the POD to review the search components of the Membership Organization’s preferred background screening vendor and review the Membership Organization’s background check policy:
 1. Name of Vendor;
 2. Background Check Search Components;
 3. Copy of Membership Organization’s Background Check Policy; and
 4. Point of contact at Membership Organization

a plea of no contest, any plea analogous to an *Alford* or *Kennedy* plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement, or the existence of an ongoing criminal investigation, a warrant for arrest, or any pending charges.

⁸ For purposes of these procedures, the term “felony” shall refer to any criminal offense punishable by imprisonment for more than one year.

⁹ Any participant that has been convicted of, received an imposition of a deferred sentence for, or any plea of guilty or no contest for any sexual crime, criminal offense of a sexual nature, and/or is a sex offender registrant must be reported