

Coaches Background Check Tutorial

CRIMINAL BACKGROUND CHECKS

1. **Who is required to undergo a criminal background check?**
 - a. All participating Adult Coaches and Managers working with youth athletes and who appear on the Team Roster are required to undergo a background check that searches both the
 - i. National Criminal Database and the
 - ii. National Sex Offender Registry
 - b. This is due to the ramifications of **Senate Bill 534 (SafeSport Act)** which does include insurance requirements.
 - c. Any Coach or Manager not listed on your roster, should not be allowed on the practice field or dugout during games.
2. **Who performs the criminal background check?**
 - a. USSSA's partner performing criminal background checks is JDP, one of the leading background check companies in the country for youth sports.
3. **If I already have been background checked by another organization for employment or other volunteer purposes, can USSSA accept the results of that background check?**
 - a. Unfortunately, USSSA cannot accept background check results from another organization.
 - b. Even though there might be significant duplication of effort when it comes to the same sort of criminal background check required by various entities, separate organizations are not permitted to share background check reports on individuals.
 - c. In addition, different entities use different criteria to judge someone's suitability for employment, membership or service.
 - i. There are no standard criteria by which search reports by various organizations are evaluated.
4. **What searches does the criminal background check include?**
 - a. SSN ID Search
 - b. JDP National Criminal Search + Developed Names – All Hits Confirmed at County Level Included
 - c. JDP National Sex Offender Records Search
 - d. County Criminal Records Search – Current County of Residence – Provided Name
5. **What information will I be asked to provide to initiate the criminal background?**
 - a. Required information:
 - i. First and Last Name
 - ii. Home Address, City, State, ZIP Code
 - iii. Date of Birth
 - iv. Social Security Number
 - v. Email Address
 1. Note: Neither USSSA nor JDP is permitted to share any of the above information with any entity other than the subject of the report or as required by law.
6. **How long does it take to complete the background check process?**
 - a. The entire background check process should take 2-5 business days.
7. **When does my criminal background check expire?**
 - a. The results of your USSSA criminal background check are good through the end of the season for the sport your team plays. (August 1 of each year starts a new Season)

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STEPS TO REGISTER MANAGERS, COACHES AND ASSISTANT COACHES

Each New Season. Coaches are required to create/register a team. There are several ways to create/register a team.

Creating a NEW Team, with your current login credentials.

1. Go to the LOGIN page and use your current credentials to log into your current team.
2. Enter your LOGIN Username/Password.
 - a. If you do not know what this is. You can request it be sent to you, by clicking on the Forgot Username/Password.
3. On the Registration Page, you will see the option in the Left Menu to “Register Existing Team for New Season”. Select this option.
 - a. Follow the Steps to register your New Team:
 - i. Select a Sport to Create a New Team – Select “Fastpitch”.
 - ii. Select the “Registration Year” you are registering your team.
4. You will then see this prompt.
 - a. Background Check Required
 - i. NOTE: You may have to Click CREATE NEW TEAM or REGISTER EXISTING TEAM FOR NEW SEASON (goes to same page) to see REQUEST BACKGROUND CHECK.

TEAM DETAILS

Registration Season

- 2023 Registration Season 2023 Season - For Events August 16, 2022 - August 14, 2023
- 2022 Registration Season 2022 Season - For Events August 1, 2021 - August 16, 2022

Background Check Required

Step 1 - Request Background Check
The first step requires you to request a background check from JDP, our background check provider at \$13.50. Verify your e-mail address is correct, then click the Request Background Check button below. JDP will then e-mail you directly to complete a form on their website.

E-mail Address: [REDACTED] - [Change](#)

[Request Background Check](#)

Step 2 - JDP Background Check Application
Application not yet complete. This will be initiated and completed from an email you will receive from JDP. Once this application is completed, you will be able to register and administer your team.

Step 3 - JDP Processes Your Background Check
Your Background Check Not Yet Processed. This will typically take 2-5 business days, but in some counties it can take longer. You will be contacted by our National Office staff if an issue is to arise from your background check.

Why does USSSA now need to do a criminal background check on me?

All adults participating in USSSA who have contact with minor athletes are required to undergo a criminal background check that searches both the National Criminal Database and the National Sex Offender Registry, among other sources. These searches are due in part to insurance requirements.

What is my process for creating and registering my teams, and how does this affect it?

All Managers and Coaches will be required to have a clear Background Check before registering and creating a youth team in USSSA. If you wish to create a team, follow the steps here to process your background check. After it is completed and you are clear, you will be able to create a team in the traditional process. As an Assistant Coach, you will not have access to any teams until this process is completed.

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When you get to this screen, by clicking on CREATE NEW TEAM you will need to complete the following steps:

1. Verify the Email address in Step 1.
 1. If it is not correct, update it.
 1. If it is someone else's, verify you are logged in to your own account and not another individual's account.
 2. If this is not your account, please create your own account and return to this step after you have done so.
 2. If it is correct, click on Request Background Check.
2. You will receive an email with the link to the Background Check Application.
 1. It takes just a few minutes to complete the background application.
 1. Complete ALL INFORMATION asked for in the application, and complete through to the payment process.
 1. If this is not done, your application is not complete.
 2. As soon as this is done, you will be able to begin managing your team.
 1. It typically takes 2-5 business days to get results back from your background check and will be updated accordingly.
3. You will then receive an email – “USSSA Background Check Results”.
 1. In the email. It will explain what steps need/can be performed.

TEAM DETAILS – Fill in the information requested for your team.

Regarding Additional Coaches and Admins for your team, all coaches listed on the roster must be assigned to the team and are required to submit to a background check through this same process. Any admins that have access to the detailed information on this dashboard are required to submit to a background check through the same process.

As a reminder, if any adult plans to participate either through the team account or on the field through practice instruction or in the dugout or sideline during team competitions—they will need to take and clear the criminal background check prior to gaining approved access.

1. Select your current team season.
2. Manage my Coaches/Admins.
 1. ADD NEW CONTACT
 1. If you are the Manager/Admin for Several Teams.
 1. You MUST Enter ALL Coaches that will be in the dugout/field for this team.
 2. Each Coach Added will receive an email that they must have a Background Check.
 2. If you are the Head Coach of this team.
 1. Enter your Asst Coaches Information Here
 2. They will receive an email stating that they must have a Background Check.