



USTA NEW ENGLAND BACKGROUND SCREENING PROGRAM Effective November 1, 2008

Background Information

USTA New England has a mandatory background screening for all USTA New England Jr. Team Tennis coaches who will have interaction with players at any time during the USTA New England Jr. Team Tennis program. The safety of children involved in any and all USTA New England events is paramount to the organization. Coaches who are participating in leagues that have yet to begin will need to complete the background screening before the season commences.

Purpose

Background screening is being implemented by USTA New England to promote a safe and supportive environment in which youth athletes can pursue their athletic goals. These background screens are also designed to provide an environment in which parents can feel more secure about allowing their child to participate in tennis activities. Please note that the screening is not intended to serve as a pre-employment background screening program, nor can screening guarantee that incidents of abuse will not occur.

Program Guidelines

The background screening performed on the coaches is based on the coach's name, date of birth, address history and social security number. The program is designed to:

- 1) Protect the confidentiality of information and the privacy of coaches, existing and prospective.
- 2) Review coaches and prospective coaches via the screening criteria established by USTA New England.
- 3) Provide those coaches who have been screened with an opportunity to challenge incorrect information found in the screening process before a result is forwarded to USTA New England.
- 4) Limit involvement of staff and volunteers in the areas of compliance, data collection and record retention.
- 5) Be compliant with applicable provisions of the Fair Credit Reporting Act (FCRA).
- 6) Allow individuals to have information forwarded to USTA New England's General Counsel in the case of a failed result based on the USTA New England screening criteria and in those instances where the screening results would disallow association with USTA New England Jr. Team Tennis.

People Required to be Screened

All coaches and prospective coaches seeking to be involved with USTA New England Jr. Team Tennis must complete a background screen. Coaches who are participating in leagues that have yet to begin will need to complete the background screening before the season commences.

Screening Criteria for Coaching Eligibility

The screening criteria used to evaluate background screens for the conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges are designed to identify any crimes against children; any sexual offenses; any drug convictions; weapons violations; assaults, battery or any other crime of violence; any lewd conduct.

Frequency of Screening

Any individual's background screen shall only be valid for one year, beginning with the date on which the individual successfully completes a background screen. Each coach and prospective coach shall be required to request a background screening at the time of anniversary in each preceding year in which said coach seeks to continue involvement with USTA New England Jr. Team Tennis. However, USTA New England reserves the right to require additional background screenings at any time. The screening data and results will be in conformity with the screening criteria of USTA New England at time of screening.

Screening Provider

After conducting an extensive investigation that included industry research and conversations with officials from similar organizations, USTA New England has selected TC logiQ to provide background screening services for the individuals mentioned above. TC logiQ is a specialty consulting firm that provides professional services in the area of pre-employment and volunteer screening. More information about this Colorado Springs-based company is available on their website at www.TClogiQ.com.

Cost

The cost for the background screen required by USTA New England is presently \$12.00. The fees for screening are the responsibility of the coach. This fee will be paid to TC logiQ by the applicant at the time that he/she goes online to initiate a background screen. All transactions will be completed through a secure e-commerce site, Authorize.net.

If an applicant is uncomfortable with submitting his or her credit card information over the internet, there is a manual screening process that has been established for this purpose. However, there will be an additional cost involved with this manual screening process. If you are interested in this process please contact TC logiQ's customer service at 877-825-6447 and dial extension 703.

In the event that you experience technical difficulties or have additional questions during the process, it is recommended that you visit TC logiQ's online chat at www.TClogiQ.com and click on the "Live Chat" icon in the lower-left hand corner of the website and under the Support Tab at the top of the website.

Process for Initiating a Screening

The applicant will enter the USTA New England web site www.ustanewengland.com and click on the Junior Team Tennis menu item on the left navigation bar to locate the background screening link. This link will direct the applicant to the TC logiQ website where the applicant will start the background screening application process on the secure website. The applicant will experience five chronological steps that will enable the applicant to complete the screening application process.

Generally, it takes 3 to 5 business days to process a screening. However, if additional research is required, it may take 14 business days from the date of the applicant submitting his background screening information. But, in most cases TC logiQ processes screenings within 24 – 48 hours.

Actual Background Screening Application Process

Upon clicking on the background screening link, the applicant will be directed to the next page where he will be asked to create an account. After the applicant creates an account, an email will be generated to the applicant that would include his username and password. The applicant will have the ability to check the status of his screening by entering his login information in the upper right-hand corner of TC logiQ's website. This is the first step out of five steps (hereinafter the process will be referred to as "Steps").

Step Two

On the second step, the applicant will be directed to USTA New England Screening Application. The applicant will be asked to provide the following information:

Legal First Name	Cell Phone Number
Preferred First Name	Email Address
Middle Name	Birth Date
Last Name	U.S. Citizen (Yes/No)
Suffix	Gender
Maiden Name	Height
Street Address	Eye Color
City, State, Zip Code	Race
Home Phone Number	Counties/States/Countries lived in since age 18

The applicant will also be asked to disclose any previous arrests or convictions. In addition, the applicant will receive another automatic email notification from TC logiQ. This email will describe the process and other related information about the background screening process.

Step Three

Under the third step, the applicant will be asked to verify the accuracy of the information that he inputted on the previous step. If the information was inputted incorrectly, then, the applicant can edit this information by clicking on the “make change button” located at the bottom on the screen.

Step Four

Under the fourth step, the applicant will enter his payment information. TC logiQ uses Authorize.net as a third-party vendor to transfer electronic payments securely. After the applicant submits his credit card information, the applicant is asked to verify the information before proceeding to the next page.

Step Five

Under the fifth step, the applicant will be asked to execute the credit card payment and initiate the background screening search by clicking the button below the page. This page will also display the applicant credit card information along with his personal information. There are instructions listed on this page describing the timeline for the background screening process. After the applicant clicks on the button to execute his payment and initiate the background screening he will be directed to a thank you page.

Administrative Process for the Background Screening Application

If the applicant does not meet USTA New England’s background screening criterion, the applicant will have an opportunity to: (1) withdraw his screening application (2) dispute the accuracy of the search report (3) request a waiver (appeal) to USTA New England’s General Counsel. For more information about the administrative process contact USTA New England Executive Director via email at waters@newengland.usta.com

Information Management and Exchange

This program places the responsibility for information management and retention on the screening provider, TC logiQ. Except in those few instances where an applicant’s background screen returns information that makes him ineligible for participation in USTA New England’s Jr. Team Tennis program, or provides reason to suspend or terminate his association with the USTA New England Jr. Team Tennis program, and he then chooses to appeal the decision, USTA New England will not be privy to, nor will it store the information returned in a applicant's background screen.