

HILLIARD OPTIMIST CLUB BACKGROUND CHECKS

ABOUT THE BACKGROUND CHECKS:

The Hilliard Optimist Club utilizes *KidSafePlus* (powered by LexisNexis/ChoicePoint®) for all our background checks. ChoicePoint is the leading provider of background checks, processing an average of 22,000 criminal background checks daily. The system provides us with:

- Social Security Number Verification, used to make sure our volunteers are who they say they are
- National Criminal File Search, which searches database of 200 million criminal records, compiled from a variety of sources, including:
 - Fugitive Files and Government Watch Lists
 - State and County criminal record repositories
 - ChoicePoint proprietary criminal records
 - Prison, parole, probation and release files from state Departments of Corrections
 - Administrative Office of Courts
 - Sex and Violet Offender Registries

Security – Since background checks collect highly confidential information, *KidSafePlus* takes extreme measures to protect the privacy of not only the Hilliard Optimist Club, but our volunteers as well. Utilizing their secure on-line portal information is entered directly into their secure system by the applicant, where only authorized people can access the personal information. **NOTE:** Social Security numbers are not available to anyone other than ChoicePoint and the applicant.

Turnaround Time – Results are returned within minutes after placing the order for “clear” records, meaning no matching criminal records were found. In cases where criminal records matching the applicant’s information are returned (also known as “hits”), these records require review which may take 4 – 48 hours, based on required record update.

FCRA Compliance – The Federal Credit Reporting Act (FCRA) mandates processes and procedures for handling consumer disclosure and disputes. *KidSafePlus* and ChoicePoint are compliant, thereby insuring compliance by the Hilliard Optimist Club.

WHO GETS SCREENED?

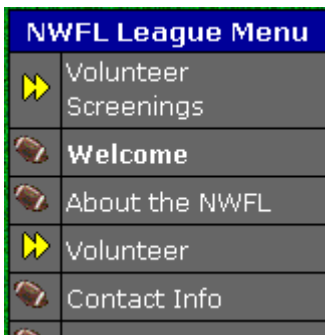
Anyone who volunteers in Hilliard Optimist Club activities must have a background check on file (and must be renewed on an annual basis). This includes, but is not limited to: League Administrators, Head Coaches and / or Cheerleading Advisors, Assistant Coaches, Administrators, etc.

COST:

The cost of each screening is \$11 and is paid on-line via credit card at the time information is entered onto the secure website. If you don't have a credit card or internet access or need other special arrangements please contact Stacie Ferrell via email at sferrell@columbus.rr.com.

DIRECTIONS:

From the football league website (<http://www.nwflyouthfootball.com>) click on the "Volunteer Screenings" link on the left-hand side of the website.



The following screen will appear...



Click the “Click here to Login and Register” button to begin the process.

Login

If you **have** a SportsSignup Account with Hilliard Optimist Club, please enter your Email and Password below and click the **Login** button.

Email:

Password:

Login

Forgot your password? [Click here.](#)

First Time?

If this is your **first time** visiting this site, you must **Create an Account.**

Create An Account

Since this is the first time we've screened our coaches all users will need to create an account.

Create Account - Step 1 of 3

Login Info

You will use your Email and Password to log back in to your account.

*Email:

*Confirm Email:

*Password:

*Confirm Password:

Next

Follow the directions on screen to create your account. **NOTE:** All items marked with an asterisk are required fields.

Once your personal information is registered click “Register” to enter the information required to run your comprehensive background check.

To register, click the Register button next to your name.

Register

Stacie [Edit](#)

No registrations

Once basic information is entered (names, addresses, social security number, etc.) you will be prompted to answer a series of questions.

Coach Background Check 2009

*Division:

*Have you ever been convicted of a felony or misdemeanor crime of violence?

*Have you ever been convicted of a felony or misdemeanor crime against a person?

*Have you ever been convicted of a felony or misdemeanor crime that involved the welfare and/or endangerment of a minor?

*Have you ever failed to be re-employed, been voluntarily discharged, been fired, or been asked to resign from any position involving the supervision or care of minors?

*Are you currently on probation or court supervision for ANY reason?

*Are you currently a defendant in litigation regarding moral turpitude or felonies detrimental to the welfare of minors?

If you have been convicted of any other crime or have been arrested, please provide an explanation, as background checks usually list all arrests:

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Comment:

Continue

Once each of the questions have been answered click “Continue”.

Consent

Consent

I the undersigned understand and agree to the following:

1. I have read and understand the Hilliard Optimist Club (hereafter Organization) Risk Management Policy, AND I understand that I am requesting volunteer privileges with Organization.
2. I AM AT LEAST 18 YEARS OLD.
3. I am aware that by submitting this information, it is subject to verification and that there will be a background check. I understand that submitting false, inaccurate or incomplete information may subject me to disqualification or additional fees and fines if I am allowed to resubmit an application. I AGREE TO PAY all fees and fines associated with a new background check.
4. I understand that Organization or its affiliated organizations may deny certification to any applicant convicted of a felony, crime of violence, a crime against a person, or a crime involving the welfare of a minor or individuals with a documented history that may pose a threat to Organization members and players. Applicant understands that the information furnished on the disclosure statement is subject to verification, which will include a criminal history check.
5. I agree to FULLY COOPERATE with Organization, and authorize communication to me by the email I provided, should there be questions about my application or results of a background check upon submission OR AT ANY TIME during my clearance period. FAILURE to do so will result in disqualification.
6. I hereby authorize LexisNexis/ChoicePoint and League Sports Services LLC (DBA SportsSignup), on behalf of Organization, to procure a background check which I understand may include information regarding my character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I UNDERSTAND MY RIGHTS UNDER THE FAIR CREDIT REPORTING ACT as specified [here](#).
7. In consideration of Organization and its affiliate members my application, I hereby save and hold harmless from any liability said Organization and its affiliated members, from any action or proceeding against it by me.
8. I hereby hold harmless from any liability League Sports Services LLC and LexisNexis/ChoicePoint and its affiliated members, from any action or proceeding against it by me based on information obtained from the background check or my removal from any role / responsibility due to information obtained from the background check.

I Agree

I Don't Agree

Once you have read the Consent agreement click either “I Agree” or “I Don't Agree”.

REGISTER → SELECT → AGREE → **REVIEW** → PAY → DONE

Registration is **not** complete. You can complete this registration by clicking **Check Out**, or continue shopping.

Shopping Cart				
Person	Session	Division	Role	
Ferrell, Stacie	Coach Background Check 2009	League Administrator		\$11.00
				Total Due: \$11.00

[Continue Shopping](#) [Check Out](#)

To continue and pay for your screening please click “Check Out”.

REGISTER → SELECT → AGREE → REVIEW → **PAY** → DONE

Credit Card Payment

Using a **Debit Card**? [Click Here](#) to Read an Important Notice

Billing Information

Name:

Street:

Zip:

City:

State:

Card Information

Allowable credit cards type(s): Visa, MasterCard

Number: CVV: [What's this?](#)

Expr Date: - Choose Month -
 - Choose Year-

[Continue](#)

Please verify your address and enter your credit card information to proceed. Once done click “Continue”.

REGISTER → SELECT → AGREE → REVIEW → PAY → **DONE**

Checkout Complete

The credit card transaction was processed by **Sports Signup** and you will see **www.SportsSignup.com** appear on your credit card statement as the merchant for this transaction. Your order number is **655579**.

Thank you for submitting your information. You will receive notification regarding the outcome of the volunteer screening via email.

[Done](#)

Once you’ve verified your order you will receive confirmation that your order is complete. Additional information will be sent to the email address you provided during the registration process.

If additional information is required, or if The Hilliard Optimist Club / NWFL has questions regarding any items contained in the reports you will be contacted directly by Club officials.