



## Background Check FAQ's

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### **1. Why does the American Legion require background checks?**

In 2012, our insurance underwriters mandated background checks for all coaches, managers, and volunteers who work directly with youth participants of American Legion Baseball. In October of 2012, the American Legion Executive Committee passed resolution 16 making background checks a requirement starting in 2013.

### **2. Who is required to submit to a background check?**

All coaches, managers, and volunteer staff for Junior and Senior American Legion Baseball teams must have background check screening conducted prior to any meetings, events, practices or games that involve youth participants.

### **3. Why is a background check required every year?**

Our insurance underwriters have mandated that background checks be conducted every year.

### **4. What happens when I submit a background check request?**

Various searches will be conducted and will include at a minimum:

- ) Social security number verification and address history trace.
- ) Alias names national search
- ) National sex offender registry search
- ) National criminal database search
- ) NH State criminal court search

### **5. What is the criteria that will disqualify a coach or volunteer?**

- ) Conviction of a felony
- ) Conviction of a crime involving a minor, regardless of the offence
- ) Conviction of a crime involving force or threat of force against a person
- ) Conviction of a crime in which sexual behavior is an element
- ) Conviction of a crime involving controlled substances (not paraphernalia or alcohol)
- ) Conviction of a crime involving cruelty to animals
- ) Any sex offender registrant

### **6. What is the background check process?**

- ) Using the national website, the team administrator enters the name, phone number, and email address of each coach and volunteer.
- ) The system automatically sends an email containing a notice of the background check requirement along with a link to the background check website. The coach/volunteer goes to the background check and enters the required information.
- ) A search is performed by our provider.
- ) The background check administrator receives the results.
- ) The background check administrator indicates pass/fail on the national web site.

**7. *New!* I'm a team administrator. I added a coach/volunteer to my staff but they didn't receive an email notification.**

Double-check the email address. If you entered the wrong email address, please delete the coach/volunteer from your staff and re-add them using the correct email address. If the email address is correct, please wait a couple of days and then direct the coach/volunteer to complete the background check by going to the NH legion baseball web site and clicking on the **"Enter your Background Check Information"**. (<http://newhampshireamericanlegionbaseball.com>)

**8. Do I have to pay for my background check?**

Yes. The current cost is \$8. After you submit your information on the background check website, you will be instructed to enter your credit/debit card information. You will also receive an email containing your payment verification/receipt.

**9. *New!* I Completed the background check form online, but was never presented with the payment page.**

This happens on occasion and can be caused by a number of software related issues. To remedy, close and re-open your web browser. Go to the background check website and go through the process again. Please use the same email address when filling out the form. If the problem persists, please contact your background check administrator.

**10. What do I do if I initiated a background check but the national web site shows the check is pending?**

In some circumstances, it could take a few days for results to come back. Please contact the background check administrator if it has been more than a week.

**11. I'm a team administrator. What happens if one of my coaches doesn't submit to a background check?**

Your team application will not be approved until all of your coaches and volunteers have passed a background check.

**12. I'm a team administrator. What happens if I add a coach or volunteer after my team application is approved?**

The coach/volunteer may not have contact with youth participants until their background check has cleared.

**13. What happens if my background check comes back negative?**

You will be notified via letter of the negative outcome. The letter will contain contact information of the reporting entity along with instructions on how to initiate a dispute if you choose to do so. The background check administrator will also receive notice the check came back negative.

**14. I'm a team administrator. I added a coach/volunteer to my team's staff, but the coach/volunteer did not receive the**

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