

# BACKGROUND CHECKS



REGISTERASA



# REGISTERASA BACKGROUND CHECKS



LOGIN TO [WWW.REGISTERASA.COM](http://WWW.REGISTERASA.COM)

**PLEASE NOTE: NOT ALL ASA ASSOCIATIONS ALLOW  
ONLINE BACKGROUND CHECKS.**

**IF YOU ARE UNABLE TO START YOUR BACKGROUND  
CHECK ONLINE, PLEASE CONTACT YOUR LOCAL  
COMMISSIONER.**

# BACKGROUND CHECK POLICY



## State Specific and Federal FCRA Guidelines

- Under the Federal Fair Credit Reporting Act (FCRA) there is no time limit on the reporting of convictions crimes. However, 10 states have laws that limit the age of convictions that a consumer reporting agency such as LexisNexis can report.
- In those states convictions of crimes generally can only be reported for 7 years from the last date of disposition. The following states have 7 year criminal record reporting restrictions...

# ASA BACKGROUND CHECK POLICY



## Violent / Behavioral Crimes

- Murder
- Theft / Burglary / Robbery – Armed / Larceny
- Breaking and Entering
- Prostitution
- Disorderly Conduct
- Rape
- Assault / Sexual Assault
- Arson
- False Imprisonment
- Escape from Penitentiary
- Domestic Violence / Abuse



# ASA BACKGROUND CHECK POLICY



## Crimes Against Kids

- Indecent Solicitation of a Child
- Aggravated Sexual Abuse / Assault of a Child
- Child Abuse
- Child Molestation
- Sexual Conduct with a Minor
- Furnishing Alcohol to a Minor
- Indecency with a Child
- Abandon / Endanger a Child
- Sexual Abuse of a Child



# ASA BACKGROUND CHECK POLICY



## **Drug – Related Crimes**

- Possession of Drug Paraphernalia, THC, Marijuana
- Drug Dealing
- Trafficking Cocaine, Methamphetamine

## **Alcohol – Related Crimes**

- DUI / DWI ( 3 in the last 7 years )

# ASA BACKGROUND CHECK POLICY



## White Collar Crimes

- Identity Theft
- Bad Checks
- Shoplifting
- Money Laundering
- Forgery
- Credit Card Abuse
- Coercion
- Breach of Computer Security
- Conspiracy



# BACKGROUND CHECK PAID BY CREDIT CARD

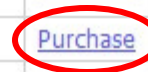


- The first step is to click the **PURCHASE** link on the Background Check row

## Personal Steps

#	Requirement	Required	Status	Purchase	Purchase Status	Expire Date
	ACE Certification w/ Background Check	<a href="#">Yes</a>	Last Cert: None --> ACE 1 Not Complete	<a href="#">Purchase</a>	Unpaid	
	Background Check	<a href="#">Yes</a>	Not Started	<a href="#">Purchase</a>	Unpaid	12/31/2010
	Team without Admin	<a href="#">Yes</a>	Need to Fix		N/A	1/1/1900
	Photo	<a href="#">Yes</a>	Not Complete		N/A	12/31/2011

The Background Check line shows the status of the procedure



# CONSENT FORM



## BackGroundCheck : Consent

Please read the Notice of Background Check information provided below and then click the appropriate button if you wish to continue. Your consent to a background check will be saved to your profile for your future use.

### AMATEUR SOFTBALL ASSOCIATION

NOTICE OF BACKGROUND CHECK IMPORTANT - PLEASE READ CAREFULLY

I hereby give permission for The Amateur Softball Association of America or any of its Local ASA Associations or leagues to obtain a background check on me. The background check, as received from the reporting agencies, may include, but is not limited to, any criminal felony or misdemeanor arrest and conviction data, a check of sex offender registries, child abuse offenses, as well as plea bargains and deferred adjudication. Background investigations may include address verification and other information verification. I understand that the information will be used in part, to determine my eligibility for an employment/ volunteer/contractor position with this organization. I also understand that as long as I remain an employee/volunteer/contractor here, the background check may be repeated at any time and for any reason. I understand that I will have an opportunity to review the background check, and a procedure is available to me to dispute or clarify any information obtained from a background check. The Amateur Softball Association of America may end the relationship if I have made any false statements or material misrepresentations, written or verbal.

This Consent and Authorization shall not constitute a consent or authorization of the undersigned applicant for purposes of the disclosure or release of medical records or workers compensation claims.

I, do for myself, my heirs, executors and administrators, hereby remise, release, and forever discharge and agree to indemnify The Amateur Softball Association of America and its affiliates, contractors and each of its officers, directors, employees and agents, and any organization or contractor that may have provided such information or conducted such an investigation, harmless from and against any and all causes of actions, suits, liabilities, costs, debits and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become an employee/volunteer/contractor.

[I Agree To BackGround Check](#) [Cancel](#)



# PAYMENT INFORMATION



**Complete payment information form, then click the SUBMIT PAYMENT button.**

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [Admin](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut\(nancy\)](#) |

## BackGroundCheck : Payment

Please provide your payment information below and click the Submit Payment button to continue.

Amount to Charge:	\$8.00
Payment Method:	Visa <input type="button" value="v"/>
Credit Card Number:	<input type="text"/>
CC Security Code:	<input type="text"/> (Three digit number on back of card)
Card Expiration Month:	--Select One <input type="button" value="v"/>
Card Expiration Year:	--Select One <input type="button" value="v"/>



# BACKGROUND CHECK PROCESS



While the Background Check process runs, your Home Plate will display a PENDING status.

The screenshot shows the ASA website interface. At the top, there is a red banner with the ASA logo on both sides and a quiz question: "(POP QUIZ) RESPONSIBLE SPORTS is giving away \$2,600 for my sports program?". Below the question are three radio button options: "True", "False", and "There's no way. This is a joke.". Below the banner is a navigation menu with links: HomePlate, Individuals, Teams/Leagues, Tournaments, Orders/Invoices, Profile, and Version. Underneath is a "Manage Profile" section with a link to "Admin Home". Below that is another navigation menu with links: User Profile, User Address, User Account, User Photos, User Roles, and User HomePlate. The main content area is titled "Home Plate" and "Personal Steps". It contains a table with the following data:

#	Requirement	Required	Status	Purchase	Purchase Status	Expire Date
	<a href="#">ACE Certification w/ Background Check</a> Click Here to Activate your Test	No	<a href="#">Last Cert: None --&gt; ACE 2 In Process</a> Review a previous test		Paid	
	Background Check	No	Pending		N/A	12/31/2010

# PENDING STATUS = YELLOW FLAG



A **YELLOW** Flag means that Lexis Nexis is requiring more information for their search.

# DELAYED BACKGROUND CHECK



- Lexis Nexis is conducting a county search and the county records are not up to date.
- We have seen background checks take 3-4 weeks to complete. Have coaches give themselves enough time for their background check to process in case there is a delay, (we suggest at least 4 weeks prior to their first tournament).
- Make sure the coach has all of their contact information up to date on their profile in case we need to contact them regarding a hold of their background check because of missing information.

# WHAT TYPE OF MISSING INFORMATION?



- Full Legal Name (Ex: William instead of Bill)
- Correct spelling of their name
- Date of birth verification
- Social Security number

# WHAT DOES A RED FLAG MEAN?



A **RED** Flag means a violation has appeared on your Lexis Nexis background check.

# RED FLAG ACTIONS



- A report is created and sent to the ASA National Office Background check review committee.
- Once the NOBCRC has voted, the background check will change to **Green** or will stay **Red**.
- If the background check stays at the **Red** flag status, an email will be sent to the commissioner or his/her designee, from the National Office.
- It is up to the Commissioner or his/her Association Background Check Committee to gather approval information from the coach. Once information is gathered, the Commissioner must make a recommendation back to the National Office.
- The coach has 14 days from initial contact with the Commissioner or National Office, to appeal the **Red** flag decision.


# GREEN FLAG



A **GREEN** Light means you have **PASSED** your background check and you can go onto the ACE Certification if required.

# CLEARED BACKGROUND CHECK






(POP QUIZ)

**RESPONSIBLE SPORTS is giving away \$2,500 for my sports program?**

True    False    There's no way. This is a joke.



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[HomePlate](#) | [Individuals](#) | [Teams/Leagues](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#)

**Manage Profile :**

[Admin Home](#)

[User Profile](#) | [User Address](#) | [User Account](#) | [User Photos](#) | [User Roles](#) | [User HomePlate](#) |

Home Plate

### Personal Steps

#	Requirement	Required	Status	Purchase	Purchase Status	Expire Date
	<a href="#">ACE Certification w/ Background Check</a> Click Here to Activate your Test	No	<a href="#">Last Cert: None -&gt; ACE 2 In Process</a> Review a previous test.		Paid	
	Background Check	No	<b>Cleared</b>		N/A	12/31/2010

Home plate status shows CLEARED if the background check passes.

# ID CARD



- You will receive an ID card in the mail for proof that you have cleared an ASA Background Check!

Show photo of 2012 ID Card

# SOLVING PROBLEMS



- How do I start the background checks for the coaches on my team?

## ANSWER:

Go to your team page. Click the name of the person you need to take the background check. On the form is a box that reads next to it, send welcome email. Click the box and it will send the coach a link in which to follow to take the background check.

# SOLVING PROBLEMS



- How do I start my background check?

## ANSWER:

Login to [www.registerasa.com](http://www.registerasa.com) and on your home plate click the “purchase” link for background check. You will consent and pay for the background check, then it will automatically run. When it is completed or cleared, your home plate will be updated. You can also pay for your background check on an invoice. When your local commissioner marks your invoice paid, a “background check” link will appear on your home plate. You can click the link to start your background check.

# SOLVING PROBLEMS



- Why hasn't my background check started yet?

## ANSWER:

If you paid by check on the invoice for the coach's background checks, the invoice will need to be marked PAID by the commissioner. Your Commissioner will be the one to start your background check.

If you paid by credit card, please submit a tech ticket.

# SOLVING PROBLEMS



- I have paid for my background check with my credit card, and now the invoice is charging me for the same service. How can I get a refund?

## ANSWER:

This is usually due to multiple profiles for the same person. Ask your Team Administrator to ensure that the correct profile is on the team page.

# FREQUENTLY ASKED QUESTIONS



- Do I have to take a background check every year?

## ANSWER:

Yes, coaches are required to take a background check every year. The background check is an annual check for the safety and security of our young athletes.

# FREQUENTLY ASKED QUESTIONS



- Where do I get a consent form for the background check?

## ANSWER:

When you login you are brought to your home plate. On your home plate there is a grid and the column with “background check” as a “purchase” link to the right under the heading Purchase. Click the link, you will have a consent form to initial electronically, pay, and then the background check will be run.

# FREQUENTLY ASKED QUESTIONS



- How long does it take to complete my background check?

## ANSWER:

Anywhere between a few minutes to a few days. If it has been longer than seven days, please contact your local commissioner.

# ACE CERTIFICATION



**YOU MAY NOW TAKE YOUR ACE CERTIFICATION TEST  
IF REQUIRED BY YOUR LOCAL ASSOCIATION.**

**PLEASE CONTACT YOUR LOCAL COMMISSIONER FOR  
MORE INFORMATION.**

