

TO: Meet Directors

FROM: USA Gymnastics

DATE: January 31, 2008

SUBJECT: **PROFESSIONAL MEMBERSHIP AND BACKGROUND SCREENINGS**

The purpose of this email is to provide notification of acceptable forms of verification for background checks for Professional Members. Beginning in December 2007, individuals who apply for or renew their Professional Membership are required to complete a background check as a condition of membership. Individuals must receive a "Green Light" status in order to activate their USA Gymnastics membership.

Some members, who just recently renewed or applied for Professional Membership, may have submitted their information to the background screening agency (NCSI), but may not yet have the results of the check (as standard processing time is 3-4 weeks). For USA Gymnastics sanctioned events occurring the weekend of February 1st - 3rd, 2008 USA Gymnastics will allow the participation of Professional Members who have submitted their background check, but have not yet received their results. As proof that the background check information as been submitted, Professional Members may submit to the Meet Director a printout of the confirmation email sent by NCSI or a letter from USA Gymnastics verifying background check submission.

Meet Directors; please remember to verify Professional Memberships via USA Gymnastics' database (<http://www.usa-gymnastics.org/membership/memship-howto.html#6>). If a member appears on this list, then their membership is valid and they are permitted to participate in sanctioned events, no further documentation is necessary. There may be occasions when an individual has completed all requirements of membership, but because of processing time, may not show up in this membership search. If a member does not appear on this list, it is the member's responsibilities to provide proof of their membership, safety certification, and background screening. All three requirements must be presented to verify an individual's Professional Membership. The following items can be accepted as proof of these requirements:

1. Proof of Professional Membership
 - . Official USA Gymnastics membership card
 - . Confirmation of online membership registration
 - . Proof of membership printed from the internet
2. Proof of Safety Certification
 - . Safety certification card or certificate
 - . Safety certification date on membership card
 - . Proof of membership printed from the internet
3. Proof of "Green Light" approval from background check
 - . Proof of membership printed from the internet
 - . Print out of email confirmation of background check submission (this option is only verifying background check submission and not completed results, but should be accepted as proof for events occurring the weekend of February 1st-3rd, 2008
 - . Background Check Submission Verification Letter from USA Gymnastics (this option is only verifying background check submission and not completed results, but should be accepted as proof for events occurring the weekend of February 1st-3rd, 2008

Below is an example of the verification notices that Meet Directors may accept as proof of background check submission. If you have any questions, please contact USA Gymnastics Member Services at 1-800-345-4719.

Example of the confirmation email sent by NCSI (printout MUST contain the individual's name in the sent line of the email):

Your background check information has been submitted for processing. Please print and keep a copy of this for your records.

Applicant ID Number: 6395-8276-4681-2669

A charge of \$21.25 has been made to your credit card for processing this background check.

If you have any questions please contact our client services at (866) 833-7100 x109 and refer to your Applicant ID Number above.

Thank You!

National Center for Safety Initiatives

<http://www.ncsisafe.com>

Example of the Background Check Submission Verification Letter from USA Gymnastics (letter MUST contain the individual's name and member #):

**USA Gymnastics Background Check
Submission Verification**

This form is valid until the weekend of February 1st -3rd, 2008 ONLY. Individuals receiving this notice have submitted their information for the background screening process but have not yet received the results. Individuals must have their Professional Membership application and payment on file with USA Gymnastics and have completed the Safety Certification Course in order for this notice to be valid.

- . Present this form to the Meet Director for access to USA Gymnastics sanctioned events occurring the weekend of February 1st-3rd, 2008

Note to Meet Director of USA Gymnastics Sanctioned Event:

- . Please accept this form as verification of background check submission. This form verifies that the individual listed below has submitted their information for a background check and he/she is permitted to participate in USA Gymnastics sanctioned events occurring the weekend of February 1st-3rd, 2008

This verification letter is void after February 3rd, 2008.

Sincerely,

USA Gymnastics Member Services

1-800-345-4719