

## PROCEDURES FOR THE PROCESSING OF REGIONAL VOLLEYBALL ASSOCIATION BACKGROUND SCREENING APPLICATIONS

As per the Background Screening Policy adopted by the Regional Operations Division of USA Volleyball in May, 2003 and amended in October, 2003 and May 2004, background screening will be mandatory for all Regional Volleyball Associations beginning with the 2004-2005 season.

1. Completed Consent and Waiver Release Forms, along with the Club Contact Forms, will be submitted by each region directly to SSCI by fax, mail or Fed Ex at the address/fax number listed below. The region will keep on file both pages of the application form. Only a copy of the first page of the application needs to be submitted to SSCI.
2. SSCI will acknowledge receipt of forms by email to the region.
3. If there are any problems, the region will be asked to provide the missing or illegible information to SSCI.
4. Notice of clearance (or disqualification) for all applicants will be provided via e-mail to the designated person of the RVA where the person is registered. The region will receive this information within 2-5 days after submission. The USAV national office will receive this information monthly.
5. A notice of automatic disqualification will be sent by the SSCI to the hiring or using entity.
6. A notice of automatic disqualification, the complete profile, a copy of the "Summary of Your Rights under the Fair Credit Reporting Act" (FCRA), and notification that the person is prohibited from participating in RVA/USAV sanctioned junior activities or events will be provided by SSCI directly to all automatically disqualified individuals.

### Region Payment Options:

- A. SSCI will **invoice** the region each month along with the roster activity and payment is due 14 days of receipt. The cost per application is \$16.
- B. The Region may **pre-pay** by submitting payment along with the consent forms to SSCI. The cost per application is \$16

### Contact Information:

SSCI  
2627 Sandy Plains Rd  
Suite 203  
Marietta, GA 30066  
Telephone: 866-996-7412  
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