

# Cal North Policies and Procedures for Finger Print Scanning/Background Checks at the League Level

## *General Live Scan Questions*

### **What happens when someone doesn't pass their background check?**

Cal North will apply the approved pass/fail criteria to each report they receive. If an individual does not meet the criteria to pass, they will be notified via certified mail. The League will be notified via email by Cal North that the individual has not passed. The individual's staff record will be blocked from being approved on any roster.

### **How often do we need to have volunteers scanned?**

Since Cal North is centralizing the scan process, the applicant will only have to scan once. That result and subsequent arrest designation will follow them until they are no longer associated with the organization.

### **My league already does Live Scan. Can we use my existing results?**

All scans that are processed after March 1st are encouraged to go through Cal North's approved vendor. Those Leagues that have previous results can apply for the "Grandfather" process. If they are approved, they will not have to rescan.

## *Live Scan Scheduling with Capital Live Scan*

### **Is there a minimum number of coaches required to have Capital Live Scan come to our league?**

Capital Live Scan requires a 15-person minimum with on-site live scan sessions. Please email Capital Live Scan even if you may have less than 15 people. They will try to combine sessions with other organizations in your area.

### **How many times can we have Capital Live Scan come out to our league?**

Capital Live Scan is committed to fulfill your live scan needs. They ask that you attempt to coordinate your live scan sessions as much as possible. Capital Live Scan understands for many Leagues this is a new challenge and is committed to making it as easy as possible.

### **What do we do when scans aren't available from Capital Live Scan?**

Cal North has negotiated a great rate with Capital Live Scan to accomplish the live scans, we expect your league to utilize their services. We recognize that on the rare occasion, you will have to seek an alternate vendor. In that event, your applicant will need to have the Cal North "Request for Live Scan" form with them. You can access this form by contacting Capital Live Scan. Additionally, Capital Live Scan is identifying local vendors who can accommodate the coaches that need to be live scanned independent of on-site sessions. A link will be provided that shows all live scan vendors in our area.

### **How do we contact Capital Live Scan?**

Capital Live Scan has set up a special, dedicated email address for Cal North leagues. When you have a question or need to schedule a session, you can contact Capital Live Scan at: [soccer@capitalivescan.com](mailto:soccer@capitalivescan.com). You can also contact Capital Live Scan at (877)888-8802 ext 6.

### **How will payments to Capital Live Scan be handled?**

Leagues will be emailed a detailed list of those scanned along with an invoice. The invoice is payable within 14 days of receiving it.

## ***Rostering Process Changes***

### **Will we still need the Cal North #1628 form?**

No. The #1628 is being discontinued after the 2012/13 season and will be replaced with an entirely new form for use by adults. The new form (#1650) will no longer need to be completed annually. It will be a one time filing at the time of the fingerprinting.

### **We have an under age coach. Do we need to do anything special?**

If you have an underage coach, you will need to notify the District Registrar and have the individual complete the new #1660 form (not the #1650). The District Registrar will put a temporary background check into League One that will expire on the coach's 18<sup>th</sup> birthday. Upon reaching their 18th birthday, they will be required to have a Live Scan check done.

### **How can we tell if a coach is ready to be approved on a team?**

Both the staff page and the team maintenance page will indicate if the adult has a current background check and disclosure.

### **What is the process for handling the hard copy of the 1650 form?**

We strongly encourage all adults to use the electronic version of the #1650 form. In cases where that isn't possible, the hard copy version of the #1650 form will be handled just like we handled the #1628 in the past. Your coach will fill it out, sign it and turn it into the club/league registrar. The registrar will input the form's information into LeagueOne and then forward the form to the District Registrar for filing. The original must be forwarded to the District. The biggest difference is that these forms will no longer be required annually.

### **What is the process for the handling of the electronic 1650 form?**

Like the hard copy version, the electronic version will be handled the same as it has in the past. If the adult has completed either the 1650 or 1628 in the past, then it should link to their staff record automatically. If not, you would link the electronic form just as you did in the past with the 1628. The biggest difference is that these forms will no longer be required annually.

### **How quickly will my coaches be cleared for roster approval?**

Once their live scan results have come back from CA DOJ, usually within 24-48 hours, the pass/fail criteria is applied by Capital Live Scan and the results are reported to Cal North however it may take a few days to input into the registration software. Once the applicant's record has been updated with the "pass" designation they are eligible to be approved on a team.

### **If an existing coach has a subsequent arrest report to the California Dept of Justice. what happens?**

Cal North will be notified of the subsequent arrest. Cal North will apply their pass/fail criteria for an arrest reported by the California Department of Justice and the individual may be suspended until the case is resolved and reported. At that time the case will be re-evaluated.

### **Can we give the roster or any paperwork to a coach while waiting for approval of their Live Scan?**

No. Until the staff record is updated with a "Pass" status, nothing containing personal information on the children/players should be given to them. With the safety of your membership a priority, no exceptions are permitted.

### **Can we have one person fingerprinted and then make them the coach of record for all of our teams?**

No (see upcoming PIM 13-1). Doing this would defeat the purpose of the new Live Scan process. The Live Scan is another tool to ensure the safety of our children. Getting one individual scanned to satisfy the rostering requirements and then giving all the player information and team to another UNCHECKED individual possibly puts our children at risk from this unchecked individual.



# CALIFORNIA YOUTH SOCCER ASSOCIATION, INC. MINOR TEAM OFFICIAL REGISTRATION AND RISK MANAGEMENT DISCLOSURE FORM

20\_\_ / 20\_\_ SEASON

PROVIDING FALSE INFORMATION OR OMITTING INFORMATION WILL RESULT IN IMMEDIATE SUSPENSION FROM ALL CAL NORTH ACTIVITIES

<b>APPLICANT INFORMATION</b> * = REQUIRED INFORMATION	Legal Last Name:* _____	Legal First Name:* _____
	Address:* _____	
	City:* _____	State:* _____ Zip:* _____
	Email: _____	Birthdate: __/__/__ Gender: <input type="checkbox"/> M <input type="checkbox"/> F CPR Trained: <input type="checkbox"/> Y <input type="checkbox"/> N
	Home Phone:* _____	Cell: _____
	<b>YOU MUST FILL-IN AT LEAST ONE OF THE THREE REQUESTED IDENTIFICATION INFORMATION SECTIONS BELOW</b>	
Driver's License Number: _____	State:* _____ Expiration Date: __/__/__	
Social Security Number: _____	Other ID/Passport: _____	

## IMPORTANT REGISTRATION QUESTIONS (Check in Box Required)

- Have you ever been convicted of a crime of violence?  YES  NO
- Have you ever been convicted of a crime against children?  YES  NO
- Have you ever been convicted of a crime against an individual?  YES  NO
- Have you ever been convicted of fraud?  YES  NO
- Have you ever been convicted of a felony?  YES  NO
- Have you ever been convicted of a crime involving an alcohol or drug related offense in the past 5 years?  YES  NO

If you have answered YES, you can not be associated with any CYSA affiliated team until you have received clearance from CYSA.

I certify that I have no physical illness or impairment which will make participation in soccer related activities dangerous to me. Registrant represents that the information contained on this form is true and correct and that the registrant has not lied about, misrepresented or otherwise falsified such information. Incomplete forms will be returned!

I understand that:

- It is the intent to deny registration to any person who has been convicted of crime against an individual.
- In applying for a position, the information which I have furnished on this form is subject to verification.
- I will abide by the rules and regulations set forth by the California Youth Soccer Assn. Inc., United States Youth Soccer, United States Soccer Federation and its affiliated Leagues and Clubs.
- THIS MINOR TEAM OFFICIAL REGISTRATION AND RISK MANAGEMENT DISCLOSURE FORM MUST BE UPDATED EVERY SEASONAL YEAR UNTIL THE MINOR REACHES 18 YEARS OF AGE, AT WHICH TIME THEY WILL NEED TO COMPLETE FORM #1650 AND BE LIVE SCANNED (FINGERPRINTED).**

I acknowledge having and maintaining at least the minimum amount of insurance as required by the State of California per the State Vehicle Code. I agree to notify CYSA representatives that I do not have such coverage if at any time I am asked to use my personal or non-owned vehicle for affiliated youth soccer activities. Furthermore, I agree to not allow any person who does not have authorization and/or insurance to drive my vehicle for affiliated youth soccer activities.

I declare under **Penalty of Perjury** under the laws of the **State of California** that the information that I have furnished on this form is true and correct to the best of my knowledge. This declaration was executed at (city) \_\_\_\_\_, California, on (date) \_\_\_\_\_.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

GUARDIAN NAME (PLEASE PRINT): \_\_\_\_\_

GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# Cal North Live Scan FAQ

## LIST OF FAQs

Why are background checks being required by Cal North? .....	2
Background of Live Scan .....	2
What is Live Scan Fingerprinting? .....	2
What are the benefits of Live Scan? .....	2
How Does the Process Work? .....	2
When will Live Scan requirements go into effect? .....	3
What is a Custodian of Record (COR)?.....	3
What is an ORI number? .....	3
What if I have already been Live Scanned or finger printed for another organization? .....	3
Who needs to be Live Scanned? .....	3
What type of Identification do I need to bring? .....	3
What if my league or club currently does a CDL or SS # background check? .....	3
Is our league or club required to use the Live Scan vendor approved by Cal North? .....	4
What is the Cal North PASS/FAIL Criteria?.....	4
What is the Appeals Process? .....	4
What is the implementation if my league or club has not previously used Live Scan as our background check? .....	5
What is the implementation if my league or club already uses Live Scan as our background check?.....	6



## Cal North Live Scan FAQ

### **Why are background checks being required by Cal North?**

The Cal North Board of Directors, at their March 2013 meeting, approved the implementation of a mandatory Comprehensive Fingerprint Background Check program as part of their current Risk Management policy. After the annual review of the current Cal North Risk Management policies, the Cal North insurance provider recommended this comprehensive background check procedure become part of our league affiliation requirements. Any adults (18 years old and over) that are rostered as staff on a Cal North sanctioned team, will be required to take part in the Fingerprint Background Check program.

We understand some of our affiliated leagues may currently do some type of background check and have questions or concerns about how this program will affect them. Please review the Frequently Asked Questions (FAQ) regarding the Fingerprint Background Check program's policies, implementation procedures and important information. As you will see, Cal North has taken this very important issue and strengthened its Risk Management program for the safety and well-being of all our members.

**AS A RESULT OF THIS NEW POLICY, IT IS ANTICIPATED THAT THERE WILL BE DELAY IN THE APPROVAL OF TEAMS FOR THE 2013-2014 AS WE FINALIZE PROCEDURAL AND SOFTWARE CHANGES TO ACCOMMODATE THE NEW POLICY.**

### **Background of Live Scan**

As a result of legislation passed in 1997, the California Department of Justice (DOJ) has developed the automated background check process which requires digitized fingerprints ("Live Scan"). Digitizing the fingerprints enables the electronic transfer of fingerprint images to the DOJ, which saves both time and money.

### **What is Live Scan Fingerprinting?**

Live Scan is an inkless electronic fingerprinting. Applicant fingerprints are electronically transmitted to the California Department of Justice (DOJ) for completion of a criminal record check. The Live Scan technology replaces the process of recording fingerprint patterns through a rolling process using ink. Ink fingerprinting is still required in many states. Digitizing the fingerprint images enables service providers to electronically transmit fingerprints to the DOJ in a matter of seconds, instead of the days required to send hard copy fingerprint cards through the mail. Additionally, the DOJ forwards Live Scan Fingerprints to the FBI (if required).

### **What are the benefits of Live Scan?**

The Live Scan process helps in avoiding many of the problems associated with ink prints, such as smudging, smearing, and over or under inking. A major benefit of Live Scan is that your fingerprints are transmitted directly to the Department of Justice. The Department of Justice conducts a criminal background check, based on your fingerprints, and results are sent within 44 to 48 hours to your employer or licensing agency.

### **How Does the Process Work?**

A Trained and Certified Technician will scan your fingerprints using a Live Scan machine. The electronic fingerprinting session takes five to ten minutes and your prints are immediately sent via electronic transmission to the appropriate FBI-Certified channeling agencies for background processing.



## Cal North Live Scan FAQ

### **When will Live Scan requirements go into effect?**

Cal North Board of Directors and their Insurance have instituted required Live Scan background checks be completed on all adult staff members (18 years old +) rostered on any Cal North affiliated team starting with the 2013/2014 season.

### **What is a Custodian of Record (COR)?**

The Custodian(s) of Record (COR) are the only individuals who, by law, are allowed to access the secure California Department of Justice (DOJ) website and view the sensitive Live Scan fingerprinting results. The COR reviews the fingerprinting results for each individual and determines the eligibility of the individual to volunteer/coach according to the guidelines set by Cal North.

### **What is an ORI number?**

An Originating Agency Identifier (ORI) is an identifying number that is assigned to an organization by the California Department of Justice (DOJ). Cal North has a designated ORI number. In addition, each Cal North league/club that has been Live Scanning their adults has its own assigned ORI number. The DOJ does not allow information to be shared or transferred between different ORI numbers.

### **What if I have already been Live Scanned or finger printed for another organization?**

The California Department of Justice (DOJ) does not typically allow for the sharing of background information between organizations. Each organization typically must request background information via Live Scan using their individual DOJ issued vendor number. However, as the parent state sports organization, Cal North may be added as a Custodian of Record (COR) to an affiliated league, enabling Cal North to also receive the fingerprint clearance and subsequent arrest information.

### **Who needs to be Live Scanned?**

All adults 18 years of age and over who are rostered on any Cal North affiliated team must be Live Scanned. In addition, all Cal North Board of Directors and Staff must be Live Scanned. The Live Scan is conducted only once on an individual within the Cal North organization and follows the individual within the organization as long as the individual is a volunteer for Cal North. Minors rostered to a team as staff members will not be required to obtain a Live Scan. Though not mandatory, Cal-North strongly encourages league board members and referees to be Live Scanned.

### **What type of Identification do I need to bring?**

Applicants will need to provide a current and valid California Driver's License or California Identification Card. Also accepted are passports, out of state Driver's Licenses, military ID cards, and ID from the Mexican Consulate.

### **What if my league or club currently does a CDL or SS # background check?**

While we applaud your league or club for taking a proactive stance on protecting their members, Cal North and its insurance provider have selected Live Scan as the only form of background check that will be used for all our members. Cal North has developed a pass / fail criteria that will provide for a safe environment for our members.



## Cal North Live Scan FAQ

### Is our league or club required to use the Live Scan vendor approved by Cal North?

Yes – Leagues and/or Clubs must use the approved Cal North vendor. The Live Scan program provided by the selected vendor is more than just a finger rolling and submission program. This comprehensive turnkey program includes:

- ✓ a COR for Cal-North Live Scan records
- ✓ Maintains a database of all volunteers fingerprinted
- ✓ Provides a list of cleared volunteers. (Recipient(s) and manner of notification to be established by Cal North Board)
- ✓ Provides a list of failed volunteers to Cal North COR
- ✓ Files "No longer interested" documents with California Department of Justice (DOJ). This is needed when people leave the organization.
- ✓ Daily monitoring of Subsequent Arrest Reports during season, with bi-weekly monitoring during off season.

We realize there may be times when using another vendor is necessary. As the information will continue to be managed by Capital Live Scan, Cal North will invoice the League for the \$7 maintenance/service fee per adult who is live scanned elsewhere.

### What is the Cal North PASS/FAIL Criteria?

- a. No information received back from the California Department of Justice (DOJ) concerning a conviction or arrest report is a PASS.
- b. A conviction reported by the DOJ for crimes of violence, crimes against children, sex crimes, or possession of an illegal substance for intent to sell, shall be a FAIL.
- c. An arrest reported by the DOJ for crimes of violence, crimes against children, sex crimes, or possession of an illegal substance for intent to sell, shall be a SUSPENSION until the case is resolved and reported. At that time a PASS or DENIAL/FAIL will be determined.
- d. Any other information reported back from the DOJ, not fitting the absolute criteria specified in (b), will be evaluated on a case-by-case basis.

### What is the Appeals Process?

- a. When the California Department of Justice (DOJ) reporting results in a FAIL or SUSPENSION decision, a letter of suspension or denial, including a copy of the DOJ report, is sent to the individual.
- b. An individual with a 'denied' status has 14 days from the date of the letter to submit a letter requesting an appeal. The individual can bring court records stating information has been expunged, no longer on probation, letter of recommendation from court that they are no longer at risk, etc., to the appeal meeting.
- c. An individual with a 'suspended' status has 14 days from the date of the letter to submit a letter requesting an appeal. The individual can bring court records stating information has been expunged, no longer on probation, letter of recommendation from court that they are no longer at risk, etc., to the appeal meeting.
- d. This in-person appeal meeting will be conducted by the Chairman and/or First Vice Chair.
- e. Immediate decision is made on suspension. Decision can be:
  - i. A permanent fail
  - ii. To advise individual to resubmit after record has been expunged
  - iii. To advise person to be Live Scanned again in a year and re-reviewed



## Cal North Live Scan FAQ

### **What is the implementation if my league or club has not previously used Live Scan as our background check?**

- a. Leagues are required to Live Scan through Capital Live Scan.
- b. Capital Live Scan will post on their website specific to Cal North a scheduling calendar advising of date, time and location. Also Leagues can email their needs to Capital Live Scan at [soccer@capitalivescan.com](mailto:soccer@capitalivescan.com)
- c. Leagues will have the ability to request on-site sessions.
- d. Appointed Cal North representative will assist Capital Live Scan in scheduling.
- e. Appointed Cal North representative will track events in a scheduling data-base. This enables follow-up with specific leagues when results come back from Capital Live Scan on an adult who is not listed in the registration system or an adult who has not yet been live-scanned.
- f. Vendor will require the following information from each League:
  - i. Number of clubs in the League
  - ii. Number of coaches, assistant coaches, team managers, team trainers on last year's rosters
  - iii. Whether or not the League/Clubs are currently Live Scanning the staff officials/volunteers
  - iv. Dates of any coaches' meetings already scheduled
  - v. Dates the League/Clubs want to schedule Live Scan fingerprinting
  - vi. Events that require immediate need. The vendor will try to accommodate these requests on a case by case basis.
- g. At a session, the fingerprint information is sent directly to the California Department of Justice (DOJ) and results are sent back to the vendor within 48 hours. Individuals being fingerprinted will be required to fill out a form, which will identify the individual's League.
- h. Cal North will be advised of the individual's pass/fail status immediately upon return of results from the California Department of Justice (DOJ).
  - i. Upon receipt of a failed/suspended status, Cal North will issue a failed/suspended letter, via certified mail, to the individual outlining the Cal North appeals process.
- i. Vendor and Cal North will work cooperatively to develop a process to enter the PASS information into the Cal North approved registration system.
- j. Once the pass status for an individual has been entered into the Cal North approved registration system, the individual will be eligible to be rostered on a team.
- k. A log will be provided by Capital Live Scan to the League including the number of people scanned at each event. (This log helps to reconcile CORI reports).
- l. \$15 per person scanned will be due to Capital Live Scan This amount will be billed to the League Capital Live Scan. Payments will be due 14 days from the send date of the emailed invoice.
- m. Adults who are not verified in the Cal North approved registration system will not receive their respective coach, assistant , coach, team manager, or team trainer pass until a 'Live Scan ' PASS has been recorded on their registration record.
- n. Teams are not approved (activated) in the Cal North registration system until all Staff members on the roster are verified.





## Cal North Live Scan FAQ

### What is the implementation if my league or club already uses Live Scan as our background check?

- a. Any adult not previously Live Scanned by the League must be Live Scanned through the Cal North Live Scan Implementation.
  - i. \$15 per person scanned will be due to Capital Live Scan. This amount will be billed to the League Capital Live Scan. Payments will be due 14 days from the send date of the emailed invoice.
- b. A League, which Live Scans adults under that League's ORI number after **April 1**, will have to Live Scan those adults again through the Cal North Live Scan implementation.
- c. A League may request to have the results for adults previously Live Scanned by the League accepted under the Cal North Live Scan implementation. All such requests must be received by the 1st Vice Chair no later than **April 30, 2013**. The following information must be submitted to the 1st Vice Chair via mail to the Pleasanton Cal North State office at . 1040 Serpentine Lane, Suite 201, Pleasanton, CA 94566.
  - ii. The League's Live Scan Pass/Fail criteria.
  - iii. Proof that "**Subsequent Arrest Notification**" is in effect under the League's ORI number. This can be accomplished by submitting a copy of one California Department of Justice (DOJ) result.
  - iv. The League's Pass/Fail criteria for Subsequent Arrest Notifications.
  - v. A record of all adults who have been Live Scanned by the League. The following must be included for every adult:
    - ATI number
    - First and last name scanned under
    - Cal North ID number
    - Transaction/scan date
    - Date DOJ reporting record was reviewed
    - Pass/Fail result
- d. If the League's Pass/Fail Criteria is as strict or stricter than the Cal North criteria, and all of the items in item (c) above have been provided to and accepted by the 1st Vice Chair, all adults previously Live Scanned by the League, who received a PASS from the League, will not have to be Live Scanned under the Cal North Live Scan implementation.
  - i. Adults who received a Fail or Suspension under the League's Pass/Fail criteria will have to be Live Scanned again under the Cal North Live Scan implementation.
- e. League's approved for acceptance of previously Live Scanned adults will have to add the 1st Vice Chair and Chairman as CORs for the League's ORI #, enabling Cal North to receive any Subsequent Arrest Notifications. The League also must provide Cal North with its Mail Code and Password to access the secure DOJ mail server.
- f. Adults who are not verified in the Cal North approved registration system will not receive their respective coach, assistant , coach, team manager, or team trainer pass until a 'Live Scan ' PASS has been recorded on their registration record.
- g. Teams are not approved (activated) in the Cal North registration system until all Staff members on the roster are verified.