

# USA Cycling Criminal Background Check Policy

USA Cycling undertakes criminal background checks on its applicants seeking a coaching certification. USA Cycling uses a third party company to conduct the background check. USA Cycling chooses to pursue this information in order to reduce the risk of harm to its members and non-members who may be hiring a coach.

The pertinent information required for the criminal background check is full, legal name, date of birth (DOB) and Social Security Number (SSN). The SSN is required to provide accurate data gathering. Without the SSN, the background check cannot be conducted. If a person refuses to divulge the SSN, USA Cycling will not issue a coaching certification.

The background check involves criminal activity only. Financial or credit information is not gathered.

## ***Procedure***

A new coach must submit the coaching license application, acknowledgement of risk, authorization to release information, and applicant disclosure affidavit and coaching license fee along with the test answer sheet for the Level 3 coaching certification.

A renewing coach must submit all the above information except for the test answer sheet.

A current coach seeking an upgrade only needs to submit the test answer sheet for the level 2 or level 1 coaching certification exam. No background check is needed for an upgrade during a calendar year.

The test answer sheet will be graded first. If the coach passes the test, the procedure will continue as below. If the applicant does not pass the test, the applicant will be notified that s/he has not passed the test and will be offered the opportunity to re-submit the test answer sheet. The applicant must also complete the coaching license application, acknowledgement of risk, authorization to release information, and applicant disclosure affidavit and coaching license fee once again. The documents originally submitted will be shredded including any checks submitted for payment.

For the coaches needing a background check, USA Cycling will use the name, DOB and SSN information to conduct the background check through IntelliCorp ([www.intellicorp.net](http://www.intellicorp.net)). USA Cycling staff will log in to a secure website and provide the above information to IntelliCorp. IntelliCorp will search the criminal records database for matching information and report to USA Cycling the results of the search.

USA Cycling will then evaluate the results of the search to determine if the offenses (if any) would lead to a denial of a coaching certification. If no records are returned or records that would not lead to a denial, the coaching license will be processed. If the

background search returns records that would lead to a denial, USA Cycling will notify the coach of the search results and that the coaching certification will not be processed. USA Cycling may require an affidavit explaining the offense (if the affidavit submitted with the coaching license application does not explain the offense adequately). If the additional information clarifies the offense sufficiently, the certification will be issued.

If the offense and any clarification are not sufficient to issue the coaching certification, the coaching certification will be denied.

An applicant who is denied the coaching certification will have the ability to appeal the decision to an advisory panel. The advisory panel will review the matter and make a recommendation to the USA Cycling Chief Executive Officer (CEO). The panel may be comprised of any three (3) of the following USA Cycling staff members or agents:

Chief of Staff  
Chief Operating Officer  
Chief Financial Officer  
Paralegal  
Risk Manager

Parties on the advisory panel will have access to the criminal background check report and any other documents submitted for the coaching certification.

The decision of the CEO will be final.

### ***Refunds***

If an applicant has his/her application for a coaching certification denied based on information supplied on the affidavit or gathered from the criminal background check and any appeals are denied, the applicant will receive a refund of \$75 of the coaching certification fee. USA Cycling will retain ten (10) US dollars of the fee as an administrative fee.

If a coach has a coaching certification suspended once the coaching certification has been issued, no refund will be made.

### ***Privacy***

The following information only concerns information related to the criminal background check and does not apply to membership data that is gathered on the coaching certification application.

USA Cycling is concerned with the privacy issues related to member information. Sensitive information such as Social Security numbers (SSN) will be used only for the criminal background checks and be kept for only as long as the information is needed for

the background check. Once the background check is completed, the SSN will be shredded.

IntelliCorp, Inc has its own privacy policies accessible through its website.

The background check information is accessible only through the secured area of the IntelliCorp, Inc website. The information is password protected. In addition, the SSN only appears on the report in a truncated format (only the last four (4) digits are displayed).

USA Cycling will not print out the background check unless a hard copy is needed for an appeal or in discussion with the risk management team to evaluate if the coaching certification should be approved or denied. In the case of an appeal of a denial of the coaching certification, hard copies may be printed out for the panel members to review. Once the appeal is completed, all copies of the printed report will be destroyed.

USA Cycling will not keep hard copies of background checks on file in its offices aside from the exception above.

USA Cycling will keep the affidavit on file in a secure location. The affidavit will be kept for five (5) years or as long as required by law or practice.

The Authorization for Release (minus the section containing the SSN) will be kept on file for five (5) years or as long as required by law or practice.