

GUIDE TO ENROLLMENT



“Get Behind the Badge” Volunteers always have been, and always will be, the backbone of the United States Bowling Congress. They are dedicated, hard-working, unselfish people who have the sport’s best interests at heart.

It is extremely important in today’s world that all volunteers who work with USBC Youth programs understand that USBC is facing the same problem every youth sports and social organization in America is facing: protecting our youth against a handful of people who prey on the innocence of children.

Child abuse, sexual misconduct and domestic violence are insidious crimes committed by people who often look and act “normal”. The only practical way to make youth bowling safe is to identify those who refuse to abide by acceptable standards of behavior and conduct, remove them from contact with our young people and establish barriers to prevent other predators from gaining access to children who bowl.

To protect our youth, the USBC has created a Registered Volunteer Program to assure parents that bowling is doing everything it can to provide a safe haven for youth. As a leader in the world of youth sports, USBC has created a model we hope all other youth sports organizations will equal or exceed.

Your participation in USBC’s Registered Volunteer Program is extremely important in helping our sport create a safe haven for young people.

If you decline participation, you will automatically disqualify yourself as a USBC Youth volunteer. In the event you may reconsider in the future, you may complete the enrollment process on-line at bowl.com.

Background Screening Basics The background screening process, explained in the USBC Registered Volunteer Rules and Policies, is intended to identify and remove those who have a history of behavior that might pose a threat to young people. It does not involve personal credit checks or motor vehicle violations.

A background screen that produces a “green light” means no disqualifying criminal record has been found and the individual will be approved as a USBC Registered Volunteer.

If the background screen produces a “red light,” the volunteer will be contacted directly by NCSI. If information is missing or inaccurate, a re-screen will be done. A final “red light” determination, which disqualifies a volunteer from working with USBC Youth, will be issued only after a complete investigation upholds the original findings.

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REGISTERED VOLUNTEER PROGRAM
DO YOU KNOW WHO'S ON THE LANES WITH YOUR KIDS?

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USBC Headquarters
621 Six Flags Dr.
Arlington, TX 76011-6305
Fax (817) 385-8262

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USBC REGISTERED VOLUNTEER USBC REGISTERED VOLUNTEER USBC

Basic Program Overview To continue working with USBC Youth, the following individuals are required to complete the registration process:

- Anyone 18 years of age or older who has regular physical or verbal contact with USBC Youth bowlers, holds a position of authority or supervision over USBC Youth programs, has an opportunity to establish a position of trust, and/or has an opportunity to build a one-on-one relationship through USBC Youth programs must register as a USBC Registered Volunteer.
- Specific roles or positions within the USBC Youth program that require registration are detailed in the USBC Registered Volunteer Rules and Policies. (I.e. Non-merged Youth Association Board members)

Individuals are “screened” by NSCI, the National Center for Safety Initiatives.

The criteria used for screening is detailed in the USBC Registered Volunteer Rules and Policies.

All volunteers who wish to participate in the RVP will do so online and will pay by credit card (Master Card or Visa).

The cost is \$20 for the screening and administrative fees will be \$1.25.

- There might be additional screening fees if your state or county charges additional fees, or if you submit incorrect or inaccurate information.

The volunteer may be reimbursed if their fees ultimately are handled by their association or proprietor.

Based on the results of the screening, the volunteers will be issued either a “Green Light” or a “Red Light” determination.

- Volunteers with a “Red Light” determination may not work with USBC Youth.
- Volunteers with a “Red Light” determination may appeal the decision to USBC Headquarters.
- USBC will send a USBC lanyard and badge to “Green Light” volunteers.

RVP Badges are good for two years.

Registered Volunteers will be listed on bowl.com.

Volunteers will receive an e-mail notice when it is time to renew their badge.

Additional administrative fees of \$5.00 will be charged by NSCI to volunteers who do not complete the process online and require a paper application.

For more details refer to the information that follows as well as the USBC Registered Volunteer Rules and Policies and Frequently Asked Questions and Answers.



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How to Enroll To enroll as a United States Bowling Congress Registered Volunteer, individuals must complete the registration process through the National Center for Safety Initiatives Web site. However, the process begins at www.bowl.com.

IMPORTANT Please add bowl.com and ncsafe.com to your accepted email domain list to receive notifications from NCSI and USBC.

- Begin at the www.bowl.com Web site
- Scroll down and click on Registered Volunteers
- Review the information on the RVP Home Page
- Scroll down and click on Forms and Manuals to find the USBC Registered Volunteer Rules and Policies, USBC Registered Volunteer Code of Conduct, USBC Registered Volunteer Frequently Asked Questions and Answers and more.
- Back to the RVP Home Page to click on "Click here to start background check process"



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This is the first NCSI screen you will see. If you answer 'Yes' to the first question, you will be directed to a lookup page that is pictured below and will then be directed to the identity information page (next pg/screen shot) after successful lookup.

If you answer no, you will be directed right to the identity information page.



This is the look-up page.

Applicant Lookup

Please choose one of the two methods below to search for your information in our system.

Enter Applicant ID - - -
 *** Note the Applicant ID uses numeric values ***

Last Four Digits of Social Security Number

Or Enter

Last Name
 Social Security Number - -
 Date of Birth YYYY MM - Mon DD

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Answering 'Yes' to the question "Are there any other names you are or were known by?" will allow you to enter up to 9 additional sets of legal name information.



Background Screening Registration
for US Bowling Congress



Thank you for participating in the background screening process. Once your application has been completed and submitted, you will arrive at a confirmation page as well as receive a confirmation email sent to the email address provided.



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Identity Information Form * Indicates a required field

Legal Name and Identity Information

*Legal First Name:

Legal Middle Name:

*Legal Last Name:

*Re-Enter Last Name:

Legal Suffix:

*This has been your legal name since:

*Are there any other legal names you are or were known by? (Minimum 5 year history)

Additional Name Information

*First	Middle	*Last	Suffix	*From Year	*Thru Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>

[Enter Additional Names](#)

*Social Security Number: - -

*Re-Enter SSN: - -

*Date of Birth

*Re-Enter Date of Birth

*Gender Male Female

*Daytime Phone: (US Only) () -

Your email address is important to us. NCSI communicates largely via email. Providing this information accurately will greatly expedite our communication with you.

*Email Address: [Don't have one?](#)

*Re-Enter Email Address:

USBC Member ID #: -

Note: Please use the two boxes to separate your member id number at the dash as shown since the field only accepts numbers.

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You can enter a mailing address and additional address history, up to 9 additional addresses, until you have covered the 5 year history requirement.

Background Screening Registration
for US Bowling Congress

Residential Address Information * Indicates a required field

This program requires a minimum 5 year address history. Please fill out the following address information completely. Please enter all residential addresses that relate to you for the required time period. Use the "Enter Additional Addresses" link as needed.

Current Physical Street Address

(No PO Box please, if you have a PO Box, please choose 'No' this is not your mailing address)

*Country: UNITED STATES

*Street Address: 1234 Street Rd

Apt. Number: _____

*City, *State, *Zip: Cleveland Ohio 44110

*County: Cuyahoga

*From Year: 2007

Is the above address also your current mailing address? Yes No

Current Mailing Address

*Country: UNITED STATES

*Address/PO Box: PO Box 1234

Suite / Apt #: _____

*City, *State, *Zip: Cleveland Ohio 44110

*From Year: 2000

Previous Address(es)

*Country: UNITED STATES

*Street Address: 1234 Another Rd

Apt. Number: _____

*City, *State, *Zip: Cleveland Ohio 44110

*County: Cuyahoga

*From Year: 1996 *Thru Year: 2007

[Enter Additional Address](#) [Remove](#)

The criminal history questions are the next step in the process.

NOTE: If any question is answered 'Yes' then there is an additional block of information that automatically pops up that you are required to fill in.

Background Screening Registration
for US Bowling Congress

Criminal History Information * Indicates a required field

***Please answer all of the following questions regarding your criminal history.**

Note: An answer of yes to any of the following questions will require details concerning where and when the incident occurred and may result in your disqualification.

Have you ever been convicted of a crime involving force or threat of force against a person?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever been convicted of any crime in which sexual relations is an element, including "victimless crimes" of a sexual nature (including pornography)?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever been convicted of any crime involving distribution, manufacture, or sale of controlled substance(s) (not paraphernalia or alcohol)?	<input type="radio"/> Yes <input type="radio"/> No
Have you been convicted in the prior 10 years of any crime involving personal possession and/or consumption of controlled substance(s) (not paraphernalia or alcohol)?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever been convicted of any crime involving cruelty to animals?	<input type="radio"/> Yes <input type="radio"/> No



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If you answered yes on the Criminal History page, this pop-up box must also be completed.

The below information is required if you answer yes to one of the above questions.

*Country

*City

*State

*County

*Offense Date

*Details (Nature of offense/final disposition, maximum of 1500 characters, 1483 left)



Background Screening Registration
for US Bowling Congress



This page is the verification page where you will review all of the information you entered with the ability to modify incorrect information. This is also where you indicate you will abide by the "USBC Code of Conduct" and agree that all the information on the application is true and complete.

Important: Please review the information you entered to make sure its accurate. Incomplete and/or incorrect information may result in the need for you to resubmit for your background screening at your expense and cause delays in processing.

Identity Information Modify Identity Information

Legal Name John Doe 1990-2009
 Additional Name(s) John Smith 1985-1990
 Social Security Number 000-00-0056
 Date of Birth 1/1/1991
 Gender M
 Phone (000) 000-0000
 Email Address webmaster@ncsisafe.com

Address Information Modify Address Information

Current Address 1234 Street Rd
 Cleveland, OH 44110 UNITED STATES
 Cuyahoga County
 2007-2009

Mailing Address PO Box 1234
 PO Box 1234
 Cleveland, OH 44110 UNITED STATES
 2000-2009

Previous Address 1 1234 Another Rd
 Cleveland, OH 44110 UNITED STATES
 Cuyahoga County
 1996-2007

Criminal History Information Modify Criminal History

Yes answers Have you ever been convicted of a crime involving force or threat of force against a person?

Country UNITED STATES
 City Cleveland
 State Ohio
 County Cuyahoga
 Offense date 4/1999
 Details Committed a crime

By checking this box, I agree to abide by the [USBC Code of Conduct](#).

By checking this box, I agree that all of my information on this application is true and complete.

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This is NCSI's consent and authorization form that requires you to acknowledge you have read and understand the consent terms and conditions, the terms of use, privacy policy, and your rights under law.



Background Screening Registration for US Bowling Congress



Background Screening Consent and Authorization for the Following Applicant

Legal Name: John Doe
SSN: XXX-XX-0056
Date of Birth: 1/1/1991

Consent & Authorization

I hereby give my full consent and permission to US Bowling Congress in order to obtain information relating to my criminal history and any other applicable records through National Center for Safety Initiatives LLC and their agents. The records as received by the reporting agencies may include but not limited to criminal records, motor vehicle records, social security verification, consumer reporting agency records, education records, as well as plea bargains, deferred adjudications, and delinquent conduct committed as a juvenile. I understand that this information will be used in part to determine my eligibility for a coach, volunteer or staff/board or other employment position within this organization. I also understand that as long as I remain in such capacity here, the above mentioned record checks may be repeated at any time. I understand that I will have an opportunity to review the records as received by US Bowling Congress and a procedure is available for clarification if I dispute the records that have been received. I also understand that the records received could contain information presumed expunged.

I do for myself, my heirs, executors and administrators, hereby remise, release, and forever discharge and agree to indemnify National Center for Safety Initiatives LLC and US Bowling Congress, each of their officers, directors, employees, volunteers and agents and hold them harmless from and against any and all causes and actions, including but not limited to: suits, liabilities, costs, debts, 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 serve.

- By checking this box, I acknowledge that I have read, fully understand, and consent to these terms and conditions and that I accept and submit this information voluntarily.
- I agree to the [Terms of Use](#) and [Privacy Policy](#) of this Website and I have read and understand my rights under [FCRA](#) and [New York Correction Law 23-A](#).

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This is the payment information entry screen. Complete all information as requested.

NOTE: There may be additional fees due to charges from some counties or states.

Product	Price
Full Service Background Check ¹	\$20.00
Single County Check - Doe, John - Cuyahoga - OH ¹	\$0.00
Online Transaction Fee	\$1.25
Total	\$21.25

Please note: Your background screening may require additional payment for local county fees or resubmission before it will be completed.

If an additional charge needs to be made, we will email you at the address provided. Please be sure to check your email address to decrease delays in the completion of your background screening.

If you use any form of spam blocker for the email address you provided, please make sure emails from the domain 'ncisafe.com' are allowed through (white listed), specifically 'applicantservices@ncisafe.com'. Undelivered emails and blocked emails will cause further delays in the processing of your background check.

¹ First Single County Search is included in Full Service Background Check price.

Payment Method: Pay by Mastercard or Visa

[NCSI Payment Policy](#)

US Bowling Congress requires applicants to contribute in the amount of their respective background screening fee.

Credit Card Number*

Card Expiration Date* Choose Month / Choose Year

Card Security Code*

Name on Card* JOHN DOE

Please enter the billing address the credit card company has on file:

Address 1* 1234 STREET RD

Address 2

City*, State* CLEVELAND, Ohio

Zip Code* 44110

* Required field.

[Review Order](#)



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After completing the payment information you will see the payment review page shown to the right. Review the information you entered, then to place the order for the screening simply click Place Order. Clicking this button will submit your information to Pay Pal for payment processing. If the payment is declined you will be notified. If the decline is due to the Fraud Protection Services (i.e. billing address, zip code, or security code) you will be notified and be allowed to update this information.

NOTE: If incorrect information is entered, etc. additional information may be needed and the screening may have to be re-done causing an additional charge, so please ensure all information is correct. You will receive an e-mail from NCSI if additional charges need to be made.

Background Screening Registration for US Bowling Congress	
Product	Price
Full Service Background Check ¹	\$20.00
Single County Check - Doe, John - Cuyahoga - OH ¹	\$0.00
Online Transaction Fee	\$1.25
Total	\$21.25

Please note: Your background screening may require additional payment for local county fees or resubmission before it will be completed.

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¹ First Single County Search is included in Full Service Background Check price.

Please review your order and billing information. By clicking the "Place Order" button below you are authorizing NCSI to charge \$21.25 to the following credit card. NCSI will not refund searches that have been accepted and authorized.

Payment Information (Edit Payment Information)		NCSI Payment Policy
Credit Card	XXXXXXXXXXXX-1111	
Card Expiration	1-2010	
Name on Card	JOHN DOE	
Card Billing Address	1234 STREET RD CLEVELAND, OH 44110	

Place Order



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After clicking 'Place Order' on the review page you will be directed to this page that explains not to click anywhere else as it will not stop their screening from processing. Once the processing is completed, it will automatically direct you to the confirmation page and send the confirmation email.

Background Screening Registration for US Bowling Congress

Please be patient while we process your request.

Clicking back or refresh will not stop or speed up the processing of your request!

This site chose VeriSign [SSL](#) for secure e-commerce and confidential communications.

Payments by

ABOUT SSL CERTIFICATES

This page is the receipt for your payment that you can print for your records. NCSI may contact you for verification information. You also can see instructions for logging into the Applicant Status tool. Use this tool to check the status of your screening.

Background Screening Registration for US Bowling Congress

Your payment has been processed and the information has been submitted. Please print this page and keep it for your records.

Your Applicant ID Number: **7816-3656-5051-1328**.

Order Details

Product	Price
Full Service Background Check ¹	\$20.00
Single County Check - Doe, John - Cuyahoga - OH ¹	\$0.00
Online Transaction Fee	\$1.25
Total	\$21.25

Please note: Your background screening may require additional payment for local county fees or resubmission before it will be completed.

If an additional charge needs to be made, we will email you at the address provided. Please be sure to check your email address to decrease delays in the completion of your background screening.

If you use any form of spam blocker for the email address you provided, please make sure emails from the domain 'ncsisafe.com' are allowed through (white listed), specifically 'applicantsservices@ncsisafe.com'. Undelivered emails and blocked emails will cause further delays in the processing of your background check.

¹ First Single County Search is included in Full Service Background Check price.

Payment Information [NCSI Payment Policy](#)

Credit Card	XXXXXXXXXXXX-1111
Card Expiration	1-2010
Name on Card	JOHN DOE
Card Billing Address	1234 STREET RD CLEVELAND, OH 44110

WAIT - You're not done yet!!

It is common for NCSI to have questions or need information from you in the course of the background screening process. You will be contacted via e-mail at the address you provided. Additionally, please log in to our secure online "Applicant Status Check" tool by going to www.ncsisafe.com and clicking on 'Applicant Login' in the left hand menu regularly to check the status of your background screening. You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization. Failure to respond to our requests for additional information may result in a RED LIGHT determination.

Assuming your background screen produces no record of a criminal background, you will receive a confirmation letter, lanyard and Registered Volunteer identification badge from USBC.

Upon finding a record that may result in a "red light" determination, NCSI will contact you to make certain all information provided is accurate. The information will be investigated to confirm accuracy before a determination is made.

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Important Materials for Volunteers

Bowl.com, USBC's official Web site, includes additional materials pertaining to the USBC Registered Volunteer Program such as:

- **Fair Credit Reporting Act Notification** - explains how your confidential, personal information will be protected and your rights to a copy of your criminal background screening report. USBC's background screening partner is the National Center for Safety Initiatives (NCSI)
- **USBC Registered Volunteer Program Rules and Policies** - provides a list of criminal activities which will disqualify volunteer and a list of individuals who are required to be registered, based upon their roles or positions in USBC Youth bowling programs
- **USBC Registered Volunteer Program Code of Conduct** - provides a list of acceptable and unacceptable – behavior for Registered Volunteers
- **USBC Registered Volunteer Guide to Enrollment** - provides step-by-step instructions to enroll in the program
- **USBC Registered Volunteer FAQs and Answers** - provides answers to the most common questions
- **NCSI & NCYS Fact Sheets** - provides basic information about the organizations

The United States Bowling Congress sincerely thanks you, not only for the time, energy and expertise you provide our programs, but for agreeing to participate in the USBC Youth Registered Volunteer Program. We recognize the occasional inconvenience this program imposes, but at the end of the day, it is important that we all remember:

**IT'S ALL ABOUT
PROTECTING
OUR YOUTH!**

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