

**VOLUNTEER COACH BACKGROUND CHECK  
POLICY & PROCEDURES**

**POLICY**

In order to foster the safety and security of our players, any individual wishing to serve as a volunteer coach\* in New Providence Recreation Programs must first complete and be cleared of a background check.

New Providence Recreation has contracted with consumer reporting agency National Security Assurance, LLC (NSA, [www.nsascreen.com](http://www.nsascreen.com)) to provide background checks.

1. Information provided by applicant coaches to NSA is strictly confidential. This information is retained by NSA; Recreation does not and will not have access to information provided during the screening process.
2. Applicants are screened only for criminal convictions related to the offenses listed on the following page (Coaching Disqualifiers).
3. Clearance enables the coach to serve in any New Providence Recreation, New Providence Soccer Club (NPSC) or New Providence P.A.L. (NP PAL) Program. Those cleared through Rebels Lacrosse are also cleared to serve as a volunteer coach for the prior listed organizations.
4. An applicant for whom a record of conviction is revealed is disqualified from serving as a volunteer coach. A person with open charges is also disqualified until final disposition of the alleged charges.
5. Applicants with negative results have the opportunity to challenge the accuracy of the result through NSA. Additionally, applicants with negative results may appeal to a review panel comprised of three Borough staff. The decision of the panel is final.
6. New Providence Recreation reserves the right to rescreen coaches at any time.
7. Any person refusing to be screened is not permitted to coach.

\* The terms "coach" and "volunteer coach" refer to individuals who serve as head coaches, assistant coaches and parent helpers.

Approved by the Community Activities Advisory Board  
9/6/2011

**VOLUNTEER COACH BACKGROUND CHECK POLICY**  
**COACHING DISQUALIFIERS**

**Pursuant to the State of New Jersey**  
**Public Law 1999 Chapter 432**  
**Conditions under which person is disqualified from**  
**service as a volunteer, C.15A:3A-3**

A person may be disqualified from serving as an employee or volunteer of a nonprofit youth serving organization if that person's criminal history record background check reveals a record of conviction of any of the following crimes and offenses:

- A. In New Jersey, any crime or disorderly offense:
- (1) Involving danger to the person, meaning those crimes and disorderly persons offenses set forth in N.J.S.2C:11-1 et seq., Homicide – All Offenses; N.J.S.2C:12-1 et seq., Assault, Endangering, Threats – All Offenses; N.J.S.2C:13-1 et seq., Kidnapping – All Offenses; N.J.S.2C:14-1 et seq., Sexual Offenses – All Offenses; N.J.S.2C:15-1 et seq., Robbery – All Offenses.
  - (2) Against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in N.J.S.2C:24-1 et seq., Offenses Against the Family, Children and Incompetents – All Offenses.
  - (3) Involving theft as set forth in Chapter 20 of Title 2C of New Jersey Statutes; Theft – All Offenses.
  - (4) Involving any controlled dangerous substance or controlled substance analog as set forth in Chapter 35 of Title 2C of the New Jersey Statutes except paragraph (4) of subsection a. of N.J.S.2C:35-10; (Exceptions include possession of 50 grams or less of marijuana or five grams or less of hashish).
- B. In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described in subsection A. of this section.

## PROCEDURES

1. Upon registering to coach via CommunityPass, applicants are instructed to complete a background check.\*
  2. Applicants access National Security Assurance's (NSA) website to apply to coach:
    - a) Log onto [www.nsascreen.com](http://www.nsascreen.com)
    - b) Click on the category "**New Providence NJ Coaches**" on the left hand side of page
    - c) Enter username: **newprovidence**
    - d) Enter password: **coach**
    - e) Please fill in request for First Name, Last Name, Telephone Number and Email Address
    - f) Hit Send
  2. An NSA representative sends the applicant an email with instructions.
  3. American Background, NSA's industry partner, sends a subsequent email with further instructions.
    - a) ABI will invite you to log on and complete the prompts for the background search from your pc. (A password is required which is the telephone number you provided in the first step (registering with NSA) which expires after 10 days).
    - b) Please log into American Background following prompts and fill out application for background check. Data collected includes the applicant's name, date of birth, social security number and home address.
    - c) Hit submit.
    - d) The system will automatically begin the process and score the results according to the disqualifier's of the State of New Jersey Public Law 1999, Chapter 432, C.15A:3A-3NJ.
  4. Applicants are screened for criminal convictions related to the offenses listed on the Volunteer Coach Background Check Policy Coaching Disqualifiers document.
  5. NSA provides a "pass" or "fail" notification to New Providence Recreation.
    - a) Recreation notifies applicants who receive a "pass" of clearance to coach.
    - b) NSA notifies applicants who receive a "fail," and provides the disqualifying conviction record found through the screening.
      - i) The applicant may request additional information and challenge the accuracy of the result through NSA.
      - ii) The applicant may also appeal the disqualification to a panel.
  6. The Summit Area Public Foundation has provided a grant to fund costs associated with background checks through 2012.
- \* The process outlined is completed online. Those not wishing to complete the process online may complete and submit a "Volunteer Coach Consent Form" which will be forwarded to NSA for processing. A form may be requested from the Recreation Department.