

ARML Policy Regarding Volunteer Background Checks

Last Update: April 17, 2019 (major updates are underlined)

Questions? E-mail Paul Dreyer at pauldreyer@gmail.com

Due to recent incidents, some universities have instituted policies requiring background checks for all volunteers for events involving minors. Two ARML sites, the University of Iowa and University of Georgia, require all volunteers to have background checks, while an insurance policy required for ARML to occur at UNLV requires that all volunteers at UNLV receive background checks as well. Penn State University does not require background checks, and because they have not yet been requested by PSU, ARML will not be performing background checks for volunteers at PSU in 2019, but we expect to have to begin to do background checks at PSU in the near future.

ARML will centralize all background checks and payment through ARML with a single company (hrtrucheck.com), which handles all HR background checks for UGA. We have arrived at an agreement with all sites that the checks requested by UGA are sufficient for the other sites. Note that even if volunteers have received background checks for other purposes, we will not accept paperwork from teams verifying other background checks have taken place, as it is simpler to centralize verification through HRTruCheck, and we cannot verify that the background checks meet the standards accepted by the sites.

The checks (which take less than 24 hours after information is submitted) that will take place for each volunteer are:

- A state and federal criminal history check covering a minimum of seven (7) years.
 - o For international coaches and volunteers, an international criminal background check will be performed.
- A nationwide sex offender search.
- A social security number check using the Form I-9 and the federal E-Verify system.
- A credit check for positions that have access to financial resources such as handling money, checks, purchasing cards, etc. [Note: this will only apply to ARML staff that handle money, not coaches.]

People requiring background checks are:

- All adults staying in university housing for ARML will require background checks.
 - o This includes parents, as they are technically treated as chaperones.
- All adults volunteering at a site will require background checks, even if they are local or staying offsite.
- All ARML staff and board members will require background checks.

People *not* requiring background checks are:

- No competing student, even those aged 18 or over, will require background checks.
- An adult who is not staying on campus nor volunteering (e.g. spectator, media) will not require background checks.

If volunteers submitted their information to HRTruCheck last year and their address has not changed, they do not need to resubmit. The exception to this rule is that volunteers who live in Georgia must resubmit an electronic consent form at the HRTruCheck site. To avoid running unnecessary background checks, we require that coaches notify us by May 13th of volunteers from 2018 who are NOT participating in 2019. Coaches must fill out the Google survey at <https://forms.gle/9cQHvqJhajw3zK3U6> with the adds and drops from their 2018 volunteer lists. New volunteers must submit their information to HRTruCheck using the process on the next page.

If something of note appears during a background check, ARML will consult with the university to confirm whether the volunteer can participate at ARML. Such inquiries will not identify the volunteer to the university, and only when a university bars a volunteer from participation will the coach be notified. The reason for barring will not be released without the permission of the affected volunteer. The only ARML staff that have access to the background checks are the president (Paul Dreyer) and executive director (Michael Curry).

ARML will verify the list of people who have submitted information for background checks against the list of chaperones in the ARML registration database. ARML recognizes that any volunteers staying off campus will not be in the housing spreadsheets, and we will have to rely on coaches and ARML staff to notify ARML about these volunteers. ARML will regularly update coaches with the background check completion status of their volunteers as the contest grows closer.

ANY REGION THAT DOES NOT HAVE ALL REGISTERED VOLUNTEERS BACKGROUND CHECK INFORMATION SUBMITTED TO HRTRUCHECK BY MAY 29th WILL NOT BE ALLOWED TO COMPETE AT ARML.

I cannot emphasize the above statement strongly enough. ARML's ability to operate at these sites requires these background checks and I will not let any team or volunteer jeopardize our long-standing relationships with these universities. I understand that this puts an added burden on coaches and volunteers and limits last-minute changes to team staff, but I hope that coaches and volunteers understand why ARML needs strict compliance to this policy. Site coordinators will be notified if teams are not in compliance with this policy and will bar teams from participation.

Instructions for Volunteer Background Check Submission

- Applicants log onto https://background.hrtrucheck.com/br_login.php
- When prompted for an access code, type ARML and press Enter.
- Create a new user login, using the e-mail address given during ARML registration (note: all ARML volunteers will need to provide e-mail addresses as a part of registration this year, and any notifications regarding background check status will be sent to the e-mail addresses given during ARML registration).
- Click "Start New Request".
- On the "Applicant Background Submission" page, click "Let's Begin" ("General Consent" is the only option).
- On the "Personal Information" page, enter all required data:
 - o Under "Department or Volunteer Program", enter your ARML team name, "ARML Staff", or "ARML Staff [Financial]" if you handle registration checks for ARML or run the ARML store.
 - o Under "Position Applied For", enter the 2-letter abbreviation of your state of residence (or country name, for IRML volunteers). This will simplify the process for selecting the correct set of background checks.
 - o Leave "Existing Employee/Student" unchanged ("No").
 - o If you do not have a SSN, enter 000-00-0000.
 - o On the second and third pages, enter any aliases that have been used and any additional residential addresses of the past seven years beyond the one listed on the first page.
 - o Note: If you have lived in CA, DE, DC, IL, LA, MS, NV, NH, NC, OH, PR, UT, VA, WV, or WY, be sure to include the county you lived in when providing your address, as those states do not maintain statewide repositories (so county-level checks must be made instead).
- Sign on the consent page, completing your application.
- Volunteers will be contacted only if there is an issue regarding their background check. ARML will NOT send confirmation that the background check has been completed.

The online support on the HRTruCheck website should be used for questions/issues with the background check application process. Questions regarding ARML's background check policy should be sent to pauldreyer@gmail.com.