

OTA Background Checks

*During your investigation of the Territory you will be providing programming in, you should immediately find out any local, school, or district requirements for employee background checks or clearances. Different states, schools, and organizations (like YMCA's or Parks and Rec) may have their own policy and procedure on how to complete these reports. There could be specific paperwork, central offices, etc. that must be used in order for your staff to be cleared to work in a certain building or with a certain group of participants.

Note – many states have different requirements for Summer Camp staff than what is required by the schools during the school year.

**Be sure to discuss the clearance requirements with each partner. Make sure you understand the process AND timeline to complete these clearances.

***Cost can be significant to have background checks processed based on certain requirements from any of the entities outlined above. Make sure you understand what these costs are and whether or not the company or the New Hire will be responsible for them.

Clearance Reports:

- To be clear, a background check must be completed on every instructor that is hired prior to sending them to a program
- Clearance Reports should be saved and included in the Instructor's Employment File
- You should be able to access them at any time on the Background Check Platform

If a partnership does not have a specific requirement for processing background checks, all OTA staff should be registered and processed through the following platform.

Clearance Company: Protect Youth Sports (www.protectyouthsports.com)

*See Support Documents Located in Franchise Portal

1. Visit Website and Review FAQ Section:
 - <https://www.protectyouthsports.com/coach-background-checks/faq/>
2. Call to set up your account.
3. You will let them know the state you are in, and they will connect you with the correct representative.
4. You can review the Support Documents here, to identify the costs of a background check.
5. You have the option to passing this expense on to your New Hire or your Company paying for the background check
 - You can also set up two account for both scenarios. For example, it's not uncommon to pay for school year staff clearances, but require summer staff to pay for the clearance themselves.
6. Once your account is set up, you will be able to instruct your New Hire's to log on themselves to register for their background check to be completed.
 - Be sure to create a template email with the proper directions for a New Hire to start processing the clearance. Feel free to double check with Protect Youth Sports customer service that your email to New Hires outlines the proper steps to take.
7. You will want to become familiar with using this platform to sort instructors, monitor status of clearance reports, print reports for filing and record keeping, etc.
8. **REMINDER – if a Background Check Report comes back with notations, information, abbreviations, legal terms, or red flags that you aren't sure what they mean, you MUST reach out to Customer Service for clarity so that you can ultimately make the proper decision on whether or not this New Hire is safe to work with kids.**