

# CAA Background Check

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# Log on to site

Follow link to site and either logon as existing user or sign up for a new account

<https://playcaasports.sportngin.com/register/form/545350652>

sportengine



## Copley-Fairlawn Athletic Association 2022 Background Screen

Welcome

Electronic Communication  
Consent and Disclosure

FCRA Acknowledgement

Disclosure

Background Screening

Review

Receipt

## Welcome

WELCOME TO THE BACKGROUND SCREEN WITH  
COPLEY-FAIRLAWN ATHLETIC ASSOCIATION!

In this session, you will be asked information which will be used to conduct a background screening by the National Center for Safety Initiatives, LLC (NCSI).

Please read through each page carefully to ensure that all information is provided accurately.

This registration requires a person to enter an accurate US Address.

## QUESTIONS

*Please direct questions to:*

Thomas

Dugan

Phone: (330) 714-3568



# Step 2

After signing up for an account, you will receive an e-mail with a link that will take you to the attached page. Click on the link to be taken to the background

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## Copley-Fairlawn Athletic Association 2023 Background Screening

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Logged in successfully

### Who Are You Registering?

SELECT THE PERSON YOU ARE REGISTERING



Tom Dugan (self)

CONTINUE

# Step 3

## All the fun legal disclosures

sportengine

My Teams



TD



### Copley-Fairlawn Athletic Association 2023 Background Screening

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## Electronic Communication Consent and Disclosure



Currently Registering: Tom Dugan

You have been authorized to complete online documents and receive electronic legal notices in connection with your registration with National Center for Safety Initiatives, LLC (NCSI). During this process, you will be asked to "sign" one or more of the online documents with an electronic signature. Please read the following carefully regarding the electronic signature process.

To sign a document electronically, click both the "I Agree" button and the "Continue" button appearing at the bottom of the document. If required, please also fill out your name and last four digits of your social security number. NOTE: Your electronic signature will not be applied to the document until you correctly complete all of these steps.

If you want to make changes in information you provided, click "Back" button on your browser. When you have completed a document that requires your electronic signature, you may use your browser to view, print, or download the document before you sign it.

Once the signature process is completed, your electronic signature will be binding as if you had physically signed the document by hand.

If you believe you are unable to provide your signature in an electronic format, contact the company directly to complete in a paper or non-electronic format. Please note delays and additional fees will apply if the process is completed in a paper/non-electronic format.

In addition, since e-mail is the most expedient method for you and NCSI to communicate with each other we are requesting your consent to use email and specifically your e-mail address provided in your application as the primary method for written communications.

If at any point you would like to withdraw your consent for your electronic signature or use of e-mail as the means for written communication, or if you need to update information needed to contact you electronically, please contact NCSI at [support@ncsisafe.com](mailto:support@ncsisafe.com). Any withdrawal of consent will be effective as of the date it is received. Please note that any withdrawal of consent does NOT apply to electronic signatures or communications that occurred prior to the effective date of withdrawal of your consent. There also may be additional fees for proceeding on a non-electronic basis after your withdrawal of consent.

Please check this box if you consent to provide an electronic signature rather than a handwritten signature in connection with any application or background screening documents and whenever you sign documents on this website or through this mobile application.

Electronic Signature: \*

☐ I/We have read, understand and agree to comply with the Electronic Communication Consent and Disclosure as outlined above.

CONTINUE

# Step 3

## More fun legal disclosures

sportengine

My Teams ▾



TD



Copley-Fairlawn Athletic Association  
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Currently Registering: Tom Dugan


Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552. **A Summary of Your Rights Under the Fair Credit Reporting Act** The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.





In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.


# Step 3

## And you thought the legal disclosure pages were done – wrong!



My Teams





Copley-Fairlawn Athletic Association

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To sign a document electronically, click both the "I Agree" button and the "Continue" button appearing at the bottom of the document. If required, please also fill out your name and last four digits of your social security number. NOTE: Your electronic signature will not be applied to the document until you correctly complete all of these steps.

If you want to make changes in information you provided, click "Back" button on your browser. When you have completed a document that requires your electronic signature, you may use your browser to view, print, or download the document before you sign it.

Once the signature process is completed, your electronic signature will be binding as if you had physically signed the document by hand.

If you believe you are unable to provide your signature in an electronic format, contact the company directly to complete in a paper or non-electronic format. Please note delays and additional fees will apply if the process is completed in a paper/non-electronic format.

In addition, since e-mail is the most expedient method for you and NCSI to communicate with each other we are requesting your consent to use email and specifically your e-mail address provided in your application as the primary method for written communications.

If at any point you would like to withdraw your consent for your electronic signature or use of e-mail as the means for written communication, or if you need to update information needed to contact you electronically, please contact NCSI at [support@ncsisafe.com](mailto:support@ncsisafe.com). Any withdrawal of consent will be effective as of the date it is received. Please note that any withdrawal of consent does NOT apply to electronic signatures or communications that occurred prior to the effective date of withdrawal of your consent. There also may be additional fees for proceeding on a non-electronic basis after your withdrawal of consent.

Please check this box if you consent to provide an electronic signature rather than a handwritten signature in connection with any application or background screening documents and whenever you sign documents on this website or through this mobile application.

Electronic Signature: \*

☒ I/We have read, understand and agree to comply with the Electronic Communication Consent and Disclosure as outlined above.

CONTINUE

**CONTINUE**

# Step 3 — okay even 1 more


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## Copley-Fairlawn Athletic Association 2023 Background Screening

- Welcome ☒
- Electronic Communication  
Consent and Disclosure ☒
- FCRA Acknowledgement ☒
- Disclosure ☒
- Background Screening
- Review
- Receipt

### Disclosure

 Currently Registering: Tom Dugan

#### DISCLOSURE REGARDING BACKGROUND SCREENING

Copley-Fairlawn Athletic Association ("Company") may obtain information about you from a third party consumer reporting agency for participation purposes. A consumer report may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living.

These searches will be conducted by the National Center for Safety Initiatives LLC (NCSI); 1853 Piedmont Road Suite 100, Marietta, GA 30066; tel. # 866-996-7412; www.solutions.n validity, motor vehicle records, verification of your education or employment history (including income), or other information with public or private information sources.

Electronic Signature: \*


☒ I have read and agree to the Background Screening Disclosure above.

CONTINUE



# Step 4 – input your information

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**Copley-Fairlawn Athletic Association**  
**2023 Background Screening**

Welcome ☒

Electronic Communication Consent and Disclosure ☒

FCRA Acknowledgement ☒


Disclosure ☒

**Background Screening**

Review

Receipt

## Background Screening

 Currently Registering: Tom Dugan

In order for your background screening to be processed please complete all required fields below. This information will be en screenings can take up to three business days to be completed. An email will be sent to you once the background screening h

**\*\*Legal Name Required\*\***

First Name: \*

Last Name: \*

Middle Initial:

Address 1: \*

Address 2:

City: \*

# Step 4 – Input, accept and Review

Disclosure Notes:

Please provide any further disclosure information that may assist in conducting your background screening or could otherwise limit a false positive result.

I understand that by clicking on the "I accept" below, I am authorizing NCSI to conduct the background check(s) described above, and I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling NCSI at (866) 996-7412

Background Screening Acknowledgement: \*

☒ I Accept

I request to receive a copy of any consumer report that is requested on me:

☒ Send copy

REVIEW

# Step 5 – Final Review



Copley-Fairlawn Athletic Association  
2023 Background Screening


- Welcome ☒
- Electronic Communication Consent and Disclosure ☒
- FCRA Acknowledgement ☒
- Disclosure ☒
- Background Screening ☒

- Review
- Receipt

## Review

### YOUR REGISTRATION IS ALMOST COMPLETE...

Please Review the information below. Click "Edit" to return to a specific page and make changes. This Registration is not complete until you click "Complete Registration" below.

 Tom Dugan [Delete Entry](#)

ELECTRONIC COMMUNICATION CONSENT AND DISCLOSURE [Edit](#)

#### Electronic Signature

I/We have read, understand and agree to comply with the Electronic Communication Consent and Disclosure as outlined above.

#### Background Screening Acknowledgement


I request to receive a copy of any consumer report that is requested on me


☐ I Accept

☐ Send copy

COMPLETE REGISTRATION

# Step 6 – Your Receipt





Copley-Fairlawn Athletic Association  
2023 Background Screening

Welcome ✓  
Electronic Communication  
Consent and Disclosure ✓  
FCRA Acknowledgement ✓  
Disclosure ✓  
Background Screening ✓  
Review ✓  
Receipt

## Receipt

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REGISTRATION COMPLETE!

**You have successfully submitted your background screen for review!**


A detailed receipt of your responses and a confirmation of your registration will be sent to you via email.

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### QUESTIONS

*Please direct questions to:*

**Thomas**  
Dugan  
Phone: (330) 714-3568



# Step 7

Complete and scan back a completed Disclosure form to:

[caariskmgt@gmail.com](mailto:caariskmgt@gmail.com)



## CAA Kid Safe Disclosure Statement and Release Form

CAA Kid safe is a risk management program designed to foster safe circumstances for every person, and especially every child, who participates in a CAA affiliated activity. It is a program to inform all CAA members concerning the risks associated with our youth programs. This form will be kept in absolute confidentiality by CAA and will be updated annually.

<b>Personal Information</b>					
Name <i>(Legal Name)</i>					
Address					
City/State/Zip					
Home Phone	Mobile Phone				
Date of Birth					
Employer					
Employer Address					
CAA sport coaching for:					
Baseball	Softball	Soccer	Basketball	Tennis	Cross Country

<b>Disclosure Statement</b>		
Please circle "YES" or "NO" to the following questions		
1. Have you ever been arrested for or convicted of sexual abuse, physical abuse, or exploitation of any minor?	YES	NO
2. Are you now using illegal drugs?	YES	NO
3. Are you subject to any civil restraining order or any type of civil action relating to child or domestic abuse or violence?	YES	NO
If you answered yes to any of the above questions, please provide detailed information as to the nature of the offense, the number of separate offenses in question, the date of the offenses, the relationship between the offense and the position for which you are applying and any mitigating factors that should be taken into account.		
<b>Release</b>		
I understand that my position with CAA contingent upon my truthful completion and CAA's review of this form. I authorize and understand that CAA will conduct a background check and may obtain a background report and that I may be requested to provide a set of fingerprints. I understand that I may be immediately discharged for any misrepresentation or material omission on this form. I understand that pending arrest or closed arrest is not an automatic bar to consideration of my application, but it is the intent of CAA to deny a position to any person who has been convicted of an offense that CAA determines disqualifies that person from providing services to CAA. I understand that CAA will take into account the nature of the offense, the date of the offense and the relationship between the offense and the position for which I am applying and any mitigating factors.		
<i>Please Sign and Date</i>		
Signature		
Date		

Return the above form to: CAA Risk Manager. PO Box 4214, Copley, Ohio 44321