

**Who:**

- SAY's Preferred Background Screen Provider is JDP

**What:**

- Providing JDP Criminal package which includes Nationwide criminal search, sex offender in all US states and territories, Safe Sport Data Base, and social security verification at \$9.25 per screen
- SAY covers the cost of any additional county screens and court access fees when flagged

**When:**

- A volunteer application should be completed annually by all SAY volunteers defined as anyone over the age of 18 that may have unsupervised access or influence over a minor athlete 18 years or under.
- Screens should be conducted annually with JDP or your chosen provider, *if an applicant indicates they have been convicted of a felony or misdemeanor OR if your program chooses to screen any or all volunteers*. This screening should take place prior to volunteers participating in any SAY sanctioned activity

**Where:**

- Volunteer Application at SAY's Website [www.saysoccer.org](http://www.saysoccer.org)
- Click on the "Safe Soccer" button found at the top right of SAY's homepage
- If you are not utilizing JDP, this application can be used through your chosen provider

**Why:**

- A safe environment for the kids
- A safe environment for the volunteers
- Background Screening is one part of SAY's overall Risk Management Policy

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(800) 233-7291 SAYSOCCER.ORG

11490 SPRINGFIELD PIKE  
CINCINNATI, OH 45246

**How:**

- SAY members currently have two screening options with JDP
  - Set up a direct account with JDP at this link:
    - [SAY JDP Member Application Direct Account Guide](#)
  - OR Utilize the SAY National website application (Directions below)
- If utilizing JDP through the SAY National's website application, your league will direct volunteers/coaches to the SAY Soccer website to fill out the Volunteer Screening Form
  - [JDP Volunteer Application](#)
  - SAY National Executive Director will communicate with your local Volunteer Screening Coordinator when we receive applications from your league. The Local Volunteer Screening Coordinator is also encouraged to reach out to SAY National directly to prompt the screening process
- Because SAY doesn't run screens that you do not approve, once your volunteer applications are in the system, we ask that you decide:
  - Archive any or all applicants
  - Process any or all applicants in the JDP system
    - SAY provides you with reports of volunteer status in the JDP system upon request
    - SAY communicates with you immediately when a record is found
    - SAY guides your Volunteer Screening Coordinator through the adjudication process if there is a disqualification
    - SAY invoices your Area or District \$9.25 per screen monthly, Net 30 terms apply
    - Applications will be automatically archived after (90) days if the SAY Area or District does not reply to SAY National background screen communications

## **SAY member has instructed their volunteers to fill out a volunteer screening application on SAY's National website**

- The applicant is now in our JDP background check system under your affiliated program name
- SAY does not automatically run these screens
- We must have communication with your Volunteer Screening Coordinator first

### **STEP 1: Make a Decision**

Your Board of Directors and/or your Volunteer Screening Coordinator (VSC) must decide

1. Would you like to “run” a screen on any volunteer applications in SAY's background check system? This process DOES incur fees to the SAY Area or District.
2. Would you like to “archive” any volunteer applications in SAY's background check system? This process DOES NOT incur fees to the SAY Area or District.

Quick facts to assist your board in making the decision

- All volunteers or any person over 18 that “may” have unsupervised access or influence over minor athletes under the age of 18 must fill out the volunteer screening form.
- All “yes” answers to felony or misdemeanor conviction “must” be screened with SAY provider JDP or a provider of your choosing. SAY does not mandate using our provider JDP.
- All “no” answers to a felony or misdemeanor conviction may be archive or screened.
- The **SAY Times Two Policy** must always be adhered to by all volunteers.

### **STEP 2: Screen or Archive**

1. If you choose the Archive option, a background screen will **NOT be conducted**
  - a. SAY can archive any or all applicants in our system
  - b. Archiving applicants that have indicated a “yes” response to a felony or misdemeanor indicates that the **SAY Area or District will be running this applicant with another screening provider.**
2. If you choose to screen any or all applicants in the SAY background system
  - a. SAY provides your VSC with reports of who is in the system and their status.
  - b. Background Screens are run and monitored by SAY's Executive Director
    - i. Disqualifying event found
      1. SAY communicates to your VSC immediately
      2. SAY Soccer outlines the adjudication process for the VSC
  - c. Billing
    - i. SAY Soccer bills \$9.25 per screen on a monthly basis, net 30 terms apply.