



**BACKGROUND CHECK POLICY**

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## PURPOSE

Iowa Soccer Association (ISA) is committed to the safety of all individuals who participate in its programs or events, including without limitation minors and vulnerable adults. To help protect these individuals, ISA requires that anyone who wants to volunteer with or become an employee of ISA, or participate in a ISA event or program, undergo a criminal background check and sex offender registries. This Policy contains information about ISA's background check program and describes the process used by ISA to evaluate criminal background checks.

## POLICY STATEMENT

### *I. Application*

- A. This policy applies to the following individuals (collectively, the "Subjects"):
1. ISA employees and individuals ISA formally authorizes, approves, or appoints to (a) serve in a position of authority over or (b) have regular contact with athletes.
  2. Coaches, assistant coaches, or personal care assistants who are funded, have a contractual obligation with, or are credentialed by ISA, or otherwise have regular contact with ISA athletes. All other individuals listed in the ISA Safe Soccer Policy as "Adult Participants."
  3. All athletes and alternates, training partners, and guides 18 years of age or older who are selected by ISA to participate in ISA Events. Individuals referenced in this subsection shall have 45 days after reaching the age of majority (18 years of age), to come into compliance with this background check policy. An "ISA Event" is any ISA sanctioned activity. **Please note that Adult Athletes as defined in the Iowa Soccer Safe Soccer Policy are only required to undergo certain components of the Background Check. They are:** Social Security Number validation; Name and address history records; National Criminal Database search, Sex Offender Registry search, and SafeSport Disciplinary Records.
  4. Individuals who have regular contact with athletes at ISA Training Sites. An "ISA Site" is any facility/location that is formally affiliated with ISA and used by ISA or its athletes for competitions and/or training, recovery, or coaching purposes.
  5. Other individuals who have regular contact with athletes, or who have one on one access to athletes, as determined by ISA, in its discretion.

### *II. Timing*

A criminal background check covering a Subject utilizing the background check components set forth in Section VII ("Background Check Components") will be completed prior to the Subject's commencement of a new role at ISA, or prior to the Subject's participation in an ISA Event.



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Thereafter, a criminal background check covering a Subject utilizing the Background Check Components will be conducted every two years for as long as that individual qualifies as a Subject.

**III. ISA Sites**

ISA Sites will require criminal background checks that utilize search components set forth in Section VI (“Background Check Components”) for individuals the ISA Sites formally authorize, approve, or appoint (a) to serve in a position of authority over athletes, or (b) to have regular contact with athletes. Upon ISA’s request, the ISA Sites must provide certifications to establish that the mandated background checks were conducted in accordance with this Policy. For purposes of clarification, an ISA Site shall be regarded as having formally authorized, approved or appointed an individual in instances where the ISA Site has control over the authorization, approval, or appointment process.

**IV. Media**

Individuals affiliated with the media, who are authorized or credentialed by ISA to access an ISA Site or attend an ISA Event, and may have unsupervised one-on-one interactions with athletes, will be required to undergo a criminal background check utilizing the Background Check Components.



**V. Third-Party Vendors/Contractors**

Contracts with third-party vendors/contractors that are (a) in a position of authority over or (b) in regular contact with athletes must include the background check requirements set forth in this Policy. The contracts shall also specify that certification must be provided by the vendor/contractor upon request by ISA to establish the mandated background checks were conducted in accordance with this Policy.

**VI. Partner Programs**

When partnering with community organizations for events, ISA shall ensure that the partnership agreements include language regarding background check requirements. The agreements shall also specify that certification must be provided by the community organization upon request by ISA to establish that the mandated background checks were conducted in accordance with this Policy.

**VII. Background Check Search Components**

- A. Social Security Number validation;
- B. Name and address history records;
- C. Multiple independent Multi-Jurisdictional Criminal Database searches covering 50 states plus DC, Guam, and Puerto Rico;
- D. County Criminal Records and/or state criminal record repository for each name used and county where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable for each county searched;
- E. Multiple Sex Offender Registry database searches of all available states, plus DC, Guam, and Puerto Rico;
- F. Multiple National Watch Lists;
- G. SafeSport Disciplinary Records;
- H. Comprehensive International Records search for individuals who have lived outside of the United States for six consecutive months in any one country, during the past seven years; and
- I. Professional License/Certification Verification for certain medical roles.

**VIII. Eligibility Determinations**

**ISA Background Checks:** Any criminal background check that is obtained pursuant to the terms of this Policy that results in a report of a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, for any of the below criminal offenses will be subject to ISA's policies and procedures to determine eligibility:

- 1. Any felony.
- 2. Any misdemeanor involving:
  - a. All sexual crimes, criminal offenses of a sexual nature to include but not limited to; rape, child molestation, sexual battery, lewd conduct, possession



and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant;

- b. Any drug related offenses;
- c. Harm to a minor, including, but not limited to, offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor;
- d. Violence against a person (including crimes involving firearms and domestic violence);
- e. Stalking, harassment, blackmail, violation of a protection order and/or threats;
- f. Destruction of property, including arson, vandalism, and criminal mischief; and
- g. Animal abuse or neglect.

**IX. Background Check Process**

A. When a criminal background check is obtained, ISA will evaluate the results of that criminal background check pursuant to ISA's policies and procedures to determine whether the Subject receives a "flagged" or a "cleared" status.

1. If a Subject receives a cleared status, the criminal background check results did not contain information that disqualifies the Subject from volunteering with or becoming an employee of ISA or participating in an ISA Event.
2. If a Subject receives a flagged status, the criminal background check results did contain information that disqualifies the Subject from volunteering with or becoming an employee of ISA or participating in an ISA Event.
3. If a criminal background check results in a flagged status, then the Subject who has received that flagged status may be able to appeal ISA's determination by filing a grievance pursuant to ISA Safe Soccer Appeals Process.

Subjects who wish to file such a grievance should contact ISA at the following email address: [dcataldi@iowasoccer.org](mailto:dcataldi@iowasoccer.org)

**APPROVED BY BOARD OF DIRECTORS – SEPTEMBER 6, 2008**

**Revised 8-28-2010**

**Revised 8-20-2011**

**Revised 3-2-2013**

**Revised 3-7-2015**

**Revised 6-11-2018**

**Revised 6-8-2019**

**Revised 2-29-2020**

**Revised 2-26-2022**