



# HOCKEY ACADEMY OF HOUSTON

## *PROCEDURE FOR BACKGROUND SCREENING HISTORY CHECK*

1. The background history check will be completed for all coaches, team managers and board of directors within Hockey Academy of Houston for the duration of the current season.
2. Any individual not wishing to complete either the on-line Background Check Self Registration or to submit equivalent data to be entered by the Hockey Academy of Houston President or Vice President will be removed from their volunteer position.
3. A pass or fail result will be provided to each individual that has submitted for the background history check.
4. Staff members entering the program during the season must also accept to fulfill this requirement.
5. If an individual is identified at risk, the President and/or Vice President will notify the individual of the report.
6. Any individual identified at risk will be removed from their volunteer position and the board of directors will be informed of the removal. At no time, will anyone be informed of the offense or reason that the individual was identified to be at risk.
7. If the notified individual wishes to challenge the results of the background history check, they will be provided the contact information of the selected vendor.

Dear Applicant:

**Hockey Academy of Houston** is proud to announce a working partnership Acxiom (AISS) through which we will engage in a comprehensive background screening program.

**Hockey Academy of Houston** has taken important steps to ensure the highest level of safety within our programs - for the youth participants and also for you, who make the programs a success. One of these steps is the implementation of a standardized approach to background screening for our HOCKEY ACADEMY of HOUSTON staff through the Acxiom (AISS). This includes a comprehensive background screening and a simple "Red Light/Green Light" clearance report issued in accordance with the *Recommended Guidelines*® published by the National Council of Youth Sports. This is part of a national movement towards the standardization of safety programs for youth-serving organizations in this country.

**Hockey Academy of Houston** has contracted with Acxiom (AISS) to ensure that this process is convenient, secure and confidential. This screening complies with the mandated processing, as currently required by Texas Amateur Hockey Association (TAHA).

As an applicant, your name and e-mail has been submitted to the Acxiom service. Acxiom will be sending you an email shortly, so please keep a lookout in your inbox or possibly your spam folder.

- You are asked to respond to the Acxiom (AISS) e-mail request, and perform the data entry as requested in the on-line form.
- It is important when entering your name; you use your **full legal name** as written on your birth certificate or driver's license. Please also verify that your social security number was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate your background check.
  
- If you have not received a message in 5 working days, please notify your Hockey Academy of Houston Sponsor, as CC'ed on the email (or John Watson directly) so some trouble-shooting can be done.
  
- Upon completion of the screening process, the results will be forwarded to you & your HOCKEY ACADEMY of HOUSTON Sponsor by the screening administrator.
- "Green Light" Results will be sent to **Hockey Academy of Houston**.
  - Acxiom (AISS) will contact you directly if there are any questions, problems or issues related to your specific information.
  
- Upon Green Light authentication, your name will be added to the Hockey Academy of Houston approved list and posted by TAHA on their website:  
<http://www.tahahockey.org/page/show/24271-background-screening>

If you have any questions or problems submitting your information, please call the Acxiom (AISS) toll-free at **1-800-853-3228, Option 2**.

Thank you for your continued participation and your cooperation in this important process. We are excited to offer world-class programs, working with world-class people!