



130 East Washington Street
Suite 800
Indianapolis, IN 46204
(317) 261-0500
Usatf.org

USATF BACKGROUND SCREEN APPEAL FORM

If your USATF background screen has been “Flagged” by USATF’s background screening provider, National Center for Safety Initiatives (NCSI), you may be eligible to appeal the decision to the USATF Background Screen Review Panel (“Review Panel”) prior to your status being marked “Ineligible”. In order to do so, you need to complete this form and provide the Review Panel with additional information regarding any criminal matters that appeared on your background screen. Failure to provide any information could result in a determination of “Ineligible” by the Review Panel.

More information on USATF’s Review Panel, the appeal process, as well as USATF’s background screening criteria (including the criteria that determines whether a screen is “Flagged” or “Ineligible”) can be found in USATF’s Background Screening Policy, available in its [Safe Sport Handbook](#).

You must fill out the form in its entirety, sign and date it, and return it to usatfsafesport@usatf.org within 21 calendar days from the date you received notice of your Flagged background screen by NCSI. If you fail to properly submit this form within the 21-calendar day period, you will no longer be eligible to appeal the “Flagged” determination and your USATF background screen will be marked “Ineligible”.

Criminal dispositions that led to an “Ineligible” background screen as originally determined by NCSI will not be appealable to the Review Panel¹.

Note: after you submit this form and while your appeal is pending with the Review Panel, you may **not** participate within USATF in a role that requires USATF 3-Step Safe Sport Compliance.

SECTION I APPLICANT INFORMATION

Applicant name:

Date:

Applicant address:

¹ Unless you are a USATF athlete as defined by the Ted Stevens Olympic and Amateur Sports Act. Athletes who meet this definition may appeal either a “Flagged” or “Ineligible” background screening determination to USATF (or the United States Olympic and Paralympic Committee (USOPC), if seeking access to an Olympic Training Center such as CVEATC, or those athletes who are selected to participate in an Olympic, Paralympic, Pan American, Parapan American, Youth Olympic Games, or other international sport events as designated by the USOPC as further outlined in USATF’s Background Screening Policy).

Please indicate whether you would like your appeal expedited

- Yes (please note, the Review Panel will make its best efforts to accommodate the request. If granted, you waive your right to a one-week notice of your hearing. Your hearing may be scheduled at a date/time that is suitable for the Review Panel which may or may not be within one week from the date you submit your appeal).

Please explain why your appeal should be expedited:

- No

USATF role you are applying for (select all that apply):

- USATF Staff/Board of Directors
 USATF certified official
 USATF registered coach
 USATF authorized agent (athlete representative)
 USATF elite athlete (competing in Games delegation or training at Olympic center)
 USATF medical services provider
 Hershey RunJumpThrow event organizer
 Volunteer
 Other: _____

Have you ever appealed a background screen for another sport National Governing Body (NGB)? Mark one below:

- Yes
- List the NGB(s) you appealed with: _____
 - Date of appeal: _____
 - Outcome: _____
- No

SECTION II APPLICANT STATEMENT

Instructions: On the next page, please explain the reason for your appeal and/or why you feel your background screen should be cleared. If you need additional space than the one provided, please write "Attachment" in the space below and submit an addendum containing your full statement.

SECTION III Documentation

Instructions: Please provide all relevant documents regarding any criminal matters appearing on your background screen. These are critical for assisting the Review Panel in their assessment. Please check which documents you will be providing and attach the corresponding documents to this form.

Which documents will you be providing (select all that apply):

- Court Decree
- Court Judgement
- Court Order
- Court Motion
- Order of Dismissal
- Police Report
- Witness Statement(s)
- Sworn Affidavit
- Court or Deposition
Transcripts
- Other(s): _____

SECTION IV WAIVERS AND ACKNOWLEDGMENTS

I understand I can contact NCSI by calling 866-996-7412 (Option 2) or by emailing support@ncsisafe.com to obtain the records of my criminal background history that were originally sourced and supplied to USATF.

_____ (initial)

I understand I can waive my right to a hearing (whether via teleconference or video call) and have the Review Panel issue a determination based on the information provided in this form. I understand that if I wish to waive my hearing, I need to fill out and sign the appeal hearing waiver on page 4 of this document.

_____ (initial)

I acknowledge that if I fail to appear at my appeal hearing (whether via teleconference or video call), the Review Panel will make their decision based on my written submission (above).

_____ (initial)

I represent that the information on this form is true and accurate to the best of my knowledge. I understand that false information provided by me may be grounds for an adverse ruling by the Review Panel.

_____ (initial)

Signature of Applicant:

WAIVER OF APPEAL HEARING

DO NOT FILL OUT THIS WAIVER IF YOU WISH TO HAVE AN
APPEAL HEARING

I understand that I am entitled to an appeal hearing with USATF's Review Panel. I understand the purpose of the appeal hearing is for me to have an opportunity to be heard by the Review Panel and present any other information that may be relevant to my background screen determination by NCSI. By waiving my right to an appeal hearing, I further understand that the Review Panel will issue their determination based solely on my written submission(s) to the Review Panel in addition to the information provided in my criminal history search provided to USATF by NCSI. I understand that the Review Panel's decision is binding.

I, _____, hereby waive my right to an appeal hearing.
Printed name

Signature

Date