

NCSI Background Screening Process

The Houston Golf Association conducts its background check screening through the National Center for Safety Initiatives (NCSI). NCSI was created by the National Council of Youth Sports (NCYS), a 501(c)(3) not-for-profit organization representing the youth sports industry, to better protect the children of their youth-serving organizations and communities. The background check screening is completed online through NCSI's website, www.safetyinitiatives.com, in accordance with the Recommended Guidelines published by the National Council of Youth Sports.

Prospective employees/volunteers will need to provide general contact and criminal history information when registering online with NCSI in addition to the following:

- Self Registration Identification Number **94471043**.
This number will be given to you by the designated program coordinator.
- Social Security Number
- Driver's License ID
- The physical addresses of any place of residence within the last 5 years.

Once a prospective employee/volunteer is ready to consent to a background check screening the following steps must be taken:

1. Visit www.safetyinitiatives.com
2. Click on the "Self Registration" tab located on the left-hand side of the home page.
3. Enter your eight digit *self registration identification number* given to you by the designated program coordinator. If you do not have this number, please contact our office at 281-454-7000.
4. "The Background Check Registration for Houston Golf Association" page will appear.
5. Begin with "Step 1: Complete Personal Information Form" and follow the directions. **ATTENTION:** New prospective employees/volunteers **please ignore (skip over)** the "NCSI Volunteer ID Card Number and Pin." You will not have a Volunteer ID yet.

If you have any questions or problems with the process please contact NCSI directly on their toll free number **1-866-833-7100**.

NCSI will notify the Houston Golf Association with a "Green Light" or "Red Light" result within 3-10 working days. Prospective employees/volunteers with a "Green Light" result will have completed the background check screening and may be eligible for hire immediately. Prospective employees/volunteers with a "Red Light" result will be contacted by NCSI to initiate the FCRA process. Any prospective employees/volunteers with a "Red Light" result are not eligible for hire with the HGA.

This background check screening is conducted through NCSI. All direct communication should be with NCSI during the screening process. As a general policy, the HGA will not be informed of any details regarding a background screening. The design of the program is intended to create a fair, thorough and consistent process with the highest level of confidentiality and integrity possible. We appreciate our volunteers and employees and want to ensure the safest level of programming for all involved.