

Tabernacle Athletic Association
Background Check Policy For TAA Coaches and Managers

Background and Procedure

Background:

On July 28, 2008, the Tabernacle Township Committee passed Ordinance 2008-6 requiring state and federal background checks for prospective volunteer youth coaches. Beginning January 1, 2009, adults who wish to be a manager, coach and/or assistant coach for any TAA program will be required to comply with this ordinance. This background check result will remain valid for TAA for a 5 year duration. Volunteer coaches active within TAA will require background checks every 5 years.

In order to offset the cost of participating in this program, TAA will refund all coaches who undergo fingerprinting and return their background check forms to TAA. The mission of TAA is to provide safe, organized sports activities for the children of our community. Your cooperation and support of this policy will help TAA continue this mission.

Procedure:

1. Contact the TAA program director of the sport you wish to coach. Once you have had the background check completed, it will apply to all TAA programs.
2. Download and print the **TAA Background Check Form** (IdentoG - MorphoTrust Application) form from the TAA website with TAA's unique identification number in Field #7. This form must be presented when you are fingerprinted. Complete all sections of the form and bring it with you to your appointment.
3. Fingerprinting will be performed only at a MorphoTrust facility. Go to their website, www.bioapplicant.com/nj and follow the instructions to register for and schedule your fingerprinting appointment.
4. Prepay the cost of the background screening by credit/debit card or money order. Select the location of the testing center and an appointment time that is convenient for you. **Be sure to record the application number and appointment information on your form.**
5. Do NOT miss your appointment. Missed appointments will be charged a nonrefundable fee of \$10. If you need to cancel/reschedule an appointment, do so online by 5 PM on the business day prior to your scheduled appointment (Saturday noon for Monday appointments).

Arrive PREPARED. There will be a \$10 fee if you do not have proper ID (see their website for details), the completed form provided on the TAA website, and/or the information on the form and the information provided during online registration do not match. YOU are responsible for costs of missed or incomplete appointments. TAA or will not cover these costs.

6. At the completion of your MorphoTrust appointment, a receipt will be attached to your original form. Return this completed form to Lynne Hedden, TAA President @ 152 Powell Place Road, Tabernacle, NJ 08088. Your background check cannot be completed and you cannot be reimbursed by TAA for the cost of fingerprinting until this form is returned to TAA.

If you have questions or problems, contact the TAA program director or Lynne Hedden for assistance at 609-859-8850.