



USJA Background Screening Policy

Goals

The goals of this policy are to protect our students and members by:

1. Preventing and dealing with sexual abuse;
2. Preventing interaction with sexual predators and sexual abusers;
3. Preventing interaction with individuals who may be a danger to USJA members
4. Insuring that those in leadership positions within the USJA and member dojos are in compliance with USJA Standards and Ethics.

Protocols

A national screening agency shall be used to determine if any applicant for certification to be a coach, club instructor, referee, or black belts candidate for promotion to a rank of 1st dan or higher has a felony conviction for the following:

1. Crimes against children;
 2. Sex abuse, rape, or assault;
 3. Crimes of violence;
 4. Drug and alcohol crimes.
 5. Other felonies as determined by the Standards & Ethics Committee and the USJA Board of Directors.
- If charges have been brought against the candidate without a felony conviction of a pedophilia type nature, sanctions may apply.

Who Must Undergo Background Check/Screening

The policy requires that ALL of the following individuals must undergo the USJA background Check/screening program:

1. All members of all USJA Committees;
2. All members of the Board of Directors and all Corporate Officers;
3. Applicants for instructor certification - both new and renewing;
4. Applicants for coach certification - both new and renewing;
5. Applicants for referee certification - both new and renewing;
6. Applicants for black belts promotions to any rank of 1st dan or higher;
7. All members claiming promotion points for coaching activities.

In order to implement this program, all members of all USJA Committees, all Members of the Board of Directors, and all Corporate Officers must undergo the USJA background check/screening program.

When to Apply For the Background Check/Screening

1. ALL currently Members of the Board of Directors, all Corporate Officers, and all Members serving on Committees must undergo the USJA background check/screening program NOW.
2. Any time to have it in your records in anticipation of future certifications and/or promotions.
3. When applying for any black belts promotion (1st Dan or higher) and/or if applying for coaching or referee certification.

Exemptions and Other Provisions

The screening is not necessary if one of the following apply:

1. Applicant is a minor; Unless applying for dan ranks.
2. Applicant has passed a USJA screening within the last 4 years

USJA Background Screening Procedures

1. All parties to be screened must do so through Southeastern Security Clearance, Inc. (SSCI)*.
2. All reports are electronically mailed directly to the Chief Screener's home. Nothing from SSCI goes directly to the National Office.
3. The Screened member's Name, and DOB, and is then E-Mailed to USJA's National Office. To verify that the Screened Names have been received, the USJA's National Office then will forward back to the Chief Screener, via e-mail, exactly what has been sent to her.
4. The National Office then notifies the member in writing (or electronic mail, if that is the preferred method of communication), that they have successfully been screened and they include a new membership card with the screening expiration date on it.
5. If there is a felony or misdemeanor record involving **1. crimes against children, 2. sexual abuse, rape or assault, 3. crimes of violence, 4. Other enumerated felonies and/or misdemeanors**, the applicant is notified by the National Office by mail, (or electronic mail if that is the preferred method of communication), that a disqualifying event has appeared on their screening report and that the matter will be referred to the Standards and Ethics Committee. A copy of this letter is sent electronically to the Chairman of the Standards and Ethics Committee. Please note that charges of the nature outlined above, can result in screening being denied. USJA Code of Ethics has zero tolerance for Pedophilia and crimes against children. A misdemeanor Pedophilia charge will be referred to Standards and Ethics Committee for investigation, report, and recommendation to the Board of Directors for final disposition.
6. The Chief Background Screener determines if they believe the member is a danger to others, and reports said findings to the Chair of Standards & Ethics for further review and/or action.
7. This process of the Background Screening is completed on an individual basis. A screening clearance may be given with certain restrictions, directions and/or future rescreening requirements imposed. An applicant also may be denied.
8. If there is a felony record, the matter is referred to the Standards and Ethics Committee for investigation, since it is contrary to our Code of Ethics for a member to be a convicted felon.
9. The applicant is notified of this in writing by Chair of Standards and Ethics.
10. The Standard and Ethics Committee then initiates an investigation and makes a recommendation to the Board of Directors and the Board renders a disposition.
11. This Background Screening is good for 4 years. All actions and determinations taken by the USJA in this Screening process may be appealed directly to the Board of Directors.

* Link to: [Consent/Release Form for Background Screening](#)

(Revised – February 2015)