

Peak Nordic Ski Club Background Check Procedure – April 2024

1. Any person interested in volunteering for Peak Nordic Ski Club must fill out and submit a [Volunteer Application](#).
 - a. Only the first page of the Volunteer Application needs to be filled out for persons interested in volunteering at Non-Team Travel Events (See Peak Nordic Policy #3.)
 - b. Both pages of the Volunteer Application need to be filled out for persons interested in the following activities/positions:
 - i. Coaches for Peak Nordic Kids, Middle School, and High School
 - ii. Coaching Assistants for Peak Nordic Middle School
 - iii. Managers for Peak Nordic kids, Middle School, and High School
 - iv. Drivers for High School Team Travel Events
 - v. Overnight Chaperones for High School Team Travel Events
 - vi. All Peak Nordic Board Members
 - vii. Background Check Committee Members
 - viii. Peak Nordic Administrative Assistant
 - ix. Peak Nordic Kids Coaching Assistants (Parent Animal Helpers/Shepherds)
 - c. Volunteer Applications with only the first page filled out should be submitted to the appropriate Manager for Peak Nordic Kids, Middle School, and/or High School.
 - d. Volunteer Applications with both pages filled out should be submitted to the Background Check Committee at backgroundcheck@peaknordic.com.
2. Applicants who fill out only the first page of the Volunteer Application have one screening process to complete.
 - a. The screening is a review of the application for disqualifying answers by the appropriate Manager.
 - b. An applicant with a disqualifying answer on the Volunteer Application cannot function as a volunteer for Peak Nordic Ski Club.
 - c. The Manager will inform the applicant if he/she is approved to function as a Volunteer.
3. Applicants who fill out both pages of the Volunteer Application have two screening processes to complete.
 - a. The first screening is a review of the application for disqualifying answers by the Background Check Committee.
 - b. An applicant with a disqualifying answer on the Volunteer Application cannot function as a volunteer for Peak Nordic Ski Club.
 - c. Disqualifying answers include but are not limited to:
 - i. Applicant indicates that his/her history includes a disqualifier
 - ii. Applicant provides inaccurate information
 - iii. References provide unpleasant or disturbing information
 - iv. Information gathered raises questions about motives of applicant
 - v. Applicant does not complete the screening process
 - d. The Background Check Committee decides if references will be contacted and if the applicant will be interviewed.

- e. The second screening is a Criminal Background Check performed for Peak Nordic Ski Club by the National Center for Safety Initiatives (NCSI) powered by SportsEngine.
 - f. The results of the Criminal Background Check are compared to disqualifiers which include but are not limited to:
 - i. Sex offences and misconduct
 - ii. Violent felonies
 - iii. Felonies (other than sex- or violence-related) within the last 10 years
 - iv. Any child abuse or domestic violence convictions
 - v. Misdemeanors within the last 7 years
 - vi. One DUI conviction within the last 5 years
 - vii. Two DUI convictions within the last 10 years
 - g. If/when the Applicant obtains a "Clear" status from NCSI, it is his/her responsibility to:
 - i. Notify the appropriate Manager, Coach, and/or Board Member that his/her Background Check is complete, a "Clear" status has been obtained, and permission is given for them to confirm this with the Background Check Committee.
 - ii. Notify the Background Check Committee that his/her Background Check is complete, a "Clear" status has been obtained, and permission is given to notify the appropriate Manager, Coach, and/or Board Member.
 - h. As part of the Safe Sport Act of 2017, applicants who have obtained a "Clear" status from NCSI are also required to complete Abuse Prevention Training powered by SportsEngine.
 - i. The training takes approximately 60 minutes to complete and includes a 25-question quiz that requires a 70% or better to pass.
 - i. A second Criminal Background Check is automatically conducted by NCSI one year after the original. If a volunteer does not want to continue into the second year, he/she is responsible for notifying the Background Check Committee no later than 10 months after the original Criminal Background Check.
 - j. Peak Nordic Volunteers are required to complete a Criminal Background Check every year, and submit a Volunteer Application every 2 years.
4. After all of the above steps have been successfully completed, the Volunteer can carry out the activity/position applied for.
 5. All Peak Nordic athletes who are 18 years old, or turning 18 years old, during the Peak Nordic season (June 1 – April 1) are required to complete the athlete version of SafeSport training at Peak Nordic expense before the first day of participation.