

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.

In order to offset the cost of implementing this program, TAA has been awarded a “Check ‘Em Out Program for Towns” Grant through the Megan Nicole Kanka Foundation. Provided that the procedure outlined below is followed, the Megan Kanka Foundation will cover 100% of the cost of this program.

The mission of TAA is to provide safe, organized sports activities for the youth of our town. 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. You will be provided with one (1) Sagem Morpho/Kanka Application form. This form will be uniquely identified to TAA and YOU. It must be presented when you are fingerprinted. The value of this form is \$26.25. You will be issued ONLY one – DO NOT LOSE IT!
3. Complete ALL sections of this form. Bring this form with you when fingerprinted.
4. Fingerprinting will be performed only at a Sagem Morpho facility. Go to their website, www.bioapplicant.com/nj to register for and schedule your fingerprinting appointment.
5. Follow the instructions online to register for and schedule your appointment. **Select KFB in Box 2 Category.** This identifies the Kanka Foundation for billing purposes. Select the location of the testing center and an appointment time that is convenient for you.
6. Do NOT miss your appointment. Missed appointments will be charged \$11. If you need to cancel/reschedule an appointment, do so online by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments).

Arrive PREPARED. There will be an \$11 fee if you do not have proper ID (see their website for details), the completed Kanka Form provided by TAA, 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 Kanka Foundation will not cover these costs.

7. At the completion of your Sagem Morpho appointment, a receipt will be attached to your Form. Return this form with the receipt to the TAA Program Director or TAA President. Your background check cannot be completed, and you cannot be cleared until this form is returned to TAA and forwarded to The Kanka Foundation.

If you have questions or problems, contact the TAA program director or TAA president for assistance.