

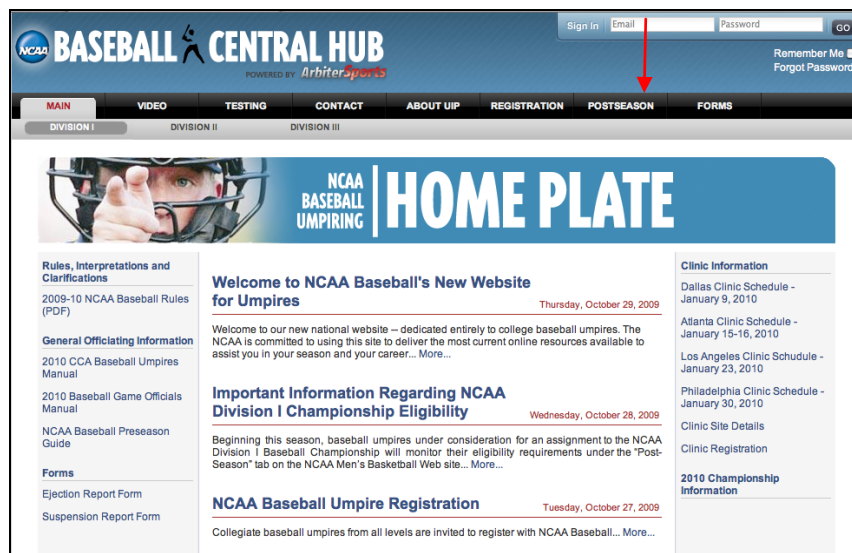
# BASEBALL ONLINE BACKGROUND CHECK PROGRAM PROCEDURES

**DEADLINE IS 11:59 P.M. EASTERN TIME FEBRUARY 13, 2012**

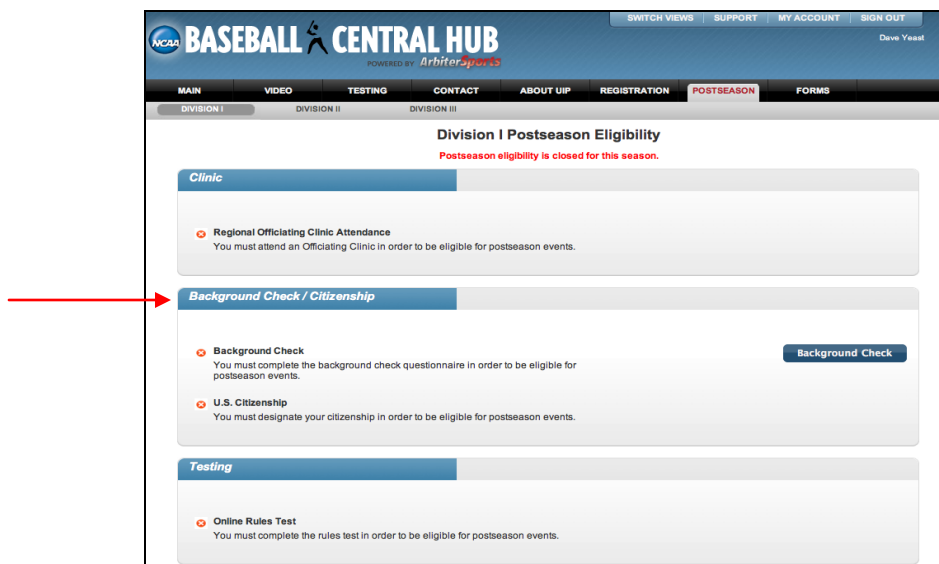
Access the Web site at this address:

[www.ncaabaseball.arbitersports.com](http://www.ncaabaseball.arbitersports.com)

1. Background check information is located in the postseason tab.



2. Click on the "background check" tab to access the background check pages.



When you have completed the background check process, a green check mark will appear indicating you have completed the process.

**NOTE:** Completion of the online process is the first step in the background check process. Officials selected for a comprehensive background check will receive notification via email that they are required to submit a signed final authorization confirming consent. If you do not comply with the second step of this process by the noted deadline you will not be eligible to officiate.

**If you have difficulty completing the background check section, please contact Suzanne Brickell ([sbrickell@ncaa.org](mailto:sbrickell@ncaa.org)) immediately.**

3. Select the sport code for the sport that you officiate. If you officiate more than one sport, you must complete the entire process for each sport (i.e. men's basketball, women's basketball, men's ice hockey, baseball or postseason football).
4. Enter your driver license number. Be sure to enter all numbers and letters - if the license number begins with 0s, be sure to include those as well.
5. Enter the state in which your driver license is issued.
6. Enter your birth date using the format indicated.
7. United States Citizenship

You must indicate if you are a US citizen. **If you are not a US citizen**, you are required to send documentation that you are legally residing within the United States and are able to earn income as an independent contractor. You must send a copy of your documentation, via traceable mail, before the background check submission deadline to the NCAA enforcement staff. This information will be verified before an official is eligible to officiate. **NOTE: This documentation must be submitted every year. If you are not a US citizen, your postseason eligibility will not be complete until your US citizenship documents have been received.**

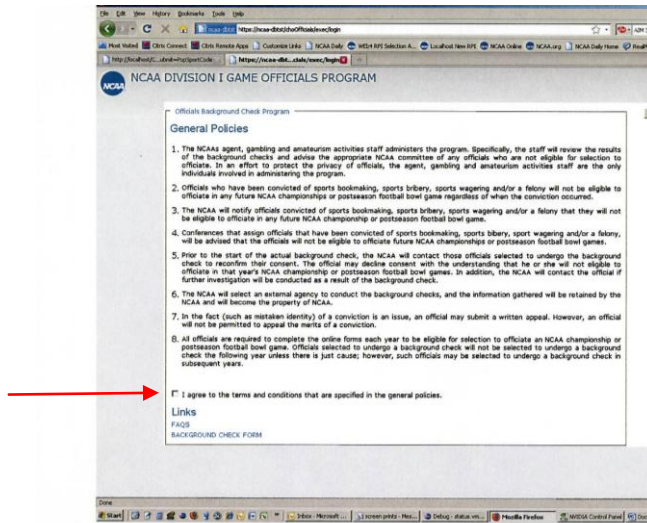
8. Click "Go" to proceed to the next step.

The screenshot shows a web browser window displaying the NCAA online background check form. The form is titled "Personal Information" and includes the following fields and instructions:

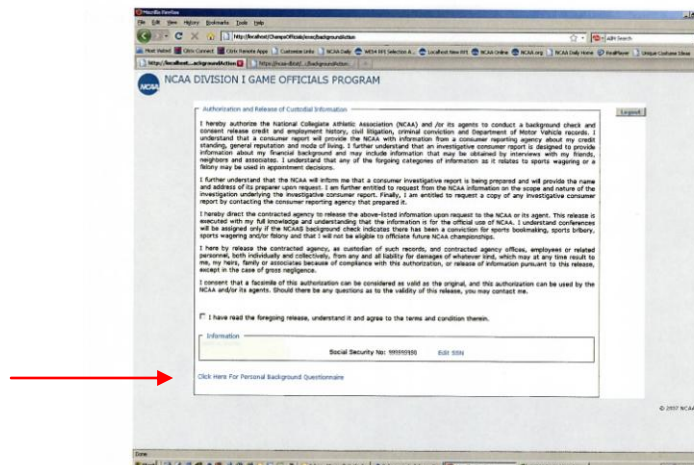
- Driver License Number:** A text input field with "000000" entered.
- State Issued:** A dropdown menu with "IL" selected.
- Birth Date:** A date input field with "03/01/85" entered.
- US Citizen:** Radio buttons for "Yes" (selected) and "No".
- Gender:** Radio buttons for "Male" (selected) and "Female".
- Ethnicity:** A dropdown menu.

Instructions on the form state: "Officials will be responsible for updating their personal information throughout the year. This information will be used by the NCAA to communicate with officials during the regular season as well as to communicate with those officials selected to officiate on NCAA championship or postseason football games." and "Note: Driver License No, State Issued, Birth Date and US Citizen are required to submit background questionnaire." A red arrow points to the "Go" button at the bottom of the form.

9. General Policies. You must read this page and check the box at the bottom that you agree to the terms and conditions that are specified in the general policies.



10. At the bottom of the General Policies page are links to other documents that are helpful in understanding the NCAA Game Officials Background Check Program.
11. Authorization and Release of Custodial Information. You must read and check the box that you have read the release, understand it and agree to the terms and conditions therein.
12. If your social security number begins with a "0" you will be required to edit the social security number to enter the "0". Click "Edit SSN." A pop-up screen will ask "Are you sure you want to edit this data?" Click OK. When the next screen appears, type in the correct SSN. Click Edit. A pop-up screen will ask "Are you sure you want to Edit this data?" Click OK.
13. Click Personal Background Questionnaire to begin completing the necessary documentation.



14. Other names. List any other names you may be known by, including maiden name, and dates names were used. Use the calendar function to enter dates.

The screenshot shows a web browser window displaying the 'NCAA DIVISION I GAME OFFICIALS PROGRAM' Personal Background Questionnaire. The 'Other Names' section is active, with a 'Logout' button at the top right. Below the section title, there is a text prompt: 'Provide any other name(s) you have used or have been known by, including maiden name and dates names were used. Provide the dates in MM/DD/YYYY format.' Below this prompt is a table with three columns: 'Name', 'Date From', and 'Date To'. The table contains three rows of data:

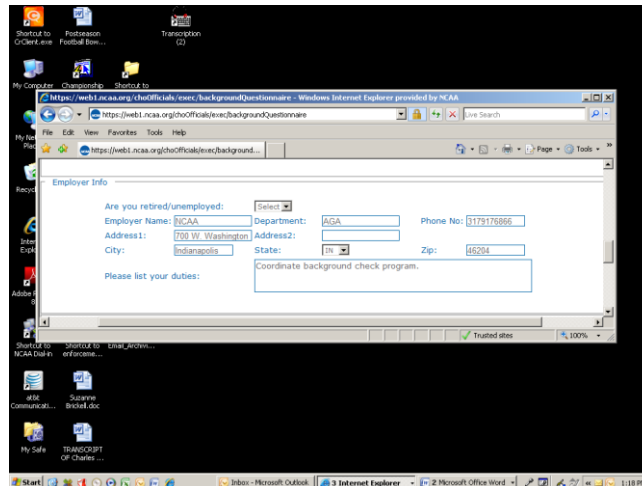
| Name         | Date From  | Date To    |
|--------------|------------|------------|
| Name1: Stacy | 06/06/1978 | 06/30/2008 |
| Name2: Smith | 06/23/1977 | 06/30/1999 |
| Name3:       |            |            |

15. Address. List all addresses where you have resided during the past seven years. The dates that you lived at each address are also required. Enter required dates using the calendar function provided. If you have completed this process in previous years, information entered last year will automatically populate. Please edit the information as needed and add any new addresses.

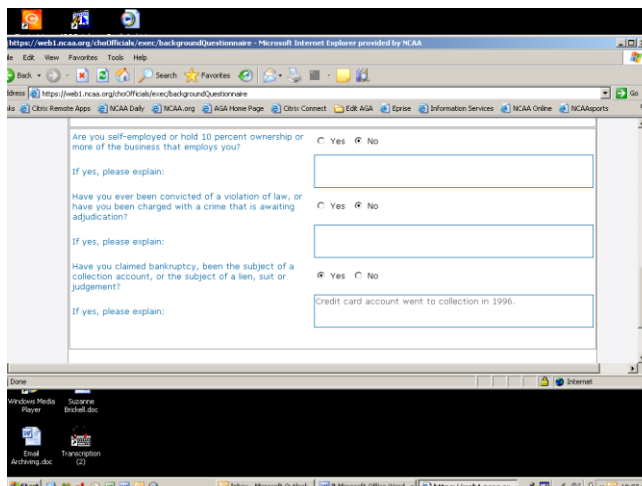
The screenshot shows the 'Address' section of the questionnaire. It features a table with columns for 'Date From', 'Date To', 'Line1 of Address', 'Line2 of Address', 'City', 'County', 'State', and 'Zip'. The table contains two rows of data:

| Date From  | Date To    | Line1 of Address   | Line2 of Address | City         | County | State | Zip   |
|------------|------------|--------------------|------------------|--------------|--------|-------|-------|
| 06/07/1999 | 07/19/2003 | 87 Fishhead Shores |                  | Linn Creek   | Camden | MO    | 65049 |
| 07/20/2003 | 06/30/2008 | 700 W. Washington  |                  | Indianapolis | Marion | IN    | 46204 |

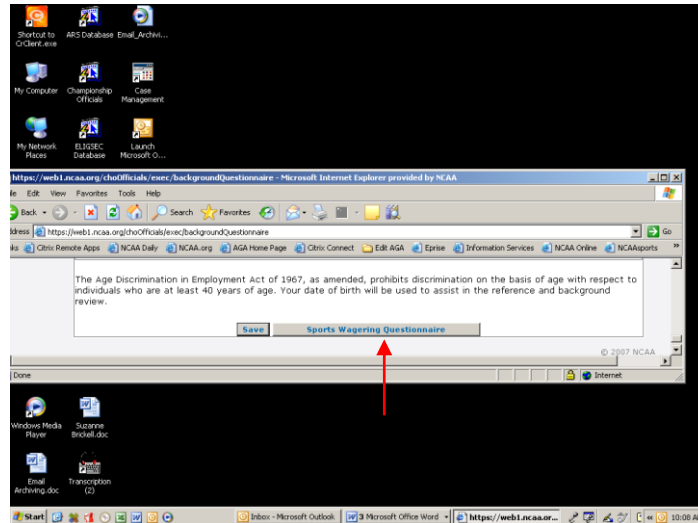
16. Employer Information. Enter employer name, department in which you work, phone number, address, city, state and zip. You must also provide an explanation of your duties. If you are retired or unemployed, please use the drop-down box to indicate the applicable category.



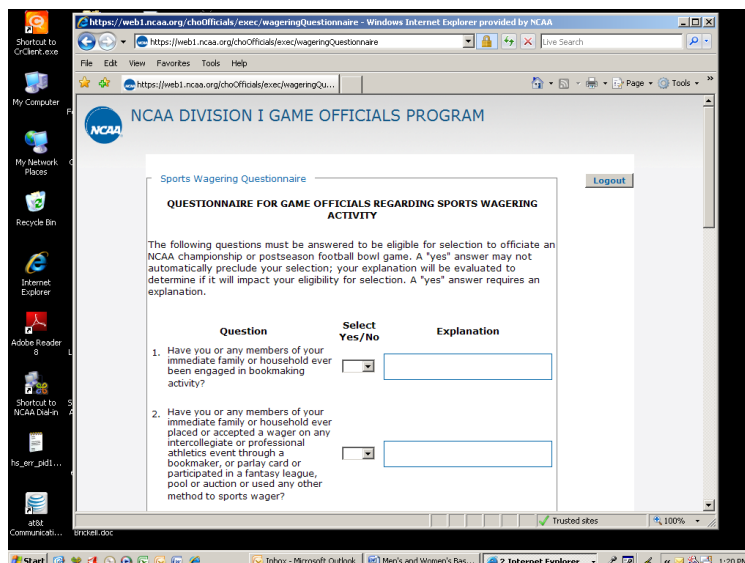
17. If you are self-employed or hold 10 percent ownership or more of the business that employs you, you must provide an explanation.
18. If you have ever been convicted of a violation of law, or have been charged with a crime that is awaiting adjudication, you must provide an explanation.
19. If you have claimed bankruptcy, or been the subject of a collection account, or the subject of a lien, suit or judgment, you must provide an explanation.



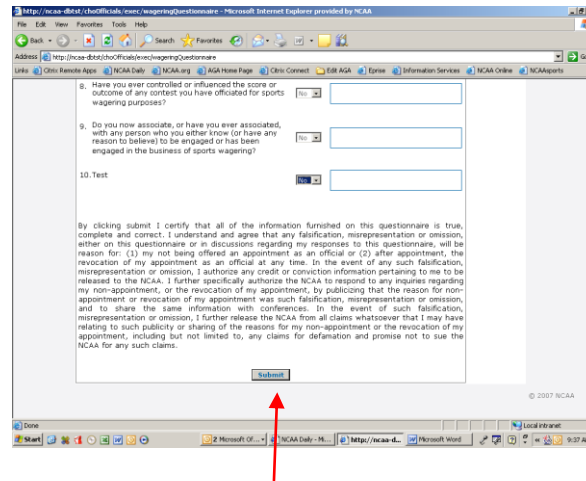
20. Click "sports wagering questionnaire" to proceed to next section.



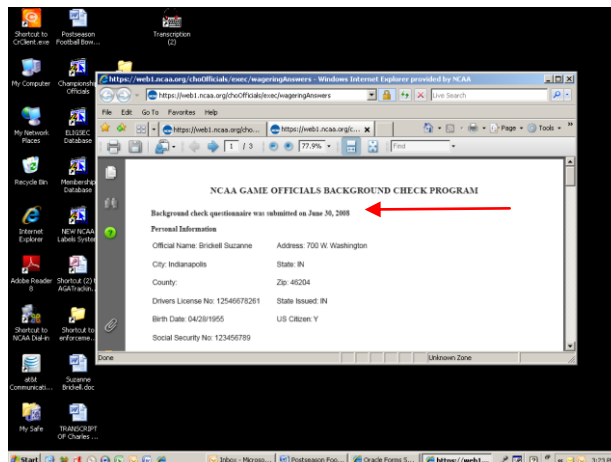
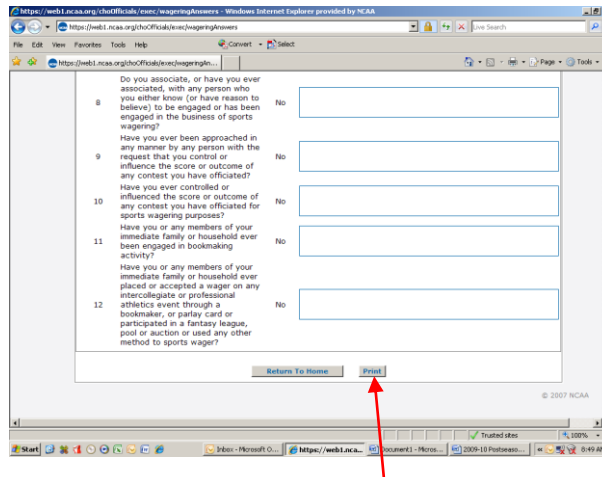
21. Answer each question with "yes" or "no." A "yes" answer requires an explanation. After completing the questionnaire click submit.



NOTE: By clicking submit, you are certifying that all of the information furnished on the questionnaire is true, complete and correct. After you click submit, you will not be able to access the forms again. So be sure your answers are accurate before submitting.



22. After submitting, print a copy of your forms for your records. Your printed copy will reflect the date that you submitted your forms. **IMPORTANT: It is strongly recommended that you print the date-stamped confirmation page as it is the official's responsibility to verify proof of submission of the required online forms.**



## **DON'T FORGET TO PRINT YOUR DATE- STAMPED CONFIRMATION PAGE!**

23. It is recommended that after you have completed the online process, you log back into the system to verify that your record indicates that you have completed all background check requirements. If you discover a problem, contact Suzanne Brickell ([sbrickell@ncaa.org](mailto:sbrickell@ncaa.org)) immediately.
24. If you go back into the system after you have submitted the information, you will receive a message that your background check questionnaire was already submitted. You can print a copy, but will not be able to access the information.



### **NCAA DIVISION I GAME OFFICIALS PROGRAM**

**Background check questionnaire was already submitted on month and date, 2011.**

You have now completed the first step in the background check process. Officials selected for a comprehensive background check will receive notification via email that they are required to submit a signed final authorization confirming consent. If you do not comply with the second step of this process by the noted deadline you will not be eligible to officiate.

# **DID YOU PRINT YOUR DATE-STAMPED CONFIRMATION PAGE?**

**NOTE:** You have now completed the first step in the background check process. Officials selected for a comprehensive background check will receive notification via email that they are required to submit a signed final authorization confirming consent. If you do not comply with the second step of this process by the noted deadline you will not be eligible to officiate.