35 South Youth Sports Network
"Keeping Kids 1st"
1226 Robin Glen Dr • Dallas, TX 75232 • 214-662-6306 • fbs35south@sbcglobal.net

Dear Organization Contact,

In an effort to get all your Coaches, Team Mom's and Dad's cleared and classified appropriately with your cities Park and Recreation Department, we have listed below instructions for each scenario possible. You are free to place this information on your website or email to your coaches for them to complete the process.

Procedure for completing a BACKGROUND CHECK for your city: (Stage 1)
Click on this link 35 South Youth Sports Network or Google 35 South Youth Sports Network and then select Website, Scroll to bottom of page select 35 South Youth Sports Network scroll back to bottom of page and select the position of interest, then select apply for position and complete this form, give your background at least 72 hours. Should something derogatory be found on your application you will be notified via email within 48 hours, unless this falls on a weekend then it will be the next business day.

Procedure for RSVP City Sponsored Live Clinic: (Stage 2)
Click on this link 35 South Youth Sports Network, Scroll to bottom of page select 35 South Youth Sports Network scroll back to bottom of page and select RSVP City Sponsored Live Clinic, then select more information and complete this form, (You will need to have a valid email address, in the Subject Line type the city you are volunteering in and in the details section input Coaches Certification Program then the sport you wish to get certified in i.e.(Contact Football, Flag Football, Basketball, Baseball, Cheerleading, Team Mom/Dad, Team/league Administrator) your mailing address information. Once this information has been received you will be emailed an invoice for the cost of this clinic $30(RSVPC), $35(LATEC) and $40(WLKUP). Ounce paid you will be notified of the status and location of the clinic. There is a $5 processing fee if you pre-register but fail to pay in advance. Once you attend and complete this class your NYSCA status will be updated and your name will be placed on your cities Cleared Coaches Report (CCR), you will then be cleared to obtain your cities Coaches Badge.

ONLINE CLINIC OPTION: (Stage 3)

Coaches may choose to participate in the NYSCA training course (or "clinic") using the NYSCA Online Clinics. This program allows coaches to access the same training as on-site participants from their home or office PC. The Online Clinics also offers several features that are not available through the on-site clinics, including realistic graphics to illustrate lessons, exclusive printable materials, and 24-hour-a-day access to the program. A one-year Membership is offered through the Online Clinics. In addition, current NYSCA Members may access the Online Clinics after completing the Initial Level Membership requirements, and add other sport specific clinics to their membership. Click here to register or to learn more about the NYSCA Online Clinics.

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Your NYSCA membership will expire during this season: (Stage 4)
You currently have the following options; 1. Attend a City Sponsored Live Clinic or 2. Renew online. **(See above instructions)** Once these procedures are completed you will need to do a **Profile Update**. We will then update your application with this information and place you in the cleared category (Stage 6) with your City, until then you will be categorized as follows:

1. Stage 2 - **You need to attend a Live onsite clinic**
2. Stage 3 - **You need to complete your online certification and profile update**
3. Stage 4 - **Your NYSCA membership will expire during this season**
4. Stage 5 - **Your BC application is pending processing**
5. Stage 6 - **Your BC app has cleared / you have a current season NYSCA MBR#**
6. Stage 7 - **Your BC app did not clear (Derogatory)**

Procedure for updating your Profile:
Go to your Cities website and select the instructions for criminal background check link or Click on this link 35 South Youth Sports Network , Scroll to bottom of page select 35 South Youth Sports Network scroll back to bottom of page and select Profile update, you will have the option to request more information or apply for the position. Select more information and complete this form. In the subject line input Profile update in the details section input your renewal information, and then complete the remainder of the form. Once this information has been verified with NYSCA, which generally takes 24 to 48 hours your application and status will be updated and forwarded to your city for their records.

Information Reported disputed:

If you question the accuracy of this report, you must send the agency below a brief written statement as to the area you believe to be incorrect. A re-verification will be made if reasonable grounds exist that the request is not frivolous or irrelevant. If parts of the report are deleted or changed because of this re-verification, the city parks and or recreation center as well as the consumer will receive a corrected report.

Mail your statement to the following agency:

Priority Research
18946 N Dale Mabry Hwy, Suite 101
Lutz, FL 33548

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35 South Youth Sports Network was established for the protection of youth and parents of our community in which youth volunteers serve and being consistent with our commitment to the spirit of the FCRA and the general principles of privacy protection, we will assist you in having erroneous information about you corrected in the public records and identify the substance of the disputed information in the records until the erroneous information has been corrected by the applicable consumer reporting agency (CRA).

35 South Youth Sports Network and it's service provider is a leading innovator in the background screening industry with specialty products and services for pre-employment background checks, employment background screening and volunteer screening. Currently we have sports programs, uniforms, fundraising activities as well as mentoring programs that you or the organizations that use your facilities or services may be interested in.

We further hope this assist you and your organization and city with getting the appropriate volunteers out and working with your kids!

Should you have any further questions or concerns feel free to contact me and I would gladly assist you in any way possible.

Good Luck this season and I look forward to working with you in the future!

Thanks in advance!
"Keeping Kids 1st"
35 South Youth Sports Network
Freddie B. Sanders Jr.
Certified Youth Sports Administrator
214-662-6306