



## **Background Checks**

### **Who Needs a Background Check?**

- All coaches, team managers, and administrators - anyone involved with the players

### **How do we complete the Background Check?**

- Use this link  
<https://secure.sportsaffinity.com/reg/index.asp?sessionguid=&domain=tn%2Dbgc%2Esportsaffinity%2Ecom>  
Link can also be found on the TSSA home page and youth forms page)
- Click the “Registration” button at the top of the page to begin
- Make sure to select the proper club in the dropdown list to ensure you are linked to the club you will be coaching or administrating for
- As a reminder we now use JD Palatine and Social Security Number is Required \*Note: Background checks must be submitted via a desktop or laptop computer (no phones or tablets).

### **What happens after I submit my background check?**

- Once the background check is submitted it can take up to 48 hours for the results to be completed, during this time your background check status is marked “Pending” (if the check has to be processed through multiple counties and/or states, results may take up to 10 days)
- Once the results are ready you will be “Approved” if nothing comes back on the background check or “Review Committee” if your background check needs to be reviewed further
- “Review Committee” results are updated by the TSSA Review Committee (approval or denial).