



MEMORANDUM

DATE: November 4, 2005

TO: Membership

FROM: Board of Directors, USA Boxing, Metro

SUBJ: Background Screening Procedures

Insurance concerns dictate that USA Boxing conduct background checks on all non-athletes. At this time, only involvement in crimes against children and sexual offenses will disqualify an individual from membership in USA Boxing.

New registration procedures are necessary to ensure that non-athlete membership is not granted until the background check is finished.

Each applicant must complete the non-athlete membership application form and the Consent/Release form. The LBC Registration Clerk will then collect the application, the consent form, the non-athlete registration fee and the \$55 registration fee for the registration and background check. The Clerk can not give the pink copy to the applicant as has been done in the past.

Once the forms and fees have been collected, the Registration Chair will fax the consent form(s) to USA Boxing.

Once the Chair has submitted the consent form to USA Boxing, USA Boxing will forward it to the background check company. Thereafter, USA Boxing will forward the Chair a report that indicates "pass" or "fail" for each applicant.

The Chair cannot provide the pink copy of the application form to the applicant until after the Chair has received written confirmation from USA Boxing that the applicant has “passed” the background check.