



# UNITED STATES JUDO FEDERATION

## National Office

**Mailing Address:**  
P. O. Box 338  
Ontario, OR 97914-0338

**Telephone:**  
(541) 889-8753

**Faxes:**  
(541) 889-5836  
(413) 502-4983

**Internet:**  
[www.usjf.com](http://www.usjf.com)  
[no@usjf.com](mailto:no@usjf.com)

### MEMORANDUM

**TO:** All New, Current, & Renewing USJF Certified Teachers  
All New, Current, & Renewing USJF Certified Coaches  
All New, Current, & Renewing USJF Certified Referees  
All USJF Yudansha Promotion Candidates

**FROM:** Robert Fukuda, Executive Director

**RE:** Background Screening Application Procedure - **UPDATED**

**DATE:** January 12, 2005

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In response to the requirements imposed by our insurance carrier, the USJF Board of Directors adopted a Background Check/Screening Policy & Procedure at our Annual Board of Directors meeting in San Diego, California, on April 27, 2004.

#### Goals

The goals of this policy are to satisfy our insurance carrier by proactively:

1. Dealing with sexual abuse
2. Protecting our students and members from sexual predators, sexual abusers, and those impaired by drugs and/or alcohol
3. Not excessively intruding upon personal privacy and not going beyond our needs as set forth in 1 & 2 above.

#### Policy

A national agency shall be used to determine if, during the last 10 years, any coach, teacher, referee or yudansha has a felony conviction for the following:

1. Crimes against children: sex abuse, rape, or assault
2. Crimes of violence
3. Drug and alcohol crimes

Additionally if charges have been brought against the candidate without a felony conviction of a pedophilia type nature, the same sanctions shall apply.

## **Who Must Undergo Background Check/Screening**

The policy requires that ALL of the following individuals must undergo the USJF background check/screening program:

1. Applicants for teacher certification - both new & renewing
2. Applicants for coach certification - both new & renewing
3. Applicants for referee certification - both new & renewing
4. Applicants for yudansha promotions (shodan & higher)

As we are starting to implement this program, **ALL** currently certified teachers, coaches, and referees must undergo the USJF background check/screening program **NOW**.

The screening is NOT necessary if one of the following apply:

1. Applicant is a minor
2. They have passed a USJF screening within the last 4 years

The screening is NOT necessary for individuals who are in positions where national agency security clearances are part of their jobs or professions (e.g. police, attorneys, physicians, and bonded persons), provided that their last screening has occurred within the last 4 years. These individuals will be required to provide written verification of their clearances for our records.

The following will be accepted as written verification of screening/security clearance for exemption from screening:

1. Military personnel may provide a copy of their military record book page showing a security clearance level of "secret" or higher.
2. Written documentation of security clearance on current employer's letterhead.
3. Written documentation of bonding on current employer's letterhead.
4. Written letter stating that a background check was completed and was clear/negative, on current employer's letterhead.

**UPDATED - 5. Written letter stating that a background check was completed and was clear/negative, on United States Judo, Inc. (USJI/USA Judo) letterhead or documentation of the completed and clear screening.**

## **When Do You Apply For The Background Check/Screening**

1. **ALL** currently certified teachers, coaches, and referees must undergo the USJF background check/screening program **NOW**.
2. You may apply at any time to have it in your records in anticipation of future certifications and/or promotions.
3. You must undergo the background check/screening program when you are any of the following:
  - A. Applicant for teacher certification - both new & renewing
  - B. Applicant for coach certification - both new & renewing
  - C. Applicant for referee certification - both new & renewing
  - D. Applicant for yudansha promotions (shodan & higher)

## **Application Process**

1. Complete and print the “Background Check - Application/Consent/Release” form using Adobe Acrobat Reader on any computer. Adobe Acrobat Reader is a free program that can be downloaded from [www.adobe.com](http://www.adobe.com). Be sure that you have the latest version of Acrobat Reader for your computer and operating system to avoid any problems inputting your information onto the application.  
If you do not have access to a computer, then you **MUST** use a typewriter. This is a very sensitive issue and we are trying to minimize the number of false positives. **Handwritten forms will NOT be accepted.**
2. Sign the form.
3. The fee for the screen is \$16.00; please make a check out to “USJF” for \$16.00.
4. Mail the completed & signed form with your check to:  
USJF National Office  
P. O. Box 338  
Ontario, OR 97914-0338
5. Please allow 2 weeks for processing, after we receive the completed and signed application, and payment.



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## Background Check - Application/Consent/Release

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Please complete this form by using Acrobat Reader or by typing. Handwritten applications will NOT be accepted.

Applicant Name: (Please Type) \_\_\_\_\_  
First
Middle
Last

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
House Number & Street

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for United States Judo  
Name of Applicant

Federation, Inc. (USJF), through participating agencies, to obtain information regarding myself. This includes felony convictions within the last 10 years for any of the following:

- |   |                            |
|---|----------------------------|
| 1. Crimes against children: sex abuse, rape, or assault | 3. Drug and alcohol crimes |
| 2. Crimes of violence                                   |                            |

Additionally, if charges have been brought against the Applicant without a felony conviction of a pedophilia type nature, the same sanctions shall apply.

I, the undersigned, authorize this information to be obtained either in writing, electronically, and/or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance to the fullest extent permitted by law. Such information will be held in confidence in accordance with USJF guidelines.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ USJF Membership Number: \_\_\_\_\_

Would you like a copy of your background screening results mailed to you? Yes \_\_\_\_\_ No \_\_\_\_\_

Mail (1) Consent/Release form & (2) check for \$16.00 made payable to "USJF" to: USJF, P.O. Box 338, Ontario, OR 97914

For National Office Use Only				
Date Received		Check No.		Amount
Membership Verified			Date Forwarded	