

# NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North, P.O. Box 487, Robbinsville, NJ 08691

## **Memorandum**

**To:** All Chapter Secretaries  
**From:** Tony Maselli, Assistant Director  
**Date:** August 2018  
**Re:** Background Check Clarification  
**Copy:** Larry White, Executive Director

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### **Background Check Procedure**

- All officials must consent to a background check each year during the Arbiter registration process.
- Once you have consented, payed the fee and filled out all the required information, your information will be sent to Peopletrail. The background check usually only takes a few days.
- All background checks will expire in June on the day of the last NJSIAA event regardless of when your background check was submitted.
- Once the background check is complete, Peopletrail will send the results to the NJSIAA.
- All officials flagged by Peopletrail will receive a pre-adverse letter and a copy of the report via email that was entered into Arbiter at the time of registration.

### **Flagged Background Check Procedure**

Any official that has received a pre-adverse letter because they have been flagged by Peopletrail based on the NJSIAA background check criteria is considered temporally suspended by the NJSIAA until further review by all chapters the official belongs to. All officials that have been flagged by Peopletrail must follow the following procedure if they wish to officiate any NJSIAA governed contests:

1. Contact Peopletrail if you disagree with the report or there is an error. If there was an error in the report, Peopletrail will fix the error and clear the officials background check and they will also notify the NJSIAA.
2. If the report is correct, the official must contact all chapters they belong to for all sports regarding the report.
3. The official must apply for reinstatement through their chapter/s in the manner stipulated in the chapters bylaws.
4. All Chapters must have a reinstatement procedure for their officials to follow in the event of a violation of the NJSIAA Guidelines, Policies & Procedures for registration of officials.
5. The chapters reinstatement procedure must meet the minimum standards covered in the NJSIAA Guidelines, Policies & Procedures for registration of officials. These standards can also be found in the officials' handbook.
6. The chapter/s will decide if the reinstatement will be approved or denied. The chapter will notify the NJSIAA via a letter of their decision in a timely manner.
7. If the official is approved for reinstatement, the NJSIAA will verify that the official's violations fall within the minimum standards covered in the NJSIAA Guidelines, Policies & Procedures for registration of officials. If it is determined that the official satisfies the reinstatement standards, the NJSIAA will notify the official and chapter/s of the reinstatement.
8. If the official is denied reinstatement by the chapter/s, the official will receive an adverse letter and will be suspended indefinitely by the NJSIAA.

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