



Questions and Answers about the Child Protection Program

1. What do we, as a league, have to do to comply so that can be chartered for the next season?

Since 2003, the local league has been and required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league or/and who have repetitive access to or contact with players or teams fill out the official Little League Volunteer Application. Additionally the league has been and is required to conduct a background check on each of these individuals. Since 2007, the local league has been required to conduct a nationwide search that contains the applicable government sex offender registry data as opposed to conducting statewide sex offense registry search. Little League Baseball and Softball will require each league to sign an agreement on the charter application that they will comply with Regulation I (b) and I(c) 8 & 9. The leagues are also required to sign a statement on the tournament enrollment form verifying that the process under the regulation has been completed and implemented. Failure to sign the agreement on the charter application will result in the league not being chartered and failure to fulfill the requirement of the regulations will result in the league's status being referred to the Charter/Tournament committee for action to revoke the league's charter and all privileges.

2. What type of background check is required by the new regulations?

Effective in 2007, the local league must annually conduct a nationwide search that contains the applicable government sex offender registry data. Information on running a more thorough background check through ChoicePoint that contains not only crimes that appear on a sex offender registry, but other crimes of a sexual and nonsexual nature can be obtained at <http://LittleLeague.choicepoint.com/>. The first 80 checks through ChoicePoint are paid for by Little League International and are free to each chartered Little League. If additional checks are necessary, they will cost the league only \$1.00 per background check conducted.

3. What type of offenses are we screening for when we conduct a background check?

Local leagues are conducting a search of the nationwide sex offender registry for anyone who has committed sexual offenses involving minors. An individual who has been convicted or plead guilty to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work or volunteer.

4. Who in the local league should be responsible to process the background check information?

Little League Baseball and Softball recommends the board of directors appoint the local league president and two other individuals to handle the background checks. These individuals may be from the board or individuals outside the board. For instance, the board of directors may appoint individuals who have significant professional background in this area, such as law enforcement officers or individuals with a legal background.

5. What if an individual has previously had a background check?

Each league must conduct its own background check on the appropriate individuals annually.

6. What will result in termination of a volunteer under these regulations?

Any background check that reveals a conviction of any crime involving or against a minor must result in immediate termination from the league. Additionally, volunteers who refuse to submit a fully completed Little League Volunteer Application, along with a government issued photo ID, must be immediately terminated or eliminated from consideration for any position. This includes individuals with many years of service to your league.

7. What if offenses involving or against minors are pending prior to or after appointment to a position in the local league?

We suggest the individual not be appointed or should be suspended from his/her current position pending the outcome of the charges.

8. What if there are convictions or other offenses NOT involving or against minors?

Even though convictions or other offenses may not be against a minor, the local league board of directors still may deem these individuals as inappropriate and/or unfit and may prohibit him/her from working as a hired worker or volunteer within the league.

9. Who is to be made aware of the information found on the background check?

The local league president shall only share personal information contained in the volunteer application, background check or other information obtained through the screening process with other members of the board of directors in order to make personnel decisions. If the information obtained through the background check is public record and causes an individual to not be appointed or to be terminated, Little League Baseball and Softball recommends this information be shared with the parents/guardians of the children who have had contact with the individual previously.

10. Where should these records be maintained and for how long?

The local league president shall retain each volunteer application, background check information, and any other documents obtained on file for the current year of service of that individual. After the local league has completed operation for the current season, the league president shall dispose of the records unless the league has taken action or made a decision based upon the information contained in the records subject to local and state laws.

11. What is the timetable for completing the screening of each individual?

The league must complete the annual screening process prior to the individual assuming his/her duties for the current season. This would include the individual submitting a completed volunteer application and the league completing an appropriate background check. The applicant must also submit a government issued photo ID, usually a driver's license, in order for the league to verify that the information on his/her volunteer application is correct, i.e., spelling of name, address, date of birth, etc.

12. What resources are available through Little League Baseball and Softball to assist this process?

The current Little League official Volunteer application is available at <http://www.LittleLeague.org/common/forms/volunteerapp.pdf>. Information on running a more thorough background check through ChoicePoint that contains not only crimes that appear on a sex offender registry, but other crimes of a sexual and nonsexual nature can be found on the Little League website at <http://LittleLeague.choicepoint.com/>. The first 80 checks conducted through ChoicePoint are paid for by Little League International and are free to each chartered little league. If additional checks are needed, they will cost the league only \$1.00 per background check conducted.

13. What will it cost my league to implement this initiative ?

There is no fee required for the Department of Justice Sex Offender Public Registry website, which checks sex offender registries in all fifty states. However, a more thorough background check which contains not only crimes that appear on a sex offender registry, but other crimes of a sexual and nonsexual nature is available through ChoicePoint at <http://LittleLeague.choicepoint.com/>. The first 80 checks conducted through ChoicePoint are paid for by Little League International and are free to each chartered Little League. If additional checks are needed, they will cost the league only \$1.00 per background check conducted.

14. When should local leagues begin to conduct background checks on volunteers and hired workers?

In accordance with Little League Regulation I(c) (8&9), local leagues must conduct background checks on all volunteers and hired workers prior to the applicant assuming his or her duties for the season. Background checks must be completed on all individuals who are required to complete the official "Little League Volunteer Application" and who provide a regular service to the league and/or have repetitive access to, or contact with, players and teams. This includes, but is not limited to, managers, coaches, Board of Director members and other persons or hired workers.

15. Does this initiative also apply to those individuals that assist the manager and coaches at practices or games?

Yes. Any individual who provides regular service to the league or/and who has repetitive access to or contact with players or teams must fill out the Volunteer Application, provide a copy of a government issued photo ID, and go through the background check process.

16. Who is going to coach the team if a screened manager or coach is no longer able to fulfill his/her duties?

Any permanent replacement cannot assume their duties until the volunteer application and background check has been completed. The league may temporarily assign a board member or another screened individual to fill the vacancy until the proper process and appointment has been made.

17. Should our league wait until the entire screening process has been completed to submit our Charter Application and Insurance Enrollment Form?

No. The appropriate league officers must sign the statement on the form agreeing to adhere to the new regulations requiring the use of the new volunteer application and background screening process as outlined in Regulations I(b) and I(c) 8 & 9. Once this section is completed the balance of the charter application can be completed and submitted to Little League Baseball and Softball.

18. As the league president or an official of the local league, how do I explain the need for this initiative?

These requirements were implemented in 2002 by Little League and your local league to:

- 1) protect our children and maintain Little League as a hostile environment for those who would seek to do them harm.
- 2) protect individuals and leagues from possible loss of personal or league assets because of litigation.
- 3) take advantage of current technology and laws that have made background check information accessible to your local league.

Little League Volunteer Application - 2008
Do not use forms from past years. Use extra paper to complete if additional space is required.

<p>A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.</p> <p>Name _____ Date _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Home Phone _____ Business Phone _____</p> <p>E-mail Address: _____</p> <p>Date of Birth _____</p> <p>Occupation _____</p> <p>Social Security # (optional; mandatory upon request) _____</p> <p>Employer _____</p> <p>Address _____</p> <p>Special professional training, skills, hobbies: _____</p> <p>Community affiliations (Clubs, Service Organizations, etc.): _____</p> <p>Previous volunteer experience (including baseball/softball and year): _____</p> <p>Do you have children in the program? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list full name and what level? _____</p> <p>Special Certification (i.e. CPR, Medical, etc.): _____</p> <p>Do you have a valid driver's license: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Driver's License#: _____ State _____</p> <p>Have you ever been convicted of or plead guilty to any crime(s): Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, describe each in full: _____</p> <p>Have you ever been refused participation in any other youth programs? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, explain: _____</p> <p>In which of the following would you like to participate? (Check one or more.)</p> <p>League Official <input type="checkbox"/> Coach <input type="checkbox"/> Umpire <input type="checkbox"/> Field Maintenance <input type="checkbox"/></p> <p>Manager <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Concession Stand <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; width: 70%;">Name</th> <th style="text-align: left; width: 30%;">Phone</th> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table> <p>As a condition of volunteering, I give permission for the Little League organization to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.</p> <p>Applicant Signature _____ Date _____</p> <p>Applicant Name (please print or type) _____</p> <p><small>NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.</small></p> <div style="border: 2px solid black; padding: 5px;"> <p>Local League Use Only:</p> <p>Background check completed by league officer _____ on _____</p> <p>System(s) used for background check (minimum of one must be checked):</p> <p>Sex Offender Registry <input type="checkbox"/> Criminal History Records <input type="checkbox"/> *Choicepoint <input type="checkbox"/></p> <p><small>*Please be advised that if you use Choicepoint and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from Choicepoint in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.</small></p> <p><small>Only attach to this application copies of background check reports that reveal convictions of this application.</small></p> </div>	Name	Phone	_____	_____	_____	_____	_____	_____
Name	Phone								
_____	_____								
_____	_____								
_____	_____								

01-073-05 rev. 8/07

This is an example of the revised mandatory Little League Volunteer Application. A version that can be filled out electronically and printed from your computer is available at <http://www.LittleLeague.org>.