

## **Medfield Youth Baseball / Softball Background Search Policies and Procedures**

### **GENERAL GUIDELINES**

- MYB/S will conduct background searches on all League Volunteers on an annual basis. Such background searches will be in compliance with requirements of the Little League International policy which was adopted in 2003.
- “League Volunteers” will include but not limited to (1) all coaches (both head and assistant) who participate in any one of the softball and baseball teams or leagues sponsored by MYB/S and (2) all MYB/S members of the Board of Directors.
- Background search will be conducted by a third party service specializing in such searches on an annual basis prior to the spring season for every League Volunteer, regardless if that League Volunteer has had a background search in prior years or not.
- MYB/S will designate a member of its board of directors to serve as the Background Search Administrator (the “Administrator”). The Administrator will be responsible for insuring implementation and adherence to the MYB/S Background Search Policies and Procedures.

### **POLICIES**

- All League Volunteers will be responsible to submit Required Information to MYB/S no later than March 15<sup>th</sup> of every year. In the event such information is not submitted in such a timely basis, the League Volunteer will be prohibited from any active participation (i.e. coaching, assistant coaching) until such time as the required information has been submitted and the background search has been completed. “Required Information” will consist of Volunteers’ full name, social security #, date of birth, home address.
- For all coaches, the individual league coordinators will be responsible for collecting all Required Information from coaches in their respective league. For the summer and fall leagues, the summer/fall coordinators will be responsible for either (1) confirming a “clean” background search was completed in the current year or (2) collecting Required Information for summer/fall coaches. The MYB/S league secretary will be responsible for collecting Required Information from MYB/S board members.
- League coordinators will submit League Volunteers’ Required Information in a hard copy and electronic spreadsheet format to Administrator. (See attached). The summary must list every coach and assistant coach in the respective league and a check mark to indicate if the information on a specific individual is included or a comment if information is missing (See attached form). It is the responsibility of league coordinators to follow-up with individual coaches to insure this information is provided. **IMPORTANT: NO LEAGUE VOLUNTEER WILL BE ALLOWED TO BE AN ACTIVE PARTICIPANT UNTIL**

SUCH INFORMATION IS PROVIDED AND BACKGROUND SEARCH IS COMPLETED. Each league coordinator must sign the hard copy of summary which states that they will make best efforts to not allow any person to be an active participant in their respective league without being notified by Administrator that a background search has been returned "clean".

- Administrator will be responsible for coordinating background search with the designated third party service. All information submitted by League Volunteers and information received from the background search will be kept confidential.

- Upon confirmation of a no violations on the background search, the Administrator will check off the completed column on the League Background Search Summary. The Administrator will notify each league coordinator notifying them of results of the background search.

- In the event there is a violation on a League Volunteer's background search report, the specific League Volunteer will receive a letter from MYB/S indicating that a violation was discovered and that because of this violation he / she will not be allowed to be an active participant in any MYB/S program. The letter will also indicate that if they would like to appeal the decision or feel there was an error in the report, an appeal can be made to the Administrator. An appeal will be reviewed with a committee that will be comprised of the Administrator, the MYB/S president and vice president(s), and the specific league coordinator. The committee will make a decision (through majority vote) if such specific violation is a violation of the Little League International guidelines. (In the case of a deadlocked vote of the committee, the MYB/S president will make the final decision.) In the event of an affirmative ruling of the committee, the specific League Volunteer will not be allowed to have any active participation in any MYB/S programs for the current and any future years. The respective league coordinator will be responsible for contacting the League Volunteer in question to inform him/her of the violation indicated on the report and the committee's decision. The league coordinator is also responsible for insuring the League Volunteer in question does not actively participate in any MYB/S program.

- If the League Volunteer in question believes the violation was shown on the individual's report in error, investigation of such error should be conducted by the Administrator with the third party background search company.

- 3 copies of each league summary should be made by Administrator; one should be held by Administrator, one held by league coordinator; one held by MYB/S secretary.

## MYB/S - Volunteer Background Search Summary

League:               Majors  
 Coordinator:       Joe Smith

VOLUNTEER REQUIRED INFORMATION				<u>COMPLETED BY MYB/S ADMINSTRATOR</u>		
<u>Name</u>	<u>Date of Birth</u>	<u>Address</u>	<u>Social Security #</u>	<u>Date of Report</u>	Confirm No  <u>Violations</u>	Violation <u>On</u> <u>Report</u>
Jim Banks	05/13/1962	5 Main Street	000-00-0000	04/12/2007	X	
Jack Jones	06/15/1959	10 Main Street	111-11-1111	04/12/2007		X

As League Coordinator, I will make best efforts to insure all volunteers (coaches, asst. coaches) will have background search completed with no violations before being allowed to be active in league.

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Signed: League Coordinator

