

Little League International Background Check Information

Adopted by Elmbrook Little League

To begin conducting background checks, the league needs in its possession a fully completed official “Little League Volunteer Application” along with a copy of 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.

Effective in 2007, the local league must conduct a nationwide search that contains the applicable government sex offender registry data. Little League International has contracted with LexisNexis Screening Solutions to provide local leagues **and districts** with a special Internet site that allows members to search a criminal records database of more than 270 million criminal records - instantly. This site provides searches of available criminal records from various repository sources and state-level sex offender registries. The fee for the first 125 searches per chartered league **and district** is free to the local league **and district** as the cost for these searches is being provided by Little League International. Any additional searches above 125 will cost the league **and district** a reduced fee of only \$1 per individual search.

Though Little League International requires members to search a minimum of the Department of Justice National Sex Offender Registry, this special Internet site also includes **the LexisNexis National Criminal File database that contains more than 270 million records including criminal and sex offender registry records covering 50 states, Puerto Rico, Guam, and the District of Columbia.** (*Several states only provide access to historical sex offender registry record data*). As a result of these states only having historical data available, **the LexisNexis National Criminal File database** no longer meets the minimum requirements of the Little League regulations.

In addition to meeting the minimum requirement of checking the United States Department of Justice National Sex Offender Registry, (www.nsopr.gov) Little League strongly encourages all leagues to also utilize the national criminal records search available through the Little League website. This additional criminal records check may provide additional important information regarding the criminal records of individuals whose crimes do not require that they be listed on a sex offender registry. For example, convictions for assault, battery, theft or drug offenses would not result in a report to sex offender registry. Details can be found at <http://littleleague.LexisNexis.com/>. Just click on the “Data Matrix” section to review the records nationwide, broken down by state, which will be processed instantly when utilizing this internet based system any hour of the day.

Information on how to utilize this benefit, as well as how to conduct background checks, can be found on the Little League website at <http://www.littleleague.org/learn/programs/childprotection.htm>.

The search conducted on LexisNexis Screening Solutions at <http://littleleague.LexisNexis.com/> limits the name-only search to 10 state sex offender registries while providing a far more thorough check that includes criminal records not found on an SOR, as well as utilizing the birth dates and Social Security Numbers entered which screens additional databases.

When positive results are returned in the states with name-only searches (Arizona, Georgia, Hawaii, Indiana, Massachusetts, Montana, Nevada, Virginia, Washington, Wisconsin), you are **required** to perform more research to determine whether the results belong to your candidate. To do this, please visit the individual state sites which are available through a link listed below and search for your candidate to retrieve more demographic information. This additional information will help you exclude records that do not belong to your candidate.

[Q&A's document on Child Protection.](#)

Questions and Answers about the Child Protection Program

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

The local league has been 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. 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?

The local league must annually conduct a nationwide search that contains the applicable government sex offender registry data. In addition Little League strongly encourages all leagues to also utilize the national criminal records search available through the Little League website. This additional criminal records check may provide additional important information regarding the criminal records of individuals whose crimes do not require that they be listed on a sex offender registry. More information can be obtained by going to http://littleleague/learn_more/programs/childprotection.htm The first 125 supplemental checks through LexisNexis 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. Remember to never let those assigned for this process to also do the background checks on themselves.

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 should maintain the record of a volunteer for at least 2 years after the volunteer is no longer in the league. When it comes time to dispose of these records, they should be shredded as they contain sensitive information. All actions concerning these records must comply with any applicable laws. Leagues should also maintain records in the case that the league has taken action or made a decision based upon the information contained in the records. The records should be maintained in a locked and secure area, such as the league president's home and not in a club house or similar facility.

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>. In addition to meeting the minimum requirement of checking the United States Department of Justice National Sex Offender Registry, (www.nsopr.gov) Little League strongly encourages all leagues to also utilize the national criminal records search available through the Little League website. This additional criminal records check may provide additional important information regarding the criminal records of individuals whose crimes do not require that they be listed on a sex offender registry. More information can be obtained by going to http://littleleague/learn_more/programs/childprotection.htm The first 125 supplemental checks conducted through LexisNexis 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. In addition Little League strongly encourages all leagues to also utilize the national criminal records check may provide additional important information regarding the criminal records of individuals whose crimes do not require that they be listed on a sex offender registry. More information can be obtained by going to http://littleleague/learn_more/programs/childprotection.htm The first 125 supplemental checks conducted through LexisNexis 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 available on www.LittleLeague.org

**Wisconsin Department of Corrections
Sex Offender Registry**

 Welcome ... to the official State of Wisconsin Sex Offender Registry Web site.

In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims and the general public. This site displays the current reported residence address of offenders who are required to register and who are in the community.

This Web site is designed to enhance public safety by making the information contained in the Sex Offender Registry easily accessible to the public. It will also serve to enhance public awareness about sexual violence in our communities and provide valuable information about the ways in which individuals and communities can protect themselves and those they love from acts of sexual violence. The hope is that this Web site may also, in some meaningful way, reduce future victimization and the suffering that accompanies it.

The public is encouraged to notify the Wisconsin [Sex Offender Registry Program](#) about registrant information on this Web site that may be incomplete or inaccurate, or information concerning the whereabouts of non-compliant registrants. Call the SAFE Tip toll free hot line at 877-234-0085 or send e-mail to docsafetips@doc.state.wi.us.

