

A. Topic: Instructions For Mandatory Vol. Background Check Ruling (updated for 2007)

1. Discussion

I. Use of ChoicePoint.com (formerly rapsheets.com)

ii. CAA will do its own searches at \$1.00/search -- will use one credit card -- already registered -- **CAA will reimburse a single board-appointed clearance person after all clearances are done (est. \$70) upon submitting an invoice record of # of clearance checks.** Please be sure to legibly complete your "2007 LL Volunteer Application Forms" (for all specified volunteers) and get them to your designated CAA clearance person ASAP -- please do the same for your coaches & regular parent helpers as soon as you know who they are. **YOU MUST HAVE CLEARANCES PRIOR TO STARTING YOUR PRACTICES.** For 2007, you will need to have CAA use ChoicePoint (formerly rapsheets.com) to do the screening (no charge to you); **as of 2007 you can no longer use the PA State Police clearances -- they are insufficient as they do not include a national-based sex-offender registry.** Simply submit the completed (**legible & complete !! -- please do not submit a partially completed 2007 Volunteer Form, as it will only delay your clearance**) 2007 Volunteer Form, which will include all necessary information for that person's screening. Any questions or concerns, please contact Jeff E or your designated CAA clearance person. ***Yes...you must include you social security number. No...you will not need to provide a photo ID.*** **ALL FORMS AND NECESSARY INFO ARE AVAILABLE ON OUR CAA WEBSITE.**

iii. Your CAA clearance person will need minimum of 2007 LL Volunteer Form -- **COMPLETE & LEGIBLE** -- don't need photo ID's if we know who you are -- all necessary info for a ChoicePoint.com clearance is on 2007 LL Volunteer Form. **Questions?? Call your designated CAA clearance person or Jeff E.**

iv. **Volunteers MUST complete & submit the necessary forms to your designated CAA clearance person prior to working with the players -- you may NOT work with the players until these clearances are in & you've been okayed (ⓂsorryⓂ). This is your responsibility to get them to the designated CAA clearance person in a timely manner. Please don't wait until practices begin to do these things!**

v. **each team manager is responsible for making sure all coaches, team parents, and ongoing helpers (with the exception of umpires) submit the completed 2007 volunteer form and apply for clearances.**

vi. unless you're contacted with a problem after submitting a clearance request, please consider yourself cleared. Thank you!