

Deer Lakes Youth Basketball (DLYB) Background Check Policy

This document applies to all DLYB head coaches, assistant coaches and officials over the age of 18.

Required Pennsylvania Clearances:

- Pennsylvania Child Abuse History – Required Annually
- Pennsylvania State Police criminal history report – Required Annually
- Fingerprint based FBI Criminal History – Required every 36 months

September 2017 Update:

Note, if you have already obtained the PA Criminal and/or PA Child Abuse clearances for another volunteering activity (e.g. football, soccer, school district, etc.) **these can no longer be submitted to DLYB. DLYB must run PA Criminal and PA Child Abuse checks for all volunteers through our approved system.** FBI Criminal History Reports must still be provided from the volunteer. It is also important to note that the clearances cannot expire at any point within the applicable season/term for the volunteer. Deer Lakes Youth Baseball clearances, as long as they do not expire within the basketball season, can be utilized as that league uses the same background check system as DLYB.

How to obtain clearances

DLYB has contracted with JDP and will utilize a special Internet site that allows them to search a criminal records database of more than 350 million criminal records - instantly. DLYB is able to provide this service at no cost to its volunteers for the PA Child Abuse History and PA State Police Report. JDP does not provide FBI Criminal Reporting capabilities. Therefore, if a volunteer is required to obtain this clearance (meaning they have not lived in PA for the past ten years), they must pay for these fingerprint services on their own and submit the results to DLYB. Information is provided below on how to obtain the FBI Report if needed.

Step 1 – Complete and Submit a Volunteer Application

Download the latest applicable version of the Volunteer Application from the DLYB website under the “Volunteer Information” section (<http://www.dlybball.org>).

Because we have changed background check providers this year, all new and returning volunteers must complete the DLYB Volunteer Application even if you were cleared by DLYB last season. If you are a volunteer who was cleared through the Deer Lakes Youth Baseball Association for the 2018 Spring or Fall season you do not need to submit a new application. Complete this form and submit it via email to dlybball@gmail.com.

- Please note: You **MUST** provide your Social Security Number, Date of Birth and signature in order for DLYB to execute a legal background check.
- In addition to the form, a scanned copy of your valid driver’s license must also be submitted to DLYB.

These applications enable DLYB to perform PA Criminal and Child Abuse background checks at no cost to the volunteer.

Step 2 - FBI Criminal History Report

- If you have lived in Pennsylvania during the entirety of the previous ten-year period:
 - [Click here](#) to access the affidavit form that must be completed.
 - Print the affidavit, sign it, scan it and submit it via email to dlybball@gmail.com
- If you have **NOT** lived in Pennsylvania during the entirety of the previous ten-year period:
 - You must have the fingerprint service performed and the FBI report generated
 - [Click here](#) to find PA finger printing locations.
 - This report will cost you \$27 and is not covered by DLYB
 - Submit the report via email to dlybball@gmail.com

Policy Details

In the event information surfaces via the background check you will be contacted directly. All information is strictly confidential and will not be made public under any circumstances. Reasons for being declined the opportunity to coach are noted below as part of this policy. In some instances, factors of time may be taken into account when considering coaching eligibility (i.e. length of time since disposition of certain offenses).

All criminal history record information will be promptly destroyed at the end of the current baseball season.

All volunteers are required to notify the committee immediately following an arrest or conviction on any of the listed offenses. Any volunteer, who is arrested for committing an offense as listed, will immediately forfeit his/her coaching eligibility until disposition by the courts. A conviction of an offense as listed will result in termination of volunteering eligibility as stated in the policy.

The following is a list of offenses prohibiting an applicant from participation as a volunteer for DLYB -- offenses including but not limited to the following:

- Arson
- Assault (including aggravated and sexual)
- Aggravated Kidnapping
- Aggravated Robbery
- Crimes against Children (including abandonment, abuse, endangerment, pornography, possession or promotion of pornography, enticement, solicitation, sale or purchase of, injury to, or indecency)
- Criminally Negligent Homicide
- Deadly Conduct
- Delivery of Marijuana
- Manufacture of or Delivery of a controlled substance or dangerous drug
- Any violation of a law intended to control the possession or distribution of any controlled substance or illegal drug
- Indecent Exposure
- Injury to Elderly or Disabled
- Intoxication Manslaughter
- Kidnapping
- Manslaughter (voluntary or involuntary)
- Murder
- Prohibited Sexual Conduct
- Prostitution (including promotion of, aggravated promotion of)

- Public Lewdness
- Rape
- Sexual Abuse
- Marijuana Possession*
- Driving While Intoxicated/Impaired (DWI) / Driving Under the Influence (DUI)*
- Theft**

*If a first offense and not currently under probation --- eligible. More than one violation has occurred or currently on probation --- ineligible.

**Eligibility dependent upon the severity and length of time since offense occurred.

Additional Information

Sex offender registry data in Pennsylvania is obtained through a Name-Only-Search and uses no other identifiers such as date of birth and/or social security number. All volunteers should be aware that if a criminal record is identified, that person will receive a report from JDP showing that his/her name was identified on a criminal record. Please note, this may or may not be the person for whom the league is conducting a background check.

The JDP database contains more than 350 million records which include criminal records and sex offender registry records across 50 states and the District of Columbia. Effective in 2007, the local league must conduct a nationwide search that contains the applicable government sex offender registry data. A check conducted only in one state no longer meets the minimum requirements of the regulations.

Note: A letter, which includes a copy of the completed background screening report & Summary of Rights, will be sent to every volunteer where a criminal record from the public records database is reported.

Last updated: September 28, 2018