

**Taney Youth Baseball Association
Background Information Instructions and Checklist for
Basketball 2017–18 Season**

December 7, 2017

Pennsylvania law requires Taney to obtain background checks of each person who wants to serve as a coach. If you want to coach a Taney team (including as an assistant coach), you must provide all the information listed below to Taney’s compliance officer no later than Friday, December 15. Taney’s compliance officer is Larry Copeland. Please scan all the relevant documents into a single PDF file and send it to Larry in a NEW, SEPARATE e-mail message at the following address (do not “Reply” to Larry or “Forward” to him your commissioner’s message), using the subject line “Taney Background Check”:

girardi2728@yahoo.com

In addition to the required personal information, you must obtain background checks and then provide the reports to Larry. As explained below in item 5, one report costs \$25.75, but you don’t have to provide that report if you qualify for an exemption.

Pennsylvania law requires Taney to keep your background check information. We recommend you keep copies for yourself as well.

Taney cannot provide legal advice to you about the various background checks.

If you do not complete and submit all the required background check information by the deadline, Taney may suspend you from serving as a coach. Don’t delay.

You do NOT need to submit new background reports to Larry IF

**A. you provided the required background checks to Larry
in connection with Taney’s 2017 baseball season, and**

B. the reports are not more than 57 months old;

**BUT you must submit copies of the old reports to Larry together
with the required personal information.**

Here is what you must fill out and submit:

1. Your **personal information sheet**, including your full legal name, home address, phone number(s), e-mail address(es), and Social Security number. Please fill in the information legibly. Taney needs this information to conduct any additional background checks. You still must submit the additional background information described below in items 3, 4, and 5.

2. A legible **photocopy of your driver's license** or other current state or federal issued identification that includes your current home address. Please include the copy together with your personal information sheet.
3. A **Pennsylvania Department of Human Services Child Abuse History Clearance** for you. If you've obtained this clearance within the last 57 months, provide a copy of the report.

- A. If you haven't received this clearance within the last 57 months (or never obtained one at all), then you must obtain a new report. The report is free because Taney volunteers are unpaid. It takes only a few minutes online to submit a clearance request. It may take up to two weeks to receive your clearance report, although sometimes they are provided very quickly.
- B. To obtain the clearance, go to this link and follow the directions.

<https://www.compass.state.pa.us/cwis/public/home>

- C. If you've never obtained a clearance before, click on "Create Individual Account" and follow the directions.
 - D. If you already have registered at this site, click on "Individual Login" and follow the directions.
 - E. After you receive your clearance report, submit it to Taney's compliance officer with your other background check information.
4. A **Pennsylvania State Police criminal history report** for you. This report also is free. To obtain it, go to the link given below and follow the directions. Remember, you will be an unpaid volunteer, not a paid employee.

<https://epatch.state.pa.us/Home.jsp>

- A. Click on the tab for "New Record Check (Volunteers only)." At the bottom of the next page, click on the small box for "Volunteer Acknowledgement Section," then click "Accept" and follow the instructions for volunteers. (Your report does not need to be notarized.)
- B. For purposes of filling in the cell for the "Volunteer Organization Name," Taney's formal name is "Taney Youth Baseball Association."
- C. When you receive your criminal history report, submit it to Taney's compliance officer with your other background check information.

5. A report of **federal criminal history record information** for you. You cannot apply for this report online. Instead, to obtain this report, you must submit a full set of your fingerprints to the Pennsylvania State Police, who will submit them to the FBI. Sorry, but this report costs \$25.75, which you must pay. Because you will be an unpaid volunteer, however, you are NOT required to obtain this report, IF
 - A. You have been a resident of Pennsylvania during the entirety of the previous 10-year period;

OR

 - B. If you haven't been a Pennsylvania resident for the previous 10-year period, you have received a federal criminal history check or certification since becoming a Pennsylvania resident and you provide a copy to Taney;

AND, whether A or B applies,

 - C. You sign, date, have a witness sign, and return to Taney's compliance officer the attached **Disclosure Statement Application for Volunteers**, in which you swear or affirm that you are not disqualified from volunteering for Taney by having committed any of the crimes listed in the statement.

If you are not exempt from obtaining the federal criminal history record information report, you must submit your fingerprints. You may do so and request the record information at any of the locations listed on the attached list of Cogent Fingerprint Region 26 locations. (Cogent, Inc. is the company that Pennsylvania uses to obtain and transmit fingerprints.) For your convenience, the address of locations in Center City, South Philadelphia, and West Philadelphia are listed below, but you are free to use any of the Cogent locations.

When you receive your record information report, submit it to Taney's compliance officer together with your other background check information.

The UPS Store 3263, 1735 Market Street, Ste. A, Telephone # 215-567-6006

The UPS Store 2473, 3720 Spruce Street, Telephone # 215-222-2840

First Contact HR, 1015 Chestnut Street, Suite 307, Telephone # 267-314-5181

A Second Chance, Inc., Penn Treaty Park Place, 1341 North Delaware Ave., 1-888-439-2486

South Street Business Center, 744 South Street, Telephone # 215-592-8000

Team Clean Inc., 4747 South Broad Street, Telephone # 267-514-8326

**Taney Youth Baseball Association
Personal Information Sheet for
Basketball 2017–18 Season**

Please fill in the required information LEGIBLY.

1. Your full legal name: _____

2. Home address: _____

3. Phone number(s): [home] _____

[cell] _____

4. E-Mail address(es): _____

5. Social Security number: _____

6. Scan this completed sheet with an attached LEGIBLE PHOTOCOPY of your driver's license into a PDF with the other background check documents. If you don't have a driver's license, then attach a copy of another state or federal issued identification.

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____