

## Background Screening Requirement

(Compliance is required, beginning with the 2013 Season)

Beginning with the 2013 season, the National American Legion and its liability insurer have made it absolutely mandatory that ALL managers, coaches, assistant coaches, and other team staff (who meet certain criteria, such as having direct player contact, are in a role of authority, and/or who travel/lodge with the team) must undergo annual background screening before they may participate in any meetings, events, activities, practices and/or games that involve youth participants. A policy statement is attached, which outlines the types of background information that will be screened, the criteria that will result in an individual's failure to pass a background screening, as well as the specific roles that do/don't require background screening. You should read the policy thoroughly; summary information pertaining to the procedures is as follows, however, according to the information that National has made available to us at this point.

1. When completing the team's on-line application, the Team Administrator must acknowledge (via a checkbox) that background checks are required, and will be performed, for all staff, as required by policy.
2. Names and correct contact information for each person (e.g., Team Manager, Head Coach, Assistant Coaches, and other designated staff) must be entered at that time.
3. Those individuals must complete an on-line background check application with "Protect Youth Sports" (the vendor that has been designated by National to conduct background screens.) The secure, on-line application for Minnesota participants is available at the following web address:

<https://opportunities.averity.com/MNLegion>

**This service is fully operational NOW, so you are urged to apply for your background screen ASAP.**

4. A team's application to participate in the American Legion Baseball program will not be approved until each person has successfully passed the background screening. In other words, teams will not be permitted to move forward with purchasing insurance or entering players into the system.
5. To maintain confidentiality, Protect Youth Sports will deliver a "pass or fail" result to the Minnesota State Baseball Director for each person screened (i.e., no one, other than Protect Youth Sports and the individual being screened, will receive any specific information as to why an individual failed.)
6. Those who fail the screening will not be eligible to participate. A fair, fast and effective appeals process is available, and Protect Youth Sports will work with individuals who fail the screening as a result of database errors; subsequently, the State Director will be notified of a change from "fail" to "pass."
7. The cost of each individual's background screen will be billed to, and paid by, MN Legion Baseball.

### IMPORTANT NOTES:

- The background screening process will require that you determine (and name) all coaches and assistant coaches much earlier -- including any and all part-time or intermittent coaches.
- Your failure to list one of your coaches, managers or staff volunteers who are subject to the background screening requirement -- or your failure to disclose an individual's involvement with your team and/or ensure that all required background checks are actually completed -- will result in your American Legion team either not being approved initially, or being disqualified later.
- If you experience an unexpected change in staff and need to replace a coach (for example, on June 25th one of your approved coaches moves out of state), the new, replacement coach **MUST** pass a background check **BEFORE** he assumes any duties and begins to work with and have contact with players.
- Other volunteer staff (besides coaches), who have direct contact with players, who are in a leadership or supervisory role, and/or who travel/lodge with your team (for example, your team-operated van or bus driver) must also undergo background screening, before assuming any duties or having contact with youth participants. (Conversely, the driver employed by a commercial bus/transport service is not required to undergo a background check through Protect Youth Sports; however, you have a responsibility to ask the service if they conduct background checks on their drivers.) As another example, a person who solely performs administrative work for your team, or who organizes fundraisers and events, is not required to undergo a background screen, due to limited contact with players and/or not being in a leadership/authority role.

After thoroughly reviewing the policy below, please contact your District Director or other member of the State Baseball Committee if you have any questions.