**APPENDIX A**

BASEBALL BY-LAWS

Penn Township Baseball Association

Division of Penn Township Athletic Association

Manager / Coaches Application Form

And

Background Check Procedure

# GUIDELINES FOR PTAA BACKGROUND CHECKS

The purpose of the background check is to protect the children participating in PTAA activities from those with a criminal background. Checking the background of the adults involved with the association does not guarantee the safety of all the children but hopefully it will prevent those with a criminal history and deter those with deviate intentions from participating.

Background checks will be performed on all PTAA, Baseball, and Softball board members, all concession stand committee members, all baseball coaches and softball coaches and as many baseball and softball assistant coaches as possible. There should be a minimum of two coaches per team subjected to a background check. If some parents express a desire to assist on a regular basis, then they should apply for a background check. If coaches and assistants know that they may miss several games and practices for whatever reason, every attempt should be made to have the background of at least one additional coach or parent checked so that at least one adult with a qualified background will be with the children during all scheduled PTAA activities; field practice, batting practice, and games.

PTAA will use the following guidelines to deny anyone the privilege of working with the children. Using the PA Child Protective Services Law as guidance, if the background check indicates that the individual has been convicted of a crime related to: criminal homicide, aggravated assault, harassment and stalking, kidnapping, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, incest, concealing death of a child, endangering welfare of children, dealing in infant children, prostitution and related offenses, obscene and other sexual materials and performances, corruption of minors, sexual abuse of children, or convicted of a felony offense under the controlled substance, drug, device and cosmetic act, that person will not be permitted to be around the children in any capacity associated with PTAA. Beyond the background check, PTAA reserves the right to prevent anyone to be around the children in any capacity associated with PTAA for any reason but particularly related to poor behavior around the children, other coaches, or parents. Continuing to use the law cited above as guidance, the background checks will be performed every two years.

Anyone desiring to work with the children through PTAA must fill out and sign a Coaches Application Form. This form requests permission from the applicant for PTAA to use the social security number and the date of birth of the applicant to perform the background check. Only the PTAA president and secretary will have access to that information.

All of those interested in coaching should fill out a Coaches Application Form during the registration period, usually during the month of February. After the managers are selected by the Baseball and Softball boards, a background check will be done on those managers. Ideally, this will occur before the draft.

Only the president or secretary will review the background check results. If there is no reason to deny the coaching position, no one else will see the information. If there is a potential reason to deny coaching, the information will be shared with the PTAA board only to decide the course of action.

If the coach is granted the position, no further action is required and those who saw the information will keep it confidential. If there is reason to deny, the division director will contact the person and tell him of the results. If desired, the person can appeal to the PTAA board and request an explanation for the denial. If the person would like to contest the information, he can do so at his expense, but will remain suspended until the information is officially corrected.

After the draft, the managers will identify at least one and up to three assistant coaches, have them fill out and sign the Coaches Application Form and mail it to either the PTAA president or secretary. This will minimize the number of people handling the information. The information should be collected by the first practice and promptly mailed.

The president or secretary will continue to assemble the data and obtain background information. The goal will be to complete all checks before opening day. However, if additional parents would like to participate, they can fill out a Coached Application Form anytime during the year and mail it to the president or secretary.

A similar outline will be followed for Fall Baseball.

The most recent Coaches Application Form will be kept of file for five years. The criminal history information will be kept for a maximum of two years or until the coach “retires”, whichever comes first.

March 5, 2004

PTAA

P.O. Box 271

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724-744-1628

**20\*\* Spring / Fall Baseball**

**PENN TOWNSHIP ATHLETIC ASSOCIATION**

**MANAGER / COACHES APPLICATION FORM**

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| --- |
| **NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Zip**\_\_\_\_\_\_\_\_\_\_\_**TELEPHONE: (Home)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Work)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****BIRTHDATE:** \_\_\_\_\_\_\_\_\_\_\_\_ **PT School District Resident □ yes □ no****SSN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SSN and Date of Birth for Criminal History Check)****TEAM COACHED LAST YEAR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **BASEBALL LEAGUES** | **AGE** |
| □ | Instructional | 5 – 6 |
| □ | Minor | 7 – 8 |
| □ | American | 9 – 10 |
| □ | National | 11 – 12 |
| □ | Pony | 13 – 14 |
| □ | Colt | 15 – 17 |

**Please list coaching experience:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**References: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* Signature authorizes PTAA to use above information for Criminal History Check**

**Authorized PTAA Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_