**Indiana Little League Approved Volunteer 2021 SOP**

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Indiana Little League’s goal is to be compliant with LL International, Inc. State, Federal, and Local agencies.  The safety of the children that we coach will always be our number one priority.  We appreciate you taking the time to complete the steps required to be an Approved Volunteer.

This process does take some time, but it is well worth the enjoyment you’ll get while making a positive impact on your players life.  We appreciate you taking the time to execute the following steps as soon as possible.

If you have any questions don’t hesitate to contact us at [**INDLL4VOLS@gmail.com**](mailto:INDLL4VOLS@gmail.com)

Thanks,   
Bryan Force

1. **​2021 Little League Volunteer Application**

**Little League International’s “*Child Protection Policy*” requires the completion of *an Annual Little League Volunteer Application and Background Check*. The LL Volunteer Application and Background Check is completed online and processed through a 3rd party – JDP (JD Palestine)**.

1. **“Log in” to Create or Go** **to your Individual User Account at** [***www.indianalittleleague.com***](file:///C:\Users\Force%20IT\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\XPHA11IY\www.indianalittleleague.com)
2. **Sign up as a Volunteer: Use your (Formal) First Name & Last Name and your area of interest (Manager, Coach, Concessions, Team Parent, etc.).**
3. **Enter your preferred email address** **to be used for all Indiana LL communications**.

***Please Note: Indiana LL requests JDP to perform the Required LL Background Checks periodically (e.g. weekly or bi-weekly) in batches (more than one Volunteer).***

* 1. The **Volunteer will receive an email from Indiana LL with a “link” to complete the Volunteer Application** (the email will be sent from either James D. Carmella or Matthew T. Budash).
  2. **Click on the “Link” and complete ALL requested information promptly as the Link expires in 14 days.**
  3. **Indiana LL** routinely monitors completion progress of LL Volunteer Application Clearances requested and **will contact a Volunteer only if there is a concern with his/her Clearance**.

1. **PA Act 153 Clearances**

[**PA Act 153 of 2014**](https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2014&sessInd=0&act=153) **requires an Adult (18 yrs. and older) who comes in routine contact with children as either a paid employee or Volunteer to obtain or have an unexpired PA Act 153 Clearance (*Child Abuse and*** [***Criminal Background Check***](https://www.justifacts.com/background-check-services/criminal-record-checks/)***)*. The Term of a PA Act 153 Clearance is five (5) years. There are three (3) components required to obtain a PA Act 153 Clearance as follows:**

1. ​​**PA State Police (PSP) Criminal Records Check**

Get Started by “Ctrl + Click” on the Link below:

[***https://epatch.state.pa.us/Home.jsp***](https://epatch.state.pa.us/Home.jsp)

Click on – “**New Record Check”** (Volunteers Only)

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1. **PA Child Abuse Clearance**

Get started by “Ctrl + Click” on the Link Below:

[***https://www.compass.state.pa.us/cwis/public/home***](https://www.compass.state.pa.us/cwis/public/home)

Either "**Log In**" or "**Create an Account**"

1. **FBI Fingerprint**

**If the “Volunteer” has NOT resided in PA for the Past 10 consecutive years then** “Ctrl + Click” on the link below:

[***https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx***](https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx)

Description: An individual applying for or holding an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.

Service Code: **1KG6ZJ**

Applicant Type: ***DHS Volunteer (Cost is $22.60)***

**Note:** [***Appointments to be fingerprinted are not required, but pre‐registration is required either online or by phone. To register online, please go to www.Identogo.com; by telephone please call 1-844-321-2101 and listen to the options menu.***](http://www.identogo.com/)

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**If the Volunteer HAS resided in PA for the Past 10 consecutive years then use the FBI Fingerprint Affidavit- FBI Affidavit Form**

[**FBI Fingerprint Waiver.docx**](https://bsbproduction.s3.amazonaws.com/portals/10894/docs/2018%20documents/fbi%20fingerprint%20waiver.docx)

***Please Note:***

1. **A PA Act 153 Clearance is valid for 5 years from the date of issue**
2. **A “New” Volunteer must obtain and provide or provide existing/non-expired PA Act 153 Clearances (All 3).**
3. **A “Returning” Volunteer must maintain “Current” PA Act 153 credentials and will be notified if existing certifications are out of date**.
4. **WHEN ALL THREE (3) PA Act 153 CLEARANCES ARE OBTAINED THEY MUST BE EMAILED IN ONE (1) EMAIL TO THE LEAGUE’S COMPLIANCE OFFICER at INDLL4Vols@gmail.com**

​**3. Federal Requirement – Child Abuse Mandatory Reporting**

**Federal Law Requires *Mandatory Reporting of Child Abuse***. **Compliance is achieved by completing the PA ACT 31/PA Act 126 Certification. The Term of a PA Act 31/PA Act 126 Clearance is five (5) years.**

**All Volunteer Team Managers and Coaches foe Indiana LL must be in compliance with PA Act 31 / PA Act 126 to satisfy Federal Regulations for Child Protection & Mandatory Reporting enacted in 2018.**

**​Compliance with PA Act 31 / PA Act 126 requires three (3) Hours of Training and can be obtained in one (1) of two (2) ways:**

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1. **Attend a PA Act 31 / PA Act 126 Training Class set-up by Indiana LL, or**
2. **Register and Complete the PA Act 31 / PA Act 126 Training On-Line at the PA Child Welfare Center**

**Website at this link:** [**https://www.reportabusepa.pitt.edu**](https://www.reportabusepa.pitt.edu/)

***Please Note:***

1. **PA Act 31/PA Act 126 requirements are valid for 5 years from the date of issue.**
2. **A “New” Volunteer must obtain and provide or provide existing/non-expired PA Act 31/PA Act 126 credentials.**
3. **A “Returning” Volunteer must maintain “Current” PA Act 31/PA Act 126 credentials and will be notified if existing certifications are out of date**.
4. **WHEN THE PA ACT 31/PA ACT 126 CERTIFICATION IS OBTAINED IT MUST BE EMAILED IN ONE (1) EMAIL TO THE LEAGUE’S COMPLIANCE OFFICER at INDLL4Vols@gmail.com**

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**4. Photo ID Badge / Volunteer Photo**

**Indiana LL identifies its’ Approved Volunteers with a Photo ID Badge to promote a Kid Safe culture recognizable by Parents in attendance. This badge shall to be worn when you are in the dugout or on the field.**

**Please send a” headshot” selfie to INDLL4Vols@gmail.com and the League will get your photo ID badge printed for pick-up.  Note that Photo ID Badges are typically done in Batches. You will be advised when and where your Indiana LL ID Badge will be available.**

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**Congratulations.  You are now an approved volunteer!**