

# **Richmond County Little League**

## **Volunteer and Approval Policy**

### **Section 1.0 - VOLUNTEER POLICY**

The Richmond County Little League Board of Directors (or a designated representative) shall encourage members to volunteer their time and assistance for fundraising, concessions, umpiring, managing/coaching, scorekeeping, and any other capacity as deemed necessary by the Board. Once volunteers are obtained, it is the responsibility of the Board of Directors (or a designated representative) to make sure the volunteer form is completed. Most volunteer forms will be completed online. If a potential volunteer is completing a paper form it must include a Social Security Number (SSN), provide a copy of a photo I.D., and have all required signatures. Then a background check will be obtained in accordance with established policy through the website provided by Little League requirements.

#### **1.01 - Volunteer Screening**

The volunteer background-screening process will include all volunteers, especially those who will have contact or access to youth in RCLL programs. This is a requirement of Little League International. (Note: "Since 2003, the local league has been and is required to have all board members, managers, coaches, and other volunteers or hired workers who provide a regular service to the league and/or who have repetitive access to or contact with players or teams fill out a new volunteer application yearly. Additionally, the league has been and is required to conduct a background check on each of these volunteers."). This background screening will occur annually and the fact that someone may have a clear background check one year does not ensure that they will have a clear background check the next year. The RCLL President (or a representative designated by the President) will review the background check report and determine volunteer eligibility. Volunteers must have an approved background check report prior to beginning league activities that has contact with players or teams.

#### **1.02 - Privacy Policy**

In keeping with federal laws governing child safety, RCLL will collect nonpublic personal information from all volunteers. RCLL does not disclose any nonpublic personal information about our members or former members to anyone, except as requested by them or as required by law. Also, this information is only disclosed with RCLL on a "need to know" basis. RCLL maintains physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information. If you have any questions regarding our Privacy Policy, please contact any current RCLL board member.

All paper form volunteer applications and screening results are to be safeguarded by the RCLL President. Once these papers are no longer required by RCLL, it shall be disposed of in an appropriate manner (i.e., shredding, etc.).

### 1.03 - Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, nolle pros, or dismissal.

1.03.a. **SEX OFFENSES:** All Sex Offenses - Regardless of the amount of time since the offense. Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

1.03.b. **FELONY:** All Felony Violence - Regardless of the amount of time since the offense. Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

\*This includes all felony offenses other than violence or sex within the past ten (10) years. Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

1.03.c. **MISDEMEANORS:** All misdemeanor violence offenses within the past seven (7) years. Examples include: simple assault, battery, domestic violence, hit & run, etc.

\*This includes all misdemeanor drug & alcohol offenses within the past four (4) years or multiple offenses within the past seven (7) years. Examples include driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

\*This also includes any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft, etc.

1.03.d. **PENDING CASES:** It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public, and non-profit areas.

#### 1.04 - Youth Volunteers

Youth volunteers between the ages of 13-17 may volunteer with RCLL. Volunteers aged 13 or older are eligible to serve as your umpires and may assist coaching staffs with team practices and/or games (for Major Divisions and below). To serve as a youth volunteer, the individual must have playing experience to be of benefit to the team, have met all training requirements, and always have an approved manager/coach on the field. At age 16, a youth volunteer may serve as one of the two “official” team coaches but may not serve as a team manager or an All-Star Coach. Youth volunteers must submit a paper volunteer application, but do not need to provide their SSN or photo ID.