

Hedgesville Little League Policy for Conducting Background Investigations/Checks

01-01-2003

Pursuant to a mandated Little League Baseball Headquarters policy, Hedgesville Little League will conduct a limited scope background check on **Board of Directors members, Managers, Coaches**, and those deemed by the Board of Directors to have possible unsupervised contact with HLL participants.

The BOD agreed at the December 18th 2002 meeting that background checks will consist of a review of the West Virginia State Police sex offender's database for the zip codes contained within the HLL boundaries. The HLL reserves the right, consistent with Little League Baseball Inc. policy, to conduct a more in-depth investigation if warranted.

The HLL President will be responsible for conducting and maintaining background investigation records for HLL. In an effort to protect personal and confidential information gathered in the process, the following standard operating procedures will be implemented:

1. Little League background investigation forms will be collected prior to or during registration for candidates expressing an interest in Manager or Coach.
2. All forms will be forwarded to the President for review and retention.
3. A review will be conducted of the WV State Police sex offender database. If a match occurs with an applicant, all efforts will be made to insure the information is correct and accurate about the person in question. The information will be brought to a closed session of the HLL Board of Directors for adjudication.
4. Records will be maintained in a locked cabinet to insure protection and confidentiality of gathered information.
5. At the conclusion of the season, all records will be destroyed by use of a paper shredder under the guidance of the President of HLL.
6. This policy will be reviewed and updated as needed by the BOD to insure compliance with Little League Baseball Headquarters requirements.

Nevin Kilmer
President
Hedgesville Little League