

Harleysville Baseball Background Check Process

Thank you for volunteering with Harleysville Baseball. Your help and time are very much appreciated! Babe Ruth/Cal Ripken leagues require a specific set of background checks, child abuse clearances, and abuse prevention trainings for volunteers who have consistent and direct contact with players through league sanctioned activities every 2 years. Below you will find the links and instructions to obtain your background checks. Please be aware it takes up to 5 business days for your submitted clearances to be reviewed by Babe Ruth League. **Please have your clearances completed by Opening Day.** The cost for clearances will be \$25.50. You may contact the HBB Compliance Officer with questions at tburns350@comcast.net.

Please do not wait till the last minute to complete this process. Some documents take a week or so to come back to you.

If you have previously had a background check done in the Babe Ruth system, please use the same name and email address for this account. This will allow the system to pull any information, background checks, clearances, and abuse prevention training from your old account.

Background Check Step 1

(Be sure to electronically save the following three documents as you receive them. You will need them for step 2)

Requirement 1: PA Child Abuse History Clearance (free):

- Form found at www.compass.state.pa.us/cwis (Click the link for an “Individual Login” or “Create Individual Account” if you do not have one.)
- **If you have one of these completed within the past 60 months, you may use that copy.**

Requirement 2: PA Criminal Record Check (free):

- Form found at <https://epatch.pa.gov/home> (Click “New Record Check”)
- **If you have one of these completed within the past 60 months, you may use that copy.**

Requirement 3: FBI Disclosure Statement or FBI Fingerprint Clearance:

- **One of these options must be completed even if clearances came from another organization**

Option 1: If you have been a resident of the Commonwealth of PA for AT LEAST the past 10 YEARS, complete, sign and submit the “FBI Disclosure Statement for Volunteers” form which can be downloaded and printed by clicking [here](#).

Option 2: If you have **NOT** been a resident of the Commonwealth of PA for AT LEAST the past 10 YEARS, you will be required in accordance with PA Law Act 153 to get an FBI federal background clearance (Criminal History Record Information (CHRI)) which involves fingerprinting. There are several locations in our vicinity that provide this service, the cost is \$27. To complete this process, use the following steps:

- Click [here](#) to schedule your fingerprinting appointment and enter the information needed for this appointment.
- The service code is- 1KG6ZJ
- Follow the steps provided on screen to register and complete the fingerprinting process.

Background Check Step 2:

You will need to follow this [link](#) to access the Babe Ruth Background Screen Registration. If you do not already have an account, you will need to create one by clicking the “Create an Account” link at the bottom of the page. When asked which membership option you would like, select the “2022-2023 Coach Membership”

After either logging into your existing account or creating a new account, follow these steps:

1. Click “Get Membership”
2. Complete Info (demographics)
3. Select “22-23 Coach Membership”
4. Confirm your information
5. Continue to MySportsEngine
6. “Background Screening”
7. “Complete Screening”
8. “Continue”
9. Electronic signature (check box, acknowledge)
10. FCRA Acknowledgement (check box, accept)
11. Disclosure Regarding Background Investigation (confirm)
12. Acknowledge and Authorize w/State Laws (acknowledge)
13. Pick “I am not registering in one of the states listed”
14. Click “Yes” for “I am volunteering in PA”
15. Upload three docs (criminal background, Disclosure Statement or FBI fingerprint, child abuse)
16. Fill in info
17. Review
18. Proceed to checkout
19. Pay

Harleysville Baseball is in the **Mid Atlantic Region**

Once you complete the process, you will be asked to complete the Abuse Prevention Training. If you have taken this training from other organizations, you can skip the videos and just answer the quiz questions. If you have not gone through the training, you will need to watch the videos and complete the quiz questions. You will receive a score immediately after completing the quiz. You must pass the quiz to complete the training.

After you have completed the steps above it will take the Babe Ruth league up to 5 business days to review your background checks and get your name cleared to coach. If there are any issues with your background check, you will be contacted by the Compliance Officer and/or the President of Harleysville Baseball. If you selected to receive a copy of your background check, you will get an email once it is completed.