



Thank you for volunteering to coach! The Camp Hill Girls Softball League (CHGSL) and all our athletes are lucky to have you.

As a youth softball organization, we must follow the rules established by the American Softball Association (ASA) and by the State of Pennsylvania. These agencies dictate that we must perform background clearance checks on all coaches that volunteer for our organization. We have tried to make this process as simple and straightforward as we possibly can for you, but we need your help to complete the required forms.

All head and assistant coaches will be required to complete the 3 following clearances:

Complete a “*Report of Criminal History*” from the Pennsylvania State Police (PSP)

Click this link: <https://epatch.pa.gov/home>

Complete a “*Child Abuse History*” certification from the Department of Human Services

Click this link: <http://www.compass.state.pa.us/cwis/public/home>

If you have lived in Pennsylvania for the last 10 consecutive years: Complete the disclosure form.

Click this link: [Keep Kids Safe Disclosure Form](#)

—OR—

If you have NOT lived in Pennsylvania for the last 10 consecutive years:

“*Fingerprint-based federal criminal history (FBI)*” must be submitted through a PA Department of Human Services (DHS) authorized agent

Click this link: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

*This FBI clearance takes the most time to complete and be processed.

Many of you may have already completed some of these same clearances for your jobs or for other volunteer positions through scouting, church, or school. If you already have these clearances, then all that is required is to send the 3 copies to our league

You can upload your documents as PDF files to the appropriate age folder here → [Upload Link](#)
Or you may email them as PDF attachments to camphillsoftball@gmail.com

You will receive an online certificate to print out for #1 and #2 above. #3A requires your signature on the form. If you are required to complete #3B, then you will have to wait for the FBI clearance to be

mailed. The clearances are free except for the #3B fingerprinting. CHGSL will reimburse you if must get fingerprinted.

***We ask that you complete these as soon as possible so there is no delay in your ability to coach. We will not be able to allow coaches to work with players until we receive proof of clearance completion.**

Again, we are here to help so please email or call if you have problems or questions. We look forward to a fun Spring of Softball!