



VOLUNTEER BACKGROUND CLEARANCES

Welcome and Appreciation

Thank you for volunteering to coach with the Camp Hill Girls Softball League (CHGSL). We appreciate your commitment and are excited to have you support our athletes.

Compliance Requirements

As a youth sports organization, CHGSL must comply with regulations established by the American Softball Association (ASA) and the Commonwealth of Pennsylvania. All head and assistant coaches are required to complete background clearances prior to participating in any activities with players.

Required Clearances

All coaches must complete the following three clearances:

- 1) Complete a "Report of Criminal History" from the Pennsylvania State Police (PSP)
Click this link: <https://epatch.pa.gov/home>
- 2) Complete a "Child Abuse History" certification from the Department of Human Services
Click this link: <http://www.compass.state.pa.us/cwis/public/home>
- 3) If you have lived in Pennsylvania for the last 10 consecutive years: Complete the disclosure form.
Click this link: <https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/disclosure-statement-for-volunteers.pdf>

—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.

Previously Completed Clearances

If you have already completed these clearances for employment or another volunteer organization, copies may be submitted to fulfill this requirement.

Submission Instructions

All clearance documents must be submitted as PDF files using one of the following methods:

- Upload completed documents here → <https://forms.gle/5h5HGCg2fKRX8Tdv5>

-OR-

- Email to: camphillsoftball@gmail.com

Fees and Reimbursement

There is no cost for the Pennsylvania State Police or Child Abuse History clearances. If FBI fingerprinting is required, CHCSL will reimburse the associated fee.

Participation Policy

To avoid delays, all required documentation should be completed and submitted as soon as possible. Coaches may not participate in practices, games, or other player-related activities until all clearances have been received and verified.

Questions and Support

If you have questions or need assistance with the clearance process, please contact the league @ chgscommunication@gmail.com. We look forward to a successful and enjoyable spring softball season.