



## Background Check Guidelines

The safety, well-being and protection of minor athletes is most important to the Dixie Youth Baseball program. All leagues are required to adopt the DYB Child Protection Plan or a similar comprehensive plan which requires all franchised leagues to conduct criminal background checks for all managers, coaches and other authorized adult participants in the league who have repetitive access to and close contact with minor athletes. After the initial background check, the league should run a subsequent background check at least every three years or more often as the league deems appropriate.



Leagues may use **SportsEngine** screening services, or another provider that is comparable to **SportsEngine** in accessing background check records for sex offender registry data and criminal records. Any background check for adult individuals participating in your local league must include:

- ID Check w/SSN Verification
- National Criminal Database
- National Sex Offender Registry Including all 50 States, US Territories, and American Indian Tribe Registries

**League Applications:** Prior to the running of any criminal background check, the league should have each individual complete a league application form giving his or her consent to the running a background check. This form should include questions about the existence of any prior criminal convictions. Any “yes” answers should require a detailed explanation including the type of offense, locations, and dates.

A **League Manager/Coach/Volunteer Application** may be downloaded from the League Risk Management tab on the DYB website at [youth.dixie.org](http://youth.dixie.org) or the league may develop its own application.

- The information obtained in the application/consent form, as well as the results of criminal background checks, should be held in strict confidence to protect the confidentiality of the information. It should be kept in a secure location with access by the league’s Misconduct Officer and/or the Misconduct Committee only. Confidential information should not be disclosed outside of the organization and should only be shared within the organization on a need-to-know basis. However, under certain circumstances, the organization may have a legal duty to disclose certain types of information to government agencies or law enforcement.