



CAMPBELL LITTLE LEAGUE VOLUNTEER GUIDE

This Guide will provide you with an easy way to understand and access the various legal and League requirements for volunteering at Campbell Little League. Unless otherwise noted, these requirements apply to all (1) Board Members, (2) Managers, and (3) Coaches, and (4) Team parents or other volunteers with regular access to the kids.

Volunteer Applications

All League officials as well as new and returning volunteers with regular contact with players (managers, coaches, team parents, “helpers”) are required to complete an electronic Volunteer Application via campbelllittleleague.org and provide a government issued ID card for verification. Refusal to fill out an application will result in ineligibility to be a League member and/or have contact with players. **Paper applications are no longer accepted.**

Fingerprinting and Background Checks

Volunteers with regular contact with players must undergo two separate background checks.

- (1) **J.D. Palatine (JDP).** Volunteers will be checked with the Sexual Offenders Registry (background check) by JDP prior to having contact with players. This is a free background check service provided by Little League Baseball, Inc. After completing your application, you will receive an email from JDP on completing the Process.
- (2) **LiveScan** – Starting in 2024, California requires a fingerprint-based background check and child abuse and neglect reporting training for individuals who volunteer more than 16 hours a month or 32 hours a year; which, for Little League, includes coaches, managers, board members, umpires, etc.

Volunteers will be required to go through this process for each league and/or other non-profit they volunteer for as it is strictly prohibited to share the fingerprint background check results with other local Little Leagues or other non-profits.

Please follow these steps to complete this process.



1. Request an ORI number from the local Little League. A league volunteer must use the correct ORI code for their local Little League. A copy of the Campbell Little League document can be found [here](#).
2. Select a [Live Scan location](#) to conduct the fingerprints.
3. Complete the included form [8016- Request for Live Scan Services](#) either online or bring the completed form with you to the Live Scan location.

Note: The fingerprint background check can cost from \$15 to \$70 depending on the Live Scan location.

First Aid Training

All coaches are strongly encouraged to attend a first aid training session, particularly if they have never had such training. At a minimum, each team shall have at least one coach/manager trained in first aid. Every manager/coach must attend this training once every three (3) years. CLL's annual training is usually held the weekend prior to Opening Day.

Abuse Awareness Training

All Board Members, managers, and coaches are required to complete the Abuse Awareness training provided for free online by Little League International. All other volunteers are encouraged to complete the training. The training, "Abuse Awareness Training", can be found at the Little League courses website:

<https://www.littleleague.org/university/training/>

This training must be completed on an **annual** basis.

Concussion Training

Concussion training for board members and coaches is required by California Law. Members and coaches must take the course offered by the U.S. Center for Disease Control and Prevention (CDC) as part of its Heads Up Program, which free training can be found at the CDC website:



<https://www.train.org/cdctrain/course/1089818/>

You need to create an account for this training. This training must be completed on a yearly basis, per California law.

Sudden Cardiac Arrest Prevention

Sudden Cardiac Arrest Prevention Concussion training for board members and coaches is required by California Law. The [Save A Life Foundation](https://www.savealife.org/) website is a robust tool for explaining and understanding the law and related compliance requirements. It provides online training, and a toolkit with factsheet resources for leagues to provide to their participants and families. Sudden Cardiac Arrest Prevention training can be found at:

<https://epsavealife.org/sca-prevention-training/>

This training must be completed on yearly basis.

Certificates of Completion

Once you have completed your trainings, please forward your certificates to the CLL Safety Officer: safetyofficer@campbellbaseball.org

Field Badges

Only those volunteers with field badges are permitted to be on the field or in the dugouts during games, subject to the limitations on adults in the dugouts during games. You will receive a field badge after you have completed your volunteer application, submitted your certificates of completion and passed the background checks. If you lose your field badge, please request a replacement. Also, you may obtain a temporary pass from the Snack Shack. Only those on the approved list may receive a temporary pass. You must return your temporary pass to the Snack Shack before you leave the facility.

DISCLAIMER: Receipt of a Field Badge is not Board approval to be a coach or manager and does not confer on the recipient the right to be a coach or in the dugout during games. Managers decide who the assistant coaches are, and those coaches must be approved by the Board.



Questions

If you have any questions about any of these requirements, please contact the Campbell Little League Safety Officer. For 2024, the Safety Officer is **Cory Price**. You may reach him at safetyofficer@campbellbaseball.org.