

## VSSL Background Check (annual) via JDP & Fingerprinting (every 5 years) via Brevard County Parks & Recreation

Background checks are an **annual requirement** for anyone 18 years of age or older who will be on the field or in the dugout helping a team. It applies to **managers, coaches, assistant coaches, parent helpers, and umpires**. Checks can be done at any time and must be completed prior to anyone helping on the field or in the dugout.

This is a Little League requirement **applying to everyone regardless of profession** and completion with other organizations. Unfortunately checks completed for school, law enforcement, security clearances, public trust, etc. are not applicable and you **MUST** complete an annual check via JDP.

It is the responsibility of the **team manager** and division VP to make sure everyone has been cleared that is helping. ***Failure to obtain the background check will prevent individuals from being on the field or in the dugout. Periodic checks will be completed by board members and those not cleared will be asked to leave the field and dugout until this requirement is completed.***

### Process

1. Annual Requirement – Legal First Name, Legal Last Name & Email address emailed to background check manager (BCM), **Tom Stanley (number\_one\_gator\_fan@yahoo.com)**.
2. BCM checks JDP to see if a current background check is on file or if it is a new individual requiring check. If new, that individual entered as such, otherwise individual entered as returning volunteer.
3. Once entered, JDP will send an email directly to the individual requesting information – this is a key step as people are not responding as either **1) bad email was provided 2) email went to Junk or Spam folder** and individual did not look for it. Many hours are spent tracking these down every season and you should be checking to ensure you are receiving the email from JDP to complete the process. See sample below:



Hello GARY STACHARCZYK,

As part of your consideration for volunteer work, you will need to fill out the Volunteer Application found at the link below.

[Click here to begin](#)

The Volunteer Application takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background check.

To remain in active consideration for volunteer work, you must complete the Volunteer Application within 14 days.

Thank you,

VIERA/SUNTREE LITTLE LEAGUE  
gstacharczyk@gmail.com

4. After individual responds to JDP email, the check will be processed with 48-72

hours.

5. VSLL is notified when check is completed to review for adverse information regarding violence or crimes against minors.
6. While the above is going on, the name is reviewed against the list of individuals provided by the county that have been Fingerprinted in **past five years. NOTE Fingerprints for school, work, gov't jobs, etc. are not accepted by the Parks department and must be done through AUE staffing.**
7. If fingerprints are valid then individual notified of cleared check and valid prints and they are good to go.
8. If fingerprints are not good, a message goes to Parks department with name of person to get a code.
9. Brevard Parks provides a code within 1-3 days, however this has taken up to two weeks in some instances.
10. Once code is received it along with detailed instructions are sent to individual to complete fingerprinting.
11. Individual must follow instructions and get printed using code provided
12. Individual will receive an approved email from AUE staffing when process is done and needs to share that with background check manager.
13. Approved email should be forwarded back to VSLL to be logged – again many hours wasted here as people are not following this step.
14. Brevard Parks department will also require photo ID badges for volunteers. You can't obtain this until your background check is completed and your fingerprints are processed.