



# Background Check Guidelines

Baseball should be a positive and rewarding experience for our youth. In an effort to create a safe environment within our sport, all leagues are required to adopt the DBB, Inc. 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 adults participants in the league who have repetitive access to and close contact with minor athletes. At a minimum, leagues must complete a background check that searches both the National Criminal Database and the National Sex Offender Registry as part of the league's Risk Management Plan. 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.

DBB's national service vendor for background checks is JD Palatine ("JDP") which provides background screening for many youth baseball programs in the U.S.

Click below to go to the JD Palatine's portal for your DBB (Boys, 15U & Majors) leagues to register for background checks at a reasonable cost:

**[Click Here: JDP Background Screening - Basic Package](#)**

**Note: If background screen applicant has a hit on the National Criminal Database there will be an additional charge for a County Search in any counties where a hit occurs. If you use, the second tier Package, a County Search will be included at no charge!**

League may use other background check services but any background check for individuals working with your local league must cover:

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

**League Officials/Staff Applications:** Prior to the running of any criminal background check, the league should have each applicant complete a league official/staff application form giving his or her consent to the running of 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 Volunteer Application** under the League Risk Management tab on the DBB website may be used or the league may develop its own application.

- The information obtained in the staff 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 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.