Hello Parents and Volunteers,

Babe Ruth and Pennsylvania law have specific requirements to how we approach background checks. As a result, volunteers need to have their background check completed every year, however many aspects of the background check last for 2 years. The process was put into place during 2023 with SportsEngine and you still need to follow these steps to complete the 2025-26 Membership even if you are within the 2 years still (your Passed status will automatically show up).

Here is what you need to do in order to participate as a volunteer at KYAL:

Please note – Some pictures are from previous years, but look the same for 2025-26

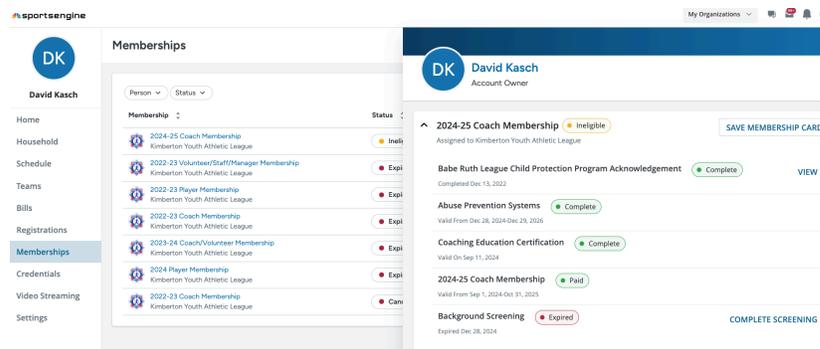1) Start with the Babe Ruth League Membership at the following link

   https://memberships.sportsengine.com/org/babe-ruth-league/affiliation/kimberton-youth-athletic-league

   a) Click GET STARTED

   b) Select Your name

   c) Select COACH

   d) Click NEXT as the Membership will be automatically selected

   e) Confirm your information (if applicable)

   f) Acknowledge Code of Conduct (if applicable)

   g) Click CONTINUE TO PAYMENT

   h) Click CONTINUE TO MYSPORTSENGINE

2) Once on your Sports Engine Profile, click into "2025-26 Coach Membership". You will see

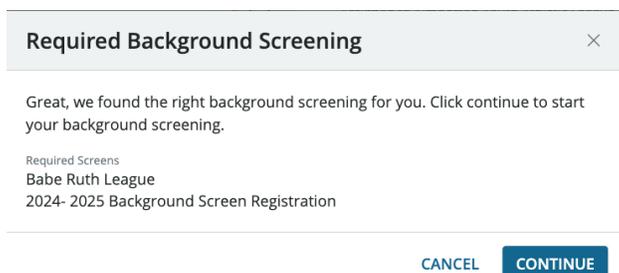   each requirement and the current status of each.

   a) For volunteers within the 2 years, these will automatically show as COMPLETE if they are

      in fact Complete

   b) For those needing to renew, it will look like this with REQUIRED or INELIGIBLE or

      EXPIRED showing up

3) Background Screening – Cost is $25.50

   a) You should get the following popup. Click through and ensure you are registering

      yourself for PENNSYLVANIA and league is KIMBERTON YOUTH ATHLETIC LEAGUE.

b) There are three pieces of information required to complete with PA selected as your

Volunteered in State. All three requirements can be found on this link.

https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx

i)   Pennsylvania Child Abuse History Clearance (CY113) - $13 charge if you have accessed a free one within 57 months. This takes about an hour or so to show up in your inbox (can be longer if done as the season is getting going).

https://www.compass.state.pa.us/cwis/public/home

ii) Pennsylvania Criminal Background Check- free for volunteer and instant

https://epatch.pa.gov/home

iii) Volunteer affidavit or Report of Federal criminal history record info

(NOTE – PA residents of 10+ years just need to do the Affidavit. Follow this link).

https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/disclosure-statement-for-volunteers.pdf

(NOTE – The Federal Report is for PA residents of less than 10 years. The link has changed from previous years, updated as follows).

https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/fbi-fingerprinting.html

c) Enter in Kimberton Youth Athletic League as the League Name and Upload all three

documents in order to move forward.

Pennsylvania ONLY:

In accordance with Pennsylvania law (23 Pa. C.S. § 6344.2), Babe Ruth League mandates the following clearances before one's background screening results will be reviewed by Babe Ruth League Inc.

For more information, please visit

http://keepkidssafe.pa.gov/resources/clearances/index.htm

1. Pennsylvania Child Abuse History Clearances (CY113)
2. Pennsylvania (State Police) Criminal Record Checks for Employment (SP4-164) / Pennsylvania (State Police) Criminal Record Checks for Volunteers (SP4-164A)
3. Federal Bureau of Investigations (FBI) Criminal Background Check or Disclosure Statement Application for Volunteers.

Pennsylvania Child Abuse History Clearances (CY113): *
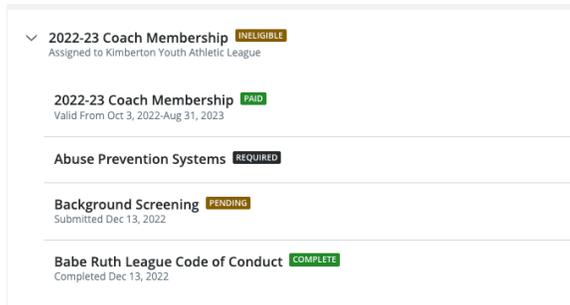Choose File   No file chosen

Pennsylvania Criminal Background Check: *
Choose File   No file chosen

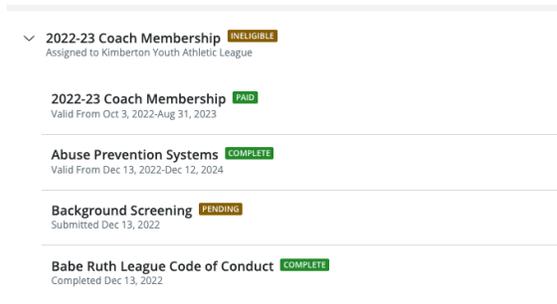Volunteer affidavit or Report of federal criminal history record information: *
Choose File   No file chosen

d) Once you submit, you will be back in your MySportsEngine page

  i) click on HOUSEHOLD and VIEW PROFILE for yourself

  ii) then click on VIEW DETAILS on the far right under 2025-26 COACH MEMBERSHIP and

  it should now look like this (PENDING)

4) Abuse Prevention Systems

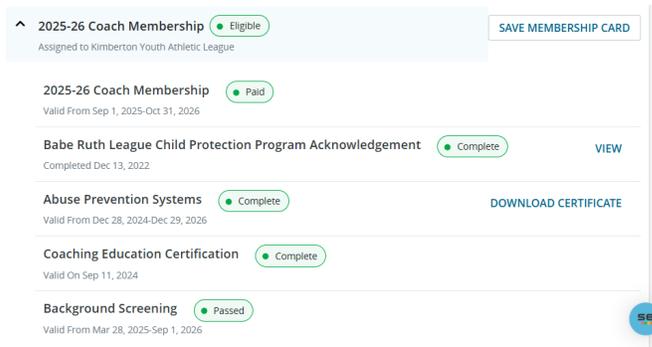 a) This will take you to a new site where you will watch videos and take a test afterwards

  (this was emailed out in the past)

  b) Once the Quiz has been Passed, you should now look like this

5) Once these have been done, you will wait about 5+ days for the Background to come back,

  at which time your overall status will now show as ELIGEBLE, allowing you to

  volunteer/coach at KYAL

6) A new course that started last year is the Human Kinetics Certification.
   a) This will take you to a BabeRuthSafety page, but there is a link to access the course
   b) You will follow a Registration page that looks similar to registering your child to play, please make sure to select your name
   c) https://coacheducation.humankinetics.com/collections/babe-ruth-league
   d) Select either Coaching Youth Baseball or Softball
      i) Only take one course and use this regardless of which sport you coach
   e) Upload your saved Certification and Complete Registration
   f) This is a one-time certification good for every year you coach, please save this to upload again in the future

7) The last course you will need to complete is the Concussion training which can be found at:

   (Note - this just needs to be completed once and is good for the life of your volunteer service at Kimberton).

   https://www.cdc.gov/headsup/youthsports/training/index.html

   Please email it to clearances@kimbertonyouth.com

<u>Please note that ALL STEPS must be completed in their entirety in order for you to be a volunteer at KYAL. You will not be able to practice or coach your team until all of these requirements have been fulfilled.</u> If you want to check on the status of your background and if you are approved, log back into your MySportsEngine and view on your Profile. You can also email Mike Zepp at clearances@kimbertonyouth.com for verification of your background,

abuse training, and documentation being cleared. **Please allow for 5 business days before checking.** Also of note is that Tom will not have access to actual background checks for privacy purposes; he can only verify that you have been cleared to be a coach. See below for FAQs for information on how to follow up on questions around individual background checks.

Any questions, please email Mike Zepp at clearances@kimbertonyouth.com.

SportsEngine Safety Solutions Frequently Asked Questions

[Please click here to begin your Babe Ruth League required background screening and abuse prevention training.](#)

Frequently Asked Questions for Coaches and Volunteers

1. **What is SportsEngine Background Screening by NCSI?**

    In January of 2018, SportsEngine acquired Sports Illustrated Play and continues to serve the Sports Illustrated Play customers, providing the same commitment to service that you have come to expect.

    SportsEngine also acquired the two leading providers of background screening services, NCSI and SSCI. While NSCI and SSCI services are fully-integrated with the SportsEngine platform, they remain as an independently-operated company to ensure data privacy and security.

2. **How does Background Screening by NCSI differ from a discount background check?**

    Background Screening by NCSI is the Gold Standard in youth and amateur sports because of the quality of service provided by NCSI and the depth of the background check. Unlike most discount screens, NCSI will do an in-depth identify verification, search over 800 million records from the national multi-jurisdictional databases, and sex offender registry, and then go to the local state and county searches. This is a key component missing from many discount searches, as many localities do not consistently report up to the national database providers. NCSI will then always do a thorough quality control review on the report before sending results back to the customer.

3. How do I start the background screening process?

The background screening registration is now available [HERE](#) and on the individual league websites. An email with this link will also be forwarded to coaches and volunteers from your League.

In order to complete your background screening, you will need to create a SportsEngine account, and submit your personal information, including your SSN.

4. What happens once I've submitted my background screen?

Once you have submitted your background screen, SportsEngine sends this information to NCSI | SSCI. NCSI begins the background screening report by validating your personal data through a social security address trace. If they are unable to do so from the information you submitted, a member of the NCSI | SSCI team will reach out to you directly from the email address [verifications@ssci2000.com.](mailto:verifications@ssci2000.com)

After your personal data is validated, NCSI | SSCI will search two national criminal databases and national sex offender registries. NCSI | SSCI will then also perform a county level criminal record check in the county or counties associated with your address history found on the social security address trace.

In order to ensure accuracy of the report, the NCSI | SSCI quality assurance team reviews all information before sending the results of the report to the SportsEngine platform.

Once the report is delivered to the SportsEngine platform, your organization administrator will be notified and will have access to review the results of the report. Your organization administrator will make the final determination of your eligibility to participate.

5. How long does it take NCSI | SSCI to complete the background screening?

The background screening process is typically completed in five business days from the date of submission. Be aware that the turnaround time can vary for a variety of reasons including: applicant needs to verify their personal data with the NCSI | SSCI team; or courthouses are experiencing delays either due to heavy volume or other circumstances.

If your screening is delayed, please check your inbox for emails from verifications@ssci2000.com, as NCSI | SSCI may have reached out to you to verify your personal data.

Please Note: providing inaccurate personal data during registration may delay the background screening process.

6. **It's been longer than five business days, and I haven't received an email or confirmation that my background screening has been completed - what do I do?**

   After five business days, please contact NCSI | SSCI directly at verifications@ssci2000.com for a status update. Depending on the status, the NCSI | SSCI team may be able to expedite the process to complete and deliver the report.

7. **Who do I reach out to if I have questions about the results of my background screening?**

   For questions, please contact the NCSI | SSCI Quality Control Department at (866) 996-7412 and select option #5. You may also submit an inquiry via email to: qualitycontrol@ssci2000.com

8. **What if I don't want to provide my personally identifiable information (PII)?**

   The background screening application requires the submission of full legal name, address, date of birth and social security number. All of the required fields are marked with an asterisk. We are unable to complete the background screening if any of the required information is not provided.

   SportsEngine and NCSI | SSCI have policies and processes in place designed to protect our customers' and users' best interests. Access to data is only given to those with a true need for such access. Both organizations are PCI- compliant, and do not share any personal information with third-parties.

   Please Note: providing inaccurate **personal data during registration may delay the background screening process.**

9. **Can I get a copy of my report?**

   Yes, you can receive a copy of your report, either by clicking the box at the end of your background screening registration on SportsEngine, or emailing qualitycontrol@ssci2000.com if you have already submitted your registration.

10. How do I complete my APS Abuse Prevention Training?

Once you submit your personal information for your background screening, you will be sent to a page that has a link to the APS training. Click through the link to continue on to the training. You will also receive an email, in case you need to retrieve the URL at a later.

11. I never received an email from APS to complete my training. What do I do?

If you have completed your background check and have yet to receive your APS training link, first check your SPAM/JUNK mail for 'abuse prevention'. If you still haven't received it, please email support@sportsengine.com

12. I've completed my background screening and training, how do I ensure I'm cleared to participate?

You can call Phone: 800-880-3142 or email info@baberuthleague.org

13. What is the process for international screens?

For individuals who are international citizens, but have applied for a work visa, there is an FBI fingerprint and name check, as well as a security and background portion of the visa application process that must be completed and passed in order to obtain the visa.

Therefore, NCSI | SSCI will only run a domestic check for the time that the applicant has resided in the U.S., as a supplement to the visa process.

For those applicants who are not able to provide a proof of visa, an international background screen will be required. The cost of the international background screen will be $150.00 at the expense of the applicant. Registration for the international screen can be completed here

NCSI | SSCI will contact the applicant to obtain any additional documentation that may be necessary to initiate the international screening (ex. passport image, country-specific consent, etc.).

14. What is the process for Pennsylvania background screens?

In addition to the Gold Standard background check, SportsEngine provides additional document management services to help organizations remain compliant with Pennsylvania Act 153 of 2014. This Act requires that any adults who come into contact with children while serving in Pennsylvania, either as paid employees or unpaid volunteers, provide the following clearances before participating:

- o Criminal History Record Search from the PA State Police (PATCH) system.
- o Child Abuse Clearance obtained through the PA Department of Human Services.
- o One of the following:

  1. FBI Fingerprint screening submitted through the PA State Police
  2. Signed Volunteer Affidavit (volunteers with continuous residence in PA for the past ten years)

Those coaches and volunteers that live in PA and are completing a background screen, will be required to upload the three required documents onto SportsEngine, and NCSI | SSCI will validate these documents. Please refer to the following link for complete instructions on how to obtain these clearances: www.keepkidssafe.pa.gov