

**OAK LAWN BASEBALL**  
**PERSONNEL BACKGROUND & RESPONSIBILITY STATEMENTS**

**INSTRUCTIONS**

The Oak Lawn Baseball (OLB) Executive Board requires each Officer, Manager and Coach involved with the operations of our youth baseball and softball leagues to provide information on their personnel background concerning certain types of felony and misdemeanor convictions. Secondly, you are asked to acknowledge your responsibilities as a volunteer for the youths placed under your management. The objective of this form is to enhance the protection of the youths participating in our program and ensure that all personnel understand their responsibilities to the youths placed under their direction and control. Failure to complete this form in its entirety will result in your not being allowed to participate as an Officer, Manager or Coach within OLB.

Complete and sign both parts of the form. Place the completed form in an envelope (indicate league and team name on envelope), and seal it. Return it to your Manager, League Vice President, or OLB Executive Board Officer as appropriate. To ensure the confidentiality of this information only two people will review the completed form, the Presidents of the Boys and Girls Leagues for their respective teams, and the President of OLB. We thank you for your cooperation in this important matter and for the contribution of your time to our youth program.

--Oak Lawn Baseball Executive Board

**PERSONNEL BACKGROUND STATEMENT**

I, \_\_\_\_\_, an OLB (Officer/Manager/Coach) of the \_\_\_\_\_ Team of the \_\_\_\_\_ League attest to OLB that I have not been convicted of any felony or misdemeanor that has involved a minor, sexual abuse, or physical violence.

NAME \_\_\_\_\_ HOME ADDRESS \_\_\_\_\_ YRS THERE \_\_\_\_\_

If a conviction of these types has occurred, provide the following information:

CONVICTION TYPE \_\_\_\_\_ DATE OCCURRED \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

If the OLB Executive Board determines that a complete criminal background check is necessary, I will be asked to provide my written permission to OLB to allow them to perform a formal convictions inquiry with the necessary law enforcement agencies prior to the performance of any checks. I also agree to immediately report to OLB if any convictions, as previously defined, occur during my period of service as a volunteer with OLB. I personally attest to the accuracy of the above statement to OLB.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**RESPONSIBILITY STATEMENT**

I, \_\_\_\_\_, understand that I have a responsibility to be knowledgeable in all OLB and league rules, to ensure the safety of the youths placed under my direction and control, and to exhibit at all times sportsmanlike behavior and fairness. I also personally affirm that should I witness any improper behavior by any other OLB Officer, Manager, Coach or any other person during the course of my league activities, I will report the incident promptly to the Team's Manager and the League's Vice President.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_