

# MEMO

**TO** WPLL Managers, Coaches, Umpires  
**FROM** Larry Jesky, Treasurer West Point Little League Executive Board  
**DATE** January 21, 2009  
**SUBJECT** Criminal Record Check

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*In 2003 Little League Baseball, Inc. mandated that all volunteer and paid personnel who have regular contact with players must submit to a criminal record check. According to the League, "failure by the local league to conduct the proper checks may result in suspension or termination of the league's charter and/or tournament privileges."*

IN COMPLIANCE WITH LITTLE LEAGUE RULES REGARDING CRIMINAL RECORD CHECKS, WEST POINT LITTLE LEAGUE REQUIRES THE FOLLOWING:

1. All **managers & coaches** must submit to a criminal record check at least every 3 years. All checks must be completed before team practices begin.
2. All **umpires** who are **18 years of age** or older, must submit to a **yearly criminal record check before umpiring their first game of the season.**
3. Any **manager or coach** who has had a criminal record check done *within the last 3 years*: If the report is not already on file with WPLL, you may submit a copy of it in lieu of completing a new check.
4. Any **manager, coach, or umpire** who requires a new criminal record check, please follow one of the procedures outlined in the boxes below.

## IF YOU WANT WPLL TO COMPLETE A CRIMINAL RECORD CHECK FOR YOU

- 1) Complete the attached "Request for WPLL to Perform Criminal Record Check" form.  
**ALL requested information must be provided.**
- 2) Return it to me no later than March 31, 2009 at the following address:  
LARRY JESKY, 116 SKYVIEW DR., GREENSBURG PA 15601  
*(Please note that the completed form must be in my hands by Mar. 31 and that giving it to someone to give to me is no guarantee that I'll have it on time!)*
- 3) **Umpires** Fee will be deducted from your paycheck  
**Coaches & managers** Fee will be paid by the league

## IF YOU WANT TO SUBMIT YOUR OWN CRIMINAL RECORD CHECK REQUEST TO HARRISBURG

- 1) Complete the attached "PA State Police Request for Criminal Record Check" form  
You will need to provide the following information:  
Contact telephone number  
Name/Subject of record check  
Maiden name and/or aliases  
Social Security number  
Date of Birth  
Sex  
Race
- 2) Send the completed form along with the \$10.00 fee to the PA state police at the Harrisburg address shown on the form. **Do not submit state police form to WPLL.**