

# ASAP (A Safety Awareness Program)



# Online Submission Process

- Leagues and Districts will be able to complete the ASAP process through the Little League Data Center.
- Online process replaces Qualified Safety Program Registration Form.
- Any League or District that previously submitted electronic ASAP plans will have their information automatically filled-in in the new online program.
- Approval process will be quicker and more efficient.
- Goal is to utilize Data Center as storage for Safety Plans, requiring only updates and confirmation of information.



# Access through the Little League Data Center

Little League® Data Center

Loyalsock Township LL (#2381210)

**Charter Status**  
Approved

**Tournament Status**  
Enrollment Opens in Mid-April.

**League Resources**

- Download Official Logos
- Manage Insurance
- Manage/View Officers
- Manage Registration Data
- Review League Information
- Submit/View 2018 Season ASAP Safety Plan** (Available until 9/1/2018)
- Submit Background Checks
- View District/Region Contact Information
- View Reports

Submit an ASAP Safety Plan online in three easy steps:

- Upload your completed ASAP Safety Plan document.
- Confirm/update that your ASAP Safety Plan meets the 16 ASAP requirements.
- Sign and Submit your ASAP Safety Plan submission.



# Upload Safety Plan Document

Leagues and Districts can now upload an editable version (Microsoft Word Document).

## Upload Safety Plan

Please upload your safety plan below. All leagues must submit a completed safety plan and then confirm each of the Safety Plan Requirements as part of their ASAP Plan submission.

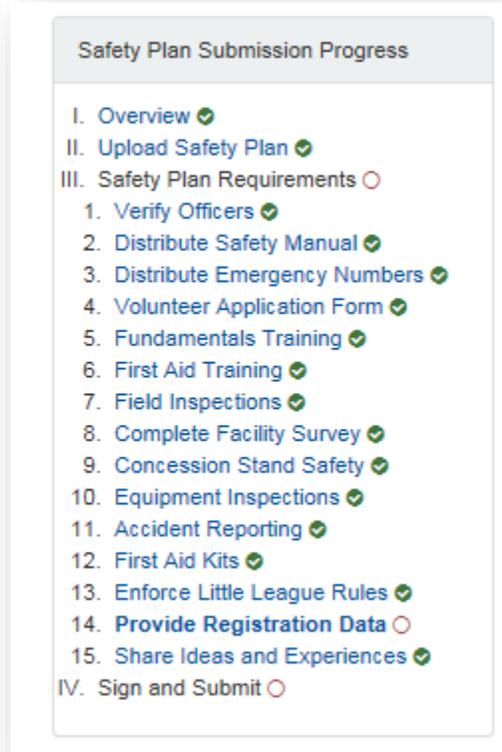
**Note:** leagues are encouraged to upload their Safety Plans in Microsoft Word (.docx) format, so that they are easily editable in future seasons. PDF files will also be accepted.

Select a File to Upload:

Please upload a file smaller than 25 MB in size.

✓ Upload Safety Plan and Continue

# Easy Step-By-Step Process



- All requirements are mandatory, but can be completed in any order.
- Requirements may ask for a page number in your Safety Plan and/or confirmation of an activity by your league.

# Easy Step-by-Step Process

Safety Plan Requirements - Verify Officers

## Verify League Officers

Leagues must have an active Safety Officer on file. This position needs to be a dedicated person. Please confirm your League President and Safety Officer as presented below.

If you need to make changes to your League President or Safety Officer information, please [click here to update your League Officers](#). Your progress has been saved and you can pick up where you left off once your changes are complete.

<b>League President</b>	<b>Safety Officer</b>
NICK CARINGI 109 W HILLS ROAD WILLIAMSPORT, PA 17701  ncaringi@LittleLeague.org 5703261921	Steve White 129 Meadow Green Drive Mifflinburg, PA 17844  swhite1987@gmail.com 570-412-1767

If this information has changed, please [click here](#) to manage your league officers.

- Some information will automatically be inserted into requirements.
- Click “Continue” to go to the next step.
- Click “Skip Step” to return to step at a later time.



# Requirement 14 – Registration Data

- You will not be able to submit your league's ASAP Safety Plan until registration data for the current season is provided by your league.
- DICK'S Team Sports HQ powered by Blue Sombrero users:
  - Registration data automatically imported to the ASAP online program in order to complete Requirement 14.
- DICK'S Team Sports HQ powered by Blue Sombrero non-users:
  - Upload their registration data via the Microsoft Excel template available on the Little League Data Center.



# Requirement 14 – Registration Data

## Provide Registration Data

Per our records, your league has **not** provided an appropriate amount of registration data for this season. Please [click here](#) to upload your league's registration data for this season.

### 2018 Registration Data Details

Total Records	0
Total Players	0
Total Managers	0
Total Coaches	0
Total Volunteers	0

(Last Updated: 12/05/2017 3:15 ET)

Skip Step

## Provide Registration Data

Per our records, your league has provided an appropriate amount of registration data for this season. Click the **Continue** button below to complete this Safety Plan Requirement.

### 2018 Registration Data Details

Total Records	2484
Total Players	2396
Total Managers	30
Total Coaches	58
Total Volunteers	0

(Last Updated: 12/22/2017 11:13 ET)

✓ Continue

Skip Step

# New for 2018 – Requirement #15

## Share New Ideas and Experiences

Please share an idea or experience that will help educate and inform Little League International and leagues in the United States and around the world with helpful, safety focused practices.

### Idea/Experience 1

Field Safety

field safety idea

### Idea/Experience 2

Concession Stand Safety

concession stand safety experience

✓ Continue

Skip Step

Share an idea or experience that will help educate and inform Little League International and local leagues of helpful, safety-focused practices in the following areas:

1. Field Safety
2. Concession Stand Safety
3. Equipment Safety
4. Background Checks/Volunteers
5. Player/Spectator Safety



# Requirement #16 - Sign and Submit Safety Plan

- Once all 15 requirements are completed, you will be asked to digitally sign (by typing your name) and submit your 2018 Season ASAP Safety Plan. Your plan will be reviewed within 1-2 business days.

Sign and Submit Safety Plan

\* Indicates required field

I hereby certify that the information contained herein is true and correct.

<b>Name</b>	<b>Type Name *</b>	
John L. Smith	John L. Smith	
<b>Position</b>	<b>Year</b>	<b>Date</b>
League President	2018	2017-12-22

✓ Sign and Submit 2018 Season ASAP Safety Plan



# District Administrator ASAP Status Report in Data Center

[Home](#) / [View Reports](#)

## View Reports

[Download Historical Charter Data](#)

[Download Historical Registration Data](#)

[View ASAP Safety Plan Submission Statuses for Leagues in Your District](#)

[View Current Balances for Leagues in Your District](#)

[View Charter Information for Leagues in Your District](#)

[View Current Balances for Leagues in Your District](#)

[View League Officers for Leagues in Your District](#)

[View Tournament Mileage Report Status for Leagues in Your District](#)

[View Tournament Teams for Leagues in Your District](#)

[View Tournament Teams for Leagues in Your District Year over Year](#)

## 2018 Season ASAP Safety Plan Submission Statuses

[Home](#) / [View Reports](#) / 2018 Season ASAP Safety Plan Submission Statuses

League Name	League ID	Status
CLINTON LL	02381202	Started, Incomplete
EAST LYCOMING LL	02381201	Started, Incomplete
HEPBURN-LYCOMING LL	02381215	Not Started
HOMETOWN LL	02380106	Started, Incomplete
JERSEY SHORE AREA SOFTBALL LL	00252991	Not Started
JERSEY SHORE GSV LITTLE LEAGUE	02381204	Not Started
KEYSTONE LL	00111990	Not Started
LOYALSOCK TOWNSHIP LL	02381210	Not Started
MONTGOMERY LL	02381206	Not Started
MONTOURSVILLE LL	02381207	Not Started
MUNCY LL	02381205	Started, Incomplete
NEWBERRY LL	02381214	Not Started
NIPPENOSE VALLEY LL	02381208	Not Started
RENOVO AREA LL	00127196	Not Started
SOUTH LL	02381209	Started, Incomplete
WILLIAMSPORT AREA LL	02381211	Started, Incomplete
WOOLRICH LL	00304993	Not Started

# Background Check Profile



# Starting in 2018

- **JDP - NEW** Background Check Profile vendor
- Volunteers can enter their own personal information into a secure web site including social security numbers.
- All background check reports can be reviewed by the local league.
  - League **MUST** confirm photo ID of each volunteer against report.
- A total of 125 Free Background checks still provided by LLB for both JDP and First Advantage.
- Two options to complete a volunteer applications: online or paper.
- Electronic Signature can now be accepted.



# Background Check Profile Process

- Leagues can access the background check program in two places:
  1. Little League Data Center.
  2. Forms and Publications page on LittleLeague.org
- Access JDP League Registration portal to create a league account.
- Leagues can send an email to all volunteers that are mandated to conduct a background check through the JDP background portal.
- Volunteers will receive an email from JDP background Check provider with a link to a website to complete their background check.



# Background Check Profile Review

## IMPORTANT!

- Leagues and districts must still check the data matrix to make sure that criminal files are available in their state.
- Leagues and districts need to check the state background check laws to verify that your league is in compliance.

# Background Check Profile

Little League® Data Center

Hometown LL (#291654)

**Charter Status**  
Approved

**Tournament Status**  
Enrollment Opens in Mid-April.

**League Resources**

- Change Chartered Teams/Insurance (Available until 6/15/2018)
- Download Official Logos
- Manage Financials
- Manage Forms
- Manage Insurance
- Manage/View Officers
- Manage Registration Data Last Uploaded 10/31/2017
- Review League Information
- Submit/View ASAP Plan/Facility Survey
- Submit Background Checks**
- View District/Region Contact Information
- View Reports

- Background check system can now be accessed through the Little League Data Center.



# JDP League Registration Portal

- Visit the new JDP League Registration portal to create a league account.

Questions? 877-745-8525 | Email Us

JDP Little League Background Check Registration

Please complete the signup steps below.

Welcome  
Enter your information to complete your account setup.

User Name\*  
Name

Email\*  
Email

ENTER



League Profile Information

Please Note: \* Required Field

Little League Name\*

League ID\*

Contact Person\*

Contact Person Title\*



# Welcome Letter from JDP

## WELCOME TO JDP

From: JDP  
301 Grant Street  
Suite 4300  
Pittsburgh, PA 15219

To: Karen West

Welcome!

Thursday, January 04, 2018

Dear Karen,

We are happy to have you as a new customer of JD Palatine. We are confident that you will be pleased with our services. If you have any questions or concerns, please don't hesitate to call. We look forward to serving you.

Your username and password will be sent to you in an automated email so you can set up your profile.

If you have any questions, please contact us at [customerservice@jdp.com](mailto:customerservice@jdp.com)

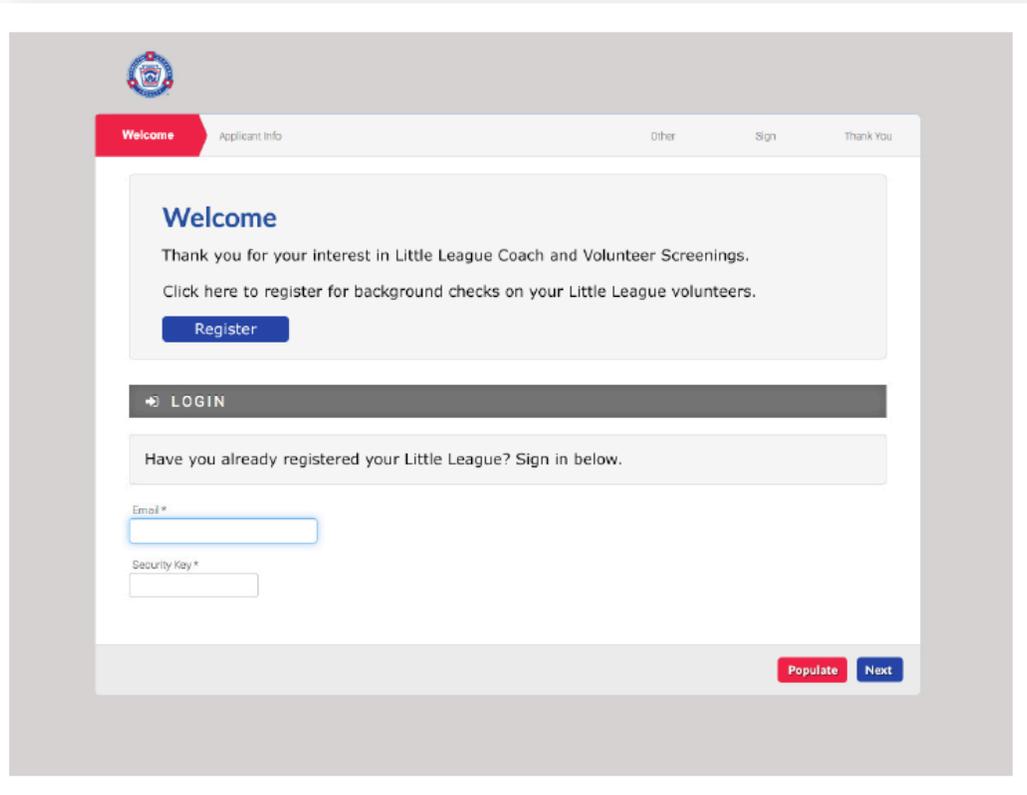
Sincerely,

The JD Palatine Team

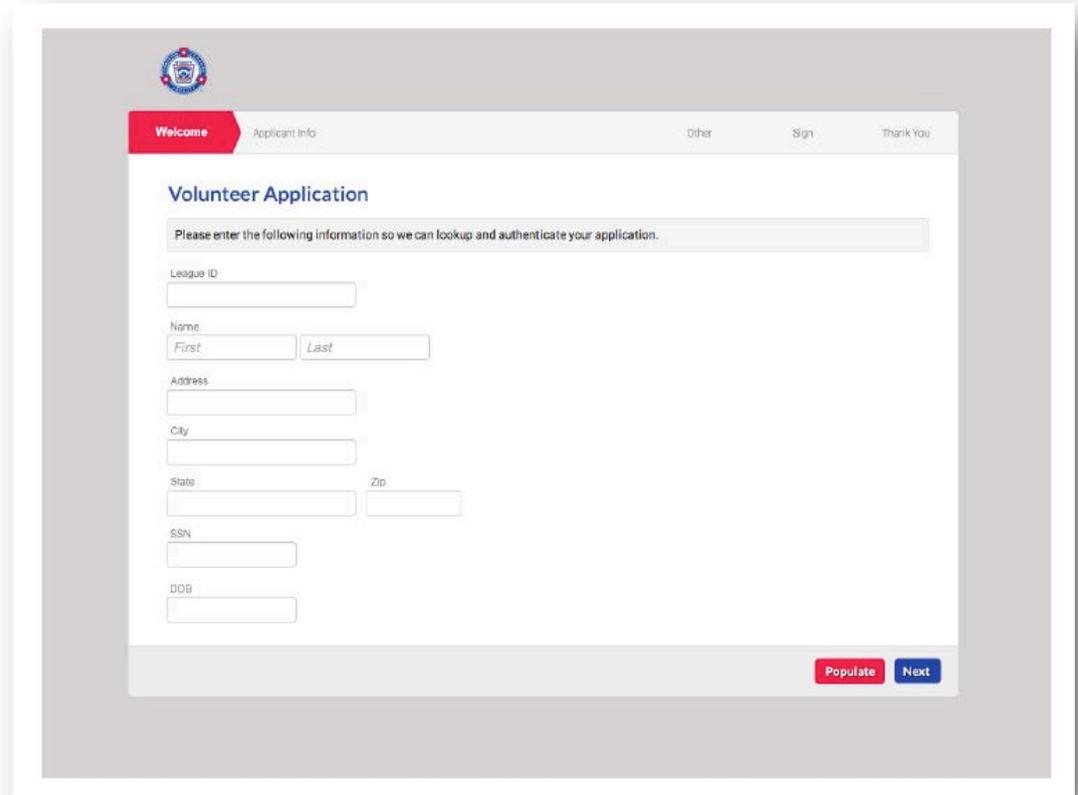
- Your league will receive a Welcome Letter with your league's login credentials.



# Online Volunteer Application



The screenshot shows the 'Welcome' page of the online volunteer application. At the top, there is a navigation bar with a logo on the left and tabs for 'Welcome', 'Applicant Info', 'Other', 'Sign', and 'Thank You'. The 'Welcome' tab is active. The main content area features a 'Welcome' heading, a thank-you message, and a link to register for background checks. Below this is a 'REGISTER' button. A 'LOGIN' section follows, with a prompt to sign in if already registered. It includes input fields for 'Email\*' and 'Security Key\*'. At the bottom right, there are 'Populate' and 'Next' buttons.



The screenshot shows the 'Volunteer Application' page. It has the same navigation bar as the previous page. The main content area is titled 'Volunteer Application' and includes a prompt to enter information for lookup and authentication. The form contains several input fields: 'League ID', 'Name' (split into 'First' and 'Last'), 'Address', 'City', 'State', 'Zip', 'SSN', and 'DOB'. At the bottom right, there are 'Populate' and 'Next' buttons.

# Volunteer Application Form

## Little League® Volunteer Application - 2018

Do not use forms from past years. Use extra paper to complete if additional space is required.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name \_\_\_\_\_ Date \_\_\_\_\_

First Middle Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # (mandatory with First Advantage or upon request) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Special professional training, skills, hobbies: \_\_\_\_\_

\_\_\_\_\_

Community affiliations (Clubs, Service Organizations, etc.): \_\_\_\_\_

\_\_\_\_\_

Previous volunteer experience (including baseball/softball and year): \_\_\_\_\_

\_\_\_\_\_

1. Do you have children in the program? Yes  No

if yes, list full name and what level? \_\_\_\_\_

2. Special Certification (CPR, Medical, etc.)? (if) Yes  No

3. Do you have a valid driver's license? Yes  No

Driver's License#: \_\_\_\_\_ State \_\_\_\_\_

4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes  No

if yes, describe each in full: \_\_\_\_\_

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes  No

if yes, describe each in full: \_\_\_\_\_

(Answering yes to question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes  No

if yes, describe each in full: \_\_\_\_\_

(Answering yes to question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs? Yes  No

if yes, explain: \_\_\_\_\_

\_\_\_\_\_

In which of the following would you like to participate? (Check one or more.)

League Official  Umpire  Manager  Concession Stand

Coach  Field Maintenance  Scorekeeper  Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:

<http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

ASA CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name (please print or type) \_\_\_\_\_

\_\_\_\_\_

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

\_\_\_\_\_

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- Updated Form will be available annually on LittleLeague.org

**LOCAL LEAGUE USE ONLY:**

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_

System(s) used for background check (minimum of one must be checked):  
Regulation [(c)(9) Mandates First Advantage or another provider that is comparable

\* First Advantage  Sex Offender Registry Data along with National   
Criminal Records check of at least 281 million records

\*Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from Lexipol in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

Leaf Updated: 10/2018



# QuickApp: Login and Ordering Background Checks

The screenshot shows the 'QuickApp™ Order' form in the JDP system. The header includes the JDP logo, a search bar with 'Last Name' and 'Go' buttons, and a user profile for 'Tim'. The navigation menu contains 'HOME', 'ORDER', 'WORKSPACE', 'ADMIN', and 'UTILITIES'. The form is titled 'QuickApp™ Order' and includes a 'Sales Demo' section with 'A La Carte' options. The form fields are: Reference (empty), Position/Title (empty), Proposed Salary (dropdown with '-'), Applicant section with \* Last Name (TEST), \* First Name (JOE), \* To Applicant's E-mail Address (jotest@jdp.com), and \* From Sender's E-mail Address (TimPlanz@jdpalatine.com). There is an 'Order Notes' text area. At the bottom, there are 'Cancel', 'Send & Next', and 'Send' buttons. A copyright notice at the bottom center reads '© 2001-2018 - This Software Copyrighted - All Rights Reserved.'

JDP

Last Name Search Go

Tim

HOME ORDER WORKSPACE ADMIN UTILITIES

**QuickApp™ Order** Sales Demo  
A La Carte

Reference: Position/Title: Proposed Salary:

Applicant

\* Last Name TEST \* First Name JOE

\* To Applicant's E-mail Address jotest@jdp.com \* From Sender's E-mail Address TimPlanz@jdpalatine.com

Order Notes:

Cancel Send & Next Send

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# QuickApp: Login and Ordering Background Checks

The screenshot displays the QuickApp interface for JDP. The top navigation bar includes 'HOME', 'ORDER', 'REPORTS', 'ADMIN', and 'UTILITIES'. The 'REPORTS' section is active, showing a list of 'Completed Reports'. The table below lists individual reports with columns for Name, SSN, File, Report To, Ordered By, Status, Ordered, Completed, Type, and Flag. The data shows multiple reports for 'DEMO, HEIDI' and 'TESTCLEAR, JOHN', all with a status of 'Complete'. The interface also includes a search bar, a user profile 'Tim', and a sidebar with navigation options like 'Pending Reports', 'Completed Reports', and 'Disclosures Queue'.

Name	SSN	File	Report To	Ordered By	Status	Ordered	Completed	Type	Flag
DEMO, HEIDI	XXX-XX-3333	2405272 *	Sales Demo	Heidi Clemens	Complete	2017-11-06	2017-11-06	Employment	
DEMO, HEIDI	XXX-XX-3333	2409163 *	Sales Demo	Heidi Clemens	Complete	2017-11-07	2017-11-07	Employment	
DEMO, HEIDI	XXX-XX-3333	2409205 *	Sales Demo	Heidi Clemens	Complete	2017-11-07	2017-11-07	Employment	
DEMO, HEIDI	XXX-XX-3333	2434412 *	Sales Demo	Heidi Clemens	Complete	2017-11-20	2017-11-20	Employment	
DEMO, HEIDI	XXX-XX-3333	2435479 *	Sales Demo	Heidi Clemens	Complete	2017-11-21	2017-11-21	Employment	
DEMO, HEIDI	XXX-XX-3333	2446630 *	Sales Demo	Heidi Clemens	Complete	2017-11-30	2017-11-30	Employment	
DEMO, HEIDI	XXX-XX-3333	2447028 *	Sales Demo	Heidi Clemens	Complete	2017-11-30	2017-11-30	Employment	
TESTCLEAR, JOHN	XXX-XX-6789	2453764	Sales Demo	Tim Planz	Complete	2017-12-05	2017-12-05	Employment	
SMITH, JOHN	XXX-XX-6789	2455241	Sales Demo	Tim Planz	Complete	2017-12-05	2017-12-07	Employment	
SMITH, JOHN	XXX-XX-6789	2456154	Sales Demo	Tim Planz	Complete	2017-12-06	2017-12-06	Employment	
TEST, JOE	XXX-XX-3333	2470064 *	Sales Demo	Tim Planz	Complete	2017-12-13	2018-01-04	Employment	🚩
DEMO, HEIDI	XXX-XX-3333	2479771 *	Sales Demo	Heidi Clemens	Complete	2017-12-20	2018-01-04	Employment	🚩

# Result Letter from JDP to the volunteers



## Background Screening Report

JD Palatine  
Oxford One Centre 301 Grant Street  
Suite 4300  
Pittsburgh, PA 15219  
Phone: 855-940-3232  
Fax: 724-799-8460

FILE NUMBER 2470064  
REPORT TO Sales Demo (10340)  
301 Grant Street  
Suite 4300  
Pittsburgh, PA 15219  
Phone: (412) 555-1212  
Fax: -

REPORT DATE 12-13-2017 Tim Planz  
ORDER DATE 12-13-2017 Tim Planz  
TYPE A La Carte

### Application Information

APPLICANT TEST JR, JOE  
E-MAIL timplanz@jdp.com

SSN 111-22-3333 DOB 01-01-1980

### Identity Development

#### Person Search

RESULTS **Records Found**  
SSN SEARCHED 111-22-3333 SEARCH DATE 12-13-2017 2:12 PM MST

### Applicant Information

FULL NAME / SSN	DOB	ADDRESS	PHONE	REPORTED DATE(S)
JOE KLEEN XXX-XX-XXXX	XXXX-06-01	2600 N 120TH CIR OMAHA, NE 68120 County: DOUGLAS	(402)499-3600	First: 2010-08 Last: 2010-08

AKA: JOE KLEEN  
KLEEN JOE

WARNING: This search may not be used as the basis for an adverse action on an applicant. It should only be used to verify or correct an applicant's information, or as a tool to further research of public records or other verifications.

### Disclaimer

This report is furnished to you pursuant to the Agreement for Service between the parties and in compliance with the Fair Credit Reporting Act. This report is furnished based upon your certification that you have a permissible purpose to obtain the report. The information contained herein was obtained in good faith from sources deemed reliable, but the completeness or accuracy is not guaranteed.

\*\*\* End Of Report \*\*\*

- The new Background Screening Report has all the necessary information for leagues and the volunteers.

