

# Instructions for Plymouth Little League Volunteers

## Step 1: Apply for and Gather All Required Clearance Documentation

\*\*\*Each of these are required by PA State Law for ALL volunteers.

- A Picture of Your Driver's License
  
- Pennsylvania State Background Check
  - Must be current within the last 5 years
  - [Click here](#) and follow the steps for a new record check
  
- Child Abuse Clearance
  - Must be current within the last 5 years
  - [Click here](#) and either create an account to begin a new application or login to your account to access a prior application or submit a new application
  
- FBI Clearance
  - If you have lived within PA for the last 10 years. Print and sign [this form](#).
  - If you have lived outside PA at some point in the last 10 years, you must complete the FBI fingerprinting process that will require you to pay a small fee and go to an Identogo location. [Instruction Here](#).

## Step 2: Sign-Up to Volunteer through PLL's Registration System

\*\*\*You will not be able to complete this step unless you have all documentation from Step 1 ready to upload.

- Go to PLL's [registration site](#) and log in to your account
- In the top right corner, click "account" from the drop down menu.
- Click "Volunteer" from the menu on the left side.
- Click "Find Volunteer Roles"
- Select the volunteer role you wish to fulfill and follow the registration process that will include uploading all of your clearances from step 1.

### Step 3: Complete Your Little League Volunteer Application

- Once all of your paperwork has been reviewed and approved by the League's Safety Officer, you will be emailed a link to complete your Little League Volunteer Application through JDP.
- The email will come directly from JDP (not PLL).
- This is required annually by Little League International for all volunteers.
- While the email states it takes 15 minutes to complete, in actuality, it takes approximately 2 minutes.

### Step 4: Complete Your Little League Child Abuse Awareness Training Through USA Baseball

- Go to <https://usabdevelops.com/>
  - Click "Sign in/Register" and enter all required information
  - **Be sure to select Plymouth Little League from the "Little League – Local Leagues" drop-down menu and click "+Join"**
  - If you have an existing account, click your name in the top right corner, select MY ACCOUNT, and then UPDATE MY PROFILE to link your account with your local Little League.
- Complete Abuse Awareness for Adults course\* (Takes approximately 15 minutes)
  - Click EDUCATION
  - Select COURSES
  - Click "Abuse Awareness for Adults" → "+Enroll" → "Go to Course"
  - Complete the course
  - \*If you have completed the Abuse Awareness for Adults course in the past and need an updated certificate, select the Restart Course button.
  - Note: there is no need to download and email your course completion certificate if you are affiliated with Plymouth Little League during enrollment.

Note: No coach or volunteer is permitted to have any contact with their team until ALL 4 Steps are completed above.

Thank you for your interest in volunteering with Plymouth Little League, and for helping us make this a safe, fun, and rewarding experience for the children within our community!

If you need any assistance with the steps above, please contact PLL Safety Officer-  
[pllsafetyofficer1@gmail.com](mailto:pllsafetyofficer1@gmail.com)