



Approved: May 5, 2011

Toluca Baseball LiveScan Policy

Toluca Baseball, Inc. requires all league volunteers to be fingerprinted in association with Toluca Baseball, Inc. at a certified LiveScan location and entered into the State of California Dept. of Justice's fingerprinting database in order to volunteer in any capacity that is in direct proximity to a minor. This policy is to ensure the protection of all minors and to provide a safe haven for the families of Toluca Baseball.

Volunteers that are required to be fingerprinted include any individual who is an official manager, coach, team parent and Board Member. Any individual parent or other volunteer who is not an official manager or assistant coach may assist an official manager or assistant coach for any practice or game, under the supervision of that coach or manager. Any volunteer who regularly assists any manager, coach or team on the field, must also be fingerprinted prior to entering the field.

The Dept. of Justice mails Toluca Baseball proof of each individual's fingerprinting record via a one-page report. This report is sent to the league's P.O. Box. Due to sensitive and personal confidential information contained in these reports, the process for proper handling of any report to comply with the fingerprinting requirement of the volunteer and preserve the integrity of an individual's confidential information shall be the following:

1. All reports by the California Dept. of Justice will be forwarded to the league's approved Custodian of Records, who shall maintain the records for review. These records shall be used to verify that all volunteers of record are in compliance with the league's fingerprinting requirement.
2. In addition to fingerprinting records, the DOJ also sends reports of offenses, arrests, violations of law and records of any conviction. Any report of an offense, arrest, violation of law or conviction by any individual volunteer of Toluca Baseball (a "hit") by the California Dept. of Justice shall be forwarded by the Custodian of Records to the Board President, who maintains the authority and discretion to immediately suspend the volunteer. If provided with sufficient time given the offense, the President may confer with the Executive Committee, which in its capacity as the Disciplinary Committee, will ascertain whether or not the "hit" requires official disciplinary action up to and including exclusion from the league.
3. The Board President or any designated member will be empowered to discuss any individual "hit" direct with any individual in question.
4. Any report or "hit" sent by the DOJ involving a volunteer of the league that is of a violent or sex-related nature shall automatically exclude that individual from further involvement in Toluca Baseball.