



Montana/Alberta American Legion Baseball Class A South District

Anaconda A's • Belgrade Bandits • Bozeman Spikes • Butte Muckers •
Deer Lodge Wranglers • Dillon Cubs • Gallatin Valley Outlaws •
Helena Reps • Livingston Braves

2014 Scheduling Meeting

January 4, 2014 • 10:00 AM
First Security Bank, Belgrade MT

- I. Introductions
- II. Conference Schedule Overview
- III. 2013 Season Key Dates:
 - Class A Schedules Due Saturday, February 15
 - Winter Meeting @ Bozeman Saturday, March 22
 - Roster Deadlines Sunday, June 1
 - Last Date for Class A Conference Games Saturday, July 19
 - Class A District Tournaments @ Gallatin Valley Wed-Sun, July 23-27
 - State Class A Tournament @ Lewistown Wed-Sun, Jul 30- Aug 3
 - Regional Class A Tournament @ Alaska Fri-Tue, Aug 8-12
- IV. Background Checks for 2014 Season
 - A. Background checks for all coaches & website link:
<https://opportunities.averity.com/Application.aspx?oid=14525>
 - B. Risk Management Signed Acknowledgment Forms
 - C. \$8 fee per coach
- V. Winter Meeting
 - A. Mandatory Legion Meeting March 22nd at the Grantree in Bozeman

All teams are required to attend the winter meeting. Teams not attending will face a fine and they will have an automatic 2 game forfeit.
- VI. Team Registration Information (ATTACHMENT A)
 - A. Team Registrations @ website link: www.baseball.legion.org
 - B. **June 1st** Roster Deadline
 - C. **Form 2's** Coaches keep original & a copy mailed to George Haegele also by June 1st. After June 1st conference games will be forfeited until done.
- I. Team Scheduling



Montana/Alberta American Legion Baseball Class A South District 2014 Scheduling Meeting

2014 TEAM FEES & INSURANCE

Team Insurance

Seasonal Insurance	\$160	for Medical Insurance
	\$145	for Liability Insurance
Annual Insurance for full year	\$235	for Medical Insurance
	\$145	for Liability Insurance

Team Registration Fees

Class AA	\$250	
Class A	\$300	(\$200 Team Fee + \$50 for State Champ for Regional Tourney expenses + \$50 for State Tourney Host for umpire expenses)
Class B	\$100	

CLASS A DISTRICT TOURNAMENT ROTATION

	EASTERN	NORTHERN	WESTERN	SOUTHERN
2014	Billings Cardinals	Great Falls Falls Electrics	Kalispell	Gallatin Valley Outlaws
2015	Sidney	Lethbridge	Mission Valley	Dillon
2016	Billings Blue Jays	Fort Macleod	Bitterroot Bucs	Deer Lodge
2017	Miles City	Great Falls Stallions	Glacier	Helena
2018	Wolf Point	Tri-County	Bitterroot Red Sox	Belgrade

CLASS A STATE TOURNAMENT ROTATION

2014	Eastern
2015	Western
2016	Northern
2017	Southern

Ron Edwards

To: Parry, Gary W.
Subject: RE: South District Class A Scheduling Meeting Reminder: Saturday, January 4th @ 10:00 AM

From: Parry, Gary W. [<mailto:gparry@westmoreland.com>]
Sent: Friday, January 03, 2014 9:07 AM
To: Ron Edwards
Subject: RE: South District Class A Scheduling Meeting Reminder: Saturday, January 4th @ 10:00 AM

Ron:

The executive committee has decided that, with numbers diminishing in many of our towns and cities, we need to strongly encourage the start up of "B" Legion programs rather than losing kids forever who have been cut from "A" Level tryouts. Several towns have already inquired about this possibility and we feel that it should be pursued. As a result, we would like to encourage you and the other District Chairmen to introduce the concept at the Scheduling Meeting so we can move forward with it at the March Meeting. The teams would play at a neutral site and possibly be able to schedule 2 or 3 games in order to optimize playing time. Each team will still need to pay insurance and register with American Legion.

Gary

2014 Montana/Alberta South District

Updated: 12/30/2014

First Name	Last Name	Team	Admin/Coach	E-mail Address	E-mail 2 Address	Home Phone	Mobile Phone
Allan	Clark	Anaconda A's	Admin	allanclark@qwestoffice.net	aclark1@farmersagent.com	406-563-3419	406-560-1140
John	McHugh	Anaconda A's	Admin	jmchugh@mt.gov		406-563-2718	
Smith	Matt	Anaconda A's	Coach	mattsmith1955@hotmail.com			406-539-6211
Russ	Nelson	Belgrade Bandits	Admin	russn@ourbank.com		406-388-0907	
Johnny	Graham	Belgrade Bandits	Coach	johnnygraham5@msn.com	johnny.graham@bsd7.org		406-270-0649
Ron	Edwards	Bozeman Spikes	Admin	mtlegionsouth@gmail.com	redwards@montana.net		406-580-2575
Dave	Legg	Bozeman Spikes	Coach	legger4@3rivers.net		406-682-3251	406-570-7481
		Butte Miners	Admin				
Jeff	LeProwse	Butte Miners	Coach	jlepro@msn.com			406-560-4405
Jake	Starr	Deer Lodge Wranglers	Admin	jake@mail.starrdental.net			406-531-4480
Jeff	Crowe	Deer Lodge Wranglers	Coach	jcrowe@mt.gov			406-846-3606
Greg	Fitzgerald	Dillon Cubs	Admin	keeleyfitz@hotmail.com	gfitzgerald@dillonelem.k12.mt.us		406-925-3639
Chris	Renfree	Dillon Cubs	Admin	busyrenfrees@gmail.com			406-660-5751
Aaron	Orme	Dillon Cubs	Coach	dorme@qwestoffice.net			406-925-3852
		Gallatin Valley Outlaws	Admin				
Duwayne	Scott	Gallatin Valley Outlaws	Coach	duwayne.scott@bsd7.org			406-581-6604
Bill	Houston	Helena Reps	Admin	william.houston2@va.gov		406-422-5084	406-431-8175
Jon	Burnett	Helena Reps	Caoch	jburnett@mt.gov			406-459-7759
Rich	Spallone	Livingston Braves	Admin	richspallone@aol.com	kayspallone@aol.com		406-223-0215
Doug	Birge	Livingston Braves	Coach	birge@wispwest.net			406-223-7395

2014 Class A Southern District

Scenario 1: 9 Teams

			Sub-District Play			Cross Sub-District Play			Total Games
#	Team	Sub-District	Sub-District Play ¹	Home /Away	Games	Cross Sub-District Play ³	Home /Away	Games	
1	Belgrade	East	3 Teams x 4 Games	H&A 2x7s	12	5 West Teams x 2 Games	H&A 1x9	10	22
2	Bozeman	East	3 Teams x 4 Games	H&A 2x7s	12	5 West Teams x 2 Games	H&A 1x9	10	22
3	GVO	East	3 Teams x 4 Games	H&A 2x7s	12	5 West Teams x 2 Games	H&A 1x9	10	22
4	Livingston	East	3 Teams x 4 Games	H&A 2x7s	12	5 West Teams x 2 Games	H&A 1x9	10	22
1	Anaconda	West	4 Teams x 4 Games ²	H&A 2x7s	16	4 East Teams x 2 Games	H&A 1x9	8	24
2	Butte	West	4 Teams x 4 Games	H&A 2x7s	16	4 East Teams x 2 Games	H&A 1x9	8	24
3	Deer Lodge	West	4 Teams x 4 Games	H&A 2x7s	16	4 East Teams x 2 Games	H&A 1x9	8	24
4	Dillon	West	4 Teams x 4 Games	H&A 2x7s	16	4 East Teams x 2 Games	H&A 1x9	8	24
5	Helena	West	4 Teams x 4 Games	H&A 2x7s	16	4 East Teams x 2 Games	H&A 1x9	8	24

⁴ District Tournament Wed-Sun, July 23-27, 2014 will be hosted by the Gallatin Valley Outlaws

- 1. Sub-District Play for East Teams:** East teams will play two double headers home & away.
- 2. Sub-District Play for West Teams:** West teams will play two double headers home & away.
- 3. Cross Sub-District Play:** Cross sub-district play will be a single 9 inning conference game played as both Home and Away games. A second game may be played as a Non-conference 7 inning game at the coaches discretion.
- 4. District Tournaments:** All District tournaments will remain as an 8 team tournament format. Seeding for the tournament will be determined from overall conference winning percentage. If teams are tied with the same winning percentage record the tie breaker will be head to head wins and losses, and then total runs if they split. The Host team for the District tournament will get an automatic spot in the tournament regardless of record.

Scenario 2: 8 Teams

			Sub-District Play			Cross Sub-District Play			Total Games
#	Team	Sub-District	Sub-District Play ¹	Home /Away	Games	Cross Sub-District Play ²	Home /Away	Games	
1	Belgrade	East	3 Teams x 4 Games	H&A 2x7s	12	4 West Teams x 2 Games	H&A 1x9	10	22
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- 4. District Tournaments:** All District tournaments will remain as an 8 team tournament format. Seeding for the tournament will be determined from overall conference winning percentage. If teams are tied with the same winning percentage record the tie breaker will be head to head wins and losses, and then total runs if they split. All 8 teams go to the District tournament.

2014 SCHEDULING MEETING

Seeding	Teams	Pairing	Rnd
1	Belgrade Bandits	Belgrade Bandits - Helena Reps	1
2	Helena Reps	Helena Reps - Gallatin Valley Outlaws	
3	Gallatin Valley Outlaws	Helena Reps - Dillon Cubs	
4	Dillon Cubs	Helena Reps - Deer Lodge Wranglers	
5	Deer Lodge Wranglers	Helena Reps - Livingston Braves	
6	Livingston Braves	Helena Reps - Anaconda A's	
7	Anaconda A's	Helena Reps - Bozeman Spikes	
8	Bozeman Spikes	Helena Reps - Butte Miners	
9	Butte Miners		
<p>Note: All teams will schedule with the Helena Reps first according to their 2013 final seeding.</p> <p>After all teams have scheduled with the Reps the rest of the scheduling will be done from seeding as outlined in the table to the right.</p>		Gallatin Valley Outlaws - Dillon Cubs	2
		Deer Lodge Wranglers - Livingston Braves	
		Anaconda A's - Bozeman Spikes	
		Dillon Cubs - Deer Lodge Wranglers	
		Livingston Braves - Anaconda A's	
		Bozeman Spikes - Butte Miners	
		Belgrade Bandits - Gallatin Valley Outlaws	
		Gallatin Valley Outlaws - Deer Lodge Wranglers	
Dillon Cubs - Livingston Braves	3		
Belgrade Bandits - Dillon Cubs			
Deer Lodge Wranglers - Anaconda A's			
Livingston Braves - Bozeman Spikes			
Anaconda A's - Butte Miners			
Gallatin Valley Outlaws - Livingston Braves			
Dillon Cubs - Anaconda A's			
Deer Lodge Wranglers - Bozeman Spikes			
Belgrade Bandits - Deer Lodge Wranglers	4		
Gallatin Valley Outlaws - Anaconda A's			
Livingston Braves - Butte Miners			
Belgrade Bandits - Livingston Braves			
Dillon Cubs - Bozeman Spikes			
Deer Lodge Wranglers - Butte Miners			
Belgrade Bandits - Anaconda A's			
Gallatin Valley Outlaws - Bozeman Spikes			
Dillon Cubs - Butte Miners	5		
Belgrade Bandits - Bozeman Spikes			
Belgrade Bandits - Butte Miners			
Gallatin Valley Outlaws - Butte Miners			



**Montana/Alberta American Legion Baseball
Class A South District 2014 Scheduling Meeting**

ATTACHMENT A

2014 SEASON

BACKGROUND CHECKS



THE AMERICAN LEGION

Department of Montana

Application Form

Please enter your information within the next 40 minutes

* This online application is protected by a Secure Certificate Authority, which supports up to a TLS1.2 256-bit encryption process. This process can be verified using your browser's security token information page. All information provided on this form is secure. For more information on how to access this information, please contact us.

Full Legal Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First	Middle	Last
Other Names Used:	<input type="checkbox"/> Check this box to enter other names you may have been known as in the past, such as your maiden name.		
Current Address Since:	<input type="text"/> <input type="text"/>	<input type="text"/>	
	(MM/DD/YYYY)	Street, apartment, etc.	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zip
Previous Address From:	<input type="text"/> <input type="text"/>	<input type="text"/>	
	(MM/DD/YYYY)	Street, apartment, etc.	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zip
Previous Address From:	<input type="text"/> <input type="text"/>	<input type="text"/>	
	(MM/DD/YYYY)	Street, apartment, etc.	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zip
Social Security Number:	<input type="text"/>	Enter Numbers Only	
	(###-##-####)	Required Only for Identity Verification Purposes	
Date of Birth:	<input type="text"/>		
	(MM/DD/YYYY)	Required Only for Identity Purposes	
Ethnicity:	<input type="text" value="Race/Ethnicity Unknown"/>		
Gender:	<input type="radio"/> Female		
	<input type="radio"/> Male		
Phone Number:	<input type="text"/>	(###)###-####	
Email:	<input type="text"/>		
Confirm Email:	<input type="text"/>		
Drivers License:	<input type="text"/>	<input type="text"/>	
	Number	State	

[Next >](#)

Authorization Text:

The information contained in this application is correct to the best of my knowledge. I hereby authorize American Legion Baseball Montana and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes.

I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, credit history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to American Legion Baseball Montana or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release American Legion Baseball Montana, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Print I agree I disagree

Full name: Date:

By checking the 'I agree' box and entering my full name I recognize that this is equivalent to my legal signature.

Consumer Reporting Agency contact information

Priority Research
14499 N Dale Mabry Hwy, Ste 201 South
Tampa, FL 33618
Phone: 800-319-5580 Fax: 800-319-5582
<http://www.priorityresearch.com>

[< Previous](#) [Submit >](#)



THE AMERICAN LEGION

Department of Montana

Payment to Priority Research and Protect Youth Sports: \$8.00

Name on credit card:

Credit card number: No dashes, no spaces.
We accept Visa, Mastercard and Discover.

Expiration: MMY

Security code: (The last three numbers on the back of the card)

Billing address

Address line 1:

Address line 2:

City:

State:

Zip:

Email address for receipt:

Pay >

Your credit card will be charged for the amount shown above.
You will receive an email to confirm your payment.

Verity Version 7.3

Application Completed

Thank you, your application has been submitted.

Verity Version 7.3

**RISK MANAGEMENT POLICIES
OF
THE AMERICAN LEGION
FOR THE
ENHANCED PROTECTION
OF
CHILDREN AND YOUTH**

**COACHES, MANAGERS, AND VOLUNTEER STAFF
OF
JUNIOR AND SENIOR
AMERICAN LEGION BASEBALL TEAMS**

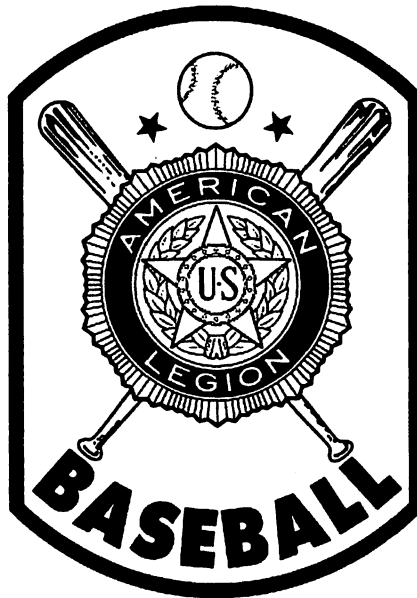


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INTRODUCTION

Thousands of Legionnaires and members of the Legion family throughout the nation donate countless volunteer hours each year for Baseball, Oratorical, Boys State/Nation, Junior Shooting Sports, Junior Law Cadet and Scouting. Our youth programs teach young people a variety of practical skills, as well as developing leadership, teamwork, discipline and self-confidence. Our programs encourage a strong sense of citizenship, patriotism and good-living, and participants of youth programs in general tend to have higher graduation rates and are more likely to attend college. Every youth program of The American Legion relies heavily upon dedicated volunteers willing to contribute time and skills for conducting essential functions of the programs. What motivates these selfless volunteers is an innate desire to give back to their communities and to help nurture those young Americans whose impressions of this country are still developing.

Although the occurrence of events such as those referenced below are overall relatively infrequent, youth programs have proven they can be a high-risk environment for misconduct by adults in positions of authority and leadership who have sometimes misused their positions by exerting various forms of abuse. This may include physical abuse, verbal abuse, emotional abuse or sexual abuse. The aftermath of numerous events throughout the nation involving the sexual molestation of youth by a trusted authority figure has served to prominently illustrate the need and importance for protecting the welfare of vulnerable populations, such as minor children, as well as the need for protection from liability those organizations and volunteers that serve them.

Representatives for the insurance agent of record for The American Legion and the provider of liability insurance approached The American Legion National Headquarters to advise that implementation of risk management policies, to include a background screening/monitoring program for coaches, managers, and volunteer staff of Junior and Senior American Legion Baseball teams, was necessary to continue liability insurance coverage at its current and prudent level.

While The American Legion has the utmost trust and confidence in its volunteers, the need for implementing such measures is a stark manifestation unfortunately reflective of today's social reality. Any organization entrusted with the safety and welfare of youth must mitigate its overall risk and liability, and that of its participants and volunteers, by taking measures aimed at sustaining program integrity and safety.

Prevention is key to being proactive in mitigating abuse in youth programs. A comprehensive child protection program will incorporate: (1) screening; (2) established policies and safeguards; and (3) awareness and oversight.

Screening

Use of current, dependable, and complete criminal history information is considered a critical screening protocol for any youth-serving organization. Volunteer program staff undergo criminal history screening for many of the same reasons employers conduct background checks - the purpose is to verify identity and determine whether a potential staff member may have anything in their past that might disqualify them from working with youth participants.

Handling of sensitive information during the screening process should receive the utmost attention to discretion and confidentiality so as not to damage one's reputation or career. All coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams will be screened each year prior to conducting any meetings, events, practices or games that involve youth participants.

Policies and Safeguards

Policies and safeguards should be clearly established by an organization that reinforces a positive environment, safe interactions and appropriate conduct among program staff, volunteers, and youth participants. Providing coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams an awareness of the policies established for acceptable/unacceptable behavior minimizes opportunities for misconduct and helps prevent unfounded allegations. It is just as vitally important that policies and procedures for reporting and responding to suspected abuse, misconduct, or policy violations are clearly established as well.

Awareness and Oversight

Awareness is a key element to any prevention strategy. Awareness and orientation on safeguards, policies and procedures are instrumental in contributing toward a knowledge and prevention of various forms of abuse. Awareness and orientation can be disseminated in a variety of ways and should be made available to all coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams prior to conducting any meetings, events, practices or games that involve youth participants, regardless of how experienced they may be.

It is strongly urged and recommended that the respective American Legion department and/or Legion post or other organization sponsoring an American Legion Baseball team assume responsibility for ensuring their coaches, managers and volunteer staff of a Junior or Senior American Legion Baseball teams have the skills, knowledge, materials, equipment, facilities, etc. needed to do the job. It is absolutely essential that every coach, manager and volunteer staff of an American Legion Baseball team know who they should go to with questions or problems.

DEFINITIONS

Abuse:

- **Physical Abuse** – injury intentionally inflicted.
- **Economic Abuse/Exploitation** – Deliberate temporary or permanent misuse of another’s money or belongings.
- **Emotional Abuse** – mental or emotional injury inflicted resulting in an observable and material impairment in growth, development or psychological functioning.
- **Neglect:** failure to provide basic needs of vulnerable individuals or protect them from harm.
- **Sexual Abuse** – contact or activity of a sexual nature without consent or when consent is not possible.
- **Verbal Abuse** - use of words intended to cause harm or demean the person being spoken to.

Child: anyone under the age of 12.

“Provider”: The exclusive commercial vendor engaged by The American Legion National Headquarters to conduct background check screening of coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams:

Priority Research Services, Inc., DBA “Protect Youth Sports”
14499 N. Dale Mabry Hwy, Ste 201 South
Tampa, FL 33618
(877) 319-5587 (8 am to 6 pm EST)
www.protectyouthsports.com

“Designated Individual(s)”: Designated Individuals of the American Legion Baseball program are coaches, managers and volunteer staff of Junior and Senior teams.

“Organization”: The American Legion National Headquarters.

“Reporter”: An individual reporting suspicions or allegations of child abuse.

“Team Sponsor”: The Legion post or other organization sponsoring a Junior or Senior American Legion Baseball team.

“Verifier”: Those who are assigned responsibility for making verifications as noted below. It is strongly urged and recommended that the respective Legion department and/or Legion post or other organization sponsoring an American Legion Baseball team assume the responsibility for verifying that:

- 1) Each coach, manager or volunteer staff has successfully passed the mandated background check screening requirements for each upcoming season

Policies and Safeguards

Policies and safeguards should be clearly established by an organization that reinforces a positive environment, safe interactions and appropriate conduct among program staff, volunteers, and youth participants. Providing coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams an awareness of the policies established for acceptable/unacceptable behavior minimizes opportunities for misconduct and helps prevent unfounded allegations. It is just as vitally important that policies and procedures for reporting and responding to suspected abuse, misconduct, or policy violations are clearly established as well.

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SCREENING

Resolution No. 16 NEC Oct 2012, "Mandatory Background Check Screening For Coaches, Managers and Volunteer Staff of Junior and Senior American Legion Baseball Teams" (Appendix A) mandates that coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams must have background check screening conducted each season prior to any meetings, events, practices or games that involve youth participants, and must comply with the risk management policies of The American Legion established for the enhanced protection of children and youth.

Background Checks

Designated Individuals to be Screened. Background check screening will be conducted on all coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams, hereafter referred to as "Designated Individuals".

Authorized Background Check Provider. All background checks for Designated Individuals will be conducted by the exclusive commercial vendor engaged by The American Legion National Headquarters to conduct background check screening of Designated Individuals, and is hereafter referred to as the "Provider":

Priority Research Services, Inc., DBA "Protect Youth Sports"
14499 N. Dale Mabry Hwy, Ste 201 South
Tampa, Fl 33618
(877) 319-5587 (8 am to 6 pm EST)
www.protectyouthsports.com

In addition to conducting background checks, the Provider provides screening and reporting of background check results in accordance with criteria established by The American Legion National Headquarters, hereafter known as the "Organization". The Provider is responsible for complying with the Fair Credit Reporting Act, storage of information and records consistent with applicable laws, and maintaining confidentiality of information obtained through the background check process.

Applicability of Background Checks. Although a Designated Individual may have the ability to provide proof of a background check having been previously conducted through a source other than the Provider, background check screening as mandated in Resolution No. 16 NEC Oct 2012, "Mandatory Background Check Screening For Coaches, Managers and Volunteer Staff of Junior and Senior American Legion Baseball Teams" will still be conducted by the Provider in order to provide screening consistency and enhanced confidentiality..

Frequency of Background Checks. Background checks will be conducted on all Designated Individuals each season prior to any meetings, events, practices or games that involve youth participants.

Level of Information to be Checked. All background check screenings conducted on Designated Individuals will include:

- Social security number verification and address history trace
- Alias names national search
- National criminal database search
- National sex offender registry search

A few select states that are designated as having insufficient data in the national database must select the “Plus Package” option when applying for a background check with the Provider so as to have a county or statewide court search additionally conducted, thereby ensuring an adequate level of background screening is commensurate with other states. **Those designated states are: Delaware, Georgia, Kentucky, North Dakota, Massachusetts, South Dakota, Wyoming** and others as may be deemed in the future.

Remaining states not designated above will select the “Basic Package” option, but may select the “Plus Package” option if so desired.

Costs Associated with Conducting Background Checks. The Organization will not fund or collect any costs associated with conducting mandatory background check screenings of coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams. Information regarding costs associated with conducting background check screening of coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams within a particular department must be obtained from the Provider. The Organization has negotiated with the Provider to ensure the best pricing possible without sacrificing the integrity or quality of services.

Background Check Disqualifying Criteria. Disclosure during a background check screening that contains one or more of any of the following disqualifying criteria will prohibit an individual from serving as a coach, manager or volunteer staff of a Junior or Senior American Legion Baseball team:

- 1) Conviction of a felony
- 2) Conviction of a crime involving a minor, regardless of the offense
- 3) Conviction of a crime involving force or threat of force against a person
- 4) Conviction of a crime in which sexual behavior is an element; including “victimless” crimes of a sexual nature (including pornography)
- 5) Conviction of a crime involving controlled substances (not paraphernalia or alcohol)
- 6) Conviction of a crime involving cruelty to animals
- 7) Any sex offender registrant
- 8) Refusal to undergo background screening

Findings. The findings generated by the Provider will reflect an “accept” or “reject” designator. An “accept” designator means the background check of a Designated Individual does not contain disqualifying criteria previously set forth and may have contact with youth participants of the American Legion Baseball team. A “reject” designator means the background check of a Designated Individual contains disqualifying criteria and that individual is prohibited from having contact with youth participants of the American Legion Baseball team. This system of reporting eliminates the need to disclose specific criminal history details.

Initiating and Verifying Background Checks. Each Legion department is urged to establish a system for oversight and management of background check screening for coaches, managers and volunteer staff of junior and senior American Legion Baseball teams that will best suit the needs of the department for: 1) initiating background checks of Designated Individuals; 2) conducting background check verifications of Designated Individuals; 3) assigning Verifier(s); and 4) managing costs. The Provider will discuss the management solution options they have available to help determine what will best suit the needs and available resources within a department.

Verifications. During the online American Legion Baseball registration process the Organization will require acknowledgment that all Designated Individuals of a Junior or Senior American Legion Baseball team have been verified as having successfully passed the mandated background screening requirements. It is urged and recommended that the respective Legion department and/or Team Sponsor be assigned responsibility for conducting that verification (“Verifier”). The online registration process for ALB will be unable to continue until such time the acknowledgment statement is checked off that all required background checks have been verified as successfully complete and an electronic signature of the verifier provided.

If during the background screening process it is revealed that a Designated Individual is charged with or has a case pending that involves any disqualifying criteria as previously set forth, that individual will be prohibited from having contact with the American Legion Baseball team until legal adjudication has been made and the screening has been confirmed/verified as successfully completed; it is strongly urged and recommended that the respective Legion department and/or Team Sponsor assume responsibility for oversight of an appropriate disposition in this situation (“Verifier”).

If information is acquired during the playing season that a Designated Individual may have sustained one of the disqualifying criteria in the intervening period after a required background check has been conducted, that individual will be prohibited from having contact with the American Legion Baseball team until accuracy of the information has been validated so as to ensure the protection of the youth participants; it is strongly urged and recommended that the respective Legion department and/or Team Sponsor assume responsibility for oversight of an appropriate disposition in this situation (“Verifier”).

A replacement or substitute for a Designated Individual at any time during the season cannot assume any duties until background check screening as mandated has been confirmed as successfully completed; it is strongly urged and recommended that the respective Legion department and/or Team Sponsor assume responsibility for oversight of an appropriate disposition in this situation (“Verifier”).

The American Legion at any level may reserve the right to prohibit an individual from serving as a coach, manager or volunteer staff of a Junior or Senior American Legion Baseball team if at any time it is deemed the individual is unfit to work with minors.

Appeals. The Organization will not intercede if a Designated Individual has concern with the outcome of their background check report of findings; it is strongly urged and recommended that they be referred directly to the Provider for discussion.

PROTECTON POLICIES AND SAFEGUARDS

American Legion youth programs are designed to encourage safe interaction between staff, volunteers, and children or youth. Parents and families trust Legion programs to provide a safe and healthy environment for all participants.

Youth Protection Policy. The American Legion does not tolerate abuse in any form, whether it is physical, emotional, sexual, verbal or economic exploitation.

Youth Protection Safeguards. The following safeguards are intended to first and foremost place the welfare and well-being of children and youth in the highest priority, and to assist in employing and monitoring behaviors and interactions with children and youth so as to avoid, recognize or stop those that are harmful. These safeguards do not and cannot address every situation that could be encountered. Just because a certain action is not prohibited in this section does not mean it is acceptable behavior. Staff may be required to act with a certain degree of personal discretion.

Conduct. The following guidelines and expectations have been established for persons serving in volunteer and staff roles for youth programs of The American Legion.

General conduct:

- Demonstrate behavior appropriate for a role model for youth; be courteous, fair, and unbiased in your treatment of all children and youth.
- Put the welfare and well-being of children and youth first.
- Treat all children and youth with dignity and respect.

Drugs, tobacco, alcohol and sexually explicit materials:

- Do not possess, distribute, use or allow others to use alcohol or drugs during operation of national youth programs.
- The use of tobacco at national youth programs is prohibited in the presence of children or youth.
- Do not be in the possession of any sexually orientated materials when conducting business as staff of a national youth program.

Use of Language:

- Do not use harsh, inappropriate, offensive, profane or degrading language in the presence of children or youth.
- Do not discuss sexual history, preferences or fantasies with or in the presence of children or youth.

Physical contact:

- Do not use restraint or any type of restraining device as punishment or behavior management.
- Do not use physical punishment in any form (e.g. slap, push, hit, kick, etc). Use of the most minimal physical force necessary is only acceptable to save one from serious harm or death when the actions of a child or youth is placing themselves or others at immediate risk.
- Do not participate in or allow others to engage in hazing or any activities involving harassment, humiliation, teasing, ridicule or abuse.
- Do not have sexual contact with children or youth.
- Do not engage in sexual activity in the presence of children or youth.
- Remain alert to the appropriateness (see below), context, and location of any physical contact with children and youth; any physical contact only takes place in public.
- Do not dress, undress, shower or bathe with or in the presence of children or youth.

- Do not have sleeping locations with children or youth.
- Have contingency plans in place for separating those program participants who may become involved in youth-on-youth/child-on-child harassment.
- Do not be alone with a child or youth when transporting them in a vehicle.

Appropriate forms of contact:

- Brief hug (e.g., a “shoulder-to-shoulder” hug of celebration or appreciation).
- Pats on shoulder or back.
- Handshakes.
- “High-fives”.
- Holding hands during prayer.

Inappropriate forms of contact:

- Lengthy, fully engaged embraces or “bear hug”.
- Kisses on the mouth.
- Touching of buttocks, breasts or genital area.
- Occupying same bed as a child or youth.
- Any type of massage.
- Snapping of bras or giving wedgies or similar touching of underwear, whether covered by other clothing or not.
- Private meals with a child or youth.
- Giving gifts to, or receiving gifts or money from children or youth.
- Any form of unwanted affection.

Communication:

- Do not be alone with a child or youth when one-on-one discussion or counseling is necessary; one-on-one interaction with a child or youth will only take place in a publicly visible and open area that allows for private conversation and while still remaining in the presence of another staff member.
- Electronic text or image communications (email, electronic text, social media, videos, digital photos, etc.) with a child or youth under the age of 18 must copy or include the minor’s parents or guardians.

Safety:

- Plan for adequate staff-to-participant ratios that are appropriate to the nature of the youth program, the activities involved, and the age of program participants.
- Keep medical and emergency contact details for youth program participants readily available at all times in the event of an emergency.
- Immediately obtain or provide appropriate medical assistance in the event of an injury.

POSSIBLE SIGNS OF ABUSE

These signs do not necessarily indicate that a child has been abused, but they may help adults recognize the possibility that something is wrong.

Possible signs of physical abuse:

- Frequent suspicious or unexplained injuries out of the norm for those normally associated with childhood activities, e.g., burns, deep bruising, etc.
- Improbable excuses or refusal to explain injuries.
- Wears inappropriate clothing to cover injuries, e.g., long sleeves or pants on a hot day.
- Injuries appearing to have a pattern, such as a handprint or belt.
- Fear of medical treatment or examination.
- Aggression toward others.
- Shrinks back from touch.
- Refusal to change for gym or athletic activities.
- Rebels against authority.

Possible signs of emotional abuse:

- Excessively withdrawn or fearful.
- Continual self-deprecation, e.g., “I’m ugly”, “I’m stupid”, etc.
- Overreaction to mistakes.
- Emotionally abuses others.
- Extreme sensitivity to criticism.
- Extreme fear of new situations.
- Extremes of passivity or aggressiveness.
- Continuous unwillingness to develop relationships.

Possible signs of sexual abuse:

- Difficulty walking or sitting.
- Makes strong efforts to avoid a person without explanation or strong reluctance to interact with a person.
- Fear of touch.
- Wearing excessive amounts of clothing.
- Isolation or withdrawal.
- Insecure or clinging.
- Extreme personality changes.
- Sudden loss of appetite or compulsive eating.
- Inability to concentrate.
- Being overly affectionate or acting out sexually.

RESPONDING TO CHILD ABUSE / SUSPECTED CHILD ABUSE

Anyone having knowledge of, or a reasonable cause to suspect, that abuse of a child or youth has occurred, has a personal, ethical, and often legal, obligation to make a report. The definition of a “mandated reporter” for suspected child abuse can vary from state-to-state, with the applicability of who should report being defined more broadly in some states more than others. But remember, it is the responsibility of all individuals and community members — not just mandated reporters — to respond to the suspected maltreatment of any child or youth. No matter the state laws, learning the appropriate ways to respond to suspected abuse and becoming an informed and involved are important steps toward protecting children. **All coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams are required to immediately report all cases of abuse or suspected abuse involving a child or youth.** Any individual reporting suspicions or allegations is hereafter referred to as the “Reporter”.

If a child or youth tells you about abuse:

- Remain calm and reassuring.
- Find a quiet place to talk.
- Believe in what you are being told.
- Don’t jump to conclusions.
- Reassure the child or youth they did the right thing by telling you.
- Reassure the child or youth that they will be protected and supported.
- Be discreet.
- Call 911 if medical treatment is necessary.
- *Report the concern immediately to the proper law enforcement authorities.* The law requires only that you have a reasonable suspicion that a child or youth is being abused.
- Do not discuss the concern or share information with anyone other than those having a “need to know.”

Reporting

When anyone, including coaches, managers and volunteer staff of a Junior or Senior American Legion Baseball team, observes or are made aware of any inappropriate behavior(s) or behavior(s) inconsistent with those detailed in the “Protection Policies and Safeguards” section of this guide, they must immediately report their suspicion(s)/allegation(s) to their respective Legion department and/or Team Sponsor.

In ALL cases involving ANY reasonable suspicion that child abuse has occurred, a report must immediately be made to law enforcement authorities and notification to the youth participant’s parent(s) or guardian(s). This reporting responsibility may NOT be abdicated to another individual. The assumption should NOT be made that law enforcement authorities, parent(s)/guardian(s), etc., have already learned of a situation through other venues – report immediately upon becoming aware of suspected child abuse.

It is strongly urged and recommended that respective Legion departments and/or Team Sponsors implement use of the written report form found in Appendix B entitled “REPORTING FORM”, and after having immediately contacted law enforcement authorities and parent(s)/guardian(s) in cases involving child abuse or suspected child abuse, the Reporter then offer a copy of this completed form to law enforcement authorities, and provide a copy to the respective Legion department and/or Team

Sponsor, if considered necessary. All information regarding alleged child abuse must be maintained under strict confidentiality and communicated only to those having a “need-to-know”.

AWARENESS AND ORIENTATION

All Designated Individuals must comply with the “Risk Management Policies of The American Legion for the Enhanced Protection of Children and Youth” set forth in this manual. The Organization will provide online accessibility to “Risk Management Policies of The American Legion for the Enhanced Protection of Children and Youth”, but does not have responsibility for ensuring that Designated Individuals receive the information. It is strongly urged and recommended that Legion departments and/or Team Sponsors implement a system for ensuring availability of “Risk Management Policies of The American Legion for the Enhanced Protection of Children and Youth” to Designated Individuals each season.

It is strongly urged and recommended that each season the respective Legion department and/or Team Sponsor require and maintain a record of submission of the statement form contained in Appendix C that acknowledges receipt and understanding of the “Risk Management Policies of The American Legion for the Enhanced Protection of Children and Youth” from Designated Individuals, or maintain documentation through management solutions that may be established through the Provider.

THE AMERICAN LEGION
NATIONAL EXECUTIVE COMMITTEE
INDIANAPOLIS, INDIANA
OCTOBER 17-18, 2012

RESOLUTION NO: 16

Mandatory Background Check Screening For Coaches, Managers and Volunteer Staff of Junior and Senior American Legion Baseball Teams

COMMISSION: Americanism/Finance

WHEREAS, The American Legion endeavors to protect the health and safety of its American Legion Baseball youth players; and

WHEREAS, The aftermath of numerous cases of child sexual molestation across the nation has demonstrated the importance for diligent protection of vulnerable populations, such as children and youth; and

WHEREAS, It is paramount The American Legion meet its moral and ethical responsibility to parents and guardians by protecting their children from abuse and harm when participating in youth programs under the Legion brand; and

WHEREAS, Since 1994, through S.A. Van Dyk, Inc., Agent of Record for The American Legion, K&K Insurance Group, Inc. has been the exclusive provider of liability insurance coverage for American Legion Baseball and Sentry Insurance Company has provided exclusive coverage in special risk accident insurance; and

WHEREAS, K&K Insurance Group, Inc. and Sentry Insurance Company each possess extensive knowledge and experience with endeavors to protect the health and safety of youth participants, volunteers and spectators through their longstanding service in providing insurance coverage to The American Legion, its departments, and American Legion Baseball teams; and

WHEREAS, K&K Insurance Group, Inc., now requires background check screening of coaches, team managers and volunteers who work directly with youth participants of American Legion Baseball teams in order to provide liability coverage at a level deemed prudent; and

WHEREAS, This resolution has been reviewed by the National Americanism Commission and with concurrence from the National Finance Commission, is recommended to the National Executive Committee for favorable action; now, therefore, be it

RESOLVED, By the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana on October 17 - 18, 2012, That effective with the 2013 season, all coaches, managers, and volunteer staff for Junior and Senior American Legion Baseball teams must have background check screening conducted each season prior to any meetings, events, practices or games that involve youth participants; and, be it further

RESOLVED, That background check screening must be conducted at the following minimum level:

- 1) Social security number verification and address history trace**
- 2) Alias names national search**
- 3) National sex offender registry search**
- 4) National criminal database search**
- 5) A county or statewide criminal court search within those states known to have insufficient data contributed to the national criminal database (Delaware, Georgia, North Dakota, Kentucky, Massachusetts, South Dakota, Wyoming, and others as may be deemed in the future); and, be it further**

RESOLVED, That disclosure during background check screening that contains one or more of the following disqualifying criteria will preclude an individual from serving as a coach, manager or volunteer staff of an American Legion Baseball team:

- 1) Conviction of a felony**
- 2) Conviction of a crime involving a minor, regardless of the offense**
- 3) Conviction of a crime involving force or threat of force against a person**
- 4) Conviction of a crime in which sexual behavior is an element**
- 5) Conviction of a crime involving controlled substances (not paraphernalia or alcohol)**
- 6) Conviction of a crime involving cruelty to animals**
- 7) Any sex offender registrant**
- 8) Refusal to undergo background screening as mandated; and, be it further**

RESOLVED, That background check screening must be conducted by the exclusive commercial vendor engaged by National Headquarters for the screening of all coaches, managers and volunteer staff of Junior and Senior American Legion Baseball teams in order to provide screening consistency and enhanced confidentiality; and, be it further

RESOLVED, That during the online registration process for American Legion Baseball teams the National Organization of The American Legion will require an acknowledgment that each coach, manager or volunteer staff of an American Legion Baseball team has been verified as having successfully passed the mandated background check screening requirements for that upcoming season; and, be it further

RESOLVED, That if during the background screening process it is revealed that a team coach, manager or volunteer staff is charged with or has a case pending that involves any disqualifying criteria set out above, that individual will be prohibited from having contact with the American Legion Baseball team until legal adjudication has been made and the screening has been verified as successfully completed; and, be it further

RESOLVED, That a substitute or replacement for an American Legion Baseball team coach, manager or volunteer staff at any time during the season, cannot assume any duties until background check screening as mandated has been verified as successfully completed; and, be it further

RESOLVED, That if information is acquired during the playing season that a team coach, manager or volunteer staff may have sustained one of the disqualifying criteria in the interim after a required background check screening has been conducted, that individual will be

prohibited from having contact with the American Legion Baseball team until accuracy of the information has been validated so as to ensure the protection of the youth participants; and, be it further

RESOLVED, That it is strongly urged and recommended that the respective Legion department and/or Legion post or other organization sponsoring an American Legion Baseball team assume the responsibility for verifying that:

- 1) Each coach, manager or volunteer staff has successfully passed the mandated background check screening requirements for each upcoming season**
- 2) An individual charged with or having a case pending involving disqualifying criteria is prohibited from having contact with the team until legal adjudication has been made and the screening has been confirmed as successfully completed**
- 3) A substitute or replacement team coach, manager or volunteer staff does not assume any duties with the team until the background check screening is successfully completed**
- 4) Validity of information that a team coach, manager or volunteer staff may have sustained one of the disqualifying criteria in the interim after a required background check screening**
- 5) Non-screened adults removed from the field of play have successfully completed a background check screening prior to their return; and, be it further**

RESOLVED, That the National Organization of The American Legion will not fund or collect any costs associated with the mandatory background check screenings of coaches, managers and volunteer staff of American Legion Baseball teams; and, be it finally

RESOLVED, That coaches, managers and volunteer staff of American Legion Baseball teams must comply with the risk management policies of The American Legion established for the enhanced protection of children and youth.

**THE AMERICAN LEGION NATIONAL HEADQUARTERS
REPORTING FORM
CHILD ABUSE / SUSPECTED CHILD ABUSE**

This section is about the individual you are reporting. Please provide as much information as possible.

1. Name of the individual you are reporting (first and last):
2. Age or approximate age:
3. Circle gender: Male Female
4. Address (City and State required)

5. Program position(s) this individual held at time of the incident:

This section asks questions about the incident(s) you are reporting. Please provide as much information as possible.

6. Type of offense (e.g., what is being suspected or alleged)

7. During which national youth program did the incident(s) take place?

8. What is the location of where the incident(s) took place? (include city, state and any other available location information)

9. Describe what happened (include who, what, when, where) (continue on reverse side if necessary)

This section is for information about the victim(s).

10. Name (first and last)

11. Age or approximate age:

12. Circle gender: Male Female

13. Parent/Guardian name:

14. Parent/Guardian address:

15. Parent/Guardian phone numbers: Cell: Home:

This section is your information. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report he/she believes to be true.

16. Name (first and last)

17. Email address:

18. Phone numbers: Cell: Home:

19. Address:

20. Program position you were holding at time of the incident:

21. Relationship to victim (if any):

It is strongly urged and recommended that respective Legion departments and/or Team Sponsors implement use of this written report form entitled "REPORTING FORM", and after having immediately contacted law enforcement authorities and parent(s)/guardian(s) in cases involving child abuse or suspected child abuse, the Reporter then offer a copy of this completed form to law enforcement authorities, and provide a copy to the respective Legion department and/or Team Sponsor, if considered necessary. All information regarding alleged child abuse must be maintained under strict confidentiality and communicated only to those having a "need-to-know".

**ACKNOWLEDGMENT AND UNDERSTANDING
OF RISK MANAGEMENT POLICIES OF THE AMERICAN LEGION
FOR THE
ENHANCED PROTECTION OF CHILDREN AND YOUTH**

If you have any uncertainty or questions regarding the content of the Risk Management Policies of The American Legion for the Enhanced Protection of Children and Youth, you are required to consult the American Legion Baseball Program Director at National Headquarters prior to signing and acknowledging this agreement.

“I have read and understand the ‘Risk Management Policies of The American Legion for the Enhanced Protection of Children and Youth’ and agree to abide by its terms and conditions. I understand that my failure to follow the terms of this policy could result in disciplinary action up to and including termination of serving as a coach, manager or volunteer staff of a Junior or Senior American Legion Baseball team”.

Signature of Volunteer

Printed Name

Date

Team Name

Team Sponsor Name

Legion Department



**Montana/Alberta American Legion Baseball
Class A South District 2014 Scheduling Meeting**

ATTACHMENT B

**TEAM REGISTRATION
INFORMATION**

AMERICAN LEGION BASEBALL



2014 Form #2

Player Agreement

Please PRINT or TYPE

PLAYER'S NAME

First, MI, Last (as it appears on driver license or birth certificate)

I certify that the information shown above regarding me is correct. I agree to devote my entire service as an American Legion Baseball (ALB) player this season to (team name). I agree to abide by all ALB rules and regulations. I agree to accept the sole, exclusive and final jurisdiction and authority of The American Legion National Appeals Board over any ruling(s), dispute(s), disagreement(s), or subject matter having to do with or having any impact or effect upon the ALB program, rules, tournaments, administration, or games. Voluntarily and of my own free will, I elect to participate in the ALB program and as a member of my ALB team.

I understand and acknowledge that the very nature of baseball has hazards that can cause serious injury and/or death. I assume all risks of injury and damage incident to my participation in ALB. I agree in the event of illness or injury during an ALB game or practice, I hereby give consent to the performance of such diagnostic, medical and/or surgical treatment as may be deemed medically necessary to assure my safety.

I irrevocably consent to, and authorize the ALB, its licensees, agents, successors and assigns, to use my name, likeness, and voice and to reproduce, distribute, display, and to prepare derivative works of any images or recordings of me taken, or in which I may be included, in conjunction with or without my name, made through any medium, for publicity, advertising, promotional or any other lawful purpose without compensation to me.

I have read ALB's Privacy Policy, Drug and Alcohol Policy, and Fan Conduct Policy (copies of which are available at www.legion.org/baseball/resources) and agree to be bound to the terms of each such policy.

In consideration of the privilege to participate in the ALB program, hereby release, discharge, relinquish, agree not to take legal action against, hold harmless, and indemnify The American Legion, its officers, agents, representatives, employees and officials, ALB sponsors, supervisors, participants, players, agents, coaches, managers and persons transporting me to and from ALB activities, from any claims, demand, actions, and cause of action of any sort, arising out of my participation in the ALB program, including but not limited to, (1) any injury or death sustained in connection with my participation in the ALB program, including but not limited to travel to and from program related activities, whether the result of negligence or for any other cause; and (2) any ruling(s), dispute(s), disagreement(s), or subject matter having to do with or having any impact or effect upon the ALB program, rules, tournaments, administration, or games. Except as otherwise provided above, I agree that any dispute arising out of this agreement shall be governed by the laws of Indiana, notwithstanding any conflicts of law principles. Any action relating to this agreement must be filed and maintained in a court in the state of Indiana, and users consent to exclusive jurisdiction and venue in such courts for such purpose.

Player's signature

Last four digits of player's Social Security number

Player's printed name

Date

I am a parent with legal custody or legal guardian of the above player and hereby consent and agree to the foregoing terms and provisions on the above player's behalf.

Parent's or legal guardian's signature

Medical insurance & policy number for player

Parent's or legal guardian's printed name

Family physician & phone number

Date

Emergency contact person & phone number

Relationship to player

Parent's phone number

**It is strongly recommended that this form be notarized. Most hospitals require consent form to be notarized.
Send copy to Department Baseball chairman. Team manager shall retain original.**

AMERICAN LEGION BASEBALL



2014 Form #2 Continued

Please PRINT or TYPE

Player Information Sheet

Player's name (*first, middle, last*)

Parent's home address (*street address, city, state, ZIP*)

Parent's telephone number

High school attended

Year of graduation

School enrollment (*grades 10, 11, 12*)

Player's email address

Player's Birth Date

Primary position

Player's height

Player's weight

Bats

Throws

This form is available online at www.legion.org/baseball

It is strongly recommended that this form be notarized. Most hospitals require consent form to be notarized.

- [Create New Account](#)
- [Logging In](#)
- [Step 1: Submit a Team Photo](#)
- [Step 2: Add Players to the Roster](#)
- [Step 3: Submit Roster for Review](#)

Team Roster Registration Deadline

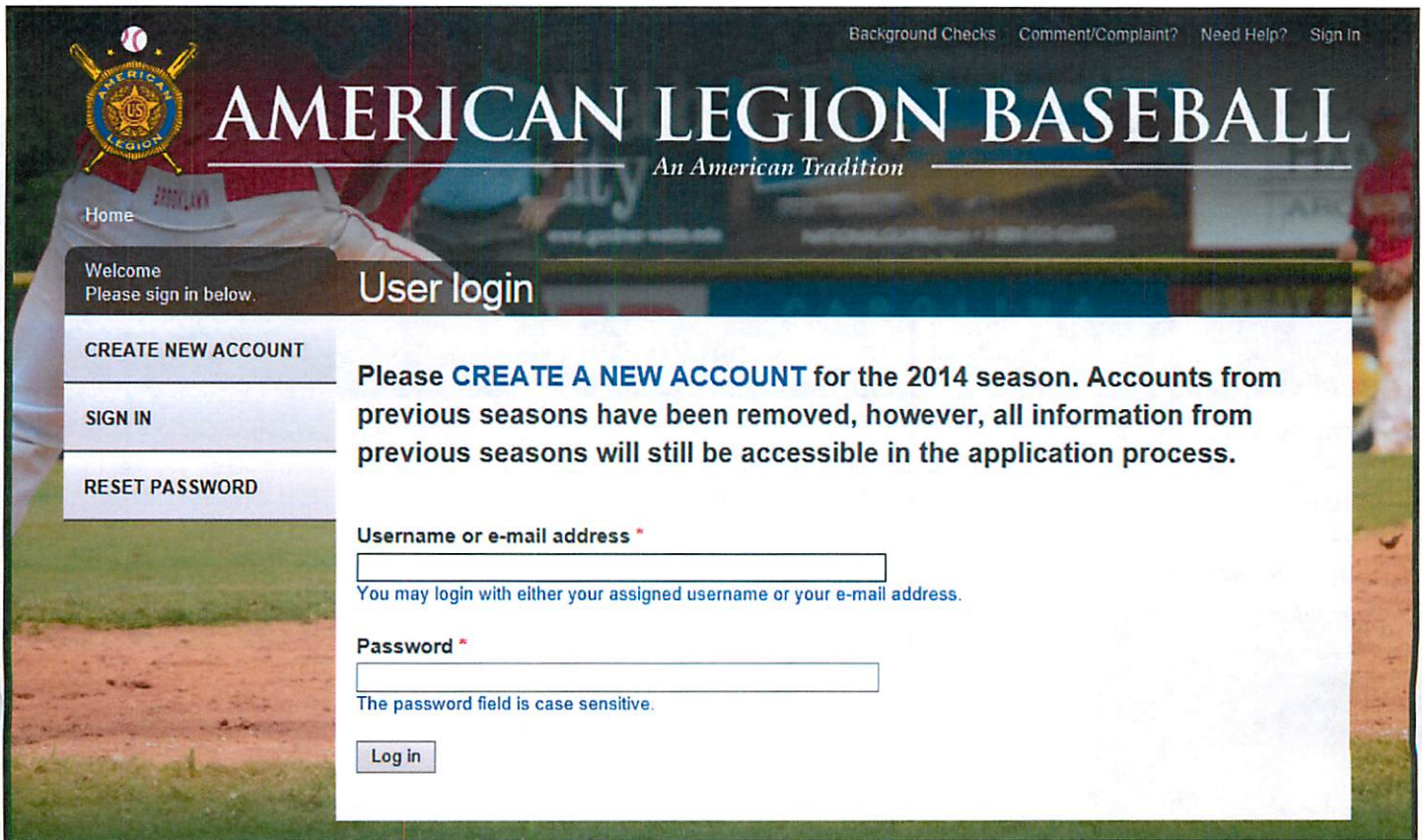
All American Legion teams in Montana/Alberta are **REQUIRED TO REGISTER ROSTERS JUNE 1ST** for the 2014 season. **TEAMS NOT REGISTERED BY THE JUNE 1ST DEADLINE WILL NOT BE ALLOWED TO PLAY AS THEY WILL NOT BE COVERED BY OUR AMERICAN LEGION INSURANCE. PLEASE MAKE SURE THIS GETS DONE SO YOUR TEAM CAN PLAY THROUGH THE FULL SEASON! THANK YOU.**

The information provided below will assist team managers to get their respective teams registered by the deadline. To register your team, go to the national baseball site at the link below and log in.

Start A New Season

<http://www.baseball.legion.org/>

This link above takes you right to the User Account log in page to register and enter your team information in to the national database for legion baseball. You will need to create a new account to get started. Once you have your account setup you will be able to sign in to your team account to begin registering your teams.



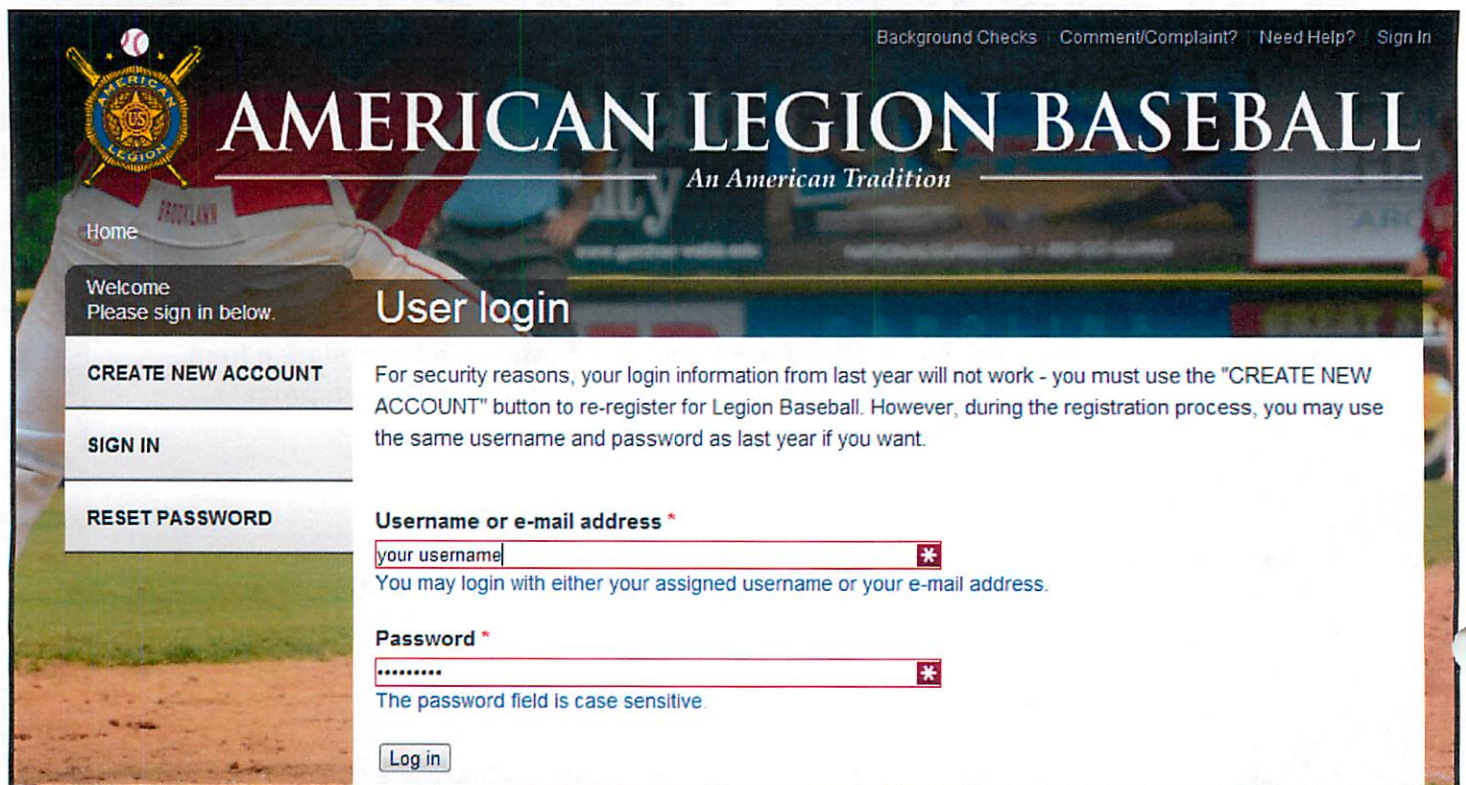
Logging In

<http://www.baseball.legion.org/>

This link above takes you right to the User Account log in page to register and enter your team information in to the national database for legion baseball. Click on the "Sign In" button. If you forgot or don't have your password you can click on the "Reset Password". A new one and it will be sent to the email address registered with the team when insurance was purchased.



Enter your user name and password. They should be the same ones that your team used to log in to initially register your team to purchase their insurance by the May 15th deadline.




Once logged in successfully you will see your login user name and the name of the person that initially set up the team registration. From here you can add or edit your coaches, add your schedule, print your roster and legion forms 2, 76 and 77. To enter your roster, click on the "Enter Roster" button.

The screenshot shows the American Legion Baseball website interface. At the top right, there are links for "Background Checks", "Comment/Complaint?", "Need Help?", "My Account", and "Sign out". The main header features the American Legion logo and the text "AMERICAN LEGION BASEBALL" with the tagline "An American Tradition". Below the header, a breadcrumb trail reads "Home » Profile » bucksbaseball". A dark grey bar displays "Welcome back bucksbaseball" and the username "bucksbaseball". A white panel contains a "MY APPLICATIONS" section with "View" and "Edit" buttons. Below this, a "REGISTER TEAM" section lists user details: "First Name: Ron", "Last Name: Edwards", "Phone:", "City: Bozeman", and "State: Montana". A "PURCHASE INSURANCE" button is also visible. The "ENTER ROSTER" button is circled in red. On the left side, a green sidebar contains links for "Add Coaches / Staff", "Add Photos", "Game Schedules", and "Print Rosters". The background of the page is a photograph of a baseball player sliding into a base.

This will take you to the "Enter Roster" page which will look like the screen shot below. This screen begins your team registration session. I used our Bozeman teams as the example here so we have an A and AA team listed. Both teams are registered as Senior (SR) teams. Click on the "Enter Roster" on the right side.

Background Checks | Comment/Complaint? | Need Help? | My Account | Sign out



AMERICAN LEGION BASEBALL

An American Tradition

Home » Administration » Baseball » Enter Roster - Teams

Welcome back
bucksbaseball

Enter Roster

MY APPLICATIONS

REGISTER TEAM

PURCHASE INSURANCE

ENTER ROSTER

Teams

Bozeman, Post 14, Bozeman Bucks AA
SR Team (ages 19 & under)

[Enter Roster »](#)
30 days to deadline

Bozeman, Post 14, Bozeman Spikes A
SR Team (ages 19 & under)

[Enter Roster »](#)
30 days to deadline

Add Coaches / Staff

Add Photos

Game Schedules

Print Rosters

Step 1: Add Team Photo

The first page allows you to add your team photo. Uploading a team photo is NOT required to enter your roster. If you want to add a team photo to your roster information you can do so at the bottom of the screen. Click on the **"Choose File"** button which will open a browse window on your computer. Browse to the team photo you want to upload and then hit the enter key. You will then need to click on the **"Upload"** button to copy the photo into the national team database.

After uploading the photo the photo should show up on the screen. The last step is to click on the **"Save Photo"** button. If you later decide to change the team photo you can come back to this page and click on the **"Remove"** button to remove the photo and then repeat these steps to upload a new one.


Enter Roster

Bozeman, Post 14, Bozeman Spikes A
SR Team (ages 19 & under)

STEP 1: Add Team Photo

A team photo is not required to register your team, but it will be displayed on your team profile page if uploaded. If you do not have photos now, they can be added later.

[Click here to continue >>](#)



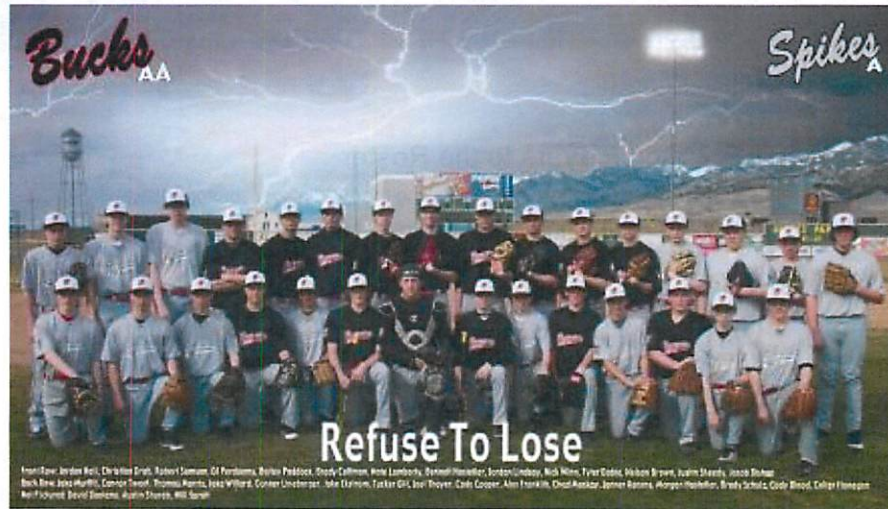
Team Photo

Team Photo
 No file chosen
 Photo must be a png, gif, jpg or jpeg and be less than 10 MB.

STEP 1: Add Team Photo

A team photo is not required to register your team, but it will be displayed on your team profile page if uploaded. If you do not have photos now, they can be added later.

[Click here to continue >>](#)



Team Photo

Team Photo

 2013BucksSpikesPoster.jpg

Photo must be a png, gif, jpg or jpeg and be less than 10 MB.

After uploading your team photo, or if you just want to go the roster entry page just click on the ""Click here to continue >>"" link at the top of the team photo screen. This will take you to the roster page to enter your players.

STEP 1: Add Team Photo

A team photo is not required to register your team, but it will be displayed on your team profile page if uploaded. If you do not have photos now, they can be added later.

[Click here to continue >>](#)

Step 2: Add Players to the Roster

Click on the "Add Player" button in the lower right to begin entering players.

Background Checks | Comment/Complaint? | Need Help? | My Account | Sign out

AMERICAN LEGION BASEBALL

An American Tradition

Home » Administration » Baseball » Enter Roster

Welcome back
bucksbaseball

Enter Roster

Bozeman, Post 14, Bozeman Spikes A
SR Team (ages 19 & under)

MY APPLICATIONS

REGISTER TEAM

PURCHASE INSURANCE

ENTER ROSTER

Add Coaches / Staff

Add Photos

Game Schedules

STEP 2: Add Players to the Roster

Please add players to your roster by clicking the "Add player" button below.
A roster must contain between 10 to 18 players before you can continue to the final step.
No players have been added.

+ Add Player

Information You Will Need For Each Player

The next screen shot shows the player registration page. You will need the following information for each player:

Season, Team, Dual Roster, First Name, Middle Name (optional), Last Name, Address, City, State/Province, Zip, Phone Number, Email (Optional), Birthdate, High School, Graduation Year, School Enrollment, Jersey Number, Position, Secondary Position (optional), Height, Weight, Bats, Throws, Photo (player photo upload is optional).

ALL OF THIS INFORMATION MUST BE ENTERED FOR EACH PLAYER BEFORE CLICKING ON THE "SAVE PLAYER" BUTTON AT THE BOTTOM OF THE ENTRY FORM. You can also upload a photo but it is not a requirement to register a player. Repeat this process for each team member and make sure that you click on the "Save Player" button at the bottom for each player. It takes time but it does not have to be done in one session. Once coaches and players are saved to the database they will be there the next time you log in to the team registration page. You can make edits to any or your coaches or players by logging on and choosing "Edit" to change the information.

Returning Players

All of your returning players should be in the database. To find them start typing their name into the "Find Player" window at the top of the screen. Once the system finds the player in the database a drop down window will show the listed player. Then click, or arrow down and hit enter to select the player. All of the information player information will show up on the screen form.

Player Search

Find Player

[70884] Nate Lamberty - Bozeman, MT

New Players

For new players you will have to enter all of the information in each box. Boxes that have red asterisk * next to them are mandatory fields that have to be filled in before the system will allow that player information to be saved in the system. After entering all information into the screen form go to the very bottom and click on the **"Save Player"** button. After saving a new player you will go back to the main roster page where you can click on "Add Player" again to add another player, or edit an existing player that is already entered into the system.

Player Information

Dual Roster

Check this box if player will appear on both JR & SR team.

First Name *

Middle Name

Last Name *

Address *

City *

State *

Alabama ▼

Zip *

Phone Number *

Zip *

You can edit or remove a player after it has been entered into the database by clicking either "edit player" or **"remove"** to remove the player from the database. You can stop at any point and come back to you team

roster by logging back into the system and navigating to the roster page. Once all of the information has been entered in please check it over and have your coaches check it over to make sure it is right. For programs that have A and AA teams there is a small check box at the top of each player's roster page that needs to be checked if the player is double rostered on both the A and AA teams.

Player Information

Dual Roster
Check this box if player will appear on both JR & SR team.

Step 3: Submit Roster for Review

After entering all of your players "**Click here to submit final roster >>**" to submit your final roster in to the American Legion National team database. **ONCE YOUR ROSTER IS SUBMITTED HERE YOU CAN'T MAKE ANY CHANGES TO IT. PLEASE MAKE SURE IT IS COMPLETE AND ACCURATE SO NO PLAYERS ARE LEFT OFF OF YOUR ROSTER.**

STEP 2: Add Players to the Roster

You have reached the minimum number of players required for your roster. You may add more players or continue to submit your registration.

Final Roster Must Still Be Submitted

[Click here to submit final roster >>](#)

You have 5 player(s) with no secondary position specified. Please edit these players and specify a secondary position if possible. Otherwise, you may continue.

After your roster has been submitted you can print your Form 1 and download the complete roster as a excel file. The Montana/Alberta State Chairman can log in to the Montana admin page and print the Form 1's for all teams that have registered so teams do not need to mail a copy of the Form 1.