



P.O. Box 800669 • Santa Clarita, California 91380-0669
Complex Address: 23437 Valencia Blvd., Valencia, CA 91355

October 21, 2008

Attn: General Membership
Re: Risk Management Policy for Wm. S. Hart Baseball/Softball

Effective Spring 2009 all Directors, Managers, Coaches, Team Moms, and any other individuals requesting contact with the players, will be required to go through the Live Scan process.

Anyone having contact with the players at games or practices will be required to be live scanned prior to the first practice.

Please note that this process is league specific and you must be scanned even if you have been through the process for other organizations.

Individuals are only required to go through this process one time. DOJ will update us of any changes once your information is on file.

All Directors, Managers, Coaches and other League Volunteers are subject to the approval of The League. We reserve the right to deny approval for any reason deemed appropriate by our Board of Directors.

Procedure:

Fill out the "Request For Live Scan Service" Form BCII 8016 available here:

http://www.hartbaseball.org/html/live_scan_form.pdf

Three copies are required:

- 1 – Live Scan Operator
- 2 – Applicant
- 3 – Submit to Wm. S. Hart – NOTE MAKE SURE THERE IS NO SOCIAL SECURITY NUMBER LISTED ON THE FORM SUBMITTED TO WM. S. HART BASEBALL/SOFTBALL – We do not retain sensitive personal information such as Social Security numbers.

Applicants are required to pay any required fees. (Typically around \$20).

A list of Live Scan locations can be found here:

<http://ag.ca.gov/fingerprints/publications/contact.htm#los%20angeles>

One of our local vendors, Instant Imprints, will discount the normal \$20 fee to \$15 for anyone that pays by cash or check. PLEASE CALL AHEAD!

Instant Imprints - http://maps.google.com:80/maps?sourceid=navclient&ie=UTF-8&rlz=1T4GGLJ_enUS294US294&q=25020+Avenue+Stanford%2c+%23190+Valencia%2c+CA+91355

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