
PENN MANOR REC BOYS & GIRLS BASKETBALL

2019 - 2020

LEVEL	GRADE	FEE
Instructional	2	\$20
College	3-4	\$55
Pro	5-6	\$55
Travel Team	5-6	TBD
NBA	7-12	\$60

NO FUND RAISER!!

\$25 Late Registration Fee after October 15th, for grades 2 thru 6 and December 5th, for grades 7 thru 12.

*Selected Travel Team Players will be subject to an additional FEE to cover the cost of Game Jerseys and other travel team expenses.

Members of any school basketball team are NOT eligible to play Penn Manor Rec Basketball

REGISTRATION PLACE & TIME

Mon.	September 30	Manor Middle	6-8 PM
Tues.	October 1st	Manor Middle	6-8 PM
Wed.	October 2nd	Marticville Middle	6-8 PM

* Practice and Scheduled Games will not be known until *
all registration and rosters are complete.

**NOT AFFILIATED WITH
PENN MANOR SCHOOL DISTRICT**

Email address for contacting Penn Manor Rec with questions -
pennmanorrec@yahoo.com

IMPORTANT information about 2019-2020 basketball season -- CLEARANCES

Dear Parents and Coaches of Penn Manor Rec Basketball,

If your child is playing Rec Basketball this season, we need your help! State law now requires ALL coaches, assistants, and referees to complete background checks before working with players. We realize this may pose an inconvenience, but the goal is to ensure the safety of our children, and this league can only continue if enough parents and community members continue to volunteer to fill these important roles. The good news is, for most of us these background checks are free, and should not take much time at all (perhaps 15-20 minutes).

From date of completion, clearances are active for **five years**. After each clearance, you will receive a .pdf from the state certifying a clear background. The ideal way to submit your clearances are to attach all documents to the same email and send them to pennmanorrec@gmail.com. This email is for all things related to clearances... general questions can still be directed to pennmanorrec@yahoo.com, or there is also a public Facebook group called PENN MANOR REC BASKETBALL. If you have already completed these clearances (for work, or to volunteer at your child's school, church, or another program), simply submit copies to Penn Manor Rec (no need to complete the process again.)

Documentation must be received BEFORE working with players, so we are asking that all documents be received by **Friday, October 11th**. Each team is strongly encouraged to have multiple parents submit clearances. If a coach cannot attend practice or a game, the team must cancel/forfeit unless another parent with clearances submitted can fill in. **PLEASE, consider completing this process just in case your team needs you to step up in an emergency.**

Procedure for Completing Background Clearances:

If you have been a PA resident for 10+ years: complete only 1 & 2 (free). If not a PA resident for 10+ years, all three must be completed.

1- PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

ELECTRONIC SUBMISSION <https://epatch.state.pa.us>

Applicants can go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police or apply by mail. When you visit the website, click the yellow box "New Record Check" (Volunteers only).

Pennsylvania State Police Request for Criminal record Check Form (SP4-164) Once this background check has been requested, a Record Check Details response status screen will appear. Please select and print the Certification Form.

2- CHILD ABUSE CLEARANCE INSTRUCTIONS

ELECTRONIC SUBMISSION <https://www.compass.state.pa.us/CWIS>

The School Employee or Volunteer box should be checked under purpose of clearance. Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately. The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application. If you have trouble accessing the application you may need to download the latest version of Adobe Reader, which is available free on the internet. Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit. For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

3- FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK

INSTRUCTIONS - \$22.60 Identogo Complete only if you have not been a PA resident for the entirety of the past ten years. Registration - The applicant must register prior to going to the fingerprint site. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST.

Instructions for submitting clearances:

For recordkeeping and organization, the ideal method of submitting documentation is by email. To submit clearances or ask questions about clearances, please contact us at pennmanorrec@gmail.com. Be sure to include these .pdf documents as attachments all in the same email, and please include the following information:

- Your name and the name & grade of the son/ daughter / relative you are volunteering to coach.
- The phone number & email address that would be best for contacting you.

Thank you very much for your time and patience as we all adjust to this new legal requirement. Respectfully,

~ The Penn Manor Rec Basketball Board

