**Hawaii Pony Baseball, Inc.**

**2020**

**Certification Process Information**

1. **Certification Requirements**
2. A volunteer applicant to manage, coach, and all volunteers associated with a team in a registered PONY affiliated league will be required to complete the Hawaii Pony Coaches Certification Program.
3. Affiliated PONY leagues will encourage, support, and enforce this requirement forall volunteer coach candidates or anyone allowed to work with the youths in their program.
4. American Sports Education Program, Positive Coaching Alliance and Concussion certificates is required online courses are available or PCA live workshops will be offered - TBA.
5. Applicants will be required a Criminal Background Check completed by Hawaii Pony Baseball annually.
6. Incomplete information on application may be reason for denial of certification.
7. All Managers, Coaches, Assistant Coaches, Team Moms, Team Dads, etc. (any volunteer working with the players) must complete the required certification process to be certified.
8. Post season (tournament) team coaching staffs selected by your league must be certified and/or registered for the current season by the specified deadline dates. There will be no exceptions.
9. For liability and certification validation - issued certification ID badges must be visibly worn at all practices and games. ID badges will be required for attendance verification at workshops and tournament meetings.
10. **NEW APPLICANTS - Certification Process**: **Successful completion of the following:**

**New Applicants are required to complete and submit the ALL the following items together. DO NOT SEND ANY ITEMS SEPARATELY. YOUR APPLICATION WILL NOT BE PROCESSED IF ITEMS ARE SENT INCOMPLETE. SEND ALL ITEMS TO** **hawaiipony@gmail.com** or **Hawaii Pony Baseball – P.O. Box 1234 – Waianae, HI 96792.**

1. **Registration copy or verification** – Register online at **www.signmeup.com/133031**
2. **Registration Fee is $20.00. Registration covers** - Background Check, Coaches Certification Identification Badge, Official Rules of Major League Baseball and PONY Baseball Rule Book, with shipping and handling, Electronic copy of the Coaches Certification Handbook and Pony Baseball Risk Management packet.
3. **Volunteer Application** - Current season forms only will be accepted.
4. **Copy of a valid government issued Identification**
5. **Head shot photo** – jpeg format – Taken with a plain solid background - with no objects in the photo or behind the person in the photo (similar to a school portrait) – appropriately dressed - wearing a full shirt – with no sunglasses or hats/caps/bandanas.  **SUMBIT PHOTO AS A SEPARATE FILE DOCUMENT ON THE SAME EMAIL WITH ALL OTHER DOCUMENTS TOGETHER.**
6. **Background Check** – Pony Baseball has partnered with First Advantage Screening Solutions. All background checks will be done with First Advantage whether completed by Hawaii Pony Baseball or optional to do a self background check. If a self background check is selected, log on to [**https://my.fadv.com**](https://my.fadv.com) there is an additional cost of $24.95. Select Consumer Services, it will take you to the Background Check starting page. Upon completion – save report to your files and forward a copy of the report to **hawaiipony@gmail.com****.**
7. **American Sport Education Program online course: Cost is $19.95** – [**www.PONYCoaching.org**](http://www.PONYCoaching.org) - Coaching Youth Baseball – Certificate of completion with online course transcript – Reference online instructions.
8. **Positive Coaching Alliance** – **Cost is $30.00** **–** [**https://shopping.positivecoach.org/Courses/Double-Goal-Coach**](https://shopping.positivecoach.org/Courses/Double-Goal-Coach)- Online Course (Double-Goal Coach: Coaching for Winning & Life Lessons) or live workshop when available – Certificate of Completion. Discount is no longer offered. Hawaii Pony Baseball honors PCA issued (1 Year) certificates for 3 years from the date of certificate.
9. **Concussion Certificate**: Renewal is required annually. Certificates are valid for one (1) year from date of certificate.

**Hawaii Concussion Awareness Program (HCAMP) link** - [**https://www.HCAMP.info/pony**](https://www.HCAMP.info/pony)

1. **Cardiac Arrest Prevention:** Researching Hawaii Laws & Cardiac Arrest Prevention Protocols. Certification requirements to be determined. We will notify leagues and coaches.
2. **RENEWALS - Certified Coaches – Required to Complete the following:**
3. Certification is valid for coaching career unless suspended or revoked, which may require coach to repeat part or all of certification courses prior to re-certification approval.
4. **Online Registration is required annually. 2020 registration website** – [**www.signmeup.com/**](http://www.signmeup.com/127333)**133031**
5. **Registration Fee - $20.00** - **Registration covers** – Coaches Certification Identification badge, Current season Pony Baseball Rule Book or previous year rule book with a copy of rule changes and Major League Official Rule Book, Background check, Electronic copy of the Coaches Certification Handbook and Pony Baseball Risk Management packet.
6. **Background Check** – Pony Baseball has partnered with First Advantage Screening Solutions. All background checks will be done with First Advantage whether completed by Hawaii Pony Baseball or optioned to do a self-background check. If a self-background check is selected, log onto [**https://my.fadv.com**](https://my.fadv.com) there is an additional cost of $24.95. Select Consumer Services, it will take you to the Background Check starting page. Upon completion, save a copy to your files and forward a copy of the report to **hawaiipony@gmail.com****.**
7. All documents on file must be valid and up to date. Submit an update valid government Identification, application, coaches course certificate(s) and/or headshot photo – upon notification – when applicable.
8. **Concussion Certificate**: Renewal is required annually. Certificates are valid for one (1) year from date of certificate.

**Hawaii Concussion Awareness Program (HCAMP) link** - [**https://www.HCAMP.info/pony**](https://www.HCAMP.info/pony)

1. **Cardiac Arrest Prevention:** Researching Hawaii Laws & Cardiac Arrest Prevention Protocols. Certification requirements to be determined. We will notify leagues and coaches.
2. **Coaches Certification Information**
3. Application and registration process will be the responsibility of the applicant not the league or organization. Application Certification Packets may be requested by your league Coaches Certification Coordinator or email: **hawaiipony@gmail.com**
4. Applications and all required documents received after the deadline dates will not be eligible for tournament manager, coach or business manager and may not be processed immediately. Preference is given to applications submitted on time.
5. Incomplete applications or any missing required documents will not be processed.
6. It is at each league’s option to reimburse applicants any cost of this program. Please see your league administrators.
7. There will be no refunds on registration fees.
8. Certified Coaches must register annually online. Certification Renewal Reviews will be conducted annually. An updated application will be required upon request when applicable.
9. **PCA Renewals**: Hawaii Pony Baseball honors PCA issued (1 Year) certificates for 3 years from the date of certificate. Certificates must be renewed after 3 years expiration.
10. Electronic Coaches Certification Handbook and Electronic Risk Management Handbook, Current season Pony Baseball Rule Books and Major League Rule Book, Rule changes and Coaches Identification badges will be issued annually upon completion of certification or renewal process. Prior year rule books will be issued along with the current rule changes. Current year rule books are not available until March/April of the current season.
11. **Suspension - Upon the Discretion by the Coaches Certification Committee**
12. A suspended manager or coach by league officials, or whom is ejected during regular season play for inappropriate conduct twice in one season or suspended or revoked for inappropriate conduct while on or off the field may have his/her certification suspended or revoked. A manager or coach ejected during post season will be reviewed by the Certification Committee for disciplinary action(s).
13. A complete evaluation of a suspended or ejected coach manager or coach will be conducted by the Coaches Certification Committee to conclude a decision and a duration period of a suspended or revoked certification.
14. To reacquire certification, a suspended /revoked manager or coach may be required to repeat all or part of the certification requirements.
15. **Replacement - ID Badges/Other Materials:** To replace a misplaced or lost certification ID - Replacement fee is $5.00 (No S/H). MLB & Pony Rule Book - $10.00 (Add S/H- $5.00) Hard Copy of Certification Handbook/Risk Management Packet - $5.00 (Add $5.00 - S/H).
16. **Background Checks:** Gwen Earll and Nalani Thompson will be the only administrators authorized to conduct applicant’s background checks. Applicant’s choice of incomplete personal information missing on the application will be contacted by one of the administrators.

**2020 Season: 2021 Season:**

**Registration Notice: November 10, 2019 November 10, 2020**

**Registration Start November 15, 2019 November 15, 2020**

**Certification Deadlines: Shetland – Bronco: February 28, 2020 February 28, 2021**

 **Registration Closed: March 15, 2020 March 15, 2021**

**Summer/Fall Open Registration: May 1 - October 30th annually**

**2020 Registration Website:** [**https://www.signmeup.com/133032**](https://www.signmeup.com/133032) **- Opens May 1st**

**Deadline Date: Shetland – Bronco – February 28**

**Deadline Date: Pony & Colt – March 15**

**Website Close Date: March 15**

**There will be no exceptions – Manager or Coach will not be eligible for tournament if certification is not completed by the deadline date.**