

**ACES BASEBALL ORG:**  
**Approved July 2024 -/-**

**ARTICLE 1: CORPORATE IDENTITY**

**Section 1.1 — Aces Baseball Club**

This Corporation shall be known as hereinafter referred to as the “Organization”.

**Section 1.2 — History of Corporation**

for charitable non-profitable purposes under the Nonprofit Public Benefit Corporation Law of the State of California.

**ARTICLE 2: OFFICES**

**ARTICLE 3: OBJECTIVES AND PURPOSES**

**Section 3.1 — Purpose**

The purpose of the Organization shall be to promote, govern, supervise, equip, and sponsor all baseball as played by youth 8 years of age and over using the doctrine of positive coaching.

**Section 3.2 — Goals and Objectives**

Enjoyment of the game shall be the basic goal of all participants. The Organization shall strive to provide positive coaching through training and putting athletes first, then teaching character, good sportsmanship, teamwork, honesty, loyalty, courage, and fostering self-motivation. The Organization shall also coach for mastery of the game without fear or intimidation while developing

a working relationship with each player. Honor and respect of the game shall be paramount while an emphasis on winning shall be minimized.

**Section 3.3 — Prohibited Activities**

The Organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers not in the furtherance of the charitable purposes described in the Articles of Incorporation and these Bylaws.

**ARTICLE 4: DEDICATION OF ASSETS**

The properties and assets of this nonprofit Organization are irrevocably dedicated to charitable purposes. No part of the net earnings, properties, or assets of this Organization, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any Director or Officer of this Organization. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all the debts and liabilities of the Organization shall be distributed to a

nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1986, or the corresponding provision of any successor status or which is described in Section 170 (c) (2) (B) of that Code or the corresponding provision of the successor statute.

**ARTICLE 5: OFFICERS OF THE ORGANIZATION**

The Officers of the Organization shall consist of the Executive Committee of five (5) and a Board of Directors of no less than ten (10) and up to sixteen (16). The Officers of the Organization will hereinafter be referred to as the “Board”. The Board is responsible for the administration, management, and supervision of the Organization in accordance with the Organization’s Bylaws and Articles of Incorporation. The Board shall have fiscal responsibility for all revenue, expenses and costs generated for the governance of the

Organization in accordance with the bylaws and the non-profit laws of California. The Board is also responsible for establishing those committees or positions deemed necessary to support the goals of the Organization and its responsibility to the youth of the Organization.

#### Section 5.1 — Executive Committee

The Executive Committee shall consist of a President, Vice-President, Secretary, Treasurer, and Head Commissioner.

#### Section 5.2 – Board of Directors

The Board of Directors shall consist of any amount of members of the Organization. Members of the Board shall be those persons who, being Organization members of good standing and being duly elected in accordance with these bylaws have agreed to serve. The immediate past President may be an “Ex Officio” member of the Board of Directors.

Section 5.3 — Number of Officers of the Organization The authorized number of people making up the Board shall be a maximum of twenty-two (22), including the Ex-Officio Member.

Section 5.4 — Qualification of Officers of the Organization Any bondable person eighteen (18) years of age or older and being a general member in good standing of the Organization may be elected to serve as a Board member. Additional qualification for Board consideration is a general member, who, as an active member of the Organization has attended at least two (2) general membership meetings during the course of a season season. This requirement can be waived by a majority vote of the Board.

#### Section 5.5 — Term of Office and Elections

- A) All members of the Board shall be elected for a term of two (2) years. In order to enhance the stability of the Board, the President, Secretary, and five (5) minimum or up to eight (8) Directors shall be elected every year while the Vice President, Treasurer, Head Commissioner and five (5) minimum and up to eight (8) Directors shall be elected on odd years. The Past President will serve as an Ex-Officio member of the Board serving a two year term in concurrence with the current President.
- B) The President shall appoint a nominating committee to recommend members for election to the Board.
- C) Elections for membership to the Board will take place in June at the last General Membership meeting for the season.
- D) Nominations for election to the Board shall be presented at the General Membership meeting in the month preceding the election (May) or at the General Membership meeting held to elect members of the Board (June). On the night of the elections, the Executive Committee members shall be elected prior to electing Directors.
- E) Each General Member in good standing, present at the time of election, will have one vote and all voting will be by secret ballot.
- F) No member will be permitted to campaign for any member nominated for office by distributing material of any kind intended to influence the membership voting or by demonstrations to the membership within that place designated as the meeting hall. Any violation of this prohibition by any member or group shall be held to be a waiver of membership by a majority vote of the Board present, and said violators shall not be allowed to remain or vote.
- G) The President shall appoint three (3) eligible members not nominated for office to count all ballots and the results of the balloting in numbers shall remain secret.
- H) Any nominated member receiving a majority of the ballots counted will be considered as being successfully elected to the Board.
- I) The past President “Ex Officio” will be the only person allowed to sit on the Board without

completing the nomination and election process before the General Membership.

J) All Executive Committee and Directors so elected will take office at the first Board meeting held in August following the election.

#### Section 5.6 — Powers

A) General Board Powers. The business and affairs of the Organization shall be managed and all corporate powers shall be exercised by or under the direction of the Board.

B) Specific Powers. Without prejudice to their general powers, the Board shall have the power to:

- (1) Remove Board members and General members of the Organization; prescribe any powers and duties for each officer consistent with the law, the Articles of Incorporation, and these Bylaws.
- (2) Change the principle executive office or the principle business office from one location to another.

#### Section 5.7 — Vacancies

A) Events Causing Vacancies. A vacancy on the Board shall be deemed to exist at the occurrence of any of the following:

- (1) The death, resignation or removal of any member of the Board.
- (2) Resignation. Except as provided in this paragraph, any Board member may resign, which resignation shall be effective on giving written notice to the President of the Board or to the Secretary of the Board, unless the resignation specifies a later time for the resignation to become effective. No Officer of the Organization may resign when the Board would then be left without a duly elected Director or Executive Committee member in charge of their affairs.
- (3) Removal. Removal of any member of the Board can only be done by a two thirds (2/3) majority vote by the Board, and said voting shall be made at a Special Meeting as described in Section 7.1. In no event shall any special meeting for the purpose of removal of any Director take place until a quorum is in attendance as described in Section 7.3. The following reasons are grounds for dismissal of an Officer of the Organization:
  - i. Lack of attendance. If any Board member is absent for three consecutive Regular Board Meetings (as described in Section 7.1) without being excused in advance by the President or Vice-President, said Board member is subject to removal or other disciplinary action by a two thirds (2/3) majority vote of the Board at a Special Meeting. Advance notification to the President or Vice-President shall be verbal or written, but shall in no case be received later than two hours prior to a meeting. After the third missed Regular Board Meeting, a Special Meeting may be requested by any Board member for a removal or disciplinary vote.
  - ii. Action unbecoming a Board member. If any Board member performs an act which is considered by the Board as an act which is not consistent with the purposes and objectives of the Aces Baseball Club Organization as stated in the Articles of Incorporation and these Bylaws, said Board member is subject to removal or other disciplinary action by a two thirds (2/3) majority vote of the Board at a Special Meeting.

B) Filling of Vacancies. Vacancies of the Board shall be filled by the following means:

- (1) Annual ballot in accordance with Section 5.5 of these Bylaws.
- (2) Emergency vacancy ballot. If a vacancy exists after the June General Membership meeting, the President may nominate a candidate to the Board for approval by majority vote at a Regular Board Meeting. Such candidate, after acceptance of the Board, shall be confirmed by a majority vote at the next scheduled General Membership meeting.

#### ARTICLE 6: GENERAL MEMBERSHIP

Section 6.1 — Definition Any active participant of good character in PHBA activities who is eighteen (18) years of age or older and being a member in good standing shall be considered a General Member of the Organization. This includes parents, managers, coaches, umpires and other contributing volunteers.

Members shall be considered to be in good standing who have paid the required Organization dues, fees or assessments and completed their volunteer duties in accordance with these bylaws and are not suspended.

#### Section 6.2 — Rights of Members

- A) All members in good standing have the right to one vote in PHBA elections and one vote in all other matters brought before the General Membership.
- B) All members in good standing have the right to actively participate in the Organization.
- C) Members in good standing are subject to removal or other disciplinary action in accordance with the same procedures applicable to the Officers of the Organization as specified in Sections 5.6 and 5.7.

### ARTICLE 7: MEETINGS

#### Section 7.1 — Meetings of the Board

### ARTICLE 8: RESPONSIBILITIES OF ELECTED OFFICERS

#### Section 8.1 — President

No person shall be elected to the office of President until such time as they have served at least one (1) year as a member of the Board. It shall be the duty of the President, shall see the Board is advised of all significant matters of the Organization's business; shall see all orders and resolutions of the Board are carried into effect; and review and approve all Organization expenditures. As President, he/she shall be empowered to act, speak for, and otherwise represent the Organization between meetings of the Board, within the boundaries of the policies and purposes established by the Board as set forth in the Articles of Incorporation and these Bylaws, subject to the term of office as prescribed or said President is removed under the procedures governing the removal of elected officers. Additionally, every two years, the President shall be responsible for ensuring the Organization's Bylaws are reviewed at the start of the new season. The purpose of the Bylaws review will be to ensure they are current, relevant, and accurately reflect how the Organization works.

#### Section 8.2 — Vice-President

The Vice-President shall report directly to the President. It shall be the duties of the Vice-President, duly elected by the General Membership, to assist the President in all manners possible and to assume all powers granted to the President whenever the President is unable to perform the duties of his/her office for any reason whatsoever, including removal of the President from

office as prescribed, until the Vice-President has served the full term of office as prescribed or is removed under the rules governing the removal of elected officers.

#### Section 8.3 — Treasurers (Each team has a Treasurer)

- A) The Treasurer shall report directly to the President and shall be the chief financial officer of the Organization. The Treasurer, duly elected by the General Membership, shall have the following powers and duties:
  - (1) Books of accounts. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the Organization. Such books and records of accounts shall include accounts of the Organization's assets, liabilities, receipts, disbursements, gains, losses, capital, and other matters customarily included in financial statements.
  - (2) Deposit and Disbursement of Money and Valuables. The Treasurer shall deposit all money and other valuables in the name and to the credit of the Organization with such depositories as may be designated by the Board, shall disburse funds of the Organization as may be ordered by the Board; and shall render to the President and Board, whenever requested, an account of all financial transactions and the financial condition of the Organization. The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Board or by these Bylaws.

B) If required by the Board, the Treasurer shall be bonded in the amount and with the surety specified by the Board for the faithful performance of the duties of Treasurer and for restoration to the Organization of all its books, papers, vouchers, money, and other property of every kind in the Treasurer's possession or under the Treasurer's control on his/her death, resignation, retirement, or removal from office.

#### Section 8.4 — Secretary

The Secretary shall report directly to the President. It shall be the duty of the Secretary, duly elected by the General Membership, to cause to be recorded all actions taken by the General Membership at regularly scheduled meetings, Board meetings, and all other meetings called by the President, and to cause to be preserved all such records as may be placed in the Secretary's charge, at the Organization's principal office or such other location as the Board may direct, until such time as he/she may be authorized to destroy same or is removed from office under the procedures governing removal of officers.

Under the provisions defined in Section 8.6B), the Secretary will also be responsible to perform the role of Parliamentarian at all Board meetings. As Parliamentarian, the Secretary will ensure proper governance is maintained at all Board meetings and that Roberts Rules of Order are followed by all in attendance.

#### Section 8.5 Head Commissioner

A) No person may be elected to the position of Head Commissioner until such time as they have served at least two (2) years as a member of the Board of Commissioners. The Head Commissioner, duly elected by the General Membership, shall have the authority to act as they deems necessary in situations arising during the term of office; take actions as may be required to enforce the Organization's rules, bylaws, and/or protocols regulating managers, coaches, players, parents, volunteers, and the playing of the game; and act on behalf of the Organization in all such actions. The Organization agrees to defend actions brought against the Head Commissioner as a result of action taken on behalf of the Organization, assuming the action taken was in proper accordance with Organization Rules and these Bylaws.

B) Responsible for the recruitment and retention of managers and coaches for the respective teams in the baseball and softball Divisions established by the Board

C) Establish the appropriate training programs and clinics for managers and coaches' necessary to ensure positive coaching, good sportsmanship, and the proper teaching of baseball and softball mechanics.

D) Ensure compliance by managers and coaches' with Board-established protocols for background investigations, child safety and medical awareness.

#### Section 8.6 — Board Of Directors

The Board of Directors, duly elected by the General Membership, shall report directly to the President. It shall be the duty of all members elected to the Board of Directors to attend all Board meetings; to attend the General Membership meetings; to be entrusted with budget accountability

as appropriate; to investigate, as required, all matters brought to their attention by the President; to assist the President in all matters possible to effect the direction of the General Membership; to participate in all Special Meetings regarding removal of officers or members from office or the

Organization; to attend all emergency meetings called by the President; to accept committee (Director) assignments as assigned by the President to support the goals of the Organization in accordance with the Organization's bylaws and its commitment to the Organization's youth; and to consider, recommend and participate in all decisions regarding any such act or action properly considered as reflecting on the purposes of the Organization, until their term of office shall expire or they are removed from office under the rules governing the removal of elected officers.

The Board of Directors shall be comprised of the following essential Director positions:

## STANDING COMMITTEE RESPONSIBILITIES OF THE BOARD OF DIRECTORS:

### B) GOVERNANCE

Governance responsibility ensures the rules, norms, and activities of the Board are structured, sustained, regulated, and accountable in accordance with the Organization's Bylaws and Articles

of Incorporation. Within governance, the role of Parliamentarian is responsible for understanding and enforcing rules of order and the proper procedures for the conduct of Board meetings in accordance with Roberts Rules of Order. Assists the Board in the drafting and interpretation of

bylaws as well as member conduct during Board meetings. Despite appearing as one of the Board of Directors committee responsibilities, Governance is the responsibility of the Executive Committee.

### C) DATABASE MANAGEMENT

Database management has responsibility for the Organization's database program handling registration and the capturing of personal information and fees for families registering their children in the Organization's baseball and softball programs. Requires monitoring the Organization's database for data accuracy and currency plus other financial information necessary for managing the Organization's activities.

### D) WEBSITE AND COMMUNICATION

Website responsibility covers all communications generated by the Board for the purposes of notifying the Organization's General Membership of all preseason, in season, and post-season Organization activities. This includes website updates and announcements, mass emails, social media, and any other type of communication used to provide information to the Organization's General Membership of upcoming Organization events.

### E) UNIFORMS (House, All-Stars, Travel)

Responsible for ensuring all baseball and softball teams (House, All-Stars, Travel) supported by the Organization are properly uniformed for the season and tournaments. For the All-Stars and Travel programs, this responsibility includes coordinating and overseeing the persons in those organizations responsible for meeting the uniform needs of their respective programs.

F) EQUIPMENT (Regular Season/Tournaments) Responsible for ensuring all teams supported by the Organization during the regular season are properly equipped with the equipment (balls, helmets, bats, catchers gear, etc.) necessary to play

the game of baseball and softball. For tournaments, ensuring there are enough baseballs and softballs to support the number of games to be played during the tournament.

### G) FUND RAISING

K) RECOGNITION PROGRAMS (Awards, Trophies, Picnics, etc.) This Standing Committee is responsible for the Organization's Awards and Recognition program. Works closely with the Head Commissioner on candidate identification, awards schedule, and coordination of awards/ recognition events. Maintains the relationship with appropriate vendors

for the acquisition of awards for Board-nominated volunteers, Commissioners-selected managers, team trophies, as well as any other form of volunteer recognition.

To complete the makeup and requirements of the Board, as defined by Sections 5.2 and 8.2, the remaining Directors shall assume other coordinating responsibilities identified by the Board to support the Organization's activities. Some of those responsibilities, as follows, may include but

not limited to:

## COORDINATOR RESPONSIBILITIES OF THE BOARD OF DIRECTORS

### N) SCHOLARSHIPS COORDINATOR

This responsibility involves the handling of and responding to General membership requests at the time of registration for financial assistance to cover registration fees allowing a family's child or children to play baseball or softball in the Organization. Board approval is required of all scholarship requests.

## O) RISK MANAGEMENT COORDINATOR

Responsible for overseeing the insurance needs and requirements of the Organization. Monitors the Organization's exposure to risk and advises the Board on measures to take to minimize exposure.

## ARTICLE 10: CONDUCT

The Organization expects every Board member, manager, coach, umpire, parent, player, and any other volunteer coming into contact with the children in the Organization to conduct themselves in a manner promoting positive behavior, good sportsmanship, character-building, teamwork, honesty, loyalty, courage, and self-motivation. Additionally, it is the expectation of the Organization that every Board member, manager, coach, umpire, parent, player, and any other volunteer in the Organization will ensure the environment and atmosphere each child practices and plays in will be safe. Every person in the Organization is expected to adhere to the personal conduct policies established and posted by the Organization.

### Section 10.1 – Positive Coaching

The Organization's goal is to create a culture where kids love to play the game. To accomplish this, the Organization adheres to the philosophies and principles of positive coaching. It is the expectation of the Organization that Board members, managers, coaches, umpires, players, parents, and other Organization volunteers will learn and apply these principles in their ongoing contact with the youth of the Organization. Through training, conduct, contracts, flyers, and enforcement, the Organization promotes and encourages positive coaching as a means to achieve the Organization's goal and objective of providing a positive, nonthreatening environment where kids learn to love playing the game of baseball.

**Section 10.2 – Bullying/Harassment/Intimidation** The Organization will not tolerate bullying or harassment of any form, including any social media forums, or at any location, or activity under the jurisdiction of the Organization. Any Organization Board member, Manager/Coach, Umpire, Player, and/or Parent who engages in bullying will be subject to disciplinary action up to and including removal from the Organization in accordance with those policies established by the Organization.

### Section 10.3 – Sexual Abuse and Misconduct

In accordance with legislation passed by the state of California, the Organization has instituted a policy all Board members, managers, coaches, parents, and volunteers within the Organization are expected to follow. The Organization prohibits and does not tolerate sexual abuse or misconduct in the workplace or practice and playing fields during any Organization-related activity. Policy established by the Organization provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as referral for possible criminal prosecution. No employee, volunteer, board member or any other person affiliated with the Organization, regardless of his or her title or position, has the authority to commit or allow sexual abuse or misconduct.

## ARTICLE 11: RECORDS AND REPORTS

**Section 11.1 — Maintenance of Articles and Bylaws** The Organization shall keep at its principle executive office the original or a copy of the Articles of Incorporation and Bylaws as amended to date.

**Section 11.2 — Maintenance of Other Organization Records** The accounting books, records, and minutes of the proceedings of the Board shall be kept in accordance with Section 11.5, or at the principle executive offices. The minutes, as well as the accounting books, shall be kept in either written, typed, electronic, or in any other form capable of being converted into written, typed, or printed form.

**Section 11.3 — Inspection by Directors**

Every Board member shall have the absolute right at any reasonable time to, upon written request to the President, inspect all books, records, including books of accounts, and documents of every kind and the physical properties of the Organization. This inspection by a Board member may be made in person or by an agent or attorney of that Board member. The right of inspection includes the right to copy extracts of documents. A Board member shall be appointed by the President to oversee the inspection. No original documents shall be removed from the property.

#### Section 11.4 — Inspection by Members

Every general member of the Organization has the right to upon written request review Corporation minutes, financial statements and other records, excluding disciplinary and other confidential records.

#### Section 11.5 — Retention of Records

The Board shall retain corporate records for a minimum of 7 years in accordance with applicable

### ARTICLE 12: EXPENDITURE & DEPOSITING OF FUNDS

#### Section 12.1 — Deposits

All moneys received by, and in the name of, the Organization shall be deposited by the Treasurer of each team in an Umpqua account as authorized by the Board and shall remain in said account until a change of depository is authorized by the Board. All moneys received shall be the direct

responsibility of the Treasurer. A certain sum designated by a majority of the Board may be deposited in an insured savings account as designated by the Board.

#### Section 12.2 — Budgets

The Board shall approve an annual budget for all teams revenues and expenditures and shall authorize appropriate persons responsible to incur debts up to the approved budgeted amount on behalf of the Organization. Any expense above the budgeted amount must be approved in advance by a majority vote of the Board. Under no circumstance shall more than \$1500.00 be spent without prior board approval.

#### Section 12.3 — Payments

In order to satisfy outstanding debts incurred by said Organization, key members of the Executive Committee and/or the Organization (e.g., President, Vice-President, Treasurer, Field Coordinator, Snack Shack Supervisor, etc.), upon Board approval, shall be issued credit/debit cards

and shall be authorized to use those assigned cards to pay debts incurred on behalf of the Organization. All expenditures made by those persons authorized to use such cards shall be reported to the Board of Directors by the Treasurer. Any checks issued to pay credit/debit card debts or any other non-credit/debit card debts incurred

on behalf of the Organization, the Treasurer of each team shall be authorized to issue such checks. The President of the Board, either electronically or by 'wet' signature, and two, the Treasurer's signature on the

check after the President's authorization has been received by the Organization's accounting application. As with credit/debit card expenditures, all checks authorized to cover debts incurred by the Organization shall be reported to the Board of Directors.

#### Section 12.4 — Financial Reports

All funds expended on behalf of said Organization shall be reported to the General Membership in a monthly financial statement at the regularly scheduled General Membership Meetings.

Section 12.5 — Possible Disappearance of Funds In the event any disappearance of funds becomes known to the President for which a satisfactory disposition cannot be furnished by the person suspected to be responsible, the President is authorized to take such steps as the



President deems necessary to investigate said disappearance and the Organization shall defend the President against any action brought against the President because of such investigation.

#### Section 12.6 — Contingency Fund

Under no circumstance shall the Organization incur debts beyond current assets. A minimum of 10% of the annual budgeted gross receipts shall be maintained as an emergency Contingency Fund. Expenditures from this fund will not be budgeted and, if necessary, withdrawals from this fund can only be approved by a two-thirds (2/3) vote of the Board of Directors.

#### Section 12.7 — Fiscal Year (March 1<sup>st</sup> – Feb 27<sup>th</sup>)

The fiscal year of the Organization shall end on July 31st of each year.

#### Section 12.8 — Review of Financial Records

At the current Board's discretion, records concerning funds of the Organization shall be reviewed on an annual basis. Such review shall be performed by an independent bank, certified public accountant or the internal audit team, and shall be initiated within two months of a newly elected Board taking office.

### ARTICLE 13: CONFLICT OF INTEREST POLICY

Section 13.1 – Establishment The Organization shall establish a Conflict of Interest Policy in accordance with the laws of the State of California and in compliance with rules established by the Internal Revenue Service for non-profit organizations. The Organization's Conflict of Interest Policy shall be developed and adhered to as a document separate from the Organization's Bylaws.

### ARTICLE 14: BYLAWS AMENDMENTS

#### Section 14.1 — Proposed Amendments

All proposed amendments to the Bylaws must be moved for adoption and carry a second by the Board at either a regular Board or General Membership Board meeting. The adopted proposal

may then move to the next General Membership Board meeting for a vote.

#### Section 14.2 — Adoption of Amendments

No vote on any amendment can be taken until the next General Membership Board meeting following the proposed amendments adoption by the Board. Voting on Bylaw changes at a General Membership Board meeting requires a quorum of the Officers of the Organization. If a quorum is

not present, voting on the proposed amendment will be postponed until the next General Membership Board meeting when a quorum of the Board is present.

### ARTICLE 15: CONCUSSION PROTOCOL

#### Section 15.1 — Adoption of concussion protocol

Pursuant to Assembly Bill 2007 passing, California Health and Safety Code 124235 states all youth sports organizations will have a concussion policy in place as of 2017. The code reads as follows:

124235. (a) A youth sports organization that elects to offer an athletic program shall comply with all of the following:

An athlete who is suspected of sustaining a concussion or other head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to any athletic activity until he or she is evaluated by a licensed health care provider. The athlete shall not be permitted to return to athletic activity until he or she receives written clearance to return to athletic activity from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or other head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.

- A) An athlete who is suspected of sustaining a concussion or other head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to any athletic activity until he or she is evaluated by a licensed health care provider. The athlete shall not be permitted to return to athletic activity until he or she receives written clearance to return to athletic activity from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or other head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.
- B) If an athlete who is 17 years of age or younger has been removed from athletic activity due to a suspected concussion, the youth sports organization shall notify a parent or guardian

- of that athlete of the time and date of the injury, the symptoms observed, and any treatment provided to that athlete for the injury.
- C) On a yearly basis, the Organization shall give a concussion and head injury information sheet to each athlete. The information sheet shall be signed and returned by the athlete and, if the athlete is 17 years of age or younger, shall also be signed by the athlete's parent or guardian, before the athlete initiates practice or competition. The information sheet may be sent and returned through an electronic medium including, but not necessarily limited to, fax or electronic mail.
  - D) On a yearly basis, the Organization shall offer concussion and head injury education, or related educational materials, or both, to each coach and administrator of the Organization.  
Each coach and administrator shall be required to successfully complete the concussion and head injury education offered pursuant to paragraph (4) at least once, either online or in person, before supervising an athlete in an activity of the Organization.
  - E) The Organization shall identify both of the following:
  - F) Procedures to ensure compliance with the requirements for providing concussion and head injury education and a concussion and head injury information sheet, as contained in paragraphs (3) to (5), inclusive.
  - G) Procedures to ensure compliance with the athlete removal provisions and the return-to-play protocol required pursuant to paragraph (1).
  - H) As used in this article, all of the following shall apply:
  - I) "Concussion and head injury education and educational materials" and a "concussion and head injury information sheet" shall, at a minimum, include information relating to all of the following:
    - a. Head injuries and their potential consequences.
    - b. The signs and symptoms of a concussion.
    - c. Best practices for removal of an athlete from an athletic activity after a suspected concussion.
  - J) Steps for returning an athlete to school and athletic activity after a concussion or head injury.
  - K) "Licensed health care provider" means a licensed health care provider who is trained in the evaluation and management of concussions and is acting within the scope of his or her practice.
  - L) "This section shall apply to all persons participating in the activities of an Organization, irrespective of their ages. This section shall not be construed to prohibit an Organization, or any other appropriate entity, from adopting and enforcing rules intended to provide a higher standard of safety for athletes than the standard established under this section.
  - M) Based on the implementation of the above, all administrators, along with managers and coaches of the Organization shall be required to successfully complete concussion training prior to supervising any athletes.

#### Section 15.2 – Concussion Training

All managers/coaches must have this training complete prior to any organized activity, whether that be practices or games. All managers/coaches will not be allowed to participate in any organized team activities without the concussion training being done.

The Organization will be using online training provided by the Center for Disease Control and Prevention. The online training is found under their "Heads Up" program. The online course is called "Heads Up to Youth Sports." The training can be found at <https://cdc.gov/headsup/youthsports/training/index.html>. The program is free. The site allows you to print or download a certificate, which will be needed to provide proof of completion of the course.

#### Section 15.3 – Certification

Any administrators, managers, or coaches, who have completed concussion training involving youth other than that provided by the CDC "Heads Up" program may be able to meet our requirement if he/she is able to provide a certificate of completion for the course.

The Organization Administrators, which includes all board members, will need to forward a copy of the certificate to the league Safety Officer, via email. The safety officer will ensure all board members are in compliance with this policy.

It is the responsibility of the administrator, manager, or coach to keep a copy of their certificate of completion. The Organization will not be keeping a copy of the certificates beyond the baseball season for each year. Each year a copy of the certificate must be provided to the Organization for

all administrators, managers, and coaches.

#### Section 15.4 – Player Concussion Evaluation

As per the above law, any time it is believed a player sustained a concussion or other head injury in an athletic activity he/she shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to any athletic activity until he or she is evaluated by a licensed health care provider. The athlete shall not be permitted to return to athletic activity until he or she receives written clearance to return to athletic activity from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or other head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.

#### Section 15.5 – Concussion Incident Report

If a player is believed to have suffered a concussion, the player's manager must complete an incident report and forward it to the Safety Officer.

The Organization will post material involving concussions to our website to be available for view by parents, managers, coaches, and administrators.