



Wilson Baseball & Softball Association

Rules & Regulations

2024 Edition

Updated 1/8/2024

Wilson Baseball & Softball Association

Rules & Regulations Appendices – 2024 Edition

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Appendix A: Participant Criteria

Adopted January 2015 (By-laws); Moved to Appendices October 2019

1. All participants must have a birth certificate and current physical form on file with the WBSA to participate in practices and games. WBSA will establish a hand-in date for these items.
2. All participants shall pay the designated sign-up fee. The fee is non-refundable, unless approved by the WBSA Board. If an applicant is requesting whether any financial help is available, they will need to have a written request for a meeting with the board. The board can decide to hold a special meeting or the next scheduled WBSA meeting. All hardship cases will be approved by the WBSA Board only.
3. All participants will be expected to pay for a fundraiser as designated by the WBSA Board, when necessary.
4. All parents/participants must sign the WBSA Code of Conduct Form.
5. All participants must follow age/grade requirements designated for their league. The exception to this rule is when the board deems necessary for the safety & welfare of the player in question to play for a different level than what is designated. The individual and parent must be brought in front of the board to discuss the situation at hand. The decision can only be made with parent & board approval.
6. At the discretion of the WBSA Board, any participant residing outside of the boundaries of the WBSA coverage area may still play, provided they follow the governing rules and that said participant has the proper waivers per the appropriate governing league and opposing organization.
7. All participants must play on their gender appropriate team as outlined by the governing league rules.

Appendix B: Coach, Scorekeeper, & Team Mom Criteria and Duties

Adopted January 2015 (By-laws); Moved to Appendices October 2019

1. All Head Coaches and assistants shall be eighteen (18) years of age or older. All coaches will be approved by the Board by a majority vote.
2. All Head Coaches applicants will submit an application on our website with any pertinent experience to the WBSA Board by the beginning of December. All applications will be accepted for review as they come in. The applicants will go through review in January at the first general meeting, in an executive session, pending Board approval. All head coach applicants must be in attendance to be approved. The Head Coach positions will be announced immediately after.
3. Preference will be given to candidates with previous coaching experience.
4. All Head Coaches must submit the names of their Assistant Coaches to the WBSA Board by the first March general meeting for approval. If the Head Coach does not have Assistants predetermined, they must choose assistants from the pool of approved coaches. If the Head Coach decides they do not choose any assistants, assistants will be appointed by the WBSA Board. If the Head Coach refuses the assistants chosen by the board, the Head Coach will be removed and new coaches will be appointed by the WBSA Board.
5. In general, Head Coaches are limited to the amount of coaches & scorekeepers allowed, as stated within league rules. If nothing is mentioned within league rules, there will be no limit to approved coaches. If extra coaches are needed, they must be approved by the WBSA Board. Also, any student helpers, 17 years of age or younger, must be approved by the Board, but will not be subject to any background checks.
6. All coaches must have signed and received a WBSA Code of Conduct form. Coaches for certain leagues will also be required to take an online coaching course or equivalent. If the Code of Conduct has not been signed and received by the WBSA Board, the coach will not be allowed on the field or around the team.
7. All Head Coaches or designee must attend all in-season monthly WBSA meetings, or special meetings that are required of their attendance, from February through April. Once the season starts, coaches must attend the first meeting of every month through July. If a head coach misses a second meeting, the coach and coaching staff will be subject to disciplinary action as per **Appendix D**. At least two (2) Board Members must be in attendance when disciplining coaches.
8. All Head Coaches must attend league meetings, when required.

9. All Head Coaches will be responsible for understanding and communicating all league rules to assistant coaches, players, & other persons, when needed.
10. All lights and/or applicable items must be turned off, field conditions left appropriate (including garbage pick-up and removal), and all facilities locked before the Head Coach or designee leaves.
11. All Head Coaches and Coaching Staff will be responsible for field maintenance before and after each game, including, but not limited to raking the field, taking out garbage, sweeping dugouts.
12. All Head Coaches are responsible for collecting all participants' borrowed equipment at the end of the season. Head Coaches will have two weeks after the season is over to turn in all their equipment to the commissioner. Any uniforms or equipment not returned within this period must be reported to the Wilson Borough Athletic Commission.
13. All Head Coaches, Assistant Coaches, Scorekeepers, and Team Moms will be required to have a criminal history check, child abuse history check, & FBI Clearance Check done yearly. It is suggested that this be done in early January of each year. Your checks will be on file with the Wilson Borough Athletic Commission and be good for any sport or activity for 5 years, unless otherwise instructed. PA State law states that any adult who comes in direct contact with children (i.e. sitting on the bench with the children, coaching) are required to have their background checks.

Appendix C: Background Checks

The Wilson Baseball & Softball Association will follow state law, along with any exceptions or additions as required by the Wilson Borough Athletic Commission. All background checks are good for 5 years from the date they were processed.

Effective July 2015, Pennsylvania State law states a volunteer is an unpaid position where said individual is responsible for the welfare of a child or having direct contact with children. The major positions of the WBSA that are required to have background checks are:

- Board members
- Coaches
- Team Moms
- Scorekeepers

As part of the PA state law for volunteers, three background checks are required to be obtained to allow people to volunteer in our organization.

1. PA Child Abuse Check (Free)
2. PA Criminal History Check (Free)
3. FBI Fingerprint Criminal History Check (\$25.75 for DHS; \$27.00 for PDE)
 - DHS – Department of Health Services
 - PDE – Pennsylvania Department of Education *RECOMMENDED*

*Use this one if you plan on volunteering in schools

- Pennsylvania allows for anyone who has been a resident of the state of Pennsylvania for 10 years to fill out an FBI Waiver form instead of getting their fingerprint done. If said person is found to have any of the offenses listed on the waiver, they will be found guilty of perjury and could be subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities. (Wilson Borough Athletic Commission will adopt this policy.)

All clearances must be handed in a sealed envelope. All clearances will be handed into the Wilson Borough Athletic Commission and will be kept on file to be used for volunteer work in other Wilson Recreation Organizations. The current law will allow for any clearance to be allowed for use for up to 5 years from the time of the clearance valid date. If found to have any question offenses on any of the clearances, that individual will have to come in front of the board in order to finalize the decision of acceptance.

All forms can be found on the following website:

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

Appendix D: WBSA Disciplinary Actions

Adopted January 2015 (By-laws): Updated & Moved to Appendices September 2019

The WBSA Board and/or delegated member has the right to enforce the rules and regulations of the association or the league and can issue any disciplinary action felt necessary for the good of the association.

1. **Verbal Warning** - Can be given by an Official, Head Coach, or Board Member.

**The other actions may only be given by the WBSA Board & may require the person(s) to come in front of the board, depending on the situation.*

2. **Written warning** - Written documentation will be kept on file by the WBSA and Wilson Borough Athletic Commission. Members will be put on probation for a period of one (1) year.
3. **Parent or coach game suspension** - Written documentation will be kept on file by the WBSA and Wilson Borough Athletic Commission. Members will be put on probation for a period of one (1) year.
4. **Parent or coach season suspension** - The parent or coach will no longer be able to participate in any function for the remainder of the calendar year. Written documentation will be kept on file by the WBSA and Wilson Borough Athletic Commission. Members will be put on probation for a period of one (1) year after serving his or her suspension.
5. **Expulsion from organization** - The person in question will no longer be able to participate in any function within the organization and will receive a lifetime ban. They will not be allowed to be a part of WBSA functions, unless the current WBSA Board deems otherwise.

Appendix E: WBSA Territories

Updated September 2019

In each league the WBSA participates in, it is understood that in the fairness of the game that organizations do not recruit from other territories to create “stacked” teams. Listed below are the current territories reserved by the Wilson Baseball & Softball Association.

Greater Easton Area Baseball League:	Wilson Borough West Easton Glendon* Williams Township* Easton*	*GEABL does not have guidelines in regards to territories. Taking from 18042 zip code is allowed, if needed.
Bushkill Valley Baseball League:	Wilson Borough West Easton Glendon (may pull if needed)	
Lehigh Valley Connie Mack Baseball League:	Wilson Borough West Easton Glendon	Williams Township Phillipsburg
Eastern Lehigh Valley Softball League	Wilson Borough West Easton Glendon (may pull if needed)	
Lehigh Valley Baseball League: (Men’s League)	No Territory Restrictions - Wilson residents get priority.	

In order to keep players in the Wilson Area School District playing together, it is understood that if at any time Williams Township does not field a team at a certain level or does not participate in the league that we are involved with, we reserve the territory.

Appendix F: WBSA Waiver Policy

Adopted August 2017 (By-laws); Moved to Appendices October 2019

Wilson Residents Releases – If a resident decides that he/she would no longer care to play for the WBSA, & they will be playing for another organization that participates in the same league as the WBSA, that resident must make a formal request to be released from the organization. When there is a release request, they must come in front of the board to explain why they want to leave the WBSA. After a formal discussion in executive session, the board will then vote during an open session & explain the reason for the decision of the release.

If the vote is yes, the player and accepting organization will receive an official letter stating the board's approval. To count a yes vote, the vote must pass as a majority +1.

If the vote is no, the resident may file an appeal that will be heard at the next board meeting, unless it's within 10 days of the league roster submission date. The appeal process will be the final decision of the board.

Once someone is formally released from our organization, they are no longer considered a part of the WBSA and are now considered a member of that transferring organization. If that resident decides to return to the WBSA, they must reapply to come back into the organization in the same process as stated under **Out of Area Residents**.

- A. Commissioners are responsible to make sure the proper waivers are filed, if needed.
- B. Waivers will not need to come in front of the board since it is already approved.

Voluntary Waiver – If the situation arises where another organization needs players, they may ask if any player would like to transfer to the opposing organization

- A. When the commissioners and coaches deem that their team roster is too large, these moves make it a more manageable roster.
- B. If registrations are full & the WBSA is willing to help the child find a place to play.

NO PLAYER will be forced to leave the WBSA if they choose not to. *This player will not need to reapply to the organization as it is considered as a temporary waiver and will be allowed to play for the WBSA for the next season.*

Out of Area Residents – If someone from out of our organization decides to play for our organization:

- A. Incoming players must check with their initial organization and the rules on waivers.
- B. Incoming players must request to be accepted by the WBSA. Process includes filing an official motion to join the WBSA, coming to a WBSA Board meeting, and following the same voting process as with releasing players from the organization.
- C. Once approved by the WBSA, the player will be considered a member of the WBSA, & if they decide to stay with the WBSA, will not need to reapply going forward.

Appendix G: WBSA Waiver Agreement Policy with Williams Township Athletic Association

Adopted March 2018: Approved by WBSA 3/11/18; WTAA Approval Pending

In regards to any player leaving the Wilson Baseball & Softball Association to play for the Williams Township Athletic Association:

The Wilson Baseball & Softball Association understands that a working relationship & trust must remain in place in order to keep the integrity of each recreation organization intact.

THEREFORE, it remains the understanding of both organizations that when it comes to waivers the following policy is in place.

The WBSA & WTAA believe that players must play within their territory, first and foremost. No player shall be allowed to move within each organization without knowledge of a waiver given by the other organization.

If at any point a waiver is requested, there must be a clear & valid reason as determined by the board. If the board deems that the reason is not sufficient, the board reserves the right to not honor the waiver. Each waiver will be dealt with as a case by case & not as a universal rule.

If a waiver is granted, the league rules dictate the timeline for how long that waiver needs to be honored.

For ELV softball, waivers must be renewed for when a player is moving to a new level. This could be a 1 or 2-year waiver depending on when issued.

For GEABL & Bushkill Valley, waivers are handled within the organization's by-laws, but league rules disallow from any one team to take more than a select number of players from other organizations. Currently the number is set at 4. However, rosters are gone over year to year to make sure organizations don't recruit.

The exception to the waiver rule is & as it always has been, if numbers at any level is severely lacking in one organization, the commissioners reserve the right to discuss if any willing party would care to transfer to the other's organization. *The WBSA board must approve the moves under **Voluntary Waivers** provision on the WBSA Rules & Regulations.* This move would be for one season & should return to the home organization after that season is over.

Appendix H: Codes of Conduct

Adopted February 2015

WBSA Code of Conduct for all WBSA Board Members

In regards to the WBSA Board: I promise to serve the Board and the Association to the best of my ability. I will conduct my behavior with respect and dignity and understand that my actions will reflect on the entire Association. I will follow all rules governing the Association and understand that if I do not adhere to these rules I will face disciplinary action from the WBSA Board.

WBSA Code of Conduct for all Coaches and Staff

In regards to all Coaches and Staff: I promise to serve the WBSA to the best of my ability. I will conduct my behavior with respect and dignity and understand that my actions will reflect on the entire Association. I will follow all rules governing the Association and understand that if I do not adhere to these rules I will face disciplinary action from the WBSA Board. I will always put your child's safety as my number one priority regardless of any outside pressures. I will teach the sport of Baseball/Softball to the best of my ability and will not use abusive or profane language nor incite any unsportsmanlike conduct. I will not consume any alcohol, tobacco or illicit substances on any site being used by the WBSA or other organizations involved in the League. I am a volunteer and understand that I will not receive any type of payment for coaching.

WBSA Code of Conduct for all Parents, Guardians, and Participants

In regards to all Parents, Guardians, and Participants: I agree to as follows;

- A. I will not force my child to participate in any sport.
- B. I will remember that children participate to have fun and that the game is for the youth, not the adults.
- C. I will inform the coach of any physical disabilities or other issues that may affect the safety of my child or the safety of others.
- D. I will learn the rules of the game and the policies of the league.
- E. My guests and I shall be a positive role model for my child and encourage sportsmanship by showing respect, courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice, or other sporting event. We will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing, taunting, refusing to shake hands, or using profane language or gestures.
- F. I will not encourage any behaviors or practices that would endanger the health and wellbeing of all athletes.

- G. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- H. I will demand that my child, my family, and guests treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
- I. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- J. I will praise my child for competing fairly and trying hard, and will make them feel like a winner every time.
- K. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- L. I will emphasize skill development and practices and how they benefit my child over winning.
- M. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- N. I will respect the officials and their authority during games and will never question or confront coaches at the game field. If needed, I will speak to the coaches at an agreed time and place.
- O. I will demand a sports environment for my child that is free from illicit drugs, tobacco use, and alcohol and I will refrain from their use at all sports events.
- P. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
- Q. Due to baseball and softball being competitive sports, I understand that as my child gets older, the competition will increase. I am aware that there is no guarantee of playing time at the thirteen (13) and up levels of baseball and softball, but appropriate fairness will be given to all players by all coaches to keep kids interested in the game.

Appendix I: WBSA Election Requirements & Procedures

Adopted November 2018

Starting for the 2018-19 WBSA Year, Board Members will hold a two year term instead of one. This policy was created to prevent the board from dissolving from every member leaving at once. The requirements are as follows:

TERMS: Terms are two (2) years alternating where 5 seats will have to be filled one year and 4 seats for the next.

COMMISSIONER ELECTIONS: Those who chose to be on the board must apply if they want to hold a commissioner position. These will be the first positions to be voted in. This will take up 4 of the 9 seats. The commissioner seats are:

1. Baseball Commissioner
2. Assistant Baseball Commissioner
3. Softball Commissioner
4. Assistant Softball Commissioner

Head Commissioners must be voted on first before Assistants.

After Commissioners are voted in, it will then be determined if any of the commissioners will be eligible for officer positions. Commissioners, who meet eligibility requirements as outlined in the by-laws, are eligible to be officers. Once voted on, they must inform the board they are interested in being elected for a board seat. This will determine how many at large positions are available.

AT-LARGE ELECTIONS: Those interested in joining the board that are not commissioners will be considered at-large members. The number of at-large members that can be voted in at any time will vary between 5 to 7 members.

BREAKDOWN OF BOARD: The WBSA Board will consist of 9 members. 5 Officer Positions, 4 Commissioner Positions, & up to 4 at-large positions.

EXECUTIVE OFFICERS

President
Vice-President
Treasurer
Secretary of Operations
Secretary of Communications

COMMISSIONERS

Baseball
Asst. Baseball
Softball
Asst. Softball

*At-large members will fill in the board seats to make it a 9 seat board

In theory, even though not a wise decision, all 4 commissioner positions can also hold 4 of the 5 executive officer positions. (Vice-President, Treasurer, Secretary of Operations, & Secretary

of Communications). Whatever open spots are created from the commissioner taking officer positions will be filled by the remaining at-large members.

VOTING PROCEDURE:

For the 2022-23 Board year: Since the board is made up of new members for the term limits, the board will be broken down to 1 & 2 year terms to alternate the years for re-election, determined by seniority. The existing board members or new board members who take their place will receive the following term limits when voted on:

GROUP 1: 2 YEAR TERM: (2023-25)	GROUP 2: 2 YEAR TERM: (2022-24)
David Ney	Alicia Austin
Melissa Rosati	Sara Warfle
Nick Kovacs	Ryan Warfle
Jerrah Herrera	Katrina Heaton

**Based on Board Members at start of 2022-2023 Term*

If any existing board member, new board members will be randomly chosen to take those existing positions. Going forward, whatever board members not up for election will be considered part of the election committee. These board members will determine what new board members will be voted on for the following year. The schedule will break down as follows:

2022-23: GROUP 1	2026-28: GROUP 2
2022-24: GROUP 2	2027-29: GROUP 1
2023-25: GROUP 1	2028-30: GROUP 2
2024-26: GROUP 2	2029-31: GROUP 1
2025-27: GROUP 1	2030-32: GROUP 2

EXCEPTIONS TO THE TERM LIMITS:

Obviously with it being volunteer positions, nobody will ever be forced to stay the term limits. If at any point a board member does not want to finish out their term, the following procedures will be in play.

If a board member resigns anytime from November 1st through June 30th: The board can appoint the next available from the past election to fill the spot, if still interested. If there were no other candidates, the board may appoint anyone at any point to fill the spot. Any new board member must be approved by a majority +1 vote. The new board member will take on the previous board member term and will have to be re-elected at the end of the term.

If a board member resigns anytime from August 1st through September 30th: The board does not need to take action to appoint a new board member. They can leave the spot open until elections come up in October and vote for a new board member seat. If someone applies to be on the board, the WBSA Board may vote to appoint that new board member by a majority +1 vote.

Appendix J: 2024 WBSA Board Meeting Schedule

All meetings are held on Sundays at Avona Field House at 6:00 pm

January 7, 2024
February 4, 2024
March 3, 2024
March 17, 2024
April 7, 2024
April 21, 2024
May 5, 2024
May 19, 2024
June 2, 2024
June 30, 2024
July 21, 2024
August 4, 2024
August 18, 2024
September 15, 2024
October 6, 2024
October 20, 2024
November 3, 2024
December 1, 2024

Appendix K: PA Sunshine Act (Open Meetings Law)

The following information regards important information regarding open meetings and is not the complete law. For more information, see (65 Pa. C.S. 701-716).

Any changes to a meeting time and/or place, announcing a rescheduled meeting, or if a special meeting is to be called, the information must be advertised in the local paper at least twenty-four (24) hours prior to the time of the meeting. These types of meetings must be advertised with the date, time, and meeting place.

Special Meeting is a meeting scheduled after the WBSA's regular schedule of meetings have been established. Special meetings may be called by the President, the highest ranking officer present, or by the request of the Board majority. This meeting is designed to conduct business outside of the regularly scheduled meetings and will be only to discuss specific matters that cannot be conducted during regular meetings. A special meeting will be given at least 24 hours in advance and will be posted on our social media pages and/or website.

Emergency Meetings may only be called by the WBSA President, or by board majority, for the purpose of dealing with an emergency of clear and present danger pertaining to the organization. This meeting does not need to be advertised and no time frame is needed to be called. The agenda of the meeting is only to discuss the emergency presented to the WBSA and no other business can be conducted during this type of meeting.

Executive Session is a session held without public persons present and may only be called for the following reasons. *(Areas pertaining to the WBSA are listed below.)*

- A. **Personnel Issues** – The discussion of any matter involving appointment or termination, terms & conditions of volunteer position, evaluation of performance, promotion or disciplining of any specific prospective volunteer, current volunteer, or former volunteer, provided, however, that the individual volunteer whose rights could be adversely affected may request, in writing, that the matters in executive session be discussed at an open meeting.
- B. **Legal Issues** – To review & discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

The executive session may be held during an open meeting or at the conclusion of an open meeting or may be announced for a future time. The reason for holding the executive session must be announced at the open meeting occurring immediately prior or subsequent to the executive session. If the executive session is not announced for a future specific time, members of the WBSA shall be notified 24 hours in advance of the time of the convening of the meeting specifying the date, time, location, and purpose of the executive session.

Official action on discussions held pursuant to subsection (a) shall be taken at an open meeting. Nothing in this section or section 707 (relating to exceptions to open meetings) shall be construed to require that any meeting be closed to the public, nor shall any executive session be used as a subterfuge to defeat the purposes of section 704 (relating to open meetings).

Closed Gatherings may also be held “solely for the purpose of collecting information or educating WBSA members about an issue. **NO DELIBERATION MAY TAKE PLACE AT THESE MEETINGS!**

Appendix L: Work Bond *Last updated February 2015*

It is understood that a Work Bond may be implemented by the WBSA, at its discretion, at any time, provided it was explained beforehand to all Parents, Guardians, and Participants. This information will be listed on the sign-up fliers handed out to the schools as well as the WBSA Sign-Up Form itself. The Work Bond is used to help with the return of uniforms, if applicable, and with the retention of volunteers. It is further understood that the work bond will be a separate check, that will be kept in a separate Work Bond Account and returned to the appropriate person at the end of the season, provided all requirements for the Work Bond were met. Requirements for the Work Bond may vary and will be listed on the WBSA Work Bond Form that is signed by the Parent, Guardian, or Participant.

In general, the Work Bond for the Baseball/Softball Season will be fifty dollars (\$ 50.00) unless otherwise directed by the WBSA Board. This amount may vary depending on the year, season, and age group. Each Parent, Guardian, or Participant will be signing a specific Work Bond Form with detailed information on it explaining what is required to have your money returned.

The requirements for fulfilling your Work Bond obligations are listed below.

1. You must return any uniforms, as designated by your coach, after the season is over.

AND

2. You must volunteer three (3) hours for miscellaneous work. Some types of work are as follows: WBSA sponsored dances held at the Wilson Community Center, clean-up days at the fields, or other miscellaneous work designated and approved by the Board.

OR

3. You must work at a refreshment stand twice. Not necessarily during a game that your child is playing in. A list will be posted at each stand for you to initial when you volunteer.

This is the only way you will satisfy your Work Bond requirement. Further information will be distributed as the year progresses on how you can volunteer your hours. If you do not meet your Work Bond obligations, the money will be forfeited at the end of the calendar year. The amount will be considered a donation to the WBSA and transferred to the general account.

Appendix M: Participant Injuries

Adopted January 2015 (By-laws); Moved to Appendices October 2019

In the best interest of player safety, if any player is injured at any WBSA activity or any outside activity, the coach or responsible party reserves the right to evaluate the player for up to two (2) practices prior to returning to any WBSA event or activity. If said player requires any type of professional medical attention, the player must submit a doctor's clearance to their coach stating that said player is one hundred percent (100 %) and able to return to full activity. If a player does not submit a doctor's clearance, the player will not be allowed to participate in any activity with no exception.

Appendix N: WBSA Miscellaneous Information

Adopted October 2018 (By-laws); Moved to Appendices October 2019

WBSA Logos and Color Scheme – The official Wilson Baseball & Softball Association emblem was adopted in 2018. The emblem is to be used for official business, i.e. Newsletters, website, official letter, etc. Wilson Wear logos can be altered from year to year depending on current boards preferences. The official color scheme will be represented as Primary, being displayed as Royal Blue, & Secondary, being displayed as Gold. Uniforms must follow this color scheme and cannot vary from this color scheme. If more than 2 teams are formed at certain levels, the next color to be used will be White.