

Bethel Park Baseball

Rev 8 – 2.2.2025

Article I – Name and Purpose

Section 1 – Name

The name of the organization shall be known as the Bethel Park Baseball (BPB).

Section 2 – Purposes

- (a) Bethel Park Baseball (BPB) is established for the purpose of providing supervised, instructional recreation for the organization's members and youth. The BPB is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes the making of distributions to organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- (b) Notwithstanding any other provision set forth herein, the corporation shall not carry on any activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 , as amended or corresponding provisions of any subsequent federal tax laws, or (ii) by a corporation, contributions to which are deductible for federal income tax purposes.
- (c) The BPB will provide an opportunity for children of the organization to learn and play baseball.
- (d) The BPB will create a recreational and instructional environment in which the participants can have fun, learn to play the game, and enjoy the experience of a team sport.
- (e) The BPB will promote a league where equal playing time for all participants is stressed and exposure to infield and outfield positions is encouraged. Minimum playing time, in terms of innings played, will be established for all age groups and must be adhered to by all managers. (See specified rules for each division.)
- (f) The BPB will strive to implant, in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, and reverence, in the hopes of not only developing young athletes, but upstanding community members. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary to the molding of future men and women.

Article II – Membership

*List of Current/Potential Members:

Residents of Bethel Park, with additional communities participating with BPB Board approval.

Section 1

Membership of the organization shall be those who are parents, or legal guardians of registered players in Bethel Park who manage, coach, or serve on the Board of Directors, or serve in an official capacity on a BPB committee. Other residents of Bethel Park at least 18 years of age may become members of the BPB by applying to the Board of Directors in writing. The Board, by majority vote, will accept or reject each application. Any past member of the BPB who has shown an active participation in the organization (i.e. manager, coach, committee work, etc.), and who is no longer a resident of Bethel Park may apply for membership under the above provision. The secretary will be charged with maintaining a current membership list.

Section 2

Membership in the BPB shall be for the period of one year from September 1 to August 31.

Section 3

Any member found guilty by a 2/3 of the Board of Directors of violation of any rules, regulations, or policies of the BPB shall be suspended or expelled from membership as appropriate.

Section 4

Membership may be terminated by death, transfer of residence from Bethel Park, resignation, or action of the Board of Directors by a 2/3 vote. The duly constituted meeting shall have the authority to discipline or suspend or terminate the membership of any member when the conduct of such person is considered detrimental to the best interests of the BPB. If said person is a Board member - See Article 5, Section 6 regarding Vacancies.

Article III – Governing Body

Section 1

The activities of the organization shall be directed by a Board of Directors consisting of fifteen (15) members who shall be elected for a term of two (2) years. Term of Office shall be so that alternately eight (8) members' terms expire one year and seven (7) members' terms expire the next year. The President, Vice President, Secretary, Travel Treasurer and Treasurer of the organization must be one of the fifteen (15) Board Members.

Article IV – Meetings

Section 1 – Meetings

Meetings of the Board shall be held at such time and place as the Board determines on a monthly basis. A special meeting of the Board may be called at any time by the President or any three Directors, to be held at the time and place designated in the call. At least seven days' notice, written or oral, of all meetings of the Board shall be given to each Director specifying the place, day, and hour thereof. Any business may be transacted at any regular or special meeting of the Board, with or without reference to such business in the notice of such meeting, except as otherwise provided herein or by law. All regular meetings shall be open to all members in good standing of the BPB.

Proxy votes will not be permitted. However, board members are permitted to participate and vote via phone or other remote communication means (e.g., Zoom, Skype, FaceTime). All board meetings shall have a consistent structure that will include, but it not limited to the general orders of business (financial review, committee action items, fundraising, etc.)

Section 2 – Annual Meeting

The annual meeting of the BPB shall be held in August of each year at a date and place to be fixed by the Board of Directors. The membership shall be notified of the time and place of the annual meeting by the Secretary in due time in advance of such meeting. An email and social media post announcing the meeting shall constitute due notice thereof.

Section 3 – Quorum

A majority of the members of the Board of Directors shall constitute a quorum of said Board for the transaction of business. The President shall establish the routine and order of business, consistent with parliamentary usage.

Article V – Directors

Section 1 – Requirement of Directors in General

All Directors must be Members in good standing of the BPB. Directors are required to attend all Board Meetings, unless a valid reason for their absence has been forwarded to the Secretary prior to a scheduled Board Meeting. Created Section 9.

Section 2 – Election of Directors; Term of Office

Election to the Board of Directors shall be by majority vote of the membership in attendance at the annual meeting. Candidates nominated from the floor must be present at the annual election meeting. If a candidate cannot be present, a letter of intent must be submitted prior to the annual meeting declaring intent and acceptance of candidacy. Term of office shall be so that alternately eight (8) Directors' terms expire one year and seven (7) Directors' terms expire the next year.

Section 3 – Election of Officers

Each year, as soon after the election of Directors as practical, the Board of Directors in attendance shall duly elect the officers of the BPB. Officers of the organization shall be a President, a Vice President, a Secretary a

Travel Treasurer, and a Treasurer. Those board members elected as Officers shall perform the functions of their respective office as defined in Article VI below. The Directors who are not Officers of BPB shall be elected in an open election at the annual meeting.

Section 4 – Attendance at Board Meetings

In accordance with these Bylaws, all Directors are required to attend all Board Meetings, unless such Director has a valid excuse for not attending a Board Meeting. If any Director fails to attend two (2) or more consecutive meetings, for which no valid excuse for his or her absence has been offered or forwarded to the Secretary, the Board may vote to have the Director removed. Valid excuses for absence from a Board Meeting shall include, but are not limited to the following: sickness, travel (business or pleasure), vacation, other family commitment, and conflict with another sporting event.

Section 5 – Resignation and Removal of Directors

Any Director of BPB may (a) resign at any time by giving notice to such effect to the Board and (b) may be removed at any time when it is determined by two-thirds of the individual Directors present at any meeting at which a quorum is present that it would be in the best interests of BPB to remove such Director.

Section 6 – Vacancies

Any vacancies occurring on the Board between the regular election and June 1st will be filled by the candidate who received the next highest votes from the previous election and a majority vote of remaining Directors, even if less than a quorum, for the remainder of the term of the vacant position. The Secretary will be responsible for keeping a history of the votes in the event of a vacancy. If no other candidates exist from the previous election, the vacancy will be advertised to Auxiliary Board members. If no Auxiliary Board member expresses interest, the position will be advertised to the general membership to receive letters of interest. A majority vote of remaining Directors from the generated candidate list, even if less than a quorum, will elect a board member for the remainder of the term of the vacant position.

Section 7 – Presumption of Assent to the Bylaws

To help Directors stay on message when out in the community. A Director is presumed to have assented, unless they have their dissent placed in the minutes. Therefore, a director should not go into the community and openly disagree with a decision unless it is formally documented in the minutes.

Section 8 – Disclosure of Business/Financial Interest(s)

Any member of the BPB Board who may benefit financially from the dealings of BPB must disclose any and all business/financial interests to the Board and abstain from any votes dealing with said business and BPB.

Article VI – Officers

Section 1 – Designation of Officers

The Officers of the BPB shall be a President, a Vice President, a Secretary, a Travel Treasurer and a Treasurer. All Officers of the Board shall have served as a Director for one year before being considered for election as an Officer. The President, Vice President and Secretary shall be elected by the Board and shall serve for a term of one (1) year. Terms of office for the Travel Treasurer and Treasurer shall be 2 years so that alternately one Treasurer's term expires one year and one Treasurer's term expires the next year. The Board shall have the right at any time to remove any one or more Officers when it is determined by two-thirds of the individual Directors present at any meeting at which a quorum is present that it would be in the best interests of the BPB to do so. Any vacancy in any of such Officer position shall be filled by the Board.

Section 2 – President

The President shall (a) preside at all meetings of the membership and the Board of BPB, (b) appoint chairmen of the standing committees necessary to conduct the activities of the BPB, (c) be an ex-officio member of all committees, (d) enforce strict observance of the Constitution and the Bylaws, (e) exercise general supervision and control over the affairs of the BPB subject to the authority of the Board and perform such other duties as custom and parliamentary usage require.

All past Presidents of the BPB shall be ex-officio members of the Board of Directors for a period of one year or longer if requested by the Board of Directors. Past Presidents shall have no vote in electing any of the officers or other matters brought to a vote of the Directors. He/she shall be an advisor to the new President on unfinished business and guide the new President regarding any problems that he may have.

Section 3 – Vice President

The Vice President shall assist the President and, in the President's absence, assume the duties of the President, and shall have and perform such other powers and duties as may from time to time be prescribed by the Board or the President. In particular, the Vice President shall (a) serves as Commissioner of the Travel Committee (b) oversee the duties of the other members of the Board appointed by the President as listed in Article Seven of these Bylaws. (c) maintain all criminal background and child abuse clearances held by the organization's members. (d) meets with the field coalition committee and coordinates field time(s) for BPB for recreation and travel programs.

Section 4 – Secretary

The Secretary shall (a) keep a record of proceedings at meetings of the Board of the BPB, (b) arrange for issuance of meeting notices, (c) provide written monthly minutes of all regular and special meetings to all the members of the Board, (d) keep a register of the Directors' attendance at meetings, (e) maintain a current membership list, (f) perform such other powers and duties as may from time to time be prescribed by the Board or the President, and (g) be responsible for keeping a history of the votes in the event of a vacancy.

Section 5 – Treasurer

The Treasurer shall (a) have custody of all the monies and securities of the BPB, (b) keep regular books of account, (c) prepare a monthly report for presentation at each regular meeting, detailing revenue and expenses since the last regular board meeting of the BPB, (d) shall see that all bills are paid after purchase and receipt acknowledged by an authorized member of the BPB, (e) work with the Travel Treasurer to ensure accurate accounting procedures are followed for all BPB accounts, (f) fulfill all duties of the Travel Treasurer in his/her absence, and (g) perform such other powers and duties as may from time to time be prescribed by the Board or the President to ensure the sound financial operation of the BPB. Financial records will be audited annually by a committee appointed by the President before the end of the financial year, August 31st, and before the annual tax records are filed with a 3rd party agency in accordance with governmental regulations. All monies shall be deposited to the credit of and in the name of the BPB in a depository designated by the Board. All expenditures of the BPB shall be made by the Treasurer or in the Treasurer's absence, the Travel Treasurer, or President on the authorization of the Board. All expenditures in excess of \$500.00 must have prior approval of the Board.

Section 5 – Travel Treasurer

The Travel Treasurer shall (a) have custody of all the monies and securities of the BPB, (b) keep regular books of all Travel financial records, (c) prepare a monthly report for presentation at each regular meeting, detailing the travel revenue and travel expenses since the last regular board meeting of the BPB, (d) shall see that all travel bills are paid after purchase and receipt acknowledged by an authorized member of the BPB, (e) work with the Treasurer to ensure accurate accounting procedures are followed for all BPB accounts, (f) fulfill all duties of the Treasurer in his/her absence, and (g) perform such other powers and duties as may from time to time be prescribed by the Board or the President to ensure the sound financial operation of the BPB. Financial records will be audited annually by a committee appointed by the President before the end of the financial year, August

31st, and before the annual tax records are filed with a 3rd party agency in accordance with governmental regulations. All monies shall be deposited to the credit of and in the name of the BPB in a depository designated by the Board. All Travel expenditures of the BPB shall be made by the Travel Treasurer, or in the Travel Treasurer's absence, the Treasurer, or President on the authorization of the Board. All expenditures in excess of \$500.00 must have prior approval of the Board.

Article VII – Other Members of the Board

Section 1

Members of the Board of Directors other than elected officers will be appointed by the Executive Board Vote to one of the following assignments:

- a) Colt and American Legion Commissioner
- b) Pony League Commissioner
- c) Bronco League Commissioner
- d) Mustang League Commissioner
- e) Pinto League Commissioner
- f) Shetland League Commissioner
- g) Tee Ball League Commissioner
- h) Fields Commissioner
- i) Equipment Commissioner
- j) Website/Social Media Commissioner
- k) Tournaments/Travel Commissioner
- l) Uniforms & Pictures Commissioner
- m) Umpires Commissioner
- n) Concessions Commissioner
- o) Player & Coach Development Commissioner

All Commissioners are responsible for managing and maintaining committees under and in addition to their job functions. Committees may include fields, rules, or anything deemed appropriate by the board for the general business/operation of the organization. Committees are subject to change at any time.

Article VIII – Committees

Section 1

Operations of the BPB shall be planned, organized, and conducted by several standing committees. These are:

- a. **Travel & Tournaments Committee** – There shall be a Travel Committee to oversee the planning, staging, rules and function of the travel process, tryouts and any other functions regarding travel baseball. The committee shall be responsible for the all age groups that require a Travel program.
- b. **Grievance Committee** – BPB shall have a Grievance Committee that shall consist of three members appointed by the President. The committee will investigate and rule on all league and organization matters brought to its attention. If a member of the Grievance Committee is the subject/part of a grievance, he/she shall abstain from any discussion/ruling; the President will appoint a third member in place of the other member for the purpose of resolving the grievance.
- c. **Equipment and Awards Committee** – shall be chaired by the Equipment Commissioner and have as members the Commissioners of all leagues. The committee shall assess the equipment needs of the various leagues and advise the Board of the needs. The committee shall assemble specifications, solicit bids, and make recommendations to the Board, for final approval, concerning such equipment. In like manner, the committee shall determine and make recommendations concerning all awards to teams and players to be made by the BPB.
- d. **Audit Committee** – shall be chaired by a Board member as appointed by the President and have as members as may be appointed by the President. Neither Treasurer will serve on this committee. The committee will audit the Financial records annually or as directed by the President.

e. Rules Committee – shall review rules of the league, at least once annually, and make any changes, as appropriate.

f. Bylaws Committee - shall review the bylaws of BPB, at least once annually, and make any changes, as appropriate.

The President shall function as an ex-officio member of all standing committees. The President may appoint additional ad hoc committees for such he deems advisable.

Article IX – Miscellaneous

Section 1

All resolutions, complaints, proposals, or recommendations of changes in the Bylaws as well as all proposed expenditures of \$500.00 or more shall be referred to the Board of Directors for final action. Any expenditure in excess of \$500.00 must be approved prior to committing the BPB to the expenditure.

Section 2

No member of the BPB shall collect any money or incur any debts against the credit of the BPB, make any statements to the press or otherwise in the name of the BPB, nor cause to have printed anything pertaining to the organization unless authorized to do so by the Board of Directors.

Section 3

All elected officers shall have authority to sign contracts and all legal documents with the provision that all contracts and legal documents must be signed/approved by any two of the five officers as authorized by the Board of Directors.

Section 4

All tournaments sponsored by BPB shall require final approval by the Board of Directors.

Section 5

It is the responsibility of the League Commissioners

- Contact coaching candidates and confirm coaches.
- Review rules of the league with the coaches.
- Schedule, organize, and operate league drafts.
- Create and maintain league schedule.
- Ensure fields used by respective divisions are appropriately equipped.
- Serve as a liaison among the coaches and Board.

Section 6

Any BPB Board members who are members of other sports associations must disclose the memberships, as appropriate, and must abstain from all voting rights of that association on all matters that relate to baseball activities if such activities are not in the best interest of the BPB.

Section 7

The Bylaws may be amended by a 2/3 vote of the Board of Directors after notice of the proposed change or amendment has been brought to the ByLaws Committee. Any proposed additions, alterations, or amendments to these By-Laws shall be submitted in writing at the Regular Meeting with the name of the mover and seconder attached, at which time if agreed to by a majority vote, it shall be referred to a standing By-Law Committee. At the next Regular Meeting this committee shall report to the membership its recommendations, and if agreed to by a majority vote of all members voting the Secretary shall cause the proposal to be read at the following Regular Meeting. After this reading, if approved by a two-thirds (2/3) majority vote of the members voting, the amendment shall become a part of the by-Laws of this Company. There shall be no changes after being submitted by the By-Laws Committee.

Section 8

All fundraising activities associated with BPB need prior approval by the Travel Committee or BPB Board prior to the advertisement of such fundraiser.

Article X - Dissolution

In the event of the entire or partial termination, dissolution or winding up of the corporation in any manner of for any reason whatsoever, the assets of the corporation which remain after payment, or all liabilities of the corporation, shall be distributed to, and only to, one or more organizations exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue code of 1986, as amended or corresponding provisions of any subsequent federal tax laws. Any such assets not so disposed of shall be distributed by the Court of Common Pleas of the County in which the principal office of the corporation is then located, or as otherwise provided by law, exclusively to such exempt organizations as the Court shall determine.

Bethel Park Baseball Social Media Policy

Bethel Park Baseball ("BPB") recognizes the importance of the Internet in shaping the public's perception of our organization. BPB also recognizes the importance of our Board members, executive directors, sport coordinators, sport committee members, coaches, and volunteers in leading and setting the tone of social media interactions in a manner that advances BPB's mission and goals.

Mission Statement

Bethel Park Baseball is dedicated to the development of well-rounded youth through positive sports competition. We strive to develop fundamental skills through active participation of our players and to promote good sportsmanship from our players, coaches, and parents. Bethel Park Baseball is dedicated to the support of the organized sports in the Bethel Park Local School District.

Applicability

This Social Media Policy applies to all Board members, executive directors, sport coordinators, sport committee members, coaches, and volunteers ("BPB Members"). This Social Media Policy applies to all social media content posted by BPB Members in their professional and personal capacity to the extent such content is related to BPB. Aspirations BPB strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential. In furtherance of this goal, BPB aspires to engage members of the Bethel Park community in positive, honest, transparent, and knowledgeable dialogue about BPB through social media. BPB views social media as an important tool for communicating its successes and opportunities for athletic and individual development. BPB also views social media as a platform for receiving constructive feedback from the community and for discussing BPB's challenges and opportunities for improvement in a positive and constructive way.

Guidelines

All BPB Members shall abide by the following guidelines when using social media:

Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the BPB Board of Directors or your sport coordinator for advice on how to disengage from the dialogue in a polite and respectful manner.

Use good judgment when posting comments on any official BPB sites. Bear in mind that your comments can create liability for BPB. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the Board of Directors.

Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, "would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?" If the answer is "no," do not post.

Encourage others to engage in positive interactions on social media. If you are concerned about any BPB Member's use of social media, please bring your concerns to the attention of your sport coordinator or a member of the BPB Board of Directors. Personally identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official BPB social networking sites without the approval of the sport coordinator or BPB Board of Directors.

Violations of the Social Media Policy

The BPB Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The BPB Board of Directors, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official BPB sites and to block any individual or organization from posting on any official BPB social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of BPB.

The failure of any BPB Member to adhere to this Social Media Policy shall be considered a violation of the BPB Code of Conduct, and any BPB Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in BPB, in accordance with the BPB Disciplinary Procedures.

Article X – General Policies

Section 1 - Sexual Harassment – The BPB strictly prohibits any coach, staff member, volunteer, parent or athlete from engaging in any form of sexual harassment that affects other employees, volunteers, parents, athletes, or Board member.

Definition. Sexual harassment is unwanted and often persistent sexual attention and any other behavior with sexual overtones that creates a hostile work or training environment. Verbal harassment may be directed toward an individual or be comments about an individual that are intended to be or actually are overheard. Specifically, sexual harassment may include written or verbal abuse or threats with sexual overtones, physical contact, sexually graphic literature, sexual advances, demands for sexual favors, sexually oriented comments, jokes, lewd comments or sexual innuendoes, taunts about body, dress, marital status or sexuality, singling out members of one sex or those with a particular sexual orientation for ridicule or devaluing athletic performance or self-respect, sexual or homophobic graffiti, practical jokes based on sex, intimidating sexual remarks, invitations or familiarity, dismissing the contributions of members of one sex or sexual orientation in meetings or training sessions, or other condescending or patronizing behavior, physical contact such as fondling, pinching or kissing, sex-related vandalism, offensive phone calls or photos, and/or bullying on the basis of sex. Sexual harassment also includes all forms of sexual violence such as sexual assault, sexual battery, rape and sexual coercion, which will be referred to authorities as criminal matters.

(a) **Zero Tolerance.** Sexual harassment by any individual involved in BPB activities shall not be tolerated. If observed, employees, parents, athletes and volunteers shall immediately act to ask the person to stop such behavior and report such behavior to their respective supervisors or the BPB president. Individuals engaging in sexual harassment shall be subject to immediate termination of employment or association with the BPB.

(b) **Confidentiality.** All sexual harassment complaints remain confidential unless such confidentiality affects the ability of the BPB to maintain a safe environment. No punitive or retaliatory action will be taken against anyone who submits a sexual harassment or other complaint.

Section 2 - Zero Tolerance of Hazing, Initiation Rituals, Bullying and Physical Punishment

"Hazing" and inappropriate team initiation or bonding activities are defined as any actions, whether physical, verbal, mental, emotional or psychological, which subject another person, voluntarily or involuntarily, to any outcome that has the intended or unintended effect of abusing, mistreating, degrading, humiliating, harassing, or intimidating the person, or which may in any fashion compromise the inherent dignity of the person, for the purpose of association with, or induction to, a particular group or team or to control someone younger, weaker or with less power with the intent of harm. Such activities are strictly prohibited, whether initiated by athletes, coaches, staff members, volunteers or

parents. The BPB is committed to the preservation of civil rights and a safe and non-threatening environment. Athletes should only be asked to engage in activities that are constructive, educational, inspirational, and contributory to intellectual and personal development.

Prohibited “Hazing” Behaviors - Following are examples of, but not limited to, prohibited actions and behaviors constituting hazing, initiation rituals or physical punishment. Forcing, requiring or pressuring an individual to engage, endure or participate in any of the following activities:

- Consumption of alcohol or other drugs
- Ingestion of any substance
- Shaving any part of the body
- Any activity that is illegal, perverse, publicly indecent or contrary to the individual’s genuine moral beliefs
- Tamper with or damage property
- Dietary restrictions of any kind unrelated to healthy nutrition
- Deprivation of sleep and waking up/disturbing individuals during normal sleep hours
- Creation of excessive fatigue unrelated to normal training expectations and activities
- Calisthenics or any type of physically abusive exercise unrelated to normal training
- Paddling, whipping, beating or physical abuse of any kind
- Forced performance of public stunts or buffoonery
- Forced tattooing or branding
- Road trips, kidnapping, drop-offs, or any other such unplanned activities
- Work projects without the participation of the full team membership as planned community service or club service activity
- Assigned or endorsed pranks, such as borrowing or stealing items, painting property or objects, or harassing other individuals or groups
- Subjecting a member to cruel and unusual psychological conditions
- Wearing of apparel in public which is conspicuous, not normally in good taste, or designed to humiliate the individual(s) wearing it
- Morally degrading or humiliating games or activities
- Verbal or cruel harassment, including yelling and screaming
- Line-ups, kangaroo courts or any interrogation not consistent with the legitimate testing for information about the purposes and history of the team
- Sexual rituals, assaults and/or required nudity
- Collective behavior such as marching that has no relationship to sport training or performance
- Activities that promote or encourage the violation of state laws or Club policies
- Requiring new members to “greet” initiated members
- Requiring the answering of phones or doors with songs, chants, or riddles
- Requiring yelling or screaming upon entering or leaving a facility
- Deception or threat contrived to convince the new member that he/she will not be permitted to join
- Mentally abusive or demeaning behavior

Bullying Definition - Bullying occurs when there is an imbalance of power and the person who is older, larger, stronger, or more aggressive uses his or her power to control or harm someone in a weaker position. The person bullying has the intent or goal to cause harm (i.e., the act is not accidental) and the action is usually repetitious.

Types of Prohibited Bullying Behaviors - Bullying can take many forms. Examples include but are not limited to: name-calling, teasing, socially spreading rumors, purposely leaving people out of groups by telling them or others they are unwanted, breaking up friendships by threatening others or spreading rumors about a friend, or physically hitting, punching, or shoving a person. Using the Internet, email, texting, mobile phones, social media or other digital technologies to do harm to others is bullying and also prohibited.

Section 3 - Non-Discrimination Policy - The BPB does not unlawfully discriminate internally (in its administrative and program operations) or externally (in provision of services) on the basis of race, political orientation, religion, gender, sexual orientation, age, national origin, ethnicity, ancestry, marital status, veteran status, or mental or physical disability or any other status prohibited by applicable law.

Section 4 - Child Abuse Clearance Policy - In accordance with PA state law, all coaches and volunteers who have direct contact with students are required to have the necessary clearances on file with the BPB. Direct contact with children is defined by State Law as the “care, supervision, guidance, or control of children or routine interaction with children.”

In keeping with the legislation and the legislative definition of Direct Contact, the BPB has developed the following guidelines to exemplify what does and does not constitute Direct Contact.

1. Coaches, assistant coaches, bookkeepers, and bench managers are some examples where an individual is *supervising, guiding, controlling, and interacting directly with players*. In events where adults are there to work with children, **these individuals MUST have clearances**.
2. At BPB events where parents and guardians are attending with their child and they are **NOT** *supervising, guiding or controlling other children*, these individuals would **NOT** be required to have clearances. In these events, the adult is attending as an audience member. Examples include baseball games, practices, tryouts, and fundraisers.

Necessary Clearances - All BPB volunteers must have up-to-date clearances to volunteer with BPB. BPB **requires** the following clearances:

- Pennsylvania Child Abuse History Clearance (**Act 151**)

- Pennsylvania State Police Criminal Record Check (**Act 34**)

- FBI Federal Criminal History Record (**Act 114**)

- Volunteers who have resided in Pennsylvania for **ALL** of the past **10** years and have never been convicted of a Disqualifying Offense (see list below) may request a waiver of the FBI Fingerprint Clearance. (See section below titled "**You do NOT need the FBI Clearance if you meet the following TWO criteria.**") In addition, the BPB requires notification within 72 hours if they are arrested or convicted of a Disqualifying Offense. If a BPB volunteer has a current Volunteer ID card from the Bethel Park School District, a copy can act as verification as having all of the required clearances.

Disqualifying Offenses - (Criminal Homicide, Aggravated Assault, Stalking, Kidnapping, Unlawful Restraint, Rape, Statutory Sexual Assault, Sexual Assault, Involuntary Deviate Sexual Intercourse, Aggravated Indecent Assault, Indecent Assault, Indecent Exposure, Incest, Concealing the Death of a Child, Endangering the Welfare of a Child, Dealing in Infant Children, Prostitution and Related Offenses, Crimes Related to Obscene and Other Sexual Materials and Performances, Corruption of Minors, Sexual Abuse of Children, Named as the Perpetrator of a Founded Report of Child Abuse OR WITHIN THE 5-YEAR PERIOD IMMEDIATELY PRECEDING, convicted of a Felony Offense under The Controlled Substance, Drug, Device and Cosmetic Act).

Obtaining Clearances - Listed below are the details of the required clearances, including the costs and timelines for obtaining the clearances.

PA Criminal Record Check

Cost: Free if you are a volunteer.

Expected Wait Time: Should be received within two weeks

Manner Received: You will receive your results online with a paper copy

How To Obtain: <https://epatch.state.pa.us/Home.jsp>

PA Child Abuse History Clearance

Cost: Free if you are a volunteer

Expected Wait Time: Should be received within two weeks

Manner Received: Online with a paper copy

How to obtain: <https://www.compass.state.pa.us/cwis/public/home>

Federal (FBI) Criminal History Record Check

Cost: \$22.60

Payable With: Online with a credit card, money order, or cashier's check

Expected Wait Time: Should be received within two weeks

Manner Received: Mailed to your home

Other Important Information:

1. The fingerprint background check is a multiple-step process.
2. The applicant must register prior to going to the fingerprint site:
 - o Registration is completed online 24 hours/day, seven days/week at <https://uenroll.identogo.com> or by calling 1-844-321-2101 Monday through Friday between 8 AM and 6 PM. *Please use **1KG6Y3** as the Service Code* when registering.
 - o The fee is \$22.60 for the fingerprint service, payable with major credit cards, money orders, or cashier's checks payable to "Morpho Trust." **No cash or personal checks will be accepted.**
3. Once you register, you have **90 days** from the registration date to go to one of the fingerprint locations to get your fingerprints. To see a list of approved fingerprint locations, please click [here](#).

You do NOT need the FBI Clearance if you meet the following TWO criteria:

1. You have been a resident of Pennsylvania for the **ENTIRETY of the past 10 years AND**
2. You have **NEVER been convicted of a Disqualifying Offense** (Criminal Homicide, Aggravated Assault, Stalking, Kidnapping, Unlawful Restraint, Rape, Statutory Sexual Assault, Sexual Assault, Involuntary Deviate Sexual Intercourse, Aggravated Indecent Assault, Indecent Assault, Indecent Exposure, Incest, Concealing the Death of a Child, Endangering the Welfare of a Child, Dealing in Infant Children, Prostitution and Related Offenses, Crimes Related to Obscene and Other Sexual Materials and Performances, Corruption of Minors, Sexual Abuse of Children, Named as the Perpetrator of a Founded Report of Child Abuse OR WITHIN THE 5-YEAR PERIOD IMMEDIATELY PRECEDING, convicted of a Felony Offense under The Controlled Substance, Drug, Device and Cosmetic Act).

If you can answer "**yes**" to both of the above points, you are eligible to waive the Federal Criminal History Record Check (FBI Fingerprint).