



MADERA
NATIONAL
LITTLE LEAGUE
2022

ASAP MANUAL

“A Safety Awareness Program”

MAKING A DIFFERENCE WITH A SAFETY AWARENESS PROGRAM

Little League reports a 75% reduction in accidents annually since the beginning of the ASAP in 1995.

Madera National Little League has decided to create this Safety Manual in an effort to raise the awareness in our league regarding safety. This manual should act as a resource for training league volunteers in the various procedures used in the prevention of and reaction to accidents and injuries that might occur while participating in our program.

LEAGUE SAFETY OFFICER

The League Safety Officer for the 2022 season is:

Tony Sablan
559-905-9414 (mobile)
tony@sablanlaw.com

You should notify Tony of any accidents you experience during the season. Likewise, if you see any unsafe conditions or equipment, Tony can help coordinate a fix to the situation.

FILING OUR PLAN

This safety manual must be updated and submitted to Williamsport each season before April 1st. The plan should be submitted enough in advance so that we have time to correct any components determined not meeting the requirements of Little League. If the plan is approved before April 1st our league qualifies for a 20% reduction in the player accident portion of our charter fees.

PLAN REQUIREMENTS

There are 15 components covering the minimum requirements of this program. In addition to the 15 minimum components there are also an additional 35 highly recommended ideas that we may include with our plan. For the 2022 season we are completing a league safety manual and we have chosen to document the 15 minimum requirements and 20 of the highly recommended ideas in our plan this season.

PUBLICATION AND DISTRIBUTION

The League Safety Manual will be printed each season and a copy will be provided to the following:

- Managers of each team
- All Board Members
- Each score booth
- The District Administrator

ACCIDENT REPORTING & TRACKING

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the league Safety Officer within 48 hours of incident. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. Little League has provided forms for the accurate reporting and tracking of all accidents that happen during practice and games. The proper way to report the accident is by filling out the Incident/Injury Tracking Report and submitting it to the league Safety Officer. A sample of this form can be found in Appendix E of this manual. Blank forms can be found on the Little League website at www.littleleague.org and copies are available at the Field #1 score booth on game days.

If you witness a spectator accident during practice or games, please bring that to the attention of the league Safety Officer, or the Officer of the Night. The Officer of the Night should complete an accident report for the incident; if the name of the spectator is unknown, the form may be completed as a "John Doe."

"Near-misses" should also be reported; this information will be used to evaluate practices and hopefully help to avoid future injuries.

It is important to know that Little League Insurance is a secondary coverage. All claims must be reported to the League President who will then have the parents complete the necessary Accident Claim notification to be sent to Little League International. A copy of the Accident Notification Form is attached in Appendix F.



IMPORTANT CONTACT INFORMATION

This is a list of contacts that you may need in the event of an emergency, the observation of a potentially unsafe situation or condition, or for help with general league business. Please try to contact the person most likely to be responsible for the concern you need to address. If you are unable to reach the appropriate individual, and the issue is of immediate importance, please contact the League President for assistance.

EMERGENCY:

Madera Police/Fire/EMT-----	911
Poison Control Center-----	800-876-4766

NON-EMERGENCY:

Madera Police Non-Emergency-----	559-675-4200
Madera Fire Dept. Non-Emergency-----	559-675-7799
Madera County Sheriff Dept Non-Emergency-----	559-675-7770
City of Madera-----	559-661-5400
City of Madera Parks & Recreation-----	559-661-5495

AREA HOSPITALS:

Madera Community Hospital-----	559-675-5555
Valley Children's Hospital-----	559-353-3000
Kaiser Permanente Fresno-----	559-448-4555

BOARD MEMBERS:

<u>Position</u>	<u>Member</u>	<u>Phone</u>	<u>E-mail</u>
President	Rolando Arredondo	559-981-0499	raredondo@applebyco.com
V. Pres./Majors	Chris Schoettler	559-706-3575	tping_cps@hotmail.com
V. Pres./Minors	Anthony Gonzales	559-781-1371	antdog3@comcast.net
Secretary	Cherie Moles	559-232-3859	cherietepfer@hotmail.com
Treasurer	Tony Sablan	559-905-9414	tony@sablanlaw.com
Player Agent	Rosemary Palacios	559-871-5582	rosemary_calderon82@yahoo.com
Safety Officer	Tony Sablan	559-905-9414	tony@sablanlaw.com
Fields/Mainten.	Ed Medina	559-706-7225	edmedina26@gmail.com
Equipment Mgr	Ed Medina	559-706-7225	edmedina26@gmail.com
Uniform Coordin.	Patty Bartsch	559-708-2224	patdust12@gmail.com
Umpire Coordin.	Julie Arredondo	559-373-4763	arredondo@j@aetna.com
Head Scorekeepr	Cindy Gonzales	559-259-0206	cynz@sbcglobal.net
Public Relations	John Jasper	559-906-3941	jjasper2013@yahoo.com
Fundraising/ Signs/Sponsors	Ruben Gil	559-474-1426	rgj02@yahoo.com
Player Agent- Challenger	Fernando Santoyo	559-871-4059	santoyo78@gmail.com

VOLUNTEER REQUIREMENTS

Little League instituted a requirement that all volunteers or members of the organization who provide regular services to the league and/or who have repetitive access to or contact with players or teams must complete a volunteer application each year and clear a background check. The requirement includes a Department of Justice nationwide background check. **Unfortunately, any person refusing to complete a Volunteer Application is ineligible to participate in the league, in accordance with Little League rules.**

The Secretary of our league is responsible for completing the registry checks. He or she will report any negative findings to the President, who is the only other individual, besides the league Secretary, that will handle this sensitive information. These two individuals will ensure our league maintains a program where parents and members of our community are comfortable relying on us to safeguard their children. The Volunteer Application for the 2022 Season is available in Appendix A or online at: <https://www.littleleague.org/downloads/volunteer-application/>

FUNDAMENTALS TRAINING

All Managers and Coaches are required to participate in fundamentals training yearly. It is acceptable for a coach not to participate in this training with the approval of the league President. All coaches must participate in safety training a minimum of one time every three years. A coach that has gone two seasons without participating in the fundamentals training shall not be permitted to coach in the third season without participating in this training.

IMPORTANT REMINDERS

We are recommending the use of protective cups, mouth and face guards for all players.

Coaches are not permitted to catch pitchers (Little League Rule 3.09); this rule also prohibits standing at the backstop during practice as informal catcher for batting practice.

PARENT ORIENTATION – CODE OF CONDUCT

The Madera National Little League has adopted the Sport Parent Code of Conduct as a guideline of conduct for the Parents in our league. This code was developed by the Massachusetts Governor's Committee on Physical Fitness and Sports and the National Youth Safety Foundation, Inc. It provides clear guidelines for parent behavior focused entirely on providing an enriching experience for their children while involved in our program.

This Code of Conduct will be provided during the sign-up process to all parents and guardians of players in the league and must be read and acknowledged by all parents or guardians. We will also post this code at each field for all league participants, parents, and guests as a continuous reminder of our commitment to the children in our league.

The league will emphasize to the Managers of each team the necessity to provide clear communication of expectations of this Code of Conduct to the players and parents at the parent meeting held during the first week of practice. Managers are also responsible for providing a handout to all parents entitled "Guidelines for Honoring the Game" during this first parent meeting. This handout will be provided to Managers at the Managers and Coaches meeting on draft day.

Copies of both forms can be found in Appendix B.

SAFETY TRAINING

All coaches and managers should be familiar with basic first aid procedures should the need arise. We will be having a safety training session for all Coaches and Managers. At least one member of each coaching staff must attend this training each season. Every coach and manager must attend these clinics at least once every three years to remain eligible to participate in the league.

FIRST AID KITS

All teams will be provided with basic first aid kits for any minor medical needs they may encounter while at practice. The League will also have a fully stocked first aid kit and ice packs available at each game field for any needs that arise during game play.

RECOGNIZING CONCUSSIONS

Recently the severity of sports-related concussions has come to the forefront in professional sports, but the same awareness should be taken in any sport where a head injury is possible. What is a concussion?

A concussion is a type of traumatic brain injury, caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull. This sudden movement of the brain can cause stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

Recognizing when an athlete has sustained a concussion is important because if an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.

What do I do if I suspect a player has suffered a concussion?

1. Remove the athlete from play
2. Have the athlete evaluated by a healthcare professional
3. Inform the athlete's parents or guardians
4. Complete a written accident report
5. Keep the athlete out of play until he or she has been released by a healthcare professional

What steps can we take to limit concussions and how do we recognize when an athlete has a concussion? Please review and become familiar with the information in “Heads Up Concussion in Youth Sports – A Fact Sheet for Coaches” in Appendix G.

FIELD INSPECTION

Each coaching staff and umpire will inspect each field for any safety related play issues before each night's games before game warm-ups begin. The Officers of the Night will be responsible for walking the field and monitoring it for hazards during the course of their duties on each game day for both fields. Any unsafe conditions need to be corrected before play begins.

FACILITY SURVEY

The Safety and Field Maintenance Officers of the Board will conduct the annual Little League Facility Survey and provide a copy in this manual in Appendix C. This survey is a tool to assist the league in finding areas of focus for our safety plan; in addition, it will give us a planning guide regarding future improvements to our facilities over the next several years. As a document of record, it will pass on to future boards, so the consistency of our program is only improved upon over time.

CONCESSION STAND AND FOOD SAFETY

Our concessions are operated by the local Madera Evening Lions Club. Although we do not have any control over their procedures or offerings, we will provide them with a copy of the "Concession Stand Tips-Safety First" article, "Wash Hands" signage and "Make League's Barbeques Safe" article. Before the season begins, we will ask them to consider these tips and any additional safety steps for implementation. We will also work with the Evening Lions to ensure concession stand operations meet or exceed local health and safety regulations. These documents are available in Appendix D.

EQUIPMENT MANAGEMENT AND SAFETY INSPECTION

The Equipment Manager's first priority is to closely inspect all league equipment prior to issuing at the start of each Little League season. This is to include all batting helmets, bats and catcher's equipment. Equipment manager is also responsible to monitor equipment use and replace any equipment damaged during the season.

Team Managers shall inspect all equipment to be utilized by his or her team before each game.

The Umpire Crew will be responsible for reviewing the condition of all equipment before each game. Items like bats, dangling throat protectors and helmets should be reviewed. Umpires should remove all substandard equipment from the field before the start of play.

At no time should any worn out or damaged equipment not meeting the playing standards set by Little League be allowed on the playing field or at practice.

RULES ENFORCEMENT

The League President is the person responsible for making sure that the board and all managers and coaches follow all rules and regulations. All Board members are responsible for assisting the President in this duty. The President will also ensure that all equipment that is used by players is safe and usable for the purposes they are meant for. Any equipment that is not safe must be removed and destroyed, with new equipment supplied to the teams that need it. All ground rules/bylaws and the constitution are also part of the rules that everyone must following in addition to those set out in the rulebook. Enforcement is ultimately the responsibility of every member of the Board of Directors, under the leadership of the President.

Additionally, Madera National Little League will require ALL teams to enforce all Little League rules, including, but not limited to:

- Each catcher will have the proper safety equipment;
- There will be no on-deck batters during games;
- Coaches will not warm-up pitchers;
- Bases will disengage on all fields; and
- All batter's helmets will include a face mask for safety.

Additional rules that will be required of all teams and players is attached as Appendix H.

APPENDIX A



Little League® Volunteer Application – 2022

Do not use forms from past years. Use extra paper to complete if additional space is required.



This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)(9). **THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit LittleLeague.org/LocalBGcheck for more information.**

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

All red fields are required.

Name _____ Date _____
First Middle Name or Initial Last

Address _____
City _____ State _____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

1. Do you have children in the program? _____ Yes ☐ No ☐

If yes, list full name and what level? _____

2. Special Certification (CPR, Medical, etc.)? If yes, list: _____ Yes ☐ No ☐

3. Do you have a valid driver's license? _____ Yes ☐ No ☐

Driver's license#: _____ State _____

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? _____ Yes ☐ No ☐

If yes, describe each in full: _____

(If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.)

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? _____ Yes ☐ No ☐

If yes, describe each in full: _____

(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? _____ Yes ☐ No ☐

If yes, describe each in full: _____

(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? _____ Yes ☐ No ☐

If yes, explain: _____

(If volunteer answered yes to Question 7, the local league must contact the Little League Security Manager.)

In which of the following would you like to participate? (Check one or more.)

☐ League Official ☐ Umpire ☐ Manager ☐ Concession Stand

☐ Coach ☐ Field Maintenance ☐ Scorekeeper ☐ Other _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program: _____

Name/Phone _____

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked):

Review the Little League Regulation 1(c)(9) for all background check requirements

☐ JDP (Includes review of the US. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible List)*

OR

☐ National Criminal Database check ☐ U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible List

☐ National Sex Offender Registry

*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

APPENDIX B

Sport Parent Code of Conduct

We, the _____ Little League, have implemented the following Sport Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in our league.

Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness,
- Respect,
- Responsibility,
- Fairness,
- Caring, and
- Good Citizenship.

The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. 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.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. 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.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. 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.

Parent/Guardian Signature

Guidelines for Honoring the Game

The key to cultivating optimal adult behavior (and reducing misbehavior) in Little League is "Honoring the Game." To remember the tenets of Honoring the Game, use the acronym ROOTS, meaning respect for Rules, Opponents, Officials, Teammates and Self.

You don't bend the Rules to win. You understand that a worthy Opponent helps you to play to your highest potential. You respect Officials even when you disagree with their calls. You refuse to do anything that embarrasses your Teammates. Even if others fail to live up to these standards, you live up to the standards you set for your Self.

Here are a few ways "Second-Goal" Parents can contribute to a positive Little League environment so that children will keep having fun and keep returning to baseball and softball, where they can learn the life lessons they will need long after their Little League careers end.

Before the Game:

1. Make a commitment to Honor the Game in action and language no matter what others may do.
2. Tell your children before each game that you are proud of them regardless of how well they play.

During the Game:

1. Fill your children's "Emotional Tanks."
2. Don't yell instructions during the game. Let coaches coach.
3. Cheer good plays by both teams.
4. Mention good calls by the umpires to other parents.
5. If an umpire makes a "bad" call against your team, Honor the Game — be silent!
6. If other parents yell at the umpires, gently remind them to Honor the Game.
7. Don't do anything in the heat of the moment that you will regret after the game. Ask yourself, "Will this embarrass my child or the team?"
8. Remember to have fun! Enjoy the game.

After the Game:

1. Thank the umpires for doing a difficult job for little or no pay.
2. Thank the coaches for their commitment and effort.
3. Remind your children again that you are proud of them — win or lose.

APPENDIX C

Edit Field

Field Information

Field Name

Lions Town and Country Park

Address Line 1

Address Line 2

City

State

Select...

Zip Code

Field Dimensions

All dimensions should be entered in **feet (Ft.)**

	Feet (Ft.)
Outfield Fence Height	4.00

Distance from Home Plate to:	Feet (Ft.)
Left Field Fence	197.00
Center Field Fence	198.00
Right Field Fence	200.00
Backstop	18.00

Foul Territory From LF Line to Fence At:	Feet (Ft.)
Home	24.00
3rd Base	25.00
Outfield Foul Pole	24.00

Foul Territory From RF Line to Fence At:	Feet (Ft.)
Home	28.00
1st Base	30.00
Outfield Foul Pole	29.00

General Inventory Questionnaire

1. How many cars can park in designated parking areas for this field? 101 or mor
2. How many people will your bleachers seat for this field? 101-300
3. Are the bleachers made of wood on this field? ☐ Yes ☐ No

4. Are the bleachers made of metal on this field? ☐ Yes ☒ No
5. Are bleachers for this field made of material other than wood or metal? ☒ Yes ☐ No
6. If bleachers are made of metal, is a ground wire attached to a ground rod? ☐ Yes ☒ No
7. If bleachers are made of wood, are they inspected annually for safety? ☐ Yes ☒ No
8. Is there a safety railing at the top/back of bleachers for this field? ☐ Yes ☒ No
9. Is there a handrail up the sides of bleachers for this field? ☐ Yes ☒ No
10. Is permanent telephone service available for this field? ☐ Yes ☒ No
11. Is cellular telephone service available for this field? ☐ Yes ☒ No
12. Is a permanent public address system available for this field? ☐ Yes ☒ No
13. Is a portable public address system available for this field? ☒ Yes ☐ No
14. Is there a pressbox for this field? ☐ Yes ☒ No
15. Is there a scoreboard for this field? ☐ Yes ☒ No
16. Are adequate bathroom facilities available for this field? ☐ Yes ☒ No
17. Are permanent concession stands available for this field? ☐ Yes ☒ No
18. Are mobile concession stands available for this field? ☒ Yes ☐ No

Field Questionnaire

19. Is this field completely fenced? ☐ Yes ☐ No
20. Is the fencing made of chainlink on this field? ☐ Yes ☐ No
21. Is the fencing made of wood on this field? ☐ Yes ☐ No
22. Is the fencing made of wire on this field? ☐ Yes ☐ No
23. Is the basepath material on this field sand, clay or soil mix? ☐ Yes ☐ No
24. Is the basepath material on this field ground burnt brick? ☐ Yes ☐ No
25. Is the basepath material on this field other than sand, clay, soil mix or ground burnt brick? ☐ Yes ☐ No
26. If yes to other material, what is the basepath material on this field? ☐ No
27. Is non-caustic lime used to mark the baselines on this field? ☐ Yes ☐ No
28. Is spray paint used to mark the baselines on this field? ☐ Yes ☐ No
29. Is commerical marking used to mark the baselines on this field? ☐ Yes ☐ No
30. Is the infield surface grass? ☐ Yes ☐ No
31. Does this field have a conventional dirt pitching mound? ☐ Yes ☐ No
32. Does this field have a temporary pitching mound? ☐ Yes ☐ No
33. Are there foul poles on this field? ☐ Yes ☐ No
34. Is there a backstop behind home plate on this field? ☐ Yes ☐ No

35. Is there an outfield warning track for this field? ☐ Yes ☐ No
36. If yes, what width is the warning track? 2ft
37. Is there a batter's eye (screen/covering) at center field on this field? ☐ Yes ☐ No
38. Is there a pitcher's eye (screen/covering) behind home plate on this field? ☐ Yes ☐ No
39. Does this field have protective fences in front of the dugouts? ☐ Yes ☐ No
40. Is there a protected on-deck batter's area on this field?
(Intermediate (50/70), Junior, Senior only) ☐ Yes ☐ No
41. Are fenced limited access bull pens available for this field? ☐ Yes ☐ No
42. Is a first aid kit provided for this field? ☐ Yes ☐ No
43. Do bleachers for this field have overhead screens for spectator foul ball protection? ☐ Yes ☐ No
44. Do bleachers for this field have fencing behind for spectator foul ball protection? ☐ Yes ☐ No
45. Do your bases disengage from their anchors? (Mandatory since 2008) ☐ Yes ☐ No
46. Is this field lighted? ☐ Yes ☐ No
47. Are light levels at/above Little League standards? ☐ Yes ☐ No
48. Light levels on this field are not known? ☐ Yes ☐ No
49. Are there wood light poles on this field? ☐ Yes ☐ No

50. Are there steel light poles on this field? Yes ☐ No
51. Are there concrete poles on this field? Yes ☐ No
52. Is the electrical wiring to each pole on this field underground? ☐ Yes No
53. Are there ground wires connected to ground rods on each pole on this field? Yes ☐ No
54. Was the electrical system on this field tested/inspected in last two years? ☐ Yes No
55. What month/year was electrical system testing done on this field? 2/17
56. Were the light levels on this field tested/inspected in the last two years? ☐ Yes No
57. What month/year was the light level testing done on this field? 2/17
58. Was the electrical system on this field tested/inspected by a qualified technician? ☐ Yes ☐ No
59. Were the light levels on this field tested/inspected by a qualified technician? ☐ Yes No

Facility Management Questionnaire

60. Does field have limitation on amount of time for practice? ☐ Yes No
61. Does field have limitation on number of teams or games? ☐ Yes No
62. Does field have limitation on scheduling and/or timing? ☐ Yes No
63. Is this field owned by a municipality? ☐ Yes No

64. Is this field owned by a school? ☒ Yes ☐ No
65. Is this field owned by a league? ☒ Yes ☐ No
66. Municipality is responsible for operational energy costs on this field? ☐ Yes ☒ No
67. School is responsible for operational energy costs on this field? ☒ Yes ☐ No
68. League is responsible for operational energy costs on this field? ☐ Yes ☒ No
69. Municipality is responsible for operational maintenance on this field? ☐ Yes ☒ No
70. School is responsible for operational maintenance on this field? ☒ Yes ☐ No
71. League is responsible for operational maintenance on this field? ☐ Yes ☒ No
72. Municipality is responsible for improvements on this field? ☐ Yes ☒ No
73. School is responsible for improvements on this field? ☒ Yes ☐ No
74. League is responsible for improvements on this field? ☐ Yes ☒ No
75. Other group is responsible for improvements on this field? ☒ Yes ☐ No
76. Is T-ball or Minor division baseball played on this field? ☐ Yes ☒ No
77. Is Major division baseball played on this field? ☐ Yes ☒ No
78. Is Junior or Senior division baseball played on this field? ☒ Yes ☐ No
79. Is Challenger Division baseball played on this field? ☐ Yes ☒ No
80. Is Intermediate (50/70) division baseball played on this field? ☒ Yes ☐ No
81. Is Tee Ball or Minor division softball played on this field? ☐ Yes ☒ No

82. Is Major division softball played on this field?

☐ Yes ☐ No

83. Is Junior or Senior division softball played on this field?


☐ Yes ☐ No

84. Is Challenger Division softball played on this field?

☐ Yes ☐ No

85. Will tournaments be hosted on this field?

☐ Yes ☐ No

 Save Field

APPENDIX D

Concession Stand Tips

SAFETY FIRST

Requirement 9

12 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

1. Menu.

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness.

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

13. Set a Minimum Worker Age.

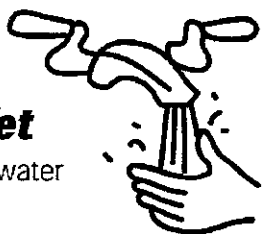
Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

Safety plans must be postmarked no later than May 1st.

Volunteers Must Wash Hands

HOW

Wet
warm water



Wash

20 seconds
Use soap

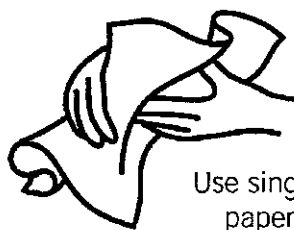


Rinse



Dry

Use single-service
paper towels



Gloves



WHEN

**Wash your hands before you
prepare food or as often as needed.**

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

**Do not touch ready-to-eat
foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils.

Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand

when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.



**UMASS
EXTENSION**

Make league's barbeques safe

Keep food safe from bacteria, check grill for problems

Barbecue Safety

Safely transporting food, precooking and preventing cross-contamination are the major ingredients of barbecue safety.

Chill Foods to Stop Bacteria

When transporting food, either from the grocery store or to a picnic area, keep it cool to minimize bacterial growth. Pack meat, poultry, salads and other perishables in an insulated cooler with ice.

Marinade is a savory acidic sauce in which a food is soaked to tenderize and add flavor. Always marinate meats in the refrigerator, not on the counter. Reserve a portion of the marinade that hasn't touched raw meat for a dip or basting sauce. Don't reuse marinade used on raw meat or poultry unless it has been boiled first to destroy any bacteria.

Take Care With Meat Items

Meats and poultry may be precooked on the stove, microwave or oven to reduce grilling times. If foods are partially precooked, place immediately on the grill to finish cooking. Never partially cook meats and poultry and wait to finish cooking later. If meats and poultry are completely cooked ahead of time and chilled, they may be reheated on the grill to provide a barbecued flavor.

If take-out foods such as fried chicken or barbecued beef will be reheated on the grill, and they won't be reheated/eaten within two hours of purchase, buy them ahead of time and chill thoroughly.

Keep Foods Separate, Clean Up Often

Don't use the same platter and utensils for raw and cooked meats and poultry. Be sure there are plenty of clean utensils and platters to allow separate handling of raw foods and cooked foods. Pack clean, soapy sponges, clothes and wet towelettes for cleaning surfaces and hands. There is an antibacterial soap on the market now that does not need water and would be ideal to carry on a picnic for cleaning platters and utensils.

Cook Foods Thoroughly

Cook everything thoroughly. Rare or medium meat or poultry can harbor harmful bacteria. Fish should always be

"Can you give us some advice on barbecue safety? Every Saturday we have a barbecue during the ball games. Are there guidelines for sanitizing utensils between each use, maintaining food (such as hamburger beef and tomatoes) to ensure we keep PHFs out of the temperature danger zones, using and storing propane tanks, and any other barbecue safety info?"

**Douglas Polgar, safety officer
Sierra Little League,
Sunnyvale, Calif.**

fully cooked. For greatest safety, ground meat should reach 160° F on a meat thermometer, and poultry should reach 180° F for doneness. Since grilled food often browns very fast on the outside, make a "sample cut" to visually check for doneness. The juices should run clear and meat should not be pink, although meat color is not accurate (check Page 3).

Based on current research findings, eating moderate amounts of grilled meats, fish, and poultry, cooked thoroughly without charring, does not pose a health problem.

Resources:

- USDA Consumer Information Publication. 1996. "Barbecue Food Safety".
 - Food Safety and Inspection Service, USDA Food Safety Publications. 1996.
<http://www.fsis.usda.gov/OA/pubs/barbecue.pdf>
 - USDA Meat and Poultry Hotline: 1-800-535-4555
- Material written by Mary Abgrall and Scottie Misner, May 1998. Part of Food Safety Tips, College of Agriculture, University of Arizona. Document located at <http://ag.arizona.edu/pubs/health/foodsafety/az1069.html>
- ### Grilling Safety

According to the Insurance Information Institute, backyard barbecues result in more than 2,000 fires and even three deaths each year. Most problems happen when you fire up a grill that hasn't been used for several months.

Gas grill: check it over thoroughly before using it. Check for leaks, cracking or brittleness, and clean out the tubes that lead into the burner — look for blockages from spiders or food waste.

Make sure the grill is at least 10 feet from *any* buildings or trees. And never leave the grill unattended.

Charcoal grill: use starter fluid sparingly and never put it on an open flame. And it's always best to have a fire extinguisher nearby... it can stop a fire before it spreads.

Also, be careful if you pick up gas canisters... never leave them in a hot car. The heat could cause some of the gas to leak out.

(Also, see the April, 2000 ASAP News for more food tips.)

USDA encourages use of thermometers

WASHINGTON, D.C. — The United States Department of Agriculture launched a new food safety education campaign in Spring 2000 to promote the use of food thermometers. The campaign theme is: "It's Safe to Bite When the Temperature is Right!"

"This national food safety education campaign is designed to encourage consumers to use a food thermometer when cooking meat, poultry, and egg products. Using a food thermometer is the only way to tell when food has reached a high enough temperature to destroy harmful pathogens that may be in the raw food," said Under Secretary for Food Safety Catherine Woteki.

"Color is misleading and should not be relied on to indicate a safely cooked product. Meat or poultry color can fool even the most experienced cook. USDA research shows that one out of every four hamburgers turns brown in the middle before it is safely cooked," Woteki said.

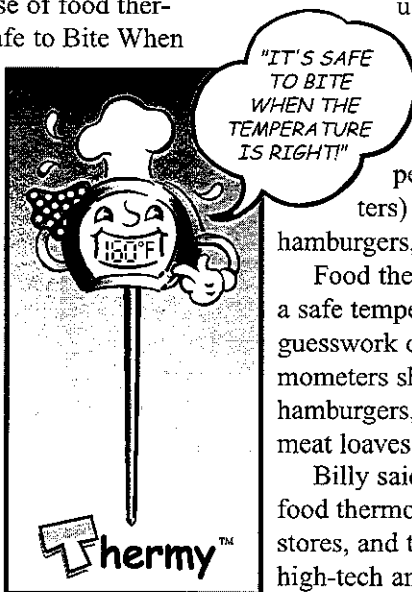
USDA introduced its new messenger, "Thermy™," to promote the use of food thermometers in the home.

"Consumers will soon see 'Thermy™' at many retail stores and in broadcast messages as a reminder to purchase and use a food thermometer when cooking," Woteki said.

Tom Billy, USDA's Food Safety and Inspection Service administrator, said, "I am concerned that... only a small percent of consumers use (food thermometers) often when cooking small foods like hamburgers, pork chops, or chicken breasts."

Food thermometers help ensure food is cooked to a safe temperature, prevent overcooking, and take the guesswork out of preparing a safe meal. "Food thermometers should be used every time you prepare hamburgers, poultry, roasts, chops, egg casseroles, meat loaves, and combination dishes," says Billy.

Billy said that there are a wide variety of reliable food thermometers available in grocery and kitchen stores, and that many are inexpensive. "They are high-tech and easy to use. Their cost is minimal when considering your family's safety. This is especially true for people who are at high risk, including young children, pregnant women, people over 65, and those with chronic illnesses."



Food Safety and Inspection Service, USDA



Prepare for dangerous storms

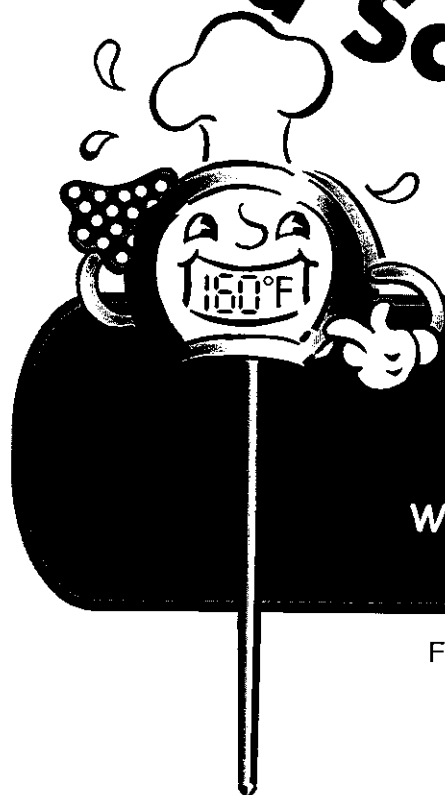


In baseball, three strikes and you're out. With lightning, one strike is all it takes.

When considering lightning, safety officers should think in terms of preparation, rather than prevention. Lightning and dangerous storms cannot be stopped. At any given time, more than 2000 thunderstorms are in progress around the world. Strikes to earth are random, and total protection from lightning impossible. However, leagues can reduce the risk of catastrophe by educating personnel and developing an evacuation plan.

The National Lightning Safety Institute lists six steps to safety for outdoor athletic events:

1. **A responsible person should be designated to monitor weather conditions.** Local weather forecasts should be monitored 24 hours prior to events. A portable weather radio is recommended.
2. **Suspension and resumption of activities should be planned in advance.** Safe evacuation sites include metal vehicles with windows up, enclosed buildings, or if necessary, low ground.
3. **Unsafe shelter areas include all outdoor metallic objects like flag poles, fences, light poles, and metal bleachers.** Avoid trees, water, open fields, and using the telephone.
4. **Lightning's distance from you can be referenced by noting the time from its flash to the bang of associated thunder.** For each five second count, lightning is one mile away, i.e. 10 seconds = 2 miles. Since the distance from one strike to the next can be up to 1.5 miles, the NLSI suggests you activate your lightning evacuation plan *no later* than a count of 15.
5. **If you feel your hair standing on end or hear "crackling noises," you are in lightning's electric field.** Immediately remove metal objects and objects with metal pieces like baseball caps, place your feet together, duck your head, and crouch like a catcher with hands on knees.
6. **People struck by lightning do not carry an electrical charge and are safe to handle.** Apply CPR immediately if qualified, and get emergency help.



Thermy™ says:

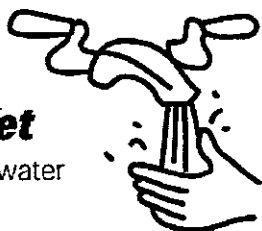
"It's Safe to Bite
When The Temperature is Right!"

Food Safety and Inspection Service, USDA

Volunteers Must Wash Hands

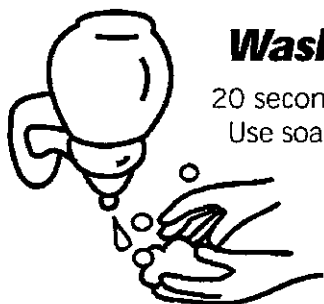
HOW

Wet
warm water



Wash

20 seconds
Use soap

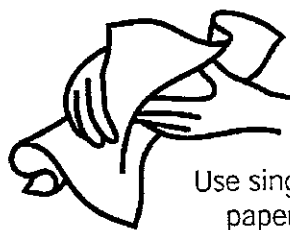


Rinse



Dry

Use single-service
paper towels



Gloves



WHEN

**Wash your hands before you
prepare food or as often as needed.**

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

**Do not touch ready-to-eat
foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils.

Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand

when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

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**UMASS
EXTENSION**

APPENDIX E

For Local League Use Only**Activities/Reporting****A Safety Awareness Program's
Incident/Injury Tracking Report**

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: ☐ Male ☐ Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TADB.) ☐ Challenger ☐ T-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)☐ Junior ☐ Senior ☐ Big LeagueC.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event☐ Travel to ☐ Travel from ☐ Other (Describe): _____**Position/Role of person(s) involved in incident:**D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: _____

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:**A.) On Primary Playing Field**☐ Base Path: ☐ Running or ☐ Sliding☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted☐ Collision with: ☐ Player or ☐ Structure☐ Grounds Defect☐ Other: _____**B.) Adjacent to Playing Field**☐ Seating Area☐ Parking Area**C.) Concession Area**☐ Volunteer Worker☐ Customer/Bystander**D.) Off Ball Field**☐ Travel:☐ Car or ☐ Bike or☐ Walking☐ League Activity☐ Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: () _____

Signature: _____ Date: _____

APPENDIX F



LITTLE LEAGUE® BASEBALL AND SOFTBALL

ACCIDENT NOTIFICATION FORM

INSTRUCTIONS

Send Completed Form To:
Little League, International
539 US Route 15 Hwy, PO Box 3485
Williamsport PA 17701-0485
Accident Claim Contact Numbers:
Phone: 570-327-1674

Accident & Health (U.S.)

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. **Limited** deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name		League I.D.	
PART 1			
Name of Injured Person/Claimant	SSN	Date of Birth (MM/DD/YY)	Age Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code) ()	Bus. Phone (Inc. Area Code) ()
Address of Claimant		Address of Parent/Guardian, if different	

The Little League Master Accident Policy provides benefits in **excess** of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident	Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM	Type of Injury
------------------	---	----------------

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in **each** column:

- | | | | | |
|---|---|---|---|---|
| <input type="checkbox"/> BASEBALL | <input type="checkbox"/> CHALLENGER (4-18) | <input type="checkbox"/> PLAYER | <input type="checkbox"/> TRYOUTS | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES) |
| <input type="checkbox"/> SOFTBALL | <input type="checkbox"/> T-BALL (4-7) | <input type="checkbox"/> MANAGER, COACH | <input type="checkbox"/> PRACTICE | <input type="checkbox"/> SPECIAL GAME(S) (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> CHALLENGER | <input type="checkbox"/> MINOR (6-12) | <input type="checkbox"/> VOLUNTEER UMPIRE | <input type="checkbox"/> SCHEDULED GAME | |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12) | <input type="checkbox"/> PLAYER AGENT | <input type="checkbox"/> TRAVEL TO | |
| | <input type="checkbox"/> INTERMEDIATE (50/70) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM | |
| | <input type="checkbox"/> JUNIOR (12-14) | <input type="checkbox"/> SAFETY OFFICER | <input type="checkbox"/> TOURNAMENT | |
| | <input type="checkbox"/> SENIOR (13-16) | <input type="checkbox"/> VOLUNTEER WORKER | <input type="checkbox"/> OTHER (Describe) | |

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature

For Residents of California:

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

For Residents of New York:

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

For Residents of Pennsylvania:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

For Residents of All Other States:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)

Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official	Position in League	
Address of League Official	Telephone Numbers (Inc. Area Codes) Residence: () Business: () Fax: ()	

Were you a witness to the accident? ☐ Yes ☐ No

Provide names and addresses of any known witnesses to the reported accident.

Check the boxes for all appropriate items below. At least one item in each column must be selected.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

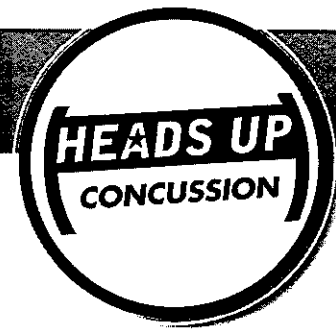
Does your league use batting helmets with attached face guards? ☐ YES ☐ NO
If YES, are they ☐ Mandatory or ☐ Optional At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date _____ League Official Signature _____

APPENDIX G

CONCUSSION FACTS



Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

HEADS UP ACTION PLAN:

1. Remove the athlete from play.
2. Keep the athlete out of play the day of the injury.
3. Obtain permission from an appropriate health care professional that states the athlete can return to play.

IMPORTANT PHONE NUMBERS:

EMERGENCY MEDICAL SERVICES

NAME: _____

PHONE: _____

HEALTH CARE PROFESSIONAL

NAME: _____

PHONE: _____

STAFF AVAILABLE DURING PRACTICES

NAME: _____

PHONE: _____

STAFF AVAILABLE DURING GAMES

NAME: _____

PHONE: _____

[INSERT YOUR LOGO]

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Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

APPENDIX H

- Responsibility for safety procedures should be that of an adult member of the local league.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, coaches, and umpires should have some training in first-aid. First-Aid Kit should be available at the field.
- No games or practice should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, glass, and other foreign objects.
- Dugouts and bat racks should be positioned behind screens.
- Only players, managers, coaches, and umpires are permitted on the playing field during play and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a regular player assigned for this purpose.
- Procedure should be established for retrieving foul balls batted out of the playing area.
- During practice sessions and games, all players should be alert and watching the batter on each pitch.
- During warm up drills, players should be spaced so that no one is endangered by errant balls.
- Equipment should be inspected regularly. Make sure it fits properly.
- Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
- Batters must wear protective NOCSAE helmets during practice, as well as during games.
- Catchers must wear catcher's helmet (with face mask and throat guard), chest protector, and shin guards. Male catchers must wear a protective supporter and cup at all times.
- Except when runner is returning to a base, head first slides are not permitted. This applies only to Little League (Majors), Minor League, and Tee Ball.
- During sliding practice bases should not be strapped down.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "Safety Glasses."
- Players must not wear watches, rings, pins, jewelry, hard cosmetic, or hard decorative items.
- Catchers must wear catcher's helmet, face mask, and throat guard in warming up pitchers. This applies between innings and in bullpen practice. Skull caps are not permitted.

- Batting/catcher's helmets should not be painted unless approved by the manufacturer.
- Regulations prohibit on-deck batters. This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat. This applies only to Little League (Majors), Minor League, and Tee Ball.
- Players who are ejected, ill, or injured should remain under supervision until released to the parent or guardian.