



# **ASAP:** **Making an Impact** **for Little League**

*A Safety Awareness Program*  
of Little League Baseball® and Softball



# Hiller Sports Complex

## Home of McKinleyville Little League



## **A Message from your 2018 League Safety Officer**

**Dear Families and McKinleyville community members,**

**Welcome to another exciting year of Little League baseball!**

**In 1994, Little League introduced the A Safety Awareness Program (ASAP) to increase safety awareness throughout its program. Since the conception of the ASAP, injuries have decreased throughout Little League by 80%. McKinleyville Little League considers safety to be a guiding principle for all of our endeavors and we take important actions to provide for the safety of everyone involved.**

**Please view our individual league safety plan online at [www.mckinleyvillelittleleague.com](http://www.mckinleyvillelittleleague.com) or visit the concession stand during the season to view the plan. Each year, players, volunteers, coaches, and spectators are reminded to review safety regulations and the codes of conduct for our league. If the need arises, each team has a stock of first aid supplies, and a comprehensive first aid kit is located at the concession stand.**

**As part of our safety planning, we continually improve upon and upgrade the safety features of our facilities. Last year, clay bricks were added to the batters boxes and pitchers mounds to increase stability. This year, we plan to secure the bullpen areas with fencing to contain pitches thrown and protect players whom are warming up from an inadvertent foul ball.**

**As safety is an issue based on solid planning and prevention techniques, we welcome your feedback and ideas to evolve our safety program. Please become familiar with the player safety requirements, volunteer roles, and codes of conduct for all those participating. For more information visit our website at [www.mckinleyvillelittleleague.com](http://www.mckinleyvillelittleleague.com), or please come and speak with me, your league safety officer.**

**Please feel free to contact McKinleyville Little League at 707-845-6661.**

**Hope everyone has a great season and that our planning efforts continue to decrease accidents and improve overall safety. Batter up!**

**Sincerely,**

**Thomas Saunders**

**2018 McKinleyville Little League Safety Officer**

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# Emergency Phone Numbers and Contact List

## EMERGENCY

**Police.....911**

**Ambulance.....911**

**Fire:.....911**

**Poison Center: 1-800-222-1222**

**Humboldt County Sheriff's Department: 707-445-7251**

**CA Highway Patrol 707-822-5981**

**McKinleyville Sheriff's Department: 707-839-6600**

**McKinleyville Fire Department: 707-825-2000**

**Mad River Hospital: 707-822-3621**

**St. Joseph hospital 707-445-8121**

## League Officials

**President: Eric Agliolo 707-845-3192**

**Vice President: Dave Hooven 707-498-3703**

**Safety Officer: Thomas Saunders 707-572-0883**

**Head of Maintenance: Scot Lackey 707-499-7193**

**Head Umpire: Carlos Avelar 707-599-9494**

**Equipment Manager Wayne Wilson 707-496-8600**

## **1.0 INTRODUCTION**

“Little League’s most valuable asset are the people, making the operation of a safe and healthy program the top priority. Always considering the well-being of the players, volunteers, and fans, Little League has diligently developed player safety resources that can make the experience positive and memorable.”- Little League Website

This manual will be distributed to coaches and volunteers prior to each season. The manual will be located in the concession stand for anyone to access during the season. In addition, the safety manual is available for view on the website: [www.mckinleyvillelittleleague.com](http://www.mckinleyvillelittleleague.com)

### **1.1 Purpose**

The purpose of this Safety Plan is to ensure safety regulations are followed and to develop procedures and guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting to achieve the following goals:

### **1.2 Goals**

- Ensure that Little League rules and all other regulations are being followed for participant safety.
- Provide a safe environment for all participants by continued evaluation and evolution of safety procedures, guidelines, and regulations.
- Prevent and reduce injuries accidents by remaining proactive in the development of planning and safety infrastructure.
- Define roles and improve communication about safety between players, parents, coaches, and league officials.

### **1.3 Mission Statements**

#### **Little League**

to "promote, develop, supervise, and voluntarily assist in all lawful ways, the interest of those who will participate in Little League Baseball and Softball."

#### **McKinleyville Little League (MLL)**

“To share in the tradition of baseball while creating a fun environment for youth development and physical fitness.”

## 1.4 Safety Plan Elements

### Safety Officer

- The league safety officer shall be a board elected position and be on file with Little League International. (section 5.5.1)
- The league safety officer shall be required to have current certification in first aid, CPR, and possess additional recommended safety training such as National Incident Management System (FEMA), and Hazardous materials training. (section 5.5.1)
- The league safety officer is required to communicate with emergency personnel prior to the beginning of the baseball season.
- Each team is encouraged to employ a TSO (team safety officer) to address safety concerns and communicate with the league safety officer. (section 5.1)

### Safety and other Manuals

- The safety manual will be published and distributed to managers and other staff members. (section 1.0)
- The safety manual will be readily accessible for view during the baseball season, and will be available online for public view and usage. (section 1.0)
- The league safety plan shall be reviewed and updated by the board of directors on an annual basis and provided to Little League International, as well as the District Safety Officer.
- A Concessions Safety Manual shall be provided and revised annually for use in the food preparation area. All concession volunteers are required to obtain food handling/prep procedures training and review the current concession manual. (section 5.6.3)
- A facility manual shall be drafted and updated by the facilities manager and be available in the concessions stand. (section 9.5.1)

### Safety Documentation, Involvement, and Planning

- All safety concerns and unsafe conditions must be reported to the league safety officer and addressed by the board of directors. (section 1.5)
- League player registration data shall be submitted to the Little League Data Center prior to each season at the earliest time possible.
- Safety messages and information shall be provided on bulletin boards, emails, meetings, and online league applications.
- A portion of league funds shall be made available for ongoing safety improvements, provision of safety gear, and restocking of league and team first aid kits. (section 10.0)
- The league will continually seek improvements for safety by providing a convenient avenue for safety suggestions and comments. (section 1.5)
- Parents are encouraged to become involved in safety oversight by acting as a team safety officer (TSO). (section 5.1)



**Emergency Contacts, procedures, first aid**

- *Emergency contact number shall be posted in a common area during the season. PAGE 7*
- First aid, emergency procedures, and emergency contact information shall be distributed to managers in their team binders and are available for view in the safety manual. (section 4.0)
- Medical release forms will be included in the team binder and clearly specify any existing medical conditions. (section 3.2)
- Any injury or accident, including “near miss” accidents must be reported as required and documentation presented to the league safety officer as soon as possible. (section 3.0)
- At least one adult is required to possess a cell phone at games and practices for emergency purposes. (section 6.2)
- Key league officials phone numbers shall be made available in the safety plan, concession area, and distributed to managers and coaches in the team binder.
- Evacuation procedures and a facility map showing evacuation routes, locations of power and water turn-off, etc. will be distributed in the team binder and available for view in the safety manual. Coaches are responsible to familiarize their players with evacuation procedures and how to respond during emergency events. (sections 2.2 and 2.5)

**Volunteer Requirements**

- All volunteers must complete a required background check and annual volunteer application forms. (section 5.0)
- Coaches and managers must meet first-aid and fundamentals training requirements. (section 5.6.1)
- Coaches and umpires shall be familiar with safety rules and regulations of Little League and McKinleyville Little League. Information will be provided in the team binder and safety manual. (section 6.0)
- All volunteers shall be provided with information about codes of conduct. Any non-conformance will result in disciplinary action. (section 7.0)

**Coach, Manager, Umpire Requirements**

- Coaches and managers must adhere to the codes of conduct provided in this manual and in their team binder, any non-conformance will result in disciplinary action. (section 7.0)
- Coaches must be familiar with league rules and safety regulations and adhere to them at all times. (Sections 6.0 and 8.0)
- Coaches must have their team first aid kits and the team binder with them during practices and games. (section 4.2)
- Coaches, managers, and umpires shall always promote a safe playing environment and encourage players to discuss, acknowledge, and implement safety measures.

**Player Requirements**

- Players shall be familiarized with the codes of conduct specified in this manual. Failure to abide by any safety code will result in disciplinary action. (section 7.0)

- **Players must adhere to safety and equipment regulations at all times. (section 8.0)**
- **Players must be adequately warmed up before practices and games.**

**Equipment and Facility Safety**

- **All regulations regarding equipment must be followed at all times. Any violation will result in disciplinary actions. (sections 8.0 and 9.0)**
- **A facility survey shall be completed prior to each season and submitted to Little League International in supplement to the league safety plan.**
- **Coaches/umpires must inspect the fields for hazards prior to games and practices. Any unsafe conditions in the playing field must be brought to the attention of coaches and play will be suspended until safe conditions are met. (section 6.4)**
- **Equipment shall be inspected on a regular basis including player personal safety equipment and field equipment. Any unsafe equipment shall be documented and documentation provided to the safety officer. Unsafe equipment shall be destroyed and discarded as necessary. (section 8.0)**
- **Equipment needs must be tracked by managers for each team. (section 8.0)**
- **Managers shall encourage players to use league provided additional safety measures as necessary such as low impact balls and face masks. (section 8.2)**
- **Power equipment and storage safety and Hazardous materials storage shall be stored in an appropriate designated storage area under lock. No children or unauthorized personnel are allowed to handle this type of equipment or materials. (sections 9.6 and 9.7)**





## **2.0 EMERGENCIES**

**Emergency contacts are located on the contact list at the beginning of this manual. (Page 7)**

It is the responsibility of staff members to review emergency procedures and be prepared to respond to emergency events.

**MLL will follow the four pillars of emergency management:**

1. Mitigation/prevention- people will be notified of what hazards exist and where they are located. Hazards will be mitigated to the extent possible.
2. Preparedness- Facilities will possess adequate emergency response equipment, emergency planning, safety infrastructure, and communication.
3. Response- Staff members must be trained in emergency procedures including first aid.
4. Recovery- MLL will strive to take steps to reduce further exposure to danger including documentation of incident occurrences or probabilities of occurrences, and restocking of supplies.

**A copy of this safety manual is located in the equipment storage area at the concessions facility for emergency procedure guidelines and review by staff.**

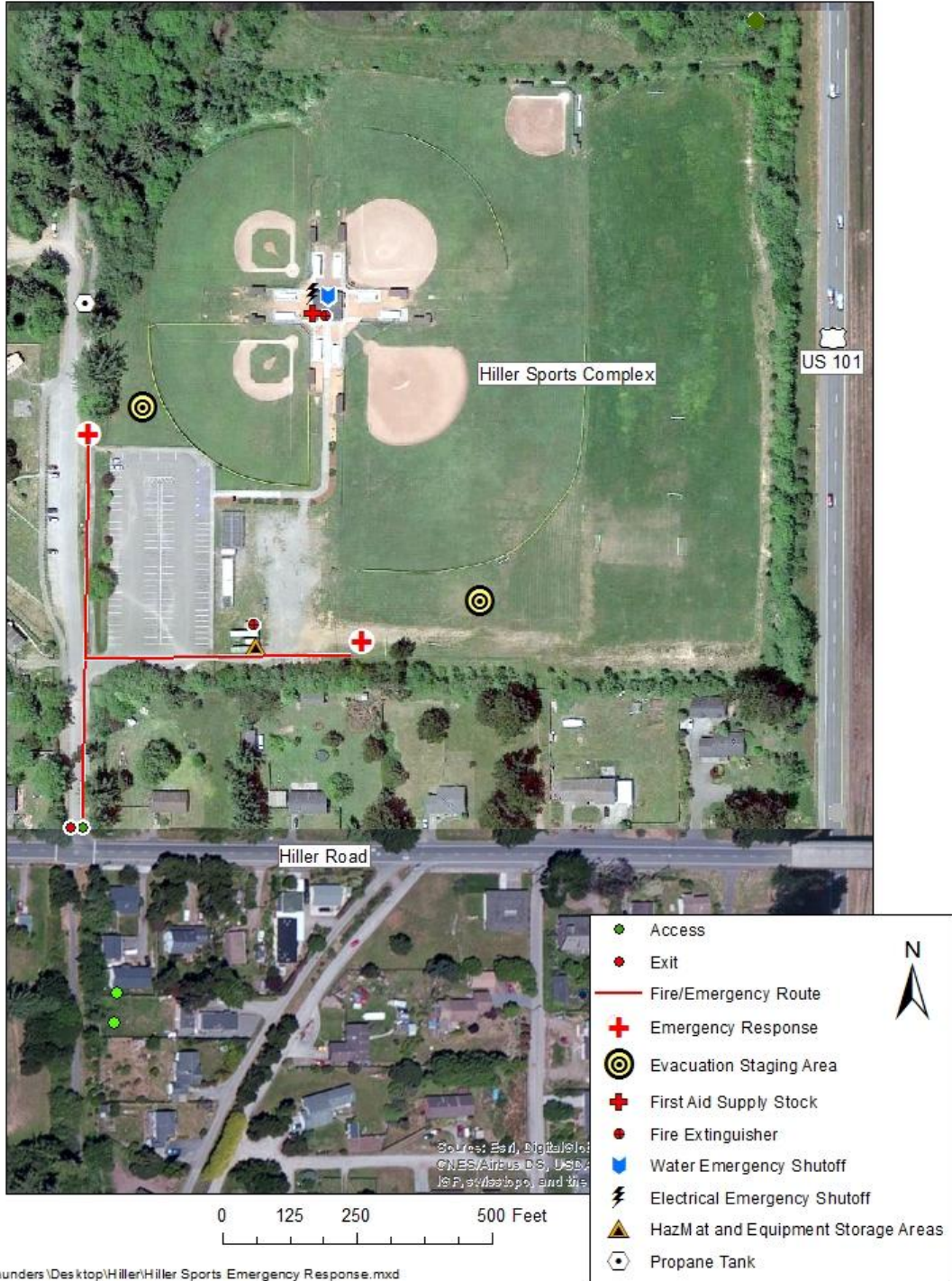
- MLL will maintain a designated space for emergency response.
  - Individuals will be notified of the need to create space for emergency response.
- Coaches and staff members must carry a cell phone for communication purposes.

### **2.1 Identified Risks**

Identified risks at Hiller Sports Complex include:

- Fire
- Influences from surrounding area (structure fire nearby, water treatment plant emergency, etc.)
- Earthquake
- Firearm or terrorist threats
- Hazardous material spill or release

**2.2 Emergency Site Map**



### **2.3 Calling 911**

Call 9-1-1- when you require the immediate response of Police, Fire and/or Emergency Medical Services to:

- Report a fire or other dangerous situation such as a hazardous material spill.
- Save a life.
- Stop a crime in progress.

*When calling 9-1-1 for assistance, specify:*

- What happened
- Where help is needed
- What help is needed (Police, Emergency Medical Services, Fire)
- Who you are

***When in Doubt Call 911!***

### **2.4 General Emergency Procedures**

- Contact and initiate Emergency Response by dialing 911
- If necessary, initiate evacuation procedures. Ensure that those in danger have been relocated to the evacuation area.
- Provide necessary first aid.
- Maintain control of traffic into and out of the area.
- Ensure there is adequate space for emergency response vehicles and equipment in the emergency staging area.
- Follow emergency procedures and the direction of emergency response until threats have subsided.
- Provide adequate documentation for emergency records.

### **2.5 Evacuation Procedures**

Emergency evacuation may be required for immediate movement of people away from a threat or occurrence of a hazard. Emergency personnel may direct evacuation of the premises.

1. Contact emergency personnel
2. Ensure immediate safety of individuals
3. Notify of the need to remove people to the evacuation area.
4. **Coaches will assume accountability** of their players and remove them to the evacuation area. (The evacuation area is shown on the emergency procedure map- *page 11*).
5. Traffic will be controlled into and out of the area.
6. Stay in the evacuation area and wait for other direction. All players and personnel not involved in directly initiating response procedures will remain in the evacuation area until evacuation has been completed or threat is removed.
7. If necessary, parents or coaches may be allowed to remove their players after notifying the coach in charge of their team.

## **2.6 Medical Emergencies**

1. If a medical emergency is reported dial 9-1-1 and request an ambulance. Provide the following information:
  - Number and location of victim(s)
  - Nature of injury or illness
  - Hazards involved
2. Alert trained employees (members of the medical response team) to respond to the victim's location and bring a first aid kit or AED.
  - Only trained responders should provide first aid assistance.
  - Do not move the victim unless the victim's location is unsafe.
  - Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
3. Control access to the scene.
4. Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

## **2.7 Fire Emergencies**

### **2.7.1 Fire Extinguishers**

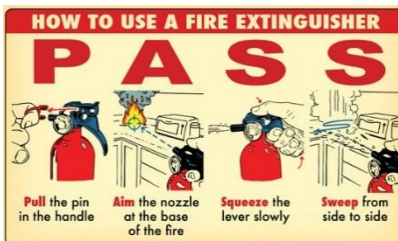
- Fire extinguishers must be undamaged and fully charged.
- Fire extinguishers must be inspected regularly.
- A damaged or insufficient fire extinguisher must be replaced.

### **2.7.2 Small Fires**

In the event of a small fire that may be controlled *in a safe manner*:

***Never put yourself or others at risk to prevent a fire. Call 911***

1. Alert others
2. Locate the nearest fire extinguisher and pull the pin.
3. Aim the fire extinguisher towards the base of the fire and squeeze the trigger handle.
4. Use a sweeping motion directed at the base of the fire until flames are extinguished.
5. Leave the area of a fire that is growing out of control or is producing a smoke hazard to responders.
6. If a fire cannot be controlled safely, follow the procedures for a large fire.



### **2.7.3 Large Fires**

1. If a fire is reported, alert others.
2. If necessary, alert others to evacuate and initiate evacuation procedures.
3. Dial 911 to alert Fire Department and provide the following information:
  - Name (MLL) and location (Hiller Park)
  - Nature of fire
  - Fire location
4. Ensure the immediate safety of individuals and provide first aid as necessary.
5. Meet Fire Department and inform them if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken.

**Notify Others**



**Call 911**



**Leave the Fire Area**



**Start Evacuation**



**Follow Instructions at the Assembly Point**

### **2.8 Documenting Emergencies**

In the event of an emergency, threat, or risk recognition, documentation must be provided to the safety officer or league president as possible.

A responder to an emergency should document:

- Their name and contact information
- Time and date of emergency
- Type of emergency
- People involved in emergency
- Agencies Contacted
- Record of injuries or accidents
- Emergency response procedures used
- Actions taken
- Unusual circumstances or events
- Recommended future action or mitigation for prevention



### **3.0 INJURIES AND ACCIDENTS**

#### **3.1 Accident Insurance**

All children who play Little League Baseball, as well as adults who serve as managers, coaches, umpires, official scorekeepers, Player Agents and Safety Officers are covered by accident insurance. Action to require all leagues to carry accident insurance was legislated by the Little League Congress in 1957.

#### **3.2 Medical Consent**

All players have filled out medical consent forms as part of the registration process. The medical consent forms are situated in team binders and dispersed to coaches prior to the start of the season.

**Team binders with medical consent forms must be present during games and practices.**

##### **3.2.1 Medical Consent form**



**Little League Baseball and Softball  
MEDICAL RELEASE**

NOTE: To be carried by any Regular Season or Tournament  
Team Manager together with team roster or International Tournament affidavit.



Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN AUTHORIZATION:** Email: \_\_\_\_\_

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified  
Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Parent Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ League/Group ID#: \_\_\_\_\_

**If parent(s)/legal guardian cannot be reached in case of emergency, contact:**

Name	Phone	Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. \_\_\_\_\_  
Authorized Parent/Guardian Signature Date: \_\_\_\_\_

**FOR LEAGUE USE ONLY:**

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_

Division: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.  
 Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

### **3.3 Incident/Injury Reporting**

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.

***Injuries require the filing of an Incident/Injury report***

#### **3.3.1 How to File an Incident/Injury Report**

Incident/Injury Tracking Reports are included in the team binder along with the medical consent forms. In addition, copies of the forms will be available in the concession stand at the Hiller Park Sports Complex.

- A coach or league official must complete an incident/injury tracking report as soon as possible after the incident occurs and notify the league Safety Officer via telephone or email of the incident.
- The coach or official may deliver the form to the Safety Officer, league president, or may deliver the form to a volunteer in the concession stand who will provide the form to the safety officer.

*Please contact the McKinleyville safety officer for assistance or questions*

**3.3.2 Incident/Injury Tracking Report Form**

**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  TAD  
**B.)**  Challenger  T-Ball  Minor  Major  Intermediate (50/70)  
 Junior  Senior  Big League  
**C.)**  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 to being allowed in a game or practice.)

**Type of incident and location:**

**A.) On Primary Playing Field** **B.) Adjacent to Playing Field** **D.) Off Ball Field**  
 Base Path:  Running or  Sliding  Seating Area  Travel:  
 Hit by Ball:  Pitched or  Thrown or  Batted  Parking Area  Car or  Bike or  
 Collision with:  Player or  Structure **C.) Concession Area**  Walking  
 Grounds Defect  Volunteer Worker  League Activity  
 Other: \_\_\_\_\_  Customer/Bystander  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](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](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf).

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3.3.3 Injury/Incident Follow Up Procedure

The league will log all reported incidents and track as noted below:

Within 2 days following the incident, the Safety Officer will contact the injured party or the party's parents and:

- (1) Verify the information received;
- (2) Obtain any other information deemed necessary;
- (3) Check on the status of the injured party; and
- (4) In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Harvard Little League's insurance coverages and the provisions for submitting any claims.

If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured party to:

- (1) Check on the status of any injuries, and
- (2) Determine if any other assistance is necessary in areas such as submission of insurance forms, etc.

The Safety Officer will continue this process until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

### 3.4 Accident Notification Form

An Accident Notification Form will be generated by the league safety officer and sent to Little League Headquarters and/or reported to the District Safety Officer when required.



**LITTLE LEAGUE, BASEBALL AND SOFTBALL**  
**ACCIDENT NOTIFICATION FORM**  
INSTRUCTIONS

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

Accident & Health (U.S.)

- 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 30 days after the accident. A photocopy of the 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.
- 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.
- When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
- Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
- 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.
- Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name		League ID	
Name of Injured Person/Claimant		SSN	PART 1
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)	Cell 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 but are not limited to: 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: \_\_\_\_\_ 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 (1-11)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER/COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> (NOT GAME)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (8-11)	<input type="checkbox"/> VOLUNTEER/EMPIRE	<input type="checkbox"/> SCHEDULED GAME	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	(Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> INTERMEDIATE (12-14)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM		
<input type="checkbox"/> JUNIOR (14-17)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT		
<input type="checkbox"/> SENIOR (17-19)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)		
<input type="checkbox"/> 20-14-15				

I hereby certify that I have read the answers to all parts of the 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 Signatures (in a two parent household, both parents must sign this form.)

Date: \_\_\_\_\_ Claimant/Parent/Guardian Signatures

**4.0 FIRST AID**

**4.1 General First Aid Procedure**

***In the case that a player receives serious injury or requires further medical treatment – Dial 911***

Coaches and managers as well as other staff members will be knowledgeable of first aid procedures as a requirement of their duties. When a player is injured and requires first aid, an individual trained in first aid will respond and provide necessary treatment.

A spectator or individual whom has not signed a medical consent form **must be asked** for consent before first aid procedures are undertaken unless they are unable to respond or need to be removed from other immediate dangers.

1. Stop play until the injured person reaches a safe environment outside the field of play. Do not attempt to move an individual that is unresponsive or may have received a head or neck injury.
2. Check player’s breathing, pulse and alertness to immediately judge the seriousness of the injury:
3. If necessary, send someone to **call 9-1-1** or get an ambulance or EMS.
4. Evaluate the injury and provide appropriate first aid.
5. Send someone to nearest intersection to direct emergency services to your location
6. Review the Medical Release form for any important information/warnings about medical conditions the player may have
7. Turn over care to professionals when they arrive and help as directed.
8. Notify parents. If parents are not available, go with player to treatment center.
9. Get medical release prior to allowing player to return, if formal treatment was required.

***A player may not resume play after a head injury that has resulted in a possible concussion.***

<b>Signs Observed by Coaching Staff</b>	<b>Symptoms Reported by Athlete</b>
Appears dazed or stunned	Headache or “pressure” in head
Confused about assignment/position	Balance problems or dizziness
Forgets sports plays	Double or blurry vision
Is unsure of game, score, or opponent	Sensitivity to light
Moves clumsily	Sensitivity to noise
Answers questions slowly	Feeling sluggish, foggy, or groggy
Loses consciousness (even briefly)	Concentration or memory problems
Shows behavior/personality changes	Confusion
Can’t recall events prior or after hit	Does not “feel right”
<b>Source: CDC</b>	

## **4.2 First Aid Kits**

- Each team will be provided with team first-aid kits prior to the start of the season.
- Kits may be replenished as necessary by obtaining supplies from the league's first aid supply stock.
- A large comprehensive first aid kit is available for league use and located with the first aid supply stock. The kit will be used in large scale emergencies or in instances that standard team first aid kits are insufficient.
- The first aid supply stock and ice are located at the concession area. Please notify a volunteer staff member for assistance.
- The league Safety Officer is responsible for the stock and organization of first aid supplies.

**Team managers are responsible for keeping their teams first aid kits stocked, organized, and available.**

**First aid kits must be present during practices and games.**

### **4.2.1 Team First Aid Kit Contents**

Team first aid kits contain the following items:

#### **INJURY TREATMENT**

- (2) Instant cold compress, 4" x 5"
- (1) Conforming gauze roll bandage, 2"
- (4) Butterfly wound closures
- (1) Sterile eye pad

#### **DRESSINGS**

- (1) Trauma pad, 5" x 9"
- (4) Gauze dressing pads, 2" x 2"
- (4) Gauze dressing pads, 4" x 4"
- (1) First aid tape roll, ½" x 5 yd.
- (1) Non-stick pad with adhesive edges, 3" x 4"
- (1) Porous cloth athletic tape, 1-1/2" x 10 yd.
- (1) Moleskin square, 2" x 2"

#### **BANDAGES**

- (1) Elastic bandage wrap, latex free, 3" x 5 yd.
- (10) Adhesive plastic bandages, ¾" x 3"
- (3) Elbow & knee plastic bandages, 2" x 4"
- (5) Fabric bandages, 1" x 3"
- (2) Knuckle fabric bandages
- (2) Fingertip fabric bandages

#### **MEDICINE, ANTISEPTICS**

- (4) Antibiotic ointment packs, 1/32 oz.
- (9) BZK antiseptic towelettes
- (2) Extra-strength non aspirin tablets
- (2) Ibuprofen tablets

#### **REFERENCES, INSTRUMENTS**

- (1) First aid guide

- (2) Exam gloves
- (2) Scissors
- (1) Tweezers
- (2) Cotton tipped applicators, 6"
- (2) Finger splints, 6" x 3/4"
- (1) Carry anywhere plastic case

### **4.3 First Aid Treatment for Common Injuries**

#### **4.3.1 Sprains**

Sprains are injuries to the ligaments around joints. They typically result from severe twisting or outside forces bending a joint in an opposite direction of its normal function.

The most common sprains are those of the knee, ankle, wrist, fingers, and toes.

#### Signs and Symptoms

- x Pain in or over the affected joint
- x Swelling and tenderness to touch
- x Bruising (typically develops after a period of time)
- x Loss or limited motion or ability to bear weight

#### Treatment

- x Rest – remove player from game
- x Ice – apply ice pack to affected area
- x Compression – apply ace wrap to limit swelling and pain
- x Elevation – to limit swelling and pain x See MD if pain and swelling is severe, or if player is unable to move joint in typical range of motion.



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### **4.3.2 Strains**

Strains are injuries to muscles that typically result from overuse or stretching a muscle group beyond normal parameters. The most common strains are those of the shoulder (especially in pitchers), groin muscle, hamstring, thigh, lower back, and rib cage. The best way to prevent a strain is to ensure players stretch and warm up gradually before games and workouts.

#### Signs and Symptoms

- x Pain in the affected area typically described as “burning” or a “dull ache”
- x Tenderness to touch
- x Loss or limited motion or ability to bear weight

#### Treatment

- x Rest – remove player from game
- x Ice – apply ice pack to affected area
- x Compression – apply ace wrap to limit swelling and pain
- x Elevation – to limit swelling and pain
- x See MD if pain is severe, or if player is unable to move affected area in typical range of motion.

### **4.3.3 Fractures**

Fractures are breaks in a bone due to blunt trauma or severe twisting. Common fractures seen in baseball are those to the bones in the ankle, arm, fingers, toes, and face. Often these injuries result from a hard slide into a base, a collision with another player, a diving attempt by player to field a ball, or being struck by a pitched or batted ball.

#### Signs and Symptoms

- x Pain in or over the affected bone
- x Swelling and tenderness to touch
- x Deformity
- x Bruising (typically develops after a period of time)
- x Loss or limited motion or ability to bear weight

#### Treatment

- x Stabilize the bone (splint or physically hold the area)
- x Cover any open wounds with a sterile dressing and control bleeding
- x Rest – remove player from game
- x Ice – apply ice pack to affected area
- x Compression – apply ace wrap to limit swelling and pain
- x Elevation – to limit swelling and pain
- x Transport to MD or Emergency Room ASAP



#### **4.3.4 Dislocations**

Dislocations are injuries to joints that cause the joint to lose its ability to move. Common dislocations are those joints in the fingers, the ankle and patella (kneecap).

##### Signs and Symptoms

- x Pain in or over the affected joint
- x Swelling and tenderness to touch
- x Deformity
- x Loss or limited motion or ability to bear weight
- x Tingling of numbness in area distal to injury

##### Treatment

- x Stabilize the injury (splint or physically hold the area)
- x Rest – remove player from game
- x Ice – apply ice pack to affected area
- x Compression – apply ace wrap to limit swelling and pain
- x Elevation – to limit swelling and pain
- x Transport to MD or Emergency Room ASAP.

#### **4.3.5 Bleeding and Open Wounds**

Open wounds either take the form of a laceration that results from a sharp object, like a cleat on a shoe, or an abrasion, that is a scraping injury typically resulting from contact with turf when sliding or diving.

Lacerations are cuts or jagged tears in the skin that can either be deep or superficial. Deep lacerations and those to the head and face often bleed quite a bit.

##### Treatment

- x Control bleeding – apply sterile bandage and direct pressure to site
- x Ice – apply ice pack to affected area – this can help slow bleeding and reduce pain
- x Compression – apply compression dressing after bleeding is controlled
- x Elevation – to limited swelling and pain
- x Transport to MD or Emergency Room if suturing is required.

Abrasions are superficial skin injuries – a.k.a. raspberries, typically caused by sliding or diving on the ground or infield.

##### Treatment

Essentially the same as for lacerations with one additional word to the wise – CLEAN THE WOUND!. The biggest problem with abrasions is the potential for infection. Cleansing the wound as soon as possible with soap and water and applying a sterile bandage to prevent the wound from contamination can prevent this. If infection results (pain, swelling, yellow discharge), see MD.

#### **4.3.6 Head Injuries**

Helmets are designed to prevent serious head injuries but that does not mean they are 100% protection. Anyone who has been hit by a fastball in the helmet knows this. Head injuries can and will occur despite helmets. Here are some signs to watch for and things to consider when dealing with head injuries.

Any head injury that results in a “change in the level of consciousness” should be considered significant. Changes in the level of consciousness can occur immediately after the injury or days later.

##### Symptoms:

- x Confusion
- x Disorientation
- x Unconscious or delayed responsiveness to voice or physical stimulus

Other signs and symptoms to watch for: x Nausea / vomiting x Dizziness or blurred vision x Unstable balance / gait x Unequal pupils

##### Treatment

###### *If unconscious*

- x DO NOT MOVE – CALL 9-1-1
  - x Keep player warm
  - x Watch for vomiting
- SERIOUS HEAD INJURIES MAY ALSO INDICATE NECK/SPINE INJURY

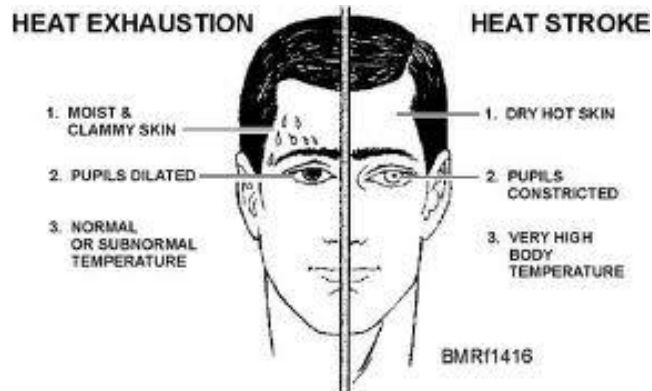
###### *If conscious*

- x Remove player from game
- x Get player out of the sun
- x Watch for level of consciousness changes
- x Ice to any contusion
- x Do not give fluids unless stable for 30 minutes

**Any head injury that results in a change in the level of consciousness should be evaluated by a physician and head injury precautions communicated to parents or caregivers.**

### **4.3.7 Heat Related Problems**

Under normal conditions a healthy body can manage exertion in high temperatures by perspiring. As long as fluids are maintained and exposure is not prolonged, most of us can cope. When the conditions include little breeze and high humidity, the normal control mechanisms may fail resulting in either Heat Exhaustion or Heat Stroke.



#### Heat Exhaustion

Can occur after excessive perspiration is combined with inadequate fluid intake. The best way to prevent heat exhaustion is to simply replace fluids and electrolytes by drinking water, Gatorade, or diet soda. If heat exhaustion should develop the following symptoms often present suddenly.

**Ensure that players are staying hydrated and consuming fluids during play.**

#### Signs and Symptoms

- x Dizziness, lightheadedness
- x Nausea
- x Rapid breathing and heart rate
- x Cool, clammy skin
- x Pale skin color
- x Abdominal or other large muscle cramps

#### Treatment

- x Remove player from sun – put in the shade or air conditioned area
- x Allow player to lay down, slightly elevate feet and legs
- x Loosen any restrictive clothing
- x Provide cool water, Gatorade, or diet soda in small, frequent drinks
- x Watch for any changes in players level of consciousness
- x If confusion / disorientation develop – CALL 9-1-1

**Symptoms of heat exhaustion may develop into heat stroke -Please see the following page:**

### Heat Stroke

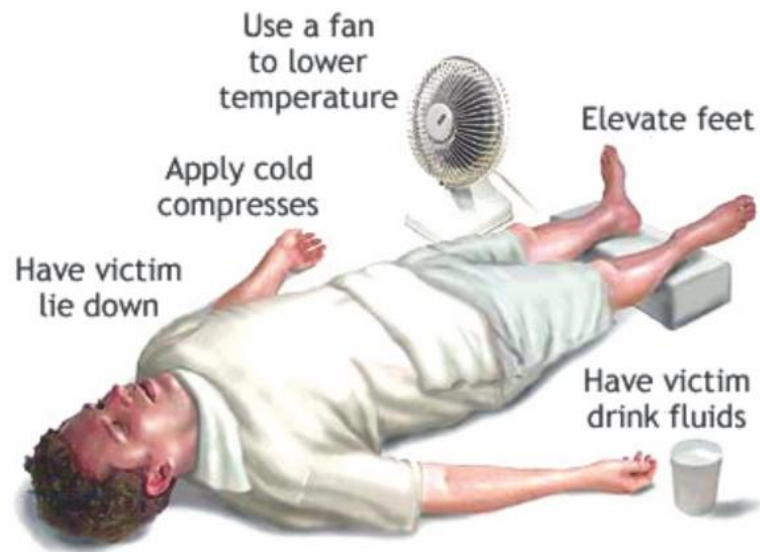
**Heat stroke is a medical emergency.** It can develop after someone displays symptoms of heat exhaustion or may present without warning.

### Signs and Symptoms

- x Changes in level of consciousness (similar to head injuries)
- x Red colored skin
- x Hot, dry skin
- x Rapid breathing and heart rate
- x Seizures or convulsions can develop

### Treatment

- x CALL 9-1-1
- x Remove player from sun – put in the shade or air conditioned area
- x Remove outer clothing
- x Apply cool, moist compresses or towels, spray with water
- x Fan with papers, scorebook, etc.



**5.0 VOLUNTEERING**



**THE LITTLE LEAGUE®  
PARENT/VOLUNTEER PLEDGE**

**I will teach all children to play fair and do their best.**

**I will positively support all managers, coaches and players.**

**I will respect the decisions of the umpires.**

**I will praise a good effort despite the outcome of the game.**

### 5.1 Becoming a Volunteer

McKinleyville Little League (MLL) is a volunteer driven organization, parents and community members are strongly encouraged to become involved. MLL relies on adult volunteers to help ensure that the organization remains structured and runs smoothly. As a volunteer, you should have a keen interest in the safety, well-being, and overall development of children.

After completing a Little League volunteer application and passing a required national background check, volunteers may become involved in practices, and be eligible as coaches, managers, umpires, local league board members and other volunteer positions within the league.

Volunteer roles include: Being a Team Manager or Coach; Team Safety Officer (TSO); Team Parent; Helping with Field Maintenance; Becoming a League Officer; and Helping at Registration, tryouts, events, and ceremonies.

If you desire to volunteer, you are required to complete and submit one of the following forms for new or returning applicants:

### 5.2 Volunteer Application Forms

## Little League® Volunteer Application - 2018

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

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

Name \_\_\_\_\_ Date \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**Social Security # (mandatory with First Advantage or upon request)** \_\_\_\_\_

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.)? (list) Yes  No
3. Do you have a valid driver's license? Yes  No   
 Driver's License#: \_\_\_\_\_ State \_\_\_\_
4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes  No   
 If yes, describe each in full: \_\_\_\_\_
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? Yes  No   
 If yes, explain: \_\_\_\_\_

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

<input type="checkbox"/> League Official	<input type="checkbox"/> Umpire	<input type="checkbox"/> Manager	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Coach	<input type="checkbox"/> Field Maintenance	<input type="checkbox"/> Scorekeeper	<input type="checkbox"/> Other

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

**Name/Phone**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:  
<http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name (please print or type) \_\_\_\_\_

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

**LOCAL LEAGUE USE ONLY:**

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_

System(s) used for background check (minimum of one must be checked):  
**Regulation I(c)(9) Mandates First Advantage or another provider that is comparable**

\* First Advantage  Sex Offender Registry Data along with National   
 Criminal Records check of at least 281 million records

\*Please be advised that if you use First Advantage 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 directly from LexisNexis 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.**

Last Updated: 1/3/2018

**Little League® “Returning” Volunteer Application - 2018**  
 Do not use forms from past years. Use extra paper to complete if additional space is required.

If you filled out a volunteer application last year and your league uses the background check tools provided by Little League International, please fill out the returning volunteer application. Otherwise, please use the standard volunteer application.

1. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes  No   
 If yes, describe each in full: \_\_\_\_\_
2. 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 2, does not automatically disqualify you as a volunteer.)
3. 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 3, does not automatically disqualify you as a volunteer.)
4. Have you ever been refused participation in any other youth programs? Yes  No   
 If yes, explain: \_\_\_\_\_
5. In which of the following would you like to participate? (Check one or more.)
 

<input type="checkbox"/> League Official	<input type="checkbox"/> Field Maintenance	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Coach	<input type="checkbox"/> Manager	<input type="checkbox"/> Other
<input type="checkbox"/> Umpire	<input type="checkbox"/> Scorekeeper	

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Name (please print or type) \_\_\_\_\_  
 Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

Last Updated: 1/3/2018

Please update **ONLY** the information in this section which has changed since last year.

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

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

Name/Phone \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_

Special professional training, skills, hobbies: \_\_\_\_\_

Special Certifications (CPR, Medical, etc.): \_\_\_\_\_

Special Affiliations (Clubs, Services Organizations, etc.): \_\_\_\_\_

Previous volunteer experience (including baseball/softball and years (s)): \_\_\_\_\_

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:  
<http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

**LOCAL LEAGUE USE ONLY:**

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_  
System(s) used for background check (minimum of one must be checked): Regulation (C)(9) Mandates First Advantage or another provider that is comparable

\*First Advantage  Sex Offender Registry Data along with National Criminal Records check of at least 281 million records

\*Please be advised that if you use First Advantage 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 directly from LexisNexis 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.

### 5.3 Volunteer Background Check

When you apply to become a volunteer, you give the local Little League organization the right to conduct necessary background checks. Little League Baseball, Incorporated (“LLB”) Regulations require that all chartered Little League programs conduct an annual background check on all persons that are required to complete a “Little League Official Volunteer Application”.

- It is required that all the following persons must annually submit a fully completed “Little League Official Volunteer Application” to the local league president prior to the applicant assuming his/her duties for the current season: managers, coaches, Board of Directors members and any other persons, volunteers or hired workers who provide regular service to the league and/or have repetitive access to or contact with players or teams.
- Little League, through District Administrators and your local Board of Directors, may deny individuals the privilege of volunteering for reasons, past or present, that may be detrimental to the positive development of young people, other volunteers, and/or Little League International.

#### **5.4 Little League Child Protection Program**

Little League is committed to the safety of its child participants and recognizes the need for education in regards to child protection. The following brochure was written by Little League International and helps to educate individuals and provide understanding of the Little League Child Protection Program.





## A Parent's Guide to the Little League Child Protection Program

### Introduction

The backbone of Little League® is the adult volunteer. One million strong, it is this corps of dedicated people who coach the teams, umpire the games, work in the concession stands, serve on the local board of directors, and serve at the District level. These people, who live in every U.S. state and more than 100 other countries, make Little League the world's largest and most respected youth sports organization.

We know that the greatest treasure we have is children. As adults, we must ensure that these young people are able to grow up happy, healthy and, above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them.

The Little League Child Protection Program seeks to educate children and volunteers in ways to prevent child abusers from becoming involved in the local league. Part of that education has been to assist local Little League volunteers in finding effective and inexpensive ways to conduct background checks. Little League regulations now say: "No local league shall permit any person to participate in any manner, whose background check reveals a conviction for any crime involving or against a minor." (Reg. I [c] 9.)

Background checks were optional until the 2003 season. Effective in 2007, the local league must conduct a nationwide search that contains the applicable government sex offender registry data. Advances in computer technology – allowing greater access to public records – make it possible for background checks (at a minimum, to see if an individual is a registered sex offender in any given state) to be conducted in every U.S. state. Local Little League programs are now **required** to annually conduct a background check of Managers, Coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. (Reg. I [b], Reg. I [c] 9.)

The purpose of these background checks is, first and foremost, to protect children. Second, they maintain Little League as a hostile environment for those who would seek to harm children. Third, they will help to protect individuals and leagues from possible loss of personal or league assets because of litigation.

The United States Department of Justice National Sex Offender Public Registry is free and available at [www.nsopr.gov](http://www.nsopr.gov).

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### What Can Parents Do?

Most children have been warned about the dangers of talking to strangers. But for many children, sexual molestation is committed by someone they know. In fact, 80 to 85 percent of all sexual abuse cases in the U.S. are committed by an individual familiar to the victim, according to statistics compiled by Big Brothers & Big Sisters of America.

The truth is, child sex offenders can come from every background, every occupation, every race, and every level of education. They may be married, and they may have children of their own. It is dangerous to believe that the only threat is the stranger in a long raincoat, lurking behind a tree.

In fact, the promotion of this myth may contribute to the problem. Sometimes, a child who is molested by a known and "trusted" person will feel so guilty about not reacting the "right" way that he or she never reports the problem.

Sadly, we have all seen too many reports in which teachers, police officers, clergy, youth sports volunteers, etc., trusted by all, have violated that trust and molested children in their care. Of course, this must never be tolerated in Little League or anywhere else.

In many of these situations, the young victims are actually seduced, sometimes over a period of months or even years. The child's family is lulled into believing the unusual attention being lavished is a bond of friendship between the adult and the child. In fact, the adult abuser often uses gifts, trips, attention and affection as part of a courtship process. Sometimes, the courtship process extends to the child's parent(s), but the real target is the child.

Often, but not always, the victim of this type of child sex offender is the child of a single parent. In these cases, the single parent sees the child's adult friend as a surrogate parent – a Godsend. The very opposite is true.

### Two good rules of thumb for all local Little Leagues and parents

Generally, a person involved in a local Little League program should not put himself or herself in a one-on-one situation involving a child who is not their own. Of course, some isolated situations may arise where one-on-one situations could take place. However, a one-on-one situation should not be actively *sought out* by the adult, and should not be an ongoing occurrence.

- Generally, a person involved in a local Little League program should not provide unwarranted gifts, trips, attention and affection to individual children who are not their own. The key word is *unwarranted*.

### **Warning Signs of a Seducer**

While it remains important to teach young children about the dangers of accepting items from strangers, or talking to them, we should all beware of the danger posed by the “seducer-type” child sex offender.

*Each of the individual signs below means very little.* Taken as a group, however, the signs *MAY* point to this type of child sex offender, and should be applied to anyone who has repetitive access to, or contact with, children.

- Provides unwarranted gifts, trips, affection and attention to a specific child or small group of children
- Seeks access to children
- Gets along with children better than adults
- “Hangs around” children more than adults
- Has items at home or in vehicle specifically appealing to children of the ages they intend to molest, such as posters, music, videos, toys, and even alcohol or drugs
- Displays excessive interest in children (may include inviting children on camping trips or sleepovers)
- Single, over 25 years old (but could be married, sometimes as a “cover,” and could be any age)
- Photographs or videotapes children specifically
- Lives alone, or with parents
- Refers to children as objects (“angel,” “pure,” “innocent,” etc.)
- Manipulates children easily

Again, each of these items, by themselves, is relatively meaningless. Taken together, however, they may indicate a problem.

### **What to Watch For in Your Child**

We’ve seen the signs that could point to a child sex offender, but what about the signs a child might display when he or she has been sexually abused or exploited? Some of these symptoms may be present in a child who has been or is being sexually abused, when such symptoms are not otherwise explainable: sudden mood swings, excessive crying, withdrawal, nightmares, bed-wetting, rebellious behavior, fear of particular people or places, infantile behavior, aggressive behavior, and physical signs such as pain, itch, bleeding, fluid or rawness in private areas.

### **Getting More Information**

*These items are meant solely as a general guide, and should not be used as the only means for rooting out child sex offenders.* Parents can access more information on child abuse through the National Center for Missing and Exploited Children (a non-profit organization founded by John Walsh, <http://www.missingkids.com/>) and the National Clearinghouse on Child Abuse and Neglect

Information (part of a service of the Children’s Bureau, within the Administration on Children, Youth and Families, Administration for Children and Families, U.S. Department of Health and Human Services, <http://www.calib.com/nccanch/>).

### **How to Report Suspected Child Maltreatment**

The National Clearinghouse on Child Abuse and Neglect Information advises this: If you suspect a child is being maltreated, or if you are a child who is being maltreated, call the Childhelp USA National Child Abuse Hotline at 1-800-4-A-CHILD (1-800-422-4453; TDD [text telephone] 1-800-2-A-CHILD). This hotline is available 24 hours a day, seven days a week. The Hotline can tell you where to file your report and can help you make the report.

Or, for a list of states’ toll-free telephone numbers for reporting suspected child abuse, visit the “Resource Listings” section at this site: <http://www.calib.com/nccanch/pubs/preverres/organizations/tollfree.cfm>, or call the Clearinghouse at 1-800-FYI-3366.

### **Talk to Your Kids; Listen to Your Kids**

It is important that you as a parent talk frankly to your children. If a child reports sexual abuse, statistics show he or she is probably telling the truth.

Unfortunately, the sexually molested child often sees himself or herself as the one “at fault” for allowing abuse to happen. Your children **MUST** know that they can come to you with this information, and that you will support them, love them, and *believe* them.

If there is an allegation of sexual abuse of a minor, the crime should be reported immediately. These criminals who steal childhood **MUST BE STOPPED**.

*This brochure was produced by Little League Baseball, Incorporated; P.O. Box 3485; Williamsport, PA 17701*

*Little League Baseball and Softball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.*

## **5.5 Volunteer Roles and Safety Responsibilities**

### **5.5.1 Board of Directors**

The Board of Directors is elected from and by the adult members of the league on an annual basis. The board is responsible for the day-to-day operations and overall safety regulations and policies.

- This board does not have the authority to alter, suspend or change any of the rules, regulations or policies of Little League.
- The board may adopt safety rules and regulations for management of the league as it may deem proper.
- The board has the power to discipline, suspend or remove any director or officer or committee member of the league, subject to provisions of the local league constitution.

While all board members and volunteers are required to carry out and enforce safety regulations and procedures, specific members of the Board of Directors possess additional roles in ensuring league safety:

#### **President**

The president has many responsibilities in the administration and safety practices of the league.

- The president selects and appoints managers, coaches, umpires and committees after conduction of background checks. As such, no person becomes a manager, coach, umpire or committee member without the approval of the president.
- The president must know the safety regulations under which Little League operates, including any additional MLL adopted safety policies, regulations, and procedures.
- The President ensures that all participants observe regulations.

#### **Vice President**

The vice president presides in the absence of the president, works with other officers and committee members, and carries out such duties and assignments as may be delegated by the president.

- The Vice President may take charge of directing and enforcing safety procedures and regulations upon request of the President or League Safety Officer.

#### **Secretary**

The secretary maintains a register of members and directors, is responsible for sending out notice of meetings, issues membership cards and maintains records.

- The secretary is responsible for recording the league's safety and incident activities in coordination with the safety officer.

### **Safety Officer**

The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program). It is required that the safety officer has current certification in first aid and CPR and additional training is recommended such as National Incident Management System (NIMS) FEMA, and hazardous materials training. The safety officer will be on file with Little League International.

- The safety officer ensures safety in player training.
- Ensures safe playing conditions
- Coordinates reporting and prevention of injuries
- Oversees incident and accident procedures
- Solicits suggestions for making conditions safer
- Reports suggestions to Little League International through the ASAP system.

### **5.5.2 Managers and Coaches**

Managers and coaches will have the most contact with players and are a critical component to the success of the MLL safety program. Not only are managers and coaches expected to carry out the provisions set forth in the league constitution and safety plan, they should exemplify leadership abilities, sportsman like conduct, and act as a role model for players and citizens.

“It is required that the manager and coach have understanding, patience and the capacity to work with children. The manager and coach should be able to inspire respect. Above all else, managers and coaches must realize that they are helping to shape the physical, mental and emotional development of young people.”

- Little League Website

***Managers and coaches will focus on player safety and development while providing the tools necessary for success, they will not focus on winning.***

It is imperative that all coaches be reviewed and appointed as outlined by Regulation I (b). Please understand it is not acceptable for managers or coaches to go to practice and ask parents to help coach without prior appointment of the league President. Managers and coaches do not have the authority to appoint additional coaches, since this is a President's responsibility (Reg. I (b)).

### **5.5.3 Umpires**

Umpires play a role in the safety and sportsmanship of a game. Umpires must be approved by the league President and complete the volunteer application process. All umpires will be adequately trained and will follow the direction of the MLL Head Umpire.

## **5.6 Volunteer Training Programs**

MLL relies on volunteers to provide an exceptional experience, therefore volunteers are expected to attend regular trainings to gain the necessary skills.

The Little League website also provides an excellent library of training resources.

### **5.6.1 First Aid and Emergency Response Training**

First aid training for coaches and managers is required, with at least one coach or manager from each team attending annually. Training qualifies a volunteer for 3 years.

First aid and emergency response training is a critical step in improving the safety of all participants. Although required by coaches and managers, MLL encourages the participation of all volunteers regardless of position. The annual first aid training will be conducted prior to the start of the season and will utilize the experience of local professionals.

The training will focus on the following basic items:

- Injury and emergency prevention techniques
- Injury assessment
- First-aid techniques
- Emergency planning and response
- Player recovery

### **5.6.2 Fundamentals Training for Managers and Coaches**

To aid in injury prevention and the coaching of safe playing techniques, managers and coaches are required to attend a fundamentals training.

At least one coach or manager from each team is required to attend the annual training. Training qualifies a volunteer for 3 years.

Training will be conducted by an experienced coach prior to the start of seasonal play.

The training will focus on:

- Conditioning and stretching exercises to minimize injury
- Warm up Exercises
- Proper technique of fundamental play (fundamentals including hitting, sliding, fielding, pitching, etc.)

### 5.6.3 Food Handling and Concession Training

Concession managers and workers are required to receive training in the safe food handling/prep and procedures.

A Concessions Safety manual is available in the concessions area for use by workers.

- Concession operators will be knowledgeable of and abide by all health regulations in regards to the safe handling of food products offered by MLL concessions.
- All workers must be trained in the use of fire extinguishers and emergency response procedures.
- The MLL concessions safety manual must be reviewed by workers and a copy of the manual kept in the food preparation area for reference. The manual describes worker hygiene, food handling procedures, and equipment safety requirements.

**Juveniles under the age of 16 and players are not allowed within the facilities of food preparation areas.**

**Signage displaying food safety procedures and hygiene must be displayed in the food handling area.**



## **6.0 COACH AND UMPIRE SAFETY REQUIREMENTS**

### **6.1 Coach Personal Safety Requirements**

- It is highly recommended that coaches wear athletic supporters and cups during games and practices.
- It is highly recommended that base coaches wear helmets while in the coach's box.
- L-Screens are available at the Hiller Sports Complex and should be used during batting practice, practices, and at all times in the batting cages.
- ***Coaches are not allowed to catch pitchers at any time in practice, warmups, or during a game.***

Only a properly-equipped player (team uniform, affixed with Little League patch; catcher's helmet and mask with throat guard; groin protection; and catcher's glove) not currently in the lineup may receive warm-up throws from an eligible pitcher during a game. No manager, coach, or any other adult volunteer, is permitted to be on the field or in the bullpen for the purpose of warming up a pitcher. **Rule 3.09** – Manager or coaches must not warm up a pitcher at home plate or in the bullpen or elsewhere at any time. They may, however, stand by to observe a pitcher during warm-up in the bullpen.

**Note:** *This rule is applicable in all levels of Little League play.*

### **6.2 Coach Requirements for Player Safety**

- Coaches and managers are required to read and understand the ASAP safety manual.
- Managers and coaches are required to attend first-aid and fundamentals trainings at least once every three years. At least one coach or manager from each team must attend annually.
- Coaches/managers are required to check equipment and field conditions before each game
- Responsible for handling of team equipment and tracking equipment needs.
- Must have a first aid kit available during games and practices and be responsible for kit inventories.
- Must have their team binder with them at games and practices with medical release forms.
- Implement prompt accident reporting and tracking procedures.
- Enforce Little League rules and safety responsibilities for players.
- Must follow the Coaches Code of Conduct
- Will promote team and player safety by engaging in safety discussions, trainings, and teaching proper fundamentals.
- Coaches will ensure accountability of players during games, practices, and emergencies.
- Will ensure that loose equipment will not obstruct play on the field during a game.
- Will ensure that players are properly warmed up before engaging in baseball activities.
- Will ensure that only players, umpires, and coaches are in the dugout during a game.
- Managers and coaches may not warm up pitchers before or during a game, in practices, or in batting practices.





**HAVE YOU:**

- Walked field for debris/foreign objects
- Inspected helmets, bats, catchers' gear
- Made sure a First Aid kit is available
- Checked conditions of fences, backstops, bases and warning track
- Made sure a working telephone is available
- Held a warm-up drill

## Equipment Checklist

### Keep Your Players Safer

*Do you know what equipment is required for player safety on the field? Do you know which optional items can help keep players safer? Check out the following list for ideas and reminders.*

#### REQUIRED PLAYER EQUIPMENT

##### Defense

- Athletic supporter – all male players
- Metal, fiber, or plastic type cup – all male catchers
- Catcher's helmet and mask, with "dangling" throat guard; NO skull caps – all catchers; must be worn during pitcher warm-up, infield practice, while batter is in box
- Catcher's mitt – all baseball catchers
- Chest protector and leg protectors – all catchers; must be worn while batter is in box; long model chest protector required for Little League (Majors) and younger catchers

##### Offense

- Helmet meeting NOCSAE standards – all batters, base runners, and players in coaches boxes
- Helmet chinstrap – all helmets made to have chinstrap (with snap buttons, etc.)
- Regulation-sized ball for the game and division being played; marked RS for regular season or RS-T for regular season and tournament in baseball
- Regulation-sized bat – all batters; Little League (Majors) and younger baseball divisions must have bat marked with BPF 1.15 beginning in 2009
- Non-wood bats must have a grip of cork, tape, or composite material, and must extend a minimum of 10 inches from the small end. Slippery tape is prohibited.

#### REQUIRED FIELD EQUIPMENT

- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> bases that disengage from their anchors
- Pitcher's plate and home plate
- Players' benches behind protective fences
- Protective backstop and sideline fences

#### OPTIONAL PLAYER EQUIPMENT

##### Defense

- Metal, fiber, or plastic type cup – any player, esp. infielders
- Pelvic protector – any female, esp. catchers
- Heart Guard/XO Heart Shield/Female Rib Guard – any defensive player, esp. pitchers, infielders
- Game-Face Safety Mask – any player, esp. infielders
- Goggles/shatterproof glasses – any player, esp. infielders or those with vision limitations

##### Offense

- Helmet – adults in coaches boxes
- Helmet with Face Guards or C-Flap meeting NOCSAE standards – all batters, esp. in younger divisions
- Mouth guard – batters, defensive players
- Goggles/Shatterproof glasses – any player, esp. those with vision limitations
- Batters vest/Heart Guard/Heart Shield/Female Rib Guard – any batter
- Regulation-sized reduced impact ball

#### OPTIONAL FIELD EQUIPMENT

- Double 1<sup>st</sup> base that disengages from its anchor
- Baseball mound for pitcher's plate
- Portable pitchers baseball mound with pitcher's plate
- Protective/padded cover for fence tops
- Foul ball return in backstop fencing

**IMPORTANT:**

### BPF RULE GOES INTO EFFECT FOR BASEBALL DIVISIONS

Buying bats for your league's baseball divisions? If it is composite metal, make sure it has the BPF 1.15 label. Bats in use in Little League Baseball (Majors Division and younger) must have the new bat performance factor listed on the bat. Unless this marking is present, the bat will be removed from games.

Little League officials are aware some bats do not have the required markings but are Little League approved. And some of the bats on the approved bat list may not carry the required BPF 1.15 marking, depending on when they were manufactured and licensed.

Little League is building a list of bats that are approved but do not have the BPF marking due to special circumstances. For these bats, the eligibility for play will be extended until December 31, 2009. As Little League is made aware of bats that meet the BPF rule for this extension, the bats will be added to the list.

*ONLY bats with a BPF 1.15 marking or that are listed below will be allowed for use in the Little League (Majors) Baseball and younger divisions in 2009.*

**Non-BPF-marked bats approved until Dec. 31, 2009:**

**Adidas – Vanquish (blue design)** A newer model of this bat, also named Vanquish with copper and black markings, has the proper labeling, so is therefore not subject to the one-year rule.

**DeMarini – Black Coyote, Rogue, Distance, Rumble, Tengu, Mach 10, Patriot**

**Easton – LZ-810, LZ-800, Stealth Optiflex LST 1,**

**Louisville Slugger – YB31**

**NIKE – Aroo**

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### 6.3 Umpire Requirements for Player Safety

- Ensure that the field and facility is safe prior to the game. Umpires are required to walk the field prior to every game.
- Ensure that all equipment is safe, in good condition, and approved for play.
- Notify the safety officer or board of unsafe conduct, unsafe conditions, or equipment needs.
- Discipline coaches, spectators, or players for violations of the code of conduct, or for violation of safety requirements.
- Make sure the plate is visible and base path is unobstructed during play.
- Stop play during injuries or unsafe conditions such as weather or lighting.

**Umpire Guidelines**  
North Issaquah, Washington, Little League

**Before the Game — Meet at home plate**

- Introduce plate and base umpires, managers/coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, etc.)
- Discuss the strike zone
- Discuss unsportsmanlike conduct by the players
- Discuss the innings pitched by a pitcher rule
- Clarify calling the game due to weather or darkness
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions or balks, if needed
- Discuss no head-first slides, no on-deck circle rules
- Get two game balls from home team
- Be sure players are not wearing any jewelry
- Be sure players are in uniform (shirts in, hats on)
- Inspect equipment for damage and to meet regulations
- Ensure that games start promptly

**During the Game — Umpires and Coaches**

- Encourage coaches to help speed play by having catchers and players on the bench prepared and ready to take the field with two outs
- Make sure catchers are wearing the proper safety equipment
- Continually monitor the field for safety and playability
- Pitchers warming up in foul territory must have a spotter and catcher with full equipment
- Keep game moving — one minute or eight pitches to warm up the pitcher between innings or in case of mid-inning replacement
- Make calls loud and clear, signalling each properly
- Umpires should be in position to make the call
- No protesting of any judgment calls by the umpire
- Managers are responsible for keeping their fans and players on their best behavior
- Encourage everyone to think "Safety First!"

8 January-February 2004

Copy and provide to umpire for reference.

### 6.4 Pregame Safety Procedures by Coaches and Umpires

Coaches and umpires are required to ensure the safety of players prior to every game.

- A field and equipment check will be performed by the manager and umpire prior to the commencement of play.
- Field and equipment conditions must meet safety standards prior to play.
- Managers and coaches from both teams will meet to ensure that they understand safety requirements and to discuss safety concerns prior to the game.
- Players will be warmed up.

**6.4.1 Pregame Safety Checklist**

The following checklist is designed for pregame inspection by managers and umpires:

<u>Field Conditions</u>	Yes	No	<u>Equipment</u>	Yes	No
Field scanned for foreign objects? (Trash, glass, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	Bases equipped to disengage?	<input type="checkbox"/>	<input type="checkbox"/>
Free of holes and obstacles?	<input type="checkbox"/>	<input type="checkbox"/>	Catcher has necessary gear?	<input type="checkbox"/>	<input type="checkbox"/>
Pitcher's mound free of depressions?	<input type="checkbox"/>	<input type="checkbox"/>	Umpire has necessary protection?	<input type="checkbox"/>	<input type="checkbox"/>
Batter's box free of depressions?	<input type="checkbox"/>	<input type="checkbox"/>	Bats meet requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Base paths and batter's box marked?	<input type="checkbox"/>	<input type="checkbox"/>	Helmets meet requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Base Path smooth?	<input type="checkbox"/>	<input type="checkbox"/>			
<u>Facilities</u>			<u>Safety Requirements</u>		
Backstops and screens secure?	<input type="checkbox"/>	<input type="checkbox"/>	First-Aid Kits Available?	<input type="checkbox"/>	<input type="checkbox"/>
Dugouts free of trash and clutter?	<input type="checkbox"/>	<input type="checkbox"/>	Medical Release forms present?	<input type="checkbox"/>	<input type="checkbox"/>
			Safety Manual Present?	<input type="checkbox"/>	<input type="checkbox"/>
			Cell Phone Available?	<input type="checkbox"/>	<input type="checkbox"/>

## **7.0 CODES OF CONDUCT**

MLL expects all participants to follow a code of conduct and be responsible for their actions and the safety of all participants. Failure to follow any codes of conduct may result in ejection from the facilities or further action as determined by the board of directors.

### **7.1 Little League Code of Conduct**

- 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 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 wild throws or missed catches.
- Equipment should be inspected regularly. Make sure it fits properly.
- Batters must wear approved protective helmets during practice and during games.
- Catchers must wear catcher's helmet, mask, throat protector, long model chest protector, shin-guards and male catchers must wear a protective supporter at all times.
- Except when runner is returning to a base, head first slides are not permitted (12 years old and under).
- During sliding practice, bases should not be strapped down and should be located away from the base anchoring system.
- "Horse play" is not 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 or other metallic items.
- Catchers must wear catcher's helmet and mask with a throat protector in warming up pitchers. This applies between innings and in bull pen practice.

## **7.2 Little League's Parent Code of Conduct**

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.

- I will not force my child to participate in sports.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the league.
- 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.
- 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.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- 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.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- 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.
- I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
- 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.
- 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.
- 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.

### **7.3 Little League's Volunteer Code of Conduct**

No board member, manager, coach, or volunteer shall, at any time:

- Lay a hand upon, push, shove, strike, or threaten to strike an official.
- Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsman-like action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands, or anywhere on the Little League complex while in an intoxicated state. Intoxicated will be defined as an odor or behavior issue.
- Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- Smoke while in the stands or on the playing field or in any dugout. Smoking will only be permitted in designated areas which will be 20 feet from any spectator stands or dugouts.
- Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- As a manager or coach, be guilty of mingling with or fraternizing with spectators during the course of the game.
- Speak disrespectfully to any manager, coach, official or representative of the league.
- Be guilty of tampering or manipulating any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including expulsion from the game.



Sportsmanship Conduct Signs at Hiller Park

## **8.0 PLAYER AND EQUIPMENT SAFETY**

MLL follows the rules and regulations outlined by Little League International for player and equipment safety. All players and volunteers are required to follow the standards and requirements outlined in this section.

### **8.1 Player Safety Requirements**

The following are minimum requirements for player safety during practices and games. It is the duty of coaches and or umpires to enforce these requirements.

- Players must follow the Little League Code of Conduct
- **Players may not swing the bat until they are up to bat.**
- Spotters are recommended for pitchers during warm ups.
- Pitching must follow Little League regulations as specified in the current season's Little League rulebook. Pitching regulations will be posted in the dugout.
- Only one player at a time is allowed in the batting cage.
- Players may not engage in "horseplay"
- Players must remain in the bench area when not playing or warming up for pitching.

#### **8.1.1 Player Personal Safety Equipment**

- Athletic support cups must be worn during practice, warmups, and games by male players.
- Helmets must meet NOCSAE standards
- Catcher's protection must include a mask with a throat guard, long model chest protector, leg protectors, and a catcher's mitt.
- Appropriate footwear (baseball cleats) must be worn during practice and games. No metal spikes are allowed.

#### **8.1.2 Player Equipment Safety Regulations**

- Players **must** wear NOCSAE certified helmets when they are:
  1. Up to bat
  2. On the base path
  3. In the batter's box. (Senior League)
  4. Acting as a first or third base coach
  5. During Batting Practice
- Catchers must use a catcher's mitt while catching pitchers during games or practices. They may not use standard gloves for fielding at other positions.

## Bats

Effective on January 1, 2018, Little League Baseball® will adhere to the new USABat standard. Bats that do not meet this standard will not be permitted for use in any Little League game or practice, or other Little League function, event, or activity.

***All BPF – 1.15 bats will be prohibited beginning with the 2018 season.***

Any violation of the following regulations will result in the bat being declared illegal and confiscated from play:

- ✓ Non-wood and laminated bats used in the Little League (Majors) and below, shall bear the USA Baseball logo.
- ✓ Bat diameter shall not exceed 2 $\frac{3}{8}$  inches for minor and majors division.
- ✓ Senior League must use approved BBCOR baseball bats.
- ✓ Non-wood bats must have a grip of cork, tape, or composite material
- ✓ No adhesive material such as pine tar may be used.

## **8.2 League Provided Safety Equipment**

Any old, damaged, or unsafe equipment shall be destroyed to prevent further use before being discarded.

Coaches shall inform the equipment manager of equipment needs or when reparation is necessary.

- A helmet with a face mask will be provided to minor league teams.
- Teams will be provided new baseballs for game play prior to the start of every
- game.
- Teams may use low impact baseballs for practice and warmups. MLL will provide A quantity of low impact balls to its minor league teams.

# Low-Impact Balls Help Reduce Injuries By 30%

*New USA Baseball Medical/Safety Advisory Committee report suggests leagues could reduce injuries especially in lower divisions by using reduced impact balls.*

While there is no way to prevent players from being hit by a ball, using a reduced impact ball would substantially reduce their risk of injury when ball impacts do occur. According to a new report, your league could reduce ball-related injuries by almost one-third in your Minor Divisions by using a reduced impact ball. The report, recently released by the USA Baseball Medical/Safety Advisory Committee, suggests that you should strongly consider adopting reduced impact balls for your Tee-Ball and other Minor League divisions that are focused on skill development.

### Study Shows Injuries Largely Caused by Ball Impacts

The committee conducted two national research studies. The first study assessed the injury rate in youth baseball during the years 1987-1996. The second study assessed how effective reduced-impact balls were in preventing injuries during the 1997 to 1999 seasons.

The results of the injury rate study showed a low 1.69 injuries per 1,000 participants. Confirming the results of other studies that have shown ball impact as the number one cause of injury for all levels of Little League play, this study found ball impacts accounted for 52.6% of all injuries.

Breaking down the ball injury numbers, the batted ball accounted for 20% of all injuries, the pitched ball 19%, and the thrown ball 13%. The body parts most injured were the face, teeth, head, knee / ankle, and chest, respectively. These results show that reducing ball impact injuries can provide the most potential benefit in reducing overall injury rates and making your players safer.

4 Spring 2009

### Injury Data Shows Reduced Impact Balls Reduce Injuries

For the second study, the committee relied on three sources of national data from Little League: insurance injury reports, participation numbers, and a survey of equipment. The equipment survey was sent as a questionnaire to the safety officer for each of the leagues nationwide and also included telephone follow-ups for the final two years. The participation rate in the survey averaged 97%, making the study one of the most significant sources on injuries in organized youth baseball.

The study concluded that the reduced impact ball decreased ball-related injury risk by 29% for all of the reduced impact balls. The protective effect of the reduced impact balls was statistically significant for the Tee-Ball (5-8) and Minor (7-12) divisions but not in the leagues with the more skilled players.

### USA Baseball Medical/Safety Recommends Low-Impact Ball

The USA Baseball Medical/Safety Advisory Committee recommends your league adopt for Tee-Ball and other Minor League divisions reduced impact balls that meet National Operating Committee on Standards for Athletic Equipment standards levels 1 and 2. USA Baseball is the governing body for all baseball in the U.S.

In its conclusion, the committee stressed that switching to a reduced impact ball does not reduce the importance of teaching your players fundamental baseball skills and ball-avoidance techniques for batters. Skill enhancement remains the best and most effective way to prevent ball-related injuries.

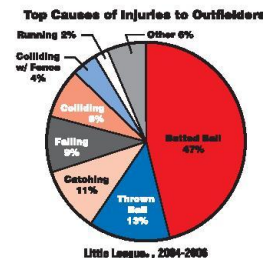
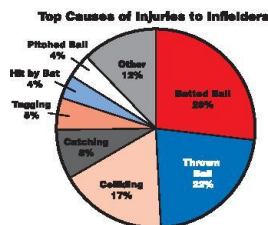
### Balls Perform Similarly

According to a study published by *The Journal of the American Medical Association*, when labels were removed from traditional and reduced impact balls, as both children and adults threw, pitched, and batted the balls, they were unable to detect a difference.

These findings are not surprising, since the reduced impact balls are designed to look and play like a traditional ball, with the same size, weight, liveliness, and surface characteristics. Neither you nor your players should be able to feel a change, and your league's performance will not be altered. You can even switch balls when tournaments begin or when teams move into an older age group with no detriment to the player's skill in using a traditional ball.

With ball-impact continuing to be the most prevalent cause of injury in Little League, it makes sense to take the advice of USA Baseball and adopt the reduced impact ball for your Tee-Ball and Minor League divisions.

*The charts at left show the top causes of injuries to infielders and outfielders in Little League continue to be due to ball impacts.*



Little League, 2004-2006



**9.0 Facilities**

**9.1 Facility Site Map**



## **9.2 Field Safety Regulations**

- Bases must disengage (1st, 2nd, 3rd)
- Pitchers Mounds and batter's boxes must be in good condition, free of holes and obstacles
- Base Paths will be raked smooth prior to games and during games as necessary.
- Chalk will be applied to batter's boxes and baselines prior to games and as necessary.
- Plate must be visible and free of dirt.
- Fields will be free of foreign objects, and obstacles such as holes or mounds.
- All dugout benches will be protected by a fence and overhang.
- Fences will include a highly visible plastic tubing at the top to prevent injury.



**Plastic tubing atop fences protects players from injuries.**



**Large overhangs and chain link fence protect players and staff in the dugout.**

### **9.3 Spectator Safety Regulations**

- Backstops will be inspected and regularly for holes or irregularities.
- Protective screening will be used at the major and senior levels of play.
- Fences will be inspected and repaired regularly.
- Bleachers will be inspected for damage and foreign objects such as glass.
- Bleachers that are over three rows high will include safety guard rails.
- No spectators are allowed in the dugout or on the field during play.



**Guard rails provide spectator safety in the bleachers.**



**A large backstop with protective screening prevents spectator injuries from foul balls.**



**9.4 Facility Site Survey Photos**

A facility site survey is required to be completed annually. The following photographs of facilities augment the facility site survey.



**Parking area A from entrance**



**Parking Area B is a gravel lot**



**Field 1 (Majors) was improved in 2017 with clay to reinforce the batter's box and pitcher's mound.**



**Field 2 (Minors). Future safety plans include the removal and upgrade of infield grass.**



**Concession facility and equipment rooms must be locked when not in use.**

## **9.5 Facility Maintenance Crew**

The facility maintenance crew cooperates with McKinleyville Community Services District (MCSD) in the uptake of field conditions, infrastructure, and safety requirement obligations.

Board approval and MCSD approval is required for some operations of facility maintenance. Proper regulations and procedures required by MCSD must be followed.

### **9.5.1 Maintenance Crew Safety Responsibilities**

- Facilities maintenance crew members will document safety issues and concerns and present them to the League Safety Officer or President.
- Facility Maintenance will regularly check for safety insufficiencies and provide maintenance or repair as necessary.
- The facilities maintenance crew will draft and amend a facility maintenance plan and keep it available in the concession stand and facilities area.

The Director of Field Maintenance is Scott Lackey see contact list (*page 7*)

## **9.6 Hazardous materials (HAZMAT)**

MLL does not keep highly toxic or hazardous materials on the premises. The hazardous materials present are classified as household hazardous waste and must be treated with proper storage and handling procedures.

### **9.6.1 HAZMAT Storage and Handling**

Potentially toxic substances such as paints, fuel, oil, chemicals, and chalk **must be stored under locked conditions and have adequate labeling**. The Conex area is used as a storage facility for potentially hazardous materials.

- No children are allowed inside the hazardous materials storage area.
- Appropriate PPE must be used by facility staff handling hazardous materials.
- Only trained staff members may handle hazardous materials.
- Please notify the safety officer of any negligence, unsafe conditions, or material needs.

### **9.6.2 HAZMAT Spill Cleanup**

- Consult the MSDS for proper cleanup procedures or contact the safety officer.
- Do not allow children around a spill.
- Never attempt to cleanup a spill without proper PPE.

### **9.6.3 Hazardous Waste Disposal**

Hazardous waste may not be kept onsite or dumped into the garbage. When waste occurs place the waste in a marked container and seal it. *Label what is inside the container.*

Hazardous waste must be brought to:

Humboldt Waste Management Authority (HWMA)

1059 West Hawthorne Eureka

707-268-8680

***Please contact HWMA for information on how to transport the material and proper disposal methods.***

### **9.7 Power Equipment and Tools**

Power equipment such as mowers and power tools, hand tools, etc. used for maintenance must be stored in the equipment storage area and locked when not in use.

***Kids are not allowed to play on or around mowers and field equipment.***

- Operators of power equipment must be adequately trained in the operation and safety procedures of the equipment.
- Operators must read the operators manual before handling equipment.
- Be aware of surroundings- scan the area for hazards and people before use and during operation.
- Remove keys from mower ignition when not in use and ensure it is completely turned off.
- Never allow kids to approach while using power equipment.
- PPE such as eye and ear protection must be worn.
- Fuel must be stored in the storage area and not left unattended.



## SAFETY FIVE RULES

All hazards involved in the use of power tools can be prevented by following five basic safety rules:

- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use and do not use damaged tools.
- Operate tools according to the manufacturers' instructions.
- Provide and use properly the right personal protective equipment.

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### **10.0 FUTURE SAFETY PROJECTS AND SUGGESTIONS**

A portion of league funds shall be made available for ongoing safety improvements, provision of safety gear, and restocking of league and team first aid kits.

### **10.1 Time Table of Proposed Safety Projects**

<b>Project</b>	<b>Time Frame</b>	<b>Safety Benefit</b>
Stabilize batter's box in field #2 with the addition of clay brick material	Completed prior to 2017 season.	Prevent formation of holes and depressions around home plate and within the batter's box. Reduce injury risk for batters, catchers, base runners, and umpires.
Stabilize pitcher's mound in field #2 with the addition of clay brick material	Prior to 2018 season.	Prevent formation of holes and depressions. Allow better footing for pitchers. Reduce injury for pitchers and fielders.
Build warning track in field #1	Prior to 2018 season.	Allow players to recognize distance to outfield fence. Prevent injury from crashing into fence.
Replace infield grass in field #1 with a more specialized surface grass.	Prior to 2019 season.	Prevent uneven surface resulting in bad hops and reduce tripping related injuries for infield players. Allow smoother transitions for fielding to reduce injury risk.
Renovate drainage system in field #1	Prior to 2018 season.	Prevent surfacing and collection of water on playing field. Reduce the risk of wet and slippery conditions to prevent slipping and falling related injuries.
Add colored netting to outfield fences in field #1 and field #2	Completed prior to 2017 season.	Allow batters to identify the distance to outfield fencing and reduce risk of collision injuries.
Replace Bleachers in	Prior to 2018	Bleachers will adhere to the most advanced standards for



field #1.	season.	spectator safety. Prior bleachers with railing and fence safety features may be used to update bleachers with lower safety standards in the facility.
Add lighting structures to playing fields	2018-2020	Allow play to resume past dusk and provide safe lighting opportunities.
Add fencing around bullpen areas at fields #1 and #2.	Prior to 2018 season.	Protect players and spectators from wild pitches during warm-ups. Prevent players warming up from being struck by foul balls.
Replace L-Screen Netting for Batting Cage Screens	Prior to 2018 season.	Protect pitchers from being struck by a batted ball.

**10.2 Future Safety Suggestions**

- Implement an incentive program for league adoption to encourage increased participation by all participation in the safety program. Ideas include a drawing for prizes, awards for the top three safety ideas, and presenting each entry with a meal or snack from the concession stand.
- Obtain an automated external defibrillator (AED) to keep with first aid supply stock.
- Improve batter’s eye safety features and add to all fields of play.