



# League Safety Officer Manual

League Name NORWAY AREA LL

League # 122 - 10 - 06

# 2017 Qualified Safety Program Registration Form



## Registering your qualified safety plan is as easy as 1, 2, 3!

- 1) Complete all four sides of this Registration Form;
- 2) Complete the 2017 Facility Survey for all fields your league uses (DO NOT copy last year's form);
- 3) Submit **both** forms with your complete safety plan — including all 15 minimum requirements clearly detailed — online or with a **postmark** no later than *March 31, 2017*. This will register your safety program with Little League International (see pages 2.1-2.3 for more information). Due to the volume of plans received, plans may be submitted starting *Jan. 1, 2017*.

Safety plans approved prior to the posted deadline will win your league a cash award based on the number of teams your safety plan covers, if your league participates in the AIG Group Accident Insurance for local Little Leagues. In addition, your program will automatically be entered in the 2017 ASAP Awards!

**District Administrators:** To earn the district incentive for ASAP participation, a district's league plans must be *received and approved by Little League International by March 10*. This is different than the league deadline and requirement. Districts with **87%** or better of their leagues that LLI received an approved and qualified safety plan by March 10 will earn a **\$350** credit. Districts with 70%-86% of their leagues that LLI received an approved and qualified safety plan by March 10 will earn a **\$150** credit.

## This Registration Form MUST Accompany Safety Plan Submission

League Name <u>Norway Area LL</u>	League I.D. # <u>122-10-06</u>
City <u>Norway</u> State <u>MI</u>	League I.D. # _____
(If board operates more than one charter, please list <b>all</b> : League I.D. # _____)	

League Safety Officer Bill Spring  
Address N1710 Brickyard Rd  
City Vulcan  
State MI Zip Code 49892  
Work Telephone ( 906 ) 774-2021  
Home Telephone ( 906 ) 563-9301  
Cell/Pager Number ( 906 ) 221-2198  
Email bspring@norwaymi.com

League President Tony Adams  
Address W5249 WPA Rd.  
City Vulcan  
State MI Zip Code 49892  
Work Telephone ( 906 ) 563-9542  
Home Telephone ( 906 ) 563-5063  
Cell/Pager Number ( 906 ) 221-6769  
Email \_\_\_\_\_

Items included with this application form:  
# of pages of league's safety program outline: 5  
# of non-returnable photographs: 0

Person submitting application (if different from above):  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_  
Signature Bill Spring Date 3/27/2017

Name and signature of professional photographer to be credited and granting permission for reproduction of photographs (if applicable)  
\_\_\_\_\_

### Return this form and 2017 Little League Facility Survey, along with supporting safety manual, to:

Mailing Address: ASAP Award Program Little League International P.O. Box 3485 Williamsport, PA 17701	or	Shipping Address: ASAP Award Program Little League International 539 U.S. Route 15 Hwy. So. Williamsport, PA 17702
---------------------------------------------------------------------------------------------------------------	----	-----------------------------------------------------------------------------------------------------------------------------

**Returned & Approved by March 10 for DA incentive or no later than March 31 for basic approval**

# Qualified Safety Plan Requirements



## Making It "Safer For The Kids"

These two pages contain the 15 minimum requirements for your safety plan to qualify for the cash award if you take Little League AIG player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. *This form does not constitute a safety program. Please submit the safety manual that was distributed to league personnel, this form and your facility survey*, as well as any other supporting pieces illustrating your safety program. Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.). *Judging: All judging will be conducted based on the material submitted. Non-original safety plans will not be considered for the awards.*

**\* Please List Page Number Where Each Item Below Is Located In Your Safety Plan**

• Please list dates when training was/will be held; and where each requirement can be found in your plan.

**1. Have active safety officer on file with Little League International**

1. Page: 1A

**2. PUBLISH and DISTRIBUTE a paper copy of the applicable safety manual to safety manual to volunteers**

2. Page: 1

- The intent is to print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
- While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.
- Samples can be found in the example safety manuals on the LL web site.
- Include all relevant material for coaches, including these minimum standards.
- Keep a copy for your league. Send a copy to your DA or District Safety Officer. Little League International does not keep copies for leagues' future use.

Do you have a website? YES  NO

Is your Safety Plan posted on your website? YES  NO

**3. Post and distribute emergency and key officials' phone numbers**

3. Page: 7

- Include emergency procedures for handling injuries and who to contact to track/report them.
- Include emergency phone numbers for ambulance, police, fire department, etc.
- Include league president and safety officer, consider head umpire, board members.

**4. Use 2017 Volunteer Application Form**

4. Page: 52-53

- Managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out application form as well as provide a government-issued photo identification card for ID verification. Check name spellings and numbers for accuracy.
- Must conduct a nationwide background check utilizing First Advantage or another provider that is comparable to First Advantage in accessing background check records for sex offender registry data and other criminal records.
- Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website.
- May conduct a supplemental criminal background check using resources such as First Advantage.
- Anyone refusing to fill out Volunteer Application is ineligible to be a league member.
- League president must retain these confidential forms for the year of service.
- Do not send in volunteers' forms; blank copy of league's application form from correct year should be sent.
- When using First Advantage for background checks, Social Security numbers are required. You must enter these numbers into the database and then redact the social security number and/or other personal information from the paper copy for added protection.

**5. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)**

5. Page: 9-11

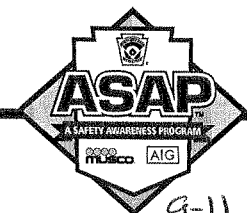
- It is not necessary for the first aid and training fundamentals to be held before the Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.
- Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use. Intent is to provide training to ALL coaches and managers; minimum of one participant per team.
- Training qualifies volunteer for 3 years; but one team representative still required each year.
- High school, college or experienced league coaches can be great resources.
- Districts can assist by providing training sessions on a district-wide basis.
- Training should be modified annually to meet the local needs of players and their facilities.

5. Date Was/ Will Be Held: 4-23-17

5. Date Was/ Will Be Held: 4-23-17

# Qualified Safety Plan Requirements

Making It "Safer For The Kids"



**6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending**

- It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.
- Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training.
- Other individuals who attend various outside first aid training and courses are not exempt.
- Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use to show that they have had training in past three years. Again, the intent is to provide training to ALL coaches/managers; minimum of one participant per team.
- Training qualifies volunteer for 3 years, but one team representative still needed each year.

6. Page: 9-11

6. Date Was/  
Will Be Held: 4-23-17

6. Date Was/  
Will Be Held: 4-23-17

**7. Require coaches/umpires to walk fields for hazards before use**

- Recommend leagues use form to track and document any facility issues needing to be fixed.
- Common sense activity — look for rocks, glass, holes, etc.
- Specify who is responsible for doing this — home coach, visitors, umpire, or all?

7. Page: 16

8. Page: 5A

**8. Complete the 2017 ANNUAL Little League Facility Survey**

- A requirement each year, can help leagues find and correct facility concerns.
- Provided in the ASAP section on the Little League web site — [facilitiesurvey.musco.com](http://facilitiesurvey.musco.com) or email [asap@musco.com](mailto:asap@musco.com)
- DO NOT simply make copy of past year's facility survey; physically review fields for changes and needs from prior year's survey, and record changes/needs on 2017 form.
- Keep a copy on file for future needs; Little League does not maintain copies of surveys.

9. Page: 43, 44

**9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures**

- Local restaurant operators are good resources for training assistance.
- Training should also cover safe use, care and inspection of equipment.
- See concession suggestions: April and June, 2000, issues of ASAP News available on Little League's website.

10. Page: 16

**10. Require regular inspection and replacement of equipment**

- Inspect equipment before each use by coaches and umpires.
- Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.
- Recommend use form to remind coaches and to track equipment needs.

11. Page: 12, 25-29

**11. Implement prompt accident reporting, tracking procedure**

- Accident forms to safety officer within 24-48 hours of incident is common.
- Forms are available through Little League website.
- Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries.
- Share information on accidents and "near-misses" with District staff.

12. Page: 36

**12. Require a first-aid kit at each game and practice**

- Many leagues have a complex, but each team needs some form of first-aid kit for off-site practices or travel/tournament games.
- Local hospitals and medical supply companies are good sources.
- If necessary, fund through special drive.

13. Page: 20-24

**13. Enforce Little League rules including proper equipment**

- Most Little League rules have some basis in safety — follow them.
- Ensure players have required equipment at all times, even catchers warming up during infield.
- Make sure coaches and managers enforce rules at practices as well as games.
- Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.
- Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.

14. Page: 4-23-17

**14. Submit league player registration data or player Roster data and coach and manager data**

- League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org). This is a requirement for an approved ASAP plan.

15. Page: 4-1-2017

**15. Submit a qualified safety plan registration form with your ASAP plan.**



# 2017 Qualified Safety Program Registration Form



## Highly Recommended Ideas

Looking to improve your program? Here are ideas pulled from the leading safety plans in the country:

### ORGANIZATION

- |                                                                                                   |                        |
|---------------------------------------------------------------------------------------------------|------------------------|
| 16. Conduct supplemental criminal checks on all applicable personnel (i.e., thru First Advantage) | 16. Page: <u>47-50</u> |
| 17. Have your safety plan reviewed by your DA or DSO                                              | 17. Page: _____        |
| 18. Include the safety officer as a board position                                                | 18. Page: <u>7</u>     |
| 19. Have team safety representatives (i.e. team parents)                                          | 19. Page: _____        |
| 20. Have player safety representatives (i.e. team safety officers)                                | 20. Page: _____        |
| 21. Allocate part of annual budget for safety                                                     | 21. Page: _____        |
| 22. Distribute ASAP News newsletters within league                                                | 22. Page: _____        |
| 23. Use local safety resources (i.e. police, fire dept., hospital staff)                          | 23. Page: <u>8</u>     |
| 24. Have league safety mission statement                                                          | 24. Page: _____        |

### TRAINING

- |                                                                                                                                                             |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 25. Provide CPR/AED training to coaches, managers, board members, parents                                                                                   | 25. Page: _____                   |
| 26. Provide bicycle and traffic training to players                                                                                                         | 26. Page: <u>32 &amp; 33</u>      |
| 27. Provide drug education training to players and volunteers                                                                                               | 27. Page: _____                   |
| 28. Provide Parent Orientation Program on Code of Conduct                                                                                                   | 28. Page: <u>15</u>               |
| 29. Teach coaches/managers about heat illnesses, warning signs                                                                                              | 29. Page: _____                   |
| 30. Teach coaches/managers about stopping play, breaks for weather:<br>• Stop play for lightning; take breaks between innings for water, shade in high heat | 30. Page: <u>16, 17 &amp; 210</u> |
| 31. Teach coaches/managers about sports fundamentals, like:<br>• Proper warm-ups, running safe practices and games                                          | 31. Page: _____                   |
| 32. Involve umpires in safety training and safety importance                                                                                                | 32. Page: _____                   |

### FACILITIES AND EQUIPMENT

- |                                                                               |                                    |
|-------------------------------------------------------------------------------|------------------------------------|
| 33. Complete annual LL Lighting Safety Audit for lighted fields               | 33. Page: _____                    |
| 34. Complete a long-range facility plan for safety improvements               | 34. Page: _____                    |
| 35. Use reduced impact balls, especially for younger ages                     | 35. Page: _____                    |
| 36. Use disengage-able bases (mandatory starting in 2008) for ALL fields      | 36. Page: <u>NALL USES</u>         |
| 37. Use double-first base to avoid collisions of fielders, runners at first   | 37. Page: <u>NALL USES</u>         |
| 38. Use warning tracks in the outfield to protect outfielders                 | 38. Page: _____                    |
| 39. Use protective/padded fence tops to protect fielders                      | 39. Page: _____                    |
| 40. Use fencing or netting to protect spectators from foul balls              | 40. Page: _____                    |
| 41. Have a telephone available to all fields even for practices               | 41. Page: <u>9</u>                 |
| 42. Have back guard rails and side rails on taller bleachers                  | 42. Page: _____                    |
| 43. Have an AED (automatic external defibrillator) available for use          | 43. Page: _____                    |
| 44. Have electronic weather detector to alert for approaching storms          | 44. Page: <u>Golf course alarm</u> |
| 45. Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.) | 45. Page: _____                    |
| 46. Control speed and flow of traffic in and around facilities                | 46. Page: <u>31</u>                |

### ACTIVITIES

- |                                                                                                                              |                            |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 47. Encourage league input through 'Safety Suggestion Box'                                                                   | 47. Page: _____            |
| 48. Provide continuous safety messages through:<br>• Bulletin boards, newsletters, emails, meetings                          | 48. Page: <u>2</u>         |
| 49. Encourage and recognize safety efforts from players:<br>• Safety poster contest, safety tips, player team safety officer | 49. Page: _____            |
| 50. Require/Encourage use of protective cups for players, esp. infielders                                                    | 50. Page: <u>Encourage</u> |
| 51. Require/Encourage use of mouth guards for players, esp. infielders                                                       | 51. Page: <u>Encourage</u> |
| 52. Require/Encourage use of face guards on batting helmets                                                                  | 52. Page: <u>Encourage</u> |
| 53. Encourage all adults to sign up for Little League E-News                                                                 | 53. Page: _____            |

**This page confirms the completion of the 2017 online Facility Survey**

Norway Area Little League

**League Name**

10

**District #**

122-10-06

**League ID #**

**Submit this page with your hardcopy ASAP plan rather than the completed 2017 Facility Survey**

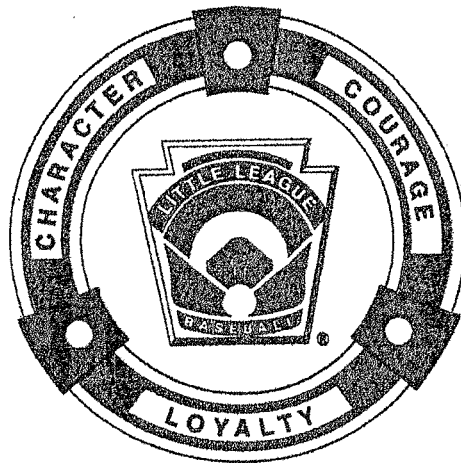
**2017** Norway Area Little League

# **SAFETY MANUAL**

For

Managers, Coaches, and Umpires

**Play it Safe!!!!**



President: Tony Adams  
(906) 221-6769

Safety Officer: Bill Spring  
(906) 563-9301

**League ID Number**

**#122-10-06**

# Norway Area Little League Website

Please visit us at:

[www.norwayarealittleleague.weebly.com](http://www.norwayarealittleleague.weebly.com)

\*Over the course of the season, our website will expand to include:

- player registration forms
- medical release forms
- volunteer forms
- league contact information
- field usage
- field locations
- composite schedules
- important dates
- meeting agendas and minutes
- monthly financial report
- safety plan and news
- coaching resources
- league constitution & bylaws

Helpful websites:

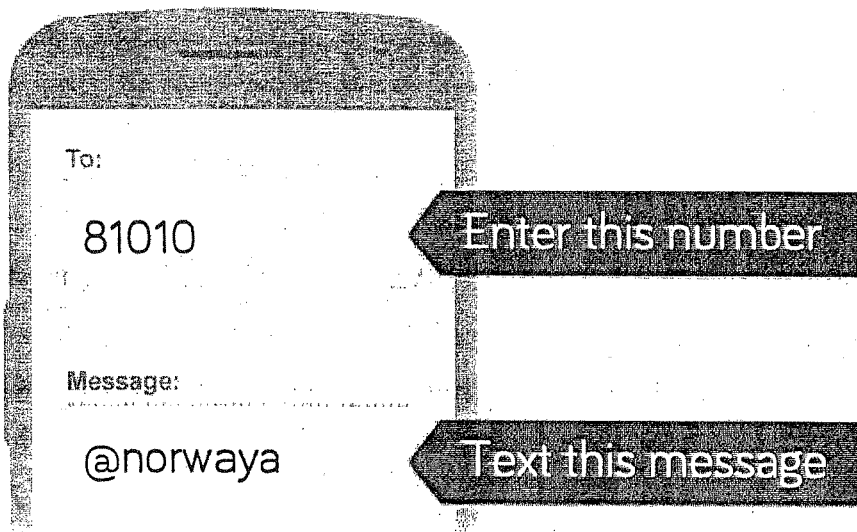
[www.cdc.gov/headsup/youthsports/training/index.html](http://www.cdc.gov/headsup/youthsports/training/index.html)

[www.littleleague.org](http://www.littleleague.org)

# Mr. Adams would like you to join Norway remind Area Little League!

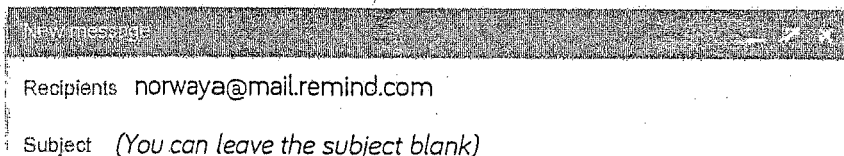
To receive messages via text, text @norway to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @norway'.

Trouble using 81010? Try texting @norway to (810) 515-7112 instead.



\*Standard text message rates apply.

Or to receive messages via email, send an email to [norway@mail.remind.com](mailto:norway@mail.remind.com). To unsubscribe, reply with 'unsubscribe' in the subject line.



## WHAT IS REMIND AND WHY IS IT SAFE?

Remind is a one-way text messaging and email system. With remind, all personal information remains completely confidential. Teachers will never see your phone number, nor will you ever see theirs.

Visit [remind.com](http://remind.com) to learn more.

# Little League Pledge

I TRUST IN GOD  
I LOVE MY COUNTRY  
AND WILL RESPECT ITS LAWS  
I WILL PLAY FAIR  
AND STRIVE TO WIN  
BUT WIN OR LOSE  
I WILL ALWAYS  
DO MY BEST



## 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

# Table of Contents

TOPICS	Page#
EMERGENCY PHONE NUMBER	4
LEAGUE OFFICIALS PHONE NUMBERS	5
SAFETY CODE FOR LITTLE LEAGUE	6
<b>1. GENERAL SAFETY OVERVIEW</b>	7
SAFETY PLAN GOALS	7
LEAGUE COMMITMENTS TO SAFETY	7
SAFETY IS EVERYONE'S RESPONSIBILITY	7
SAFETY OFFICER RESPONSIBILITIES	9
SOME IMPORTANT DO'S AND DON'TS	10
COMMUNICABLE DISEASE PROCEDURES	12
<b>2. SAFETY INSPECTIONS</b>	13
FIELD SAFETY INSPECTION	13
CONGESTION	18
WEATHER CONSIDERATIONS	6
LIGHTNING	13 & 14
<b>3. SAFETY TIPS FOR PLAYERS</b>	
CONDITIONING	19
WARM-UP DRILLS	19
HORSEPLAY	17
SAFE BALL HANDLING	15
COLLISIONS	14 & 15
RETRIEVING BALLS	16
KEEP GROUNDS CLEAR	16
SLIDING SAFETY	16
BATTER SAFETY	16 & 17
SAFE HANDLING OF BATS	17
A DANGEROUS WEAPON	17
CATCHER SAFETY	18
GENERAL INATTENTION	18
ATTITUDE	19
<b>4. ACCIDENT REPORTING</b>	9 & 20
MAKING USE OF ACCIDENT REPORTING	20
WHICH ACCIDENTS TO ANALYZE	20
OTHER USES FOR ACCIDENT REPORTS	20
FURTHER ACCIDENT FOLLOW-UP	20
INCIDENT/INJURY TRACKING REPORT	27



<b>TOPICS</b>	<b>Page #</b>
<b>5. FIRST AID</b>	<b>21</b>
DEFINITION	21
SELECTION AND QUALIFICATIONS OF FIRST AIDERS	21
FIRST AID EQUIPMENT	21
NOTIFICATION OF FAMILY	21
FOLLOW-UP ON FIRST AID CASES	21
AVOID NEGLIGENCE	22
CONCLUSION	22
<b>6. HAZARDS IN TRAVEL TO AND FROM FIELD</b>	<b>23</b>
GENERAL ACCIDENT PREVENTION	23
<b>BICYCLE SAFETY</b>	<b>24</b>
BICYCLE ACCIDENT PREVENTION	24
<b>7. CONCESSION STAND SAFETY</b>	<b>25 &amp; 26</b>
<b>8. UMPIRES</b>	<b>7</b>

Norway Area Little League Officers  
& Board of Directors

President	Tony Adams	906-221-6769
Vice-President	Pete Schultz	906-282-2813
Secretary	Steve Ortman	906-563-7126
Treasurer	Bret Baij	906-284-3508
Safety Officer	Bill Spring	906-221-2198
Player Agents	Jon Lasater	906-282-0112
Team Liaison	Mark Doda	906-221-4170

Norway Area Little League Emergency Phone  
Numbers

Hermansville	MI 911	
Loretto	MI 911	
Niagara	WI 911	
Non-emergency Police		715-251-3121
Norway	MI 911	
Non-emergency Police		906-563-5801
Powers/Spalding	MI 911	
Vulcan	MI 911	
Dickinson County Sheriff		906-774-6262
Marinette County Sheriff		715-732-7600
Menominee County Sheriff		906-863-4441
Michigan State Police.(Iron Mt. Post)		906-774-2121
Poison Control Centers	MI	800-562-9781
	WI	800-815-8855
Child Protective Services	MI	906-774-1484

## SAFETY CODE FOR NORWAY AREA LITTLE LEAGUE

- Responsibility for procedures should be that of an adult member of the local league.
- Managers, coaches and umpires have training in first aid. First Aid Kit will be available at all Norway Area Little League fields.
- No games or practices should held when weather is field conditions are not good, particularly when lighting is inadequate.
- 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 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 batting practice, as well as during games.
- Catcher 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, headfirst slides are not permitted.
- At no time should "horse play" be permitted on the playing field. All players are encouraged to wear "safety glasses." - Players should not wear watches, rings, pins 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 the bull-pen.

## **General Safety Overview**

### **Norway Area Little League Safety Plan Goals**

The goal of the Norway Area Little League Area's safety program is to assure the following:

1. All practice and playing field conditions are made as safe as possible.
2. All players protective equipment and other facilities are available and in good condition.
3. Arrangements have been made for first aid treatment and for the handling of more severe emergencies.
4. All managers, player agents, coaches and umpires have been instructed in the inclusion of suitable safety precautions as an integral part of their regular duties. All managers / coaches will receive a copy of this Safety Plan.
5. All managers, player agents, coaches and umpires have taken First Aid Class and First Aid certification is current for the Calendar year.
6. Other volunteers, such as concession stand workers and grounds keepers, are carrying out their jobs safely.
7. A definite plan is in effect for traffic safety, including players travel to and from the field.
8. Arrangements are made for the prompt investigation and reporting of accidents and near-misses with a definite follow up for the prevention of further accidents of a similar nature.
9. All managers, coaches, board members, umpires, volunteers, and any other persons associated with Norway Area Little League are required to fill out a "Volunteer Application Form" and provide a government issued photo ID, in order that the statewide sex offender registry can be checked. Anyone either refusing to fill out the Volunteer Application or found to be listed in the registry will automatically be deemed ineligible as a league member.

### **Norway Area Little League Commitments to Safety**

Norway Area Little League is committed to promoting Safety throughout the organization. In order to achieve our safety goals as defined above, the following will be carried out in our league in 2017

1. Development of a safety plan and distribute to all Managers and Coaches in the Norway Area Little League that includes safety policies and field surveys directed towards improving safety.
2. First aid training and coaching fundamentals for all league officials, managers, coaches and umpires as the major Agenda Item of Norway Area Little meeting to be held April 23 2017
3. Parent orientation to league safety.
4. Coaching fundamentals and safety clinic.
5. Requiring umpires to check all equipment and players before each game.
6. Requiring coaches to walk fields before each game to help insure safety.
7. Performance of volunteer screening.
8. Enforcing the Rules included within this document.

## **Equipment Inspection and Replacement**

All Norway Area Little League Coaches Umpires are required to inspect their team equipment regularly. League Umpires are required to inspect team equipment before each game and throw out unsafe or damaged equipment.

## **Safety Is Everyone's Responsibility**

While the League President has the primary responsibility for safe conditions, it is not possible to cover all details personally. Because of this, all Managers, Coaches, Umpires and Volunteers will play a key role in assuring that the following safety measures are upheld:

1. Safe maintenance of fixed ball field property, including structures.
2. Procurement and upkeep of practice and playing equipment, particularly personal protective equipment.
3. Each manager should see that the use of field and playing equipment by players does not create hazards.
4. Require coaches/umpires to walk fields for hazards before use.
5. The umpire should take the initiative to insure unsafe conditions are corrected on the playing field and in foul territory during games.
6. The safety of players and adults going to and from fields is very important.
7. The first aid kit must be kept properly equipped and emergency phone numbers need to be available.
8. Measures will be taken to counteract the hazards that may be connected with special events such as picnics, fund-raising, etc.
9. The safety of spectators, including parking facilities, need to be considered.
10. The safe handling of food and drinks at the concession stand.
11. Artificial lights need to meet minimum requirements. Light meter checks should be made at regular intervals to find out when it is necessary to clean reflectors and replace partly worn light bulbs which have lost their original rating.
12. Report any accidents within 24-48 hours to the Safety Officer so the incident can be reported and filed with Little League International.
13. Share injury with other League Managers, Coaches, and District Officer to react proactively for prevention in the future if possible.

## Safety Officer Responsibilities

The main responsibility of a League Safety Officer is to develop and implement the league's safety program. Any differences of opinion on safety policy should be referred to the League President. Further questions may be taken up with the District Safety Officer. The latter may refer such problems to Little League Headquarters.

The following may help in carrying out the assigned duties.

1. Spot checks should be made at practices and games to be sure reasonable precautions are taken and assist wherever possible with advice and encouragement.
2. At the playing field, the League Safety Officer's first duty is to insure first aid facilities are available and emergency arrangements have been made for an ambulance or doctor.
3. The League Safety Officer's next obligation is to advise and follow up on the control of unsafe conditions. These will be brought to light by the adults in charge making a preliminary inspection of the field and being continually on the lookout for situations that might cause accidents. Since it would not only be impossible, but an invitation to "buck passing," for a League Safety Officer to keep a degree of control over accident exposures alone, such efforts will be effective only when that officer and league president have convinced fellow volunteer workers that safety should be a primary consideration in whatever they are doing.
4. In addition to the League Safety Officer's advising on the control of unsafe conditions throughout the season, it is a specific responsibility to follow up on procedures and methods of instruction that will help control the human elements that may be the cause of accidents. Here again the work must be done through existing lines of authority in the organization to make accident prevention a matter of league policy rather than an afterthought applied on a hit-or-miss basis.
5. The following duties associated with incident reporting:
  - Within 48 hours of receiving the incident report, 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 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 Norway Area Little League's insurance coverage and the provisions for submitting any claims.
  - If the extent of the injury(s) is more than minor in nature, the Safety Director will periodically call the injured party to:
    - (1) check on the status of any injuries, and
    - (2) To check if any other assistance is required in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" and no further claims are expected and/or the individual is participating in the league again.



## Some Important Do's and Don'ts

### Do:

- Reassure and aid children who are injured, frightened, or lost.
- Provide or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices.
- Keep your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with your first-aid kit.
- Assist those who require medical attention and when administering aid, remember to:
  - **LOOK** for signs of injury (Blood, Black-and-Blue, deformity of joint, etc.).
  - **LISTEN** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
  - **FEEL** gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Have your players' Medical Clearance Forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

### Don't:

- Administer any medications
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.)
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game
- Hesitate to report any present or potential safety hazard to the Safety Director.

## Little League Baseball, Inc

District Administrator  
Don Howes 906-428-9825  
Asst. Dist. Admin & Umpire Consultant  
Dave McNeil 906-678-5319  
Regional Directors  
Steve Sorenson & Bob Bitterly 317-897-6127  
National Director of Risk Management  
Dan Kirby Williamsport, PA 717-326-1921  
National Headquarters Williamsport, PA  
717-326-1921  
ASAP Hotline 800-811-7443  
ASAP Hotline 800-811-7443

### Accident Reporting Procedures:

**What to report** - An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Director of Safety. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

**When to report** - All such incidents described above must be reported to the Safety Director within 48 hours of the incident.

The Safety Director is Bill Spring and he can be reached at the following:

Home Phone: 906 563-9301

Cell: 906 221-2198

Email: bspring@norwaymi.com

**How to make the report** - reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

The name and phone number of the individual involved  
The date, time, and location of the incident  
As detailed a description of the incident as possible  
The preliminary estimation of the extent of any injuries  
Name / phone of the person reporting the incident.

**Remember, safety is everyone's job.**

**Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to any Board member.**

**Don't play on a field that is not safe.**

**Don't play with unsafe playing equipment.**

**Be sure your players are fully equipped at all times. Be especially sure catchers and batters equipment fits.**

## FIELD SAFETY

- ◆ Speed Limit 5 MPH in roadways and parking lots while attending any Norway Area Little League function.
- ◆ No Alcohol allowed in any parking lot, field, or common areas within a Norway Area Little League complex.
- ◆ No Playing in Parking Lots at any time.
- ◆ No Playing On or Around Maintenance Equipment.
- ◆ Use Crosswalks when crossing roadways. Always be alert for traffic.
- ◆ No Profanity at any time.
- ◆ No Swinging Bats or Throwing Baseballs at any time within the walkways and common areas of a Norway Area Little League complex.
- ◆ No Throwing Balls against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- ◆ No Throwing Rocks.
- ◆ No Horseplay at any time.
- ◆ No Climbing Fences.
- ◆ Ages 5-12: Only a player on the field AND at bat may swing a bat.
- ◆ Juniors (Age 13) & Seniors (Age 14-16): only players on the field, at bat, OR on deck may swing a bat.
- ◆ Be Alert of area around you when swinging bat while in the on deck position.
- ◆ Observe Posted Signs. Players and spectators should be Alert at all times for foul balls and errant throws.
- ◆ During Games, players must remain in the dugout area in an orderly fashion at all times.
- ◆ After Each Game, each team must clean up trash in dugout and around stands.
- ◆ All Gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- ◆ No Children under the age of 16 are to be permitted in the Snack Bars.

**Failure to comply with the above may result in expulsion from Norway Area Little League fields or complexes.**

## LITTLE LEAGUE CODE OF CONDUCT

### What do I expect from my players?

- To be on time for all practices and games.
- To always do their best in the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing - both are important parts of any sport.

### What Can Parents/Players Expect From Me?

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

### What Do I Expect From Parents & Family?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.

Finally, don't expect the majority of children playing Little League baseball to have strong athletic skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits!

**Whenever possible, make sure someone at your game or practice has a cellular phone to use! Especially on those fields where public telephone access is not available!**

## Communicable Disease Procedures

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves (provided in first-aid kit) to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

### When treating an injury, remember:

Protection  
Rest  
Ice  
Compression  
Elevation  
Support

## Ten Commandments Of Safety

- I. **Be Alert**
- II. **Check Field For Safety Hazards**
- III. **Wear Proper Equipment**
- IV. **Ensure Equipment Is In Good Shape**
- V. **Ensure First Aid Is Available**
- VI. **Maintain Control Of The Situation**
- VII. **Maintain Discipline**
- VIII. **Safety Is A Team Sport**
- IX. **Be Organized**
- x. **Have Fun**

## SAFETY INSPECTION CHECKLIST

*Coaches, managers and umpires must check field and equipment safety conditions prior to each game*

Repairs Needed? Y N

Safety Equipment:	Y	N
First Aid Kit	—	—
Ice	—	—
Medical Releases	—	—
Blanket	—	—
Safety Manual	—	—
Injury Forms	—	—

Player's Equipment:	Y	N
Batting Helmets	—	—
Athletic Supporter	—	—
Jewelry Removed	—	—
Bats	—	—
Shoes	—	—
Uniforms	—	—
Little League Patch	—	—

Catcher's Equipment:	Y	N
Athletic Supporter/Cup	—	—
Face Mask/Helmet	—	—
Throat Guard	—	—
Chest Protector	—	—
Shin Guards	—	—
Catchers Mitt	—	—

Field Conditions:	Y	N
Home Plate	—	—
Bases Properly Installed	—	—
Field Check	—	—
Infield Surface	—	—
Outfield Surface	—	—
Backstop	—	—
Fences	—	—
Pitchers Mound	—	—
Coaches Boxes	—	—
Field Markings	—	—
Batters Boxes	—	—
Catchers Box	—	—
Baselines	—	—
First Base Runner Lane	—	—
Dead Ball Areas	—	—
Coaches Boxes	—	—
On-Deck Circle	—	—
(Jrs. & Srs. Only)	—	—

Dugouts:	Y	N
Fencing	—	—
Benches	—	—
Clean Up	—	—

Spectator Areas:	Y	N
Bleacher Repair Needed	—	—
Railing Repair Needed	—	—
Area Cleaned	—	—

Field \_\_\_\_\_ Team \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Lightning

### WHEN YOU HEAR IT - CLEAR IT WHEN YOU SEE IT - FLEE IT

Consider the following facts:

- ❖ The average lightning stroke is 6 - 8 miles long.
- ❖ The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.
- ❖ Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud.
- ❖ On the average, thunder can only be heard over a distance of 3 - 4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

### "Flash-Bang" Method

One way of determining how close a recent lightning strike

is to you is called the "flash-bang" method. With the "flash-bang" method, a person counts the number of seconds between the sight of a lightning strike and the sound of the thunder that follows it. Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

### Rule of Thumb

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager or coach who feels threatened by an approaching storm should advise the umpire to stop play. The umpire in turn should not wait for anyone to advise him and halt play at the first sign of a threat and advise the coach to get the kids to safety - regardless of how the "flash-bang" proximity measure applies.

When in doubt utilize this rule of thumb:

**When You Hear It ...Clear it  
When You See It ...Flee It**

## Lightning

### Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest. For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

### Where NOT to Go !!

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

## First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms As that of someone suffering from a heart attack.

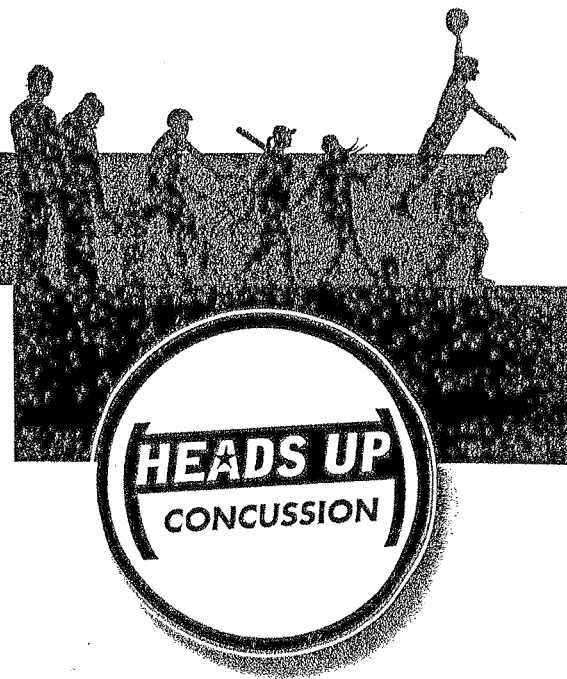
### **CALL or SEND SOMEONE TO CALL 911**

Then the rescuer should consider the following:

- The first tenet of emergency care is "make no more casualties". If the victim is in a high risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth to mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

**Note: CPR should only be administered by a person knowledgeable and trained in the technique.**

# PARENT & ATHLETE CONCUSSION INFORMATION SHEET



## WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

## WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

## DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

## SYMPTOMS REPORTED BY ATHLETE:

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

## SIGNS OBSERVED BY COACHING STAFF:

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

Michigan Department  
of Community Health



Rick Snyder, Governor  
James K. Haveman, Director

▶ "IT'S BETTER TO MISS ONE GAME  
THAN THE WHOLE SEASON"

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

Coaches Online training (Youth Sports)

- [www.cdc.gov/headsup/youthsports/training/index.html](http://www.cdc.gov/headsup/youthsports/training/index.html)

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

- Click "Launch the HeadsUp Course"

- Print or save your certificate
- Certificates MUST be attached to Allstar affidavits

JOIN THE CONVERSATION → [www.facebook.com/CDCHeadsUp](http://www.facebook.com/CDCHeadsUp)

TO LEARN MORE GO TO [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

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



## Warm-Up Drills

Use of the term "warming-up drills," in connection with unsafe acts, refers to ball handling practice rather than calisthenics. This involves a serious accident exposure to misdirected balls. The following will reduce the danger of being struck by a misdirected ball:

1. All unauthorized people should remain off the field during drills.
2. After the number of targets has been reduced to a minimum, one of the best preventive measures is to stress that the eye must be kept on the ball. This safe practice should be drilled into both adults and youngsters so continuously that it becomes a reflex action.
3. Another danger from misdirected balls is the exposure of inexperienced batters to wild pitchers. The use of batter's helmets is a must. However, it does not justify permitting a potential pitcher throwing to an inexperienced batter until control is demonstrated.
4. The danger of being struck by a ball can be further minimized by the following plan:
  - (a) Throwing and catching drills should be set up with players in two lines facing one another.
  - (b) Random throwing should be permitted only to designated players.

## Safe Ball Handling

1. Misjudging the flight of a batted ball may be corrected by drilling with fly balls which begin easy and made more difficult as a player's judgment and skill improves. Everyone should eventually be able to handle balls that go overhead.
2. In addition to a player never losing sight of a ball from the time it leaves the bat, the player should keep the glove positioned and the body relaxed for a last split-second move.
3. Encouraging them to make aggressive short-hop fielding plays can best protect an infielder. Always keep the "nose pointed at the ball" and the eyes glued on it. Also, if moving forward, the player is in a better position to make a throw.
4. It is safer for the player to knock a ball down and rehandle it than to let the ball determine the play.

## Collisions

Collisions result in more injuries than is the case with most other types of accidents. Errors of judgment or lack of teamwork between fielders usually causes them. It is important to establish zones of defense to avoid collisions between players. It is particularly important when players are chasing high fly balls. Once the zones are established, play situation drills should be held until these zones and patterns become familiar to the players. The responsible player should call out the intentions in a loud voice to warn others away. Here are some general rules to follow:

1. The fielder at third base should catch all balls which are reachable and are hit between third and the catcher.
2. The fielder at first base should catch all balls reachable, which are hit between second and the catcher.
3. The shortstop should call all balls reachable, which are hit behind third base.
4. The fielder at second base should catch all balls reachable, which are hit behind first base.
5. The shortstop has the responsibility for fly balls hit in the center of the diamond and in the area of second base. When the glove is on the left hand it is easier for the shortstop than the fielder at second to catch fly balls over second base.
6. The center fielder has the right of way in the outfield and should catch all balls which are reachable. Another player should take the ball if it is seen that it is not reachable by the center fielder.

## Collisions (Continued)

7. Outfielders should have priority over infielders for fly balls hit between them.
8. Priorities are not so easy to establish on ground balls, but most managers expect their base players to field all ground balls they can reach, cutting in front of the shortstop on slow hit grounders.
9. The catcher is expected to field all topped and bunted balls which can be reached except when there is a force play or squeeze play at home plate.

## Warning Track Collisions

In addition to collisions between players, occasionally a player chasing a fly ball will crash into the fence. These accidents also can be controlled by suitable drill work. In this case it is simply a matter of giving the outfielders an opportunity to practice getting the feel of the warning track under their feet. They must learn to judge their distance from the fence and the probable point where the ball will come down. It would be worse than futile to not only miss catching the ball by a wide margin but also be injured by a collision with the fence.

## Retrieving Balls

Persons who have been specifically assigned to that duty should retrieve balls that go out of the park. Such persons should be youngsters who can be relied on not to endanger themselves by climbing fences or getting into a scramble for possession of a ball.

## Keep Grounds Clear

Another duty that should be given in turn to alert substitute players is the picking up of bats and proper placement in the rack. The clearing up of other loose playing equipment should be included in this assignment.

## Sliding Safety

As is the case with other baseball fundamentals, a correct slide is also a safe one. It is well, too, to guard against the accident of a collision and the possibility of a player being struck by a thrown ball as that player "hits the dirt." It goes without saying that steel spikes are not being worn. Long grass has been found to be better than a sand or sawdust pit to teach sliding. The following can make the learning period safer:

1. The base must not be anchored down.
2. Sliding pads are recommended.
3. The player should make approaches at half speed and keep constantly in mind that hands and feet should be in the air. Once committed to slide, the player must not change strategy. Last minute hesitation causes most sliding injuries.
4. Tennis shoes are suggested for beginning sliding and tagging practice to avoid injury to the defensive player.
5. If the ground along the baselines becomes soft on a rainy day, such weather offers an excellent opportunity to have sliding drills.
6. It should be kept in mind that Head-first sliding has been eliminated for ages 12 and below, except for when returning to base.

## Batter Safety

A batter's greatest accident exposure is from the unsafe acts of others, namely wild pitches, which account for a major portion of all accidents. Again, the best defense is an alert, confident concentration on the ball. This type of injury is more prevalent in Regular than in Minor League play. Since the danger is increased as pitchers learn to throw with greater force and as more games are played, it is doubly important to take whatever counter measures necessary to offset this exposure.

1. A well fitted, NOCSAE approved helmet is required.

## Batter Safety (Continued)

2. The development of the novice batter's ability to take evasive action can be improved by getting the player to relax and concentrate on the ball from the time the pitcher starts delivery until it lands in the catcher's mitt. Players with slow reflexes can also be helped by simulated batting and ducking practice with a tennis ball.
3. The un-sportsman like practice of crowding the plate or jumping around to rattle the pitcher must not be tolerated. This could endanger the batter if it causes the pitcher to lose control. Umpires should stop such actions.
4. Making sure the batter holds the bat correctly when bunting can reduce painful finger and hand injuries. Youngsters have a tendency to lean too far over the plate and not keep the ball well out toward the end of the bat. This should be corrected.
5. When the batter becomes a base runner, that player should be taught to run outside the foul lines when going from home plate to first and from third to home, to reduce the chance of being hit by a thrown ball.

## Safe Handling of Bats

A review of the batter's potential for causing injuries to others points up the following:

1. The most easily prevented type of accident is the too frequent fault of beginners throwing the bat while running to first base. This unthinking act may be corrected through individual instruction to drop the bat safely by:
  - (a) Having the player hand the bat to the coach will serve as a reminder before each ball is pitched.
  - (b) Having the player drop the bat in a marked-off circle near where running starts.
  - (c) Counting the player "out" in practice whenever the player fails to drop the bat correctly.
  - (d) Providing bats with grips that are not slippery.
2. Coaches and umpires should be on the alert to correct batters that have a tendency to step into the catcher as they swing.

## A Dangerous Weapon

We use this heading to note the seriousness of an accident exposure that may sound impossible but one which has caused several very serious accidents on several occasions. The preceding precautions apply to the actions of individuals who should have control over the bat they are using.

A more serious injury is waiting for the absent-minded youngster who unconsciously walks into the swing of the coach's bat when the coach is hitting flies, or the equally unwary player who walks into the swing of a player in the on-deck circle \*. These situations demonstrate the need for everyone to become safety-minded, not only for their own good but also for the safety of others. The following precautions are suggested:

1. The player, usually a catcher, assigned to catching balls for the coach hitting flies should be given the specific assignment of warning away anyone who comes too close.
2. All players and adults should be trained to walk around the on-deck circle \* whether it is in use or not. The ingrained safety habit of keeping clear may save someone a painful injury.

\* On-deck areas have been eliminated for ages 12 and below.

## Control of Horseplay

Horseplay includes any type of high jinks that could even remotely be the cause of an accident. Such childish behavior could distract any player about to catch a ball or possibly when at bat, and result in an accident. Team play requires 100% cooperation among all players, and good sportsmanship demands courtesy to opposing players. If showoffs cannot find sufficient outlet for their high spirits in the game, quick and impartial disciplinary action must be taken.

## Catcher Safety

1. The catcher, as might be expected from the amount of action involved, has more accidents than any other player does. Statistics show that the severity of injuries is less in regular than in Minor League play. Again, this bears out the fact that the more proficient the player, the less chance of injury.

Assuming that the catcher is wearing the required protection the greatest exposure is to the ungloved hand. The catcher must learn to:

- (a) Keep it relaxed.
  - (b) Always have the back of the throwing hand toward the pitcher when in position to catch.
  - (c) Hold all fingers in a cupped position near the mitt, ready to trap the ball and throw it.
2. The catcher should also be taught to throw the mask and catcher's helmet in the direction opposite the approach in going for a high fly.
3. As the catcher learns to play this difficult position, a good habit is to keep a safe distance back from the swinging bat. Estimate this as one foot farther from the batter than the ends of the outstretched fingers.
4. To repeat, the best protection is keeping the eye on the ball.

## General Inattention

Going one step back to the "why" of most ball handling accidents, it appears that inattention due to inaction or boredom is an underlying accident cause with which we must deal. This situation can be partly offset by using idle time to practice basics of skillful and safe play, such as:

1. Otherwise idle fielders should be encouraged to "talk it up." Plenty of chatter encourages hustle and enthusiasm.
2. Players waiting for a game or practice to start can pair off and play catch to improve their basic eye-on-the ball technique.
3. Practice should include plenty of variety in the drill work.
4. Put a time limit on each drill and do not hold the total practice for more than two hours, or less if interest begins to lag.
5. Idle players along the sidelines can be given the job of studying the form of other players to improve their own techniques. They may then report on what they have learned to improve their own form on running, ball handling, throwing, batting and sliding.

## Congestion

Congestion is one of the unsafe conditions that must be dealt with by constant supervision. The umpire will keep unauthorized people out of the way during games. The manager and coaches must control this hazard during practice sessions. Since the development of this hazardous condition results from unsafe acts it is important to minimize these acts.

## Conditioning

This important phase of Little League training has a direct bearing on developing a safe personal condition. Extensive studies on the effect of conditioning, commonly known as "warm-up," have demonstrated that:

1. The stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness.
2. Such drills also help develop the strength and stamina needed by the average youngster to compete with minimum accident exposure.

These warm-up skills are most effective when the motions are patterned after natural baseball movements such as reaching for a ball, running and similar footwork. This is a good place also to "drive home" the basic safeguard of keeping the eye on the ball.

## Warm-Up Drills

The subject of warming up before a practice session has been covered as a means of safeguarding youngsters, at least to a degree, from poor physical condition and lack of limbering up. Use of the term "warming-up drills," in connection with unsafe acts, refers to ball handling practice rather than calisthenics. This involves a serious accident exposure to misdirected balls.

The following will reduce the danger of being struck by a misdirected ball:

1. All unauthorized people should remain off the field during drills.
2. After the number of targets has been reduced to minimum, one of the best preventive measures is to stress that the eye must be kept on the ball. This safe practice should be drilled into both adults and youngsters so continuously that it becomes a reflex action.
3. Another danger from misdirected balls is the exposure of inexperienced batters to wild pitchers. The use of batter's helmets is a must. However, it does not justify permitting a potential pitcher throwing to an inexperienced batter until control is demonstrated.
4. The danger of being struck by a ball can be further minimized by the following plan:
  - (a) Throwing and catching drills should be set up with players in two lines facing one another.
  - (b) Random throwing should be permitted only to designated players.

## Attitude

1. An attitude of alertness, hustle and enthusiasm is recommended as a guideline for the administration of your safety program and should be carried down to all players to spark them in the development of better skills.
2. Good sportsmanship and courtesy, which are necessary for a harmonious and safe environment, can be taught best through the good example set by all adults on and off the field.
3. Your most effective tool to inspire an attitude of self-confidence and a desire to excel is the use of much PRAISE and RECOGNITION. Of course, this must be given when deserved, so as not to be cheapened by too much repetition. After all, a really good try rewarded by a word of encouragement may be a good play on the next attempt.
4. Recommending a POSITIVE APPROACH to all training techniques can summarize guidance on the most constructive attitude or point of view for both adults and youngsters.



# Accident Reporting

## Making Use of Accident Reporting

In the effort to prevent accidents to Little Leaguers one must deal with the unpredictable actions of many small athletes. One of the most widely accepted ways to counteract the unsafe acts, which are so often a part of such uncertain behavior, is to inquire into the reasons behind such acts and take suitable counter measures. Since we cannot eliminate all of these disturbing and sometimes tragic mishaps, one must use them as tools to help control similar or related accidents. Also, alert operation makes it possible to get at the causes of "near misses" so that something can be done to prevent the occurrence of injury-producing accidents.

## Which Accidents to Analyze

Good judgment must be used in deciding which accidents to analyze. The severity of an injury should not be the only basis of deciding to determine reasons for an accident and what can be done to reduce the chances of its reoccurrence. The possibility of a similar and more severe accident occurring should be our main reason for getting at the causes and taking suitable corrective action. Examples of cases that probably would not require detailed checking would be a "strawberry" from sliding or minor strains and bruises, not associated with serious unsafe acts or conditions.

## Other Uses for Accident Reports

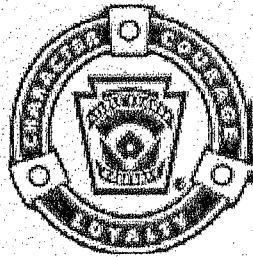
- The need for corrective measures, of course, is most evident when an injury is severe enough to require professional services. In addition to the need for immediate preventative action, it is very important to have accurate information to complete the insurance claim report. This may be done by the Safety Officer.
- As in any organized endeavor, communications among teams in a league and leagues in a district is important. The safety program can be effective for everyone if each adult, with some safety responsibility, is given a brief report on serious or unusual hazards and the corrective action that has been taken to counteract them. In order to accomplish this, the League Safety Officers and the District Safety Officer must be kept informed about all significant accident cases.

## Further Accident Follow-Up

Even after corrective measures have been put into effect, responsible adults should continue to check back to make sure that unsafe habits have not been resumed and conditions are not allowed to slip. We advise youngsters to keep their eye on the ball. Let's do the same with safety precautions. A surprising number of accidents also occur when youngsters reach the vicinity of the field but it is not yet time for practice or a game. In this situation it is the direct responsibility of any adults who are nearby to stop such activities as climbing trees, chasing each other, running up and down the grandstands, etc.

Volunteers should make local authorities aware of potential risks in the area, such as unfenced excavations or quarries or lakes with unsecured boats.

Little League® Baseball & Softball  
**CLAIM FORM INSTRUCTIONS**



**WARNING** — It is important that parents/guardians and players note that: *Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball.*

To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims.

The NUFI Accident Master Policy acquired through Little League contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

The Accident Claim Form must be fully completed, including a Social Security Number, for processing.

To help explain insurance coverage to parents/guardians refer to *What Parents Should Know* on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

If injuries occur, initially it is necessary to determine whether claimant's parents/guardians or the claimant has other insurance such as group, employer, Blue Cross and Blue Shield, etc., which pays benefits. (This information should be obtained at the time of registration prior to tryouts.) If such coverage is provided, the claim must be filed first with the primary company under which the parent/guardian or claimant is insured.

When filing a claim, all medical costs should be fully itemized and forwarded to Headquarters. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The NUFI Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, Pa. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions.

With your league's cooperation, insurance rates have increased only three times since 1965. This rate stability would not have been possible without your help in stressing safety programs at the local level. The ASAP manual, **League Safety Officer Program Kit**, is recommended for use by your Safety Officer. In 2000 the State of Virginia was the first state to have its accident insurance rates reduced by high participation in ASAP and reduction in injuries. In 2002, seven more states have had their accident insurance rates reduced, as well. They are Alaska, California, Delaware, Idaho, Montana, Washington, Wisconsin.

### **TREATMENT OF DENTAL INJURIES**

Deferred Dental Treatment for claims or injuries occurring in 2002 and beyond: If the insured incurs injury to sound, natural teeth and necessary treatment requires that dental treatment for that injury must be postponed to a date more than 52 weeks after the date of the injury due to, but not limited to, the physiological changes occurring to an insured who is a growing child, we will pay the lesser of the maximum benefit of \$1,500.00 or the reasonable expense incurred for the deferred dental treatment. Reasonable expenses incurred for deferred dental treatment are only covered if they are incurred on or before the insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred



---

## CHECKLIST FOR PREPARING CLAIM FORM

---

1. Print or type all information.
2. Complete all portions of the claim form before mailing to our office.
3. Be sure to include league name and league ID number.

### **PART I - CLAIMANT, OR PARENT(S)/GUARDIAN(S), IF CLAIMANT IS A MINOR**

1. The adult claimant or parent(s)/guardians(s) must sign this section, **if the claimant is a minor.**
2. Give the name and address of the injured person, along with the name and address of the parent(s)/guardian(s), if claimant is a minor.
3. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**
4. It is mandatory to forward information on other insurance. Without that information there will be a delay in processing your claim. If no insurance, written verification from each parent/spouse employer must be submitted.
5. Be certain all necessary papers are attached to the claim form. (See instruction 3.) Only itemized bills are acceptable.
6. On dental claims, it is necessary to submit charges to the major medical and dental insurance company of the claimant, or parent(s)/guardian(s) if claimant is a minor. "Accident-related treatment to whole, sound, natural teeth as a direct and independent result of an accident" must be stated on the form and bills. Please forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, league ID, and year of the injury on the form.

### **PART II - LEAGUE STATEMENT**

1. This section must be filled out, signed and dated by the league official.
2. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**

---

**IMPORTANT:** Notification of a claim should be filed with Little League International within 20 days of the incident for the current season.

---

# LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS



**Send Completed Form To:**  
 Little League, International  
 539 US Route 15 Hwy, PO Box 3485  
 Williamsport PA 17701-0485  
**Accident Claim Contact Numbers:**  
 Phone: 570-327-1674 Fax: 570-326-9280

Accident & Health (U.S.)

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

League Name				League I.D.		
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)		Bus. Phone (Inc. Area Code)	
			( ) ( )		( ) ( )	
Address of Claimant			Address of Parent/Guardian, if different			

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

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

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

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

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

Check all applicable responses in each column:

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

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

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

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

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

**For Residents of California:**

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

**For Residents of New York:**

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

**For Residents of Pennsylvania:**

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

**For Residents of All Other States:**

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

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

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

Were you a witness to the accident?  Yes  No  
Provide names and addresses of any known witnesses to the reported accident.

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

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

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

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

Date \_\_\_\_\_ League Official Signature \_\_\_\_\_

## **FIRST AID**

Norway Area Little League requires all coaches to carry fully equipped first aid kits. Kits are stocked per the Little League recommended First Aid Kit list.

First aid is an important part of any safety program. Like insurance coverage, it is a form of protection that must be available in case of an emergency involving any injury.

### **Definition**

First aid is the immediate, necessary, temporary, emergency care given for injuries.

### **Selection and Qualifications of First Aiders**

It is recognized as impractical to have a completely trained and experienced first aider on duty at all times. However, every effort should be made to have several alternate first aiders, preferably adults whose duties keep them at the field, trained in the basic requirements of first aid treatment. Ideally, this training should be from an accredited agency such as the American Red Cross. The alternative is to have them trained briefly and specifically for this purpose by a medical doctor or a registered nurse who is familiar with Little League operations. Minimum first aid training should include the handling of extreme emergencies such as the usage of mouth-to-mouth resuscitation and external cardiac massage.

### **First Aid Equipment**

In addition to the stock of bandages and medication, the following first aid supplies are suggested:

1. A supply of clean water, soap and towels
2. A blanket
3. Arm and leg splints
4. Easily accessible phone with emergency phone numbers, such as doctor, hospital and ambulance service.

### **Notification of Family**

It is extremely important that, as soon as provision has been made for the care of injured or ill people who require outside treatment their family be notified in as tactful a manner as possible.

### **Follow-Up on First Aid Cases**

Care of an ill or injured individual must always be the first consideration. In concern for their welfare, however, do not neglect the following:

1. A thorough investigation should be made to find the cause(s) of an accident and action started to prevent reoccurrence.
2. An insurance claim should be filed when outside medical attention is required. Do not wait for medical bills to arrive. They can be submitted as they become available. They must be identified by including the person's name, league name and number, date of injury, and city and state of residence. Bills should be itemized to show dates and type of treatments.
3. Any player under the care of a doctor should be required to bring a note from the doctor to the manager releasing the player to play ball before being allowed to return to the lineup.

## **Avoid Negligence**

The taking of precautions should be based on this main objective of avoiding any implication of negligence on the part of Little League people. In most successful public liability suits, the claimant must prove that some organization or individuals have been negligent in their obligation to safeguard the general public. Some examples of what can be considered as negligence are:

1. The use of grandstands or bleachers that are unsafe due to faulty design, the use of substandard building materials or material which has deteriorated to a point where they are not safe for a capacity crowd.
2. Spectator screen with holes which have become loose or torn.
3. Permitting members of the general public, particularly small children on the playing field where they may be exposed to thrown or batted balls and swinging bats.
4. Allowing a pitcher and catcher to warm up in an unsafe location such as too near the stands, where a wild pitch could injure someone.
5. Ignoring an obvious and frequent exposure to non-spectators using a public street or similar area and preventing their being struck by hard hit balls hit out of the playing field.

## **Conclusion**

In brief, we can discharge our obligations for the safety of the general public and the welfare of the league and its members by:

1. Providing a reasonably safe place for spectators and maintaining it in good condition. Any adult spectator hi attendance assumes the normal risks of watching baseball. Grandstand and bleachers should be inspected annually and be in conformity with National Fire Protection Association Standards.
2. Keeping an alert eye out for dangers to the general public and non-spectators in the vicinity of the field. This applies particularly to small children.
3. Carrying adequate public liability insurance with a reputable company. Extensions of this coverage are needed for the use of additional fields which are under other ownership.
4. Have the league incorporated under the laws of the state in which it operates.

## **HAZARDS IN TRAVEL TO AND FROM FIELD**

Little League is concerned for the safety of players and team officials on the way directly to and from the field. Youngsters are likely to take a lighthearted view of accident exposures. Because of this, it is every adult volunteer's responsibility to continually remind youngsters of safe practices in traveling to and from, and while at, the field.

### **General Accident Prevention**

The following tips can help to instill the basic principles of traffic safety in the thinking of our adults and our players.

1. In any meeting or gathering where adults are brought together, they should be reminded repeatedly of their responsibility to:

- (a) See that all passengers use seat belts. Do not carry passengers in cargo areas of vans and pick-ups.
- (b) See that vehicles are in safe operating condition.
- (c) Observe traffic regulations.
- (d) Drive defensively.

2. Youngsters who are walking to or from the field should be reminded by their parents, managers and coaches to:

- (a) Not hitch rides.
- (b) Use street or highway crossings protected by lights as much as possible.
- (c) Always walk in single file off the roadway, and on the side against the flow of traffic where there are no sidewalks.
- (d) Wear light-colored clothing and carry a flashlight when walking along a road after dark.
- (e) Be just as alert to the dangers of moving traffic when in a group as when alone. Do not depend on others.
- (f) Observe bicycle safety rules such as those listed in the next section.

## **Bicycle Safety**

4 out of 5 bicycle accidents are to young people in the 5 to 15 year age bracket. Since bike riding is generally the most popular way for Little Leaguers to travel to and from the playing field, the following tips may help increase awareness of bicycle traffic safety.

### **Bicycle Accident Prevention**

- 1. Observe all Traffic Regulations** — Red and green lights, one-way streets, stop signs.
- 2. Keep to the Right** — Ride in a straight line and always ride in single file.
- 3. Have White Light on Front** — Danger signal on rear for night riding.
- 4. Have Satisfactory Signaling Device to Warn Of Approach.**
- 5. Give Pedestrians the Right-Of-Way** — Avoid sidewalks and use extra care.
- 6. Look Out for Cars Pulling Out Into Traffic** — Keep sharp lookout for sudden opening of Vehicle doors.
- 7. Never Hitch on Other Vehicles** — Do not "stunt" or race in traffic.
- 8. Never Carry Other Riders** or carry packages that obstruct vision or prevent proper control of cycle.
- 9. Be Sure Your Brakes Are In Good Working Order** — Keep your bicycle in good running condition.
- 10. Slow down At All Street Intersections** — Look to right and left before crossing.
- 11. Always Use Proper Hand Signals when turning and stopping.**
- 12. Don't Weave In Or Out of Traffic** — Do not swerve from side to side.

# When Treating Sports Injuries, Remember to Follow:

**P R I C E**

**Protect • Rest • Ice • Compression • Elevation**

Some of the most common injuries in baseball and softball are bruises, sprains, and strained muscles or ligaments. The good news is that these problems usually do not require immediate medical attention, and no more than an appropriate time away from the field. The body's process of healing damaged tissues is amazingly intelligent and effective. Sometimes though, the body needs help to heal properly. By following the steps of **PRICE** (Protect, Rest, Ice, Compression and Elevation), an athlete's discomfort and time away from activity can be minimized.

## Protect

The first step is to protect damaged tissue from sustaining further strain. Pad and protect the affected area. If a player sprains his/her ankle, for instance, prevent painful movement with an ankle brace or wrap. Also, use crutches if affected by a leg strain; removing weight from a stressed area helps it heal.

## Rest

Time off is an athlete's best bet to a speedy recovery. **Never** encourage a player to "walk it off" and continue to play. Even small injuries should be allowed time to heal. Giving the

body rest not only relieves the player's discomfort, but also allows it uninterrupted focus on the healing process.

## Ice

Icing an injury to reduce swelling and numb pain is perhaps the most straightforward step in **PRICE**, but there are still factors to consider. If allowed to heal on its own, a swollen area may be left with an excess of scar tissue. Icing reduces blood flow to the injured area, reducing what could otherwise be painful swelling and damage to surrounding, uninjured, areas. Cold packs, bagged ice, ice baths, and even frozen peas work. Be sure to separate the cold source from the skin with a towel to prevent ice burn. Apply ice for 10-15 minutes then allow the area to warm again for at least an hour.

## Compression

Compression is a good way to further reduce swelling and shorten the healing time. Do not be misled by the word. "Compression" means nothing more than restraining an area from swelling too much through the use of gentle pressure. Wrapping an affected area with gauze or medical tape so that it is barely tight is a good way to contain swelling. Pay close attention to an athlete's reaction to determine

how compressed an injury should be, to prevent constricting major blood flow.

## Elevation

By elevating an injured area above the heart, you can reduce painful blood flow to a swollen injury. If a knee or ankle is injured, lay an athlete down and raise their leg using several pillows. The same goes for a swollen wrist. Though most convenient while sleeping, this method should be used whenever possible (say, on the couch watching TV). When an injury occurs, blood tends to pool at the site, hindering return flow, so making the organ's job easier by raising the limb prevents painful blood pressure and swelling.

Bruising is the body's natural reaction to damaged cells, and a way that it protects damaged tissue. Sometimes, however, the body can overdo it and damage surrounding areas, and delay the healing process. The best option when dealing with an injury is to seek medical attention, but by following **PRICE** for common injuries, your athlete can return to play (and good health) in less time.

Ask your doctor for details about **PRICE** or any one of the steps during your next visit for further advice and explanation.



# ICE IT!

## Icing Shoulder and Elbow after Throwing

May use cubed ice, crushed ice, frozen peas, or make your own.

### Recommendation:

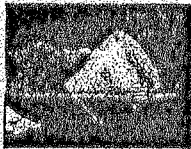
Shoulder	15-20 minutes
Elbow	15 minutes

### Make your own ice pack

- In a plastic bag with seal
- 3 parts water
- 1 part rubbing alcohol

## Ice Massage Therapy

Ice massage is an excellent intervention for cumulative trauma like elbow and shoulder pain after throwing.



### Make your own ice cup

- Fill a small paper or Styrofoam cup
- Freeze until it is solid
- Once it is frozen, peel off the top edge around the cup to expose an inch or so of ice.
- Leave the bottom of the cup intact to comfortably hold it.

## Ice Massage Guidelines

1. You may use an ice cube, but it's easier to use an ice cup for ice massage.
2. Remove any clothing that covers the painful area and assume a comfortable, supported position.
3. Place a small towel beneath the area you are icing as the ice will melt and drip.
4. Gently rub the ice in small circles on and around the affected area. **Always keep the ice moving to avoid frostbite or ice burn!**
5. If the ice melts to the point where the cup rubs your skin, peel off more of the cup.
6. Continue for no more than 6 to 7 minutes. Over that period of time, you will likely feel 4 different sensations:
  - a. Initially you will feel a fairly intense cold sensation.
  - b. After a few minutes, you will likely feel a burning sensation.
  - c. After about 5 minutes, you may feel an aching sensation, which is accompanied by the skin turning pinkish-red.
  - d. Continue icing until the burning sensation disappears around the area that feels numb.
7. You can do an ice massage several times a day if it helps you. During early phases I usually recommend performing this once every 2 hours between the end of play and bed.

# Properly stocked first aid kits help ensure players' health

To start your season, make sure you have a well-stocked first aid kit. Here are three good examples:

## LLB's Emergency Management and Training Program

Little League's EMTP manual recommends your first aid kit include:

### Ice bags:

Plastic bags of crushed ice

### Elastic bandages:

- 3-, 4- and 6-inch widths

### Sterile dressings:

- 3- by 3-inch individual gauze
- 2-3, 5- by 9-inch pads
- Telfa or non-stick dressings
- Eye patches

### Adhesive bandages:

- 3/4-, 1- and 2-inch widths

### Bandages:

- Triangular shape and in rolls

### Adhesive tape:

- 1/2-, 1- and 1 1/2-inch widths

### Eye shields

### Small flashlight

### Scissors

### Antiseptic soap

### Splints:

- Inflatable, cardboard or wooden, for arm and leg (large enough for your largest player)

### Petroleum jelly

### Safety pins

### First aid manual

### Towels

### Blanket

### Small pocket notebooks and pencils

### Water for drinking and plenty of

paper cups. (Water and paper cups can also do double duty in some first aid applications.)

A well-stocked ice chest, ice bags, ice packs. There is almost no time on a Little League field when you won't reach for ice for an injured player.

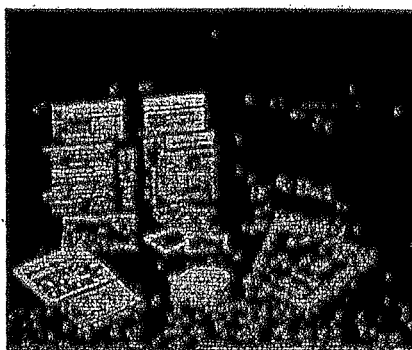
## Keeping well-stocked first aid

kits is a requirement for qualified safety programs, and just makes sense.

Provide a first aid kit with at least the basics to every team in your league to qualify for the 20% Little League CNA player accident insurance premium credit.

Here are some examples:

Keep your first aid kit stocked and replenished! If managers or coaches use any first aid supplies, replace them before the next time the team meets.



## Little League First Aid Kit

The first aid kit produced by Johnson & Johnson, is available through the equipment and supplies catalog. It contains:

**Bandages** — sheer and flexible

**Non-stick pads** — assorted sizes

**Soft-Gauze bandages**

**Oval eye pads**

**Triangular bandage**

**Hypo-allergenic first aid tape in dispenser**

**2-inch elastic bandage**

**Antiseptic wipes**

## First aid cream

## Instant cold pack

Tylenol® extra-strength caplets

Scissors

Tweezers

First aid guide

Contents card

Disposable gloves

## Fyrst USA Sport Medical Kits

A new first aid kit, available both in a team size and a league size, is offered by Fyrst USA. It is also available through the 2000 Little League Equipment Catalog. It was developed specifically for sports injuries. A unique feature: resupplies can be ordered by phone and to you in 5-7 days. Call 800/782-1355 to order.

1 — Reusable ice bag; 9 inches

4 — Instant cold packs:

6- by 10-inches

1 — Blister Kit

20 — Bandages: 1- by 3-inches

6 — Large bandages:

2- by 4 1/2-inches

1 — Elastic wrap

1 — Scissors

20 — Antimicrobial skin wipes

10 — Blood-off cloth towelettes

20 — Latex gloves

1 — Antiseptic hand cleaner:

4 ounces

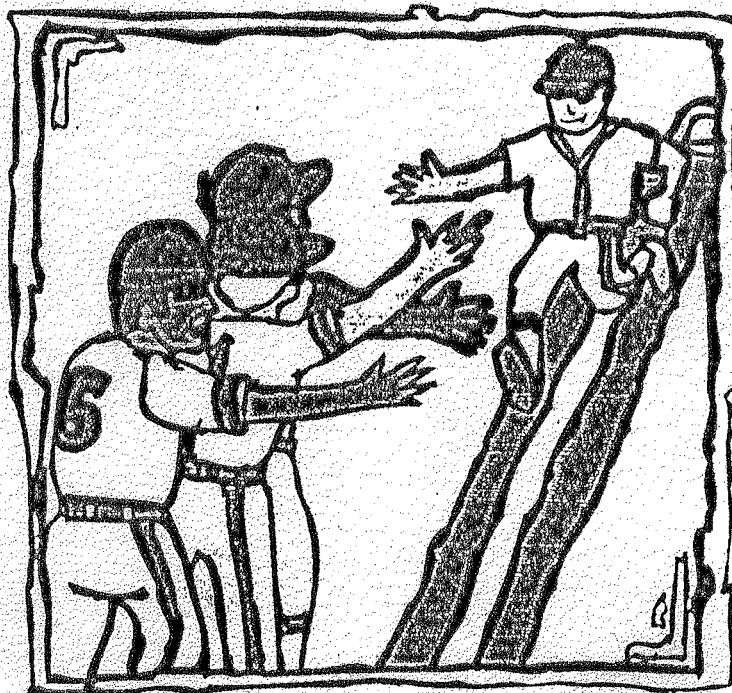
2 — Rolls of athletic tape

1 — Roll of pre-wrap

3 — Sport wound care kits

*Individual leagues decide what they need in a first aid kit. These give a good idea of fully-stocked kits. Items any kit should contain: A good supply of ice, drinking water, and personal items or medications; an original inventory list to restock; emergency phone numbers; coins for pay phones; directions to/from emergency medical facilities.*

# Keep It Clean!



**REMEMBER:**

**Use good sportsmanship on the field, even to your language.**

**Regulation XIV – Field Decorum**

- a) "The actions of players, managers, coaches, umpires and league officials must be above reproach . . ."
- b) "The use of tobacco and alcoholic beverages in any form is prohibited on the playing field, benches or dugouts."

# Don't Swing It

**...Until You're Up to the Plate!**



(Photos from North Scott, Iowa, Little League)

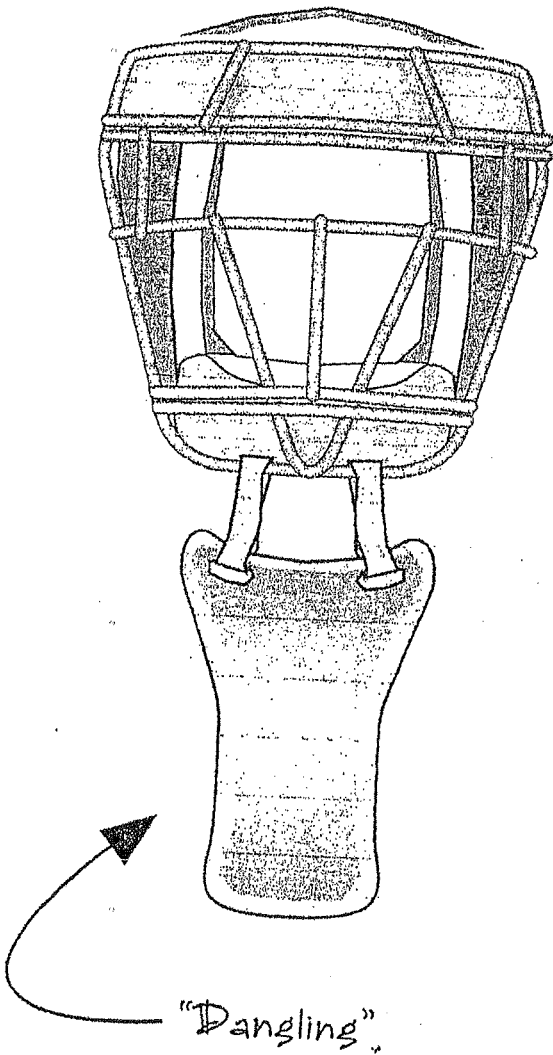
**Don't let this happen to you, or to a teammate.**

**REMEMBER:**

**Don't pick up your bat until you leave the dugout, to approach the plate.**

**RULE 1.08, Notes**

"1. The on-deck position is not permitted in Tee Ball, Minor League or Little League (Majors) Division. 2. Only the first batter of each half-inning will be allowed outside the dugout between the half-innings in Tee Ball, Minor League or Little League (Majors) Division."



**Make  
Sure  
They  
Are  
Safe!**

REMEMBER:

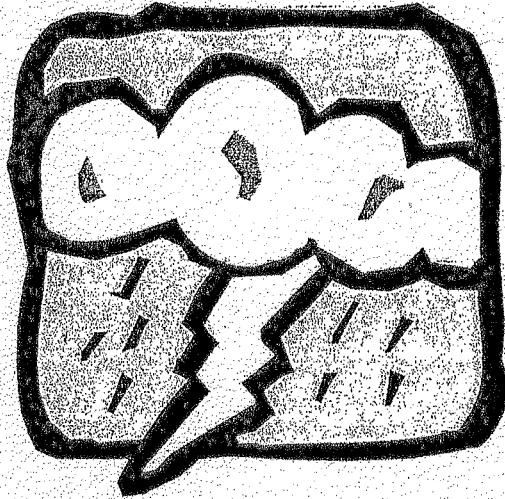
Catchers must wear helmets during warm-ups and infield/outfield practice.

**RULE 1.17**

"...All catchers must wear a mask, 'dangling' type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up and games."



# **If You See It, Flee It; If You Hear It, Clear It**



## **REMEMBER:**

- **Track approaching storms the best way possible: Internet radar websites, dedicated storm warning system at field, or other storm warnings**
- **Evacuate fields when storms are about 10 miles away: Have players and spectators go to enclosed building or to cars with windows rolled up**
- **Clear fields immediately after thunder has been heard or lightning seen!**

## **PLEASE WAIT!**

- **Wait 30 minutes before returning to play after last sign of lightning activity in your area**
- **Cars shouldn't leave until the game is called, so all players can be accounted for**

*Guidelines from the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service*

Copy and post at dugouts.

# Asthma Emergency Signs

## Seek Emergency Care If A Child Experiences Any Of The Following:

- + Child's wheezing or coughing does not improve after taking medicine (15-20 minutes for most asthma medications)
- + Child's chest or neck is pulling in while struggling to breathe
- + Child has trouble walking or talking
- + Child stops playing and cannot start again
- + Child's fingernails and/or lips turn blue or gray
- + Skin between child's ribs sucks in when breathing

**Asthma is different for every person.**

The "Asthma Emergency Signs" above represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

---

If you are at all uncertain of what to do in case of a breathing emergency...

**Call 9-1-1 and the child's parent/guardian!**

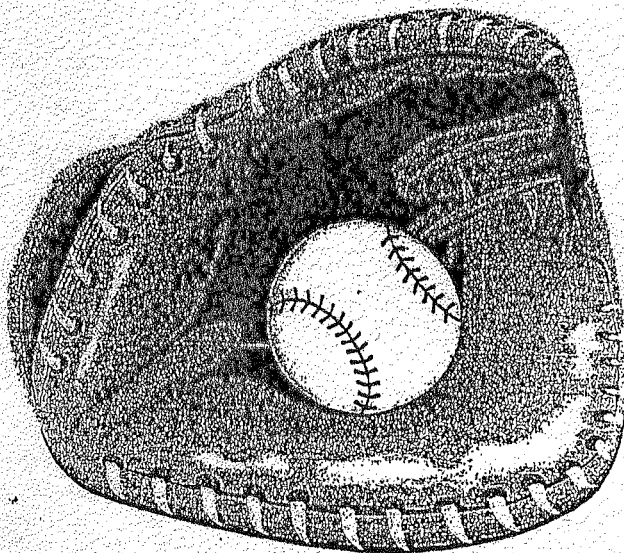
---

Michigan Asthma Steering Committee of the Michigan Department of Community Health

(From the Grandville, Mich., Little League 2001 Safety Plan)

Copy and post at dugouts.

# Coach, Please Let Players Catch!



**REMEMBER:**

**Coaches and managers must not warm up pitchers. Let Players Catch.**

**RULE 3.09**

"...Managers or coaches must not warm up a pitcher at home plate or in the bull pen or elsewhere at any time. They may, however, stand to observe a pitcher during warm-up in the bull pen."



# Concession Stand Tips

## Requirement 9

## SAFETY FIRST

*13 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthful concession stand.*

*Following these simple guidelines will help minimize the risk of food borne illness.*

*This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.*

### 1. Menu.

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

### 2. Cooking.

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

### 3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

### 4. Cooling and Cold Storage.

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

### 5. Hand Washing.

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

### 6. Health and Hygiene.

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

### 7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with hands can transfer germs to food.

### 8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food surfaces, and never reuse disposable dishware. Wash in a four-step process:  
1. Washing in hot soapy water;  
2. Rinsing in clean water;  
3. Chemical or heat sanitizing;  
4. Air drying.

### 9. Ice.

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

### 10. Wiping Cloths.

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

### 11. Insect Control and Waste.

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

### 12. Food Storage and Cleanliness.

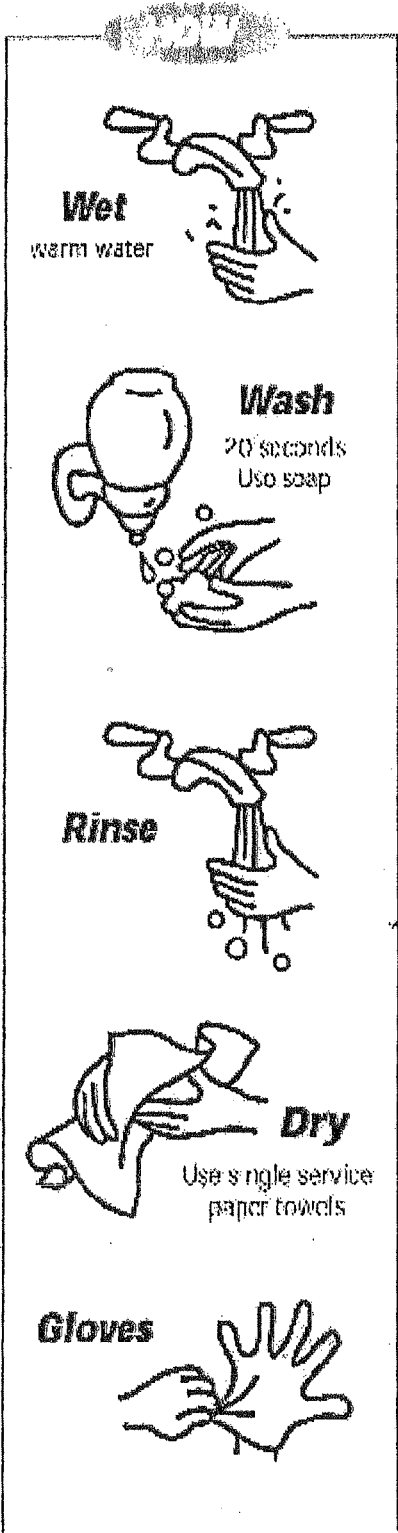
Keep foods stored off the floor at six inches. After your event is finished, clean the concession area and discard unusable food.

### 13. Set a Minimum Worker Age.

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

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

# Volunteers Must Wash Hands



## WHEN

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

### Wash after you:

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

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

Use gloves, tongs, deli tissue or other serving utensils. Remove all jewelry, nail polish or fake nails unless you wear gloves.

### Wear gloves.

when you have a cut or sore on your hand  
when you can't remove your jewelry

### If you wear gloves:

- ▶ wash your hands before you put on new gloves

### Change them:

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

Developed by U. Mass Extension on the Safe Food Service Program with support from U.S. Food & Drug Administration in cooperation with the MA Subchapter for Food Safety Education, United States Department of Agriculture, Cooperative UMass Extension and educational opportunity programs and equipment.



# Coaches Code of Conduct

## CODE OF CONDUCT - Coaches are Role Models

"Our Little League is in the process of putting together a newsletter for the coaches stating Coaches Code of Conduct. I thought in the past in one of the ASAP newsletters I saw one but I cannot find it. Our local league is putting a newsletter together on this and it would help if Little League already had some information on this and additional ideas for a list to be handed out and signed by the Managers and Coaches as to their conduct during games and practices to help guide them."

George Colby  
Easton, Conn., Little League, District 2

*Editor's Note: Here is a Code of Conduct that is used in many safety plans. On the next page (pg 8) is a Volunteer Code of Conduct that serves as a reminder of the important role coaches and managers have in the development of youth people. It stresses that sports should be about fun, physical exercise and character development, and not winning.*

Speed Limit 5 mph in roadways and parking lots while attending any \_\_\_\_\_ Little League function. Watch for small children around parked cars.

No Alcohol allowed in any parking lot, field, or common areas within the \_\_\_\_\_ Little League complex.

No SMOKING or Tobacco products of any kind (including spit tobacco) allowed in any common areas within the \_\_\_\_\_ Little League complex.

No Playing in parking lots at any time.

No Playing on and around lawn/maintenance equipment.

No Profanity allowed in any parking lot, field, or common areas within the \_\_\_\_\_ Little League complex.

No Swinging Bats or throwing baseballs at any time within the walkways and common areas of the Little League complex.

No throwing balls against dugouts or against backstop.

No throwing rocks and no climbing fences.

Only a player on the field and at bat, may swing a bat (Ages 5 - 12).

Observe all posted signs. Players and spectators should be alert at all times for Foul Balls and Errant Throws.

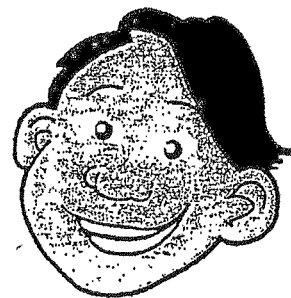
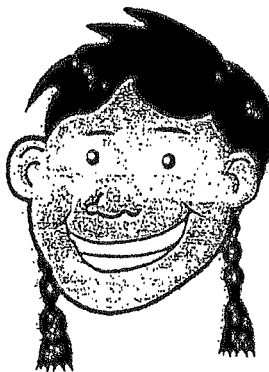
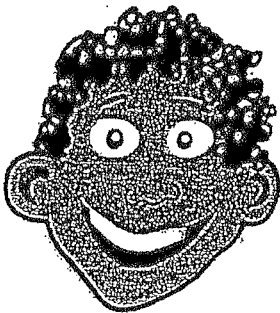
During game, players must remain in the dugout area in an orderly fashion at all times.

After each game, each team must clean up trash in dugout and around stands.

All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.

No children under age of 16 are to be permitted in the Snack Bars.

Failure to comply with the above may result in expulsion from the \_\_\_\_\_ Little League field or complex.



# Sport Parent Code of Conduct

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

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

## Preamble

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

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

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

## I therefore agree:

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

Parent/Guardian Signature



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

## Introduction

The backbone of Little League Baseball 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. Recent 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 a 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.

In more than 40 states, a check of the state's sex offender registry is free. In others, there is a nominal fee per person. Parents have a right to know that the leadership of their child's local Little League conducted the mandatory background check on everyone required. Whatever the cost, the local league cannot afford to ignore this new regulation. In fact, compliance is a condition of membership in Little League.

---

## 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/prevenres/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 3483; Williamsport, PA 17701*

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

# Check backgrounds for kids' sake

An important message from  
Little League President and CEO  
Stephen D. Keener



Dear Little League volunteer:

Little League regularly receives inquiries from volunteers on the best way to conduct background checks on volunteers. While each league must decide for itself whether to implement background checks, some form of screening process is highly recommended by Little League.

The primary purpose of these investigations is to determine if the potential volunteer is a known child-sex offender. Volunteers should NOT believe that the "normal" operation of a Little League program or team does not lend itself to one-on-one contact, or the possibility of an incident.

It is true that incidents of sexual abuse by a Little League volunteer against a Little Leaguer have been, thankfully, extremely rare. However, there have been cases alleged over the past few years in which Little League volunteers have used their positions of authority in the local Little League to lure young people into situations of sexual abuse. We need to work together in order to eliminate, to the best of everyone's abilities, the potential for any sex offender to participate in any official capacity in a local Little League program.

Background checks of a general nature can also be helpful, as they may uncover theft or embezzlement in a person's criminal history, which may preclude that person from becoming the league treasurer. When a conviction for a crime is discovered, each local league must decide for itself whether the conviction should prevent that person from having a particular position within the local league.

Often, the best source of information on these matters is the Attorney General in your state. Little League has contacted the Attorneys General from all U.S. states and territories to inquire about the best way to conduct these types of inquiries.

Little League has also researched all state and territorial official web sites to determine if that state or territory has a searchable database for sex offenders, or

if there are any published guidelines on background checks. At least 30 states have at least some sex offenders listed in a searchable Internet database.

The result is a database of information on U.S. states, the District of Columbia, and U.S. territories, providing the Attorney General's opinion (in most cases) on the best way to conduct a background check in that state. This also allows a

local league to access the database of another state (if that state has the searchable Internet database) in the event a potential volunteer moves in from that state.

You can access the Little League database here:

<http://www.littleleague.org/allabout/backgroundchecks.htm>

It must be understood that NO system of background checks can be considered absolutely reliable in preventing the participation in local leagues of those who do not have the best interests of the children in mind. However:

- Use of the Little League Volunteer Application, which is one of the minimum mandatory requirements for a qualified ASAP program in 2002 (use the form on page 3, or download it here: <http://www.littleleague.org/forms/index.htm>), AND
  - Adherence to the guidelines in the Little League Child Protection Program (detailed here: <http://www.littleleague.org/allabout/childprotect.htm>), AND
  - Use of the Little League Background Check database of information from U.S. states and territories, <http://www.littleleague.org/allabout/backgroundchecks.htm>
- could help prevent a tragedy in the future.

Please take time to review the new database as you prepare for the 2002 season. As always, thank you for your dedication to the children of your community, and best of luck in 2002.

Sincerely,

Stephen D. Keener  
President and Chief Executive Officer  
Little League Baseball, Incorporated



# Little League® Player Registration Form

## Player Information

Player Name: \_\_\_\_\_ Birthdate (mm/xx/yyyy): \_\_\_\_\_  
 Address: \_\_\_\_\_ Gender: Male  Female   
 Address 2 (if applicable): \_\_\_\_\_ League Age: \_\_\_\_\_ League Fee: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 My child will tryout for:  Baseball  Softball

## Parent/Guardian Information

### Parent/Guardian #1

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Volunteer?  Yes  No  
 If yes, fill out "Volunteer Application"

### Parent/Guardian #2

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Volunteer?  Yes  No  
 If yes, fill out "Volunteer Application"

## Medical Information

Emergency contact: \_\_\_\_\_ Insurance carrier: \_\_\_\_\_  
 Relationship to player: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Policy: \_\_\_\_\_

## Terms and Conditions

- (1) I/We, the parents/guardians of the above-named candidate for a position on a Little League team, hereby give my/our approval to participate in any and all Little League activities, including transportation to and from the activities.
- (2) I/We know that participation in baseball or softball may result in serious injuries and protective equipment does not prevent all injuries to players, and do hereby waive, release, absolve, indemnify, and agree to hold harmless the local Little League, Little League Baseball, Incorporated, the organizers, sponsors, supervisors, participants, and persons transporting my/our child to and from activities from any claim arising out of any injury to my/our child whether the result of negligence or for any other cause.
- (3) If applicable, I/We agree to return upon request the uniform and other equipment issued to my/our child in as good conditions as when received except for normal wear and tear.
- (4) I/We agree to provide proof of legal residence or school enrollment (as defined by Little League Baseball, Incorporated at [LittleLeague.org/residence](http://LittleLeague.org/residence)) and age. I/We understand that our child (candidate) must be eligible under the residence/school attendance and age regulations of Little League Baseball, Incorporated, to participate in this Local League, and that if any controversy arises regarding residence/school attendance and/or age, the decision of the Little League International Charter Committee in Williamsport, Pennsylvania shall be final and binding. I/We further understand that if any participant on a Little League team does not qualify for participation in the league based on residence (as defined by Little League Baseball, Incorporated) and/or age, such participant and/or team on which he/she participates be found ineligible, and forfeit(s) and/or suspension of Tournament privileges may be decreed by action of the Little League International Charter Committee or Little League International Tournament Committee.
- (5) I/We agree that our child (candidate) may be required to try out for a team. If such does not attend at least 50 percent of the tryouts, local Board-of-Directors' approval is required for such candidate to be placed on a team.
- (6) If applicable, I/We understand that our child (candidate) may be chosen at any time to play on a Major Division team, if he or she is of the correct age for such division as determined by the local league and Little League Baseball. Declining to move up to such Major Division team will result in forfeiture of eligibility for the Major Division for the current season, and may be subject to further restrictions by the local league.
- (7) I/We will furnish a certified birth certificate of the above-named candidate to League Officials.
- (8) I/We understand that my information as the parent or guardian of such above-named candidate is sent by the local league to Little League International each year. Such use of information by Little League International can be found here: [www.LittleLeague.org/privacypolicy](http://www.LittleLeague.org/privacypolicy). You may opt-out of communications from Little League International at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Internal Use Only:

Birth Certificate:  Yes  No Waiver Needed?  Yes  No  
 Medical Release Form  Yes  No Level Assigned: \_\_\_\_\_  
 Proof of Residency  Yes  No Team Name: \_\_\_\_\_  
 School Enrollment





# 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

\_\_\_\_\_  
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.



# Little League Volunteer Application - 2017

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 \_\_\_\_\_

Address \_\_\_\_\_

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

Social Security # (mandatory with First Advantage) \_\_\_\_\_

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): \_\_\_\_\_

Do you have children in the program? Yes  No  If yes, list full name and what level? \_\_\_\_\_ Special \_\_\_\_\_

Certification (CPR, Medical, etc.): \_\_\_\_\_

Do you have a valid driver's license: Yes  No

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

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor? Yes  No

If yes, describe each in full: \_\_\_\_\_

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes  No  If yes, describe each in full: \_\_\_\_\_

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.)

- League Official
- Coach
- Umpire
- Field Maintenance
- Manager
- Scorekeeper
- Concession Stand
- 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 a 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 Lexipol 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.

# Little League® "Returning" Volunteer Application - 2017

**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.**

**You must provide the information to all the questions in this section**

Have you ever been convicted or plead guilty to any crime(s) involving or against a minor?

Yes  No

If Yes, describe each in full: \_\_\_\_\_

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor?

Yes  No

If Yes, describe each in full: \_\_\_\_\_

Have you ever been refused participation in any other youth program?  Yes  No

If Yes, explain: \_\_\_\_\_

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

League Official  Manager  Coach  Umpire  Field Maintenance

Score Keeper  Concession Stand  Other: \_\_\_\_\_

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.

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

Name: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

City: \_\_\_\_\_

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

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

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

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, Service Organizations, etc): \_\_\_\_\_

Previous volunteer experience (including baseball/softball and year(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 II(c)(9) Mandates First Advantage or another provider that is comparable

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

\*Please be advised that if you use First Advantage and there is a crime 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 First Advantage to comply with the Fair Credit Reporting Act concerning information regarding all the criminal association 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.**