

# 2023 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 2019 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 16 minimum requirements clearly detailed* — online or with a **postmark** no later than *April 16, 2018*. 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, 2018*.

Safety plans approved prior to the posted deadline will win your league a credit 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 2018 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 April 2*. This is different than the league deadline and requirement. Districts with **88%** or better of their leagues that LLI received an approved and qualified safety plan by April 2 will earn a **\$350** credit. Districts with 70%-87% of their leagues that LLI received an approved and qualified safety plan by April 2 will earn a **\$150** credit.

## This Registration Form **MUST** Accompany Safety Plan Submission

League Name: Lafayette Little League	League I.D. # 4050411
City: Lafayette	State: CA
League I.D. # _____	
(If board operates more than one charter, please list all: League I.D. # _____)	

League Safety Officer: Michael Kubalik

Address: 3280 Withers Ave

City: Lafayette

State: CA Zip Code: 94549

Work Telephone: (650) 520-8611

Home Telephone: (925) 705-7868

Cell/Pager Number: (650) 520-8611

Email: mkubalik@aol.com

League President: Colby Powell

Address: 1071 Glen Road

City: Lafayette

State: CA Zip Code: 94549

Work Telephone: (510) 719-3913

Home Telephone: (925) 284-1414

Cell/Pager Number: (510) 719-3913

Email: colby.powell@pacbell.net

Items included with this application form:

# of pages of league's safety program outline:

# of non-returnable photographs:

Person submitting application (if different from above):

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

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

**Return this form and 2019 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

# Qualified Safety Plan Requirements



## Making It “Safer For The Kids”

These two pages contain the 16 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 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 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 Page: 3

### 2. PUBLISH and DISTRIBUTE a paper copy of the applicable safety manual to Page: 6 safety manual to volunteers *[yes we have a website, and yes the safety plan is posted on it]*

- 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 D.A. or District Safety Officer. Little League International does not keep copies for leagues' future use.

### 3. Post and distribute emergency and key officials' phone numbers Page: 12,13

- 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 2023 Volunteer Application Form Page: Appendix A

- 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.
- Send an uncompleted, blank copy of league's application form from correct year.
- 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

- Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.) Page: 63

**scheduled 2/22/23 & 2/23/23** 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

**6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending Page: 63 scheduled 1/25/23**

- It is not necessary for the first aid and training fundamentals to be held before Safety Plan is
- Due to their training and education, it is not necessary for licensed medical doctors, licensed submitted, 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 It is acceptable for scheduled dates/locations to be listed to meet requirement..
- 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.

**7. Require coaches/umpires to walk fields for hazards before use Page: 27,29**

- 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?

**8. Complete the 2023 ANNUAL Little League Facility Survey – to be completed on data center**

- A requirement each year, can help leagues find and correct facility concerns.
- Provided in the ASAP section on the Little League website — [facilitysurvey.musco.com](https://facilitysurvey.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 2018 form.
- Keep a copy on file for future needs; Little League does not maintain copies of surveys.

**9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures Page: 55**

- 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. Require regular inspection and replacement of equipment Page: 41**

- 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. Implement prompt accident reporting, tracking procedure Page: 57**

- 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. Require a first-aid kit at each game and practice Page: 7**

- 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. Enforce Little League rules including proper equipment Page: 37,41**

- 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. Submit league player registration data or player Roster data and coach and manager data – to be completed on data center**

- League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at LittleLeague.org. This is a requirement for an approved ASAP plan.

**15. Submit an idea you implemented to help promote or improve your safety plan Page: 44 –air quality, 47 - COVID**

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



# 2023 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)
17. Have your safety plan reviewed by your DA or DSO
18. Include the safety officer as a board position
19. Have team safety representatives (i.e. team parents) Page: 28
20. Have player safety representatives (i.e. team safety officers)
21. Allocate part of annual budget for safety
22. Distribute ASAP News newsletters within league
23. Use local safety resources (i.e. police, fire dept., hospital staff) Page: 10,11
24. Have league safety mission statement Page: 4

### TRAINING

25. Provide CPR/AED training to coaches, managers, board members, parents Page: 63
26. Review concussion laws in your state and provide training to coaches, managers, board members, parents if necessary
27. Provide bicycle and traffic training to players
28. Provide drug education training to players and volunteers
29. Provide Parent Orientation Program on Code of Conduct Page: 66
30. Teach coaches/managers about heat illnesses, warning signs Page: 43
31. Teach coaches/managers about stopping play, breaks for weather:
  - Stop play for lightning; take breaks between innings for water, shade in high heat
32. Teach coaches/managers about sports fundamentals, like:
  - Proper warm-ups, running safe practices and games
33. Involve umpires in safety training and safety importance

### FACILITIES AND EQUIPMENT

34. Complete annual LL Lighting Safety Audit for lighted fields
35. Complete a long-range facility plan for safety improvements
36. Use reduced impact balls, especially for younger ages Page: 23
37. Use disengage-able bases (mandatory starting in 2008) for ALL fields Page: 23
38. Use double-first base to avoid collisions of fielders, runners at first
39. Use warning tracks in the outfield to protect outfielders
40. Use protective/padded fence tops to protect fielders
41. Use fencing or netting to protect spectators from foul balls
42. Have a telephone available to all fields even for practices
43. Have back guard rails and side rails on taller bleachers
44. Have an AED (automatic external defibrillator) available for use
45. Have electronic weather detector to alert for approaching storms
46. Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.)
47. Control speed and flow of traffic in and around facilities

### ACTIVITIES

48. Encourage league input through 'Safety Suggestion Box'
49. Provide continuous safety messages through:
50. Encourage and recognize safety efforts from players:
51. Require/Encourage use of protective cups for players, esp. infielders
52. Require/Encourage use of mouth guards for players, esp. infielders
53. Require/Encourage use of face guards on batting helmets

4. Encourage all adults to sign up for Little League E-News



**LAFAYETTE LITTLE LEAGUE  
2023 SAFETY PLAN**



**LAFAYETTE LITTLE LEAGUE**

**SAFETY  
MANUAL**

**California District 4, League ID 405-0411  
1-15-2023**



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



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13. Appendix F: Accident Notification Form/Insurance	



# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## **Lafayette Little League's Commitment to Safety:**

**Our league will annually publish a current Safety Plan. This plan is distributed to every manager, coach and safety parent volunteer before any practices or games take place.**

**Our 2023 Safety Officer is:**

**Michael Kubalik**

**Phone (650) 520-8611**

**Email [mkubalik@aol.com](mailto:mkubalik@aol.com)**



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



Lafayette Little League is a Non-profit Organization run by Volunteers of our community who are committed to the children and their families in our community to implant firmly the ideals of good sportsmanship, honesty, loyalty, courage and respect for one another and authority, so that they may be well adjusted, stronger and happier children and will grow to become good, decent, healthy, and trustworthy citizens. We will provide an opportunity for our community's children to learn the game of Baseball in a *safe and friendly environment*.

### **SAFETY PROGRAM MISSION**

The mission of our league's safety program for 2023 is to maintain a high degree of safety awareness to ensure our league is safe for the players. In addition, this document communicates what is expected from all Coaches, Players, Volunteers and Parents. It is the policy of our league to provide an environment in which the risk of injury is reduced to the lowest possible level by the application of our published safety code. Behavior in violation of the safety code will be treated as misconduct and may remit in the application of appropriate corrective action up to and including dismissal.

### **LITTLE LEAGUE POLICY AND CA DISTRICT 4**

One of the reasons for Little Leagues' wide acceptance and phenomenal growth is that it fills an important need in our free society. As our program expands, it takes, more and more, a major part in the development of young people. It instills confidence and an understanding of fair play and the rights of other people.

Many of our younger children may develop slower than others are given an opportunity not only to develop their playing skill but to learn what competition and sportsmanship are all about. All who take part in our program are encouraged to develop a high moral code along with their improvement in physical skills and coordination. These high aims are more for the benefit of the great majority of children rather than the few who would otherwise come to the top in any competitive athletic endeavor.



You can never eliminate all of the possible injuries, however having a plan and using preventive safety precautions increase the odds for injury-free involvement in baseball.

### **FOUR "E'S" OF SAFETY**



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**EDUCATION** Refers to the important matter of including suitable safety precautions in instructions, training, communications, drill work and follow-up.

**EQUIPMENT** Applies to the safe upkeep and use of physical property, fields, personal protective equipment, bleachers, bats, balls, etc.

**ENTHUSIASM** Is the key to selling this important ingredient called safety, which can prevent painful and disabling accidents.

**ENFORCEMENT** Should be applied more as an incentive for skillful ball playing rather than as disciplinary action. Far better results can be obtained by praise and recognition than by forcing players into line. Tactful guidance must be backed by firmness and justly used discipline.

### **DEFINING AND UNDERSTANDING TERMS IN THIS DOCUMENT**

**ACCIDENT** is a sudden, undesirable and unplanned occurrence often resulting in bodily injury, disability and/or property damage.

**ACCIDENT CAUSE** is an unsafe condition, situation or act that may result directly in or contribute to the occurrence of an accident.

**CORRECTIVE ACTION** is the positive steps or measures taken to eliminate, or at least minimize, an accident cause.

**HAZARD** refers to a condition or a situation that could cause an accident.

**INJURY** is the physical harm or damage often resulting from an accident.

**INSURANCE CLAIM** refers to the right of a parent, as in the case of accident insurance to have eligible medical expenses resulting from an accidental injury connected with a game or scheduled practice paid by the appropriate insurance company

**TYPE OF ACCIDENT** is a phrase used to describe an unintentional, sudden incident that can be identified so effective counter measures may be taken. Examples are: struck by, tripped, fell, collision with, caught between, etc.

**AN UNSAFE ACT** refers to unintentional human failure or lack of skill that can lead to an accident. It is one of the two general accident causes, the other being an unsafe condition.

**AN UNSAFE CONDITION** is an abnormal or faulty situation or condition which may cause an accident. Its presence, particularly when an unsafe act is committed, may result in an accident.

It is recognized that the area personnel and facilities available for the operation of a Little League will dictate the structure of an effective safety program. These safety guidelines are presented as a goal toward which the adults who administer a league can work. The effectiveness of their efforts to prevent accidents will be measured more by their sincerity of purpose than by the amount of money and preponderance of volunteer effort at their disposal.

### **SAFETY MANUAL AND FIRST AID KITS**

Each Manager, Coach, Player Agent, and League Official will be issued a Safety Manual and a First Aid Kit at the beginning of the season. The manager will



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acknowledge the receipt of both by signing in the space provided below when taking possession of these articles.

Two chemical ice packs of physical therapy quality will be issued to each team at the beginning of the season. Others are available at all times in the field knack boxes, and ice is available in the Buckeye concession stand.

Each team will have a First Aid Kit available at all times during practices and games.

The Safety Manual will include maps to hospitals and other emergency services, phone numbers for all Board Directors, the League Code of Conduct, Do's and Don'ts of treating injured players.

The First Aid Kit will include the necessary items to treat an injured player until professional help arrives if need be.

---

*(Detach Section below and return to the League Safety Officer)*

I have received my 2023 League Safety Manual and my team First Aid Kit and will have them both present at all practices, batting cage practices, games (season games and post-season games) and any other event where team members could become injured or hurt. I realize it is my responsibility to ensure that my First Aid Kit is always properly stocked in coordination with my Player Agent.

---

Print Manager's Name

---

Team Name / Division

---

Manager's Signature

---

Date



# LAFAYETTE LITTLE LEAGUE

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### FIRST AID

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. First-Aid means exactly what the term implies -- it is the first care given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives.

**At no time should anyone administering First-Aid go beyond his/her capabilities. This includes, but is not limited to, distributing medications not prescribed to the intended recipient or providing other medications not authorized by the parent or guardian on site.**

#### SELECTION AND QUALIFICATIONS OF FIRST AIDERS

At least one coach per team will receive first aid training prior to the start of the season. It is impractical to have a completely trained and experienced first aid person on duty at all times. However, our league will make every effort should be made to have several alternate first aid trained persons available. These persons will be trained in the basic requirements of first aid treatment, and will often be available to assist if needed.

Basic emergency and first aid training will be provided to all coaches at the annual preseason coaches meeting. Formal CPR training and certification is recommended but not required. Ideally, this training should be from an accredited agency such as the American Red Cross.

#### KNOW YOUR LIMITS!

The average response time on **911** calls is 5-7 minutes. En-route Paramedics are in constant communication with the local hospital, at all times, preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First Aid you can and wait for the paramedics to arrive.

#### FIRST AID-KITS

First Aid Kits will be furnished to each team at the beginning of the season. The First Aid Kit will become part of the Team's equipment package and shall be taken to all practices, batting cage practices, games (whether season or post-season) and any other Little League event where children's safety is at risk.

Inventory your kit weekly. To **replenish materials** in the Team First Aid Kit, the Manager, designated coaches or the appointed Team Safety Officer must contact the League's Safety Officer.

**FIRST AID KITS AND THIS SAFETY MANUAL MUST BE TURNED IN AT THE END OF THE SEASON ALONG WITH YOUR EQUIPMENT PACKAGE.**

The First Aid Kit will come in a blue soft case and include the following items:





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1 Instant Ice Packs	2 Sterile Gauze Pads	1 Pair of Scissors
20 Band-Aids (1x3)	1 Roll of Gauze	4 Antiseptic Cream Packs
2 Large Bandages	1 Cloth Athletic Tape	6 Antiseptic Wipes
2 Large Non-stick Bandages	1 Pair of Latex Gloves	2 Burn Cream Packs
2 Eye Pads (2x4)	1 Tweezers	

Additional First-Aid Kits and ice packs will be available in the field knock boxes. Materials from these additional Kits may be used in emergency situations. Do not borrow supplies from these kits to replenish materials in the Team's Kit.

### GOOD SAMARITAN LAWS

There are laws to protect you when you help someone in an emergency situation. The **“Good Samaritan Laws” give legal protection** to people who provide emergency care to ill or injured persons. When citizens respond to an emergency and act as a reasonable and prudent person would under the same conditions, Good Samaritan immunity generally prevails. This legal immunity protects you, as a rescuer, from being sued and found financially responsible for the victim's injury. For example, a reasonable and prudent person would –

- Move a victim only if the victim's life was endangered.
- Ask a conscious victim for permission before giving care.
- Check the victim for life-threatening emergencies before providing further care.
- Summon professional help to the scene by calling **911**.
- Continue to provide care until more highly trained personnel arrive.

**Good Samaritan laws were developed to encourage people to help others in emergency situations.** They require that the “Good Samaritan” use common sense and a reasonable level of skill, not to exceed the scope of the individual's training in emergency situations. They assume each person would do his or her best to save a life or prevent further injury. People are rarely sued for helping in an emergency. However, the existence of Good Samaritan laws does not mean that someone cannot sue. In rare cases, courts have ruled that these laws do not apply in cases when an individual rescuer's response was grossly or willfully negligent or reckless or when the rescuer abandoned the victim after initiating care.



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### PERMISSION TO GIVE CARE

If the victim is conscious, you must have his/her permission before giving first-aid. To get permission you *must* tell the victim who you are, how much training you have, and how you plan to help. Only then can a conscious victim give you permission to give care. Do not give care to a conscious victim who refuses your offer to give care. If the conscious victim is an infant or child, permission to give care should be obtained from a supervising adult when one is available. If the condition is serious, permission is implied if a supervising adult is not present.

Permission is also implied if a victim is unconscious or unable to respond. This means that you can assume that, if the person could respond, he or she would agree to care.

### TREATMENT AT SITE:

#### DO . . .

- **ACCESS** the injury. If the victim is conscious, find out what happened, where it hurts, watch for shock.
- **KNOW** your limitations.
- **CALL** 911 immediately if person is unconscious or seriously injured.
- **LOOK** for signs of *injury (blood, black-and-blue, deformity of joint etc.)*
- **LISTEN** to the injured player 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.
- **TALK** to your team afterwards about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

#### 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 procedure (CPR, etc.)
- **TRANSPORT** injured individual except in extreme emergencies.



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### EMERGENCY NUMBER

The most important help that you can provide to a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure that you or another caller follows these steps.

1. Dial **Lafayette Police Department (LPD)**, or if **LPD number unavailable dial 911**.
2. Give the dispatcher the necessary information. Answer any questions that he/she might ask. Most dispatchers will ask:
3. The exact location or address of the emergency. Include the name of the city or town, nearby intersections, landmarks, etc.
4. The telephone number from which the call is being made.
5. The caller's name.
6. What happened - for example, a baseball related injury, bicycle accident, fire, fall, etc.
7. How many people are involved.
8. The condition of the injured person - for example, unconsciousness, chest pains, or severe bleeding.
9. What help (first aid) is being given.
10. Do not hang up until the dispatcher hangs up. The EMS dispatcher may be able to tell you how to best care for the victim.
11. Continue to care for the victim until professional help arrives.
12. Appoint somebody to go to the street and look for the **ambulance** and **fire engine** and flag them down if necessary. This saves valuable time. Remember, every minute counts.

### WHEN TO CALL – IF YOU HAVE ANY DOUBT AT ALL, CALL LPD OR 911 AND REQUEST PARAMEDICS

If the injured person is unconscious, call immediately. Sometimes a conscious victim will tell you not to call an ambulance, and you may not be sure what to do. Call anyway and request paramedics if the victim:

- Is or becomes unconscious.
- Has trouble breathing or is breathing in a strange way.
- Has chest pain or pressure.
- Is bleeding severely. Has possible broken bones?
- Has pressure or pain in the abdomen that does not go away.
- Is there vomiting or passing blood?
- Has seizures, a severe headache, or slurred speech.
- Appears to have been poisoned.
- Has injuries to the head, neck or back



## **LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN**



Calls from cell phones to 911 go to an area California Highway Patrol (CHP) dispatch center. The Dispatchers there then transfer callers to the right agency based on where the caller states their location is and the type of emergency, so be clear that you have a medical emergency.

### **ALSO CALL LPD OR 911 FOR ANY OF THESE SITUATIONS:**

- Fire or explosion
- Downed electrical wires
- Swiftly moving or rapidly rising water
- Presence of poisonous gas
- Vehicle Collisions
- Vehicle/Bicycle Collisions
- Victims who cannot be moved easily

### **WHEN TREATING AN INJURY, REMEMBER “PRICES” Protection Rest Ice Compression Elevation Support**

Each coach will have with them at each practice and game a copy of each player's medical release form which contains emergency phone numbers, doctor and hospital information.

### **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 as soon as possible.

### **FOLLOW-UP ON FIRST AID CASES**

1. A thorough investigation will 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 is 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.



## LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



**Police**

Police Department Emergency Number

**(925)284-5010**



**Fire**

Fire Department Emergency Number

**(925)933-1313**



Nearest Hospital: John Muir Medical Center

1601 Ygnacio Valley Road

Walnut Creek, CA 94598

**(925)939-3000**



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



### IMPORTANT PHONE NUMBERS

EMERGENCY		PHONE
EMERGENCY	(Non-Cellular)	911
City Of Lafayette	Emergency Only	(925)284-5010
City Of Lafayette	Non Emergency	(925)299-3220

LEAGUE OFFICERS	NAME	PHONE	BASEBALL	NAME
President	Colby Powell	(510)719-3913	VP Majors	Raffi Asadorian
Vice President	Troy Winkles	(415)225-9508	VP AAA	Adam Salvas
Chief Umpire	Steve Layshock	(925)278-4657	VP AA	Todd Williams
Secretary	Eric Rubin	(510)421-2949	VP Farm	Julius Choi
Treasurer	Mike Hogan	(925)876-8692	VP Instructional	Carlos Roig
Player Agent	Ted Pelecky	(925)854-8189	VP Advanced Baseball	David Yakaitis
Safety	Michael Kubalik	(650)520-8611	VP Challenger	Steve Parlett

DISTRICT OFFICIALS	NAME	PHONE	E-mail
District 4 Administrator	Ted Boet	925-367-3216	llcad4da@gmail.com
Asst.District 4 Admin	Geoffrey Shiu	510.882.6917	MIB17@comcast.net
ADA Safety	Liz Berg	510-701-8637	rocketliz@gmail.com

Information on all Lafayette Little League Officers can be found at  
<http://www.lafayettelittleleague.org/page/show/705699-league-officals>





# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## OUR FACILITIES

### **Buckeye Fields**

711 St. Mary's Road, Lafayette CA 94549

**Baseball – Majors, AAA, and Snack Shack**







# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



**Lafayette Community Park**  
480 St. Mary's Road, Lafayette CA 94549

**Baseball – Majors, AAA, Advanced Baseball**







# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



**Burton Valley Elementary School**  
562 Merriewood Drive, Lafayette CA 94549

**Baseball – Majors, AAA, AA, Instructional, Advanced Baseball**







# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



**Happy Valley Elementary School**  
3855 Happy Valley Road, Lafayette CA 94549

**Baseball – AA, Farm**





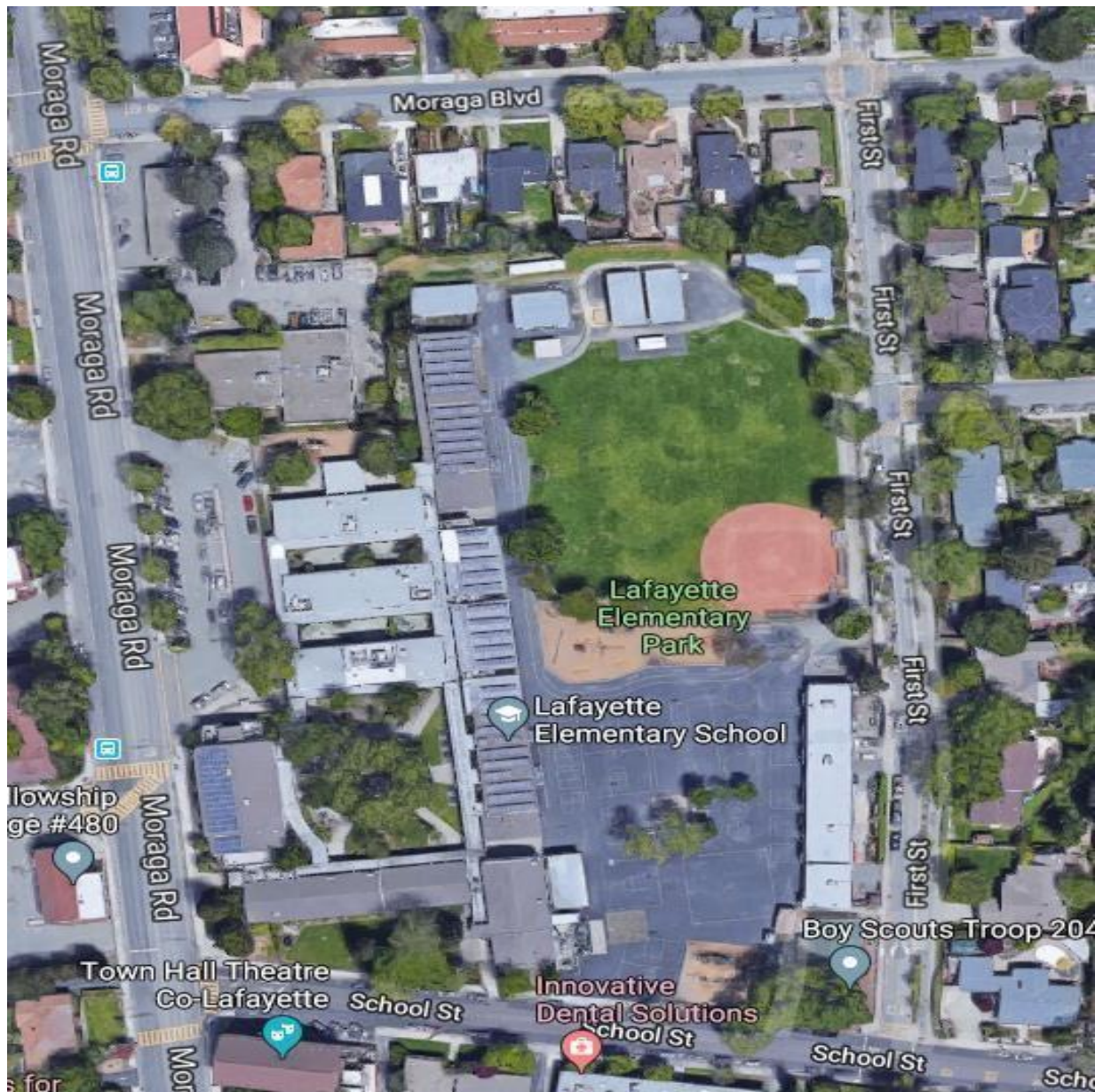


# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



**Lafayette Elementary School**  
950 Moraga Road, Lafayette CA 94549

**Baseball – AA, Farm**







# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



**Springhill Elementary School**  
3301 Springhill Road, Lafayette CA 94549

**Baseball – AA, Farm, Instructional, Challenger**







# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



**Stanley Middle School**  
3455 School Street, Lafayette CA 94549

## **Baseball – Practice Field**





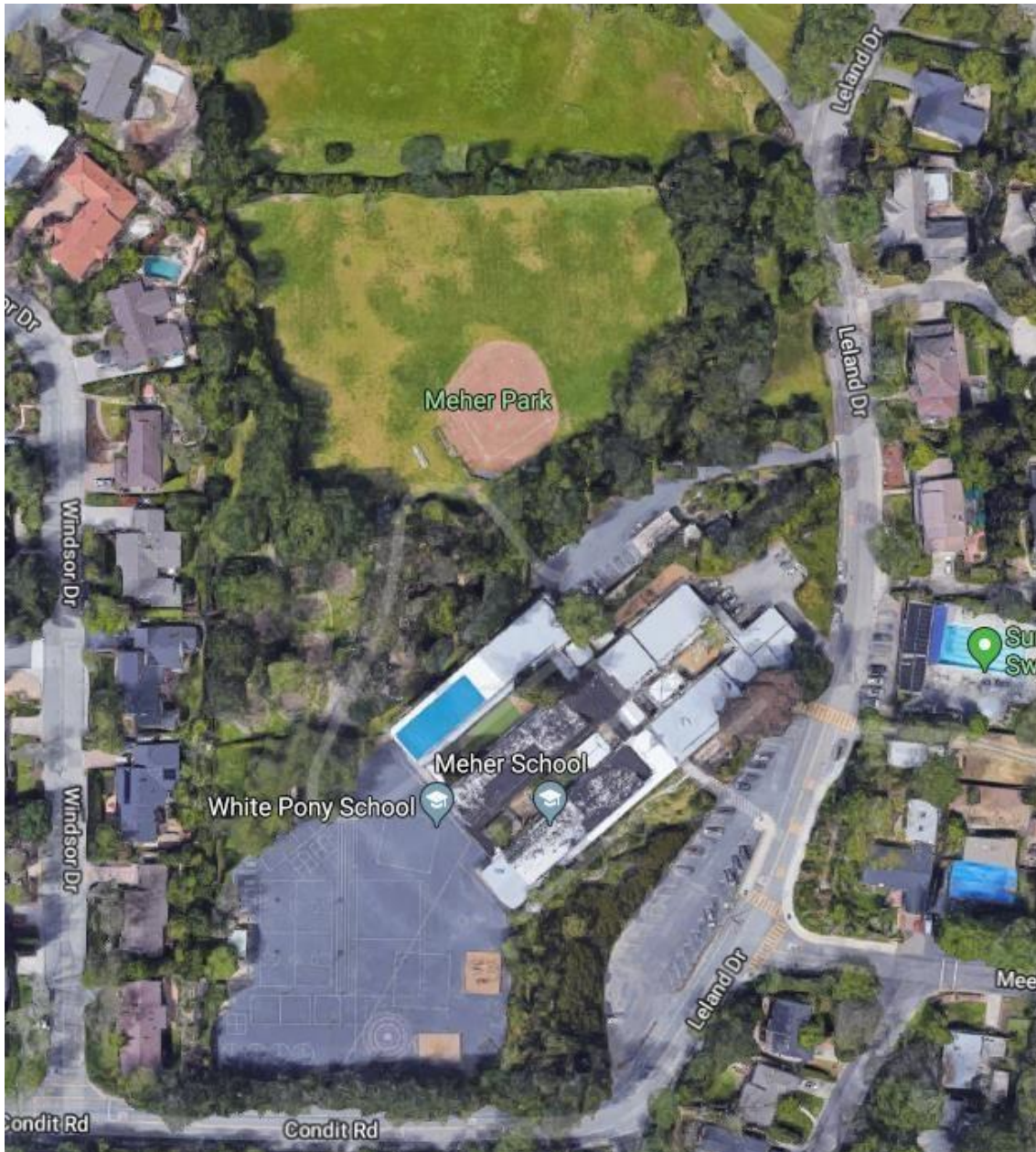


# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



**White Pony Elementary School**  
999 Leland Drive, Lafayette CA 94549

**Baseball – AA, Farm, Instructional**





# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



### LEAGUE SAFETY CODE

The Board of Directors of our Little League has mandated the following **Safety Code**. All managers and coaches will read this **Safety Code** and then discuss it with the players on their team.

- Responsibility for safety procedures belongs to every adult member of our Little League.
- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only league approved managers and/or coaches are allowed to practice teams.
- Only league-approved managers and/or coaches will supervise batting cages.
- Arrangement should be made in advance of all games and practices for emergency medical services.
- Managers, designated coaches and umpires will have mandatory training in First Aid.
- First-aid kits are issued to each team manager during the pre-season and additional kits will be located at fields in the knock boxes.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects.
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as “in play.”
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- All catchers must wear a mask, “dangling” type throat protector and catcher’s helmet during practice, pitcher warm-up, and games. **Note:** Skullcaps are **not** permitted.
- Shoes with metal spikes or cleats are **not** permitted, except at the 50/70 Baseball Level and above. Shoes with molded cleats are permissible.



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



### LEAGUE SAFETY CODE

- Beginning with the 2018 season, non-wood and laminated bats used shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball’s Youth Bat Performance Standard. All BPF – 1.15 bats will be prohibited beginning with the 2018 season. Please go to [LittleLeague.org/batinfo](http://LittleLeague.org/batinfo) for more information.
- Reduced impact balls will be used at all levels below the Single “A” Division, including the Challenger Division.
- Disengage-able bases are mandatory for ALL league fields.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- Catchers must wear a catcher’s mitt (not a first baseman’s mitt or fielder’s glove) of any shape, size or weight consistent with protecting the hand.
- Catchers may not catch, whether warming up a pitcher, in practices, or games without wearing full catcher’s gear and an athletic cup as described above.
- Managers and coaches will never leave an unattended child at a practice or game.
- No children under the age of 15 are permitted in the Snack Bar.
- Never hesitate to report any present or potential safety hazard to the Safety Officer immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- Speed Limit is 5 miles per hour in roadways and parking lots surrounding our fields.
- **NO ALCOHOL OR DRUGS ALLOWED AT ANY OF OUR FACILITIES OR FIELDS, AT ANY TIME.**
- **No medication** will be taken at the facility unless administered directly by the child’s parent. This includes ibuprofen (Advil/Motrin) and acetaminophen (Tylenol).
- No playing in the parking lots at any time.

### LEAGUE SAFETY CODE





## LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



- No playing in construction areas at any time.
- No playing on and around lawn equipment, machinery at any time.
- **NO SMOKING ALLOWED AT ANY OF OUR FACILITIES OR FIELDS.**
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.
- No throwing rocks.
- No climbing fences.
- No swinging on dugout roofs.
- No pets are permitted on the premises at any time. This includes dogs, cats, horses, etc.
- Observe all posted signs.
- Players and spectators should be alert at all times for foul balls and errant throws.
- All gates to the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- Bicycle helmets must be worn at all times when riding bicycles on the premises as well as to and from the premises.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- The schools and businesses adjacent to our facilities and fields are off limits at all times.
- No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



### SAFETY RESPONSIBILITIES

#### THE PRESIDENT

The President of our league is responsible for ensuring that the policies and regulations of the League's Safety Officer are carried out by the entire membership to the best of his or her abilities.

#### LEAGUE SAFETY OFFICER

The main responsibility of the Safety Officer is to develop and implement our League's safety program. The Safety Officer is the link between the Board of Directors of our Little League and its managers, coaches, umpires, team safety officers, players, spectators, and any other third parties on the complex in regard to safety matters, rules and regulations.

#### The Safety Officer's Responsibilities Include:

- Preparing and updating the League's Safety Plan.
- Coordinate with the Team Safety Parents to provide the safest environment possible.
- Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals.
- Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- Keeping the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which divisions, at what times, and under what supervision.
- Correlating and summarizing the data in the First-Aid Log to determine proper accident prevention in the future.
- Ensuring that each team receives its Safety Manual and First-Aid Kit at the beginning of the season.
- Installing First-Aid Kits in all snack boxes and re-stocking the kits as needed.
- Make Little League's "no tolerance with child abuse" clear to all.
- Inspecting concession stands and checking fire extinguishers.
- Checking fields with the Field Managers and listing areas needing attention.
- Scheduling and attending First-Aid training classes for managers, coaches, umpires, and team safety officers during the pre-season.
- Creating and maintaining all signs on the fields and facilities including No Parking signs, No Smoking signs, No Pets Allowed, cautionary signs etc.
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.
- Making spot checks at practices and games to make sure all managers have their First-Aid Kits and Safety Manuals.
- Tracking all injuries and near misses to identify injury trends.
- Making sure that safety is a monthly Board Meeting topic, and allowing experienced people to share ideas on improving safety



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



### MANAGERS AND COACHES

The Manager is a person appointed by the President to be responsible for the team's actions on the field, and to represent the team in communications with the umpire and the opposing team.

- The Manager is responsible for the team's conduct, observance of the official rules and deference to the umpires. **Remember coaches are Role Models.**
- The Manager is responsible for the safety of the players. He/She is also ultimately responsible for the actions of designated coaches and the Team Safety Parent (TSP).
- If a Manager leaves the field, that Manager will designate a Coach as a substitute and such Substitute Manager shall have the duties, rights and responsibilities of the Manager.

### PRE-SEASON

- Take possession of the First-Aid Kit and that the TSP has the Safety Manual.
- Appoint a volunteer parent as Team Safety Parent (TSP).
- The TSP must be able to be present at all games and must own or have access to a cell phone for emergencies if games or practices take place off the main complex.
- **Required to complete online CDC Concussion Training at:**  
<http://www.cdc.gov/concussion/headsup/training/index.html>
- **Print and keep the completed training certificates for the manager/coaches in the Manager binder at all times.**
- **Attend the MANDATORY preseason first aid training course at the coaches meeting.**
- Have a team meeting to discuss Little League philosophy and safety issues.
- Cover the basics of safe play with his/her team before starting the first practice.
- Teach players the fundamentals of the game while advocating safety.
- Teach players how to slide before the season starts. A coach coordinator can be available to teach these fundamentals if the Manager or designated coaches do not know them.
- Inform parents that if a child was injured and sought medical care, he or she cannot return to play or practice unless they have a note from their doctor. This **medical release** protects you if that child should become further injured or ill. **There are no exceptions to this rule.**
- Encourage players to bring water bottles to practices and games.
- Tell parents to bring sunscreen for themselves and their child.
- Encourage your players to wear mouth protection.

### SEASON PLAY

- Work closely with Team Safety Officer to make sure equipment is in first-rate working order.
- Make sure that telephone access is available at all activities including practices. It is suggested that a cellular phone always be on hand.
- Not expect more from their players than what the players are capable of.
- Teach the fundamentals of the game to players such as catching fly balls, sliding correctly, proper fielding of ground balls, simple pitching motion for balance
- Be open to ideas, suggestions or help.
- Enforce that prevention is the key to reducing accidents to a minimum.
- Have players wear sliding pads if they have cuts or scrapes on their legs.
- Always have First-Aid Kit and Safety Manual on hand.



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



- Use common sense.

### PRE-GAME AND PRACTICE

- Make sure that players are healthy, rested and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they can't play.
- Make sure players are wearing the proper uniform and catchers are wearing a cup.
- Make sure that the equipment is in good working order and is safe.
- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, a duly delegated representative shall make the determination.
- Enforce the rule that no bats and balls are permitted on the field until all players have done their proper stretching.

### DURING THE GAME

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat.
- No equipment shall be left lying on the field, either in fair or foul territory.
- Keep players alert.
- Maintain discipline at all times.
- Be organized.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the proper equipment.
- Encourage everyone to think Safety First.
- Observe the "no on-deck" rule for batters and keep players behind the screens at all times.
- No player should handle a bat in the dugouts at any time.
- Keep players off fences.
- Keep players out of bullpen unless they are pitcher and catcher in the proper gear getting warmed up to enter the game.
- Get players to drink often so they do not dehydrate.
- Not play children that are ill or injured.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents and passerby's.

### POST GAME

- Do cool down exercises with the players.



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



- Do not leave the field until every team member has been picked up by a known family member or designated driver.
- Notify parents if their child has been injured no matter how insignificant the injury is. There are no exceptions to this rule. This protects you, Little League Baseball, Inc. and our local league.
- Discuss any safety problems with the TSP that occurred before, during or after the game.
- If there was an injury, ensure an accident report was filled out and given to the League Safety Officer.
- Return the field to its pre-game condition, per League policy.

**If a manager knowingly disregards safety, he/she will be brought before the League's Board of Directors to explain his or her conduct.**

### TEAM SAFETY PARENT (TSP)

The TSP is a Role model to younger children, defender of safety, liaison between the team and the League Safety Officer, and hero when taking safety seriously prevents injuries.

#### PRE-SEASON

- Acquire this Safety Manual from the team manager and read it.
- Attend to all injuries and complete the "Incident/Injury Tracking Report" as needed.
- Maintain the first aid kit inventory, including ice packs. Refill with the Safety Officer as needed.
- Recommended to complete online CDC Concussion Training at:  
<https://www.cdc.gov/headsup/youthsports/training/index.html>.
- Ensure parents have completed their Little League Medical Release (parent signs) and the Parent/Athlete Concussion Information Sheet (parent signs). Samples documents are in the appendix.
- Inspect the equipment when the Equipment Manager issues it to your team and replace any equipment that looks unsafe.
- Get to know the players on your team.
- Ask parents if their child has any medical conditions they would like to make you aware of that could affect their actions on the field. Please note: This is at the parents' discretion. Parents are not required to provide any medical information other than what is already listed on their medical release forms.

#### DURING THE SEASON

- Keep a Safety Log of all injuries that occur on his or her team.
- Report weekly as part of a Safety Committee to the League Safety Officer even if nothing is wrong.
- Inspect players' equipment for cracks and broken straps on a routine basis.
- Have a five-minute safety meeting with the team each week.
- Communicate any safety infractions to the League Safety Officer or any other Board Member.
- Help managers and designated coaches give First-Aid if needed.
- Act as a conduit between parents, managers, the League Safety Officer and the kids.



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



- Fill out accident reports if an injury occurs, Report an injury to the League Safety Officer within 12 hours of the occurrence.
- Monitor the First-Aid Kit inventory and ask the League Safety Officer for replacements when needed.

### PRE-GAME

- Make sure that this Safety Manual and the First-Aid Kit are present.
- Greet the players as they arrive and make sure everyone is feeling alright.
- Watch the players when they stretch and do warm up exercises for signs of stress or injury.
- Check equipment for cracks and broken straps.
- Walk the field, remove broken glass and other hazardous materials.
- Be ready to go into action if anyone should get hurt.

### DURING THE GAME

- Watch players to see that they are alert at all times.
- In case of injury, help the team manager treat the child until professional help arrives.
- Act as the conduit between the League Safety Officer, the team manager, the child and his or her parents.

### POST-GAME

- Record any safety infractions or injuries in his/her Safety Log.
- Report any injuries to the League Safety Officer within 12 hours of the occurrence.
- Fill out an accident investigation report (see appendix A) and send a copy to the League Safety Officer if there is an injury requiring medical attention.
- Assist parents if a child must go to a hospital or to see a doctor.
- Provide insurance documentation to the hospital if necessary (Claim form is in the appendix B with all necessary insurance information).
- Follow-up with parents to make sure the child is all right.

***If a Manager has not appointed a Team Safety Officer then he must assume those responsibilities.***

## UMPIRES

### PRE-GAME

- Check equipment in dugouts of both teams, equipment that does not meet specifications must be removed from the game.
- Make sure catchers are wearing helmets when warming up pitchers.
- Run hands along bats to make sure there are no splinters.
- Make sure that bats have grips.
- Make sure there are foam inserts in helmets and that helmets meet Little League NOCSAE specifications and have the Little League's seal of approval.
- Inspect helmets for cracks.
- Walk the field for hazards and obstructions (e.g. rocks and glass).



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



- Check players to see if they are wearing jewelry.
- Check players to see if they are wearing metal cleats.
- Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.
- Secure official Little League balls for play from home team.
- Use the FIELD SAFETY CHECK LIST (included in the appendix of this safety manual) to document that all of the above was carried out.

### DURING THE GAME

- Govern the game as mandated by Little League rules and regulations.
- Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.
- Make sure players and spectators keep their fingers out of the fencing.

### POST GAME

- Check with the managers of both teams regarding safety violations.
- Report any unsafe situations to the League Safety Officer by telephone and in writing.





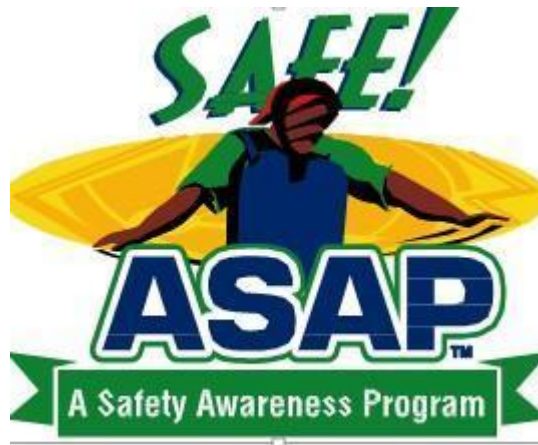


## LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



**WARNING:** Protective equipment cannot prevent all injuries a player might receive while participating in Baseball / Softball.

**SAFETY FIRST!**  
**BE ALERT!**  
**CHECK PLAYING FIELD FOR HAZARDS**  
**PLAYERS MUST WEAR PROPER EQUIPMENT**  
**ENSURE EQUIPMENT IS IN GOOD SHAPE**  
**MAINTAIN CONTROL OF THE SITUATION**  
**MAINTAIN DISCIPLINE**  
**BE ORGANIZED**  
**KNOW PLAYERS' LIMITS AND DON'T EXCEED THEM**  
**MAKE IT FUN!**








# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN




### EMERGENCY MEDICAL RELEASES:

Insurance riders are needed if any practices, games or events involving baseball, on or off the complex take place before or after the regularly scheduled season and “All Star” post season. Insurance riders are also necessary if non-Little League teams practice, play games, or hold tournaments at the League’s facility.



### Little League, Baseball and Softball MEDICAL RELEASE



**NOTE:** To be carried by any Regular Season or Tournament Team Manager together with team roster or eligibility 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 GUARDIAN AUTHORIZATION:**

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)/guardian cannot be reached in case of emergency, contact:

Name	Phone	Relationship to Player
_____	_____	_____
_____	_____	_____

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

Medical Diagnosis	Medication	Dosage	Frequency of Dosage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

Mr./Mrs./Ms. \_\_\_\_\_

Authorized Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR LEAGUE USE ONLY:**

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

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

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



# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## OUR LEAGUE STRICTLY FOLLOWS THE LITTLE LEAGUE PITCHING RULES

### PITCH COUNT

#### PITCH COUNT DOES MATTER.

Every year, at our annual First-Aid clinic, we provide warnings to our future managers and coaches about pitching injuries and how to prevent them. In the major leagues, a pitcher is removed after approximately 100 pitches.

#### A CHILD CANNOT BE EXPECTED TO PERFORM LIKE AN ADULT!

Little League managers and coaches are usually quick to teach their pitchers how to get movement on the ball. Unfortunately, the technique that older players use is not appropriate for children thirteen (13) years and younger. The snapping of the arm used to develop this technique will most probably lead to serious injuries to the child as he/she matures. Arm stress during the acceleration phase of throwing affects both the inside and the outside of the growing elbow. On the inside, the structures are subjected to distraction forces, causing them to pull apart. On the outside, the forces are compressive in nature with different and potentially more serious consequences. The key structures on the inside (or medial) aspect of the elbow include the tendons of the muscles that allow the wrist to flex and the growth plate of the medial epicondyle ("Knobby" bone on the inside of the elbow). The forces generated during throwing can cause this growth plate to pull away (avulse) from the main bone. If the distance between the growth plate and main bone is great enough, surgery is the only option to fix it. This growth plate does not fully adhere to the main bone until age 15! Similarly, on the outside of the elbow the two bony surfaces can be damaged by compressive forces during throwing. This scenario can lead to a condition called Avascular Necrosis or Bone Cell Death as a result of compromise of the local blood flow to that area. This disorder is permanent and often leads to fragments of the bone breaking away (loose bodies), which float in the joint and can cause early arthritis. This loss of elbow motion and function often precludes further participation.

Studies have demonstrated that curveballs cause most problems at the inside of the elbow due to the sudden contractive forces of the wrist musculature. Fastballs, on the other hand, place more force at the outside of the elbow. Sidearm delivery, in one study, led to elbow injuries in 74% of pitchers compared with 27% in pitchers with a vertical delivery style. The American Sports Medicine Institute has completed a study funded by USA Baseball that evaluated pitch counts in skeletally immature athletes as they relate to both elbow and shoulder injuries.

#### DATA HAS SHOWN THE FOLLOWING:

- A significantly higher risk of **elbow** injury occurred after pitchers reached 50 pitches/outing.
- A significantly higher risk of **shoulder** injury occurred after pitchers reached 75 pitches/outing.
- In one season, a **total of 450 pitches or more** led to cumulative injury to the elbow and the shoulder.
- The mechanics, whether good or bad, **did not** lead to an increased incidence of arm injuries.



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



- The preliminary data suggest that throwing curveballs increases risk of injury to the shoulder more so than the elbow; however, subset analysis is being undertaken to investigate whether or not the older children were the pitchers throwing the curve.
- The pitchers who limited their pitching repertoire to the fastball and change-up had the lowest rate of injury to their throwing arm.
- A slider increased the risk of **both elbow and shoulder** problems.

**MANAGERS AND COACHES SHOULD LOOK TO THEIR PLAYERS' FUTURE AND MAKE EVERY EFFORT TO PROTECT THEIR ELBOWS AGAINST THE TRAGEDY OF AVASCULAR NECROSIS.**

### THE PITCH COUNT REGULATION

The following is the text of the regular season Pitch Count Regulation for all levels of Little League Baseball.

### PITCHING RULES

#### VI - PITCHERS

- (a) Any player on a regular season team may pitch. (NOTE: There is no limit to the number of pitchers a team may use in a game.)
- (b) A pitcher once removed from the mound cannot return as a pitcher. Junior and Senior League Divisions only: A pitcher remaining in the game, but moving to a different position, can return as a pitcher anytime in the remainder of the game, but only once per game.
- (c) The manager must remove the pitcher when said pitcher reaches the limit for his/her age group as noted below, but the pitcher may remain in the game at another position:

#### 2023 LITTLE LEAGUE PITCH COUNT REGULATIONS

Ages	Maximum
17 - 18	105 pitches per day
13 - 16	95 pitches per day
11 -12	85 pitches per day*
9 - 10	75 pitches per day*
7 - 8	50 pitches per day*

\*see Lafayette Little League website for further regular season pitching restrictions



# LAFAYETTE LITTLE LEAGUE

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### **Pitchers league age 14 and under must adhere to the following rest requirements:**

If a player pitches 66 or more pitches in a day, four (4) calendar days of rest must be observed.  
If a player pitches 51 - 65 pitches in a day, three (3) calendar days of rest must be observed.  
If a player pitches 36 - 50 pitches in a day, two (2) calendar days of rest must be observed.  
If a player pitches 21 - 35 pitches in a day, one (1) calendar day of rest must be observed. If  
a player pitches 1-20 pitches in a day, no (0) calendar day of rest is required.

### **Pitchers league age 15-18 must adhere to the following rest requirements:**

If a player pitches 76 or more pitches in a day, four (4) calendar days of rest must be observed.  
If a player pitches 61-75 pitches in a day, three (3) calendar days of rest must be observed.  
If a player pitches 46-60 pitches in a day, two (2) calendar days of rest must be observed.  
If a player pitches 31-45 pitches in a day, one (1) calendar day of rest must be observed. If  
a player pitches 1-30 pitches in a day, no (0) calendar day of rest is required.

**Exception:** If a pitcher reaches the limit imposed in Regulation VI (c) for his/her league age while facing a batter, the pitcher may continue to pitch until any one of the following conditions occurs:

1. That batter reaches base
2. That batter is put out
3. The third out is made to complete the half-inning.

At Major divisions and below, a pitcher may not pitch in more than one game in a day. A pitcher once removed from the mound may not return as a pitcher in the same game;

In the Junior/Senior/Big League Divisions, a pitcher remaining in the game, but moving to a different position, can return as a pitcher any time in the remainder of the game, but only once per game. In the Big League Division, a player may be used as a pitcher in up to two games in a day.)

**A player who has thrown more than 40 pitches on a given day may not be utilized as a catcher for the rest of that day. A player who has been utilized as catcher in four or more innings in a day is ineligible to pitch for the rest of that day (being the catcher for one pitch in an inning constitutes catching in that inning).**

Each league must designate the scorekeeper or another game official as the official pitch count recorder. The pitch count recorder must provide the current pitch count for any pitcher when requested by either manager or any umpire. However, the manager is responsible for knowing when his/her pitcher must be removed.

The official pitch count recorder should inform the umpire-in-chief when a pitcher has delivered his/her maximum limit of pitches for the game, as noted in Regulation VI (c).



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The umpire-in-chief will inform the pitcher's manager that the pitcher must be removed in accordance with Regulation VI (c). However, the failure by the pitch count recorder to notify the umpire-in-chief, and/or the failure of the umpire-in-chief to notify the manager, does not relieve the manager of his/her responsibility to remove a pitcher when that pitcher is no longer eligible. Violation of any section of this regulation can result in protest of the game in which it occurs. Protest shall be made in accordance with Playing Rule 4.19.

A player who has attained the league age of twelve (12) is not eligible to pitch in the Minor League. (See Regulation V – Selection of Players)

The withdrawal of an ineligible pitcher after that pitcher is announced, or after a warm-up pitch is delivered, but before that player has pitched a ball to a batter, shall not be considered a violation. Little League officials are urged to take precautions to prevent protests. When a protest situation is imminent, the potential offender should be notified immediately.

Pitches delivered in games declared "Regulation Tie Games" or "Suspended Games" shall be charged against pitcher's eligibility.

In suspended games resumed on another day, the pitchers of record at the time the game was halted may continue to pitch to the extent of their eligibility for that day, provided said pitcher has observed the required days of rest.

Example 1: A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes on the following Thursday. The pitcher is not eligible to pitch in the resumption of the game because he/she has not observed the required days of rest.

Example 2: A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes on Saturday. The pitcher is eligible to pitch up to 85 more pitches in the resumption of the game because he/she has observed the required days of rest.

Example 3: A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes two weeks later. The pitcher is eligible to pitch up to 85 more pitches in the resumption of the game, provided he/she is eligible based on his/her pitching record during the previous four days.

Note: The use of this regulation negates the concept of the "calendar week" with regard to pitching eligibility.

**HOW WE WILL TRACK PITCHES—The Pitching Affidavit found in Appendix G will be used to track pitches.**



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## 2023 LITTLE LEAGUE BAT RULES

### Rule 1.10 - Baseball

The bat must be a baseball bat which meets the USA Baseball Bat standard (USABat) as adopted by Little League. It shall be a smooth, rounded stick, and made of wood or of material and color tested and proved acceptable to the USA Baseball Bat standard (USABat).

**Beginning with the 2018 season, non-wood and laminated bats used in the Little League (Majors) and below, Intermediate (50-70) Division, Junior League divisions, and Challenger division shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball's Youth Bat Performance Standard. All BPF – 1.15 bats will be prohibited beginning with the 2018 season. Additionally, starting in 2018, the bat diameter shall not exceed  $2\frac{5}{8}$  inches for these divisions of play. Additional information is available at [LittleLeague.org/batinfo](http://LittleLeague.org/batinfo).**

### Tee Ball:

Under the USABat standard, certified Tee Ball bats (26" and shorter) will feature the USA Baseball mark and text which reads ONLY FOR USE WITH APPROVED TEE BALLS. All Tee Ball bats must feature the USA Baseball mark and accompanying text. Tee Ball bats that were produced and/or purchased prior to the implementation of the new standard can be certified using an Approved Tee Ball Sticker via the USA Baseball Tee Ball Sticker Program ([USABaseballShop.com](http://USABaseballShop.com)) beginning September 1, 2017.

### Minor/Major Divisions:

It shall not be more than 33 inches in length; nor more than  $2\frac{5}{8}$  inches in diameter, and if wood, not less than fifteen-sixteenths ( $15/16$ ) inches in diameter ( $7/8$  inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed sixteen (16) inches from the small end.

**NOTE:** Solid one-piece wood barrel bats do not require a USA Baseball logo.

### Intermediate (50-70) Division and Junior League:

It shall not be more than 34" inches in length; nor more than  $2\frac{5}{8}$  inches in diameter, and if wood, not less than fifteen-sixteenths ( $15/16$ ) inches in diameter ( $7/8$  inch for bats less than 30") at its





## LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



smallest part. Wood bats taped or fitted with a sleeve may not exceed eighteen (18) inches from the small end.

**NOTE:** Solid one-piece wood barrel bats do not require a USA Baseball logo.

### Senior League:

It shall not be more than 36 inches in length, nor more than  $2\frac{5}{8}$  inches in diameter, and if wood, not less than fifteen-sixteenths ( $\frac{15}{16}$ ) inches in diameter ( $\frac{7}{8}$  inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed eighteen (18) inches from the small end. The bat shall not weigh, numerically, more than three ounces less than the length of the bat (e.g., a 33-inch-long bat cannot weigh less than 30 ounces). All bats not made of a single piece of wood shall meet the Batted Ball Coefficient of Restitution (BBCOR) performance standard, and such bats shall be so labeled with a silkscreen or other permanent certification mark. The certification mark shall be rectangular, a minimum of a half-inch on each side and located on the barrel of the bat in any contrasting color. Aluminum/alloy and composite bats shall be marked as to their material makeup being aluminum/alloy or composite. This marking shall be silkscreen or other permanent certification mark, a minimum of one-half-inch on each side, and located on the barrel of the bat in any contrasting color.

### **Little League Challenger Division:**

It shall not be more than 33 inches in length; nor more than  $2\frac{5}{8}$  inches in diameter, and if wood, not less than fifteen-sixteenths ( $\frac{15}{16}$ ) inches in diameter ( $\frac{7}{8}$  inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed sixteen (16) inches from the small end.

**NOTE:** Solid one-piece wood barrel bats do not require a USA Baseball logo.

### **Senior League Challenger Division:**

It shall not be more than 36 inches in length, nor more than  $2\frac{5}{8}$  inches in diameter, and if wood, not less than fifteen-sixteenths ( $\frac{15}{16}$ ) inches in diameter ( $\frac{7}{8}$  inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed eighteen (18) inches from the small end. The bat shall not weigh, numerically, more than three ounces less than the length of the



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bat (e.g., a 33-inch-long bat cannot weigh less than 30 ounces). All bats not made of a single piece of wood shall meet either 1) the Batted Ball Coefficient of Restitution (BBCOR) performance standard, and such bats shall be so labeled with a silkscreen or other permanent certification mark which shall be rectangular, a minimum of a half-inch on each side, and located on the barrel of the bat in any contrasting color, or 2) the USA Bat standard and shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball’s Youth Bat Performance Standard. Aluminum/alloy and composite bats shall be marked as to their material makeup being aluminum/alloy or composite. This marking shall be silkscreen or other permanent certification mark, a minimum of one-half-inch on each side, and located on the barrel of the bat in any contrasting color.

In all divisions, a non-wood bat must have a grip of cork, tape, or composition material, and must extend a minimum of 10 inches from the small end. Slippery tape or similar material is prohibited.

**NOTE 1:** Whiffle ball type bats are permissible in all Challenger Divisions.

**NOTE 2:** The traditional batting donut is not permissible.

**NOTE 3:** Tee Ball bats may be used in the Challenger Divisions. Under the USABat standard, certified Tee Ball bats (26” and shorter) will feature the USA Baseball mark and text which reads ONLY FOR USE WITH APPROVED TEE BALLS. All Tee Ball bats must feature the USA Baseball mark and accompanying text. Tee Ball bats that were produced and/or purchased prior to the implementation of the new standard can be certified using an Approved Tee Ball Sticker via the USA Baseball Tee Ball Sticker Program (USABaseballShop.com) beginning September 1, 2017.

**NOTE 4:** Non-wood bats may develop dents from time to time. Bats that have cracks or sharp edges, or that cannot pass through the approved Little League bat ring for the appropriate division must be removed from play. The 2¼-inch bat ring must be used for bats labeled 2¼. The 2⅝-inch bat ring must be used for bats labeled for 2⅝.

**NOTE 5:** An illegal bat must be removed. Any bat that has been altered shall be removed from play.



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In all divisions, non-wood bat must have a grip of cork, tape, or composition material, and must extend a minimum of 10 inches from the small end. Slippery tape or similar material is prohibited.

**NOTE 1:** The traditional batting donut is not permissible.

**NOTE 2:** The use of pine tar or any other similar adhesive substance is prohibited at all levels of Little League Baseball and Softball. Use of these substances will result in the bat being declared illegal and removed from play.

**NOTE 3:** Non-wood bats may develop dents from time to time. Bats that have cracks or sharp edges, or that cannot pass through the approved Little League bat ring for the appropriate division must be removed from play. The 2¼-inch bat ring must be used for bats labeled 2¼. The 2⅝-inch bat ring must be used for bats labeled for 2⅝.

**NOTE 4:** An illegal bat must be removed. Any bat that has been altered shall be removed from play.

**PENALTY** - See Rule - 6.06(d).



# LAFAYETTE LITTLE LEAGUE

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### EQUIPMENT

The Equipment Officer is an elected Board Member and is responsible for purchasing and distributing equipment to the individual teams. This equipment is checked and tested when it is issued but it is the Manager's responsibility to maintain it. Managers should inspect equipment before each game and each practice.

The Equipment Officer will promptly replace damaged and ill-fitting equipment. Furthermore, kids like to bring their own gear. This equipment can only be used if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book.

At the end of the season, all equipment must be returned to the Equipment Officer. First-Aid kits and Safety Manuals must be turned in with the equipment.

Each team shall have five (5) protective helmets in the dugout – at all times, which must meet NOCSAE specifications and standards. These helmets will be provided by League at the beginning of the season. If players decide to use their own helmets, they must meet NOCSAE specifications and standards.

- Use of a helmet by the batter and all base runners is mandatory.
- Use of a helmet by a player/base coach is mandatory.
- Use of a helmet by an adult base coach is optional.
- Make sure helmets fit.
- All male players must wear athletic supporters.
- Male catchers must wear the metal, fiber or plastic type cup.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games. **NOTE:** Skullcaps are not permitted.
- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
- Bats that are fractured in any way, must be discarded.
- Only Official Little League balls will be used during practices and games.
- Make sure that the equipment issued to you is appropriate for the age and size of the kids on your team. If it is not, get replacements from the Equipment Officer.
- Make sure that players respect the equipment that is issued.
- Pitchers cannot wear multi-colored gloves.
- Replace all questionable equipment **immediately** by notifying the Player Agent or Equipment Officer.





# LAFAYETTE LITTLE LEAGUE

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### WEATHER

Most of our days in the Bay Area are warm and sunny but there are those days when the weather turns bad and creates unsafe weather conditions.

#### **Rain:**

If It begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
2. Determine the direction the storm is moving.
3. Evaluate the playing field as it becomes more and more saturated.
4. Stop practice if the playing conditions become unsafe -- use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

#### **Lightning:**

The average lightning stroke is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second. The average thunderstorm is 6-10 miles wide and moves 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. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead.

On average, the thunder from a lightning stroke can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached to within 3-4 miles!

The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm's leading edge. By the time you feel the wind, the storm can be less than 3 miles away!

#### **If you can HEAR, SEE OR FEEL a THUNDERSTORM:**

1. Suspend all games and practices immediately.
2. Stay away from metal including fencing and bleachers.
3. Do not hold metal bats.
4. Get players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not to continue the game or practice.



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### Hot Weather:

One thing we do get in Northern California is hot weather. Precautions must be taken in order to make sure the players on your team do not *dehydrate*.

1. Suggest players take drinks of water when coming on and going off the field between innings. ***(Drinking fountains are located in all dugouts)***
2. If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout ASAP.
3. If a player should collapse as a result of heat exhaustion, call LPD immediately. Get the player to drink water and use the instant ice bags supplied in your First-Aid Kit to cool him/her down until the emergency medical team arrives.

### Ultra-Violet Ray Exposure:

This kind of exposure increases an athlete's risk of developing a specific type of skin cancer known as *melanoma*.

The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time that they are 18 years old.

Therefore, the League recommends the use of sunscreen with a SPF (sun protection factor) of at least 15 as a means of protection from damaging ultra-violet light.





# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## Air Quality

California has experienced frequent episodes of poor air quality mainly due to wildfires causing pollutants in the air. In consideration of this Lafayette Little League has developed the following policy regarding air quality and athletic participation.

An important and standardized national air quality resource is the National Weather Service's (NWS) Air Quality Forecast System. This system "provides the US with ozone, particulate matter and other pollutant forecasts with enough accuracy and advance notice to take action to prevent or reduce adverse effects." A key component of this forecast system is the NWS Air Quality Index (AQI).<sup>2</sup> The AQI provides real-time monitoring and alerts in response to changing air quality levels. The AQI accounts for five different pollutants, including: 1) ground-level ozone; 2) particle pollution (also known as particulate matter); 3) carbon monoxide; 4) sulfur dioxide; and 5) nitrogen dioxide. Of these, ground-level ozone and particulate matter are the most common and most concerning pollutants for outdoor physical activity. The AQI is a single number, presented on a scale of 0 – 500, where 0 indicated no air quality problems and 500 indicates the most hazardous levels of air pollution

When threatening or dangerous air quality levels are present the AQI increases, and the National Weather Service (NWS) issues a corresponding air quality alert. Those alerts and their corresponding behavioral modification recommendations for particle pollution can be found at <https://www.airnow.gov>.

The Lafayette Little League policy regarding the appropriateness of practice or competition in degrading air quality situations is as follows:

- Attentive monitoring of local AQI and associated air quality alerts at <https://www.airnow.gov>, especially during times of extreme environmental conditions or local wildfires.
- Shortening or canceling outdoor practices and competitions in accordance with AQI guidance.
  - At an AQI of 100 or higher 15 minutes prior to the event closely monitor all athletes for respiratory difficulty, and consider shortening practice if athletes are experiencing respiratory difficulties
  - At an AQI of 150 or higher 15 minutes prior to the event all events will be canceled



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### EVACUATION PLAN

Severe storms, lightning, earthquakes and fire are all possible in Northern California. In an emergency it may be necessary to evacuate. If evacuation is necessary managers and league officials are responsible for directing the ***evacuation plan***.

- Provided it is safe to do so, at that time of emergency managers will direct all players to return to the dugout and wait for their parents to come and get them
- If a player's parent is not attending the game, the manager will take responsibility for evacuating that child.
- Once parents have obtained their children, they will proceed to their cars in a calm and orderly manner.
- Drivers will then proceed slowly and cautiously out of the parking lots, observing the 5 MPH speed limit.
- Once outside the parking lots, drivers will observe the posted speed limits.



# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## Earthquake Safety Tips

There are 7 major fault lines for Northern California. As we know, you do not have to be directly on a fault line to be impacted by seismic activity. We are all used to the tremors, shakes and after-shocks at home, work and school. Recapping A little knowledge and a few precautionary measures can enormously increase chances of surviving an earthquake – or any other type of hazard. Education and preparedness are key.

### **Before any Earthquake Activity:**

Learn how to survive during the ground motion. Most earthquakes are over in seconds so knowing what to do instinctively is very important.

During a practice talk to your players about earthquake safety to: 1) the actions that should be taken by the team when an earthquake occurs, 2) the safe places on a field to go 3) how to gather after the earthquake.

### **During the Earthquake:**

If you are indoors, stay there and move to a safe location in the room such as under a strong desk, a strong table, or along an interior wall. Protect yourself from falling objects and be located near the structural strong points of the room. These should be marked inside all league properties. Avoid taking cover near windows, large mirrors, hanging objects, heavy furniture, heavy appliances or fireplaces. If you are in the snack shack, immediately turn off the stove, fryers and take cover.

If you are on the playing field, immediate move to an open area where falling objects are unlikely to strike you. Move away from places to avoid such as inside the dugouts, buildings, near fences and backstops, power lines and move away from trees.

If you are driving, slow down and stop on the side of the road. Stay in your car and avoid stopping on or under bridges and overpasses, or under power lines, trees or large signs.

### **After the Earthquake:**

Check for injuries; attend to injuries if needed, help ensure the safety of people around you. Check for damage. If you smell or hear a gas leak, get everyone outside and open windows and doors. Report any leak to the fire department. If the building is badly damaged or you **SMELL GAS, LEAVE IT. IF YOU CAN DO IT SAFELY, TURN OFF THE GAS AT THE METER.**



# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## COVID Policy

Lafayette Little League will follow the policies for youth sports participation in regards to coronavirus as set forth by the California Department of Public Health (CDPH) and Contra Costa County. These policies are subject to change based on local and state coronavirus case numbers. We will modify our policy to follow local guidelines.

- Everyone is encouraged to be fully vaccinated and boosted.
- Masking is optional for coaches, athletes, volunteers, and spectators.
- Hand sanitizer will be available at practices and games and coaches will encourage use before and after play as well as during breaks
- Coaches and athletes with COVID symptoms should not attend practice and should consult their physician for evaluation and possible testing before returning to practice
- Return to participation after a COVID infection are based on guidelines from the CDPH and may require clearance by a medical professional prior to participation

To assist in contact tracing, if any of the following apply to you, notify your manager immediately who will then contact the Safety Manager.

- If an athlete/coach tests positive for COVID, they need to follow CDPH/Contra Costa County guidelines for isolation. Currently, this includes isolating for 5 Days after the start of symptoms or positive test. The athlete/coach may return after Day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on Day 5 or later tests negative.
- If an athlete/coach is a close contact to a person who tests positive for COVID-19, they need to follow CDPH/Contra Costa County guidelines for quarantine. Currently, this includes testing within 3-5 days after exposure. Although masks are not required outside, close contacts are encouraged to wear a mask until 10 days after last exposure. If the athlete/coach develops symptoms, they should stay home.



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## STORAGE SHED PROCEDURES

The following applies to all of the storage sheds and further applies to anyone who has been issued keys by the League to use these sheds.

- The League's Vice Field Supervisor only will issue keys to all equipment sheds.
- A record shall be kept of all individuals possessing keys.
- Keys will be returned to the Field Supervisor immediately once someone ceases to have responsibilities for equipment sheds.
- All storage sheds will be kept locked at all times.
- All individuals with keys to the equipment sheds are aware of their responsibility for the orderly and safe storage of heavy machinery, hazardous materials, fertilizers, poisons, tools, etc .
- Before the use of any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in storage sheds shall be properly marked and labeled and stored in its original container if available.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of immediately to prevent accidental poisoning.
- Keep products in their original container with the labels in place.
- Use poison symbols to identify dangerous substances.
- Dispose of outdated products as recommended.
- Use chemicals only in well ventilated areas.
- Wear proper protective clothing, such as gloves or a mask when handling toxic substances



# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## MACHINERY

### **Tractors, mowers and any other heavy machinery will:**

- Be operated by appointed staff only.
- Never be operated under the influence of alcohol or drugs (including medication)
- Not be operated by any person under the age of 16.
- Never be operated in a reckless or careless manner.
- Be stored appropriately when not in use with the brakes in the on position, the blades retracted, the ignition locked and the keys removed.
- Never be operated or ridden in a precarious or dangerous way (i.e. riding on the fenders of a tractor).
- Never left outside the tool sheds or appointed garages if not in use.





# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## GENERAL FACILITY

- All bleachers will have safety rails.
- All dugouts will have bat racks.
- The backstops will always be padded and painted green for the safety of the catcher.
- The dugouts will be clean and free of debris at all times.
- Dugouts and bleachers will be free of protruding nails and wood splinters.
- Hazardous Areas are marked
- Home plate, batter's box, bases and the area around the pitcher's mound will be checked periodically for tripping and stumbling hazards.
- Materials used to mark the field will consist of a non-irritating white pigment (no lime).
- Chain-link fences will be checked regularly for holes, sharp edges, and loose edges and will be repaired or replaced accordingly.
- After all games. Managers will volunteer parents to pick up trash and other materials that could lead to accidents at the field and surrounding areas



# LAFAYETTE LITTLE LEAGUE

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### CHILD ABUSE

*Volunteers* are the greatest resource Little League has in aiding children's development into leaders of tomorrow. But some potential volunteers may be attracted to Little League to be near children for *abusive reasons*. To protect our children, our league performs a national check of all Sex Offender Registries. The Little League Volunteer Application Form use is required for background checks. We complete checks on all managers, coaches, league officials, umpires, elected members and anyone with repetitive contact of players.

#### **Consider this:**

Big Brothers/Big Sisters of America defines **child sexual abuse** as "the exploitation of a child by an older child, teen or adult for the personal gratification of the abusive individual." So abusing a child can take many forms, from touching to non-touching offenses.

Child victims are usually made to feel as if they have brought the abuse upon themselves; they are made to feel guilty. For this reason sexual abuse victims seldom disclose the victimization.

Big Brothers/Big Sisters of America contend that for every child abuse case reported, ten more go unreported. Children need to understand that it is never their fault, and both children and adults need to know what they can do to keep it from happening. Anyone can be an abuser and it could happen anywhere. By educating parents, volunteers and children, you can help reduce the risk it will happen.

Like all safety issues, prevention is the key. Our Little League has a three-step plan for selecting caring, competent and safe volunteers.

**Application:** To include residence information, employment history and three personal references from non-relatives. All potential volunteers must fill out the application that clearly asks for information about prior criminal convictions. The form also points out that all positions are conditional based on the information received back from a background check.

**Interview:** Make all applicants aware of the policy that no known child-sex offender will be given access to children in the Little League Program.

**Reference Checks:** Make sure the information given by the applicant is corroborated by references.

**Sex Offender Registries Checks:** Checks are completed annually on all managers, coaches, league officials, umpires, elected members, and anyone with repetitive contact of players.



## LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



### Child Abuse Fiction and Fact

**"Sex abusers are dirty old men."** Not true. While sex abusers cut across socioeconomic levels, educational levels and race, the average age of a sex offender has been established at 32.

**"Strangers are responsible for most of the sexual abuse."** Not true. 80-85% of all sexual abuse cases in the US are perpetrated by an individual familiar to the victim. Less than 20% of all abusers are strangers.

**"Most sex abusers suffer from some form of serious mental illness or psychosis."** Not true. The actual figure is more like 10%, almost exactly the same as the figure found in the general population of the United States.

**"Most sex abusers are homosexuals."** Not true. Most are heterosexual.

**"Children usually lie about sexual abuse, anyway."** Not true. In fact, children **rarely** lie about being sexually abused. If they say it, don't ignore it.

**"It only happens to girls."** While females do comprise the largest number of sexual abuse victims, it is now believed that the number for male victims is much higher than reported.

### Reporting

In the unfortunate case that child sexual abuse is suspected, you should immediately contact the League's President, or a Board Member if the President is not available, to report the abuse. The League along with district administrators will contact the proper law enforcement agencies.

### Investigation

The League will appoint an individual with significant professional background to receive and act on abuse allegations. These individuals will act in a confidential manner, and serve as the League's liaison with the local law enforcement community. Little League volunteers should not attempt to investigate suspected abuse on their own.

### Suspending/Termination

When an allegation of abuse is made against a Little League volunteer, it is our duty to protect the children from any possible further abuse by keeping the alleged abuser away from children in the program. If the allegations are substantiated, the next step is clear – assuring that the individual will not have any further contact with the children in the League.



# LAFAYETTE LITTLE LEAGUE

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### Immunity from Liability

According to Boys & Girls Clubs of America, "Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be unsubstantiated." However, we want adults and Little Leaguers to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. All states provide **immunity from liability** to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused.

#### *Make Our Position Clear*

**Make adults and kids aware that Little League Baseball and our local League will not tolerate child abuse, in any form.**

#### *The Buddy System*

It is an old maxim, but it is true: There is safety in numbers. Encourage kids to move about in a group of two or more children of similar age, whether an adult is present or not. This includes travel, leaving the field, or using the restroom areas. It is far more difficult to victimize a child if they are not alone.

#### *Access*

Controlling access to areas where children are present -- such as the dugout or restrooms -- protects them from harm by outsiders. It's not easy to control the access of large outdoor facilities, but visitors could be directed to a central point within the facility. Individuals should not be allowed to wander through the area without the knowledge of the Managers, Coaches, Board Directors or any other Volunteer.

#### *Lighting*

Child sexual abuse is more likely to happen in the dark. The lighting of fields, parking lots and any and all indoor facilities where Little League functions are held should be bright enough so that participants can identify individuals as they approach, and observers can recognize abnormal situations.

#### *Toilet Facilities*

Generally speaking, Little Leaguers are capable of using toilet facilities on their own. so there should be no need for an adult to accompany a child into restroom areas. There can sometimes be special circumstances under which a child requires assistance to toilet facilities, for instance with the T-Ball and Challenger divisions but there should still be adequate privacy for that child, Again, we can utilize the "buddy system" here.





# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## Live Scan/Assembly Bill No.506

California passed a new legislative bill, Assembly Bill No.506, that requires a fingerprint-based background check and child abuse and neglect reporting training for individuals who volunteer more than 16 hours a month or 32 hours a year; which, for Little League, includes coaches, managers, board members, umpires, etc.

The bill requires organizations to have policies to ensure that regular volunteers are reporting suspected incidents of child abuse. It also requires the presence of at least two mandated reporters when interacting with children. This law went into effect statewide on January 1, 2022. Fortunately, Little League International has the Child Protection Program that must be followed by all Little League programs and volunteers are already considered mandated reporters due to the SafeSport law enacted in 2018.

The new background check requirement by the state is pursuant to Section 1105.3, which is a California Department of Justice State fingerprint check through Live Scan locations. This background check does not replace the required Little League background check.

### What Volunteers Need to Know:

Volunteers will be required to go through this process for each league and/or other non-profit they volunteer for; therefore, it is strictly prohibited to share the fingerprint background check results with other local Little Leagues or other non-profits.

- The League Safety Officer will provide applicable volunteers with form 8016- Request for Live Scan Services.
  - The league volunteer will bring the completed form to a Live Scan location.
  - The League Safety Officer will receive confirmation of completion and notify volunteer with permission to work with players.
- The fingerprint background check can cost from \$15 to \$70 depending on the Live Scan location.

If you have any questions about the process, please contact the League or District Safety Officer for additional information.



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



### SNACK SHACK SAFETY

- Concessions Manager must be trained in safe food handling/prep and procedures.
- No person under the age of fifteen will be allowed behind the counter in the concession stands.
- People working in the concession stands will be trained in safe food preparation. Training will cover safe use of the equipment.
- Cooking equipment will be inspected periodically and repaired or replaced if need be.
- Propane tanks will be turned off at the grill and at the tank after use.
- Food not purchased by the League to sell in its concession stands will not be cooked, prepared, or sold in the concession stands.
- Cooking grease if used will be stored safely in containers away from open flames.
- Cleaning chemicals must be stored in a locked container.
- A Certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.
- All Snack Bar workers are to be instructed on the use of fire extinguishers.
- All Snack Bar workers will attend a training session in the ***Heimlich maneuver***.
- A fully stocked First Aid Kit will be placed in each Snack Bar.
- The Snack Bar main entrance door will not be locked or blocked while people are inside.



# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## *Volunteers Must Wash Hands*

### HOW



**Wet**

warm water



**Wash**

20 seconds  
Use soap



**Rinse**



**Dry**

Use single-service  
paper towels



**Gloves**

### WHEN

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

***Wash after you:***

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

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

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

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

***Wear gloves***

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

***If you wear gloves:***

- ▶ wash your hands before you put on new gloves

***Change them:***

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

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





# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## ACCIDENT REPORTING PROCEDURE

### WHAT TO REPORT

An incident that causes any player, manager, coach, umpires, or volunteer to receive medical treatment and/or first aid must be reported to the League's Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

### WHEN TO REPORT

All such incidents described above must be reported to the League's Safety Officer within 24 hours of the incident.

The League's Safety Officer, **Michael Kubalik**, can be reached at the following:

**Phone: (650) 520-8611**

**Email: [mkubalik@aol.com](mailto:mkubalik@aol.com)**

The League's Safety Officer's contact information will be posted at all times on the main message board outside the clubhouse.

### HOW TO MAKE A 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.
- ✓ The name and phone number of the person reporting the incident.

### TEAM SAFETY OFFICER'S RESPONSIBILITY

The TSO will fill out the **Incident/Injury Tracking** (copies should be available in manager binder) and submit it to the League's Safety Officer **within 24 hours of the incident**. If the team does not have a safety officer, then the Team Manager will be responsible for filling out the form and turning it into the League's Safety Officer (A sample copy of the form below and the full form can be found in the Appendix F). Accidents occurring outside the team (i.e. spectator injuries, and third-party injuries) should be handled directly by the League's Safety Officer or board member on duty.





## LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



### LEAGUE SAFETY OFFICER'S RESPONSIBILITIES

Within 24 hours of receiving the ***Accident Notification Form***, the League's Safety Officer will contact the injured party or the party's parents and;

- ✓ Verify the information received;
- ✓ Obtain any other information deemed necessary;
- ✓ Check on the status of the injured party; and
- ✓ If the injured party required other medical treatment (i.e. Emergency Room visit, doctor's visit, et.), will advise the parent or guardian of the Little League insurance coverage and the provision for submitting any claims.
- ✓ **PLEASE NOTE:** If an injured ***player*** required other medical treatment (i.e. Emergency Room visit, doctor's visit, etc.), then a written clearance from the player's physician is required prior to being allowed to return to practices or games. The clearance should be provided to both the team manager as well as the League Safety Officer.

If the extent the injuries are more than minor in nature, the League's Safety Officer shall:

- ✓ Periodically call the injured party to check on the status of any injuries, and
- ✓ Check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered "closed" (i.e. no further claims are expected, and/or the individual is participating in the League again).
- ✓ Review and complete where necessary the Incident/Injury Tracking form and route to the appropriate officials.



# LAFAYETTE LITTLE LEAGUE

## 2023 SAFETY PLAN



### For Local League Use Only

#### Activities/Reporting

#### A Safety Awareness Program's Incident/Injury Tracking Report

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Incident Date: \_\_\_\_\_  
Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_  
Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: ☐ Male ☐ Female  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
Parent's Name (If Player): \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
Parents' Address (If Different): \_\_\_\_\_ City: \_\_\_\_\_

#### Incident occurred while participating in:

A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD  
B.) ☐ Challenger ☐ T-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)  
☐ Junior ☐ Senior ☐ Big League  
C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event  
☐ Travel to ☐ Travel from ☐ Other (Describe): \_\_\_\_\_

#### Position/Role of person(s) involved in incident:

D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second  
☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout  
☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: \_\_\_\_\_

Type of injury: \_\_\_\_\_

Was first aid required? ☐ Yes ☐ No If yes, what: \_\_\_\_\_

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: \_\_\_\_\_  
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

#### Type of incident and location:

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

Please give a short description of incident: \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

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

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



# LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



## INSURANCE POLICIES

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball, Incorporated.

Little League (Majors), Minor League and Tee Ball participants shall not participate as a Little League (Majors), Minor League and Tee Ball team in games with other teams of other programs or in tournaments except those authorized by Little League Baseball, Incorporated.

Little League (Majors), Minor League and Tee Ball participants may participate in other programs during the Little League (Majors), Minor League and Tee Ball regular season and tournament provided such participation does not disrupt the Little League (Majors), Minor League and Tee Ball season or tournament team. Unless expressly authorized by the Board of Directors, games played for any purpose other than to establish a League champion or as part of the International Tournament are prohibited. (See IX - Special Games, pg. 15 in the Rule Book for further clarification)

### **LITTLE LEAGUE INSURANCE POLICY IS DESIGNED TO SUPPLEMENT A PARENT'S EXISTING FAMILY POLICY.**

#### **EXPLANATION OF COVERAGE:**

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events. If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. 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 a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.



## LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



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 after the 52-week time limit when:
  - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
  - (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of:
    1. A maximum of \$1,500 or
    2. Reasonable Expenses 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 within 104 weeks after the date the Injury occurs.

No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.

Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

### **A COPY OF THE CLAIM FORMS CAN BE FOUND IN APPENDIX F. FILING A CLAIM**

When filing a claim, (forms available on-line at [www.littleleague.org](http://www.littleleague.org) or from your league safety officer) all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent/guardian or claimant's employer explaining the lack of Group or Employer insurance must accompany a claim form.

On **dental claims**, it will be necessary to fill out a Major Medical Form, as well as a Dental Form; then submit them to the insurance company of the claimant, or parent(s)/guardian(s), if claimant is a minor. "Accident damage to whole, sound, normal teeth as a direct result of an accident" must be stated on the form and bills. 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.

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



## LAFAYETTE LITTLE LEAGUE 2023 SAFETY PLAN



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.

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.

Claims must be filed with the League's Safety Officer. He/she forwards them to

Little League Baseball, Incorporated,  
PO Box 3485,  
Williamsport, PA, 17701.

Accident Claim Contact Numbers: Phone: (570) 327-1674 Fax: (570) 326-9280

The League's Safety Officer will send a copy of the claim to the District 4 Safety Officer:

Liz Berg  
District 4 ADA Safety Officer  
rocketliz@gmail.com 4782  
Mintwood Dr.  
Concord, CA 94521

**CONTACT THE LEAGUE'S SAFETY OFFICER FOR MORE INFORMATION.**

**PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER  
MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL**





**LAFAYETTE LITTLE LEAGUE  
2023 SAFETY PLAN**



**2023 First Aid Training for Coaches:**

**January 25, 2023 @ 7PM  
Lafayette Community Center  
Dr. Michael Kubalik**

**2023 Coaches Fundamentals Training:**

**February 22-23, 2023 @ 7PM  
Buckeye Fields  
Jon Zuber**



# Little League® Volunteer Application – 2021

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

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

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

All RED fields are required.

Name  First  Middle Name or Initial  Last  Date

Address

City  State  Zip

Social Security # (mandatory)

Cell Phone  Business Phone

Home Phone:  E-mail Address:

Date of Birth

Occupation

Employer

Address

Special professional training, skills, hobbies:

Community affiliations (clubs, Service Organizations, etc.):

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

1. Do you have children in the program? ☐ Yes ☐ No  
If yes, list full name and what level?

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

3. Do you have a valid driver's license? ☐ Yes ☐ No  
Driver's License #:  State

4. Have you ever been charged with, convicted of, pled no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? ☐ Yes ☐ No  
If yes, describe each in full:   
(If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.)

5. Have you ever been convicted of or pled no contest or guilty to any crime(s)? ☐ Yes ☐ No  
If yes, describe each in full:   
(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? ☐ Yes ☐ No  
If yes, describe each in full:   
(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and/or listed on the SafeSport Centralized Disciplinary Database or USA Baseball Ineligible List? ☐ Yes ☐ No  
If yes, explain:

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

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

- ☐ League Official ☐ Umpire ☐ Manager ☐ Concession Stand  
☐ Coach ☐ Field Maintenance ☐ Scorekeeper ☐ Other

Please list three references, or 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 STATES BACKGROUND CHECK FOR MORE INFORMATION ON STATE LAWS. VISIT OUR WEBSITE: [littleleague.org/bgcheckstates](http://littleleague.org/bgcheckstates)

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 names 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):

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

☐ JDP (includes review of the SafeSport Centralized Disciplinary and USA Baseball Ineligible List) \*

OR

☐ National Criminal Database check ☐ SafeSport Centralized Disciplinary Database and/or

☐ National Sex Offender Registry ☐ USA Baseball Ineligible List Sex Offender

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

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

## APPENDIX B



### 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.

## APPENDIX C

# 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



## APPENDIX D

## Little League -- Pitching Eligibility Tracking Form

Team \_\_\_\_\_ Division \_\_\_\_\_

Date of Game	Pitches Thrown	Threshold Observed	Pitcher's Name	Uniform #	League Playing Age	Team Manager Initials	Opposing Manager Initials	Scorekeeper Signature	# Days Rest Required	Eligible to Pitch on (Date)
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Pitching eligibility varies by the league age of the pitcher, which is the pitcher's age as of 4/30 of current year for players born 2005 or before, and 8/31 for players born 2006 or later. The pitching regulation is Regulation VI (see the current rule book for details).

(Rev. 10/17)



## APPENDIX E

### For Local League Use Only

#### Activities/Reporting

#### A Safety Awareness Program's Incident/Injury Tracking Report

League Name: \_\_\_\_\_ League ID: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Incident Date: \_\_\_\_\_

Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: ☐ Male ☐ Female

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: (    ) \_\_\_\_\_

Parent's Name (If Player): \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Parents' Address (If Different): \_\_\_\_\_ City \_\_\_\_\_

#### Incident occurred while participating in:

- A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD
- B.) ☐ Challenger ☐ T-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)
- ☐ Junior ☐ Senior ☐ Big League
- C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
- ☐ Travel to ☐ Travel from ☐ Other (Describe): \_\_\_\_\_

#### Position/Role of person(s) involved in incident:

- D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second
- ☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout
- ☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: \_\_\_\_\_

Type of injury: \_\_\_\_\_

Was first aid required? ☐ Yes ☐ No If yes, what: \_\_\_\_\_

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: \_\_\_\_\_  
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

#### Type of incident and location:

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

Please give a short description of incident: \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

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

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

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

## APPENDIX F



### LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

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

#### Accident & Health (U.S.)

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

League Name		League I.D.	
Name of Injured Person/Claimant		SSN	Age
Date of Birth (MM/DD/YY)		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	(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



## APPENDIX F

### For Residents of California:

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

### For Residents of New York:

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

### For Residents of Pennsylvania:

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

### For Residents of All Other States:

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

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

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

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

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

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

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

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

Date	League Official Signature
------	---------------------------

# APPENDIX F

## General Liability Claim Form

Send Completed form to:  
 Little League Baseball and Softball  
 539 US Route 15 Hwy  
 P.O. Box 3485  
 Williamsport, Pennsylvania 17701-0485  
 (570) 326-1921 Fax (570) 326-2951

Telephone immediate notice to Little League® International		CN		(LEXINGTON USE ONLY)	
Insured	Name of League		League I.D. Number (Used as location code)		
	Name of League Official (please print)		Position in League		
	Address of League Official (Street, City, State, Zip)		Phone No. (Res.)		
			Phone No. (Bus.)		
Time and Place of Accident	Date of Accident	Hour	<input type="checkbox"/> AM <input type="checkbox"/> PM	Accident occurred at (Street, City, State, Zip)	
	Arising out of Operations conducted at				
	Was Police Report made? If yes, where? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Description of Accident	State cause and describe facts surrounding accident (Use reverse side if needed)				
Who owns Premises			Person in charge of Premises		
Coverage Data	Limits	Med. Pay: None	Elevator:	Products:	Cont:
	BI/PD:		Yes	Yes	Yes
	Policy Number		Policy Dates: Begin: End:		
Is there any other insurance applicable to this risk? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Property Damage	Name of Owner		Description of Property		
	Address (Street, City, State, Zip)		Name of Insurance Co.		
			Nature and Extent of Damages and Estimate of Repair		
Insured Person and Injuries	Name		Phone No. (Res)		
	Address (Street, City, State, Zip)		Occupation	Age	<input type="checkbox"/> Married <input type="checkbox"/> Single
			Phone No. (Bus)		
	Employers Name and Address				
Did you provide or authorize medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No		Attending Doctor's Name and Address			
Description of Injury					
Where was the injured taken after accident?			Probable length of Disability		
Witnesses:	Name, Address, Phone Number				
	Name, Address, Phone Number				
	Name, Address, Phone Number				
Date of Report:	Signature of League Official:		Position in League		

USE REVERSE SIDE FOR DIAGRAM AND ANY OTHER INFORMATION OF IMPORTANCE IN REPORTING THE ACCIDENT





## APPENDIX F

It is suggested this memo should be reproduced on your league's letterhead over the signature of your president or safety officer and distributed to the parents of all participants at registration time.

**WARNING:** Protective equipment cannot prevent all injuries a player might receive while participating in Baseball / Softball.

### WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by an employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area. A \$50 deductible applies for all claims, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. 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 a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial 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 International, 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 after the 52-week time limit when:
  - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
  - (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses 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 within 104 weeks after the date the Injury occurs.

No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.

Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in providing a better understanding of the operation of the Little League insurance program.



## **APPENDIX F**

CLINICS CAN BE COVERED BUT FIRST MUST BE APPROVED BY LITTLE LEAGUE INTERNATIONAL in Williamsport, PA. The written details that you need to provide to our office for review are:

**Who is conducting the clinic?:**

**What type of clinic are you conducting?:**

**Where will the clinic be held?:**

**Who will be attending the clinic?:**

**When is the clinic?:**

**Is there a fee and if so, how much and for what will it be used?**

**Is the clinic board approved?:**

**Are the coaches and managers assisting at the clinic board approved and background checks completed for the current season:**

**Is the clinic run outside the league or district and open to the general public?:**

- ✓ ALL INSURANCE MUST BE PAID IN FULL.
- ✓ THERE IS NO COVERAGE FOR ANYONE WHO IS HIRED OR PAID FOR SERVICE.
- ✓ THERE IS NO COVERAGE FOR LEAGUE RUN BASEBALL CAMPS.
- ✓ THERE IS NO COVERAGE FOR DAMAGE TO PROPERTY OWNED, RENTED, LEASED BY OR IN CHARGE OF THE INSURED.
- ✓ WE WILL NOT CONSIDER ANY CLINICS AS FUND RAISERS.