



***LAGUNA HILLS
LITTLE LEAGUE
SAFETY MANUAL
2024***



League ID: 405-55-02

POLICY STATEMENT

Laguna Hills Little League is a non-profit organization run by volunteers whose mission is to instill in the youth of the community, positive self-esteem, good sportsmanship, and a competitive spirit through the game of baseball under the guidelines of the Little League Baseball, Incorporated.

Table of Contents

	Page Number
▶ League Safety Contacts and Emergency Phone Numbers	5
● 1 Introduction/Overview	6
● 1.1 Safety Philosophy	6
● 1.2 Purpose of the Safety Plan	6
● 1.3 LHLL Board of Directors Contacts	7
● LHLL Safety Code	8
▶ Distribution of Safety Manual, First Aid Kits and Equipment	11
▶ 2 Responsibilities	12
● 2.1 Safety Officer	12
● 2.2 Team Managers	13
● 2.3 Team Safety Officer	14
● 2.4 Umpire	15
● 2.5 LHLL Code of Conduct	16
● 3 Education/Training	17
● 3.1 Mandatory LHLL Training Schedule	17
● 3.2 Umpires and Youth Umpires	17
● 3.3 Covid 19 Guidance	17
● 4 Player/Child Safety	18
● 4.1 Volunteer Applications	18

● 4.1.1 Background Check	18
● 4.2 Child Abuse Awareness and Prevention	19
● 4.3 Drinking/Hydration Guidelines	20
● 4.4 Weather Safety	20
● 5 First Aid Kits	22
● 6 First Aid Procedures	23
● 6.1 Emergency – Administering First Aid	23
● 6.2 Communicable Diseases	24
● 6.3 Concussion, Sudden Cardiac Arrest and Opioid Addition Prevention Protocols	24
● 7 Accident Reporting Procedures	25
● 8 LHLL Fields and Facilities	26
● 8.1 Playing Fields	26
● 8.1.1 Playing Field Maintenance and Setup	26
● 8.2 Storage Sheds	27
● 8.3 Batting Cages	27
● 8.4 Other Areas of the Complex	28
● 8.5 Field and Game Safety Checklist	28
● 9 Snack Shack – LHLL Concession Stand	29

● 10	Equipment	31
● 10.1	Baseball Equipment	31
● 10.2	Machinery and Associated Tools	31
● 11	Compliance and Enforcement	32
● 11.1	Enforcement of All Little League Rules and LHLL Rules	32

APPENDIX/FORMS

- **Managers Code of Conduct** **FORM 1**
- **Parent Code of Conduct** **FORM 2**
- **Little League Volunteer Application** **FORM 3**
- **Little League Baseball Medical Release** **FORM 4**
- **What Parents Should Know About Little League Insurance** **FORM 5**
- **Accident Notification Form (To Be Completed By Parents)** **FORM 6**
- **Little League Claim Form Instructions** **FORM 7**
- **Little League Incident/Injury Tracking Form** **FORM 8**
- **Field and Game Safety Checklist** **FORM 9**



LEAGUE SAFETY CONTACTS AND EMERGENCY PHONE NUMBERS

Laguna Hills Little League
 24881 Alicia Parkway, Ste. 163
 Laguna Hills, CA 92653

Jim Shott	President / Scheduler	9499229639	james.shott.d9ng@statefarm.com
Jeff Fliegler	Vice President Treasurer	9499816741	jeff@thepointsolutions.com
Steve Lineberger	Treasurer	9493717693	steve1119@gmail.com
Wendy Wilcox	Secretary	9499101165	wwilcox@emortgagecapital.com
Matthew Montevideo	Player Agent	9496773354	vidmonty@gmail.com
Dan Mandel	Fundraising / CIO	9496893769	mandeld@yahoo.com
Jessica Orduno	Events	7142705327	jessorman@yahoo.com
Joe Dietz	Divisions Commissioner	9495053283	joe.dietz@gmail.com
Chris Healey	Safety Officer	8315965690	cdhealey12@gmail.com
Alex Mihai	Fields Manager	9492785360	amihai914@yahoo.com
Kerry Sipkovich	Marketing / PR	9494622856	kerry_banking@hotmail.co.uk
Marla Martinez	Yearbook / Picture Day	9498132159	marla-martinez@hotmail.com
Kacee Lehman	Snack Shack	7143230380	kaceelahna@gmail.com
Christine Egge	Uniforms	9494668213	christineegge@gmail.com
Brett Fitzpatrick	Coaching Coordinator	8029221607	bfitzy22@gmail.com
Saia Makakaufaki	Equipment Manager	9492784645	saiamakajr@gmail.com
Andrew Roundy	Umpire-in-Chief	8019164671	andrew.roundy@gmail.com
Justin Frady	Member-at-Large	9492460605	fradyfam@gmail.com
Tara Gonzales	Member-at-Large	6192006467	go2tara@gmail.com

District 55 Contact Information

Administrator, Chris Watkins	da@district55.org	(951) 283-4587
Safety Officer, Jennifer Little	safetyofficer@district55.org	(949) 933-6264

Williamsport Insurance Claims Office (570) 327-1674

City of Laguna Hills Contact Information

City Field Manager – Todd Smyser	(949) 707-2690
LH Field "Mudline"	(949) 707-2689

Emergency Services Contact Information

Emergency	911
Poison Control	(800) 222-1222
Saddleback Hospital (Laguna Hills)	(949) 837-4500
Mission Hospital (Mission Viejo)	(949) 364-1400
Ambulance Service (Doctor's)	(949) 951-6600
OC Sheriff's Department or	(949) 770-6011
OC Sheriff (Non-Emergency/Dispatch)	(714) 647-7000
OC Fire Authority Phone (Non-Emergency)	(714) 573-6000
• Station 19 – 23022 El Toro Road, Lake Forest	(714) 573-6200
• Station 22 – 24001 Paseo de Valencia, Laguna Woods	(949) 770-6016

1. INTRODUCTION/OVERVIEW

1.1 Safety Philosophy

Laguna Hills Little League (LHLL) has prepared the LHLL Safety Manual, describing the LHLL Safety Plan, with the goal of providing a safe environment for players, managers, coaches, and other volunteers, umpires, and spectators. A portion of the League's yearly budget will be allocated to the purchase of items necessary to properly support the Safety Plan. As a critical component of the LHLL Safety Plan, LHLL has adopted a Safety Code (see pages 8 -11), which will be distributed to each adult volunteer and player as part of LHLL's safety training, and posted on LHLL's website along with a complete copy of the LHLL Safety Manual. The LHLL Safety Code will be amended and augmented, from time to time, to reflect best practices.

1.2 Purpose of the Plan

The LHLL Safety Manual is the primary vehicle for documentation and communication of safety-related information to all those who must be aware of the rules and requirements needed to establish and maintain a safe environment. By clearly communicating these requirements to key people and those affiliated with the League, we are laying the groundwork to fully support our goal of providing a "safe environment." The Safety Manual is meant to be a working document, which can be used as a continual reference to ensure safe practices are in place.

LHLL will distribute a paper copy of the applicable safety manual to all appropriate and applicable volunteers and to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. and we will keep copies in common areas for all volunteers. The Safety Manual will also be posted on the Internet at www.LHLL.org.

The LHLL Safety Officer is on file with Little League International. For 2024, the LHLL Safety Officer is Chris Healey.

LHLL player registration data and/or player roster data and coach and manager data will be submitted via the Little League Data Center at www.LittleLeague.org/datacenter.

The LHLL safety plan is reviewed by the District 55 District Safety Officer.

1.3 Board of Directors

The LHLL Board of Directors is, as follows:

LAGUNA HILLS LITTLE LEAGUE BOARD OF DIRECTORS 2023-2024

Jim Shott	President / Scheduler	9499229639	james.shott.d9ng@statefarm.com
Jeff Fliegler	Vice President Treasurer	9499816741	jeff@thepointsolutions.com
Steve Lineberger	Treasurer	9493717693	steve1119@gmail.com
Wendy Wilcox	Secretary	9499101165	wwilcox@emortgagecapital.com
Matthew Montevideo	Player Agent	9496773354	vidmonty@gmail.com
Dan Mandel	Fundraising / CIO	9496893769	mandeld@yahoo.com
Jessica Orduño	Events	7142705327	jessorman@yahoo.com
Joe Dietz	Divisions Commissioner	9495053283	joe.dietz@gmail.com
Chris Healey	Safety Officer	8315965690	cdhealey12@gmail.com
Alex Mihai	Fields Manager	9492785360	amihai914@yahoo.com
Kerry Sipkovich	Marketing / PR	9494622856	kerry_banking@hotmail.co.uk
Marla Martinez	Yearbook / Picture Day	9498132159	marla-martinez@hotmail.com
Kacee Lehman	Snack Shack	7143230380	kaceelahna@gmail.com
Christine Egge	Uniforms	9494668213	christineegge@gmail.com
Brett Fitzpatrick	Coaching Coordinator	8029221607	bfitzy22@gmail.com
Saia Makakaufaki	Equipment Manager	9492784645	saiamakajr@gmail.com
Andrew Roundy	Umpire-in-Chief	8019164671	andrew.roundy@gmail.com
Justin Frady	Member-at-Large	9492460605	fradyfam@gmail.com
Tara Gonzales	Member-at-Large	6192006467	go2tara@gmail.com

The LHLL Board of Directors are posted on the LHLL website at www.LHLL.org, including a description of the responsibilities for each role.

SAFETY IS EVERYONE'S RESPONSIBILITY

LHLL SAFETY CODE

The Board of Directors of Laguna Hills Little League (“LHLL”) has mandated the following **Safety Code**. All managers and coaches will read this **Safety Code** and then read it to the players on their team. This Safety Code will be distributed electronically and is also posted on the LHLL website (www.LHLL.org). Signatures are required in the spaces provided below acknowledging that the manager, coach, and parents understand and agree to comply with the **Safety Code**. Additional training will be held for managers, coaches, and safety representatives.

Mail the signature sheet in the enclosed envelope to:

Laguna Hills Little League
24881 Alicia Parkway, Ste 163
Laguna Hills CA 92653
ATTN: Safety Officer

1. Responsibility for safety procedures belongs to every adult member of LHLL.
2. Each player, manager, designated coach, and umpire shall use proper reasoning and care to prevent injury to himself/herself and/or to others.
3. Arrangement should be made in advance of all games and practices for emergency medical services. **Managers must have medical release forms available at all times.**
4. **Managers and designated coaches shall seek to achieve training in First Aid and basic understanding of how to locate and operate an AED (located in LHCC Field Storage Shed and Cabot Snack Shack).**
5. **First-aid kits are issued to each team manager during the pre-season and the manager will keep supplies current.** Additional supplies can be obtained from the Safety Officer.
6. No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate. **(Mud line number is 949-707-2689).**
7. Play area will be inspected before games and practices by the Manager or designated Safety person for each team for holes, damage, stones, glass, snakes and other foreign objects.
8. Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as in play. This includes practices and warm-up periods.
9. Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
10. Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team’s manager and designated coaches.
11. During warm up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
12. All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endangering, spectators (i.e., playing catch, pepper, swinging bats etc.)

13. Equipment should be inspected regularly for the condition of the equipment as well as for proper fit. Notify equipment manager if equipment is missing, broken or worn out.
14. Batters must wear helmets that meet National Operating Committee on Standards for Athletic Equipment (NOCSAE) specifications and bear the NOCSAE stamp during batting practice and games. **No stickers, labels, tape, or cracks in or on the helmet allowed at any time. NO EXCEPTIONS.**
15. Except when a runner is returning to a base, headfirst slides are not permitted for Majors and below.
16. **During sliding practice, bases should not be strapped down or anchored. Practice of sliding should be done in the outfield so as not to injure or cause an injury to any player learning how to slide in the correct manner.**
17. At no time should “horse play” be permitted on the playing field.
18. Parents of players who wear glasses should be encouraged to provide “safety glasses” for their children.
19. **On deck batters are not permitted for Majors and below. Bats shall not be picked up except by the batter when leaving the dugout to approach the plate for Majors and below.**
20. Once a ball has become discolored, it will be discarded.
21. **ALL PLAYERS shall wear athletic supporters or cups during games and practices.**
22. Female catchers must wear long or short model chest protectors.
23. 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.
24. **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.**
25. Shoes with metal spikes or cleats are not permitted in Majors or below. Shoes with molded cleats are permissible.
26. 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.)
27. 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.
28. 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.
29. **Managers will never leave an unattended child at a practice or game.**
30. No children under the age of 16 are permitted to work in the Snack Shack without Parental Consent and approval by the Board of Directors or the Snack Shack Coordinator appointed by the Board.
31. Never hesitate to report any present or potential safety hazard to the LHLL Safety Officer immediately.
32. A cellular phone must be available at all games and practices.

33. **No alcohol or drugs allowed on the premises at any time.**
34. **No medication will be taken at the facility unless administered directly by the child's parent.** This includes aspirin and Tylenol.
35. No playing in the parking lots at any time.
36. No smoking within thirty feet of the dugouts and concession stands.
37. **No chewing tobacco allowed** in any parking lot, field, or common areas within LHLL fields complexes.
38. **No swinging bats or throwing baseballs at any time within the walkways and common areas of the LHLL fields complexes.**
39. No throwing rocks or climbing fences.
40. No swinging, running or playing on dugout roofs.
41. Observe all posted signs, including Speed Limit signs posted on roadways and parking lots adjacent to fields
42. Players and spectators should be alert at all times for foul balls and errant throws.
43. 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.
44. Bicycle helmets must be worn at all times when riding bicycles on the premises as well as to and from the premises. Violations of this rule should be noted and parents should be informed in a proper manner as to the requirements.
45. Use crosswalks when crossing roadways. Always be alert for traffic.
46. No one is allowed in or on the LHLL field complexes, including without limitation the Snack Shack, with open wounds at any time. Wounds should be treated and properly bandaged.
47. There is no running allowed in the bleachers.
48. Procedure should be established for retrieving foul balls batted out of the playing area.
49. Have one coach or manager in dugout at all times, when any players are in the dugout.
50. Volunteers must fill out and submit the current Little League Volunteer Application Form.
51. Managers and coaches are not allowed to catch pitchers (Rule 3.09); this includes standing at the backstop during practices acting as an informal catcher for batting practice.
52. All white bats are prohibited.
53. A portion of the LHLL budget shall be allocated for safety resources.
54. The LHLL President or LHLL Player Agent will submit league player registration data or player roster data and coach and manager data to the Little League data center. This will be the responsibility of the LHLL President and will be collected from the LHLL website registration system and submitted no later than two weeks after the last draft.

Any questions or inquiries regarding this Safety Code should be addressed to the LHLL Safety Officer as stated under section 1.3 of this Safety Plan.

DISTRIBUTION OF SAFETY MANUAL, FIRST AID KITS AND EQUIPMENT

A copy of the LHLL Safety Manual will be distributed to each LHLL Manager. Additionally, the Safety Manual will be posted on the LHLL web site and copies will be posted at the Snack Shack at Cabot Park and in each storage bin at each field, for ready reference.

The Safety Manual will include, among other things, emergency phone numbers and contact information for all Board Members, the LHLL Code of Conduct, and forms for reporting injuries.

Each team will be issued a Safety Manual, First Aid Kit, completed player Medical Release forms and player/parent Contact Forms, and team baseball equipment, at the beginning of the season. Each team's manager will acknowledge receipt, in writing.

Throughout the season, including any playoffs or post-season team activity, the Manager shall ensure that the team's First Aid Kit is fully stocked (and promptly re-stocked, as needed), and is present at all practices, batting cage practices, games, and other team activities, together with a copy of all medical releases for players, player/parent contact information, LHLL contact information, emergency contact information, and a copy of the LHLL Safety Manual.

In addition to the First Aid kits distributed to each team's manager, First Aid kits will also be stored at each field's storage shed. Additionally, when it is open, the Snack Shack at Cabot Park will have a First Aid Kit, and extra ice packs available, and will also have a copy of the LHLL Safety Manual.

A chemical ice pack will be issued to each team at the beginning of the season. Others are available at the Snack Shack or at each field's storage bins. Managers shall obtain from the Player Agent the combination codes for the locks on the storage sheds for fields that they play and practice on.

After using any First Aid supplies or safety equipment, the Manager must (a) provide an immediate written report of the incident to the Safety Officer (as soon as possible, but within 48 hours maximum) (initial reporting can be by email), (b) promptly complete and submit proper forms to the Safety Officer, and (c) provide a written list of supplies and/or equipment used. It is the manager's responsibility to replace used items by contacting the Safety Officer.

2. RESPONSIBILITIES

2.1. Safety Officer: The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to Little League International through the ASAP system. Also coordinates the processing of volunteer applications and background checks.

The main responsibility of the LHLL Safety Officer is to develop and implement the League's Safety Program. It is his or her energy and passion that will determine the ultimate success of the Program. Their ability to organize the Program and effectively communicate its policies and regulations will be the drivers for success. The LHLL Safety Officer is the link with regard to safety matters between the Board of Directors and the managers, coaches, umpires, players, parents, spectators and any other third party on the complex. In this role, he/she must create awareness through education and timely dissemination of information regarding the opportunities that exist to make a safer environment for children and all participants of the League.

The LHLL Safety Officer's responsibilities include:

- Coordinate all the League's safety activities.
- Keep the President and Board informed of all safety-related situations including "near issues" and accident prevention activities.
- Oversee the development and distribution of the Safety Plan.
- Coordinate the safety activities of the team managers (e.g., compliance, reporting, etc.)
- Ensure each team receives a fully stocked First-Aid Kit and a fully stocked First-Aid Kit is placed in the concession stand.
- Keep the First-Aid log. This log will list the place and types of accidents and injuries that are occurring, to whom, in which divisions (Senior, Junior, Majors, etc.) and at what times and under whose supervision.
- Analyze, correlate and summarize the data from the First-Aid log to determine the most effective method of future accident prevention.
- Schedule pre-season Skills, First-Aid, and CPR training for all Managers and Coaches.
- Act immediately to resolve unsafe conditions once a situation has been brought to his/her attention.
- Ensure that all accident reporting is done in a timely and correct manner.
- Coordinate the completion and submission of the Little League® Annual Facilities Survey.
- Coordinate inspection procedures, which will include regular inspections and spot checks to assure compliance to the Safety Plan.
- Set up an electronic mailbox which is published on the League's website through which anyone can quickly communicate safety-related information to the Safety Officer.

- Collect all Volunteer Application Form and perform background checks for sex abuse.
- See that the ASAP Newsletter is distributed to the parents within in the league and posted on League website.

2.2 Team Managers: The Manager is the person appointed by the President and approved by the Board to be responsible for the team’s actions on the field and to represent his or her team in communications with the umpire and opposing team. The Manager is responsible for the safety of his/her players and for the actions of his/her designated Coaches.

The Manager will always be responsible for the team’s conduct, observance of official baseball and local rules, deference to umpires and most importantly, unwavering adherence to the rules and principles set forth in the LHLL Safety Plan. He/she must make “safety” their number one priority and become the positive role model that the team can emulate. Because of the critical nature of the Manager’s role in the Safety Program, it is important to clearly state the safety-related responsibilities, which the Manager will be required to perform. They are as follows:

Pre-Season, Practice and Games

- Take possession of this Safety Manual as supplied by LHLL.
- Read and understand the Safety Manual and have it at all practices and games.
- Attend mandatory training session on First-Aid/CPR coordinated by LHLL.
- Attend mandatory fundamental skills training coordinated by LHLL.
- Have completed Medical Release Forms for all players at all practices and games. Managers should review these Forms to know any health concerns of players (ie. asthma, epilepsy, diabetic, allergies, etc.). Forms are in the Manager packets and are available on the LHLL web site.
- Have a fully stocked First-Aid Kit at all practices and games.
- Adopt and emphasize a team philosophy of “Safety First”.
- Stress the importance of paying attention to “no horse-playing allowed”.
- Teach the players the proper fundamentals to ensure safe play.
- Teach the players how to slide and how to protect themselves at the plate.
- Cover the basics of safe play before the first practice with an emphasis on prevention as the best method to approach safety.
- Return a signed copy of the LHLL Managers Code of Conduct to the LHLL Safety Officer before the first game. (See **FORM 1**)
- Discuss safety issues at the initial team meeting with players and parents.
- Make sure all equipment is in first-rate working order and meets Little League

specifications.

- Make sure telephone access is available at all practices and games.
- Follow guidelines in Communicable Disease Procedures when bleeding is present (See **Section 6**, First Aid Procedures)
- Review and be prepared to follow the Emergency Safety Guidelines (See **Section 6**, First Aid Procedures) when at practice and games.
- Encourage players to bring sufficient water to practices and games.
- Make sure that players returning from an injury have a medical release signed by their doctor or they cannot play.
- Make sure that all male players are properly equipped and are wearing cups.
- Notify parents if their child has been injured no matter how small or insignificant the injury may be.
- Do not leave the field until all team members have been picked up by a known family member or designated driver.
- Prior to allowing players on the field for practice or a game, thoroughly inspect the field for potential dangers (e.g., holes, rocks, glass, damage to screens and fences, slippery areas, etc.)
- Make sure each practice has two (2) Coaches or a Coach and team parent in case of an emergency.
- Make sure warm-up routines have been completed by all players before practices and games.
- Ensure that only fully equipped catchers, warm-up pitchers at practices and games (exception A-Ball). Managers and coaches are never permitted to warm up pitchers.

During the game, the Manager will:

- Be organized and maintain discipline at all times.
- Keep players alert, even those on the bench.
- Make sure all equipment is inside the dugout.
- Do not allow any food other than sunflower seeds and drinks in the dugout.
- Observe the “no on-deck” rule for batters in Majors and below
- Get players to drink often so they do not dehydrate.
- Keep players off fences.
- Do not play players that are ill or injured.
- Attend to children that become injured.

- Do not lose focus by engaging in excessive conversation with parents or spectators.
- After the game, the Manager should report any injuries to the LHLL Safety Officer and file an Injury and Tracking Report using the guidelines in the Reporting Section (**Section 7**).
- Return the field to its pre-game condition per LHLL policy.

Because of the key role of the Manager in the Safety Program and in providing a positive Little League® experience for players and families, they must adhere to the following standards and expectations:

- Managers Code of Conduct (see **FORM 1**)

In order to meet these standards, the Manager must not only know baseball and the Little League® and LHLL local rules, but also display excellent character and leadership qualities.

2.3 Team Safety Officer: LHLL encourages each Manager to select/appoint a Team Safety Officer, who must be a volunteer who has submitted a Volunteer Application and passed a background check pursuant to LHLL procedures and Little League requirements. The Manager shall be responsible for notifying the LHLL Board, LHLL Safety Officer and team parents of name and contact information for the Team Safety Officer. Along with the LHLL-approved Manager and LHLL-approved team coaches, the Team Safety Officer may be the leader in Safety enforcement for the team and ensure that all Safety aspects of the game are followed through.

2.4 Umpire: The Umpire Guidelines that will be used to maintain a safe game environment are as follows:

2.4.1 Before the Game—Meet at Home Plate

- Discuss the pitching rules.
- Clarify calling the game due to weather or darkness.
- Inspect playing field for unsafe conditions (holes, rocks, glass, etc.).
- Make sure catchers are wearing full equipment when warming up pitchers.
- Discuss no headfirst slides (except when returning to base)
- Be sure players are not wearing any jewelry. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible)
- On-deck circle are not permitted in Majors and below
- Metal cleats are not permitted in Majors and below
- Inspect equipment for damage and to meet regulations (helmets, bats, etc.).

2.4.2 During the Game—Umpires and Coaches

- Make sure catchers are wearing the proper safety equipment.
- Continually monitor the field for safety and playability.

- Pitchers warming up in foul territory must have a spotter and catcher with full equipment.
- Encourage everyone to think “Safety First!”
- Enforce rule no spectators on the field.
- Check baseballs for discoloration and nicks and remove from play if it exhibits these traits.
- Make sure players and spectators keep their fingers out of fencing.
- Make sure players and coaches remain in the dugout.
- Umpires should not engage with any spectator during the game, unless it is required for reasons of safety in the judgment of the umpire.

2.4.3 After the Game

- Check with the Manager of both teams regarding safety situations.
- Report any unsafe situations to the Safety Officer by phone or by e-mail.
- Umpire should not engage in discussion with any parent or fan after the game regarding any aspect of the game and how it was called.

2.5 LHLL Code of Conduct: In addition to the Managers Code of Conduct (see **FORM 1**), the LHLL Board of Directors has mandated a Parent Code of Conduct (see **FORM 2**). Moreover, to instill good sportsmanship and to ensure proper role modeling of good citizenship, the following LHLL Code of Conduct has been established.

Laguna Hills Little League has a “Zero Tolerance” policy regarding inappropriate behavior, including without limitation unsportsmanlike conduct towards umpires or opponents, by managers, coaches, other volunteers, players and spectators. This policy will encompass all interaction one may have during the course of the pre-season, regular season and post-season. This interaction includes but is not limited to the following: games, practices, field day, opening day, tournament of champions (TOC), all-stars and any other League sponsored events. Far too often, many of us forget the real reasons for being involved in Little League with our sons, daughters, nieces, and nephews in the first place. In the BOD’s opinion, these reasons are embodied in the Little League motto that is recited by our players before each and every game. We must promote fair play, good sportsmanship and teach our children how to play the game while having fun at competing. It is our responsibility to teach them that there is more to this game than winning / losing and the final score. We, the BOD, take this responsibility seriously. With that said, the following statements will represent our position and more importantly constitute our “Zero Tolerance” policy from this point forward.

Our umpires are unpaid volunteers, who genuinely do the best they can to ensure our children’s safety while upholding the spirit of the governing rules that guide Little League Baseball. We cannot and will not tolerate comments or constant complaining about umpire’s calls. These comments jeopardize our ability to attract, recruit and retain these volunteers, without whom the games could not be played. In instances where parents, spectators or coaches cannot control their comments or behavior, they will be forced to leave the game area and (in extreme situations) may lose the privilege of watching/attending future games.

In all instances where discipline is required, the umpires are empowered to make the initial decision, and are the governing authority to act on behalf of the BOD implementing the policy herein. In extreme situations/cases, the BOD will have the final say relating to long term expulsions/suspensions from involvement with the League.

We also would like to remind and underscore that umpire / crowd abuse is not the only purpose for a Zero Tolerance policy. There is concern for a growing number of adults associated with the League who model behaviors inconsistent with the philosophy of Little League Baseball. Zero Tolerance is not targeted at just parents and coaches, but everyone involved with the league. This list includes all board members, coaches, players, parents, grandparents, extended family, friends and spectators.

Please help uphold the espoused values of Little League Baseball of character, courage and loyalty by showing good judgment and mutual respect towards others when taking in a game at one of the LHLL fields or while involved in any other Little League activity. Be an outstanding example for the children in our community, and always remember that Little League's mission is to develop superior citizens rather than superior athletes.

3. EDUCATION / TRAINING

LHLL believes that proper skills and safety training will have a major positive influence on the goals of the Safety Plan, fostering a safe environment conducive to fun and development of LHLL's players. The following groups must attend LHLL training.

3.1 Managers, Coaches, Team Parents and Volunteers: All managers must attend the LHLL manager orientation and safety meeting (January 31st, 2024) to receive orientation and local rules information and first aid training. All managers and coaches will be provided access to coaching resources for Skills training provided via Big Al Baseball. All managers, coaches, team parents and volunteers shall complete the online volunteer form and LL-approved background check.

All managers will attend a Rules Clinic prior to the regular season. Available 2024 trainings are as follows:

District 55 Rules Clinic will be held February 6th, 2024 and February 8th, 2024.

3.2 Umpires and Youth Umpires: All Umpires will attend a Rules Clinic and Mechanics Clinic prior or during the regular season. Available 2024 trainings are as follows:

District 55 Umpire Clinic will be held February 4th, 2024.

LHLL encourages Youth Umpires. It benefits the LHLL not only to train these umpires in umpiring fundamentals but also to make them part of the Safety Program. Youth Umpires will be educated about the LHLL Safety Plan during their basic pre-season training sessions. The goal is to use the knowledge and presence of the Youth Umpires to ensure that the environment during games remains safe for the players, coaches, and spectators.

3.3 Covid 19 Guidance

OC Health Officer's Orders & Recommendations (August 25, 2023)

County of Orange Health Officer's Orders and Strong Recommendations [Read More](#)

Or go to:

<https://ocovid19.ochealthinfo.com/article/oc-health-officers-orders-recommendations>

CA Guidance on Isolation & Quarantine for COVID-19 (August 29, 2023)

CDPH Guidance on Isolation and Quarantine for COVID-19 Contact Tracing [Read More](#)

Or go to:<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

4. PLAYER/CHILD SAFETY

The first priority of LHLL is the safety of each player, including the personal safety of each child. As with all safety issues, awareness and preventive measures are the key. Compliance, alertness and enforcement by all LHLL parents is critical.

4.1 Volunteer Applications: LHLL is a non-profit organization organized and run by volunteers. Volunteers are LHLL's greatest resource. LHLL follows strict guidelines for selecting caring, competent, and safe volunteers, pursuant to rules and requirements of Little League International.

All volunteers must fill out and submit a Little League Volunteer Application Form (see Little League Volunteer Application – 2024) (**see Appendix FORM 3**) and pass a multi-state background check pursuant to LHLL procedures and Little League requirements. All positions are conditional based on the information received back from a background check through Little League's preferred vendor, **JDP**, which conducts background searches by pulling nationwide data from law enforcement data systems.

4.1.1 Background Check: The Volunteer Application must be completed in full, including social security number. The Volunteer Application requires disclosure of prior criminal convictions and pending criminal matters. The information from the Volunteer Application is submitted to JDP, which completes a confidential background investigation report, which is returned to LHLL. An applicant seeking to volunteer with LHLL is required to pass the JDP background check, and will not be allowed to volunteer if the applicant fails the background check. Each volunteer receives a copy of the confidential background investigation report prepared by JDP for LHLL. The information collected is kept private. The League President is responsible for maintaining any paper copies of the volunteer application for at least two years after the volunteer is no longer in the league [Reg. I(c)8].

Please note that LHLL relies upon the information supplied by JDP, and LHLL cannot be responsible for errors and/or omissions in the data collected by JDP. Background checks are not foolproof, and we must all be reminded to remain vigilant and to report known or suspected instances of child abuse to proper law enforcement authorities. Do NOT ignore your instincts. Report known or suspected wrongdoing.

New California Background Check Law

The text of the new law is contained in Assembly Bill number 506, which is available [here](#).

Some of the key provisions of the bill include the following:

- The new law takes effect January 1, 2022, and will be codified in Business and Professions Code section 18975.
- The law requires administrators and “regular volunteers” to complete child abuse and neglect reporting training [BPC § 18975(a)]. “Regular volunteers” are those 18 years of age or older who have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year. The free online training is available at:
 - For administrators (Board members) click [here](#). Or go to:
<https://mandatedreporter.ca.com/training/general-training>

- For regular volunteers (non-Board members) click [here](https://mandatedreporter.ca.com/training/volunteers). Or go to: <https://mandatedreporter.ca.com/training/volunteers>
- The law requires administrators and regular volunteers to be Live Scan (fingerprint) background checked [BPC § 18975(b)].
- The law requires policies to ensure the reporting of suspected incidents of child abuse to persons or entities outside of the organization [BPC § 18975(c)(1)].
- The law mandates policies requiring, “to the greatest extent possible,” the presence of at least two “mandated reporters” whenever administrators, employees, or volunteers are in contact with, or supervising, children [BPC § 18975(c)(2)]. A “mandated reporter” is an administrator or employee of a public or private youth center, youth recreation program, or youth organization [Penal Code section 11165.7(a)(7)].
- The law provides that an insurer can require proof of compliance with the law before writing liability insurance for the organization [BPC § 18975(d)].

4.2 Child Abuse Awareness and Prevention: Little League Baseball and LHLL will not tolerate child abuse, in any form. Like all safety issues, awareness and prevention are the key objectives of the LHLL Safety Plan.

Each coach, administrator, and referee, umpire, or other game official of the youth sports organization to successfully complete the abuse awareness training annually.

The following website offers additional information regarding abuse awareness training:

<https://www.littleleague.org/player-safety/child-protection-program/safesport-resources-parents/>

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 can take many forms, from touching to non-touching offenses, and can take the form of physical or emotional child abuse. 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.

4.2.1 Buddy System: The old maxim *“there is safety in numbers”* is true. 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. Managers, Coaches and other LHLL representatives should avoid putting themselves in situations where they are alone with any player other than their own child. LHLL coaches and other volunteers should not communicate by text, email or other electronic means one-on-one with a player, but should communicate with parents. First and foremost, this will ensure that all players are safe. However, conservative practice will also avoid misunderstanding or miscommunication, and will protect LHLL and its volunteers from the risk of false accusations.

4.2.2 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 unrecognized individuals should not be allowed to wander through the areas without the knowledge of the Managers, Coaches, Board of Directors, or any other Volunteers.

4.2.3 Lighting: Child sexual abuse is more likely to happen in the dark. The lighting of fields and parking lots should be bright enough so that participants can identify individuals as they approach, and observers can recognize abnormal situations.

4.2.4 Reporting: In the unfortunate event that child abuse is suspected, immediately contact the LHLL President, or an LHLL Board Member if the President is not available, to **report** the abuse. LHLL along with district administrators will contact the proper law enforcement agencies. You should also feel free to contact appropriate law enforcement agencies directly and immediately.

4.3 Drinking/Hydration Guidelines

Players are encouraged to bring bottled water or sports drinks.

Tips to Prevent Heat Illness:

- Know that once you are thirsty you are already dehydrated.
- Drink before you become thirsty.
- Drink plenty of liquids like water, or sports drinks every 15 minutes.
- Water seems to be the preferred beverage. Water has many critical functions in the body that are important for performance they include, carrying oxygen and nutrients to exercising muscles.
- Do not drink beverages with caffeine before practice or games. Caffeine can increase the rate of dehydration.
- Do not exercise vigorously during the hottest time of the day.
- Practice in the morning and during the latter part of the evening.
- Wear light color loose clothes.
- Use sunscreen to prevent sunburn.
- If you begin to feel faint or dizzy stop your activity and cool off by sitting in the shade, air-conditioned car or use a wet rag to cool you off.

How is it treated?

Emergency medical treatment is necessary. If you think someone has heatstroke, call 911 or a doctor immediately. In the meantime, give first aid as follows:

- Move the person to a shady area.
- Cover the person with a wet sheet, and keep the sheet wet for cooling from evaporation.
- Fan the person with paper or an electric fan (preferably not cold air).
- Sponge down the body, especially the head, with cool water.

- Continue giving first aid until the body feels cool to the touch.
- If the person is conscious, let them sip water, fruit juice, or a soft drink.

4.4 Weather Safety

Consider the following facts:

- The average lightning strike is 6-8 miles long.
- The average thunderstorm is 6-10 miles wide and travels about 25 miles an hour.
- On the average, thunder can only be heard over a distance of 3-4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

Rule of Thumb The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager or coach who feels threatened should contact the head umpire and recommend stopping play and clearing the field. In our league the umpire makes the decision as to whether or not play is stopped. Once play is stopped... take the kids to safety until play resumes or game is called. **ONLY AN UMPIRE CAN CALL A GAME!!!**

Where to Go? No place is safe from lightning threat, but some places are safer than others. Constructed buildings are usually the safest. Most people will find shelter in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area, put your feet together, crouch down and put your hands over your ears to prevent eardrum damage.

Where not to go? Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers, metal fences and water.

First Aid for a Lightning Victim:

- Call 911 immediately.
- Typically, the lightning victim has similar symptoms as that of someone having a heart attack. Consider: will moving cause any more injury. If the victim is in a high-risk area, determine if movement is necessary. Lightning does strike twice in the same place. If you are not at risk, and moving is a viable option, you should move the victim.
- If the victim is not breathing, start mouth to mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving the victim.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

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

Remember: Safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Safety Officer or another Board Member immediately. Don't play on an unsafe field or with unsafe equipment. Check the teams' equipment prior to each use.

MUDLINE: 949-707-2689

5. 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 LHLL event where children's safety is at risk (e.g., opening day, closing day).

To **replenish materials** in the Team First Aid Kit, the Manager, designated coaches or the appointed Team Safety Officer must contact the LHLL Safety Officer.

First Aid Kits and equipment package must be turned in at the end of the season.

*** Note: Additional First Aid Kits and ice packs will be located in the storage shed for each field and at the Snack Shack.**

6. FIRST AID PROCEDURES

6.1 Emergency - Administering First Aid

Managers should have the team First Aid Kit and copies of all player Medical Release forms with them at all times in case of injury.

Some Important Do's and Don'ts

DO...

- Reassure and aid children that are injured, frightened or lost.
- Provide or assist in obtaining medical attention for those who require it.
- Contact parent immediately when a problem occurs that requires medical attention.
- Know your limitations.
- Carry your first aid kit to all practices and games.
- Make sure it is replenished when needed. Contact the safety officer or your division Rep.
- When administering first aid, remember to:
LOOK for signs of injury (blood, bruised, deformity of bone)
LISTEN to the injured person describe what happened and what hurts. Before questions, 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.
- Make sure you have your player's Medical Release forms at every game and practice.
- Assign a parent who is at all the games to be your safety representative. This person should have a cellular phone and can assist you in case of an accident.
- Have plenty of water available for players at the games and practices.

DON'TS...

- Administer any medications.
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures. (CPR, First Aid, etc...)
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Hesitate to report any present or potential safety hazard to the Safety Officer or League President immediately.

ALWAYS NOTIFY FAMILY MEMBERS OF AN ACCIDENT OR INJURY ASAP!

6.2 Communicable Disease Procedures

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

6.3 Concussion, Sudden Cardiac Arrest and Opioid Addiction Prevention Protocols:

The California Health and Safety Code sections 124235 and 124236 requires:

- Factsheets/education material to be distributed annually for concussion, sudden cardiac arrest and opioid addiction; all players and parents/legal guardians are required to provide signatures in acknowledgement of received and read these factsheets
- Each coach, administrator, and referee, umpire, or other game official of the youth sports organization to successfully complete the sudden cardiac arrest prevention education at least once and the concussion and head injury annually.

The following website offers additional information regarding California concussion and sudden cardiac arrest law:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=124235.&lawCode=HSC

CDC Heads Up website: <https://www.cdc.gov/headsup/>

7. ACCIDENT REPORTING PROCEDURES

What to report:

1. An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatment such as the evaluation and diagnosis of the extent of the injury or periods of rest.
2. “Near Misses” should also be reported, particularly where preventive safety practices and procedures could be improved.
3. Unsafe conditions.

When to report:

All such incidents described above must be reported to the Safety Officer *within 48 hours of the incident*. The LHLL Safety Officer contact information can be found under section 1.3 of this Safety Plan.

How to make the report:

Reporting incidents can come in a variety of forms. Most typically they are telephone conversations. At a minimum the following information is needed.

1. The name and address of the injured person.
2. The date, time and location of the incident.
3. As detailed of a description of the incident as possible.
4. The preliminary estimation of the extent of the injury.
5. The name and phone number of the person making the report.
6. Names and phone number of any witnesses.

Complete the REPORTING ASAP INCIDENT/INJURY TRACKING FORM (see **Appendix FORM 8**). This form is also located on the league’s website at LHLL.org and paper copies are available in the Snack Shack at Cabot and the storage bins at each field (with the Safety Manual).

**When medical intervention is sought for injury,
Inform league parent of Little League Accident Insurance.
(Form “What Parents Should Know” is attached (see Appendix FORM 5 and
provide league parent with Accident Notification Form (see Appendix FORM 6)
and Little League Claim Form Instructions (see Appendix Form 7)**

First-Aid follow-up:

1. 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 play
2. Make a thorough investigation to find the cause(s) of an accident and action started to prevent reoccurrence

8. LHLL FIELDS AND FACILITIES

8.1 Playing Fields

Community Center

Laguna Hills Community Center
25555 Alicia Parkway
Laguna Hills, 92653

Upper and Lower Cabot

Cabot Park
Cabot Road & Rapid Falls Road
Laguna Hills, 92653

8.1.1 Playing Field Maintenance and Setup

The condition and consistent maintenance of the playing field is critical to establishing and maintaining a safe playing environment. The following requirements and rules apply to all fields:

- **Use breakaway bases on all fields.**
- Keep pitcher's mound, home plate and outfield free from holes and stumbling hazards.
- The backstops should be painted green for the safety of the catcher.
- Materials used to mark the field will consist of non-irritating white pigment (no lime).
- Use fencing or netting to protect spectators from foul balls
- Dugouts will be clean and free of debris or sharp or protruding hazards at all times.
- Managers must inspect the fields prior to games using the Field and Game Safety Checklist.
- Maintain a supply of tools and equipment to keep the fields in proper condition.
- Repair and replace broken or defective tools and equipment immediately.
- Manager must return the fields to their pre-game condition

8.2 Storage Sheds

The following items apply to all storage sheds:

- Must be organized and swept out weekly.
- All chemicals and other materials must be stored in their original containers, if possible, or be in a clearly labeled container, which states their contents.
- All chemical and materials shall be separated from the equipment within these sheds.
- Dispose of outdated products immediately as recommended.
- Any loose chemicals and other materials within the sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.
- Will have a certified fire extinguisher inside and in plain sight.
- If gasoline or other flammable materials are to be stored, they must be in an approved container and a sign posted “gas stored or flammable materials”.
- Use chemicals, materials and gasoline and other toxic substances in well-ventilated areas.
- Wear proper protective clothing, such as gloves and mask, when handling toxic substances.

8.3 Batting Cages

Batting Cage Guidelines:

- Children are NOT allowed in Batting Cages unless supervised by an Adult NO EXCEPTIONS.
- Bats are not allowed in the batting cage area unless supervised by an adult.
- There will be only ONE batter inside the batting cage at one time.
- The batter will wear a helmet at all times while in the batting cage. NO EXCEPTIONS
- An ADULT will retrieve any balls on overhead netting only.
- Climbing on the netting is NOT Allowed.
- When retrieving balls in the batting cage all bats must be placed on the ground.
- The pitching machine comes apart at the top of the tripod. The best way to transport the machine is in two parts, the tripod, and the pitching motor.
- When storing the machine, please make sure the motor is mounted back on top of the tripod.
- A good speed setting for Majors is 70. Once you set the speed, you will have to make minor

adjustments to the machine to level the pitches. You will have to play with speed settings and level settings for the lower age groups.

- The machine should never be used inside the cage without a pitching screen.
- When properly set up, the machine will pitch over the lower portion of the pitching screen.
- If possible, the batting cages should be locked at all times when not in use. This is to prevent any possible vandalism, which might occur.

8.4 Other Areas of Complex

In order to be sure all parts of the “Baseball Complex” are addressed, the following apply:

- No swinging bats anywhere but home plate.
- The area outside the “fence” must be kept free of debris.
- Keep all fences in good repair.
- No bikes, roller blades, skateboards or scooters on the cement walkway between fields.
- No playing ball or warming up players in the spectators' area.
- The last teams to play must empty garbage containers daily.
- Restrooms must be kept clean and free of excess water, and soap must be available for hand washing.
- No playing in the parking lots at any time.

8.5 Field and Game Safety Checklist: All managers, coaches and umpires are responsible for checking safety of field and equipment before each practice and game. (**APPENDIX FORM 9**)

9. SNACK SHACK – LHLL CONCESSION STAND

Every worker must be instructed on these guidelines before they are allowed to work.

Wash your hands regularly:

- Use soap and warm water.
- Rub your hands vigorously as you wash them.
- Wash all surfaces including the backs of hands wrists, between fingers and under fingernails.
- Rinse hands well.
- Dry hands well.
- Dry hands with paper towels.
- Turn off water using paper towel, instead of your bare hands.

Wash your hands in this fashion before you begin work and especially after performing any of these activities:

- After touching bare human body parts other than clean hands and clean exposed portions of arms.
- After using restrooms.
- After caring for or handling animals.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After touching soiled surfaces.
- After drinking, using tobacco, or eating.
- During food preparation.
- When switching from raw to ready to eat foods.
- After engaging in activities that contaminate hands.

Basic Rules:

1. Menu... smaller is better. No salads, cut up fruit or vegetables, no food prepared at home.
2. Cook food thoroughly. Use a meat thermometer. Keep hotdogs and burgers at 41 degrees when cold and cook to 155 degrees or above when hot.
3. Rapidly reheat foods to 165 degrees. Slow cooking devices may activate bacteria and never reach killing temperatures.
4. All foods that require refrigeration must be cooled to 41 degrees F. as quickly as possible and held there until ready to use. To cool foods quickly, use the ice water bath (60% ice and 40% water), stirring the product frequently, or place their food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one a top the other and lid should be off or ajar until the food is completely cooled. Check the temperature

periodically to see if the food is cooling properly. **DO NOT LEAVE FOOD OUT AT ALL!!**

5. **FREQUENT AND THOROUGH HANDWASHING IS REQUIRED.**
6. Only healthy people should prepare and serve food. Anyone with any symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, cough etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers' clothes should be clean, and they should not smoke in the concession area. Hair restraints are recommended.
7. Food handling: Avoid hand contact with raw food, ready-to-eat foods and food contact surfaces. Use a utensil and/or gloves.
8. Use disposable utensils for food service. Keep your hands away from food contact surfaces and never reuse disposable dishware. Ideally utensils should be washed in a four-step method: (1) hot soapy water, (2) rinsing in clean water, (3) chemical or heat sanitizing, (4) air drying.
9. Ice that is used to cool cans/bottles should not be used in cup beverages. And should be stored separately. Use scoop to dispense ice, never use hands.
10. Wiping cloths should be rinsed and stored in a bucket sanitizer. (1-gallon water and ½ tsp. chlorine bleach. Change the solution every 2 hours.
11. Insect control and waste. Keep foods covered to protect from insects. Store pesticides away from food. Place garbage and paper waste in a refuse container with a lid that fits tightly. Dispose of all water in the restrooms, do not pour outside. All water that is used should be potable and from an approved source.
12. Keep food stored off the floor at least 6 inches. After your event is finished, clean the concession area and discard any unusable food. Do not save food for reheating.

THE TOP SIX CAUSES FOR ILLNESS

1. Inadequate cooling and cold holding.
2. Preparing food too far in advance of service.
3. Poor personal hygiene and infected personnel.
4. Inadequate reheating.
5. Inadequate hot holding.
6. Contaminated raw foods and ingredients.

The following can also be found at the LHLL Snack Shacks:

- A fully stocked First-Aid Kit will be available in the Snack Shack at all times.
- A list of emergency phone numbers will be posted in the Snack Shack.
- A copy of the Safety Manual will be available in the Snack Shack.
- A copy of the Emergency Safety Guidelines will be posted in the Snack Shack.

- AED Device (Cabot Only)

10. EQUIPMENT

10.1 Baseball Equipment: Equipment issued by LHLL and used in practices and play must comply with Little League® safety standards. Privately owned equipment must also meet the same standards or will not be permitted to be used. The following standards should be clearly visible and marked on each piece of the following equipment:

- Batting and catching helmets must be the National Operating Committee on Standards for Athletic Equipment (NOCSAE). Only factory installed colors and adhesive applications of any kind are permitted.
- Bats must be approved for Little League® baseball, all youth league baseball or both for all divisions up to and including Majors.
- Equipment should be inspected to assure proper use, fit, and condition. Any piece of equipment not deemed safe, should not be used. Damaged or faulty equipment will be immediately reported to LHLL Equipment Manager for correction.
- Any broken straps and buckles, torn, cracked or impaired leg protectors and chest protectors must not be used.
- Batting and catching helmets outside shells must not be bent, cracked or damaged in any fashion. Padding inside must be serviceable intact and provide protection. Catching helmets must also have a “dangling type” throat protector affixed. Only factory-installed colors and adhesive applications of any kind are permitted.
- Bats with dents or are fractured in any way must be discarded immediately.
- Use reduced impact/softer baseballs for younger age divisions (T-Ball, A Ball).
- All bats will comply with the Little League approved bat policies stated on the League website at LHLL.org.
- **Inspect Team and Player equipment before each use by manager/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.

It is the Manager's responsibility to ensure that the Team's equipment is in good working order and that it is being used properly to protect the players, and to obtain replacement as needed.

10.2 Machinery/Associated Tools

It is important for the Field Manager that the machinery and associated tools are in good working order and are utilized in a safe manner. To ensure safe operation the tractors mowers and other heavy machinery will:

- Never be operated by any person under the age of 16.

- Never be operated in a reckless manner.
- Never be operated with children as passengers.
- Be maintained on a regular basis to ensure safe and efficient operation.

11. COMPLIANCE AND ENFORCEMENT

Enforcement of all Little League Baseball rules and compliance with the letter and spirit of the LHLL Safety Plan is essential for LHLL to achieve its mission of establishing and providing a safe environment for players, managers, coaches, umpires and spectators to enjoy Little League Baseball.

11.1 Enforcement of All Little League Baseball and LHLL Safety Rules

Compliance with all Little League Baseball rules and the rules set forth in this LHLL Safety Manual is essential to the achieving the Safety Plan's goal of a safe environment for LHLL players, volunteers (managers, coaches, team parents, umpires, Snack Shack workers, etc.) and spectators. Accordingly, the Little League Baseball rules and the rules set forth in the LHLL Safety Manual will be enforced. If any Board Member, Manager, Coach or team parent were to knowingly violate these safety requirements, they may be subject to disciplinary action by the Board.

APPENDIX FORM 1

Managers Code of Conduct

The Board of Directors of LHLL has adopted the following Code of Conduct for its Managers and Coaches. Violation of this code will cause immediate disciplinary action, which may lead to possible suspension as well as possible expulsion from the League.

No Manager, Coach or parent shall at any time:

1. Refuse to abide by the Little League Rule book and the Operating Manual of LHLL.
2. Demonstrate obvious disrespect for any board members, managers, coaches, players, parents or spectators.
3. Instruct and coach unnecessary rough tactics during play against opposing players or teams.
4. Tamper or manipulate with any Little League rosters, schedules, draft choices/positions, umpires, player agents, official scorebooks, team rankings, financial rankings, records, financial receipts, player age verification or player residence verification.
5. Use profane or obscene language during any Little League activities.
6. Promote excessive team taunting towards other managers, coaches, and players.
7. Appear at the field of play or practice while intoxicated.
8. Smoke while at practice, games or any Little League function with players present.
9. Carry out verbal abuse towards any official for any real or imaginary belief of a wrong decision or judgment.
10. Demonstrate objectionable dissent at an official's decision by throwing gloves, helmets, hats, bats, or any other object or any vigorous poor sportsmanlike actions.
11. Lay a hand on, push, shove, strike or threaten to strike an official, manager, coach, board member, parent, spectator, or player.

As manager, I hereby agree to the above Code of conduct, and will be accountable to hold parents and assistant coaches to the same standards.

Manager

Date

APPENDIX FORM 2

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 FORM 3

Little League Volunteer Application Form



Little League® Volunteer Application – 2024



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

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

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

All RED fields are required.

Name _____ Date _____
First Middle Name or Initial Last

Address _____ City _____ State _____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ Email Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

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

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

- Do you have children in the program?
If yes, list full name and what level? Yes No
- Special Certification (CPR, Medical, etc.)? If yes, list: Yes No
- Do you have a valid driver's license?
Driver's License#: _____ State _____ Yes No
- 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?
If yes, describe each in full: _____ Yes No
(If volunteer answered yes to Question 4, the local league must contact Little League International.)
- Have you ever been convicted of or pled no contest or guilty to any crime(s)?
If yes, describe each in full: _____ Yes No
(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)
- Do you have any criminal charges pending against you regarding any crime(s)?
If yes, describe each in full: _____ Yes No
(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

- Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list?
If yes, explain: _____ Yes No
(If volunteer answered yes to Question 7, the local league must contact Little League International.)

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

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

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

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: LittleLeague.org/Background

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, home of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records, I understand that, if approved, 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 U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)
 OR
 National Criminal Database check U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List
 National Sex Offender Registry Database and Little League International Ineligible/Suspended List

*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 applicant.
 Proof of completion of Abuse Awareness Training for Adults provided to league

APPENDIX FORM 4

Little League Baseball Medical Release



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)/Legal Guardian Name: _____ Relationship: _____
 Parent(s)/Legal 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/Legal 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 FORM 5

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE INSURANCE

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 FORM 6

ACCIDENT NOTIFICATION FORM (TO BE COMPLETED BY PARENTS)



**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	Date of Birth (MM/DD/YY)		Age
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)	

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

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

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

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

For Residents of California:

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

For Residents of New York:

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

For Residents of Pennsylvania:

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

For Residents of All Other States:

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

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

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

Were you a witness to the accident? Yes No

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

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

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

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

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

Date _____ League Official Signature _____

APPENDIX FORM 7

Little League Claim Form Instructions

Little League® Baseball & Softball CLAIM FORM INSTRUCTIONS



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

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

The National Union Fire Insurance Company of Pittsburgh, Pa. (NUFIC) Accident Master Policy acquired through Little League® contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

The Accident Claim Form must be fully completed, including a Social Security Number, for processing. To help explain insurance coverage to parents/guardians refer to *What Parents Should Know* on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

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

When filing a claim, all medical costs should be fully itemized and forwarded to Little League International. 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 should accompany the claim form.

The NUFIC Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, a Pennsylvania Insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC Number 19445. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the Policy, the Policy shall govern.

The current insurance rates would not be possible without your help in stressing safety programs at the local level. The ASAP manual, **League Safety Officer Program Kit**, is recommended for use by your Safety Officer.

TREATMENT OF DENTAL INJURIES

Deferred Dental Treatment for claims or injuries occurring in 2002 and beyond: If the insured incurs injury to sound, natural teeth and necessary treatment requires that dental treatment for that injury must be postponed to a date more than 52 weeks after the date of the injury due to, but not limited to, the physiological changes occurring to an insured who is a growing child, we will pay the lesser of the maximum benefit of \$1,500.00 or the reasonable expense incurred for the deferred dental treatment. Reasonable expenses incurred for deferred dental treatment are only covered if they are incurred on or before the insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury is sustained.

CHECKLIST FOR PREPARING CLAIM FORM

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

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

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

PART II - LEAGUE STATEMENT

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

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

APPENDIX FORM 8

Little League Incident/Injury Tracking Report

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 C.) Concession Area Walking
 Grounds Defect Volunteer Worker League Activity
 Other: _____ Customer/Bystander Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

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

Prepared By/Position: _____ Phone Number: (____) _____
Signature: _____ Date: _____

APPENDIX FORM 9

Field and Game Safety Checklist

MANAGERS NAME:

FIELD:

DATE:

Time:

Field Condition	Yes	No	Catchers Equipment	Yes	No
Backstop Intact			Hockey Catchers Helmet		
Home plate Intact			Dangling throat guard		
Bases Secure			Helmets		
Pitcher's Mound safe			Catcher's mitt		
Batter box lined/level			Chest Protector		
Infield fence repair			Shin guards		
Outfield fence repair			Dugouts	Yes	No
Foul lines marked			Fencing needs repair		
Infield need repairs			Bench needs repair		
Outfield need repairs			Trash Cans		
Warning Track			Clean up is needed		
Coaches boxes lined					
Free of foreign objects			Spectator Area	Yes	No
Grass surface even			Bleachers need repair		
			Protective screens ok		
Player Equipment	Yes	No	Bleachers Clean		
Batting Helmets			Parking area safe		
Jewelry Removed			Safety Equipment	Yes	No
Shoes/Bats inspected			First-aid Kit each team		
Face Mask (Minor/Mjrs)			Medical Release forms		
Proper Cleats			Ice Pack/Ice		
Athletic Cups (boys)			Safety Manual		
Full Uniform			Injury Report Forms		
			Drinking Water		

REPORT ANY PROBLEMS TO YOUR COMMISSINER OR SAFETY OFFICER.

Turn this form into the concession stand or to your division Rep.