

**Brandon@mclfam.com**

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**From:** support@littleleague.org  
**Sent:** Thursday, January 18, 2024 10:00 AM  
**To:** Brandon@mclfam.com; Brandon@mclfam.com; raphiwald@gmail.com; johnknappflda7@aol.com  
**Subject:** 2024 Season Little League® ASAP Safety Plan Approved

**Follow Up Flag:** Follow up  
**Flag Status:** Completed



## 2024 ASAP Safety Plan Approved

The 2024 ASAP Safety Plan for BOCA RATON LL (#234082) has been approved.





# League Safety Officer Manual

League Name **Boca Raton Little League**

League # **0 0 2-3 4 - 0 8 2**

# Boca Raton Little League Board 2023/2024

561-750-8755

info@bocalittleleague.com

www.bocalittleleague.com

	Name	Address	Phone Numbers	Email
<b>President</b>	Brandon McLeod	1399 SW 15 St Boca Raton, FL 33486	561-702-3165	<a href="mailto:Brandon@mclfam.com">Brandon@mclfam.com</a>
<b>Vice President</b>	Jeff Kuntz	PO Box 812701 Boca Raton, Florida 33481	954-790-7573	<a href="mailto:baseball@jeffkuntz.com">baseball@jeffkuntz.com</a>
<b>Vice President</b>	David Goldfarb	3514 Pine Haven Circle Boca Raton, Florida 33431	561-271-3455	<a href="mailto:david@traderoomcapital.com">david@traderoomcapital.com</a>
<b>Treasurer / Web Master</b>	Ariana Stecker	2554 NW 52nd street BOCA RATON, FL 33496	917-816-8165	<a href="mailto:ags@arianastecker.com">ags@arianastecker.com</a>
<b>Secretary</b>	Jeff Weinstock	8251 Hampton Wood Boca Raton FL, 33433	561-350-4266	<a href="mailto:jeffw@bocalittleleague.com">jeffw@bocalittleleague.com</a>
<b>Player Agent</b>	Eric Sauer	2034 SW 8th Ave Boca Raton, FL 33486	561-558-6449	<a href="mailto:eric.s.sauer@gmail.com">eric.s.sauer@gmail.com</a>
<b>Co/Player Agent</b>	Greg Carignan	5603 Golfway Drive Boca Raton, FL 33433	561-212-0049	<a href="mailto:gregc@bocalittleleague.com">gregc@bocalittleleague.com</a>
<b>Safety Officer</b>	Raphi Wald	7905 Chula Vista Crescent Boca Raton, FL 33433.	917-743-3592	<a href="mailto:raphiwald@gmail.com">raphiwald@gmail.com</a>
<b>Scheduling Agent</b>	Jonathan Lickstein	9261 Gettysburg Rd. Boca Raton, FL 33434	954-232-5785	<a href="mailto:jonathan@lokationre.com">jonathan@lokationre.com</a>
<b>Coach / Commissioner Coordinator</b>	Paul DiLorenzo	12274 Boca Reserve lane Boca Raton FL 33498	561-430-1245	<a href="mailto:pauldilorenzo74@gmail.com">pauldilorenzo74@gmail.com</a>
<b>Co Coach / Commissioner Coordinator</b>	Rob Adams	282 NW 11th Ave Boca Raton Fl 33486	561-441-8058	<a href="mailto:nero599@yahoo.com">nero599@yahoo.com</a>
<b>Umpire In Chief / Compliance</b>	Greg Carignan	5603 Golfway Drive Boca Raton, FL 33433	561-212-0049	<a href="mailto:gregc@bocalittleleague.com">gregc@bocalittleleague.com</a>
<b>Equipment Manager</b>	Aaron Williams	6960 nw 28th Ave., Boca Raton fl 33496	480-225-5163	<a href="mailto:aarontwilliams2@gmail.com">aarontwilliams2@gmail.com</a>
<b>Insurance and Business Compliance Manager</b>	Ryan Edelson	7553 Texas Trail Boca Raton, FL 33487	954-495-6067	<a href="mailto:redelson08@hotmail.com">redelson08@hotmail.com</a>
<b>Sponsorship Coordinator</b>	Ted Berman	16516 bridlewood circle delray beach, FL 33445	954-464-1846	<a href="mailto:TBerman@thebermanlawgroup.com">TBerman@thebermanlawgroup.com</a>

# **EMERGENCY PHONE LIST**

Boca Raton Police/FIRE/EMT

## **Call 911**

### **Boca Community Hospital**

800 Meadows Road

Boca Raton FL 33486

(561) 955-7100

### **West Boca Medical Center**

21644 SR 7

Boca Raton Fl. 334328

(561) 488-8000

### **Non- Emergency Numbers:**

Police Department (561) 338-1234

Fire Department (561) 982-4000

PBSO: (561) 688-3400

FPL: 1-800-4-OUTAGE

Water (561) 338-7339

Water (After 5PM) (561) 338-7325

### **Parks and Recreation Department**

201 W. Palmetto Park Road

Boca Raton Fl 33432

(561) 393-7810

### **Sugar Sand Park**

Athletics Office

300 S. Military Trail

Boca Raton Fl. 33486

(561) 347-3900

(561) 393-7826

*Boca Raton Field Conditions — Automated Service (561) 367-7068*

# **Boca Raton Little league**

## **Mission Statement**

*"Through proper guidance and exemplary leadership, the Boca Raton Little League program assists youth in developing the qualities of citizenship, discipline, teamwork and physical well-being. By espousing the virtues of character, courage and loyalty, while providing an environment for youth to flourish, the Boca Raton Little League Baseball program is designed and dedicated to develop superior citizens rather than superior athletes."*

*Boca Raton Little League  
Board of Directors*

# Safety Mission Statement

*"Providing a safe environment for youth to flourish  
is paramount."*

*Boca Raton Little League  
Board of Directors*

## **SAFETY RELATED TOPICS**

### **Mandatory Training:**

Each team Manager and Coach will be required to become certified in Positive Coaching Alliance (PCA) within the last 12 months.

Each Manager and Coach will be invited to attend a pre-season coaching clinic to be held prior to the commencement of the season.

Each Coach Pitch Division Manager and Assistant Coach will be required to attend a pre-season umpiring clinic conducted by BRLL's Chief Umpire.

### **Safety and First Aid Training:**

A minimum of one Coach from every team is required to attend a safety training conducted by the local public safety department representative. The safety clinic will **be** conducted prior to the commencement of the season.

### **Suggested Training:**

Umpire Clinics- presented by the League prior to the commencement of the season.  
CPR Training will be presented by BRLL prior to the commencement of the season.

### **Safety Manual Distribution:**

A copy of the safety policies will be presented to all Managers from Boca Raton Little League (BRLL). A copy of the safety **plan will** be posted on the BRLL website.

### **First Aid:**

The phone numbers of the BRLL officials and emergency personnel are included in the safety policies provided to each Manager.

First Aid Kits are to be provided to each team Manager and carried to each practice and game. Managers shall contact the safety officer to replenish the First Aid supplies as needed.

A large First Aid Kit is maintained in the concession stand at Sugar Sand Park.

### **Accident Reporting and Insurance Claims Reporting and Tracking:**

In the event of the injury a report **MUST** be filed with the BRLL safety officer within 48 hours of the incident. A copy of the incident report form must be completed and signed in accordance with Little League Regulations.

### **Volunteer Background Checks:**

Prior to being permitted to engage in BRLL activities, all coaches, umpires, board members and any other volunteers coming into contact with **BRLL** players shall first have been approved by the safety officer after having undergone background check using the Little League International approved on-line background checking system. Every such volunteer shall repeat the screening process each calendar year. The safety officer shall maintain a list of all approved volunteers for each calendar year. The league president shall review the background screening report for the safety officer each calendar year. BRLL uses the New and Returning Volunteer Application forms provided by Little League International or such online or other volunteer forms or registration processes that the approved LLI vendor utilizes. The safety officer shall maintain a secure set of files including all signed Volunteer Application forms and corresponding drivers license documentation or copies of the vendor's approval reports which may be maintained in the vendor's online portal.

### **Permitted Bats:**

In an effort to provide timely information on bat regulations and rules, approved bat lists and other information, we highly recommend players, families, coaches and managers review Little League International's Bat Resource Page for the latest information:

<https://www.littleleague.org/playing-rules/bat-information/>.

A new mobile-friendly version of the list is located at: <https://www.littleleague.org/playing-rules/bat-information/>

### **Facilities:**

Managers and Coaches shall inspect field conditions prior to playing a game or commencing practice. Such inspection shall include a walk of the field, dugouts and adjacent areas. Any hazards shall be reported to the on-site City of Boca Raton official or, if not available, reported to the City's athletics officials at 561-347-3900. Play shall not commence until any such hazardous condition is rectified.

BRLL has reviewed the various fields used for games and practices and has completed a field condition survey.

### **Concessions:**

The BRLL concession stand shall be operated in strict compliance with the City of Boca Raton Food Safety Procedures Manual (as updated by the City from time to time), a copy of which the City maintains in the Sugar Sand Park concession stand. The Concession Director shall regularly inspect the concession stand operation for conformance with these standards.

### **Equipment:**



All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. Managers, coaches, and umpires should: (a) be sure all equipment is LL approved, **(b)** inspect all bats, helmets, and other equipment on a regular basis (c) dispose of unsafe equipment properly.

## **Little League Baseball & Softball National Facility Survey**



League Name: Boca Raton Little League

District #: 7 ID

#: 00234082

(If needed) ID#: \_\_\_\_\_

(If needed) ID #: \_\_\_\_\_

City: Boca Raton State: FL

President: Brandon McLeod

Address: PO Box 812701

City: Boca Raton

State: FL Zip: 33481

Phone (work): 561-702-3165

Phone (home):561-702-3165

Phone (cell): 561-702-3165

Email: [brandon@mclfam.com](mailto:brandon@mclfam.com)

Safety Officer: Raphi Wald

Address: 7905 Chula Vista Crescent

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

City: Boca Raton

State: FL Zip: 33433

Phone (work): 917-743-3592

Phone (home): 917-743-3592

Phone (cell): 917-743-3592

Email: [safetyofficer@bocalittleleague.com](mailto:safetyofficer@bocalittleleague.com)

## PLANNING TOOL FOR FUTURE LEAGUE NEEDS

Where are league's plans for improvements?

- a. New fields
- b. Basepath/infield
- c. Bases
- d. Scoreboards
- e. Pressbox
- f. Concession stand
- g. Restrooms
- h. Field lighting
- i. Warning track
- j. Bleachers
- k. Fencing
- I. Bull pens
- m. Dugouts
- n. Other (specify)

Indicate number of fields in boxes below

[illegible]

Field No.	Height Of Outfield Fence	Distance from Home plate to:				Foul territory distance form:					
		Outfield Fence			Back Stop	Left field line to fence at:			Right field line to fence at:		
		Left	Center	Right		Home	3 <sup>rd</sup>	Outfield Foul pole	Home	1st	Outfield foul pole
1	8'	200	200	200	25	29	29	20	29	28	20
2	8'	200	200	200	25	29	29	18	29	29	20
3	8'	200	200	200	25	27	28	21	27	27	21
4	8'	200	200	200	25	29	29	18	29	29	20
5	8'	320	320	320	37	39	39	19	39	40	20
6	8'	340	340	340	57	57	58	24	57	57	22
7	10'	225	225	225	25	24	25	10	24	25	6
8	9'	180	180	180	20	21	20	18	21	21	20
9					23						
10	10'	176	176	176	28	25	27	25	25	27	16
11	9'	180	180	180	20	21	20	18	21	21	20
12					22	19	19	19	19	19	19
13					15	20	20	20	20	20	20
14		P	P	P	36	38	38	38	40	40	40
15	10'	240	240	240	30	30	30	30	30	30	30
16	10'	300	300	300	40	50	50	20	50	50	10
17	12'	282	282	282	25	32	32	12	32	32	12
18	12'	282	282	282	25	32	32	12	32	32	12
19	12'	312	312	312	40	40	40	12	40	40	
20	8'	200	200	200	25	29	29	20	29	29	

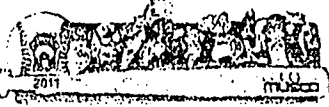
Return completed survey with safety program registration and supporting materials by May 1, 2015 to:

Little League International  
P.O. Box 3485  
Williamsport, PA 17701

Shipping Address:  
Little League International  
539 US Route 15 Hwy  
South Williamsport, PA 17701

# SP BALLFIELD QUESTIONS

Please list all fields by name. For more than 20 fields, copy this form or request additional forms from ASAP (800/811-7443 or asap@musco.com).

Field Identification (List your ballfields 1-20)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
<b>ASAP - A Safety Awareness Program</b> Limited Edition 10-year Pin  This survey can assist in finding areas of focus for your safety plan. During your annual field inspections, please complete this form and return along with your qualified safety plan. In return, we'll send you the 2011 Disney® character collector's pin shown featuring the entire collection of characters. Or enter data online at: <a href="http://facilitysurvey.musco.com">http://facilitysurvey.musco.com</a> for your league. Check your email for	Name: Sugar Sand No. 1																					
	Name: Sugar Sand No. 2																					
	Name: Sugar Sand No. 3																					
	Name: Sugar Sand No. 4																					
	Name: Sugar Sand No. 5																					
	Name: Sugar Sand No. 6																					
	Hillsboro El-Rio																					
	Memorial South																					
	Memorial North																					
	Meadows Park																					
	Lake Wyman East																					
	Lake Wyman West																					
	Sand Pine Park																					
	University Woodlands Park																					
	Estridge West																					
	Estridge East																					
	Patch Reef No. 1																					
	Patch Reef No. 2																					
	Patch Reef No. 3																					
	FAU Softball Stadium																					
Please answer the following questions for each field:		Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>GENERAL INVENTORY</b>		(For the following questions, if the answer is "No" please leave the space blank.)																				
1. How many cars can park in designated parking areas?	None																					
	1-50																					
	51-100	x	x	x	x	x	x		x		x		x	x		x	x	x				
	101 or more																		x	x	x	x
2. How many people can your bleachers seat?	None/NA																					
	1-100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	101-300																					
	301-500																					x
	501 or more																					
3. What material is used for bleachers?	Wood																					
	Metal	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Other																					
4. Metal bleachers: Ground wire attached to ground rod?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5. Wood bleachers: Are inspected annually for safety?	Yes	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
6. Is a safety railing at the top/back of bleachers?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7. Is a handrail up the sides of bleachers?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8. Is telephone service available?	Permanent																					
	Cellular	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9. Is a public address system available?	Permanent	yes	yes	yes	yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes
	Portable	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
10. Is there a pressbox?	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes
11. Is there a scoreboard?	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes
12. Adequate bathroom facilities available?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
13. Permanent concession stands?	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes
14. Mobile concession stands?	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

	Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>FIELD</b>																					
15. Is field completely fenced?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	no	yes	no	no	no	yes	yes	yes	yes	yes	yes
16. What type of fencing material is used?	Chainlink	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Wood																				
	Wire																				
17. What base path material is used?	Sand, clay, soil mix	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Ground burnt brick																				
	Other: Artificial Gass													x							
18. What is used to mark baseline?	Non-caustic lime	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x
	Spray paint																				
	Commerc'l marking																				
19. Is your the Infield surface grass?	Yes	Yes	Yes											yes							
20. Does field have conventional dirt pitching mound?	Yes	yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	no
21. Does field have a temporary pitching mound?	Yes								Yes					no							yes
22. Are there foul poles?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	no	yes	no	no	no	no	yes	yes	yes	yes	yes	yes
23. Backstop behind home plate?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>PERFORMANCE AND PLAYER SAFETY</b>																					
24. Is there an outfield warning track?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	No	no	no	Yes	Yes	No	No	Yes	Yes
24.a. If yes, what width is warning track? Please specify:	(Width in feet)	10'	10'	10'	10'	10'	10'	8'	-	10'	-	-	-	-	-	10'	10'			10'	10'
25. Batter's eye (screen/covering) at center field?	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes
26. Pitcher's eye (screen/covering) behind home plate?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes
27. Are there protective fences in front of the dugouts?	Yes	yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
28. Is there a protected, on-deck batter's area? (On-deck areas have been	Yes	No	no	no	no	no	no	yes	no	no	no	no	no	no	no	yes	yes	no	no	no	no
29. Do you have fenced, limited access bull pens?	Yes	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no
30. Is a first aid kit provided per field?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	no	no	No	no	no	no	no	No	No	No	Yes	Yes	Yes
31. Do bleachers have spectator foul ball protection?	Overhead screens	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Fencing behind	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
32. Do your bases disengage from their anchors? (Mandatory since 2008)	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
33. Is the field lighted?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	yes	no	no	yes	yes	yes	yes	yes	yes	yes	yes
34. Are light levels at/above Little League standards? (50 footcandles infield/30 footcandles outfield)	Yes	Yes	Yes	Yes				Yes	Yes	Yes	yes			yes	yes	yes	yes	yes	yes	yes	yes
	Don't know					x	x														
35. What type of poles are used?	Wood*																				
(Wood poles have not been allowed by Little League for new construction of lighting since 1994)	Steel	x	x	x	x	x	x	x	x	x	x			x	x	x	x	x	x	x	x
	Concrete																				
36. Is electrical wiring to each pole underground?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
37. Ground wires connected to ground rods on each pole?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
38. Which fields were tested/inspected in the last two years?	Electrical System	09	09	09	09	09	09	09	09	09	09			09	09	09	09	09	09	09	09
Please indicate month/year testing was done (example: 3/10)	Light Levels																				
39. Fields tested/inspected by qualified technician?	Electrical System	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Light Levels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

	Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>FACILITY MANAGEMENT</b>																					
40. Which fields have the following limitations:																					
a. Amount of time for practice?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
b. Number of teams or games?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
c. Scheduling and/or timing?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
41. Who owns the field?	Municipal	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	School																				x
	League																				
42. Who is responsible for operational energy costs?	Municipal	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	School																				x
	League																				
43. Who is responsible for operational maintenance?	Municipal	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	School																				x
	League																				
44. Who is responsible for purchasing improvements for the field - ie bleachers, fences, lights?	Municipal	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	School																				x
	League																				
	Other																				
45. What divisions of baseball play on each field?	T-Ball & Minor	x	x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Major	x	x	x	x			x				x			x	x	x	x	x	x	x
	Jr., Sr. & Big					x	x								x		x				
	Challenger																				
46. What divisions of softball play on each field?	T-Ball & Minor																				
	Major																				
	Jr., Sr. & Big																				
	Challenger																				
47. Do you plan to host tournaments on this field?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	no	no	no	no	no	no	no	no	no	no	no	no	no	Yes

## Emergency Management Plan

BRLL shall remain in close coordination with the City of Boca Raton when a storm approaches the area. BRLL officials shall assure that any piece of equipment owned by BRLL that could become a projectile during an event be secured. When requested, BRLL should review and assure the city that any BRLL equipment is removed from the site and secured at a storage facility owned by BRLL.

*What follows is a hazard-specific annex of procedures that are subject to the guidelines of the National Incident Management System framework as adopted by the City of Boca Raton. For that reason; it is understood that "Incident Commanders generally retain the flexibility to modify procedures or organizational structure to align as necessary with the operating characteristics of their particular hazard scenario."*

### A. Preparation

1. Review Essential Personnel list with staff.
2. Inventory hurricane supplies.
  - a. Flashlights
  - b. AA and D cell batteries
  - c. Portable radios
  - d. First aid kit
  - e. Rope
  - f. Tools (scissors, utility blade, socket set, hammer, hack saw, screwdriver set, wrenches)
  - g. Digital camera
  - h. Raincoats
  - i. Caution tape
  - j. Duct tape
  - k. Wasp and hornet spray
  - l. Black ties
  - m. 6', 8' and 10' ladder
3. Verify staff phone numbers.
4. All Supervisors will ensure that staff have appropriate time to handle their personal preparations.

### B. Hurricane Alert

1. Re-verify staff phone numbers.

### C. Hurricane Watch

1. Cancel all Athletic Section sponsored activities and update rain information hotline.
2. Tie down or remove all lightweight objects (benches, trash cans).
3. Tie wind screens to base of fencing.
4. Fill City van with gas.
5. Charge radios and spare batteries.
6. Charge digital camera.
7. Take down awnings over bleachers.

#### **D. Hurricane Warning**

1. All managers are to turn off alarm systems in their facilities when securing them prior **to** an approaching storm.
2. Cover all computers and electrical equipment with Visqueen.
3. Advise vendors to remove all food and drinks.
4. Unplug all electrical machines (including Thor-Guard) in storage and concession buildings including timer clocks.
5. Post facility closed message voice mail as needed.
6. Review upcoming schedule of duties with full time and part time staff

#### **E. During the Hurricane**

- 1 ..No action necessary.

#### **F. Post Hurricane Recovery**

1. Check City 24-hour emergency phone for back to work authorization.
2. Document and take pictures of damaged items, flooding.
3. Re-set all light timers.
4. Plug in equipment in storage and concession stand.



## *What to do if someone is struck by lightning*

- ▶ **Lightning victims do not carry an electrical charge, are safe to handle, and need immediate medical attention.**
- ▶ **Call for help.** Have someone call 9-1-1 or your local ambulance service. Medical attention is needed as quickly as possible.
- ▶ **Give first aid.** Cardiac arrest is the immediate cause of death in lightning fatalities. However, some deaths can be prevented if the victim receives the proper first aid immediately. Check the victim to see that they are breathing and have a pulse and continue to monitor the victim until help arrives. Begin CPR if necessary.
- ▶ **If possible, move the victim to a safer place.** An active thunderstorm is still dangerous. Don't let the rescuers become victims. Lightning CAN strike the same place twice.



NOAA

## *STAY INFORMED*

Listen to NOAA Weather Radio for the latest forecast and for any severe thunderstorm WATCHES or WARNINGS. Severe thunderstorms produce winds of 58 mph or greater, or hail 3/4 of an inch or larger in diameter.

**A severe thunderstorm WATCH is issued** when conditions are favorable for severe weather to develop.

**A severe thunderstorm WARNING is issued** when severe weather is imminent. National Weather Service personnel use information from weather radar, satellite, lightning detection, spotters, and other sources to issue these warnings.



**NOAA WEATHER RADIO IS THE BEST WAY TO RECEIVE FORECASTS AND WARNINGS FROM THE NATIONAL WEATHER SERVICE.**

**Remember that all thunderstorms produce lightning and all lightning can be deadly to those outside.**

**Lightning Safety Awareness Week** is the last full week of June. For additional information on lightning or lightning safety, visit NOAA's lightning safety web site:

<http://www.lightningsafety.noaa.gov>

or contact us at:

**National Weather Service  
P.O. Box 1208  
Gray, Maine 04039**

GYX 0301 (August 2003) - Revised

## *Coach's and Sports Official's Guide to Lightning Safety...*



NOAA

## ***LIGHTNING... the underrated killer!***

### **A SAFETY GUIDE**

**U.S. DEPARTMENT OF COMMERCE  
NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION**

**NATIONAL WEATHER  
SERVICE**

**Gray, Maine**



This safety guide has been prepared to help coaches and sports officials recognize the dangers of lightning and take appropriate safety precautions.

# LIGHTNING KILLS

## Play It Safe !

Each year in the United States, more than four hundred people are struck by lightning. On average, about 70 people are killed and many others suffer permanent neurological disabilities. Most of these tragedies can be avoided if proper precautions are taken. When thunderstorms threaten, coaches and sports officials must not let the desire to start or complete an athletic activity hinder their judgment when the safety of participants and spectators is in jeopardy.

### *It is important for coaches and officials to know some basic facts about lightning and its dangers*

- ▶ **All thunderstorms produce lightning and are dangerous.** In an average year, lightning kills more people in the U.S. than either tornadoes or hurricanes.
- ▶ **Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall.** Many deaths from lightning occur ahead of storms because people wait too long before seeking shelter, or after storms because people return outside too soon.
- ▶ **If you hear thunder, you are in danger.** Anytime thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat to your location.
- ▶ **Lightning leaves many victims with permanent disabilities.** While only a small percentage of lightning strike victims die, many survivors must learn to live with very serious, life-long disabilities.

### *To avoid exposing athletes and spectators to the risk of lightning take the following precautions*

- ▶ **Postpone activities if thunderstorms are imminent.** Prior to an event, check the latest forecast and, when necessary, postpone activities early to avoid being caught in a dangerous situation. Stormy weather can endanger the lives of participants, staff, and spectators.
- ▶ **Plan ahead.** Have a lightning safety plan. Know where people will go for safety, and know how much time it will take for them to get there. Have specific guidelines for suspending the event or activity so that everyone has time to reach safety before the threat becomes significant. Follow the plan without exception.
- ▶ **Keep an eye on the sky.** Pay attention to weather clues that may warn of imminent danger. Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.
- ▶ **Listen for thunder.** If you hear thunder, immediately suspend your event and instruct everyone to get to a safe place. Substantial buildings provide the best protection. Once inside, stay off corded phones, and stay away from any wiring or plumbing. Avoid sheds, small or open shelters, dugouts, bleachers, or grandstands. If a sturdy building is not nearby, a hard-topped metal vehicle with the windows closed will offer good protection, but avoid touching any metal.

- ▶ **Avoid open areas.** Stay away from trees, towers, and utility poles. Lightning tends to strike the taller objects.
- ▶ **Stay away from metal bleachers, backstops and fences.** Lightning can travel long distances through metal.
- ▶ **Do not resume activities until 30 minutes after the last thunder was heard.**
- ▶ **As a further safety measure, officials at outdoor events may want to have a tone-alert NOAA Weather Radio.** The radio will allow you to monitor any short-term forecasts for changing weather conditions, and the tone-alert feature can automatically alert you in case a severe thunderstorm watch or warning is issued. To find your nearest NOAA weather radio transmitter, go to <http://www.nws.noaa.gov/nwr/> and click on "Station Listing and Coverage."

### *If you feel your hair stand on end (indicating lightning is about to strike)*

- ▶ **Crouch down on the balls of your feet, put your hands over your ears, and bend your head down.** Make yourself as small a target as possible and minimize your contact with the ground.
- ▶ **Do not lie flat on the ground.**



NOAA

## Coaches Code of Conduct

*A reminder, BRLL wants each volunteer to understand the important role they have in the development of young people. BRLL stresses that sports should be about fun, physical exercise and character development, and not primarily focused on winning.*

*The Coaches are reminded to follow and enforce the following conduct rules on behalf of the league.*

Speed Limit 15 mph on roadways and 5 MPH in parking lots while attending any Boca Raton Little League function. Watch for small children around parked cars.

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

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

No Playing in parking lots at any time. No Playing on and around lawn/maintenance equipment.

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

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

No throwing balls against dugouts or against backstop.

No throwing rocks and no climbing fences. Only a player on the field and at bat, may swing a bat (Ages 5 - 12).

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

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

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

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

No children under age of 16 are to be permitted in the Snack Bars. Failure to comply with the above may result in expulsion from the Boca Raton Little League complex.

## Safety Code

Responsibility for Safety procedures should be that of an adult member of the Boca Raton Little League.

Arrangements should be made in advance of all games and practices for emergency medical services.

Managers, coaches and umpires should have training in first-aid. First-aid kits are issued to each team manager.

No games or practices should be held when weather or field conditions are bad, particularly with lightning. Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.

All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play".

Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.

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 coaches.

During practice and games, all players should be alert and watching the batter on each pitch.

During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches. 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 endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)

Equipment should be inspected regularly for the condition of the equipment as well as for proper fit. Batters must wear Little League approved protective helmets during batting practice and games. Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. NO EXCEPTIONS. Managers should encourage all male players to wear protective cups and supporters for practices and games.

Except when runner is returning to a base, head-first slides are not permitted. During sliding practice, bases should not be strapped down or anchored.

At no time should "horse play" be permitted on the playing field. Parents of players who wear glasses should be encouraged to provide "safety glasses." Player must not wear watches, rings, pins or metallic items during games and practices.

The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.

Managers and Coaches may NOT warm up pitchers before or during a game. On-deck batters are not permitted (except in Junior/Senior/Big League Divisions).

All managers are required to attend Boca Raton Little League-sponsored managers clinic and all coaches are invited as well.

Our Boca Raton Little League runs background checks on all of the managers, coaches and other applicable volunteer applicants.



## Boca Raton Little League COVID-19 Protocols and Rules

**Novel Coronavirus 2019 (COVID-19) is caused by the virus severe respiratory syndrome 2 (SARS-CoV-2), a virus in humans causing respiratory illness which can be spread from person to person. All players, managers, coaches, volunteers, spectators and participants should do so at their own risk.**

No Boca Raton Little League ("BRLL") protocols or rules have been medically reviewed or approved. We cannot guarantee adherence to the protocols and rules by all players, volunteers, managers, coaches, participants or spectators. We do not have control over or exclusive use of the ball fields, parks, restrooms, parking lots, dugouts or other areas that might be used for BRLL activities. Families should make their own decisions about participation in BRLL activities and their own decisions about what is in the best interests of themselves and their players.

Before attending any BRLL activity every parent or guardian must sign the Boca Raton Little League Liability Release and Assumption of Risk on behalf of their player. Additionally, no parent, guardian, or volunteer may attend any BRLL activity until that person signs the Boca Raton Little League Liability Release and Assumption of Risk for themselves. The Boca Raton Little League Liability Release and Assumption of Risk form may be found on our website under the following link:

<https://media.hometeamsonline.com/photos/baseball/BOCARATONLL/COVID-Liability-and-Release.pdf>

The BRLL Board of Directors reserves the right to cancel the season at any time. If the season is cancelled, the BRLL Board of Directors may, or may not, issue a refund deemed appropriate by the BRLL Board of Directors at that time. Any refund will be issued at the sole discretion of the BRLL Board of Directors. The BRLL Board of Directors has the right to remove any player from participating in any BRLL activity due to their or their parent/guardians failure to comply with BRLL, Little League International, City of Boca Raton, Palm Beach County, or State of Florida rules or protocols related to COVID-19. The BRLL Board of Directors has the right to remove any parent, spectator or volunteer from volunteering, participating or spectating any BRLL activity for failure to comply with BRLL, Little League International, City of Boca Raton, Palm Beach County, or State of Florida rules or protocols.

Sick individuals should not attend any BRLL activity. Any player, manager, coach, volunteer, spectator and/or participant must notify BRLL at [Covid@bocalittleleague.com](mailto:Covid@bocalittleleague.com) if that person: (i) becomes sick with COVID-19 symptoms; (ii) tests positive for COVID-19; and/or (iii) is exposed to COVID-19. In accordance with state and local laws and regulations, BRLL's COVID Commissioner may notify local health officials, BRLL staff, umpires, and potentially affected families while taking reasonable efforts to maintain that person's confidentiality.

If any parent, guardian, manager, coach, staff members, umpire, or player become sick with COVID-19 symptoms, tests positive for COVID-19, or has been exposed to someone suspected or confirmed to have COVID-19, they must not return until they are cleared to return by the BRLL Board of Directors. Generally, the person will not be cleared to return until they meet the CDC's criteria to discontinue home isolation as set forth on: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation> and any additional BRLL or governmental requirements for return to play, which may include written permission from a physician or accredited medical provider.



Resources For: Parents

Play Little League®

Player Safety

Season Resources

League Finder

MENU



[Background Checks](#)

J.D. Palatine (JDP)

JDP Integration With Sports Connect

[More](#)

Player Safety • Child Protection Program

# Background Checks

Little League International requires all leagues and districts in the United States to conduct an annual background check, including a nationwide criminal search and a search of the National Sex Offender Registry. Little League preferred provider, J. Palatine, has a Criminal File database that contains more than 600 million records, including criminal and sex offender registry records covering 50 states and the District of Columbia, meeting the current Little League Regulation 1(c) 8 & 9 requirement.

## Before you Begin

Before beginning the background check process, which must be completed annually on all new and returning individuals prior to the individual assuming his/her duties for

the current season, a league needs to understand who needs to be checked and how the background check should be completed. It should be noted that all those individuals that meet the requirement of Regulation I(c) 8 need to be checked. It is not limited to just coaches.

## Important Questions

1. Are we doing all of the background checks that are required? It does not matter who was checked last year – background checks must be performed on an annual basis.
2. How many managers/coaches do we have per team – 2 or 3?
3. How many additional people are helping at practices as “practice coaches”?
4. How many umpires are being checked?
5. How many board members?
6. How many parent(s) are assisting teams in various capacities?
7. Do we have other positions in the league like equipment manager, field maintenance, scorekeeper, and/or announcer?
8. Who else has repetitive access to the players?

Once you answer these questions you should come up with 5 to 6 people per team as an average number of people per league that require background checks.

## Volunteer Background Check Steps

# Step 1:

## Complete a Little League Volunteer Application and submit a government-issued photo ID.

There are a few ways that a volunteer can complete the Little League of ficial Volunteer Application.

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JDP/Sports Connect Integration

---

JDP QuickApp

---

JDP Batch Upload

---

Outside Background Check provider

---

# Step 2:

## Submit the Background Check

The league must submit the background check in the preferred process above

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JDP/Sports Connect Integration

---

JDP QuickApp



### Step 3:

#### **Review the background check / volunteer application with a valid government issued photo ID**

The local league must verify the volunteer's application with a government-issued photo ID. This allows the league official to verify the information on the volunteer application (name, DOB, and address) is correct.

For both the JDP / Sports Connect Integration and the JDP QuickApp process, verifications should be completed when the league reviews the background check. For leagues using the paper form this can be completed when inputting the information into the JDP platform.

### Step 4:

#### **Approving the background check**

Once a background check has been conducted on a potential volunteer, the designated league official must review the results of the background check in JDP. If there is a charge on the potential volunteer, it will be indicated by a red flag on the JDP Platform. The local league must first determine if this charge is permitted by Little League

Regulation or present this information to either the league president or local board to determine if this individual is fit to participate in any manner in the league

As per Little League Regulation 1(c)9: "No local league shall permit any person to participate in any manner whose background check reveals a conviction, guilty plea, no contest pleas, or admission to any crime involving or against a minor or minors."

Starting in 2019, leagues are required to contact the Security Manager at Little League International if a potential volunteer appears on the National Sex Offender Registry prior to the volunteer being appointed. This information can be found under Little League Regulation 1(c) (9) in the Little League Rulebook.

NOTE: A letter or email, which includes a copy of the completed background screening report & Summary of Rights, will be sent to every volunteer where a criminal record from the public records database is reported to your local Little League. A toll-free number is listed on the letter if the volunteer decides to dispute the information reported.

NOTE: A local league or district official is strongly encouraged to check additional criminal records that may provide more information regarding the criminal case of individuals whose crimes do not require that they be listed on a sex offender registry. For example, convictions for assault, battery, theft or drug offenses would not result in a report on the sex offender registry. Details can be found at [UDP](#).





[Contact Us](#)

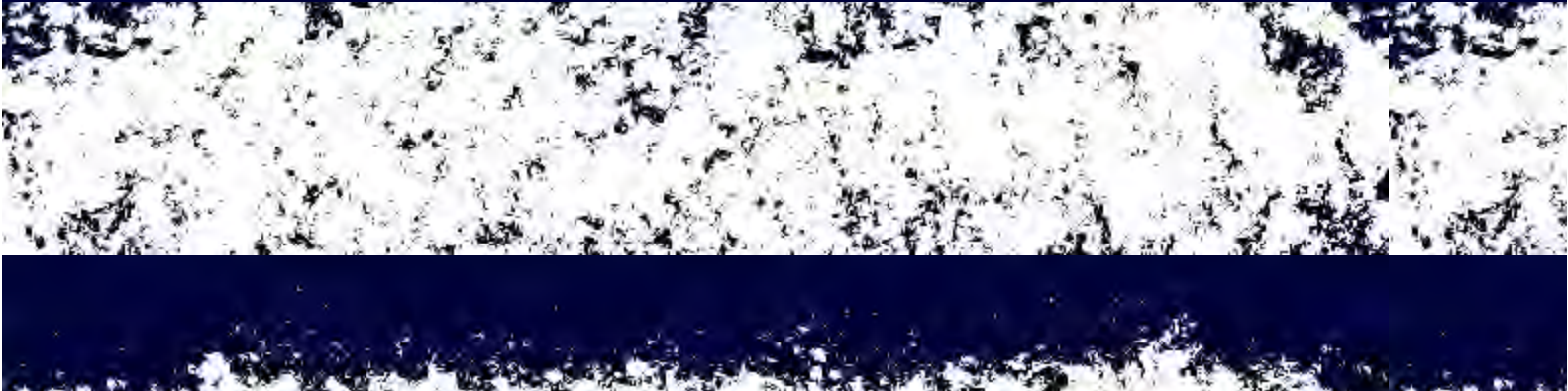
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# Good Procedures to Implement

## Checklist for Managers, Coaches, and Umpires

*Here are some good procedures for your league to implement and follow on several required areas of the safety plan. Requirements 7, 10, 12 and 13 are all included in the checklists below. These come from several leagues whose volunteers are providing safety leadership through their efforts to increase awareness and help volunteers do the right thing at the right time.*

### A. Safe Playing Areas

Regular safety inspections of all fields, (practice and game), structures, and dugouts, is the best way to eliminate conditions that cause accidents. Managers, coaches, and umpires should routinely check playing area for:

1. Holes, damage, rough or uneven spots, slippery areas, and long grass
2. Glass, rocks, foreign objects
3. Damage to screens or fences, including holes, sharp edges, or loose edges
4. Unsafe conditions around backstop, pitcher's mound, or warning track
5. Proper attire by the catcher at all times, including in the bull pens and in between innings

### B. Safe Equipment

All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. Managers, coaches, and umpires should:

1. Be sure all equipment is LL approved
2. Inspect all bats, helmets, and other equipment on a regular basis. Dispose of unsafe equipment properly.

3. Keep loose equipment stored properly
4. Have all players remove all personal jewelry
5. Parents should be encouraged to provide safety glasses for players who wear glasses
6. Repair or replace defective equipment

### C. Safe Procedures

Managers and coaches must:

1. Have all players' medical release forms with you at every practice and game
2. Have a first aid kit with you all practices and games
3. Have access to a telephone in case of emergencies
4. Know where the closest emergency shelter is in case of severe weather
5. Ensure warm-up procedures have been completed by all players
6. Stress the importance of paying attention, no "horse playing allowed"
7. Instruct the players on proper fundamentals of the game to ensure safe participation
8. Each practice should have at least 2 coaches in case of an emergency

### D. Weather Conditions

Before the Storm

1. Check the weather forecast before leaving for a game or practice
2. Watch for signs of an approaching storm
3. Postpone outdoor activities if storms are imminent

#### Approaching Thunderstorm

1. Take caution when you hear thunder. If you hear thunder, you are close enough to get struck by lightning. During a game, the umpire will clear the field in the event of an approaching storm.

2. Move to a safe environment immediately. Do not go under a tree or stay in the dugout.
3. If lightening is occurring and there is not sturdy shelter near, get inside a hard top automobile and keep the window up.
4. Stay away from water, metal pipes, and telephone lines.
5. Unplug appliances not necessary for obtaining weather information. Avoid the telephone except for emergency use only.
6. Turn off air conditioners.

#### If caught outdoors & no shelter exists

1. Find a low spot away from trees, fences, light poles, and flagpoles. Make sure the site you pick is not prone to flooding.
2. If in the woods, take cover under shorter trees.
3. If you feel your skin begin to tingle or your hair feels like it's standing on end, squat low to the ground, balancing on the balls of your feet. Make yourself the smallest possible target, tuck your head between your legs, and minimize your contact with the ground.

#### What to do if someone is struck by lightning

1. The person who has been struck will carry no electrical charge; therefore, they are safe to touch.
2. Call 9-1-1 as soon as possible for help.
3. Check for burns to the body.
4. Give first aid as needed.
5. If breathing and/or heartbeat have stopped, perform CPR until EMS arrives.
6. Contact the league Safety Officer or President ASAP.

# FIRST AID

## Get Your Coaches Ready!

*Annual first aid training is a requirement for local Little Leagues' safety plans and a critical step in improving safety for your league. Here are some tips to help you get started for this year:*

### 1. Know the requirements

In addition to covering basic Little League clinic guidelines, many states have passed legislation that provides civil immunity to volunteer coaches that have attended a safety orientation and training skills program. You should determine if your state has any specific requirements that could be incorporated into your first aid training program. Medi-Smart provides an outline of the requirements by state at <http://www.medi-smart.com/gslaw-volunteer.htm>.

### 2. Enlist local experts

Leagues have creatively partnered with local organizations and experts to provide low or no-cost training for their coaches. Sports injury professionals, firefighters, EMTs, colleges / universities, hospitals, doctors, nurses, and even community parks and recreation organizations may already have programs available that your coaches could attend. Or you may be able to encourage them to volunteer to conduct a specific clinic for your league, which would help promote safety and their services as well.

### 3. Cover the basics

Little League suggests covering these minimum basic items in your clinic:

- **Prevention:** Provide an overview of prevention efforts already in place such as preseason medical exam requirements, proper equipment, site maintenance, weather condition awareness, and following rules for safe play.

injuries to small joints, face, teeth or eyes; insect bites and stings; heat illness; plus triage and emergency management. Use the PRICES general guideline for treatment of basic mild injuries. Review what to include in a well-stocked team first aid kit.

- **Emergency plan:** Provide written copies of your league's emergency plan for severe injuries, including emergency numbers.

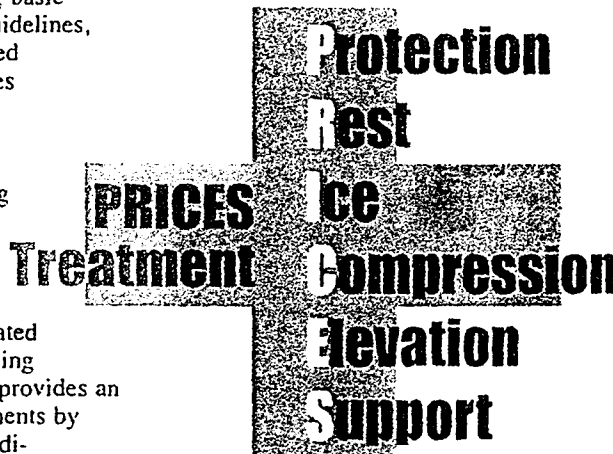
### • Player recovery:

Review how to determine when a player is ready to practice or play again. If the player sees a medical professional, get a release back to play.

### 4. Check out online resources

Little League provides online resources for the ASAP Safety Requirements at: [http://www.littleleague.org/Learn\\_More/programs/asap/SafetyRequirementsExplained.htm](http://www.littleleague.org/Learn_More/programs/asap/SafetyRequirementsExplained.htm). This page provides links to an example *Emergency Plan (Requirement 3)*, more detailed information for a *First Aid Clinic (Requirement 6)*, and suggestions for well-stocked team *First Aid Kits (Requirement 12)*.

Once you've completed your annual clinic, your coaches will be better equipped to handle injuries if they occur. Let's make Little League a healthy and enjoyable experience for players and volunteers.



- **Assessment of injuries:** Teach coaches to look for signs and symptoms to differentiate between mild, moderate, and severe injuries. Make sure they understand their limits in knowledge and training as first aid providers, and never go beyond prudent limits.
- **First-aid techniques:** Conduct hands-on practice of appropriate treatment for the common types of injuries that coaches may encounter including contusions; muscle pulls and strains; over-use injuries; sprains; fractures;

## Safety Plan Deadline is Almost Here!

All safety plans **MUST** be postmarked by May 1.

Please send yours to: Little League International  
539 US Route 15 Hwy.  
PO Box 3485  
Williamsport, PA 17701

this

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### Enlist local experts

Leagues have creatively partnered with local organizations and experts to provide low or no-cost training for their coaches. Sports injury professionals, firefighters, EMTs, colleges / universities, hospitals, doctors, nurses, and even community parks and recreation organizations may already have programs available that your coaches could attend. You may be able to encourage them to volunteer to conduct a specific clinic for your league, which would help promote safety and their services as well.

### Cover the basics

Little League suggests these minimum basic

injuries to small joints, teeth, teeth or eyes; insect bites and stings; heat illness; poisoning and emergency management. Use the PRICES general guideline for treatment of basic first injuries. Review what to do for a well-stocked team first aid kit.

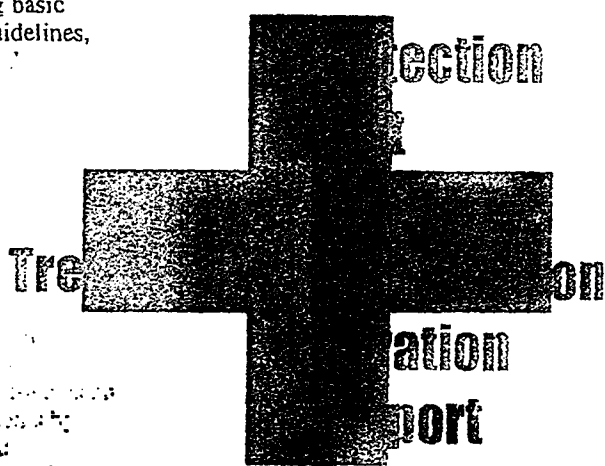
injuries to small joints, teeth, teeth or eyes; insect bites and stings; heat illness; poisoning and emergency management. Use the PRICES general guideline for treatment of basic first injuries. Review what to do for a well-stocked team first aid kit.

- **Emergency plan** - Develop copies of your league's emergency plan for severe injuries, including emergency numbers.
- **Player recovery** - Review how to determine when a player is ready to practice or play again. If the player sees a medical professional, get a release back to play.

### 4. Check out online resources

Little League provides online resources for the ASAP Safety Requirements at: [http://www.littleleague.org/Learn\\_More/programs/asap/SafetyRequirementsExplained.htm](http://www.littleleague.org/Learn_More/programs/asap/SafetyRequirementsExplained.htm). This page provides links to an example *Emergency Plan* (Requirement 3), more detailed information for a *First Aid Clinic* (Requirement 6), and suggestions for well-stocked team *First Aid Kits* (Requirement 12).

Once you've completed your annual clinic, your coaches will be better equipped to handle injuries if they occur. Let's make Little League a healthy and enjoyable experience for players and volunteers.



# First Aid Clinics

## Requirement 6

"Thanks for getting back to me in a timely fashion. The outline would be great!!! I think I will have had the clinic by the time the next newsletter comes out. As far as format and instructors, I am all set. One of the local firefighters is also an EMT. He did the clinic last year. It was a HUGE success. Stoughton Little League has been around for nearly 50 years and we have never had a safety plan. It is amazing how we survived without it! Kudos to Williamsport and Musco Lighting for ASAP's success. I should be able to formulate a clinic with whatever outline you send."

Thank You,  
Paul McKeen  
Stoughton, MA  
District 8

First, you should know Little League is phasing out the Emergency Management Training Program. However, even without the Emergency Management Training Program, you can put together a quality first aid training class to meet the requirements of first aid training for your coaches and managers. You don't have to follow the specifics of any set program, just get the PRICES – Protection, Rest, Ice, Compression, Elevation, and Support (or RICE or PRICE, whatever you use) – idea into participants' heads and talk about the specifics of first aid and injury prevention for specific baseball/softball injuries.

Start with basic terminology (contusion, laceration, etc.), and give the most up-to-date techniques for preventing sports injuries. Help attendees understand and differentiate between mild, moderate and severe injuries and the appropriate actions to take in each category. Teach appropriate first aid techniques for the injuries they will encounter.

**Basic issues with baseball/softball would be:**

- Contusions
- Muscle pulls and strains

- Over-use injuries
- Sprains
- Fractures
- Injuries to small joints
- Facial injuries
- Injuries to teeth
- Eye injuries
- Insect bites and stings
- Heat illness
- Triage and Emergency Management

Help design an emergency plan for your league when severe injuries occur, and tell the managers/coaches what their role is in that plan:

- Make sure managers/coaches stop all play to protect the player from further injury, as well as those not being closely monitored due to the focus on the injured player.
- Check player's breathing, pulse and alertness to immediately judge the seriousness of the injury:
  - If necessary, send someone to call 9-1-1 or get an ambulance or EMS.
  - Call the player's parents
  - Send someone to nearest intersection to direct emergency services to your location
  - Review the Medical Release form for any important information/warnings about medical conditions the player may have
- Evaluate the injury:
  - Can player be moved off field?
  - If not, clear area around player and begin examination;
  - If so, move player to sideline for closer examination;
  - Determine if player can return to play or needs first aid.
- Give the appropriate first aid for the injury.
- Turn over care to professionals when they arrive and help as directed.
- If parents are not available, go with player to treatment center with ambulance; turn over team

to authorized coach.

- If emergency medical treatment isn't required, urge player and parents to see a doctor for a proper diagnosis and treatment plan.
- Record the injury on an injury report.
- Follow up with the player until injury is healed and player can return to play.
- Get medical release prior to allowing player to return, if formal treatment was required.

You should have medical professionals available either on-site or at most a phone call away — as well as a method to reach them, by cell phone or phone at the field — for severe or life-threatening injuries.

And finally, help the coaches/managers to understand specific techniques to determine whether an injured player is ready to practice and play again; in some cases this may require a doctor's release. The evaluation process involves determining whether injuries are mild, moderate or severe, and should address what to do in each case. The evaluation includes classifying injuries using symptoms and signs, with appropriate looking, listening and careful feeling and, if appropriate, moving of the injured part.



**In evaluating fresh injuries, remember the three types of motion:**

- Active motion – Player is able to move the part themselves,
- Active assistive motion – Player is able to move with a little help from you; watch for warning signs like the player telling you it hurts to move), and
- Passive motion – the player's injured part is moved by someone else; be especially cautious with passive motion that you do not make the injury worse.

Look for disability (the player can't use injured part); this is the most serious injury. If a player sprains his ankle, but can still limp around, it may be mild or moderate; if he can't get up, it is probably severe. Look for swelling, the



# Medical Release Form


**Little League Baseball®**  
**Medical Release**


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

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 League Name: \_\_\_\_\_ I.D. Number: \_\_\_\_\_

Parent or Guardian Authorization:

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

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Hospital Preference: \_\_\_\_\_  
 In case of emergency contact:

Name	Phone	Relationship to Player

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

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

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.

Date of last Tetanus Toxoid Booster: \_\_\_\_\_  
 Mr./Mrs./Ms. \_\_\_\_\_  
 Authorized Parent/Guardian Signature

WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball/Softball.  
 Little League Baseball does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.  
 my documents/league supplies/medical release form

Whether regular season or tournament games or practices, your managers need to carry all their players' Medical Releases. While just as critical for teams in tournament play, the forms are just as important during the regular season.

Most hospitals will not treat a player who does not have a life-threatening injury without one. Imagine if your manager has to accompany a player with a broken leg to the hospital because the parents weren't at the game or practice. Without a Medical Release it's likely to be a long wait with a suffering player as the manager tries frantically to reach them to approve medical treatment.

Make sure your league has all players' Medical Releases, and the manager carries the team's forms with him or her everywhere. Then if a parent isn't at the field when an accident happens, the only call that will really matter is to 9-1-1.

## First Aid Clinics Outline continued from page 2

more immediate and large the swelling, the more serious the injury, because swelling on outside means bleeding on inside. Also, a noticeable deformity means a serious injury. If the body part doesn't look the way it did before the accident, something's wrong. Consider unconsciousness or any eye injury as a serious situation, in the category of severe injuries, until you are assured otherwise by a medical professional.

Use the PRICES guide for treating injuries:

**P** – Protection  
**R** – Rest  
**I** – Ice  
**C** – Compression  
**E** – Elevation  
**S** – Support

In conclusion, ask for managers/coaches to consider how to prevent injuries:

- Pre-participation health screenings (at least through a health questionnaire/medical release form asking for health concerns and medications);
- Proper maintenance of playing site (game and practice facilities);
- Pay close attention to playing conditions (heat and humidity as well as severe weather);
- Make sure players know basics of good nutrition (especially water replacement on hot days);
- Proper athletic conditioning (stretching, strengthening and endurance, as well as agility and coordination drills);
- Avoid over use (pay special attention to activities outside of Little League, to allow rest to avoid over-use injuries);
- Consistent and proper use of all protective equipment;
- Close coach supervision and

organization of warm-ups, practices and games;

- Careful compliance with all Little League rules, especially those having to do with safety.

This summarizes 62 pages into just a few hundred words, so you're going to want to elaborate on all the proper techniques in dealing with the different injury types and how to treat them effectively, as well as what NOT to do in any given circumstances. And remember, if anyone is ever in doubt to the nature or seriousness of an injury, they should NOT attempt treatment; a health care professional should be consulted immediately.

Finally, remind all managers and coaches to carefully evaluate all injuries and ensure the child does not require professional care. It's not worth risking a child's health just to continue the game.



# First Aid Kits: What goes in them?

## Requirement 12

*"Hello, I need a list of what to put in a team first aid kit as well as the big first aid kits kept at the fields. I have a sponsor willing to fill this need. I just need to give them a list of what we need and how many."*

Thanks,  
Marc Paladino  
(via email)

A team's first aid kit should contain ice in bags; these will be used almost anytime you have an injury to help reduce the pain and potential swelling. If using chemical cold packs, be cautious using around the face in case of leaks. Also, bandages, both large and small, gauze, some kind of dressing material like an Ace wrap or elastic wrap to hold gauze in place, or athletic tape. You should also provide water or a cleanser (antiseptic wipes, etc.) to clean abrasions or cuts. Check local expectations for first aid kits, as some states do not allow these cleansers other than at home or by health care professionals.

Also, don't forget latex or rubber gloves and some kind of small bag to properly dispose of blood and blood-soiled items like wipes or towelettes; blood-borne pathogens should be an important part of your safety training, so people do not put their health and future safety at risk dealing with unknown risks.

Finally, each team should have some kind of emergency telephone (mobile or land-line) to call an ambulance as well as a map or written directions to the area medical facilities anyone evacuated by medical professionals would be taken to. In an emergency, people need all the help they can get. Check the November/December 2003 ASAP News for some examples of that kind of information.

**NOTE:** Individual leagues decide what they need in a first aid kit. These give a good idea of fully-stocked kits. Items any kit should contain: A good supply of ice, drinking water, and personal items

or medications; emergency phone numbers; coins for pay phones; and directions and/or a map to/from emergency medical facilities.

**ALSO:** Keep a list of original supplies in your first aid kit, so it can be stocked and replenished! If managers or coaches use any first aid supplies, replace them before the next time the team meets.

**Here are three good examples of a well-stocked first aid kit:**

### LLB's Emergency Management and Training Program

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

- Ice bags
  - Plastic bags of crushed ice
- Elastic bandages
  - 3, 4 and 6 inch widths
- Sterile dressings
  - 3 by 3 inch individual gauze
  - 2 to 3, 5 by 9 inch pads
  - Telfa or non-stick dressings
  - Eye patches
- Adhesive bandages
  - 3/4, 1 and 2 inch widths
- Bandages
  - Triangular shape and in rolls
- Adhesive tape
  - 1/2, 1 and 1 1/2 inch widths
- Eye shields
- Small flashlight
- Scissors
- Antiseptic soap
- Splints
  - Inflatable, cardboard or wooden, for arm and leg (large enough for your largest player)
- Petroleum jelly
- Safety pins
- First aid manual
- Towels
- Blanket
- Small pocket notebooks and pencils
- Water for drinking and plenty of paper cups. (Water and paper cups can also do double duty in some first aid applications.)

### Fyrst USA Sport Medical Kits

A new first aid kit, available both in a team size and a league size, is offered by Fyrst USA. It was developed specifically for sports injuries. A unique feature: resupplies can be ordered by phone and to you in 5-7 days. Call 800/782-1355 or go to [www.fyrstusa.com](http://www.fyrstusa.com) to order.

- 1 Reusable ice bag: 9 inches
  - 4 Instant cold packs: 6 by 10 inches
  - 1 Blister Kit
  - 20 Bandages: 1- by 3-inches
  - 6 Large bandages: 2 by 4 1/2 inches
  - 1 Elastic wrap
  - 1 Scissors
  - 20 Antimicrobial skin wipes
  - 10 Blood-off cloth towelettes
  - 20 Latex gloves
  - 1 Antiseptic hand cleaner: 4 ounces
  - 2 Rolls of athletic tape
  - 1 Roll of pre-wrap
  - 3 Sport wound care kits
- FYRST USA now carries the SAVE-A-TOOTH Preservation System (with ADA Seal of Acceptance)

### Little League First Aid Kit

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

- Bandages — sheer and flexible
- Non-stick pads — assorted sizes
- Soft-Gauze bandages
- Oval eye pads
- Triangular bandage
- Hypo-allergenic first aid tape in dispenser
- 2-inch elastic bandage
- Antiseptic wipes
- First aid cream
- Instant cold pack
- Tylenol® extra-strength caplets
- Scissors
- Tweezers
- First aid guide
- Contents card
- Disposable gloves

# Michele Smith — Oly

*This summer's Olympics are putting the spotlight on the world's best athletes in Athens. But these top-flight athletes all know that performance is determined by preparation before ever stepping on the field.*

Michele Smith, two-time Gold Medal winner with the USA Softball team, follows some of the best training regimens and shares that knowledge.

"It is just as important to take care of your body off the field as on it," Michele said. "If you're in good condition, you have better reactions to hit the ball faster and farther."

Being in shape is just good sense for playing your best. But did you know recent studies also show that athletes that are in good physical condition experience fewer injuries than those who aren't?

## **Keys to conditioning:**

- Fitness conditioning
- Weight conditioning
- Pliometrics
- Agilities drills
- Core strength training

But Michele notes you should not get too serious too early with conditioning for the younger players. Most kids 5-8 years old are getting all the exercise they need to build their muscles to play by playing, and don't need conditioning workouts.

Graduate the amount and intensity of workouts for the age of the participants.

Again, just developing good, moderate training habits with the players will help them as they grow.

## **Fitness conditioning**

For fitness training, Michele stresses fundamental exercises that everyone can do like jogging, biking, aerobics and anything that gets the cardio-vascular system pumping blood. Sustaining elevated heart and lung functions helps the body prepare for hard

exercise, like games, and increases the body's ability to function at this increased activity level for longer periods. Fitness training also is beneficial for weight management, for more sedentary players.

## **Weight conditioning**

Weight training should be undertaken only for those 12 years of age or older, as younger bodies are still growing and developing. Placing too much stress on growth plates and other fragile areas through weight training can cause developmental injuries.

For the older athlete, weight training offers increased lean body mass for higher metabolism and healthier, stronger muscles. All major muscle groups should be worked: chest, arms, shoulders, back and legs.

### **Examples:**

- Chest — bench press, flies
- Arms — biceps curls, triceps extensions
- Shoulders — military press, dips, shrugs
- Back — rows, pull-downs
- Legs — squats, leg curls, leg extensions

## **Pliometrics**

This is explosive training to increase the player's bounding abilities, and overall speed and energy. While many weight programs train the muscles for slow, strong movement, pliometrics trains the muscles to have faster, explosive force, especially important in the pitching motion.

### **Examples:**

- Single leg bounds — hopping up and down on one leg
- Standing broad jumps — jump forward
- Lateral jumps — jump to the sides
- Vertical jumps — jump straight up
- Jump-tucks — jump up and pull knees to chest

## **Agilities training**

These are important to strengthening connective muscles, those around ankles and knees especially. Agility drills help develop "fast twitch" muscles, which allow changes in direction, quick hands, and also "builds body awareness in spatial



# ympic Training Ideas

relationship,” Michele explained, meaning the player understands better where they are on the field and where to move to reach the ball or tag a base.

Examples are foot drills like running a dual line of tires, doing the karaoke step (cross-over step running sideways), as well as hand drills for catching and tossing the ball quickly.

## Core strength training

“The core (abdominals and back) is important for body strength in playing ball since players push off the ground in throwing, fielding, running and especially hitting and pitching,” said Michele. “The player is transferring their strength and movement from the upper body to the lower body and vice versa in all these movements.”

Good basic exercises for the core are: sit-ups, crunches and leg elevations, and “super-mans” or hyper-extensions for the back (reverse sit-ups).

“If you’re in good condition, you’re going to be better able to play late in the game,” Michele stressed. “Or when you hit that deep triple, you won’t gas going around second and get thrown out.”

## The seasons of conditioning:

- Off-season: Have them hit the training and/or weight room 3 days a week, combined with cardio-vascular workouts more extensively to build strength and endurance. Do the core training workout every day, and combine the plyometrics workout with weight training for older athletes.
- Pre-season: Getting ready — workout off field two times a week. Michele points out that if you are practicing with your team three days a week, you will want to have the players do some aerobic activity two additional days, to build endurance.
- In season: The team is playing more, so you want them to stay consistent and maintain their fitness level, so exercising one to two times a week is sufficient.

*“It is just as important to take care of your body off the field as on it,” – Michele Smith.*

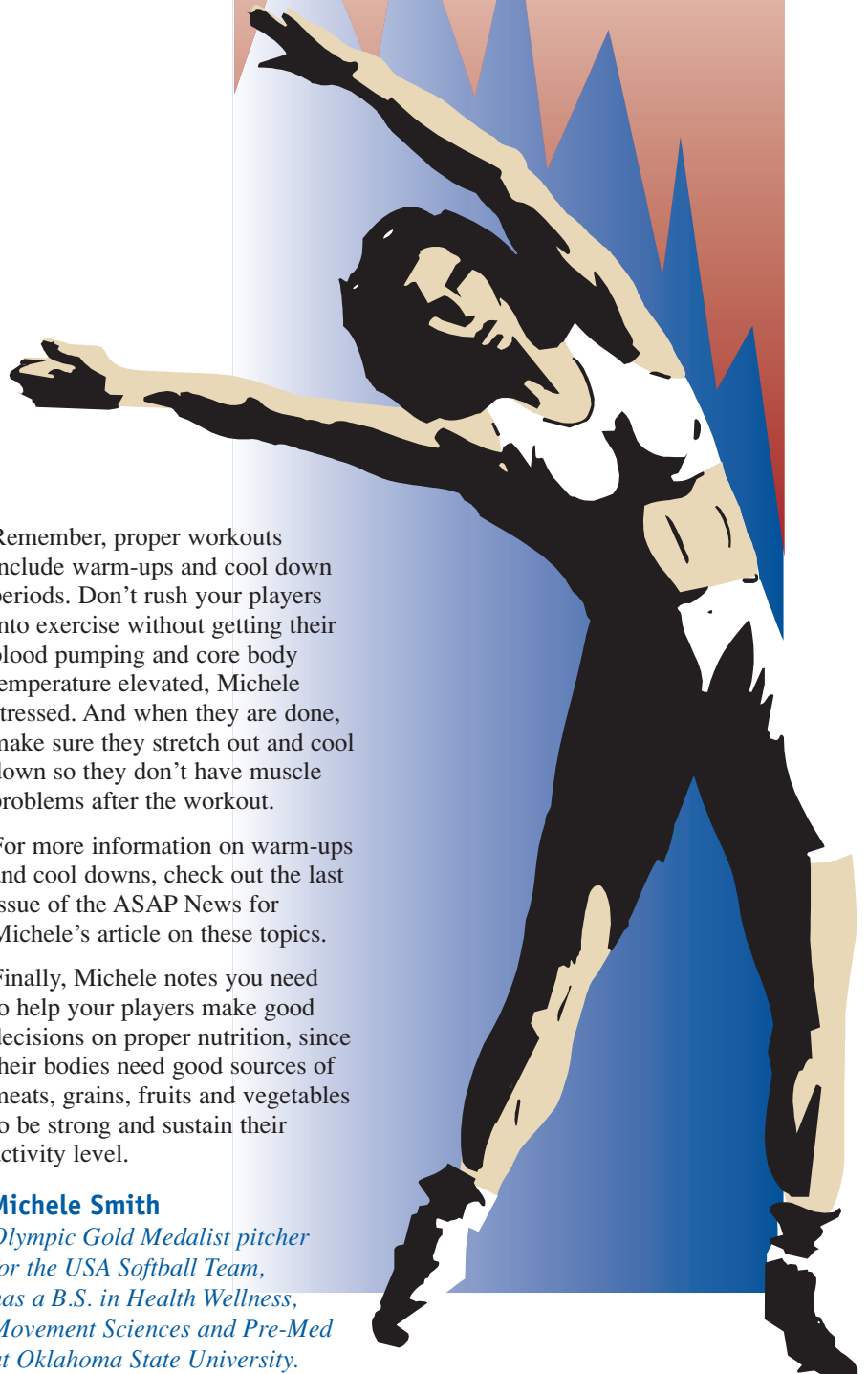
Remember, proper workouts include warm-ups and cool down periods. Don’t rush your players into exercise without getting their blood pumping and core body temperature elevated, Michele stressed. And when they are done, make sure they stretch out and cool down so they don’t have muscle problems after the workout.

For more information on warm-ups and cool downs, check out the last issue of the ASAP News for Michele’s article on these topics.

Finally, Michele notes you need to help your players make good decisions on proper nutrition, since their bodies need good sources of meats, grains, fruits and vegetables to be strong and sustain their activity level.

## Michele Smith

*Olympic Gold Medalist pitcher for the USA Softball Team, has a B.S. in Health Wellness, Movement Sciences and Pre-Med at Oklahoma State University.*





# Stretching with Michele Smith

**Two-time USA Softball Olympic Gold-Medalist**

*Children are naturally flexible, with young muscles still growing and developing, so your coaches may not think stretching is very important. But take it from two-time USA Softball Olympic Gold-Medalist Michele Smith, a proper pre- and post-workout routine can help care for the muscles that allow the players to take the field.*

## Dynamic Warm-Up

"I encourage coaches to begin any practice or game with a dynamic warm-up," Michele stated. For younger players, 10 minutes total of blood-pumping, body-moving activity can help raise the body's core temperature and loosen up muscles for the practice or game. Older players may need 15 minutes of warm-up. These are not static stretching exercises, but active dynamic warm-ups.

Start by having players run from foul pole to foul pole, then do some agility exercises:

- High knees (short jog, lift knees high),
- Butt kicks (short jog, try to kick feet backwards up toward bottom),
- Karaoke run (crossover steps laterally),

- Jumping jacks (standard),
- Arm windmills (forward and reverse),
- Neck circles (left & right, full rotation).

"The goal is to work on all the body parts: trunk, arms, legs and neck," Michele said. "Muscles stretch more easily if the body is warmed up properly before you stretch."



If muscles are still tight after the dynamic warm-up, then do some specific stretching for the area. Pitchers especially, but all players need to really work on their shoulder muscles, to make sure they are loose before throwing. And coaches should be reminded to have their players do stretching and warm-up exercises any time they have been idle for a period.

Michele pointed out that planning can help reduce the amount of stretching needed. Some coaches have players warm up their arms, do a few defensive drills, stand around waiting to hit and then start back throwing. Instead, start players hitting, then go to throwing drills, making sure they stretch out their arms before throwing. It saves

time stretching and saves injuries to arms. But warm up and stretch the trunk before hitting, too, or players risk injuries like groin pulls. Ask Mike Piazza of the New York Mets how easy it is to overcome a pulled groin.

## Then Cool Down

After a practice or game, don't just send your kids home. Michele noted that muscles need to be worked a little to get new oxygen in, to remove the waste by-products of exercising. "Have players run a lap around the field, then sit in a circle and stretch muscles to get fresh blood in them, and help strengthen them."

She suggests arm windmills, neck circles and hurdler's stretches for the quads and glutes (thighs and bottom). Twisting exercises that stretch the side muscles and back are also good. Here's one: Sit on the ground, placing the foot of a bent leg on the opposite side of an outstretched leg's knee, and twist your torso across the upright knee. Then switch legs and twist the other way.

"A good cool down will help cool the muscles and slow the heart rate," Michele said. "It's important not to over-stretch in the cool down phase," she noted, since the muscles are being relaxed. If any sore spots are found during stretching, apply ice.







Michele said warm ups are a good time for players to visualize what they will be doing: hitting, pitching, throwing out base runners, etc. Cool downs are a time to reflect on the practice on what went well, and what may need improvement. But above all, these tips can keep players playing, and not sidelined with muscle injuries.

"If you're injured, you can't play the sport you love," Michele pointed out. "We need to warm up and cool down to prevent injuries. Young kids are so flexible, they don't realize they can pull muscles. So for younger players, this is as much about instilling good routines for the players for later life."

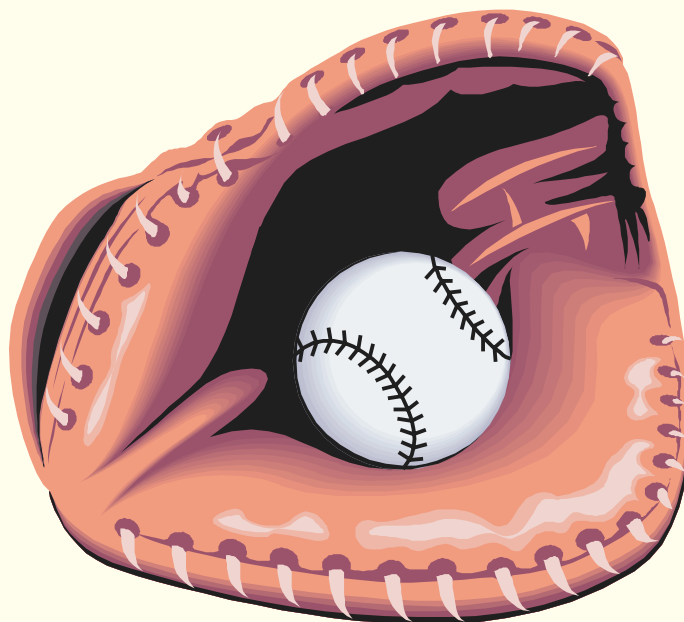


## **HAVE YOU:**

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

# **Coach, Please Let Players Catch!**



**REMEMBER:**

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

**RULE 3.09**

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

# Concession Stand Tips

## SAFETY FIRST

### Requirement 9

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

#### 1. Menu.

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

#### 2. Cooking.

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

#### 3. Reheating.

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

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

#### 4. Cooling and Cold Storage.

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

#### 5. Hand Washing.

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

#### 6. Health and Hygiene.

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

#### 7. Food Handling.

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

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

#### 8. Dishwashing.

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

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

#### 9. Ice.

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

#### 10. Wiping Cloths.

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

#### 11. Insect Control and Waste.

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

#### 12. Food Storage and Cleanliness.

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

#### 13. Set a Minimum Worker Age.

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

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



# Volunteers Must Wash Hands

## HOW



## WHEN

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

**Wash after you:**

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

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

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

**Wear gloves.**

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

**If you wear gloves:**

- ▶ wash your hands before you put on new gloves

**Change them:**

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

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



**UMASS  
EXTENSION**



# Accident Notification Form

*"I called today and asked about what form I fill out for an injured kid. You are going to send me one in the mail and I was going to look on-line for what I need. Is this the Incident Tracking Form? When I called they said something about an Accident Notification Form and I can't seem to find it on the website. Can you help?"*

**John Voyles**  
Safety Officer  
Oviedo, Fla., Little League

Here is an example of the Accident Notification Form you need to use in cases of players injured who do or may require medical attention. It should be filled out by a league official and signed by the league president and sent to Little League International Headquarters. Look for it on-line in the League Officials section under the "Insurance" header on the left-hand side (<http://www.littleleague.org/common/insurance/index.asp?cid=5>).

The Incident Tracking Form (on the next page) is for your league to use in all accidents – those requiring medical attention and those not. Doing this tracking will help your league determine if additional training is needed for specifics like sliding (if several players in a division are hurting their legs or ankles, but not enough to go to the hospital); or if players are getting hurt on a specific field from bad hops, the field may need dragging or other work, etc.

*"Do you have examples of injury or accident processes that can be distributed to league parents? I'm looking for ideas for a document to be included in our parent handbook that explains the process in layman's terms."*

**Pat Gallagher**  
Safety Officer  
Capitola Little League, Soquel, Calif.

That's a great question. Here's an example of what we have in the sample safety manual. Attached is a tracking form for your coaches to fill out as

well (on next page); but if an accident occurs, you should fill out and submit the Accident Notification Form.

## Accident Reporting Procedures What to Report

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the league safety officer within 48 hours of incident. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

## When to Report

All such incidents described above must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer for 2004 is:

\_\_\_\_\_ who can  
be reached (day) at \_\_\_\_\_  
or (evening) at \_\_\_\_\_

## How to Make the Report

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be given:

- Name and phone number of the person involved
- Date, time, and location of the incident
- As detailed a description of the incident as possible
- Preliminary estimation of the extent of any injuries
- Name and phone number of the person reporting the incident.

## Safety Officer's Responsibilities

Within 48 hours of receiving the incident

report, the Safety Officer will contact the injured party or the party's parents and:

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

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

LITTLE LEAGUE BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS				Send Completed Form To: Little League, International 535 US Route 15 Hwy, P.O. Box 3485 Williamsport, PA 17701-0485 Accident Claim Contact Numbers: Phone: 570-327-1674 Fax: 570-326-2951	
<small>1. This form must be completed by parents (if claimant is under 16 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.</small>					
<small>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.</small>					
<small>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.</small>					
<small>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.</small>					
<small>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.</small>					
League Name _____		League I.D. _____			
Name of Injured Person/Claimant _____		PART 1 Date of Birth (MM/DD/YY) _____		Age _____ Sex _____ <input type="checkbox"/> Female <input type="checkbox"/> Male	
Name of Parent/Guardian, if Claimant is a Minor _____		Home Phone (Inc. Area Code) _____		Bus. Phone (Inc. Area Code) _____	
Address of Claimant _____		Address of Parent/Guardian, if different _____			
<small>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.</small>					
Does the insured Person/Parent/Guardian have any insurance through:		Employer Plan <input type="checkbox"/> Yes <input type="checkbox"/> No		School Plan <input type="checkbox"/> Yes <input type="checkbox"/> No	
Individual Plan <input type="checkbox"/> Yes <input type="checkbox"/> No		Dental Plan <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Accident _____		Time of Accident _____		Type of Injury _____	
Describe exactly how accident happened, including playing position at the time of accident: _____					
<small>Check all applicable responses in each column.</small>					
<input type="checkbox"/> BASEBALL <input type="checkbox"/> SOFTBALL <input type="checkbox"/> CHALLENGER <input type="checkbox"/> TAD (2ND SEASON)		<input type="checkbox"/> CHALLENGER (5-18) <input type="checkbox"/> T-BALL (5-8) <input type="checkbox"/> MINOR (7-12) <input type="checkbox"/> LITTLE LEAGUE (8-12) <input type="checkbox"/> JUNIOR (13-14) <input type="checkbox"/> SENIOR (14-16) <input type="checkbox"/> BIG LEAGUE (16-18)		<input type="checkbox"/> PLAYER <input type="checkbox"/> MANAGER COACH <input type="checkbox"/> VOLUNTEER UMPIRE <input type="checkbox"/> PLAYER AGENT <input type="checkbox"/> OFFICIAL SCOREKEEPER <input type="checkbox"/> SAFETY OFFICER <input type="checkbox"/> VOLUNTEER WORKER	
<input type="checkbox"/> TRYOUTS <input type="checkbox"/> PRACTICE <input type="checkbox"/> SCHEDULED GAME <input type="checkbox"/> TRAVEL TO <input type="checkbox"/> TRAVEL FROM <input type="checkbox"/> TOURNAMENT <input type="checkbox"/> OTHER (Describe) _____		<input type="checkbox"/> SPECIAL EVENT (NOT GAMES) <input type="checkbox"/> SPECIAL GAME(S) <small>(Submit a copy of your approval from Little League Incorporated)</small>			
<small>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.</small>					
<small>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.</small>					
<small>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., an AIG Company, or its representative, any and all such information. A photostatic copy of this authorization shall be considered as effective and valid as the original.</small>					
Date _____		Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.) _____			
Date _____		Claimant/Parent/Guardian Signature _____			

# Incident/Injury Tracking Report

## A Safety Awareness Program – Activities/Reporting

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 (5-8) ☐ Minor (7-12) ☐ Major (9-12) ☐ Junior (13)
- ☐ Senior (13-15) ☐ Sr./Minor (13-15) ☐ Big League (16-18)
- C)** ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
- ☐ Travel to ☐ Travel from ☐ Other (Describe): \_\_\_\_\_

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

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

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

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

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: \_\_\_\_\_

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

### Type of incident and location:

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

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

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

This form is for Little League purposes only, to report 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 claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

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

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



**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 parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits.

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

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, date of service, procedure and diagnosis codes for medical services/ supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.



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

Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.

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

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

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

## Umpire Guidelines

# Umpire Guidelines

Northborough, Washington Little League

### Before the Game — Meet at home plate

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

### During the Game — Umpires and Coaches

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