

Johnston Little League

Safety Manual

*for
Managers, Coaches, and Volunteers*

2020



League # 115-03-27

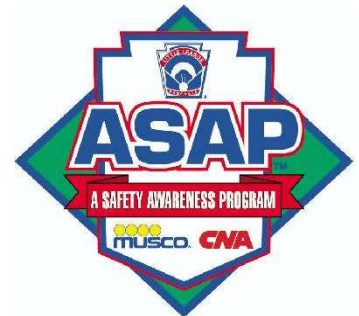




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Johnston Little League

POLICY STATEMENT

Johnston Little League
Is A Non-profit Organization
Run By Volunteers
Who's Mission
Is To Provide An Opportunity
For Children
To Learn the Game of Baseball
In A Safe and Friendly Environment.



Dear Managers and Coaches:

Welcome to another fun and exciting season of Johnston Little League Baseball! Please read the safety manual. We are ready for another great safe season of Baseball!

We are using this Safety Manual to provide written policies and guidelines for standardization within our league and in conformance with National Little League. Johnston Little League's Board of Directors is continuing to assess and improve the safety awareness and aspect of our league and its facilities. In an effort to help our managers and coaches comply with our safety standards, the Board of Directors has put forth a mandate of safety rules to be followed as outlined in this manual. Each team will appoint a Team Assistant who will also serve as the Team Safety Officer (TSO). This individual will assist the manager and the designated coach of that team to insure that the safety guidelines are met whether at practice or during a game.

The commitment to this Manual is proof that we at JLL are dedicated to the safety of all those who participate in our league. Please read it carefully, familiarize yourself with its contents and then use it as a reference guide throughout the season. In closing, remember that safety rests with all of us; the volunteers of Johnston Little League. Always use common sense and report all accidents or safety infractions when they occur. Now, play ball and play it safe!

Very truly yours,

Eric Gude
President JLL

Byron Frick
Safety Officer JLL



INTRODUCTION¹

ASAP - What is it? In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer. The ASAP mission is “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball”. This manual is offered as a tool to place some important information at manager’s and coach’s fingertips.

Goal: The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, Johnston Little League also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan. To this end, Johnston Little League has instituted, and registered with Little League Headquarters, the Board position of Safety Officer. In the event that any item within this manual conflicts with any Little League, State and/or Federal law and/or guideline; the appropriate Little League, State and/or Federal law and/or guideline will take precedence.

The Board of Directors of Johnston Little League has mandated the following **Safety Code**. All managers and coaches will read this **Safety Code** and review it with their team.

SAFETY CODE

Dedicated to Injury Prevention

Equipment

- ❖ Equipment must be inspected regularly for the condition of the equipment as well as for proper fit. Worn equipment must be replaced and disposed of properly.
- ❖ All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the as “in play”.
- ❖ 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.
- ❖ 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. Managers should encourage all players to wear mouth guards especially those players with corrective braces.
- ❖ Batters must wear Little League approved protective helmets with NOCSAE seal during batting practice and games. Managers should encourage the use of face guards on batting helmets.
- ❖ All bats will conform to Little League standards.
- ❖ Shoes with metal spikes or cleats are **not** permitted, except in 13 year old or older leagues. Shoes with molded cleats are permissible.

Accidents

- ❖ Responsibility for Safety procedures should be that of an adult member of Johnston Little League.
- ❖ At no time should “horse play” be permitted.
- ❖ **Report all accidents and near misses by completing the Little League Accident Form found in the folder hanging on the west wall in the storage area in the rear of the Concession Stand.**
- ❖ Arrangements should be made in advance of all games and practices for emergency medical services.

Training

- ❖ Safety and First Aid training will be provided at the start of each season.
- ❖ A manager or coach from each team must attend the league’s First Aid Training Seminar. Each individual manager or coach must attend the Safety and First Aid Training at least once every three years. First-aid kits are available at the

¹ This manual was based on Little League’s sample “Warwick National Safety Manual for Managers and Coaches, 2007” and the ASAP Safety Officer Manual & League Resources, 2011.



concession stand and are issued to all teams during the initial equipment distribution. Teams are required to have First Aid Kits at all practices and games.

- ❖ JLL Officer of the Day training will be provided each year. Training will include safety procedures for the concession stand volunteers as well as daily operating procedures for the league.
- ❖
- ❖ Field Equipment training will be provided at Field Day to ensure proper operation and use of JLL field equipment. Motorized field equipment should not be used by those under the age of 16 without adult supervision.

Field and Grounds

- ❖ Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. Home team coach is responsible for pre-game inspection of the field. See Coaches Checklist on page 39.
- ❖ After each game, managers should ensure dugouts and areas around the outside of the playing area are free of trash and dangerous objects.
- ❖ Report any potential safety hazards and/or repairs to the Facility Coordinator for immediate repair.
- ❖ Anchored bases are not allowed.

Games/Practices

- ❖ Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- ❖ All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endangering spectators (i.e., playing catch, pepper, swinging bats, etc.).
- ❖ During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- ❖ While on the playing field, all players should be alert and watching for thrown and batted balls and players swinging bats.
- ❖ Except when runner is returning to a base, headfirst slides are not permitted.
- ❖ 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 below the Junior Division.
- ❖ **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 Swinging Bats** or **throwing baseballs** at any time within the walkways and common areas of the Johnston Little League complex.

Weather

- ❖ No games or practices should be held when weather or field conditions create an unsafe environment, particularly when lighting is inadequate.
- ❖ JLL has a lightning detector located in the concession stand. The lightning detector shall be turned on before the first game of the day and remain on until the park is closed. Lightning Policy & Procedures shall be strictly adhered to...**No Exceptions.** see Lightning Policy & Procedures.

Batting Cages

- ❖ Batting helmets are required while using cages.
- ❖ L-screens should be used at all times to protect the pitcher.
- ❖ Only league-approved managers and/or coaches will supervise batting Cages

Miscellaneous

- ❖ Children should be supervised while playing on the playground equipment.
- ❖ **Speed Limit 5 mph** in roadways and parking lots while attending any Johnston Little League function. Watch for small children around parked cars.



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- ❖ *Observe all posted signs.* Players and spectators should be *Alert* at all times for *Foul Balls and Errant Throws*.
 - ❖ *No children under the age of 14* are to be permitted in the concession Stand.
 - ❖ No playing on field equipment
 - ❖ Any pets brought to the games must be under direct control of the owner either through a leash or other restraining device. Owner must clean after pets.
 - ❖ **No medication** will be administered to any player unless done so directly by the child's parent. This includes aspirin, Tylenol or ibuprofen.
 - ❖ No alcohol or drugs allowed on the premises at any time
 - ❖ Information pertaining to player medical conditions, insurance providers, and medical releases will be collected during the registration process and retained by the League President for the duration of the season.
 - ❖ All Volunteers will complete an annual Volunteer Application

Volunteer Application

All volunteers will use the Volunteer Application form on www.jllbaseball.com.



CODE OF CONDUCT

The board of directors of Johnston Little League has mandated the following Code of Conduct. All coaches and managers will familiarize themselves with this Code of Conduct and agree to abide by its contents.

Johnston Little League Code of Conduct:

No Board Member, Manager, Coach, Player or Spectator shall:

- At any time lay a hand upon, push, shove, strike, or threaten to strike an official, player, coach, manager, or spectator.
- Be guilty of personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands, or anywhere on the JLL complex while in an intoxicated state at any time
- Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- Use tobacco products of any kind. (by city ordinance, Creekside Park is designated as a no smoking facility).
- Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- Speak disrespectfully to any manager, coach, official or representative of the league.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including removal from the game.
- The Board of Directors will review all infractions of the JLL Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.



Communicable Disease Procedures

- ❖ Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- ❖ Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated.
- ❖ Immediately wash hands and other skin surface if contaminated with blood.
- ❖ Clean all blood contaminated surfaces and equipment.
- ❖ Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.

Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

Injuries - Some Important Do's and Don'ts

Do...	Don't...
<ul style="list-style-type: none"> ❖ Reassure and aid children who are injured, frightened, or lost. ❖ Provide, or assist in obtaining, medical attention for those who require it. ❖ Know your limitations. ❖ Carry your first-aid kit to all games and practices outside of the JLL complex. ❖ Assist those who require medical attention - and when administering aid, remember to; <ul style="list-style-type: none"> ○ LOOK for signs of injury (<i>Blood, Black-and-blue deformity of joint etc.</i>). ○ LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child. ○ FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone. ❖ Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones. 	<ul style="list-style-type: none"> ❖ Administer any medications. ❖ Provide any food or beverages (other than water). ❖ Hesitate in giving aid when needed. ❖ Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.). ❖ Transport injured individuals except in extreme emergencies. ❖ Leave an unattended child at a practice or game. ❖ Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

PRICES

Prevention

Rest

Ice

Compression

Elevation

Support



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 Safety Officer. 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 2019 is Byron Frick, he can be reached at the following:

Cell phone: 515-554-1995
Email: byronfrick@gmail.com

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

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

Incident/Injury Tracking forms are available at the concession stand and may be utilized as the initial reporting mechanism. A volunteer can fill out the form and forward it to the League Safety Officer.

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 Johnston Little League's insurance coverage 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).

http://www.littleleague.org/Assets/forms_pubs/asap/Injury_Tracking_Form.pdf



Activities/Reporting

A Safety Awareness Program's Incident/Injury Tracking Report

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: Male Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.) Baseball Softball Challenger TAD
- B.) Challenger T-Ball (5-8) Minor (7-12) Major (9-12) Junior (13-14)
 Senior (14-16) 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 B.) Adjacent to Playing Field D.) Off Ball Field
- Base Path: Running *or* Sliding Seating Area Travel:
- Hit by Ball: Pitched *or* Thrown *or* Batted Parking Area Car *or* Bike *or*
- Collision with: Player *or* Structure C.) Concession Area Walking
- Grounds Defect Volunteer Worker League Activity
- Other: _____ Customer/Bystander Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for 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: _____



http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf

LITTLE LEAGUE® BASEBALL AND SOFTBALL
ACCIDENT NOTIFICATION FORM
INSTRUCTIONS

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

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

League Name		League I.D.	
Name of Injured Person/Claimant	SSN	Date of Birth (MM/DD/YY)	Age Sex
			<input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
		()	()
Address of Claimant		Address of Parent/Guardian, if different	

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

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

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

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

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

Check all applicable responses in **each** column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (5-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (5-8)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (7-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	(Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	
	<input type="checkbox"/> JUNIOR (13-14)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> SENIOR (14-16)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> BIG LEAGUE (16-18)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	

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

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

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

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



For Residents of California:

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

For Residents of New York:

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

For Residents of Pennsylvania:

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

For Residents of All Other States:

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

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

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

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

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

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

Does your league use breakaway bases on: ALL SOME NONE of your fields?
Does your league use batting helmets with attached face guards? YES NO
If YES, are they Mandatory or Optional At what levels are they used?

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

Date _____ League Official Signature _____

http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimFormInstructions.pdf



CLAIM FORM INSTRUCTIONS



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

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

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

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

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

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

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

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

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

TREATMENT OF DENTAL INJURIES

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



CHECKLIST FOR PREPARING CLAIM FORM

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

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

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

PART II - LEAGUE STATEMENT

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

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



Expectations, from the Coach's perspective

What Do I Expect from My Players?

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

What Can You and Your Child Expect from Me?

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

What Do I Expect from You as Parents and Family?

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

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



Johnston Little League - Low Clarkson Park Northwest 54th Avenue - Johnston, IA 50131



Johnston Little League Complex





Johnston Little League Website

www.jllbaseball.com

The screenshot shows the homepage of the Johnston Little League website. At the top, there is a navigation bar with the league's logo, the name "JOHNSTON LITTLE LEAGUE", and buttons for "LOGIN" and "REGISTER". Below this is a main menu with links for "HOME", "ABOUT US", "REGISTRATION", "NEWS", "COACHES", "LITTLE LEAGUE", and "TOURNAMENT". The central focus is a large banner image of a baseball glove with a baseball inside, set against a field background. The banner text reads "2019 SEASON - ANNOUNCEMENTS & KEY DATES" with a "MORE" button. To the left and right of the banner are purple sidebars with promotional text. Below the banner is a grid of four news items, each with a date, a small image, and a title. To the right of these items is a vertical list of club links. At the bottom, there is a secondary navigation bar with "ABOUT", "EVENTS", "SOCIAL", "FIELD STATUS", and "HIGHLIGHTS". The "EVENTS" section is currently active, showing a calendar entry for "JAN 26 06:00 PM JOHNSTON BASEBALL CLUB LIVE AND SIL..."



Key Features

General Information	League Rules	Safety Information
Little League Bat Info Johnston Schools Little League World Series National Little League Organization Little League Child Protection Program Iowa Cubs Johnston Girls Softball Assoc. LL District 3 Little League Coaching Resources Character Counts	Big Bat Coach Pitch 8 year old Minors 9 year old Intermediates 10 year old 11 & 12 year old Majors 50/70 13 & 14 year old Juniors Seniors	Volunteer Application Incident/Injury Tracking Form Player Accident Notification Form What Parents should know General Liability Claim Form Medical Release Form JLL Lightning Policy

Little League Phone Numbers

District ADMIN.....Chris Chadd.....(515) 664-9307
Mercy Hospital:.....(515) 247-3121
Mercy Johnston Medical Clinic.....(515) 643-6000
Methodist Hospital:.....(515) 241-6423
Lutheran Hospital:.....(515) 263-5120
Broadlawns Hospital:.....(515) 282-2253
Police - Emergency:**9-1-1**
Police - Johnston Office:(515) 278-2345
Police - Polk County Sheriff:(515) 286-3800
Fire Safety - Emergency:**9-1-1**

2020 Board of Directors

Executive Committee	Name	Phone	Email	Email 2
President	Chris Andrews	217-418-7533	ChrisAndrews@JLLBaseball.com	
Vice President	Todd McClish	515-240-1668	ToddMcClish@JLLBaseball.com	mcclishfamily6@aol.com
Secretary	Eric Gude	515-499-2849	EricGude@JLLBaseball.com	narizone@hotmail.com
Treasurer	Kent Schlawin	515-556-0365	KentSchlawin@JLLBaseball.com	kschlawin@icloud.com

Operations	Name	Phone	Email	Email 2
Information Officer	Cullen Hawes	515-986-7142	CullenHawes@JLLBaseball.com	
Public Relations/Marketing	Vacant			
Safety Officer	Byron Frick	515-554-1995	ByronFrick@JLLBaseball.com	byronfrick@gmail.com
Safety	Ben Lewerke	515-896-4332	BenLewerke@JLLBaseball.com	BenLewerke1984@gmail.com
Umpire Coordinator	Greg Weinschenk	515-577-3420	GregWeinschenk@JLLBaseball.com	gregw@iowarealty.com
Sponsorship/Fundraising	Chris Andrews	217-418-7533	ChrisAndrews@JLLBaseball.com	
Scheduling/Registrar	Cullen Hawes	515-986-7142	CullenHawes@JLLBaseball.com	
Equipment Director	Lane Sires	515-344-2199	LaneSires@JLLBaseball.com	Sires.Lane@gmail.com
Uniform Director	Todd McClish	515-240-1668	ToddMcClish@JLLBaseball.com	mcclishfamily6@aol.com
Coaching Coordinator	Travis Burleson	515-313-7347	TravisBurleson@JLLBaseball.com	burleson.travis77@gmail.com
Player Agent	Jerry Towers	515-210-4131	JerryTowers@JLLBaseball.com	jerrytj1@mchsi.com
Concessions	Chris Andrews	217-418-7533	ChrisAndrews@JLLBaseball.com	

Facilities	Name	Phone	Email	Email 2
Facility Director	Mark Avaux	515-229-0464	MarkAvaux@JLLBaseball.com	
Maintenance	Mark Camos	515-249-4581	MarkCamos@JLLBaseball.com	sabar@q.com
Grounds	Mel Crowley	515-896-4332	MelvinCrowley@JLLBaseball.com	melvincrowley@yahoo.com

Division Representatives	Name	Phone	Email	Email 2
Big Bat	Kyle Fuerstenberg	319-239-6411	KyleFuerstenberg@jllbaseball.com	kjfuerstenberg@gmail.com
Minor - Coach Pitch (6/7)	Shane Sandersfeld	612-554-7207	ShaneSandersfeld@JLLBaseball.com	shanesandersfeld@yahoo.com
Minor - A (8)	Todd McClish	515-240-1668	ToddMcClish@JLLBaseball.com	mcclishfamily6@aol.com
Minor - AA (9)	Todd McClish	515-240-1668	ToddMcClish@JLLBaseball.com	mcclishfamily6@aol.com
Minor - AAA (10/11)	Mat Gleason	515-344-9813	MatGleason@JLLBaseball.com	
Major - (12)	Lane Sires	515-344-2199	LaneSires@JLLBaseball.com	Sires.Lane@gmail.com
Intermediate (12/13)	Lane Sires	515-344-2199	LaneSires@JLLBaseball.com	Sires.Lane@gmail.com
Junior/Senior (13/16)	Scott Harken	515-208-2890	ScottHarken@JLLBaseball.com	harkenscott@johndeere.com

At Large	Name	Phone	Email	Email 2
At Large	Derek McDaniel	515-491-6578	DerekMcDaniel@JLLBaseball.com	dmmcdaniel@msn.com



CONCESSION STAND SAFETY

CONCESSION STAND OPENING DUTIES

ALWAYS WASH HANDS THOROUGHLY BEFORE HANDLING FOOD

1. Move the grill from the garage to the outside of the building and light the grill, putting it on as low as it will go. You will want to start about 8-10 hot dogs and 6-8 hamburgers. (Hamburgers are pre-cooked and
- 2.
3. just need to be warmed through.)
4. If cool, start coffee. Use red pot, coffee is located in drawers under the hot chocolate machine. Place filter pack in filter holder, fill pot with water and pour into back of coffee pot, place pot on burner and turn on.
5. Start popcorn machine. Directions are next to machine. Popcorn is located in drawer under the machine; additional popcorn packets are located in the cabinets under machine. **Turn kettle switch off after enough popcorn has popped being careful not to burn popcorn in the kettle.**
6. Wash counters off as needed. Set a container of soapy or bleach water to use to wipe counters throughout the shift.
7. Fill and set out condiments. Ketchup, mustard, BBQ packets, relish, pickles are in the fridge and should go in plastic containers with a fork or spoon. Jalapenos are also located in the fridge and should be added to nacho orders upon request.
8. Set out salt and water in plastic containers for pretzels next to the microwave.
9. Check the mixes in the hot chocolate/cappuccino machine. Refills are located in drawers under machine. The mixes go into the plastic containers inside the machine. Front of machine opens, pour into plastic containers, and carefully replace them into the machine, fitting all the way back into the machine.
10. Check the nacho cheese supply in the nacho machine. Instructions are on side of machine.
11. Turn the warming machine on medium, making sure there is enough water to touch the bottom of the three pans. Instruct the workers to monitor the heat of the machine as when it gets too hot, it will cook/harden the food as opposed to just keeping it warm.
12. Set out bun packages, hotdog and hamburger, next to warming machine.
13. Turn on vent light and vent switches above the fryer. Turn on the fryers, switches on front of fryers. Temperature setting should be at 350 degrees.
14. Review price list with workers by the windows. Treat tickets are worth \$1.00.
15. Open concession stand windows with key hanging inside of door. Make sure to put locks through the doors when they are opened and lock them so they don't disappear. The two heavy center locks should be placed in the concession stand so they don't disappear.



CONCESSION STAND SAFETY

CONCESSION STAND CLOSING DUTIES

ALWAYS WASH HANDS THOROUGHLY BEFORE HANDLING FOOD

1. Put away condiments from outside into the fridge. Refill if necessary.
2. Make sure there are hotdogs and hamburgers in the fridge to thaw for the next day's shift. If this is a Friday, put two boxes of hot dogs and 1 box of hamburgers in fridge to thaw.
3. Restock all candy and drinks. If there is room to cool more cased drinks, please do so.
4. Inventory supplies and note any items that are running low or empty on restock sheet.
5. **DO NOT UNPLUG ANYTHING!!!!**
6. Clean out popcorn machine. Make sure to pull out drawer where the seeds drop down to and empty. Wipe the popcorn machine out with paper towels.
7. Put away the grill. **MAKE SURE THE PROPANE IS TURNED OFF AT THE TANK!!!**
8. Wash all utensils, pans, dishes, and countertops.
9. Turn off warmer and be sure to wash the warmer pans and lids.
10. Turn off fryers (lower switches) and the vent and light switches, on vent hood. Wash the fryer baskets and the warming plate and pans.
11. Open the door on the hot chocolate/cappuccino machine. Place a cup under the dispense nozzle and press the rinse button to thoroughly rinse the machine.
12. Shut and lock the windows, hang the key on the board inside the door.
13. Count the money back to what should be in the cash boxes, instructions on the lid of the cash boxes. Drop the locked deposit bag with deposit info into the safe in the bathroom behind the door. Place the cash boxes in the safe next to the freezer across from the sink and lock the safe.
14. Empty all trash cans in the concession stand and take the trash to the dumpster in the parking lot. Replace bags in all trash cans. (bags are in cabinet under the food warmer)
15. Make sure there is at least one extra bag of nacho cheese on top of bag in the nacho machine which will ensure warm cheese when the current bag is empty.
16. Lock the back door leading to the garage from inside the concession stand.
17. Sweep and mop the floors of the concession stand.
18. Make sure all lights are turned off and make sure the door locks when you leave.



Volunteers Must Wash Hands

HOW



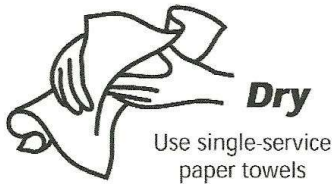
Wet
warm water



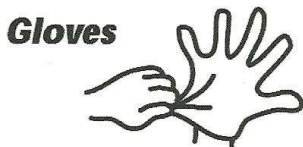
Wash
20 seconds
Use soap



Rinse



Dry
Use single-service
paper towels



Gloves

WHEN

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

Wash after you:

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

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

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

Wear gloves.

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

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

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

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





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 stereo 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.



CONCESSION STAND SAFETY

Officer of the Day – Key Reminders

- 1) Please begin the opening of the stand by putting some bleach and warm water in a bucket with a towel for wiping counters. There is an ice cream bucket with “Bleach Water” written on the side of it.
- 2) Please remind the volunteer workers to make sure the pre-cooked burger patties are heated all the way through prior to serving, and **not to burn** them on the grill. They are pre-cooked, and if thawed, will not take very long to warm up on the grill. If they are still frozen, obviously, they will take a bit longer.
- 3) Same as #2, but with the hot dogs. We have had some complaints about both the burgers and the hot dogs being cold in the middle.
- 4) It works best if you bun the burgers and hotdogs and put them in bags/wrap them prior to putting them in the warmer. This gets the bun warm. Make sure the warmer isn't too hot to cook/harden the buns.
- 5) At the end of the night, **PLEASE REMOVE ALL GARBAGE** from the concession stand. This means emptying all garbage cans (please re-line them), and all empty boxes. These need to be taken to the dumpster, not left in the garage in the back of the Cstand. Garbage brings unwanted critters into the stand, so **PLEASE REMOVE IT NIGHTLY!**
- 6) Please make sure to have the volunteer workers re-stock the candy and the beverages in the coolers.
- 7) Please make sure there are at least one box of hamburgers in the fridge to thaw, and at least one full box of hot dogs in there to thaw as well.

Thanks. JLL/JGSA

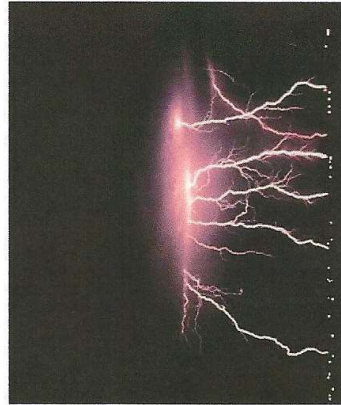


Johnston Little League Lightning Policy and Procedures

- When the lightning detector detects lightning at the 3-8 mile distance, the JLL Officer of the Day will suspended and stop all play with an announcement over the intercom system, and sound three blasts with the air horn.
- All players and spectators must vacate the facility, including the dugouts.
- Once play is suspended, a wait period of at least 30 minutes after the last flash of lightning is witnessed, thunder is heard, or the detector indicates lightning in the 3-8 mile range, must apply before resumption of play.
- The Officer of the Day will make the final decision pertaining to when play can resume or if field conditions are unsafe to continue play.
- The Officer of the Day will announce over the intercom and sound one long blast with the air horn when play can resume.

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:

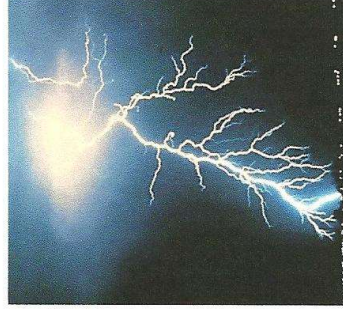
<http://www.lightningsafety.noaa.gov>

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/nwt/> 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.



NOAA

- ▶ **Do not lie flat on the ground.**





2011 Johnston Little League Coaching Clinic

Throwing : The most important skill in baseball, but rarely gets the practice time it deserves.

Throw long, loose, quick & explosive. Play games to practice accuracy (ie. Points).

Drill progression

1. Figure 8 (Best Throwing Drill Ever Created).
2. Rock & Throw (Wide feet, load like a batter). Ask me about the T-Ball age throwing drill.
3. Step Behind, Hop & Throw.
4. Slide & Throw.
- 4.5 Quick throws (shoulders square, pinch the scaps) -
5. Turn & Burns (Fast back peddle to start).
6. Crow Hops (Throwing hand foot starts back).
7. Bring it in (throwing on a line)
8. Quick Catch
9. Short Hops
10. Specialty throws (back hand, under hand flips, double plays)

Team Throwing Drills

1. Four Corners
 - Step-catch-throw (small steps)
 - Inside move throw
 - Reverse pivot throw
 - Clockwise, counter clockwise, reverse, corners
 - Ground balls
 - In Close (under hand toss, back hand flips, no glove, glove flips)
 - Multiple balls (team communication)
2. Relay throwing lines
3. 3-Man fly ball/relay throws

Pitching-Coach Barta

1. Being Explosive.
2. Firm head and core finishing down the line.
3. Ride the hip down the hill, then explode.
4. Momentum and tempo.
5. Off-Speed Pitches.
6. Grips

Fielding Ground Balls

1. Ready-React-Charge-Feet-Throw
 - "When the charge the ball the field goes from large to small." And so do the number of errors.
2. Infielders need to play all three positions in practice.
3. Slow rollers and bunts need more practice time.
4. Stopwatch drill (helps fielders get rid of the ball quicker).

Outfield Play

1. Hit the cut-off man.
2. Move forward as you catch it.
3. Requires a lot of reps to be good. Let your middle infielders take fly balls.

Hitting

- 1. You must hit with your eyes first.**
2. The path of the bat to the ball must be down to, and level/behind through.
3. Grip (bat in finger tips, choke-up)
- 4. Ready, Load-Stride-Explode, 2-handed follow-through with balance. Head down after swing.**
- 4.5 Shine the light when the hand moves forward.
5. Maximize your hitting practice with stations and small lines.
6. Angle soft toss, front short toss, quick toss, long tee, outside tee, fungos, home plate tee drill.
7. Focus on hitting up the middle and outside pitches.
8. Bunt
9. Pepper (The lost Drill)

Base running is the great equalizer. Work on it each practice.



APPENDIX

Map and Directions to Local Hospitals

Mercy Johnston Medical Clinic

From: Creekside Park 7405 NW 54th Street, Johnston, Iowa 50131

To: Mercy Johnston Medical Clinic , 5615 NW 86th Street, Johnston, IA 50131

Starting from: **A** Lew Clarkson /Creekside Park 7405 Nw 54th Ave, Johnston, IA 50131

Arriving at: **B** 5615 Nw 86th St, Johnston, IA 50131-1738

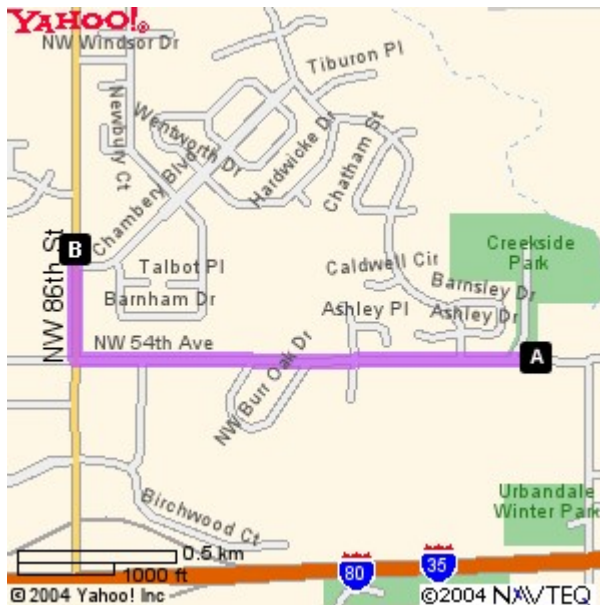
Distance: 1.1 miles **Approximate Travel Time:** 2 mins

Your Directions

1. Start at **7405 NW 54TH AVE, JOHNSTON** - go **0.9** mi
2. Turn **R** on **NW 86TH ST** - go **0.2** mi
3. Arrive at **5615 NW 86TH ST, JOHNSTON**, on the **R**

When using any driving directions or map, it's a good idea to do a reality check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning.

Your Full Route





Mercy Hospital

From: Creekside Park 7405 Nw 54th Ave, Johnston, IA 50131

To: Mercy Hospital, Des Moines, Iowa

Starting from: **A** Creekside Park 7405 Nw 54th Ave, Johnston, IA 50131

Arriving at: **B** 1111 6th Ave, Des Moines, IA 50314-2610

Distance: 8.8 miles **Approximate Travel Time:** 20 mins

Your Directions

1. Start at **7405 NW 54TH AVE, JOHNSTON** - go **0.1** mi
2. Turn **R** on **NW 72ND ST** - go **1.0** mi
3. Turn **L** on **MEREDITH DR** - go **1.0** mi
4. Turn **R** on **IA-28** - go **1.0** mi
5. Turn **L** on **US-6** - go **2.4** mi
6. Turn **R** on **MARTIN LUTHER KING JR PKY** - go **1.8** mi
7. Turn **L** on **CARPENTER AVE** - go **0.1** mi
8. Bear **R** on **KEOSAUQUA WAY** - go **0.4** mi
9. Bear **R** to take **I-235 EAST** - go **0.7** mi
10. Take the **7TH STREET** exit towards **URBAN CAMPUS/DMACC** - go **0.1** mi
11. Turn **L** on **SCHOOL ST** - go **0.1** mi
12. Turn **L** on **6TH AVE** - go **0.2** mi
13. Arrive at **1111 6TH AVE, DES MOINES**, on the **R**



Address:
1111 6th Ave
Des Moines, IA 50314-2610

Methodist Hospital

From: Creekside Park 7405 Nw 54th Ave, Johnston, IA 50131

To: Methodist Hospital

Starting from: **A** Creekside Park 7405 Nw 54th Ave, Johnston, IA 50131

Arriving at: **B** 1200 Pleasant St, Des Moines, IA 50309-1425

Distance: 8.4 miles **Approximate Travel Time:** 19 mins

Your Directions

1. Start at **7405 NW 54TH AVE, JOHNSTON** - go **0.1** mi
2. Turn **R** on **NW 72ND ST** - go **1.0** mi
3. Turn **L** on **MEREDITH DR** - go **1.0** mi
4. Turn **R** on **IA-28** - go **1.0** mi
5. Turn **L** on **US-6** - go **2.4** mi
6. Turn **R** on **MARTIN LUTHER KING JR PKY** - go **1.8** mi
7. Turn **L** on **CARPENTER AVE** - go **0.1** mi
8. Bear **R** on **KEOSAUQUA WAY** - go **0.9** mi
9. Turn **R** on **12TH ST** - go **0.1** mi



10 Continue on **PLEASANT ST** - go **0.1** mi

11. Arrive at **1200 PLEASANT ST, DES MOINES**, on the **L**

When using any driving directions or map, it's a good idea to do a reality check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning.



Lutheran Hospital

From: Creekside Park 7405 Nw 54th Ave, Johnston, IA 50131

To: Lutheran Hospital

Starting from: **A** Creekside Park 7405 Nw 54th Ave, Johnston, IA 50131

Arriving at: **B** 700 E University Ave, Des Moines, IA 50316-2302

Distance: 12.3 miles **Approximate Travel Time:** 19 mins

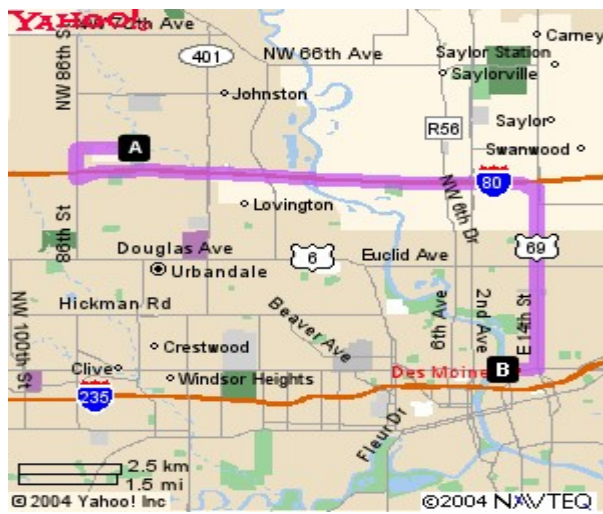
Your Directions

1. Start at **7405 NW 54TH AVE, JOHNSTON** - go **0.9** mi
2. Turn **L** on **NW 86TH ST** - go **0.5** mi
3. Turn **L** to take **I-35 NORTH/I-80 EAST** - go **6.6** mi
4. Take exit **#136** towards **ANKENY** - go **3.7** mi
5. Turn **R** on **E UNIVERSITY AVE** - go **0.5** mi
6. Turn **R** on a local road - go **< 0.1** mi
7. Arrive at **700 E UNIVERSITY AVE, DES MOINES**, on the **R**



When using any driving directions or map, it's a good idea to do a reality check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning.

Your Full Route



Your Destination

Address:
700 E University Ave
Des Moines, IA 50316-2302



Broadlawn Hospital

From: Creekside Park 7405 Nw 54th Ave, Johnston, IA 50131

To: Broadlawn Hospital

Starting from: **A** Creekside Park 7405 Nw 54th Ave, Johnston, IA 50131

Arriving at: **B** 1801 Hickman Rd, Des Moines, IA 50314-1548

Distance: 6.7 miles **Approximate Travel Time:** 15 mins

Your Directions

1. Start at **7405 NW 54TH AVE, JOHNSTON** - go **0.1** mi
2. Turn **R** on **NW 72ND ST** - go **1.0** mi
3. Turn **L** on **MEREDITH DR** - go **1.0** mi
4. Turn **R** on **IA-28** - go **1.0** mi
5. Turn **L** on **US-6** - go **2.4** mi
6. Turn **R** on **MARTIN LUTHER KING JR PKY** - go **0.9** mi
7. Turn **L** on **HICKMAN RD** - go **0.3** mi
8. Turn **L** on a local road - go **< 0.1** mi
9. Arrive at **1801 HICKMAN RD, DES MOINES**, on the **L**

When using any driving directions or map, it's a good idea to do a reality check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning.

Your Full Route



Your Destination

Address:
1801 Hickman Rd
Des Moines, IA 50314-1548



HAVE YOU:

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



Fundamentals and First Aid

Our coaches and managers training is conducted on March 28, 2020 at Johnston Middle School. This training included fundamental baseball training by our local high school coach and also included training on the safety plan and first aid. One representative from each team (coach or manager) is required to attend each year or that all coaches and managers are required to attend training at least once every three years.