

**League City Little League Safety Plan**

**League ID Number: 3431414**

**Date Submitted: 12/01/22**

**Approved:**

**Not Approved:**

***Updated December 2022***

***Approved by LCLL***

[League City Little League Safety Plan 4](#_Toc116573269)

[POLICY & MISSION STATEMENT 4](#_Toc116573270)

[Emergency Plan 6](#_Toc116573271)

[Medical Treatment Facilities Locations 6](#_Toc116573272)

[Safety Manual and First Aid Kits 7](#_Toc116573273)

[FIRST AID TRAINING: 8](#_Toc116573274)

[FUNDAMENTALS TRAINING: 8](#_Toc116573275)

[Accident Reporting Procedure 9](#_Toc116573276)

[What to report - 9](#_Toc116573277)

[When to report - 9](#_Toc116573278)

[How to make a report - 9](#_Toc116573279)

[Manager’s Responsibility - 9](#_Toc116573280)

[Director On Duty (DOD) Responsibility - 9](#_Toc116573281)

[LCLL Safety Officer’s Responsibilities - 9](#_Toc116573282)

[Insurance Policy 11](#_Toc116573283)

[Explanation of Coverage: 11](#_Toc116573284)

[Filing a Claim: 11](#_Toc116573285)

[LCLL Safety Code 13](#_Toc116573286)

[GENERAL FACILITY SAFETY 17](#_Toc116573287)

[EQUIPMENT SAFETY 17](#_Toc116573288)

[FIELD AND GAME SAFETY CHECKLIST 19](#_Toc116573289)

[Responsibility to Safety for each Role at LCLL 20](#_Toc116573290)

[The President: 20](#_Toc116573291)

[LCLL Safety Officer: 20](#_Toc116573292)

[The LCLL Members: 21](#_Toc116573293)

[The LCLL Information Officer: 21](#_Toc116573294)

[The Managers and Coaches: 21](#_Toc116573295)

[Umpires: 22](#_Toc116573296)

[Pre Game 22](#_Toc116573297)

[During the Game: 22](#_Toc116573298)

[Post Game 23](#_Toc116573299)

[Post Season Play: 23](#_Toc116573300)

[Facilities Manager: 23](#_Toc116573301)

[Concession Stand Manager: 23](#_Toc116573302)

[Equipment Manager: 23](#_Toc116573303)

[CONCESSION STAND SAFETY 24](#_Toc116573304)

[Concession Stand - Weekly Check List 25](#_Toc116573305)

[Corrective Action Report 27](#_Toc116573306)

[Concession Stand Procedures and Policies 28](#_Toc116573307)

[Safety and Health Issues: 28](#_Toc116573308)

[Workers: 29](#_Toc116573309)

[Cashier: 29](#_Toc116573310)

[Window Person: 30](#_Toc116573311)

[Food Preparer: 30](#_Toc116573312)

[Cook: 30](#_Toc116573313)

[Opening the Concession Stands: 30](#_Toc116573314)

[Closing the Concession Stands: 31](#_Toc116573315)

[Menu Items: 31](#_Toc116573316)

[Discipline Procedures: 31](#_Toc116573317)

[CHILD ABUSE 33](#_Toc116573318)

[Volunteers 33](#_Toc116573319)

[Reporting 34](#_Toc116573320)

[Investigation 34](#_Toc116573321)

[Suspending/Termination 34](#_Toc116573322)

[Immunity from Liability 34](#_Toc116573323)

[Make Our Position Clear 34](#_Toc116573324)

[The Buddy System 34](#_Toc116573325)

[Access 35](#_Toc116573326)

[Lighting 35](#_Toc116573327)

[Shower and Toilet Facilities 35](#_Toc116573328)

[TRANSPORTATION 35](#_Toc116573329)

[WEATHER 36](#_Toc116573330)

[Rain: 36](#_Toc116573331)

[Lightning: 36](#_Toc116573332)

[Hot Weather: 39](#_Toc116573333)

[Ultra-Violet Ray Exposure: 39](#_Toc116573334)

[SUBMIT YOUR IDEAS FOR SAFETY 40](#_Toc116573335)

[APPENDIX 41](#_Toc116573336)

[Driving Permission Slip Form 42](#_Toc116573337)

[Medical Release Form 43](#_Toc116573338)

[Field and Game Safety Checklist 44](#_Toc116573339)

[LCLL Preliminary Accident Report 45](#_Toc116573340)

[Personal Health and Medical History 46](#_Toc116573341)

[Chester L. David Sportsplex Site Map 47](#_Toc116573342)

###### League City Little League Safety Plan

# POLICY & MISSION STATEMENT

**League City Little League is a Non-profit Organization Run by Volunteers Who’s Mission is to Provide an Opportunity for Our Community’s 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 League City Little League Baseball!

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.

**ASAP – What is It?**  In 1995 ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer “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 safety Information at the managers and coaches fingertips.

The commitment to this Safety Manual is proof that we at LCLL are dedicated to our cause. Please read it carefully, from cover to cover or on the internet on our website, as it will familiarize you with safety fundamentals. Then use the manual as a powerful reference guide throughout the season. Please have access to this manual at all times to help answer any questions that may arise concerning safety. Participants in LCLL are encouraged to visit the Little League website and to register for Little League E-News.

In closing, remember that safety rests with all of us, the volunteers of League City Little League. Always use common sense, never doubt what children tell you, and report all accidents or safety infractions when they occur. Now, play ball and play it safe!

Very truly yours,

**Chris Sabin**

President, LCLL

**Nina Copley**

Safety Officer, LCLL

#### 

##### Little League Phone Numbers

**Board of Directors**

|  |  |  |
| --- | --- | --- |
| **LCLL Board of Directors 2019-2020** | |  |
| **Member** | **Position** | **Email** |
| Chris Sabin | President | lclltx.President@gmail.com |
| Mike Bond | National Vice-President | lclltx.NLVP@gmail.com |
| Aaron Taylor | American Vice-President | lclltx.ALVP@gmail.com |
| Jessica Moore | Treasurer | lclltx.Treasurer@gmail.com |
| Liz Miller | Secretary | lclltx.Secretary@gmail.com |
| Jason Murphy | Concession Director | lclltx.concessions@gmail.com |
| Chuck Beckworth | Concessions Manager | Cbeckworth45@gmail.com |
| Kevin Toler | Sponsor Coordinator | lclltx.sponsors@gmail.com |
| Nina Copley | Safety Officer | lclltx.safety@gmail.com |
| Chris Hymel | Coaching Coordinator | lclltx.coaching@gmail.com |
| Kevin Miller | Field Maintenance and Equipment Director | lclltx.fieldsandequipment@gmail.com |
| Shawn Defee | Field Maintenance Manager | shawndefee@gmail.com |
| Jim Jacobs | Equipment Manager | lclltx.equipment@gmail.com |
| Sara Niday | Team Mom Director | lclltx.teammom@gmail.com |
| Carrie White | Tball Player Agent | lcll.pa.tball@gmail.com |
| Jesse Vasquez | Rookie Player Agent | lcllrookieagent@gmail.com |
| Lowell Gerber | Single A Player Agent | lclltx.pa.a@gmail.com |
| Christina Ogrin | Double A Player Agent | lclltx.pa.aa@gmail.com |
| Perry Fulcher | Triple A Player Agent | lclltx.pa.aaa@gmail.com |
| Nicole Hillman | Majors Player Agent | lclltx.pa.majors@gmail.com |
| Bryan Rogge | Umpire Coordinator | lclltx.umpires@gmail.com |
| Lindsay Smolinsky | Information Coordinator | lclltx.information@gmail.com |
| Michelle Moore | Challenger Player Agent | znjmom@yahoo.com |
| Shane Johnston | Scheduling Coordinator | lclltx.scheduling@gmail.com |

# Emergency Plan

Phone List For League City

EMERGENCY……………….911

League City Police Dept …….281-332-2566

League City Fire Dept……….281-554-1465

## Medical Treatment Facilities Locations

HCA Houston Healthcare Clear Lake (aka: Clear Lake Regional Medical Center)

500 W. Medical Center BLVD

Webster, Texas 77598

Ph: (281) 332-2511

Houston Methodist Clear Lake Hospital (aka: St. John’s Medical Center)

18300 Houston Methodist Dr

Nassau Bay, Texas 77058

Ph: (281) 333-5503

Memorial Hermann Southwest Hospital

7600 Beechnut St.

Houston, Texas 77074

Ph: (713) 456-5000

HCA Houston Healthcare Mainland (aka: Mainland Medical Center)

6801 Emmett F. Lowry Expy

Texas City, Texas 77591

Ph: (409) 938-5000

UTMB Health Emergency Room

2240 Gulf Fwy S

League City, Texas 77573

832-505-3144

## Safety Manual and First Aid Kits

Each team will be issued a First Aid Kit at the beginning of the season. Return the First Aid kit when turning in checked out equipment at the end of the season. A Safety Manual is available on the LCLL website and must be read prior to the start of the season. A hard copy of the Manual will be made available upon request. The manager will acknowledge the receipt of both by signing in the space provided below.

One chemical ice pack will be issued to each team at the beginning of the season. Others are available at all times in the concession stands.

The head umpire can be issued a copy of the Safety Manual if required or requested.

Each concession stand will have a First Aid Kit and a Safety Manual at all times.

The Safety Manual will have emergency phone numbers and phone numbers for all Board Directors, the League City Little League Code of Conduct, and Do’s and Don’ts of treating injured players.

The First Aid Kit will include the necessary items to treat an injured player until professional help arrives and if need be, administer First Aid (*see First Aid Manual posted on the LCLL website*).

I have received information concerning my Safety Manual and First Aid Kit. I will have my First Aid Kit at all practices, batting practices, games (season games and post-season games) and any other event where team members could become injured or hurt. I will also make the Safety Manual quickly accessible either by a hard copy or electronically.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of Manager Team name and division

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Manager Date

*Tear on the above dotted line and give to the LCLL Safety Officer upon signing.*



## FIRST AID TRAINING:

First Aid Training will be provided for all Managers, Coaches, and BOD’s January 5, 2023 at 7:00 pm located at 144 Park Ave, Unit 200 League City, Texas 77573. Attendance is Mandatory for all Managers per district and LLI policy. MANAGERS THAT CANNOT ATTEND MUST DESIGNATE A COACH TO ATTEND IN THEIR PLACE. There is no cost for Managers/Coaches or their designee. For info contact the LCLL Safety Officer.

A Stand-alone First Aid Manual is available on the LCLL website.

## FUNDAMENTALS TRAINING:

***Fundamentals Training is outlined in the coaches manual and a fundamentals training class will be offered prior to first practice in the fall and spring seasons and instructed by the coaching coordinator. Contact the coaching coordinator for information.***

# Accident Reporting Procedure

## What to report -

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

## When to report -

All such incidents described above must be reported to the LCLL Safety Officer within 24 hours of the incident. The LCLL Safety Officer can be reached at the following:

**Safety Officer: Nina Copley**

**Cell: (281)-380-8803**

**Email: lclltx.safety@gmail.com**

**Address: LCLL, PO Box 367 League City, TX 77574**

The LCLL Safety Officer’s contact information will be posted at all times in the concession stands.

## How to make a report -

 An injury that does not require treatment at a medical facility or a visit to a physician shall be reported via email to the Safety Officer including picture of **LCLL Accident Report**. All other injuries of a more serious nature are to be reported to the League Safety Officer by phone as soon as practicable after the injury, followed up by email containing the **LCLL Accident Report** within 24 hours.

## Manager’s Responsibility -

The Manager will fill out the ***LCLL Accident Report*** and email it to the LCLL Safety Officer ***within 24 hours of the incident***. (LCLL Accident Report can be found in the Appendix and the first page of the LCLL website.)

## Director On Duty (DOD) Responsibility -

Accidents occurring outside the team (i.e., spectator injuries, concession stand injuries and third party injuries) will require an Accident Report for minor injuries or a report and a phone call for serious injuries submitted by the **Director on Duty** at the time of the incident. The League Safety Officer shall investigate said accident and take measures, if necessary, to put into place immediately, actions to prevent those accidents of a preventable nature that the League is responsible for preventing.

## LCLL Safety Officer’s Responsibilities -

Within 24 hours of receiving the ***LCLL Accident Report***, the LCLL Safety Officer will contact the injured party or the party’s parents (for serious injuries only) and;

* Verify the information received from the Manager or parent;
* Obtain any other information deemed necessary, from the Manger or parent;
* Check on the status of the injured party, if deemed necessary by the Safety Officer ; and
* In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor’s visit, and et.) will advise the parent or guardian of the League City Little League’s insurance coverage and the provision for submitting any claims.

If the extent of the injuries is more than minor in nature, the LCLL Safety Officer shall periodically call the injured party to:

* Check on the status of any injuries, and
* Check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered “closed” (i.e., no further claims are expected and/or the individual is participating in the League again).

# Insurance Policy

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

**League City Little League’s Insurance Policy is designed to supplement a parent’s existing family policy.**

### Explanation of Coverage:

The league's Accident Insurance through the **AIG group insurance program** for local Little Leagues is an excess coverage (secondary) and is subject to a $50 policy deductible that is the responsibility of the claimant.  If a covered injury requires necessary treatment in the form of medical services or supplies provided by a physician, nurse, therapist or other medical professional within 30 days after the date of the accident, the Company will pay the reasonable expenses incurred.  Such reasonable expenses must be incurred within 52 weeks after the date of the injury.  The maximum accident medical expense benefit is $100,000 for any one injury to any one Insured.

This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

***How the insurance works:***

1. First have the child’s parents file a claim under their insurance policy; Blue Cross, Blue Shield or any other insurance protection available.

2. Should the family’s insurance plan not fully cover the injury treatment, the Little League AIG Policy will help pay the difference, after a *$50* *deductible* per claim, up to the maximum stated benefits.

3. If the child is not covered by any family insurance, the Little League Policy becomes primary and will provide benefits for all covered injury treatment costs, after a *$50 deductible* per claim, up to the maximum benefits of the policy.

4. Treatment of *dental injuries* can extend beyond the normal fifty-two week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum dollar benefit is $500 for eligible dental treatment after the normal fifty-two week period, subject to the $50 deductible per claim.

### Filing a Claim:

When filing a claim all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent’s/guardians or claimant’s employer explaining the lack of Group or Employer insurance must accompany a claim form.

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

On *dental claims*, it will be necessary to fill out a Major Medical Form, as well as a Dental Form; then submit them to the insurance company of the claimant, or parent(s)/guardian(s), if claimant is a minor. “Accident damage to whole, sound, normal teeth as a direct result of an accident” must be stated on the form and bills. Forward a copy of the insurance company’s response to Little League Headquarters. Include the claimant’s name, League ID, and year of the injury on the form.

Claims must be filed with the LCLL Safety Officer. He/she forwards them to Little League Baseball, Incorporated, PO Box 3485, Williamsport, PA, 17701. Claim officers can be contacted at 570-327-1674.*Contact the LCLL Safety Officer for more information*.

# LCLL Safety Code

(NOTE: This Safety Code is also located in the Coaches Manual under “Safety Manual”)

The Board of Directors of League City Little League has mandated the following ***Safety Code***. All managers and coaches will read this ***Safety Code*** and then read it to the players on their team. Signatures are required in the spaces provided below acknowledging that the manager, coach and players understand and agree to comply with the ***Safety Code***. *Tear the signature sheet on the dotted line and provide to the LCLL Safety Officer*.

* Responsibilities for safety procedures belong to every adult member of League City Little

League.

* Arrangements should be made in advance of all games and practices for emergency medical services.
* Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/her and to others.
* Only league approved managers and/or coaches are allowed to practice teams and supervise batting cages.
* Managers, designated coaches and umpires should have some training in First Aid.
* First-aid kits are issued to each team manager during the pre-season and additional kits will be located at each concession stand.
* No games or practices will be held when weather or field conditions are poor, particularly when lighting is apparent.
* Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects.
* Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as “in play”.
* Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
* Foul balls batted out of playing area will be returned to the snack bar or dugout and not thrown over the fence during a game.
* 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 endangering 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.
* Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
* Batters must wear Little League approved protective helmets that bear the National Operating Committee on Standards for Athletic Equipment (NOCSAE) seal during batting practice and games. No other stickers are allowed on the helmet unless there is a letter of certification from the manufacturer allowing stickers.
* Except when a 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 should be encouraged to provide “safety glasses” for players who wear glasses.
* Managers will only use the official Little League balls supplied by LCLL.
* Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector. Managers should encourage that cups be worn at practices too.
* Female catchers must wear long or short model chest protectors.
* All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher’s helmet, all of which must meet Little League specifications and standards.
* All catchers must wear a mask, “dangling” type throat protector and catcher’s helmet during practice, pitcher warm-up, and games. **Note**: Skullcaps are **not** permitted.
* Shoes with metal spikes or cleats are **not** permitted. Shoes with molded cleats are permissible.
* Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
* No food at any time in the dugouts. (Exception: bottled water, Gatorade and water from drinking fountains)
* Catchers must wear a catcher’s mitt (not a first baseman’s mitt or fielder’s glove) of any shape, size or weight consistent with protecting the hand.
* Catchers may not catch, whether warming up a pitcher in practices or games, without wearing full catcher’s gear and an athletic cup as described above. No manager or coach can catch a pitcher for warm up.
* Managers will never leave an unattended child at a practice or game.
* No children under the age of 15 are permitted in the Concession Stands unless accompanied by a supervising adult.
* Never hesitate to report any current or potential safety hazard to the LCLL Safety Officer immediately.
* Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
* Speed Limit is 5 miles per hour in roadways and parking lots.
* No alcohol or drugs allowed on the premises at any time.
* **No medication** will be taken at the facility unless administered directly by the child’s parent. This includes aspirin and Tylenol.  However, the child can self medicate w/ an asthma inhaler.
* No playing in the parking lots at any time.
* No playing in construction areas at any time.
* No playing on and around lawn equipment, machinery at any time.
* No smoking within fifty feet of the dugouts and concession stands.
* No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.
* No throwing rocks.
* No climbing fences.
* No swinging on dugout roofs.
* No unleashed pets are permitted on the premises at any time. This includes dogs, cats, horses, etc. All leashed dogs are permitted along the outfield fence. Leashed dogs are not allowed in, around or near the bleachers or near the concession stands.
* Observe all posted signs.
* Players and spectators should be alert at all times for foul balls and errant throws.
* All gates to the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
* Bicycle helmets must be worn at all times when riding bicycles on the premises.
* Use crosswalks when crossing roadways. Always be alert for traffic.
* No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.
* There is no running allowed on the bleachers.
* No “wall ball “allowed at any time at the Sportsplex. Again, NO WALL BALL ALLOWED at the Sportsplex.
* All persons involved in this league can leave safety suggestions with the Concession Staff or the Director on Duty.
* Managers, Board Members and Umpires shall insure that reduced impact balls are used where appropriate, that all fields have the proper disengage-able bases in place and set before any field use & use the double first base when available.
* Duty Directors shall insure that the stands and bleachers are ready to be used and in a safe condition prior to spectator use during games (stable, back guardrails in place and side rails in place). Duty Directors and Umpires shall insure that the field, warning tracks, dugouts, protective fence tops and spectator protective netting is in a safe condition and functional prior to any event where these would come into play. Managers & coaches have this responsibility during practices.
* All Managers, coaches and team mom’s, anyone who will be on the field with the players, must pass a criminal history background check through JD Palantine. These background checks are performed by the BOD Secretary.

I have read or have been read the League City Little League Safety Code and promise to adhere to its rules and regulations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of Manager Team name and division

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Manager Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach #1 Coach #2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coach #3 Coach #4

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Player #1 Player #2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Player #3 Player #4

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Player #5 Player #6

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Player #7 Player #8

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Player #9 Player #10

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Player #11 Player #12

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Player #13 Player #14

# GENERAL FACILITY SAFETY

* All dugouts will have bat racks.

* Speed bumps are painted yellow – their purpose to slow traffic.

* The dugouts will be clean and free of debris at all time.

* Dugouts and bleachers will be free of protruding nails and wood slivers.

* Home plate, batter’s box, bases and the area around the pitcher’s mound will be checked periodically for tripping and stumbling hazards.

* Materials used to mark the field will consist of a non-irritating white pigment.

* Chain-link fences will be checked regularly for holes, sharp edges, and loose edges and will be repaired or replaced accordingly.

# EQUIPMENT SAFETY

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

The LCLL Equipment Manager will promptly replace damaged and ill-fitting equipment.

Furthermore, kids like to bring their own gear. This equipment can only be used if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book.

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

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

* Each helmet shall have an exterior warning label. **NOTE:** The warning label cannot be embossed in the helmet, but must be placed on the exterior portion of the helmet and be visible and easy to read.

* Use of a helmet by the batter and all base runners is mandatory.

* Use of a helmet by a player/base coach is mandatory.

* Use of a helmet by an adult base coach is optional.

* Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.

* Female catchers must wear long or short model chest protectors.

* All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher’s helmet, all of which must meet Little League specifications and standards.

* All catchers must wear a mask, “dangling” type throat protector and catcher’s helmet during practice, pitcher warm-up, and games. **NOTE:** Skullcaps are not permitted.

* If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.

* Bats with dents, or that are fractured in any way, must be discarded.

* Only Official Little League balls will be used during practices and games.

* Make sure that the equipment issued to you is appropriate for the age and size of the kids on your team. If it is not, get replacements from the Equipment Manager.

* Make sure helmets fit.

* Replace questionable equipment immediately by notifying the LCLL Equipment Manager.

* Make sure that players respect the equipment that is issued.

* Multi-colored gloves can no longer be worn by pitchers.

## FIELD AND GAME SAFETY CHECKLIST

*All umpires, managers and coaches are responsible for checking field safety conditions before each game.*

Repair needed? Repairs needed?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Field Condition*** | **Yes** | **No** | ***Catchers Equipment*** | **Yes** | **No** |
| Backstop repair |  |  | Shin guard OK |  |  |
| Home plate repair |  |  | Helmets OK |  |  |
| Bases Secure |  |  | Face masks OK |  |  |
| Bases repair |  |  | Throat protector OK |  |  |
| Pitchers mound |  |  | Catchers cup (boys) |  |  |
| Batters box level |  |  | Chest protector |  |  |
| Batters box marked |  |  | Catchers mitt (boys) |  |  |
| Grass surface (even) |  |  |  |  |  |
| Gopher holes |  |  |  |  |  |
| Infield fence repair |  |  |  |  |  |
| Outfield fence repair |  |  | ***Safety Equipment*** |  |  |
| Foul ball net repair |  |  | First-aid Kit each team |  |  |
| Foul lines marked |  |  | Medical Release forms |  |  |
| Sprinkler condition |  |  | Ice for injuries |  |  |
| Warning track |  |  | Blanket for shock |  |  |
| Coaches boxes level |  |  | League City Little League |  |  |
| Coaches box marked |  |  | Safety Manual |  |  |
| Dirt Needed |  |  | Injury report forms |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Dugouts*** | **Yes** | **No** | ***Players Equipment*** | **Yes** | **No** |
| Fencing needs repair |  |  | Batting helmets OK |  |  |
| Bench needs repair |  |  | Jewelry removed |  |  |
| Roof needs repair |  |  | Bats inspected |  |  |
| Bat racks |  |  | Shoes checked |  |  |
| Helmet racks |  |  | Uniforms checked |  |  |
| Trash cans |  |  | Athletic cups (boys) |  |  |
| Clean up needed |  |  | Little League patch |  |  |
|  |  |  |  |  |  |
| ***Spectator Areas*** | **Yes** | **No** |  |  |  |
| Bleachers need repair |  |  |  |  |  |
| Hand rails need repair |  |  |  |  |  |
| No smoking |  |  |  |  |  |
| Parking area safe |  |  |  |  |  |
| Protective screens OK |  |  |  |  |  |
| Bleachers clean |  |  |  |  |  |

# Responsibility to Safety for each Role at LCLL

## The President:

**The President** of LCLL is responsible for ensuring that the policies and regulations of the LCLL Safety Officer are carried out by the entire membership to the best of her abilities.

## LCLL Safety Officer:

The main responsibility of the LCLL Safety Officer is to develop and implement the League’s safety program as a member of the Board of Director’s, with a portion of the budget allocated to safety. ~~The Safety Officer is the direct link to the District Safety Officer.~~

The LCLL Safety Officer is the link between the Board of Directors of League City Little League and its managers, coaches, umpires, team safety officers, players, spectators, and any other third parties on the complex in regards to safety matters, rules and regulations.

**The LCLL Safety Officer’s responsibilities include:**

* Provide Safety information to each team in order to ensure the safest environment possible for all. Provide one courtesy copy of the LCLL Safety Manual to the DSO.
* Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals.
* Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
* Keeping the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which divisions (senior, major, minor, coach pitch ball), at what times, under what supervision.
* Correlating and summarizing the data in the First-Aid Log to determine proper

accident prevention in the future.

* Insuring that each team receives accessibility to a Safety Manual (Coaching coordinator will email link to all coaches and Safety Plan linked to LCLL website) and receives a First-Aid Kit at the beginning of the season.

* Installing First-Aid Kits in all concession stands and re-stocking the kits as needed.

* Make Little League’s “no tolerance with child abuse” clear to all.

* Inspecting concession stands and checking fire extinguishers.

* Instructing concession stand workers on the use of fire extinguishers.

* Checking fields with the Field Managers and listing areas needing attention.

* Scheduling a First-Aid Clinic and for all managers, designated coaches, umpires, player agents and team safety officers during the pre-season.

* Creating and maintaining all signs on the LCLL complex including No Parking signs, No Smoking signs, No Pets Allowed, cautionary signs etc.....

* Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.

* Making spot-checks at practices and games to make sure all managers have their First-Aid Kits and Safety Manuals.

* Tracking all injuries and near misses in order to identify injury trends.

* Visiting other leagues to allow a fresh perspective on safety.

* Making sure that safety is a monthly Board Meeting topic, and allowing experienced people to share ideas on improving safety. Providing ASAP info to the league.
* Insure that the AED is tested twice a month during playing seasons, that it is available in the concession stand when it is open and in another accessible location when it is closed but LCLL players & members are using the Sportsplex and insure enough or all of the BOD receive proper CPR and AED certification annually.

## The LCLL Members:

**The LCLL Members** will adhere to and carry out the policies as set forth in this safety manual.

## The LCLL Information Officer:

**The LCLL Information Officer** is responsible for maintaining LCLL’s web site and updating the safety information as necessary.

## The Managers and Coaches:

* See Coaches and Managers Manual located on the LCLL website.

**If a manager knowingly disregards safety, he or she will come before the LCLL Board of Directors to explain his or her conduct.**

## Umpires:

### Pre Game

 Before a game starts, the umpire shall:

➢     Check equipment in dugouts of both teams, equipment that does not meet specifications must be removed from the game.

* Make sure catchers are wearing helmets when warming up pitchers.

* Run hands along bats to make sure there are no dents/slivers.

* Make sure that bats have grips.

* Make sure there are foam inserts in helmets and that helmets meet Little League ***NOCSAE*** specifications and bear Little League’s seal of approval.

* Inspect helmets for cracks.

* Walk the field for hazards and obstructions (e.g. rocks and glass).

* Check players to see if they are wearing jewelry.

* Check players to see if they are wearing metal cleats.

* Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.

* Secure official Little League balls for play from Duty Director.

* Use the ***FIELD SAFETY CHECK LIST*** (included in the appendix of this safety manual) to document that all of the above was carried out.

### During the Game:

 During the game the umpire shall:

➢ Govern the game as mandated by Little League rules and regulations.

* Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.

* Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension.

* Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.

* Enforce the rule that no spectators shall be allowed on the field during the game.

* Make sure catchers are wearing the proper equipment.

* Continue to monitor the field for safety and playability.

* Make the calls loud and clear, signaling each call properly.

* Make sure players and spectators keep their fingers out of the fencing.

### Post Game

 After a game, the umpire shall:

* Check with the managers of both teams regarding safety violations.

* Report any unsafe situations to the LCLL Safety Officer by telephone and in writing.

### Post Season Play:

Everybody’s responsibilities remain the same throughout the post season.

***Insurance Riders:***

Insurance riders are needed if any practices, games or events involving baseball, on or off the LCLL complexes takes place before or after the regularly scheduled season and “All Star” post season.

Insurance riders are also necessary if non-Little League teams practice, play games, or hold tournaments at the LCLL facility.

## Facilities Manager:

**The LCLL Field Manager** is responsible to ensure the fields and structures used by LCLL meet the safety requirements as set forth in this manual.

## Concession Stand Manager:

**The LCLL Concession Stand Manager** is responsible to ensure the Concession Stand Volunteers are trained in the safety procedures as set forth in this manual and that the LCLL AED is available when the concession stand is open.

## Equipment Manager:

**The LCLL Equipment Manager** is responsible to get damaged equipment repaired or replaced as reported. This replacement will happen in a timely manner. The Equipment Manager will also exchange equipment if it doesn’t fit properly.

# CONCESSION STAND SAFETY

* No person under the age of Fifteen will be allowed behind the counter in the

concession stands without a supervising adult.

* People working in the concession stands will be trained in safe food

preparation. Training will cover safe use of the equipment. This training will be

provided by the Concession Stand Manager’s and given to Team Mom’s and

Team Parents. See Concession Stand Training (Appendix Page 89).

* Cooking equipment will be inspected periodically and repaired or replaced if

need be. (see “Concession Stand Weekly Check List” in appendix)

* Food not purchased by LCLL to sell in its concession stands will not be

cooked, prepared, or sold in the concession stands.

* Cooking grease will be stored safely in containers away from open flames.
* A Certified Fire Extinguisher suitable for grease fires must be placed in

plain sight at all times.

* All concession stand workers are to be instructed on the use of fire

extinguishers.

* A fully stocked First Aid Kit will be placed in each Concession Stand.

* The Concession Stand main entrance door will not be locked or blocked

while people are inside.

## Concession Stand - Weekly Check List

|  |  |  |  |
| --- | --- | --- | --- |
| A) Deliveries |  |  |  |

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

**Yes No**

1. All products meet visual quality standards and have no off odors (no spoilage).

2. All packaging is in good condition – not wet, no stains, leaks, holes, tears or crushing.

3. Items put away in proper order (frozen, refrigerated, dry storage); in 30 minutes or less.

4. Code dates within code.

|  |  |  |  |
| --- | --- | --- | --- |
| B) Food Temperature and Specifications |  |  |  |

*Thermometer* Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

NOTE: Ensure that thermometer kit meter and probes are calibrated prior to taking temperatures. (Use ice and cold water procedure for probes, temperature reads 32° ± 2°F.

All refrigerators and freezers must have a properly functioning thermometer in

place (built in or clamped on, easily visible, and not glass).

*Drink Coolers*  Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Yes No**

5. Bottled drinks, Ice machine and Ice bin are free of soil.

6. Temperature of coffee/tea water is ≥ 180°F.

7. Cup and lid dispensers are clean and in good repair. Cup and lid holders are clean.

8. Doors are able to close keeping drinks cold.

9. Cooler remains at proper temperature, > 40°F.

*Freezer/Food Storage* Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Yes No**

12. Freezer interior is clean and sanitized

13. Temperature of freezer is ≤20°F, but > 30°F..

*Refrigerator/Food Storage* Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Yes No**

14. Refrigerator interior is clean and sanitized

15. Temperature of refrigerator is 33-43°F.

16. Interior light is working and is properly shielded.

17. Shelving is clean, free of rust and in good repair.

18. All items stored correctly on shelves (covered and a minimum of 6” off the floor).

**Concession Stand – Weekly Check List Page #2**

|  |  |  |  |
| --- | --- | --- | --- |
| Food Temperature and Specifications Continued |  |  |  |

*Fryer Area*  Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Yes No**

19. All stainless and walls above fryer are clean.

20. No excessive grease buildup under the fryers.

21. Fryer hood filters are in place and clean.

22. Light(s) working and properly shielded.

23. Cooking grease is stored safely in containers away from open flames.

*Grill Area (If Present)*  Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Yes No**

24. All tile and countertops around grill are clean and sanitized.

25. Propane tanks are properly connected.

26. Fuel lines from the propane tanks to the grill have been inspected for leaks.

27. All air vents, Venturi vents and valves are clear of obstructions (i.e. cobwebs).

28. All grease is cleaned from under and around the grill.

29. Propane tank valves are turned off when not in use.

|  |  |  |  |
| --- | --- | --- | --- |
| C) Sanitation |  |  |  |

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

**Yes No**

30. Proper dishwashing method used.

31. Hand sanitizer dispensers are mounted and in use.

32. Personal items stored correctly (medication, drinks, food, clothing, etc.).

33. Floors clean

a. floor drains unobstructed; proper drainage flow

b. no leaks or openings around pipes/plumbing

34. No sign of pest infestation (insects, rodents, etc.)

35. All trash is emptied from the inside containers.

36. Dumpster enclosure and surrounding area are clean and free of debris.

37. Dumpster is closed.

**Concession Stand – Weekly Check List Page #3**

|  |  |  |  |
| --- | --- | --- | --- |
| D) Chemicals |  |  |  |

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

**Yes No**

38. Chemicals not on the same shelf or the shelf above food ingredients, product packaging materials, food storage pans or tables where food is prepared.

39. Maintain manufacturer’s labels on or label containers accordingly.

|  |  |  |  |
| --- | --- | --- | --- |
| E) Other |  |  |  |

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

**Yes No**

40. Concession stand workers (Team Mom and Parents) have gone through LCLL’s

initiation safety and food preparation training before working in the concession stand.

41. Children under 15 are not allowed in the concession stand or in other areas where

food is prepared unless they have a supervisory adult.

42. A fire extinguisher with a current certification is in plain sight.

43. A fully stocked First-Aid kit is in plain sight.

44. The league AED is ready and available at opening & secured safely upon closing.

## Corrective Action Report

*If any item on this check list is checked “No” then complete the steps below:*

Stop the person, food, process, or use of equipment, as appropriate.

Determine if the product(s) or ingredient(s) are not safe to serve (for example, cross

contamination has occurred, or ingredient is undercooked). **If not safe, discard the item!**

Identify source of problem.

Take corrective action, as appropriate.

* ➢      Troubleshoot equipment problem using the Equipment Management Reference Manual.
* ➢      Re-train Concession Stand workers.
* ➢      Wash and sanitize hands.
* ➢      Wash and sanitize counter/equipment.

Notify Josie Frias or Darrell McNair, the Concession Stand Directors, and/or another LCLL Board Member if

the problem cannot be resolved.

Note corrective action below (include number identification of infraction):

## Concession Stand Procedures and Policies

League City Little League will be operating the concession stand for the Little League and LC Softball year. Concession stands 1, located next to fields 1-4 and Concession stand 2, Green pavilion located near fields 8 and softball fields will operate due to the level of business being provided for Fall and Spring seasons.

**IF GAMES ARE RESCHEDULED/CANCELLED, THE SAME VOLUNTEERS WILL NEED TO WORK THE RESCHEDULED DATES. CONCESSION COORDINATORS WILL NEED TO BE NOTIFIED; OTHERWISE, THE CONCESSION STANDS WILL NOT BE OPENING.**

## Safety and Health Issues:

Children **are not** allowed in the concession stands due to safety and health reasons.

**No** tobacco products are to be used in the concession stands.

There are plastic sandwich bags in each concession stand. These are to be used to put ice in for any injuries that may occur. Hopefully, we won’t need too many of these.

We have permits issued from the Galveston County Health Department to operate the concession stands. It is **very important** that the concession stands be kept clean and your hands washed.

Remember: Keep the concession stands, equipment and you clean as you would want your own kitchen at home or what your expectations are when being served food.

**Hours of Operation during Spring Season:**

Monday thru Friday

5:30 pm to 9:30 pm

Saturday

8:30 am to 9:30 pm

**Hours for Workers**

Monday thru Friday

5:15 pm to 9:30 pm (1st shift)

Saturday

8:30am to 2:30pm

2:30pm to 9:30pm

**Hours of Operation during Fall Season:**

Sunday

8:30 am to 9:30 pm

**Hours for Workers:**

Sunday Stand 1

8:30am to 2:30pm

2:30pm to 9:30pm

Sunday Stand 2:

10:30am – 5:30pm

Hours of Operation will be based on the level of business and games being played.

## Workers:

Please arrive on time. This helps ensure a concession stand being run effectively. **If all workers are not on time, then candy and drinks should only be served until enough workers are present to safely operate the hot food.** By being on time, our customers won’t be upset if hot food cannot be served and keep him or her from standing in line to long.

Workers may have one drink during their shift. **Other** **family members** **must** **pay.** When you acquire your drink, please notify the Concession Director so that it can be rung up at no charge. Board members and volunteer umpires will do the same.

Workers **cannot** eat in the concession stands during their shift (Health Dept.).

**Only** a Board Member or Director on Duty can give water to volunteer umpires during games. **Umpires** are **not permitted** in the concession stands.

Workers can choose their position in the order they arrive.

Concession Stand **will need at least 2 people (Optional 3rd):**

1 person for cashier- person working the cash register **must** be knowledgeable with the operation of a cash register and handling money.

Cashier **must** know the procedures for handling money and be aware of the change given to each customer. If the drawer comes up short of > $5 then action will be taken to repay the shortage. If shortages continue to occur on shifts for individuals, then disciplinary actions will be taken such as reduced hours.

1 person for preparing and cooking hot food

(Optional) 1 person for working the window (candy, drinks, helping prepare/serve food, etc.)

### Cashier:

Person working the cash register **must** be knowledgeable with the operation of a cash register and handling money.

**Do not** accept bills larger than $20 without approval of the Concession Director on Duty. Change can given wrong to the individual causing the drawer to be short. The buyer may pay several other ways such as credit or debit card, Apply Pay, through his or her phone0.

**Do not** accept checks!!! Exception: Board Members and Managers/coaches may write checks. **Cashier should get approval from the Concession Director on Duty before accepting the Board Member or Managers/coaches check.**

Please do not ring up orders before being completed. The window person will let you know the complete order.

Cashier will assist or restock the cooler and ice chests with drinks (can drinks, water, and sports drinks) when not busy or when getting low on drinks.

Cashier **cannot** handle, prepare or serve hot food items (Health Dept.). Cashier cannot transfer the purchased food from the warmer to the customer due to handling money.

**Only** the Concession Director on Duty and/or Concession Stand Coordinators can remove money from the cash register periodically and supply extra change as needed.

### Window Person:

Please check the food and price list.

The window person will assist in getting the person’s order ready for the cashier to ring up, get food from the preparer, make sno-cones, get candy, drinks, etc. Please do not have the cashier ring up the order before the order is complete.

Restock the cooler and ice chests with drinks (can drinks, water and sports drinks) when not busy or when getting low on drinks.

The counter should be kept clean at all times. Please keep the lids on ketchup and mustard clean and closed when not in use. Please keep lids on pickle and jalapeño jars when not in use.

### Food Preparer:

For the Safety of the workers, Fryer grease is not to be poured out at the close of the shift. Grease can be changed before the shift starts to prevent hot grease burns occurring.

Will assist in preparing the hot food items, popcorn, and hot chocolate. Also assist in making sno-cones when not busy with candy or food items.

Needs to wear gloves when handling food (Health Dept.)

If you touch your hair, face, boxes, or any items that don’t deal with preparing food, you must wash your hands and put on a new pair of gloves each time. Don’t take the gloves off and put the same pair on. Change gloves regularly.

### Cook:

Chili and Cheese warmer keeps product at the right temperature for serving. Jalapenos are optional and need tongs to be put on the desired food product. Chili and Cheese can be left in bags inside the warmer till such time the food is served.

Will assist in preparing the hot food items, popcorn, and hot chocolate.

Need to wear gloves when handling food (Health Dept.). If you touch your hair, face, boxes, or any items that don’t deal with preparing food, you must wash your hands and put on a new pair of gloves each time. Don’t take the gloves off and put the same pair on. **Change gloves regularly.**

## Opening the Concession Stands:

The Concession Director on Duty will arrive at the concession stand 15-30 minutes prior to the first shift. They will begin preparing hot food, and open the window when ready. As help arrives, they should assist with whatever needs to be done prior to opening the window. **Ensure that the LCLL AED is ready and available.**

## Closing the Concession Stands:

The last shift is responsible for cleaning up and restocking the drinks.

At time designated by Directors on Duty cleaning will begin of washing/drying crock pots and utensils and preparing for the next day. The cleaner the stand is during the shift, the quicker employees may leave. Employee will not leave until Director on Duty feels the stand is clean and ready for the next shift.

Any unsold hot prepared food can be given out to employees, Directors, Umpires, or kids but must be recorded as waste. Food needs to be prepared to accommodate the demand of each shift. Please wipe down counters, sweep the floor and take out the trash (a blue barrel trash can is generally located outside the concession stand door). The Concession Stand Director on Duty will close the window.

## Menu Items:

Hot Dog Popcorn

Chili Dog Chicken Strips

Cheese Sticks Chili Cheese Dog

Chips Dill Pickles

Sunflower Seeds Nachos w/ or w/o jalapeños

Candy Frito Pie

Sport Drinks Bottled Soft Drinks

Bottled Water Hot Chocolate / Coffee (seasonal)

Curly or Regular Fries Slushies / Mini Melts or Dipping Dots

## Discipline Procedures:

**During this process another board member will be present to witness as encouragement will be provided to reduce the occurrence of the issue.**

**1st Offense: Warning of action taken**

**2nd Offense: Reduction of hours or shifts to work**

**3rd Offense: Removed from the Schedule**

If changes are needed, the Concession Stands Coordinators will make the necessary changes and update the concession stands operations. There will also be a binder or folder at the concession stands with all the information in it.

Concession Stand Board of Directors opened during Fall and Spring Seasons have acquired comments from Parents were very rewarding and helpful. They appreciated that we were open, had a clean and well-stocked concession stand; so let’s all work together to achieve the best we can. We have wonderful volunteers and a Board of Directors that work well together. For those of you, who do not feel this way, please consider joining the Board of Directors next year. Constructive criticism is welcomed, but please don’t be a voice that never wants to help with the solution.

Concession Stands Coordinators

League City Little League Board of Directors

Concession Stand Director, Jason Murphy

Concession Stand Mgr, Chuck Beckworth

Email: [Lclltx.concessions@gmail.com](mailto:Lclltx.concessions@gmail.com)

# CHILD ABUSE

## Volunteers

*Volunteers* are the greatest resource Little League has in aiding children’s development into leaders of tomorrow. But some potential volunteers may be attracted to Little League to be near children for *abusive reasons*.

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

Child victims are usually made to feel as if they have brought the abuse upon themselves; they are made to feel guilty. For this reason, sexual abuse victims seldom disclose the victimization. Consider this: Big Brothers/Big Sisters of America contend that for every child abuse case reported, *ten more go unreported*. Children need to understand that *it is never their fault*, and both children and adults need to know what they can do to keep it from happening.

**Fiction and Fact**

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

***“Strangers are responsible for most of the sexual abuse.”*** Fact: 80-85% of all sexual abuse cases in the US are perpetrated by an individual familiar to the victim. Less than 20% of all abusers are strangers.

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

***“Most sex abusers are homosexuals.”*** Also not true. Most are heterosexual.

***“Children usually lie about sexual abuse, anyway.”*** In fact, children *rarely* lie about being sexually abused. If they say it, don’t ignore it.

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

*Anyone* can be an *abuser* and it could happen *anywhere*. By educating parents, volunteers and children, you can help reduce the risk it will happen at League City Little League.

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

**Application**: Any person that comes into contact with any league children must pass a criminal background check. When registering a child at Sports Connect website, the parent/guardian has the option to enlist as a volunteer. When they select the option to volunteer this starts a process where the LCLL Board Directors Secretary auto generates a volunteer form provided by J. D. Palatine (JDP), the company that performs the background check on all volunteers. Once background checks are complete then the BOD’s decides on final numbers of volunteers needed and fills those spots following a separate process depending on the position applied for.

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

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

### Reporting

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

### Investigation

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

### Suspending/Termination

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

### Immunity from Liability

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

### Make Our Position Clear

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

## The Buddy System

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

## Access

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

## Lighting

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

## Shower and Toilet Facilities

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

# TRANSPORTATION

Before any manager or designated coach can transport any LCLL child, other than his/her own, anywhere, he or she must:

* Have a valid Texas Driver’s License.

* Submit a Photostat copy of his or her Driver’s License to the LCLL Player Agent so the *driving record* can be checked.

* Submit a Photostat copy of *proof of insurance* to the LCLL Player Agent. *(Must have Uninsured Motorist coverage)*

* Wear *corrective lenses* when operating a vehicle if the Driver’s License stipulates that the operator must wear corrective lenses.

* *Notify* the LCLL Player Agent of who is driving and when at least 24 hours prior to departure.

* Have ***signed permission slips*** (See Appendix for form) (Text message with permission is acceptable) from parents before children are transported.

* Have correct *class of license* for the vehicle he or she is driving.

* Not carry more children in their vehicle than they have *seat belts* for.

* Make sure that the vehicle is in good running order and that it would pass a *vehicle safety inspection* if spontaneously given.

* Not drive in a *careless or reckless* manner.

* Not drive under the influence of *alcohol, drugs, or medication*.

* Obey all *traffic laws* and speed limits at all times.

* Never transport a child without returning him/her *to the point of origin*.

# WEATHER

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

## Rain:

If it begins to rain:

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

## Lightning:

Each year across the United States, thunderstorms produce an estimated 25 million cloud-to-ground flashes of lightning – each one of those flashes is a potential killer. According to the National Weather Service, an average of 73 people are killed by lightning each year and hundreds more are injured, some suffering devastating neurological injuries that persist for the rest of their lives. A growing percentage of those struck are involved in outside recreational activities.

Officials responsible for sports events often lack adequate knowledge of thunderstorms and lightning to make educated decisions on when to seek safety. Without knowledge, officials base their decisions on personal experience and, sometimes, on the desire to complete the activity. Due to the nature of lightning, personal experience can be misleading.

While many people routinely put their lives in jeopardy when thunderstorms are nearby, few are actually struck by lightning. This results in a false sense of safety. Unfortunately, this false sense of safety has resulted in numerous lightning deaths and injuries during the past several decades because people made decisions that unknowingly put their lives or the lives of others at risk.

For organized outdoor activities, the National Weather Service recommends those in charge have a lightning safety plan, and that they follow the plan without exception. The plan should give clear and specific safety guidelines in order to eliminate errors in judgment. Prior to an activity or event, organizers should listen to the latest forecast to determine the likelihood of thunderstorms. NOAA Weather Radio is a good source of up-to-date weather information. Once people start to arrive, the guidelines in your league’s lightning safety plan should be followed.

A thunderstorm is approaching or nearby. Are conditions safe, or is it time to head for safety? Not wanting to appear overly cautious, many people wait far too long before reacting to this potentially deadly weather threat. The safety recommendations outlined here based on lightning research and the lessons learned from the unfortunate experiences of thousands of lightning strike victims.

Thunderstorms produce two types of lightning flashes, ‘negative’ and ‘positive.’ While both types are deadly, the characteristics of the two are quite different. Negative flashes occur more frequently, usually under or near the base of the thunderstorm where rain is falling. In contrast, positive flashes generally occur away from the center of the storm, often in areas where rain is not falling. There is no place outside that is safe in or near a thunderstorm. Consequently, people need to stop what they are doing and get to a safe place immediately. Small outdoor buildings including dugouts, rain shelters, sheds, etc., are NOT SAFE. Substantial buildings with wiring and plumbing provide the greatest amount of protection. Office buildings, schools, and homes are examples of buildings that would offer protection. Once inside, stay away from windows and doors and anything that conducts electricity such as corded phones, wiring, plumbing, and anything connected to these. In the absence of a substantial building, a hard-topped metal vehicle with the windows closed provides good protection. Occupants should avoid contact with metal in the vehicle and, to the extent possible, move away from windows.

**Who should monitor the weather and who is responsible for making the decision to stop activities?**

Lightning safety plans should specify that someone be designated to monitor the weather for lightning. The ‘lightning monitor’ should not include the coaches, umpires, or referees, as they are not able to devote the attention needed to adequately monitor conditions. The ‘lightning monitor’ must know the plan’s guidelines and be empowered to assure that those guidelines are followed.

**When should activities be stopped?**

The sooner activities are stopped and people get to a safe place, the greater the level of safety. In general, a significant lightning threat extends outward from the base of a thunderstorm cloud about 6 to 10 miles. Therefore, people should move to a safe place when a thunderstorm is 6 to 10 miles away. Also, the plan’s guidelines should account for the time it will take for everyone to get to a safe place. Here are some criteria that could be used to halt activities.

1. If lightning is observed. The ability to see lightning varies depending on the time of day, weather conditions, and obstructions such as trees, mountains, etc. In clear air, and especially at night, lightning can be seen from storms more than 10 miles away provided that obstructions don’t limit the view of the thunderstorm.
2. If thunder is heard. Thunder can usually be heard from a distance of about 10 miles provided that there is no background noise. Traffic, wind, and precipitation may limit the ability to hear thunder less than 10 miles away. If you hear thunder, though, it’s a safe bet that the storm is within ten miles.
3. If the time between lightning and corresponding thunder is 30 seconds or less. This would indicate that the thunderstorm is 6 miles away or less. As with the previous two criteria, obstructions, weather, noise, and other factors may limit the ability to use this criterion. In addition, a designated person must diligently monitor any lightning. In addition to any of the above criteria, activities should be halted if the sky looks threatening. Thunderstorms can develop directly overhead and some storms may develop lightning just as they move into an area.

**When should activities be resumed?**

Because electrical charges can linger in clouds after a thunderstorm has passed, experts agree that people should wait at least 30 minutes after the storm before resuming activities.

### 

The average lightning stroke is 6-8 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second.

The average thunderstorm is 6-10 miles wide and moves at a rate of 25 miles per hour.

Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm’s overhanging anvil cloud. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead. cloud (i.e. the lightning that injured 13 people during a concert at RFK last summer occurred while it was sunny and dry.)

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

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

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

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

**Lightning Facts and Safety Procedures**

**Rule of Thumb**

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety – regardless of whether or not the lightning detector goes off, or in the “flash-bang” proximity measures applies. When in doubt, the following rule of thumb should be applied:

When You Hear It – Clear It

When You See It – Flee It

**Where to Go?**

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

**Where not to go!!**

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

**First Aid to a Lightning Victim**

Most lightning strike victims can survive a lightning strike; however, medical attention may be needed immediately – have someone call for medical help. Victims do not carry an electrical charge and should be attended to at once. In many cases, the victim’s heart and/or breathing may have stopped and CPR may be needed to revive them. The victim should continue to be monitored until medical help arrives; heart and/or respiratory problems could persist, or the victim could go into shock. If possible, move the victim to a safer place away from the threat of another lightning strike.

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition, to calling 911, the rescuer should consider the following:

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

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

## Hot Weather:

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

1. Suggest players take drinks of water when coming on and going off the field between innings.
2. If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout A.S.A.P.
3. If a player should collapse as a result of heat exhaustion, call ***9-1-1*** immediately. Get the player to drink water and use the instant ice bags supplied in your First-Aid Kit to cool him/her down until the emergency medical team arrives. (*See section on Hydration*)

## Ultra-Violet Ray Exposure:

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

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

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

LCLL will purchase, provide and maintain one (1) bottle of a sunscreen with a 15 SPF rating and one (1) bottle of a sunscreen with an SPF rating above 15 for use by players who have not for whatever reason, made use of a sunscreen prior to a fall or spring game. Parents are required to provide sunscreen for their children. These bottles will be kept in the small concession stand and made available to any player that requests sunscreen. The sunscreen must be applied at the concession stand and no bottle of league provided sunscreen can be taken away from the concession stand without consent of a member of the LCLL Board of Director’s.

# SUBMIT YOUR IDEAS FOR SAFETY

Your safety ideas are welcome at LCLL

You have an opportunity to improve

your safety program in several ways...

\* Identify potential risks \*Define coaches and managers training needs

\*Target coaching techniques \*Determine equipment needs for first-aid

\*\*\*Contact the League Safety Officer or the League President with your ideas\*\*\*

**GET INVOLVED!**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**AED (Automated External Defibrillator)**

For many years, Little League International has urged local Little Leagues to have AED’s at all games and practices. Why? In addition to deaths attributed to cardiovascular disease, there have been multiple instances of young athletes suffering sudden cardiac death during sporting activities and many instances of “commotio cordis” or blunt force trauma to the chest, from a batted ball, thrown ball or maybe a collision, that occurs at a critical point during the heartbeat, effectively interrupting the normal electrical system, causing sudden cardiac arrest or SCA. Children tragically died because there was no method available, quickly, to reestablish a normal heart rhythm.

AED’s are designed to assist a nonmedical rescuer with responding to potentially heart-stopping conditions such as arrhythmias, tachycardia and the less known but fatal condition of commotio cordis. Having AEDs deployed at easily accessible locations allows on-site trained individuals to deliver potentially life-saving defibrillation quickly and effectively. According to the American Heart Association, in out-of-hospital settings when defibrillation with an AED is administered within the first 3 to 5 minutes of a victim’s collapse, an average survival rate of 74% can be achieved.

League City Little League has purchased its first AED and did so to offer more protection to our players and guests. This AED will be available in the main concession stand, at the Sportsplex, during games and other events where the concession stand is open. For practices and other events that LCLL is sponsoring, hosting or participating in where the concession stand is not open, the Board of Director member who is on duty shall make the AED available from the main concession stand building while the fields are occupied for the LCLL event or practice. LCLL hopes to budget for an additional AED next year, to be placed at the Old Fields.

LCLL will offer CPR and AED certification to an appropriate number of concession stand personnel and the Board of Directors with the goal being at least one trained person being on duty at the Sportsplex while these fields are being used during LCLL activity.

# APPENDIX

## Driving Permission Slip Form

We, the undersigned parents of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby authorize the adult leaders or agents of League City Little League transport my child to the League City Little League game/practice on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_ at \_\_\_\_\_\_o’clock. The game/practice will be located at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. All drivers are on file with the League City Little League Board of Directors and no transportation can take place without prior acknowledgment and approval of the LCLL Player Agent assigned to your particular division of the League. League City Little League has made best efforts to ensure that drivers hold a valid Texas driver’s license and currently hold a valid auto insurance policy and that the driver’s record shows no past serious infractions of the vehicle code but in no event will Little League Baseball, Incorporated, League City Little League or its officers, managers, coaches, umpires, leaders or agents be held liable for any accident as a result of transporting your child.

I further agree to assume the responsibility of seeing that my child cooperates and conforms to the fullest with the team manager, designated coaches or designated driver and that he or she follows their instructions and those of the officials who may be in charge.

A Photostat copy of this agreement is considered the same as the original.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name (printed) Child’s Name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature Date

*EMERGENCY TELEPHONE NUMBERS: Day#\_\_\_\_\_\_\_\_\_\_\_\_\_\_Eve*.#\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Manager’s Name (printed)

## Medical Release Form

***NOTE***: To be carried by any Regular Season or Tournament Team Manager together with the LCLL Safety Manual and Team Roster.

This form is to be completed and signed by the parent or legal guardian.

Player:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date or Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

League Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I.D. Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the child named above is injured or ill, I understand that the team manager or another authorized representative from League City Little League will attempt to contact me, the other parent, or the legal guardian at the telephone number provided below.

**Parent (legal guardian's) name (s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Day Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Hospital Preference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***In case of emergency contact:***

Name phone relationship to player

Name phone relationship to player

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 and to be transported to the nearest hospital for treatment if necessary.

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

Medical Insurance Plan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of last Tetanus Shot\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.*

*A Photostat copy of this agreement is considered the same as the original.*

## 

## Field and Game Safety Checklist

*All umpires, managers and coaches are responsible for checking field safety conditions before each game.*

Repair needed? Repair needed?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Field Condition*** | **Yes** | **No** | ***Catchers Equipment*** | **Yes** | **No** |
| Backstop repair |  |  | Shin guard OK |  |  |
| Home plate repair |  |  | Helmets OK |  |  |
| Bases Secure |  |  | Face masks OK |  |  |
| Bases repair |  |  | Throat protector OK |  |  |
| Pitchers mound |  |  | Catchers cup (boys) |  |  |
| Batters box level |  |  | Chest protector |  |  |
| Batters box marked |  |  | Catchers mitt (boys) |  |  |
| Grass surface (even) |  |  |  |  |  |
| Gopher holes |  |  |  |  |  |
| Infield fence repair |  |  |  |  |  |
| Outfield fence repair |  |  | ***Safety Equipment*** |  |  |
| Foul ball net repair |  |  | First-aid Kit each team |  |  |
| Foul lines marked |  |  | Medical Release forms |  |  |
| Sprinkler condition |  |  | Ice for injuries |  |  |
| Warning track |  |  | Blanket for shock |  |  |
| Coaches boxes level |  |  | League City Little League |  |  |
| Coaches box marked |  |  | Safety Manual |  |  |
| Dirt Needed |  |  | Injury report forms |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Dugouts*** | **Yes** | **No** | ***Players Equipment*** | **Yes** | **No** |
| Fencing needs repair |  |  | Batting helmets OK |  |  |
| Bench needs repair |  |  | Jewelry removed |  |  |
| Roof needs repair |  |  | Bats inspected |  |  |
| Bat racks |  |  | Shoes checked |  |  |
| Helmet racks |  |  | Uniforms checked |  |  |
| Trash cans |  |  | Athletic cups (boys) |  |  |
| Clean up needed |  |  | Little League patch |  |  |
|  |  |  |  |  |  |
| ***Spectator Areas*** | **Yes** | **No** |  |  |  |
| Bleachers need repair |  |  |  |  |  |
| Hand rails need repair |  |  |  |  |  |
| No smoking |  |  |  |  |  |
| Parking area safe |  |  |  |  |  |
| Protective screens OK |  |  |  |  |  |
| Bleachers clean |  |  |  |  |  |

## LCLL Preliminary Accident Report

## 

NAME:(injured)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEAM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MANAGER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRACTICE OR GAME (CIRCLE ONE) TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLAYER DOB:\_\_\_\_\_\_\_\_\_\_\_\_ FIELD # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLAYER AGENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIVISION IN WHICH ACCIDENT OCCURRED: NATIONAL AMERICAN

MAJOR AAA/AA SINGLE A ROOKIE T-BALL CHALLENGER

No treatment needed First Aid at field To doctor To hospital Other

***Struck by: Collided with: Other:***

1. Pitched ball 5. Fence 8. Tripped

2. Batted ball 6. Backstop 9. Fell

3. Thrown ball 7. Hit dirt too hard by sliding 10. Over exertion

4. Bat 8. Umpire, Manager, Coach 11. Pre-existing Med. Cond.

Unsafe Conditions? Yes No

1. Uneven field surface such as holes, humps, etc. \_

2. Foreign objects, such as glass, rakes, stones, etc. \_

3. Congestion during practice or games \_

4. Weather conditions, such as rain, sun, darkness \_

5. Lack of poor-fitting, protective equipment. \_

6. Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unsafe Acts? Yes No

1. Mishandled ball 7. Player out of position 13. Distracted

2. Mishandled bat 8. Lack of grip on bat 14. Lack of attention

3. Poor evasive action 9. Poor running form 15. Horseplay

4. Incorrect sliding form 10. Wild pitch 16. Other

5. Not watching the ball 11. Wild throw

6. Awkward position 12. Wild swing

Brief Statement of What Happened\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness(es)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: This form is for Little League purposes only to aid in accident tracking and prevention.

When an accident happens obtain as much information as possible. Send a copy of this form to the LCLL Safety Officer

The reason for this form is to establish a record of all accidents and to provide Little League Baseball, Incorporated and League City Little League with advanced information.

LCLL Safety Officer Info: Parental contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Personal Health and Medical History

To be filled out by parent, guardian, or adult participant. Please print in ink.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age: \_\_\_\_\_\_Sex:\_\_\_\_\_\_

Name of parent or guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_

Business address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_

If person named above is not available in the event of an emergency, notify:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of personal physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal health/accident insurance carrier:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Policy No.\_\_\_\_\_\_\_\_\_\_\_\_\_

**In case of emergency,** I understand every effort will be made to contact me (if an adult, my spouse or next of kin). In the event I cannot be reached, I hereby give my permission to the physician selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child (or for me, if an adult).

Date \_\_\_\_\_\_\_\_\_\_\_Signature of parent/guardian or adult\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all items that apply, **past or present,** to your health history. Explain any “Yes” answers.

GENERAL INFORMATION:

Yes No Yes No Yes No

Asthma \_ Diabetes \_ \_ High Blood Pressure

Cancer/leukemia \_ Kidney disease \_ \_ Heart Trouble \_

Seizures \_ Hemophilia \_ \_ Allergies \_

Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VISION: Normal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Glasses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contacts\_\_\_\_\_\_\_\_\_\_\_\_

HEARING: Normal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Abnormal\_\_\_\_\_\_\_\_\_\_\_\_\_\_Explain\_\_\_\_\_\_\_\_\_\_\_\_\_

List any medications to be taken during the day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any physical or behavioral conditions that may affect or limit full participation in

playing baseball:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Immunizations:** (give date of last inoculation)

Tetanus toxoid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Measles\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Polio\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diphtheria\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mumps\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pertussis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rubella\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Chester L. David Sportsplex Site Map

