

**Somers Point Little League  
Safety Manual 2025**

1. The SPLL Safety Officer is Carl D'Adamo (per LL Data Center Yr2025).
2. Consistent with LLoFA website instructions SPLL posts this Safety Manual to the SPLL website shown below (at #3) and emails Manual and link to all managers, coaches, league volunteers, other applicable league personnel, and District 16 Administrator.
3. SPLL posts and distributes emergency and key official's phone numbers below, on website, in Safety Manual, and in LL Building(s). Contact President and/or Safety Officer to track/report injuries.

President	Brian Kenny	<a href="mailto:bpkenny09@gmail.com">bpkenny09@gmail.com</a>	609-705-2282
Safety Officer	Carl D'Adamo	<a href="mailto:cdadamo@aol.com">cdadamo@aol.com</a>	609-287-0479

EMERGENCIES Only	911	Police, Fire, EMT (Police Dept)	609-927-6161
NJ Poison Center	800-222-1222	Atlantic Electric	800-833-7476

SPLL Website – Use the Query “SOMERS POINT Little League” to find Sports Connect address:  
<https://tshq.bluesombrero.com/SomersPointlittleleague> which is SPLL website  
NJ District 16 Information – Use the query “D16 NJ LL” to find Sports Connect address:  
<https://tshq.bluesombrero.com/njdistrict16ll> which is District16 NJ website  
Little League of America Information is found at “[www.littleleague.org](http://www.littleleague.org)”

4. SPLL uses “Sports Connect” to register volunteers where requirements include online submission of Volunteer Application and interphase to support mandatory “Background Checking” by “JDP” and mandatory annual “Abuse Awareness” training by Little League of America. This process includes uploading copy of government authorized photo id and must include name, DOB, and address (normally NJ License). The League reviews information to insure completion before “JDP” (entity performing the background check) sends a link directly to applicant which requests additional information including “social security number” and then performs background check. Background checks are required annually for Managers, Coaches, Board Members and any others, volunteers or hired workers, who provide regular services to the League and/or have repetitive access to or contact with players or teams. Non-Preferred Alternate Method - Fill out and sign on paper official 2025 “Little League Volunteer Application”. (Attached). League will require all information necessary to have mandatory “JDP” background check performed. This method requires same information as preferred method. “VOLUNTEER APPLICATION(s)” are attached to this Safety Manual.

If a local government entity requires a background check which could include fingerprinting these requirements may be in addition to and separate from the Little League requirement which must include specific sex offender registry data checks and must be performed annually.

PROTECTION OF YOUTH IN PROGRAM IS PRIORITY AND MANDATES BACKGROUND CHECKS.

“ABUSE AWARENESS TRAINING” IS MANDATORY FOR ALL VOLUNTEERS ANNUALLY. Access to training in Yr2025 is found directly on Little league of America website. (See web address above)

ANYONE NOT COMPLYING WITH “BACKGROUND CHECK” or “ABUSE AWARENESS TRAINING” REQUIREMENTS IS INELIGIBLE TO PARTICIPATE IN LEAGUE.

Please call Carl D'Adamo 609-287-0479 OR Brian Kenny 609-705-2282 with questions. Please leave messages.

5. Fundamentals Training on proper mechanics/fundamentals and Little League philosophy was/will be conducted. Planned training will occur on 2 consecutive Wednesdays March 26, 2025 and April 2, 2025 at 6:00PM at the Harold Eckbold LL Building. Additional sessions or changes will be scheduled as required to insure training is available. Required to attend are all Coaches and Managers with a minimum of one participant per team. Training qualifies volunteer for 3 years but each team is still required to send a representative every year.

6. First-Aid training will conducted on 2 consecutive Wednesdays March 26, 2025 and April 2, 2025 as part of overall training at 7:00PM at the Harold Eckbold LL Building. Additional sessions or changes will be scheduled as required to insure training is available. With the exception of licensed medical doctors, licensed registered or practical nurses and paramedics all coaches and managers must be trained. Training qualifies volunteer for 3 years but each team is still required to send a representative every year with a minimum of one participant per team. Information regarding concussions in youth sports will be part of first-aid training.

7. Managers (or Coach) or designee from home team will be responsible to walk fields and inspect for Safety issues at all games or any team practice. If an issue is found which presents an immediate concern it must be resolved before the game or practice will continue. Any time an Umpire requests – “Has field been inspected”, the home team must have a representative who will affirmatively state an inspection has occurred or all activity by both teams will cease until inspection has occurred. Any Adult who is not cooperative in these efforts will be subject to disciplinary action which could include immediate dismissal by the Board of Directors of SPLL.
8. SPLL has completed and updated our 2025 field survey (It is available but not included in this plan.)
9. The SPLL Concession Safety Procedures will be posted in the concession stand and as pages 11-12 of this safety plan. Concession Stand Training will be Saturday, April 8, 2025 at 10:30AM at the Little League Baseball Concession Stand or at date(s) to be established as needed. Training includes safe use, care and inspection of equipment. Little League Baseball Vice Presidents will confirm that assignees as concession stand managers and workers are trained in safe food handling/prep and procedures.
10. The SPLL Equipment Manager checks all equipment for Safety during the off season. During the Season all Managers and Coaches should be diligent in the removal and disposal of all unsafe equipment before each game. All equipment must meet Little League standards. Example: A batting helmet with any crack should be removed from play and disposed of (destroyed and made unusable) in order that it not be used in a future game. Example: If a player's owned or any equipment not owned by league is found to be defective, or any equipment being used is found to be defective, it is to be removed from the field and is not acceptable for use in future practices or games under any circumstances. If equipment previously determined to be defective is again used all individuals associated with use of equipment including youth and associated coaching staff would be subject to disciplinary action at the discretion of the Board of Directors of SPLL. The only exception would be repairs to equipment such as such as a glove being restrung where it can be readily and safely repaired.
11. SPLL will use the LLoFA Accident/Injury Report to report accident and injuries. The forms will be available in the concession stand and 2<sup>nd</sup> floor of Harold Eckbold Little League Building. Managers must provide the completed Accident/Injury Report form to the Safety Officer (or the President) (Listed at top of this Safety Manual) within 24-48 hours of the incident. President or Safety Officer should be noticed an incident occurred via phone ASAP (Listed at top of this Safety Manual). LLoFA would like Leagues to use an “Incident tracking Form” which with the “Accident Report Form” and “Instructions” are attached as part of this manual, and share related “near miss” and “accident” info with District Staff.
12. First-aid kits are located at concession stand(s) and equipment storage box(es) making them available to both team at SPLL fields and are made available to each team for all games which are not held at SPLL fields, such as InterLeague or All Star games.
13. SPLL will enforce all Little League rules as defined in the Little League 2025 Baseball Official Regulations and Playing Rules. (Available via cell phone app.) Specific Yr2025 emphasis is on equipment for catcher warmup, enforcing rules at practice & games, use of bases that disengage, and no adults warming up pitchers.
14. SPLL submits all player registration, player roster, and manager data using Sports Connect.
15. LLoFA requires the completion of Survey Questions while completing this manual. All questions were answered.

Attachments:

Volunteer Application Forms  
Accident Reporting Form and Instructions  
Incident Tracking Form  
Clinic Tracking Form  
Concession Stand Forms



# Little League® Volunteer Application – 2025

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



This volunteer application should only be used if a league is manually entering information into JDP. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP.

Visit [LittleLeague.org/LocalBGcheck](http://LittleLeague.org/LocalBGcheck) for more information.

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

All RED fields are required.

Name \_\_\_\_\_ Date \_\_\_\_\_  
First Middle Name or Initial Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # (mandatory) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Special professional training, skills, hobbies: \_\_\_\_\_

Community affiliations (Clubs, Service Organizations, etc.): \_\_\_\_\_

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

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

2. Special Certification (CPR, Medical, etc.)? If yes, list: \_\_\_\_\_ ☐ Yes ☐ No

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

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?

If yes, describe each in full: \_\_\_\_\_ ☐ Yes ☐ No  
(If volunteer answered yes to Question 4, the local league must contact Little League International.)

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

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

7. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_

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

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

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

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

Name/Phone

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

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

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

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

If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name (please print or type) \_\_\_\_\_

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

## LOCAL LEAGUE USE ONLY:

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_

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

☐ JDP Background Check Completed (Includes review of the US. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)\*

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

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

☐ Proof of completion of Little League Abuse Awareness Training for Adults provided to league.

Mandatory Training Course is available at [LittleLeague.org/AbuseAwareness](http://LittleLeague.org/AbuseAwareness)

# Little League® "Basic" Volunteer Application – 2025

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



This volunteer application can be used as a reference for leagues utilizing the JDP Quick App.

Visit [LittleLeague.org/LocalBGcheck](http://LittleLeague.org/LocalBGcheck) for more information.

**All RED fields are required.**

Name \_\_\_\_\_  
First Middle Name or Initial Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

1. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?

If yes, describe each in full: \_\_\_\_\_ ☐ Yes ☐ No

(If volunteer answered yes to Question 1, the local league must contact Little League International.)

2. Have you ever been convicted of or plead no contest or guilty to any crime(s)? ☐ Yes ☐ No

If yes, describe each in full: \_\_\_\_\_

(Answering yes to Question 2, does not automatically disqualify you as a volunteer.)

3. Do you have any criminal charges pending against you regarding any crime(s)? ☐ Yes ☐ No

If yes, describe each in full: \_\_\_\_\_

(Answering yes to Question 3, does not automatically disqualify you as a volunteer.)

4. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_

(If volunteer answered yes to Question 4, the local league must contact Little League Security International.)

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> League Official | <input type="checkbox"/> Field Maintenance | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Coach           | <input type="checkbox"/> Manager           | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> Umpire          | <input type="checkbox"/> Scorekeeper       |   |

**A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION (NOT NECESSARY IF VOLUNTEER IS RETURNING).**

**Please provide updated information below if there are any changes from previous years or requesting a new position.**

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Special professional training, skills, hobbies:

Special Certifications (CPR, Medical, etc.):

Special Affiliations (Clubs, Services Organizations, etc.):

Previous volunteer experience (including baseball/softball and years (s)):

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

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Name (please print or type) \_\_\_\_\_

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

If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.*

## LOCAL LEAGUE USE ONLY:

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_

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

- ☐ JDP Background Check Completed (Includes review of the US. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List) \*

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

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

- ☐ Proof of completion of Little League Abuse Awareness Training for Adults provided to league.

Mandatory Training Course is available at [LittleLeague.org/AbuseAwareness](http://LittleLeague.org/AbuseAwareness)



# 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

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 (4-18)            | <input type="checkbox"/> PLAYER               | <input type="checkbox"/> TRYOUTS          | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES)               |
| <input type="checkbox"/> SOFTBALL         | <input type="checkbox"/> T-BALL (4-7)                 | <input type="checkbox"/> MANAGER, COACH       | <input type="checkbox"/> PRACTICE         | <input type="checkbox"/> SPECIAL GAME(S)                         |
| <input type="checkbox"/> CHALLENGER       | <input type="checkbox"/> MINOR (6-12)                 | <input type="checkbox"/> VOLUNTEER UMPIRE     | <input type="checkbox"/> SCHEDULED GAME   | (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12)         | <input type="checkbox"/> PLAYER AGENT         | <input type="checkbox"/> TRAVEL TO        |  |
|   | <input type="checkbox"/> INTERMEDIATE (50/70) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM      |  |
|   | <input type="checkbox"/> JUNIOR (12-14)               | <input type="checkbox"/> SAFETY OFFICER       | <input type="checkbox"/> TOURNAMENT       |  |
|   | <input type="checkbox"/> SENIOR (13-16)               | <input type="checkbox"/> VOLUNTEER WORKER     | <input type="checkbox"/> OTHER (Describe) |  |

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

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

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

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

**For Residents of California:**

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

**For Residents of New York:**

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

**For Residents of Pennsylvania:**

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

**For Residents of All Other States:**

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

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

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

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

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

**POSITION WHEN INJURED**

- ☐ 01 1ST  
☐ 02 2ND  
☐ 03 3RD  
☐ 04 BATTER  
☐ 05 BENCH  
☐ 06 BULLPEN  
☐ 07 CATCHER  
☐ 08 COACH  
☐ 09 COACHING BOX  
☐ 10 DUGOUT  
☐ 11 MANAGER  
☐ 12 ON DECK  
☐ 13 OUTFIELD  
☐ 14 PITCHER  
☐ 15 RUNNER  
☐ 16 SCOREKEEPER  
☐ 17 SHORTSTOP  
☐ 18 TO/FROM GAME  
☐ 19 UMPIRE  
☐ 20 OTHER  
☐ 21 UNKNOWN  
☐ 22 WARMING UP

**INJURY**

- ☐ 01 ABRASION  
☐ 02 BITES  
☐ 03 CONCUSSION  
☐ 04 CONTUSION  
☐ 05 DENTAL  
☐ 06 DISLOCATION  
☐ 07 DISMEMBERMENT  
☐ 08 EPIPHYSES  
☐ 09 FATALITY  
☐ 10 FRACTURE  
☐ 11 HEMATOMA  
☐ 12 HEMORRHAGE  
☐ 13 LACERATION  
☐ 14 PUNCTURE  
☐ 15 RUPTURE  
☐ 16 SPRAIN  
☐ 17 SUNSTROKE  
☐ 18 OTHER  
☐ 19 UNKNOWN  
☐ 20 PARALYSIS/  
PARAPLEGIC

**PART OF BODY**

- ☐ 01 ABDOMEN  
☐ 02 ANKLE  
☐ 03 ARM  
☐ 04 BACK  
☐ 05 CHEST  
☐ 06 EAR  
☐ 07 ELBOW  
☐ 08 EYE  
☐ 09 FACE  
☐ 10 FATALITY  
☐ 11 FOOT  
☐ 12 HAND  
☐ 13 HEAD  
☐ 14 HIP  
☐ 15 KNEE  
☐ 16 LEG  
☐ 17 LIPS  
☐ 18 MOUTH  
☐ 19 NECK  
☐ 20 NOSE  
☐ 21 SHOULDER  
☐ 22 SIDE  
☐ 23 TEETH  
☐ 24 TESTICLE  
☐ 25 WRIST  
☐ 26 UNKNOWN  
☐ 27 FINGER

**CAUSE OF INJURY**

- ☐ 01 BATTED BALL  
☐ 02 BATTING  
☐ 03 CATCHING  
☐ 04 COLLIDING  
☐ 05 COLLIDING WITH FENCE  
☐ 06 FALLING  
☐ 07 HIT BY BAT  
☐ 08 HORSEPLAY  
☐ 09 PITCHED BALL  
☐ 10 RUNNING  
☐ 11 SHARP OBJECT  
☐ 12 SLIDING  
☐ 13 TAGGING  
☐ 14 THROWING  
☐ 15 THROWN BALL  
☐ 16 OTHER  
☐ 17 UNKNOWN

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 \_\_\_\_\_

# Little League® Baseball & Softball CLAIM FORM INSTRUCTIONS



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

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

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

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

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

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

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

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

## **TREATMENT OF DENTAL INJURIES**

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

## **CHECKLIST FOR PREPARING CLAIM FORM**

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

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

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

### **PART II - LEAGUE STATEMENT**

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

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



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

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

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

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

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

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

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

**Incident occurred while participating in:**

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

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

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

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

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

**Please give a short description of incident:** \_\_\_\_\_  
\_\_\_\_\_**Could this accident have been avoided? How:** \_\_\_\_\_

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

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

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

## 2025 SPLL Clinic Attendees (Coaching or FirstAid or Stand) CLINIC

&Date>>[illegible]

Location of Training: Eckbold Building

## Concession Stand Guidelines Part 1

# Keep It Clean: ConcessionStandTips

## '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 Department of Health.

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

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

**3. Reheating.** Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. *Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.*

**4. Cooling and Cold Storage.** Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the 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. *Ideally*, dishes and utensils should be washed 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 ½ 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.

## Concession Stand Guidelines Part 2

# Clean Hands for Clean Foods

Since the staff at concession stands may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

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

*Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:*

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After using the restroom.
- After caring for or handling animals.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After handling soiled surfaces, equipment or utensils.
- After drinking, using tobacco, or eating.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- When switching between working with raw food and working with ready-to-eat food.
- Directly before touching ready-to-eat food or food contact surfaces.
- After engaging in activities that contaminate hands.

## Top Six Causes

From past experience, the US Centers for Disease Control and Prevention (CDC) list these circumstances as the most likely to lead to illness. Check this list to make sure your concession stand has covered these common causes of foodborne illness.

- **Inadequate cooling and cold holding.**
- **Preparing food too far in advance for service.**
- **Poor personal hygiene and infected personnel.**
- **Inadequate reheating.**
- **Inadequate hot holding.**
- **Contaminated raw foods and ingredients.**

## Equipment Review

Prior to initial opening and on a regular basis during Little League seasonal operations equipment should be examined to insure its use will not

- 1) result in handling of food contamination or other issues,
- 2) that all equipment is operational in a safe manner, and
- 3) that if equipment has an issue
  - a) it is clearly IMMEDIATELY TAGGED as NOT TO BE USED,
  - b) disconnected if powered equipment,
  - c) and removed if not repaired in timely manner.