



**Safety Plan**  
**North Syracuse Little League**  
**North Syracuse, NY**





## Qualified Safety Plan Requirements

1. League Safety Officer: Mike Kasch on file with Little League Headquarters.
2. North Syracuse Little League (NSLL) will distribute paper copies of this Safety Manual to all Managers/coaches, and to be made available to all league volunteers. This to be done by placing copies in each concession stand at Lonergan and Skyway Park Fields.

3. Emergency Phone Numbers: 911

Local Police Emergency 315-458-5670

Local Fire Emergency 315-458-1920

**SEE ATTACHED**

- This list and a complete list of board members will be posted in both Lonergan and Skyway Field dugouts.

## **ASAP Plan**

### **Page 2**

**4. NSLL will use the Official Little League Volunteer Application form to Screen all volunteers.**

**5. Fundamentals Training: March 27, 2019**

At least one manager/coach from each team must attend this training before the start of the season. Training to be held at Allen Road Elementary School by Mike Lombardo.

**6. First Aid Training: March 27, 2019**

At least one manager/coach from each team must attend this training before the start of the season. Training to be held at Allen Road Elementary School by Diana Zilles - Safety Officer @ Crucible Industries.

- All Managers/Coaches will receive paperwork on concussion recognition and management from [littleleague.org](http://littleleague.org) website.

**7. Coaches and Umpires are required to walk/inspect fields prior to practices and games. Umpires will also be required to walk field for hazards before each game.**

**8. NSLL has completed and updated our 2019 Facility Survey on-line.**

**9. Concession Stand Safety**

- Menu shall be posted & approved by the NSLL Board.



## ASAP Plan

### Page 3

- Opening and closing procedures along with equipment usage, safety and sanitation will be posted in each stand by VP of operations.
10. Purchasing agent and Safety Officer to inspect all equipment prior to distribution.
- Managers/Coaches required to inspect equipment before each game.
  - Umpires will be required to inspect equipment prior to each game.
11. Prompt Accident Reporting to be Enforced
- NSLL will use the provided incident tracking forms from the [littleleague.org](http://littleleague.org) website and will provide complete Accident reports forms to the Safety Officer within 24-48 hours of the incident. Sample Copies are attached.
  - Forms to be made available at each concession stand.
12. First Aid Kits: Each team will be issued one kit.
13. NSLL will require ALL TEAMS to enforce All Little League Rules.
- Including
- Proper Equipment for Catchers.
  - No on deck batters.
  - Coaches or Parents will not warm up Catches or players.



## ASAP Plan Page 4

- Bases to disengage on all fields.
14. NSLL Qualified Safety Plan Registration Form is included with This ASAP packet.
15. League Player Registration Data or Player Roster Data and coach and Manager Data.
- League Player Registration Data or Player Roster Data and Coach and Manager Data must be submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org).
- \* Mandatory requirement for an approved ASAP plan.



<b>Position</b>	<b>Name</b>	<b>Phone #</b>	<b>Email</b>
President	Jeff Hoffman	315-882-8598	nyyankeefan56@yahoo.com
VP Baseball	Jeff White	315-663-5759	jdwhite503@gmail.com
VP Operations			
VP Finance (treasurer)	Jo Andrews	315-430-5207	jojo071203@gmail.com
Majors Coordinator	Pete Baciуска	315-409-5264	pbaciuskali@yahoo.com
AAA Coordinator			
AA Coordinator	Gary Olsen	315-243-8742	gjo5150@msn.com
A Coordinator	Adam Brzostek	315-572-2971	brozlvvy@gmail.com
Fall Ball Coordinator		315-427-7114	
Maj/Min SB/BB Coord.			
T-ball Coordinator	Mike Lombardo	315-427-9524	Michael0426lombardo@gmail.com
Information Officer	Brandon Wood	315-447-2882	bwinsyr@yahoo.com
Safety Officer	<i>Mike Kasch</i>	<i>315-439-7793</i>	<i>Mikajsch@twcny.rr.com</i>
Sponsorship Coordinator	Andy Fosberg	315-416-3029	afosberg@hotmail.com
Player Agent	Mike Kasch	315-439-7793	mlkasch@twcny.rr.com
Secretary	Terri Baciуска	315-506-9515	nsmx207@gmail.com
Purchasing Agent			





**For Local League Use Only**

**Activities/Reporting**

**A Safety Awareness Program's  
Incident/Injury Tracking Report**

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

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

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

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

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

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

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

**Incident occurred while participating in:**

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

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

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

Type of Injury: \_\_\_\_\_

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

Was professional medical treatment required?  Yes  No If yes, what: \_\_\_\_\_  
(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

**Type of incident and location:**

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



# LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS



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

Accident & Health (U.S.)

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

League Name		League I.D.	
Name of Injured Person/Claimant		SSN	PART 1
		Date of Birth (MM/DD/YY)	Age
Name of Parent/Guardian, if Claimant is a Minor		Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
		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) (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> CHALLENGER       | <input type="checkbox"/> MINOR (6-12)                 | <input type="checkbox"/> VOLUNTEER UMPIRE     | <input type="checkbox"/> SCHEDULED GAME   |   |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12)         | <input type="checkbox"/> PLAYER AGENT         | <input type="checkbox"/> TRAVEL TO        |   |
|   | <input type="checkbox"/> INTERMEDIATE (50/70) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM      |   |
|   | <input type="checkbox"/> JUNIOR (12-14)               | <input type="checkbox"/> SAFETY OFFICER       | <input type="checkbox"/> TOURNAMENT       |   |
|   | <input type="checkbox"/> SENIOR (13-16)               | <input type="checkbox"/> VOLUNTEER WORKER     | <input type="checkbox"/> OTHER (Describe) |   |

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

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

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

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

**For Residents of California:**

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

**For Residents of New York:**

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

**For Residents of Pennsylvania:**

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

**For Residents of All Other States:**

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

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

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

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

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

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

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

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

Date \_\_\_\_\_ League Official Signature \_\_\_\_\_

## 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.

**Se sugiere que este memo se reproduzca en el papel membretado de su liga con la firma de su presidente u oficial de seguridad y se distribuya a los padres de todos los participantes en el momento del registro.**

**PRECAUCIÓN:** El equipo de protección no puede prevenir todas las lesiones que un jugador podría recibir al practicar Béisbol /Softbol.

### **LO QUE LOS PADRES DEBEN SABER ACERCA DEL SEGURO DE LAS PEQUEÑAS LIGAS**

El Programa de Seguro de las Pequeñas Ligas está diseñado a producir protección a todos los participantes al costo más económico a la liga local. La Política de Accidentes del Jugador de las Pequeñas Ligas es un plan de cobertura extra solo para accidentes, para usar como suplemento para otros seguros llevados bajo las políticas de una familia o seguro proporcionado por el empleador del padre. Si no existe cobertura primaria, el seguro de las Pequeñas Ligas le proporcionará beneficios por cambios elegibles, hasta permisos Usuales y Acostumbrados para su área, después de un deducible de \$50.00 por reclamo, hasta el máximo de beneficios indicado.

Este plan hace posible ofrecer protección excepcional y alcanzable asegurando a los padres quienes su cobertura adecuada están en función para todos los eventos y programas aprobados por las Pequeñas Ligas asegurados.

Si su hijo tiene una lesión cubierta mientras forma parte de un juego o práctica programada de las Pequeñas Ligas de Béisbol o Softbol, así es como funciona el seguro:

1. Se debe completar el formulario de notificación de accidente de las Pequeñas Ligas de Béisbol por los padres (si el demandante es menor de 19 años) y un oficial de la liga y dirigido directamente a la Sede de las Pequeñas Ligas dentro de 20 días después del accidente. Se debe sacar una copia del formulario y lo debe mantener el padre/demandante. Se debe iniciar el tratamiento médico/dental dentro de 30 días del accidente de la Pequeña Liga.
2. Facturas detalladas, incluyendo la descripción del servicio, fecha del servicio, procedimiento y códigos de diagnósticos para servicios/provisiones médicas y/u otra documentación relacionada a un reclamo por beneficios deben proporcionarse dentro de 90 días después del accidente. De ninguna manera tal prueba debe proporcionarse después de 12 meses a partir de la fecha inicial en que incurrió el gasto médico.
3. Cuando está presente otro seguro, los padres o el demandante debe dirigir copias de la Explicación de Beneficios o Notificación/Carta de Negación de cada cargo directamente a la Sede de las Pequeñas Ligas, aún si los cargos no exceden el deducible del programa de seguro principal.
4. La política proporciona beneficios para gastos médicos elegibles incurridos dentro de 52 semanas del accidente, sujetos a provisiones de Cobertura Excesiva y Exclusión del plan.
5. Beneficios médicos/dentales limitados diferidos pueden estar disponibles para tratamiento necesario después del límite de 52 semanas cuando:

(a) Los beneficios médicos diferidos aplican cuando es necesario un tratamiento requerido para quitar un clavo/placa, aplicada para reconstruir un hueso al año de lesión, o para quitar una cicatriz, se requiere después del límite de 52 semanas. La Compañía pagará el Gasto Razonable incurrido, sujeto al límite máximo de \$100,000 de la Política para cualquier lesión a cualquier asegurado. Sin

embargo, en ningún caso se pagará a ningún beneficiario bajo esta provisión por cualquier gasto incurrido más de 24 meses desde la fecha en que ocurrió la lesión.

(b) Si el asegurado incurre una lesión, a los dientes naturales sanos y requiere un Tratamiento Necesario para esa lesión y se pospone a una fecha mayor a 52 semanas después de la lesión debido a, pero no limitado a, los cambios fisiológicos de un niño en crecimiento, la Compañía pagará al menos: 1. Un máximo de \$1.500 o 2. Gastos razonables incurridos por el tratamiento dental diferido. Gastos Razonables incurridos por el tratamiento dental diferido solo se cubren si se incurren durante o antes el 23avo cumpleaños del asegurado. Gastos Razonables incurridos por terapia de tratamiento de endodoncia diferido solo se cubren si se incurren dentro de 104 semanas después que ocurrió la lesión.

No se hará ningún pago por tratamiento diferido a menos que el Médico entregue un certificado escrito, dentro de 52 semanas después del accidente, que el tratamiento se debe posponer por las razones antes declaradas.

Los beneficios se pueden pagar sujetos a la Cobertura Excesiva y las provisiones de Exclusiones de la Política.

Esperamos que este resumen escrito haya sido de ayuda para el mejor entendimiento de un importante aspecto de la operación del programa de seguro aprobado de las Pequeñas Ligas.





# Little League® Volunteer Application - 2019

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

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

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

Name \_\_\_\_\_ Date \_\_\_\_\_

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.)? (net) Yes  No

3. Do you have a valid driver's license? Yes  No

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

4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes  No

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

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? Yes  No

if yes, explain: \_\_\_\_\_

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 \_\_\_\_\_

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/RegStateLaw](http://LittleLeague.org/RegStateLaw)

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, marital origin, marital status, gender, sexual orientation or disability.

## LOCAL LEAGUE USE ONLY:

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

System(s) used for background check (minimum of one must be checked):  
Regulation (c)(9) Mandates all checks include criminal records and sex offender registry records

\* JDP  Sex Offender Registry Data and National Criminal   
Records check, as mandated in the current season's official regulations

\*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.





# **Play It Safe**

**Little League®  
Baseball & Softball**

**A practical approach to leadership responsibility in  
an effective Little League Safety Program**

**FOREWORD**

As a spirited action program of established benefit to children, the movement of Little League Baseball is well known to the public and is identified with the highest standards of integrity and ethical practices consistent with the physical and emotional well-being of youngsters.

One of the important responsibilities of adults who come forward voluntarily to help is to project Little League sensibly and safely for the ultimate enjoyment of the many thousands of children who come into the local ranks each year.

It is hoped that this book will contribute to better understanding, and appreciation of the continuing necessity for making Little League a safe, wholesome activity. It is tailored for a wide range of interest — local league personnel, the parent and all segments of the community which share a common objective of improving the safety factor in all sports.

Copyrighted 1998 by Little League Baseball®, Incorporated  
Williamsport, Pennsylvania  
19781

**CONTENTS**

Play it Safe.....4.1

Safety is a Responsibility .....4.1

Defining Terms .....4.2

Structure of a Sound Program .....4.2

Administration .....4.3

Organization .....4.4

District Safety Officer .....4.5

League Safety Officer.....4.6

Controls are Essential.....4.7

Exposure to Unsafe Practices .....4.9

Hazards in Travel To and From Field .....4.13

Making Use of Accident Reporting.....4.15

First Aid .....4.16

Public Liability .....4.16

Accident Insurance Coverage.....4.18

Safety Code for Little League .....4.19



## PLAY IT SAFE

The purpose of "Play It Safe" is to provide information and counsel to Little League personnel on carrying out basic safety policies, and making Little League a safer and more enjoyable activity.

Those who are engaged in Little League administration and management should have an understanding of how fundamentals of safety can be applied to various assignments in the organization.

Safety practices should become routine discipline and a background reason for all activities. In short, become "safety-minded."

The four cornerstones for building an effective safety program, known as the four "E's" of safety, may be described as follows:



**EDUCATION** refers to the important matter of including suitable safety precautions in instructions, training, communications, drill work and follow-up.

**EQUIPMENT** applies to the safe upkeep and use of physical property, fields, personal protective equipment, bleachers, bats, balls, etc.

**ENTHUSIASM** is the key to selling this important ingredient called safety, which can prevent painful and disabling accidents.

**ENFORCEMENT** should be applied more as an incentive for skillful ball playing rather than as disciplinary action. Far better results can be obtained by praise and recognition than by forcing players into line. Tactful guidance must be backed by firmness and justly used discipline.

## SAFETY IS A RESPONSIBILITY

In order to understand the reasons for a Safety Program, we should look at why Little League has been so successful.

### Little League Policy

One of the reasons for Little Leagues' wide acceptance and phenomenal growth is that it fills an important need in our free society. As our program expands, it takes, more and more, a major part in the development of young people. It instills confidence and an understanding of fair play and the rights of other people.

Many of the younger children who develop slower than others are given an opportunity not only to develop their playing skill but to learn what competition and sportsmanship are all about. All who take part in the program are encouraged to develop a high moral code along with their improvement in physical skills and coordination. These high aims of Little League are more for the benefit of the great majority of children rather than the few who would otherwise come to the top in any competitive athletic endeavor.

### Safety Responsibility

The very fact that it is a basic principle of Little League to provide an opportunity for most of the youngsters who sign up for a team to receive these benefits, multiplies the exposure to accidental injury. Having accepted this large group of partly developed fledglings, we must also accept the moral responsibility for their safety. This obligation rests with every adult member of the league organization as well as with inactive parents who have entrusted their children to us.

### Other Reasons

In addition to our basic moral responsibility, other significant reasons for an organized effort to prevent accidents are to:

1. Stimulate public confidence in this high caliber youth program.
2. Hold insurance costs to a minimum.
3. Reassure parents as to the safety of their children.
4. Develop safety-mindedness for their protection in later life.

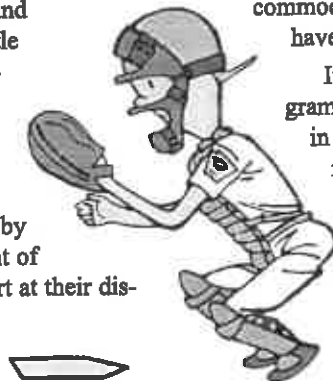
## DEFINING TERMS

To clarify the meaning of these guidelines, we are defining use of the terms essential to an understanding of a basic accident-prevention program in Little League Baseball. They are as follows:

1. **ACCIDENT** is a sudden, undesirable and unplanned occurrence often resulting in bodily injury, disability and/or property damage.
2. **ACCIDENT CAUSE** is an unsafe condition, situation or act that may result directly in or contribute to the occurrence of an accident.
3. **CORRECTIVE ACTION** is the positive steps or measures taken to eliminate, or at least minimize, an accident cause.
4. **CASE** is used in the general sense, such as: accident case, injury case, claim case or insurance case.
5. **HAZARD** refers to a condition or a situation that could cause an accident.
6. **INJURY** is the physical harm or damage often resulting from an accident.
7. **INSURANCE CLAIM** refers to the right of a parent, as in the case of accident insurance to have eligible medical expenses resulting from an accidental injury connected with a game or scheduled practice paid by the appropriate insurance company
8. **TYPE OF ACCIDENT** is a phrase used to describe an unintentional, sudden incident that can be identified so effective counter measures may be taken. Examples are: struck by, tripped, fell, collision with, caught between, etc.
9. **AN UNSAFE ACT** refers to unintentional human failure or lack of skill that can lead to an accident. It is one of the two general accident causes, the other being an unsafe condition.
10. **AN UNSAFE CONDITION** is an abnormal or faulty situation or condition which may cause an accident. Its presence, particularly when an unsafe act is committed, may result in an accident.

## STRUCTURE OF A SOUND PROGRAM

It is a recognized that the area personnel and facilities available for the operation of a Little League will dictate the structure of an effective safety program. These safety guidelines are presented as a goal toward which the adults who administer a league can work. The effectiveness of their efforts to prevent accidents will be measured more by their sincerity of purpose than by the amount of money and preponderance of volunteer effort at their disposal. Effective accident prevention is a



commodity available only to those organizations which have a real desire to make it a part of their activities.

It must be understood that although your safety program is designed to cover all personnel and all activities in the operation of your Little League, its scope does not supersede any existing lines of authority. We expect everyone to become "safety-minded" and be guided by safety considerations, but not attempt to change the structure of the Little League Organization.

## ADMINISTRATION

### Responsibility

The administration of an effective safety program is the responsibility of all who operate the Little League system on all levels. The inexperience and dependence of young children on adult guidance make it imperative that all levels of authority make safety an integral part of their behavior, transaction of league affairs and instructions to the players.

### Point of View

Everyone's approach to the problem of accident prevention must be from a positive point of view if it is to be effective. We should be concerned primarily with controlling the causes of accidents which can be eliminated without taking any action, speed or competition out of the game. An attitude of alertness, hustle and enthusiasm without antagonism should be encouraged. Good equipment and proper instruction more than outweigh the risk of injury. A lively spirit of competition engenders that extra effort needed for development of skills.

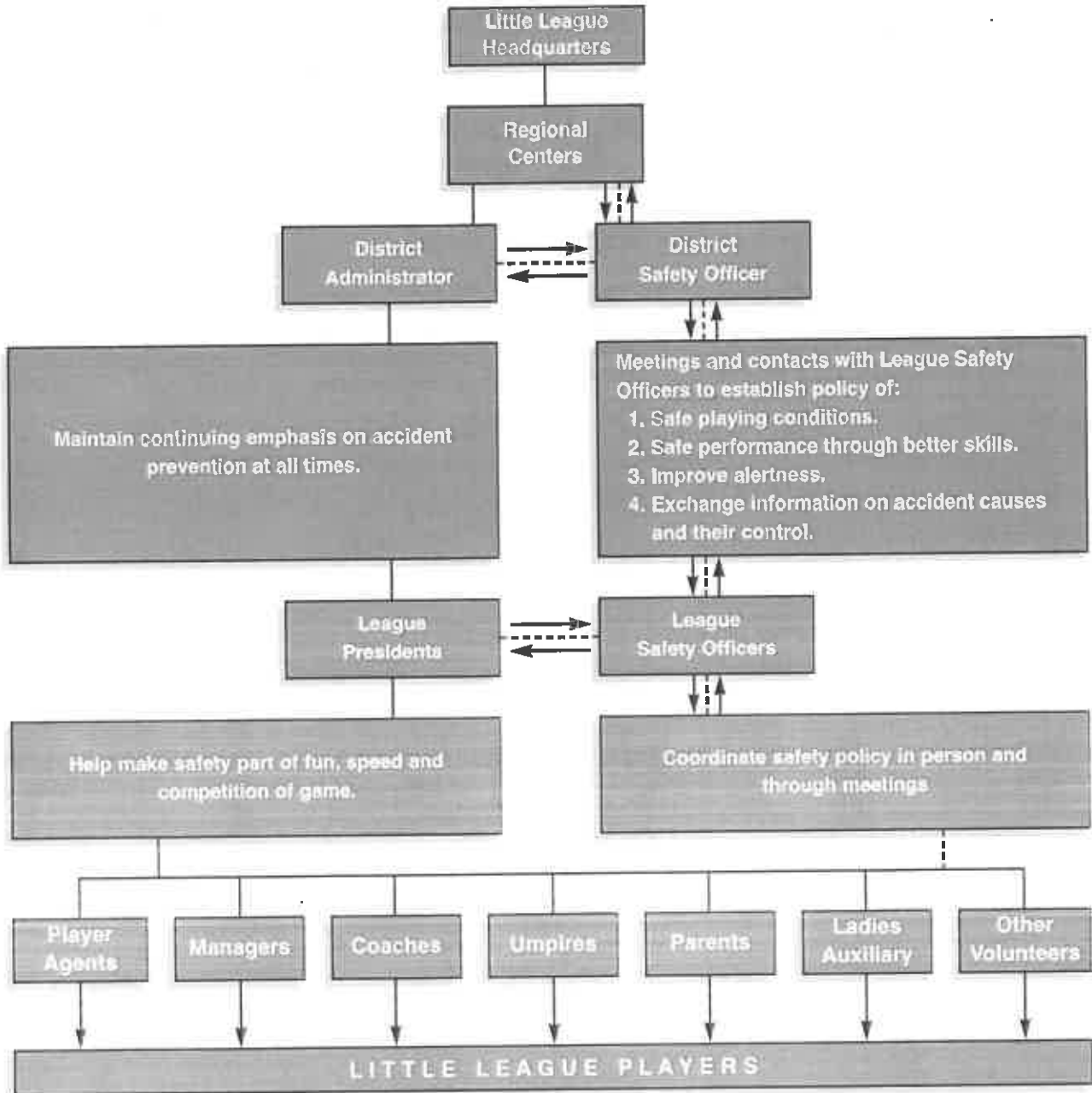
### Basic Factors

To minimize accidents, particularly during the initial learning period, instruction in the basic skills should be approached gradually. This applies particularly to fundamentals such as running, ball handling, batting and sliding which produce the majority of accidents.

A second basic factor very important to the safe development and continuing use of baseball skills is the understanding and practice of teamwork and good sportsmanship. These intangibles have a direct bearing on accidents involving another person and can be made a part of the game by the following:

1. A courteous and considerate attitude by adults. They must set a good example.
2. Many of the players will need to be instructed in cooperation between teammates and good sportsmanship toward opponents.

## ORGANIZATION



The organization of your safety program is built on the two key positions of a District Safety Officer and a League Safety Officer. Their services are needed because a safety program in a large, volunteer organization such as Little League requires direction and coordination. This can be accomplished best by the efforts of conscientious individuals having accident-prevention as their main responsibility.



---

## **DISTRICT SAFETY OFFICER**

---

### **The Role in Effecting a Broad Program of Safety in the District**

#### **Selection**

The District Administrator should appoint a District Safety Officer (DSO) to act as a representative in carrying out the responsibility of preventing accidents in the leagues of the district.

An interested safety professional from industry, public service or the insurance field could be found who is not only qualified for this responsibility but can assist the league presidents in the selection of a suitable person for League Safety Officer (LSO) in each league.

#### **Responsibilities**

It is suggested the District Safety Officer hold regular meetings with League Safety Officers to assist in the following:

1. Make sure League Safety Officers are carrying out their duties as safety advisors to each team manager, coach and umpire. If each League Safety Officer cannot attend all tryouts, games or proactive sessions, a deputy or alternate should be appointed to act in this capacity.
2. Exchange information on methods that have proven most effective in the prevention of accidents in each league.
3. Review the causes of accidents that have occurred since the previous meetings in order to forestall similar mishaps elsewhere in the district.
4. For leagues carrying insurance through Little League Headquarters, the District Safety Officer will review the reporting of claims by League Safety Officers as well as a follow-up on the prompt payment of medical bills.
5. In the event that a league president has difficulty in obtaining volunteer League Safety Officers with some safety experience it is the responsibility of the District Safety Officer to train them in accepted methods of accident prevention.
6. It may be beneficial to organize safety contests between teams in each league and between leagues in the district.
7. Great care must be taken to avoid the possibility of neglecting proper care of injuries to avoid having an accident charged against them.
8. The District Safety Officer, with the knowledge of the District Administrator, will also serve as liaison officer between the district and Little League Headquarters. This two-way line of communication will help the safety effort in both places. Headquarters will keep the district safety personnel informed of beneficial safety information coming from the field and other sources.
9. It is the District Safety Officer's responsibility to see that all adults make every effort to prevent accidents before they occur rather than waiting for an unfortunate mishap to signify a safety problem.

## LEAGUE SAFETY OFFICER

### Authority

By unanimous action of the 1965 Little League International Congress and subsequent ratification of the Board of Directors, it was resolved that every chartered Little League shall appoint a Safety Officer.

### Selection

The league president should take great care in selecting a League Safety Officer. It would be well to interview a number of people who may be qualified as outlined below. It is better to delay the selection of a League Safety Officer than to make the wrong person fit the job. Remember — the selected individual will be your personal representative on this important part of your responsibilities.

### Qualifications

The League Safety Officer should be someone having the following qualifications, at least to a reasonable degree:

1. Sufficient knowledge of baseball and softball to evaluate and suggest corrective measures for hazards without conflicting with Little League Rules.
2. It would be an asset if that person had first hand experience with a safety program, or at least an understanding of the importance of safety. Examples of people with indirect knowledge of safety would be doctors, insurance agents, and fire or police officers.
3. Such an officer should be a person who can adapt a point of view to that of other volunteers. In other words, the officer should be able to sell a safety package on its own merits.
4. The officer should have the interest and the time to coordinate the safety efforts of other adults in the organization.

### League Safety Officer's Authority

The League Safety Officer's authority is mainly advisory with as much force behind advice as the league president has delegated that officer. It must be remembered that managers, player agents and umpires must carry out their own duties and responsibilities. Any differences of opinion on safety policy should be referred to the League President rather than argued. Further questions may be taken up with the District Safety Officer. The latter may refer such problems to Little League Headquarters.

### Responsibilities

The main responsibility of a League Safety Officer is to develop and implement the league's safety program. The following may help in carrying out the assigned duties.

1. Spot checks should be made at practices and games to be sure reasonable precautions are taken and assist wherever possible with advice and encouragement.



2. At the playing field, the League Safety Officer's first duty is to insure first aid facilities are available and emergency arrangements have been made for an ambulance or doctor.
3. The League Safety Officer's next obligation is to advise and follow up on the control of unsafe conditions. These will be brought to light by the adults in charge making a preliminary inspection of the field and being continually on the lookout for situations that might cause accidents. Since it would not only be impossible, but an invitation to "buck passing," for a League Safety Officer to keep a degree of control over accident exposures alone, such efforts will be effective only when that officer and league president have convinced fellow volunteer workers that safety should be a primary consideration in whatever they are doing.
4. In addition to the League Safety Officer's advising on the control of unsafe conditions throughout the season, it is a specific responsibility to follow up on procedures and methods of instruction that will help control the human elements that may be the cause of accidents. Here again the work must be done through existing lines of authority in the organization to make accident-prevention a matter of league policy rather than an afterthought applied on a hit-or-miss basis.
5. It would be suitable if the League President delegates the handling of insurance claims to a League Safety Officer because:
  - (a) A League Safety Officer will be familiar with accidental injury cases that require an insurance claim.
  - (b) The personal knowledge of the people in the league will be helpful in following up on such cases.
  - (c) The League Safety Officer will recognize the pain and hardship which result from such injuries, and will

serve as an additional incentive to see that everyone is kept on their toes to prevent the occurrence of other accidents.

## Organized Plan

The first duty of a new League Safety Officer is to sit down with the League President and prepare a safety program for the league. It should have the essential objectives of assuring that:

1. Practice and playing field conditions are made as safe as possible.
2. Players protective equipment and other facilities are available and in good condition.
3. Arrangements have been made for first aid treatment and more severe emergencies.
4. All managers, player agents, coaches and umpires have been instructed in the inclusion of suitable safety precautions as an integral part of their regular duties.
5. Other volunteers, such as grounds keepers and auxiliary members are carrying out their jobs safely.
6. A definite plan is in effect for traffic safety including players travel to and from the field.
7. Arrangements are made for the prompt investigation and reporting of accidents and near-misses with a definite

follow up for the prevention of further accidents of a similar nature.

8. Procedures are in place for prompt and timely reporting of accidents requiring medical treatment to Little League Headquarters.

The best way to institute such a plan is to call a meeting of key personnel, particularly the managers and umpires. If the safety plan or program is to be effective, they must not only agree that safety is essential to the operation of their Little League, but that they will do their part to make it succeed. They should also express a willingness to accept the help and advice of the League Safety Officer.

## Incentives for Safety Officers

To people who are not familiar with the safety profession, the incentive and rewards for handling what seems to be a "thankless job" may appear to fall short of the inducements for taking other assignments in Little League Baseball. A dedicated Safety Officer gets a great deal of satisfaction from other people that they owe it to their families and themselves to be alert to prevent pain, suffering and general misfortune connected with the more severe accidents — the majority of which could be prevented. The Safety Officer's enthusiasm for making accident-prevention work will rub off on other people in the Little League program. It is similar to the maxim that "courtesy is contagious."

## CONTROLS ARE ESSENTIAL

Having set the stage for your Little League safety program, let's look at the control of unsafe conditions. It is a logical step, because accident causes can be controlled more readily than those involving human element.

### Responsibility

The League President has the primary responsibility for safe conditions. However, it is not possible to cover all details personally, so it is necessary to delegate most of this responsibility to others. The following assignments are suggested:

1. Safe maintenance of fixed ball field property, including structures, to the head groundskeeper.
2. Procurement and upkeep of practice and playing equipment, particularly personal protective equipment, to the equipment manager.
3. Each manager should see that the use of field and playing equipment by players does not create hazards.
4. The umpire should take the initiative to insure unsafe conditions are corrected on the playing field and in foul territory during games.
5. The responsibility for maintaining safe conditions for the entire league falls on the shoulders of the president. Some important safety jobs can be delegated to whomever is most suited to handle them, as follows:

- (a) The safety of players and adults going to and from fields is very important as shown by the severity of traffic accidents. See chapter on Traffic Safety.
- (b) The first aid kit must be kept properly equipped and arrangements for emergencies up to date. See chapter on First Aid.
- (c) Taking measures to counteract the hazards that may be connected with special events such as picnics, fund-raising projects, etc. See chapter on Insurance Coverage.
- (d) The safety of spectators, including parking facilities.
- (e) The safe handling of food and drinks at the concession stand.
- (f) If the league operates under artificial lights, the president has the very important responsibility for making sure the lights meet minimum requirements. Check with the District Administrator for Little League Lighting Standards. This is a must for safe playing conditions. The only alternative to adequate lighting is to schedule practice and games during daylight hours. Light meter checks should be made at regular intervals to find out when it is necessary to clean reflectors and replace partly worn light bulbs which have lost their original rating.

# Play It Safe

## Physical Checkups

The physical well-being of players who are accepted in the Little League program is essential to avoid the hazard of unsafe personal conditions. It would be well to enlist the help of a local physician to advise the league on medical matters not covered by individuals' family physicians.

It is strongly suggested that all candidates for the Little League program pass a basic physical examination before they are accepted.

Another important way that physical checkups can prevent accidents is obtaining a medical release to play ball after a player has recovered from an accident. If this final medical checkup is for evaluation of the player's recovery from an injury covered by "accident insurance," the cost can be charged against the original claim.

## Safety Inspection

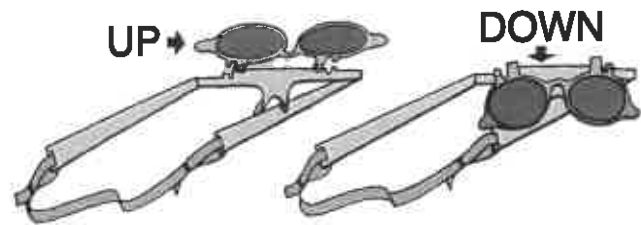
Regular safety inspection of the field, permanent and temporary structures, ball playing equipment and personal protective equipment is the best way to determine which unsafe conditions require correction. The managers and grounds keepers should work together to insure serious accident exposures are corrected promptly! It is good experience and safety training to have the youngsters take part in the procedure.

The following list will be of assistance in determining conditions that cause accidents. Prompt action must be taken on all serious hazards. Some examples are:

1. Unsafe field conditions such as holes, ditches, rough or uneven spots, slippery areas and long grass.
2. Foreign objects like stones, broken glass, old boards, pop bottles, rakes, etc.
3. Incomplete or defective screen, including holes, sharp edges and loose edges.
4. Wire or link fencing should be checked regularly for similar defects which could injure a participant.
5. Board fences should be free of protruding nails, loose boards, and splintered wood.
6. Forty (40) feet in the center section of the outfield fence should be painted a dark color and kept free of signs to provide a contrast with balls thrown toward home.
7. The warning track should be well defined and not less than 10 feet wide.
8. Bat rack and on-deck\* circle should be behind the screen.
9. The backstop should be padded and painted green for the safety of the catcher.
10. The dugout should be clean and free of debris.
11. Dugouts and bleachers should be free of protruding nails and wood splinters.

\* On-deck areas have been eliminated for ages 12 and below.

12. Home plate, batter's box, bases and the area around the pitcher's rubber should be checked periodically for tripping and stumbling hazards.
13. Material used to mark the field should be a non-irritating white pigment (not lime). White plastic marking tape has proved better and less expensive than other methods of marking.
14. Loose equipment such as bats, gloves, masks, balls, helmets, etc., must be kept off the ground.
15. Constant attention must be given by managers, coaches and umpires to the possible lack or poor fit of personal protective equipment. This would include helmets, masks, catcher's pads and safe shoes. Plastic cup supporters are required for regular and reserve male catchers and are recommended for all male players in addition to regular supporters.
16. Personal jewelry, badges, pencils, etc., can be a hazard to the wearer and should not be permitted.



17. Corrective glasses should be of the sports type and equipped with "industrial" safety lenses. Shatterproof, flip-type sun glasses are good protection against losing a fly ball in the sun.
18. Bats should be inspected for orderly storage, secure grips and freedom from cracks. Cracked or broken bats should never be used.
19. Safety should be the major factor when making a decision on canceling a practice or game because of bad weather or darkness.
20. The greatest, although the least frequent, hazard in connection with weather conditions is exposure to lightning. Chances of surviving being struck by lightning are so slight that managers and umpires must not take any chances on continuing a practice or game when an electrical storm is approaching. At the first indication of such a storm, everyone should leave the playing field.
21. The correct fitting and spruce appearance of uniforms has the indirect benefit of contributing to pride and morale, which stimulates our main safety objective of greater skill for fewer accidents.



## Congestion

Congestion is one of the unsafe conditions that must be dealt with by constant supervision. The umpire will keep unauthorized people out of the way during games. The manager and coaches must control this hazard during practice sessions. Since the development of this hazardous condition results from unsafe acts it is covered more fully in the next chapter on that subject.

## Conditioning

This important phase of Little League training has a direct bearing on developing a safe personal condition. Extensive

studies on the effect of conditioning, commonly known as "warm-up," have demonstrated that:

1. The stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness.
2. Such drills also help develop the strength and stamina needed by the average youngster to compete with minimum accident exposure.

These warm-up skills are most effective when the motions are patterned after natural baseball movements such as reaching for a ball, running and similar footwork. This is a good place also to "drive home" the basic safeguard of keeping the eye on the ball.

## EXPOSURE TO UNSAFE PRACTICES

Unsafe acts are far more difficult to control than hazardous conditions. Also, they are the most challenging because they are involved almost entirely with the human element. It has been estimated that unsafe acts account for 80% of all accidents. Assuming that every effort has been made to provide safe conditions and equipment for a player, we should look at the exposure to a player's own or someone else's unsafe acts. Finding the causes is not enough—definite steps must be taken to counteract them.

## Existing Safeguards

Before looking at these accident exposures and some suggestions for their control let's look at some of the built-in safety factors that are in our favor.

1. It is obvious that non-contact sports such as baseball and track produce far fewer accidental injuries than contact sports like football and hockey.
2. Little League has proven the value of its playing rules and equipment requirements by the fact that each season less than 2 out of 100 players have accidents resulting in injuries requiring outside medical treatment. This is far better than the average accident frequency of 6 accidents per 100 participants for school baseball players in this same age group.
3. Furthermore, 9 and 10-year-old Little League children have fewer accidents than the 11 and 12-year-olds. There are probably a number of factors that account for this difference, such as:
  - (a) The ball is neither batted nor thrown as hard by younger players as by older ones.
  - (b) Nine and ten-year-olds do not put in as much time actually playing ball as the older players.
  - (c) Younger players are less easily disabled by bumps and falls than their older teammates.

With proper instruction and drill work, it is expected that most younger players will develop protective skills that will see them through the more competitive age levels of the

game. It must be kept in mind too that some 9 and 10-year-old youngsters will develop faster and are better able to handle themselves than some 11 and 12-year-olds.

## Attitude

1. An attitude of alertness, hustle and enthusiasm that has been recommended as a guideline for the administration of your safety program should be carried down to all players to spark them in the development of better skills.
2. Good sportsmanship and courtesy, which are necessary for a harmonious and safe environment, can be taught best through the good example set by all adults on and off the field.
3. Your most effective tool to inspire an attitude of self-confidence and a desire to excel is the use of much PRAISE and RECOGNITION. Of course, this must be given when deserved so as not to be cheapened by too much repetition. After all, a really good try rewarded by a word of encouragement may be a good play on the next attempt.
4. Guidance on the most constructive attitude or point of view for both adults and youngsters can be summarized by recommending a POSITIVE APPROACH to all training techniques. Again, it is emphasized that good training is most effective weapon against accidents caused by unsafe acts.

## Tryouts

To reduce the chances of accidents to inexperienced beginners, tryouts should be guided by the following:

1. Players should be scheduled to report for tryouts by age groups. This will not only give the younger applicants more confidence but will reduce their exposure to the harder play of older participants.
2. Since a youngster's lack of ability to handle a ball is the most likely way for the players to get hurt, a test should be made first with some short underhand throws to

# Play It Safe

check skill in catching a ball before the player is exposed to normal throws or batted balls.

3. Running form and speed should be observed by checking time and form on a dash from home plate to first base. Group racing does not exhibit true potential as a runner and could result in a pile up.
4. It is better to single out a particularly awkward and inept candidate for extra attention and safe placement than to ignore flaws hoping the applicant will quit. What may be an unsafe situation is often made worse by not acknowledging it.
5. The same principle of taking precautions to protect untried beginners dictates the use of great care in delivering a pitched ball to a potential batter. It may be that player's first experience.

## Warm-Up Drills

The subject of warming up before a practice session has been covered as a means of safeguarding youngsters, at least to a degree, from poor physical condition and lack of limbering up.

Use of the term "warming-up drills," in connection with unsafe acts, refers to ball handling practice rather than calisthenics. This involves a serious accident exposure to misdirected balls. The following will reduce the danger of being struck by a misdirected ball:

1. All unauthorized people should remain off the field during drills.
2. After the number of targets has been reduced to minimum, one of the best preventive measures is to stress that the eye must be kept on the ball. This safe practice should be drilled into both adults and youngsters so continuously that it becomes a reflex action.
3. Another danger from misdirected balls is the exposure of inexperienced batters to wild pitchers. The use of batter's helmets is a must. However, it does not justify permitting a potential pitcher throwing to an inexperienced batter until control is demonstrated.
4. The danger of being struck by a ball can be further minimized by the following plan:
  - (a) Throwing and catching drills should be set up with players in two lines facing one another.
  - (b) Random throwing should be permitted only to designated players.

## Safe Ball Handling

1. Misjudging the flight of a batted ball may be corrected by drilling with flies which begin easy and made more difficult as a player's judgment and skill improves. Everyone should eventually be able to handle balls that go overhead.
2. In addition to a player never losing sight of a ball from the time it leaves the bat, the player should keep the

glove positioned and the body relaxed for a last split-second move.

3. An infielder can best be protected by an aggressive short-hop fielding play by always keeping the "nose pointed at the ball" and the eyes glued on it. Also, if moving forward, the player is in a better position to make a throw.
4. It is safer for the player to knock a ball down and rehandle it then to let the ball determine the play.

## Collisions

Collisions result in more injuries than is the case with most other types of accidents. They are usually caused by errors of judgment or lack of teamwork between fielders. It is important to establish zones of defense to avoid collisions between players. It is particularly important when players are chasing high fly balls. Once the zones are established, play situation drills should be held until these zones and patterns become familiar to the players. The responsible player should call out the intentions in a loud voice to warn others away. Here are some general rules to follow:

1. The fielder at third base should catch all balls which are reachable and are hit between third and the catcher.
2. The fielder at first base should catch all balls reachable which are hit between second and the catcher.
3. The shortstop should call all balls reachable which are hit behind third base.
4. The fielder at second base should catch all balls reachable which are hit behind first base.
5. The shortstop has the responsibility for fly balls hit in the center of the diamond and in the area of second base. Since the glove is on the left hand it is easier for the shortstop than the fielder at second to catch fly balls over second base.
6. The centerfielder has the right of way in the outfield and should catch all balls which are reachable. Another player should take the ball if it is seen that it is not reachable by the centerfielder.
7. Outfielders should have priority over infielders for fly balls hit between them.
8. Priorities are not so easy to establish on ground balls, but most managers expect their base player to field all ground balls they can reach, cutting in front of the shortstop on slow hit grounders.
9. The catcher is expected to field all topped and bunted balls which can be reached except when there is a force play or squeeze play at home plate.

## Warning Track

In addition to collisions between players, occasionally a player chasing a fly ball will crash into the fence. These accidents also can be controlled by suitable drill work. In this case it is simply a matter of giving the outfielders an

opportunity to practice getting the feel of the warning track under their feet. They must learn to judge their distance from the fence and the probable point where the ball will come down. It would be worse than futile to not only miss catching the ball by a wide margin but also be injured by a collision with the fence.



## Retrieving Balls

Balls that go out of the park should be retrieved by persons who have been specifically assigned to that duty. Such persons should be youngsters who can be relied on not to endanger themselves by climbing fences or getting into a scramble for possession of a ball.

## Keep Grounds Clear

Another duty that should be given in turn to alert substitute players is the picking up of bats and proper placement in the rack. The clearing up of other loose playing equipment should be included in this assignment.

## Sliding Safety

As is the case with other baseball fundamentals, a correct slide is also a safe one. It is well, too, to guard against the accident of a collision and the possibility of a player being struck by a thrown ball as that player "hits the dirt." It goes without saying that steel spikes are not being worn. The following can make the learning period safer:



1. Long grass has been found to be better than a sand or sawdust pit to teach sliding.
2. The base must not be anchored down.
3. Sliding pads are recommended.
4. The player should make approaches at half speed and

November 1998

keep constantly in mind that hands and feet should be in the air. Once committed to slide, the player must not change strategy. Last minute hesitation causes most sliding injuries.

5. Tennis shoes are suggested for beginning sliding and tagging practice to avoid injury to the defensive player.
6. If the ground along the baselines becomes soft on a rainy day, such weather offers an excellent opportunity to have sliding drills.
7. It should be kept in mind that head-first sliding\* is not recommended except when returning to a base.

## Batter Safety

A batter's greatest accident exposure is from the unsafe acts of others, namely wild pitches, which account for a major portion of all accidents. Again, the best defense is an alert, confident concentration on the ball. This type of injury is more prevalent in Regular than in Minor League play. Since the danger is increased as pitchers learn to throw with greater force and as more games are played, it is doubly important to take whatever counter measures necessary to offset this exposure.

1. A well-fitted, NOCSAE approved helmet is the first requirement.
2. The development of the novice batter's ability to take evasive action can be improved by getting the player to relax and concentrate on the ball from the time the pitcher starts delivery until it lands in the catcher's mitt. Players with slow reflexes can also be helped by stimulated batting and ducking practice with a tennis ball.
3. The unsportsmanlike practice of crowding the plate or jumping around to rattle the pitcher must not be tolerated. This could endanger the batter if it causes the pitcher to lose control. Umpires should stop such actions.
4. Painful finger and hand injuries can be reduced by making sure the batter holds the bat correctly when bunting. Youngsters have a tendency to lean too far over the plate and not keep the ball well out toward the end of the bat. This should be corrected.
5. When the batter becomes a base runner, that player should be taught to run outside the foul lines when going from home plate to first and from third to home, to reduce the chance of being hit by a thrown ball.

## Safe Handling of Bats

A review of the batter's potential for causing injuries to others points up the following:

1. The most easily prevented type of accident is the too frequent fault of beginners throwing the bat while running to first base. This unthinking act may be corrected

\* Head-first sliding has been eliminated for ages 12 and below, except for when returning to base.

# Play It Safe

through individual instruction to drop the bat safely by:

- (a) Having the player hand the bat to the coach will serve as a reminder before each ball is pitched.
  - (b) Having the player drop the bat in a marked-off circle near where running starts.
  - (c) Counting the player "out" in practice whenever the player fails to drop the bat correctly.
  - (d) Providing bats with grips that are not slippery.
2. Coaches and umpires should be on the alert to correct batters that have a tendency to step into the catcher as they swing.

## A Dangerous Weapon

We use this heading to note the seriousness of an accident exposure that may sound impossible but one which has caused several very serious accidents on several occasions. The preceding precautions apply to the actions of individuals who should have control over the bat they are using.

A more serious injury is waiting for the absent-minded youngster who unconsciously walks into the swing of the coach's bat when the coach is hitting flies, or the equally unwary player who walks into the swing of a player in the on-deck circle\*. These situations demonstrate the need for everyone to become safety-minded, not only for their own good but also for the safety of others. The following precautions are suggested:

1. The player, usually a catcher, assigned to catching balls for the coach hitting flies should be given the specific assignment of warning away anyone who comes too close.
2. All players and adults should be trained to walk around the on-deck circle\* whether it is in use or not. The ingrained safety habit of keeping clear may save someone a painful injury.

## Catcher Safety

1. The catcher, as might be expected from the amount of action involved has more accidents than any other player. Statistics show that the severity of injuries is less in Regular than in Minor League play. Again, this bears out the fact that the more proficient the player, the less chance of injury. Assuming that the catcher is wearing the required protection the greatest exposure is to the ungloved hand. The catcher must learn to:



\* On-deck areas have been eliminated for ages 12 and below.

- (a) Keep it relaxed.
  - (b) Always have the back of the throwing hand toward the pitcher when in position to catch.
  - (c) Hold all fingers in a cupped position near the mitt, ready to trap the ball and throw it.
2. The catcher should also be taught to throw the mask and catcher's helmet in the direction opposite the approach in going for a high fly.
  3. As the catcher learns to play this difficult position, a good habit is to keep a safe distance back from the swinging bat. Estimate this as one foot farther from the batter than the ends of the outstretched fingers.
  4. To repeat, the best protection is keeping the eye on the ball.

## General Inattention

Going one step back to the "whys" of most ball handling accidents, it appears that inattention due to inaction or boredom is an underlying accident cause with which we must deal. This situation can be partly offset by using idle time to practice basics of skillful and safe play, such as:

1. Otherwise idle fielders should be encouraged to "talk it up." Plenty of chatter encourages hustle and enthusiasm.
2. Players waiting for a game or practice to start can pair off and play catch to improve their basic eye-on-the ball technique.
3. Practice should include plenty of variety in the drill work.
4. Put a time limit on each drill and do not hold the total practice for more than two hours, or less if interest begins to lag.
5. Idle players along the sidelines can be given the job of studying the form of other players to improve their own techniques. They may then report on what they have learned to improve their own form on running, ball handling, throwing, batting and sliding.

## Control of Horseplay

No discussion of measures to control the human element in accident-prevention would be complete without going into the problem of horseplay. This includes any type of youthful highjinks that could even remotely be the cause of an accident. Even a mild form of such childish behavior could distract any player about to catch a ball or possibly when at bat, and result in an accident. After all—team play requires 100% cooperation among all players, and good sportsmanship demands courtesy to opposing players.

If show-offs and smart-alecks cannot find sufficient outlet for their high spirits in the game, quick and impartial disciplinary action must be taken.



## **HAZARDS IN TRAVEL TO AND FROM FIELD**

Little League is also concerned for the safety of players and team officials on the way directly to and from the field. Since these adults are mature people with a good sense of responsibility, it is not surprising they have had very few mishaps while going to and from their volunteer baseball jobs. Youngsters however, are likely to take a more light-hearted view of these accident exposures.

Upon examination, it is obvious that this hazard is no worse than the everyday exposure of going to and from school, the playground or elsewhere. However, this does not relieve us in the least from looking out for their safety while on Little League "business."

### **Accident Exposures**

A quick examination of our problem leads us to separate these exposures into two broad classifications; namely, traffic safety and the various temptations resulting from youthful curiosity and a desire for adventure. In the field of insurance law, the latter type are known as "attractive nuisances." They range anywhere from an easy-to-climb tree to a boat that has been left without being chained and padlocked.

### **Travel Hazards**

Although Little League traffic accidents involve only one or two cases for every hundred injuries from all accidents, the average severity of these accidents far exceeds those from other causes.

The alarming country-wide increase in all traffic accident deaths has made the publicity on these losses a natural crusade. This staggering annual increase indicates the public conscience has become hardened, not only to these needless fatalities but also to the tragic probability that millions will be seriously injured as the result of traffic accidents in the years to come. Too often we assume that it cannot happen to us or our loved ones until it is too late to prevent a crippling or fatal injury. In Little League we have not only an opportunity but an obligation to take organized action for the protection of our own interests. Let's do something about it.

### **General Accident Prevention**

First, let's look at what can be done to implant the basic principles of traffic safety in the thinking of our adults and particularly our players.

1. In any meeting or gathering where adults are brought together, they should be reminded repeatedly of their responsibility to:

- (a) See that all passengers use seat belts. Do not carry passengers in cargo areas of vans and pick-ups.
- (b) See that their vehicles are in safe operating condition.
- (c) Observe traffic regulations.
- (d) Drive defensively.

2. Youngsters who are walking to or from the field should be reminded by their parents, managers and coaches to:
- (a) Not hitch rides.
  - (b) Use street or highway crossings protected by lights as much as possible.
  - (c) Always walk in single file off the roadway, and on the side against the flow of traffic where there are no sidewalks.
  - (d) Wear light-colored clothing and carry a flashlight when walking along a road after dark.
  - (e) Be just as alert to the dangers of moving traffic when in a group as when alone. Do not depend on others.
  - (f) Observe bicycle safety rules such as those listed in the next section.

### **Bicycle Safety**

In spite of the nationwide increase in the popularity of bicycling, the number of accidents to riders has not increased as rapidly as is the case with other types of traffic accidents, thanks to the emphasis that has been placed on bike safety. It is estimated there are over 57 million bike riders in America. Still, our country is faced with hundreds of fatalities and thousands of disabling injuries each year from bicycle mishaps. We should be concerned that 4 out of 5 of these accidents are to young people in the 5 to 15 year age bracket.

Since bike riding is generally the most popular way for Little Leaguers to travel to and from the playing field, place more emphasis on bicycle traffic safety.

### **Bicycle Accident Prevention**

As in the case of discovering and correcting the causes of player accidents, let's examine the major causes of bike accidents and what can be done to offset them.

1. According to the National Safety Council, 15% of all fatal bike accidents nationwide did not involve motor vehicles. In general, they were "spills" caused by:
- (a) Slippery or rough riding surfaces.
  - (b) Defective bicycles.
  - (c) Collisions with pedestrians or fixed objects.

A significant number of bicycle accidents that resulted in injuries could have been prevented by keeping the bikes in good mechanical condition, better rider skills and the observance of bike safety rules.

2. The remaining 85% of fatal accidents involving collisions between motor vehicles and bicycles were analyzed by the National Safety Council as follows:
- (a) One-half occurred at intersections.
  - (b) Seven out of ten were during daylight hours.
  - (c) Four-fifths of the cyclists killed or injured were violating a traffic law.

# Play It Safe

They were:

- (1) Failing to yield the right of way.
  - (2) Riding in center of street.
  - (3) Speed too fast for conditions.
  - (4) Disregard for traffic control devices.
  - (5) Riding against traffic.
  - (6) Improper turning.
- (d) Additional responsibility by the car drivers is indicated by the fact that many accidents involve violations by the auto vehicle drivers.
- (e) In one of five cases, the bicycle had a mechanical defect that could have caused the accident.

Since we can do very little to control violations by motor vehicle drivers it is doubly important to have some assurance that: (1) the bikes will be in good condition, including suitable lights and reflectors; (2) the riders will be safety-minded; and (3) they will ride defensively.

3. Having decided on these four objectives, what can be done to implement our bicycle safety program without over-burdening our volunteers? First, it should be noted that the best results have been obtained by safety promotion projects in which the youngsters take an active part. This can be done by getting a local bike shop or a civic-minded organization to sponsor a package program such as the ones offered without charge by the Bicycle Institute of America. It is located at 122 E. 42nd Street, New York, NY 10017. They will provide not only well-tested procedures but such incentives as colorful decals for the bikes and Safety League membership rule cards. Part of the card is shown below.

1. **Observe all Traffic Regulations** — red and green lights, one-way streets, stop signs.
2. **Keep to the Right** — ride in a straight line. Always ride in single file.
3. **Have White Light on Front** — danger signal on rear for night riding.
4. **Have Satisfactory Signaling Device** to warn of approach.
5. **Give Pedestrians the Right-Of-Way.** Avoid sidewalks — otherwise use extra care.
6. **Look Out for Cars Pulling Out Into Traffic.** Keep sharp lookout for sudden opening of auto doors.
7. **Never Hitch on Other Vehicles** — do not “stunt” or race in traffic.
8. **Never Carry Other Riders** — carry no packages that obstruct vision or prevent proper control of cycle.
9. **Be Sure Your Brakes Are Operating Efficiently** — keep your bicycle in good running condition.
10. **Slow Down At All Street Intersections** — look to right and left before crossing.
11. **Always Use Proper Hand Signals** — turning and stopping.

**12. Don't Weave In Or Out of Traffic** — Do not swerve from side to side.

Suggested bike safety programs are:

- (a) Safety inspection of all bikes by a qualified service mechanic.
  - (b) Testing of individual youngsters for: balance, changes in direction, traffic control, pedaling and braking, maneuvering, mounting, obstacles, emergency stops, turning, signaling and proper care of bike.
  - (c) Rodeo, which is similar to the testing program except that the participants are scored on their knowledge of bike safety and execution of various maneuvers while competing for prizes. This could be made more exciting by having the various teams in each league compete against each other.
4. Another effective way to impress youngsters with the importance of observing traffic safety rules is to have a safety representative from your local law enforcement agency talk briefly to each Little League group, following a practice or game. Youngsters may be impressed by the importance of traffic safety rules which are explained by an officer, such as a state trooper, in uniform.

## Prevention of Other Going-and-Coming Accidents

As mentioned at the beginning of this chapter, our Little Leaguers are exposed to other accidents while traveling to and from the ball field.

These accidents, which can be very serious, are a difficult type to prevent. The youngsters are usually out of touch with adult guidance when they get an impulse to climb a tree, throw a stone, watch a construction job, try out someone's motor bike, play in the water or otherwise express their natural curiosity and spirit of adventure. Unfortunately, some of their impulsive actions have led to disastrous results.

## Possible Preventative Measures

1. The most positive approach, and probably the most effective, is appealing to their loyalty to the Little League uniform or cap. Parents, managers and coaches should impress upon them that their behavior along the way will give other people a good or bad impression of Little League, depending on how they act.
2. Youngsters should also feel the restraining effect of orders to go directly to the field and report to their manager or coach. The same order should apply to going straight home and checking-in with their parents.
3. As an indirect precaution, parents should be encouraged to have their youngsters learn how to swim. This is particularly important if there are any bodies of water within striking distance of their route. This knowledge

may save their lives when temptation is stronger than the voice of authority.

4. A surprising number of accidents also occur when youngsters reach the vicinity of the field but it is not yet time for practice or a game. In this situation it is the direct responsibility of any adults who are nearby to stop

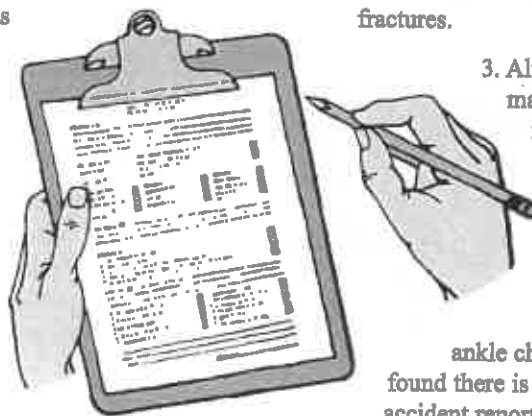
such activities as climbing trees, chasing each other, running up and down the grandstands, etc.

5. Volunteers should make local authorities aware of potential risks in the area, ie. unfenced excavation or quarries and lakes with unsecured boats.

## MAKING USE OF ACCIDENT REPORTING

In the effort to prevent accidents to Little Leaguers one must deal with the unpredictable actions of many small athletes. One of the most widely accepted ways to counteract the unsafe acts, which are so often a part of such uncertain behavior, is to inquire into the reasons behind such acts and take suitable counter measures.

Since we cannot eliminate all of these disturbing and sometimes tragic mishaps, one must use them as tools to help control similar or related accidents. Also, alert operation makes it possible to get at the causes of "near misses" so that something can be done to prevent the occurrence of injury-producing accidents.



correction of this type of accident may be obvious. A report, however, would serve as a reminder, not only to this team, but to others in the league that equipment left on the field can cause falls, some of which can result in fractures.

3. Although it may be embarrassing to a manager, should a relief catcher have front teeth knocked out because of neglect to always wear a mask and catcher's helmet when warming up a pitcher, the report on such a violation should be passed along as a warning to others.

4. Let's assume a player turns an ankle chasing a fly ball. Upon checking, it is found there is a hole in the outfield. A copy of the accident report passed on to the grounds keeper would reduce the chances of that person forgetting to correct the hazard.

### Which Accidents to Analyze

Good judgment must be used in deciding which accidents to analyze. The severity of an injury should not be the only basis of deciding to determine reasons for an accident and what can be done to reduce the chances of its reoccurrence. The possibility of a similar and more severe accident occurring should be our main reason for getting at the causes and taking suitable corrective action.

Examples of cases that probably would not require detailed checking would be a "strawberry" from sliding or minor strains and bruises, not associated with serious unsafe acts or conditions.

### Examples of accidents requiring thorough study are:

1. A collision when two players go after the same fly ball, even though no one is hurt, has the possibility of resulting in a serious injury. Questioning players may reveal they had forgotten ball priority assignments in the excitement of trying to make the catch. The corrective measure might be to hold additional ball priority drills. A completed accident cause report passed on to the Safety Officer will serve as a warning to managers of other teams.
2. If a player should trip and fall over a bat left on the ground and suffer a small abrasion, the cause and

### Other Uses for Accident Reports

1. The need for corrective measures, of course, is most evident when an injury is severe enough to require professional services. In addition to the need for immediate preventative action, it is very important to have accurate information to complete the insurance claim report. This may be done by the Safety Officer.
2. As in any organized endeavor, communications among teams in a league and leagues in a district is important. The safety program can be effective for everyone if each adult, with some safety responsibility, is given a brief report on serious or unusual hazards and the corrective action that has been taken to counteract them. In order to accomplish this, the League Safety Officers and the District Safety Officer must be kept informed about all significant accident cases.

### Further Follow-Up on Accident

Even after corrective measures have been put into effect, responsible adults should continue to check back to make sure that unsafe habits have not been resumed and conditions are not allowed to slip. We advise youngsters to keep their eye on the ball. Let's do the same with safety precautions.

# Play It Safe

## FIRST AID

First aid is an important part of any safety program. Like insurance coverage, it is a form of protection that must be available in case of an emergency involving any injury.

### Definition

First aid is the immediate, necessary, temporary, emergency care given for injuries.

### Selection and Qualifications of First Aiders

It is recognized as impractical to have a completely trained and experienced first aider on duty at all times. However, every effort should be made to have several alternate first aiders, preferably adults whose duties keep them at the field, trained in the basic requirements of first aid treatment.

Ideally, this training should be from an accredited agency such as the American Red Cross. The alternative is to have them trained briefly and specifically for this purpose by a medical doctor or a registered nurse who is familiar with Little League operations. Minimum first aid training should include the handling of extreme emergencies such as the usage of mouth-to-mouth resuscitation and external cardiac massage.



Since this chapter of "Play It Safe" is not intended as a First Aid Manual, we have omitted information on treatment. Both this and the proper equipping of the first aid kit should be left to the advice of local medical authorities. It is sug-

### First Aid Equipment

gested, however, that in addition to the stock of bandages and medication, the following be available:

1. A supply of clean water, soap and towels

2. A blanket

3. Arm and leg splints

4. Easily accessible phone with emergency phone numbers, such as doctor, hospital and ambulance service. If a public phone is to be used, small coins should also be readily available.

### Notification of Family

It is extremely important that, as soon as provision has been made for the care of injured or ill people who require outside treatment their family be notified in as tactful a manner as possible.

### Follow-Up on First Aid Cases

Care of an ill or injured individual must always be the first consideration. In concern for their welfare, however, do not neglect the following:

1. A thorough investigation should be made to find the cause(s) of an accident and action started to prevent reoccurrence.

2. An insurance claim should be filed when outside medical attention is required. Do not wait for medical bills to arrive. They can be submitted as they become available. They must be identified by including the person's name, league name and number, date of injury, and city and state of residence. Bills should be itemized to show dates and type of treatments.

3. Any player under the care of a doctor should be required to bring a note from the doctor to the manager releasing the player to play ball before being allowed to return to the lineup.

## PUBLIC LIABILITY

The responsibility of all organizations and their individual members for the safety of the general public has become an increasingly important factor in present-day society.

### Little League's Obligation

As a non-profit organization supported by public funds and operated by volunteers we should have a deep interest in the safety of the general public as well as the protection of our Little League volunteers from lawsuits.

Even though we cannot fully protect the public from all situations arising out of the operation of a league, we can safeguard them from our own unintentional negligence.

### Consequences of Being Sued

No matter how unjustified a liability suit may be, we should be concerned about the effects of such legal action on Little League and particularly on the men and women who make the league possible.

1. The worst result of such a suit, if there is no liability insurance coverage, is the possibility of wrecking the financial position of the individual against whom the suit is directed. In cases where a large judgment is obtained against an individual, the Court may take over all of a person's assets and even attach future earnings for years to come.

2. Another ill effect is unfavorable publicity from news releases, which are sometimes of a sensational nature. They can damage the public good will which has taken years to build.

## Protective Measures

1. Obviously our best protection against the relentless attacks of a few claim-minded individuals is to have adequate liability insurance coverage from a reputable company. This will protect local league officials but not the good name of the league and its members.
2. Some legal protection can be obtained by incorporating a league under the laws of the state in which it operates. This is not to be confused with Little League Baseball, Incorporated, which cannot pass the advantages of its incorporation on to individual Little Leagues. They must be incorporated under the laws of the state in which they operate.

This relatively inexpensive protection will safeguard the league as a whole and its members, to a degree, from unlimited financial responsibility for a judgment against the league. However, it will not relieve anyone from the legal expenses required to defend against a suit, nor will it limit the legal responsibility of persons who may be sued as individuals. A league desiring to use the words "Little League" in its corporate title must first obtain consent from Little League Headquarters.

3. As in the case of player accidents, we can go a long way toward safeguarding the good name of Little League and the best interests of all individuals by taking a few common-sense precautions.

## Avoid Negligence

The taking of precautions should be based on this main objective of avoiding any implication of negligence on the part of Little League people. In most successful public liability suits, the claimant must prove that some organization or individuals have been negligent in their obligation to safeguard the general public. Some examples of what can be considered as negligence are:

1. The use of grandstands or bleachers that are unsafe due to faulty design, the use of substandard building materials or material which has deteriorated to a point where they are not safe for a capacity crowd.
2. Spectator screen with holes which have become loose or torn.
3. The serving of food at a Little League concession stand that may have become spoiled or contaminated and the careless use of bottled gas. The following safety rules should be observed if bottled gas is used for cooking:
  - (a) Gas cylinders and regulators should be installed out of doors, at least three (3) feet from any building and, if not separated by a solid wall, at least six (6) feet

from the gas burners. Cylinders should always be in an upright position.

- (b) Solid pipe, metal tubing or standard braided metal hose should be used to connect the cylinders. Pipe should have flexible couplings or a tubing loop to provide for jarring or vibration.
  - (c) Cylinders should be installed and maintained by the supplier. By having a reserve cylinder piped up and ready for use, there will be no need for Auxiliary personnel to do more than turn a valve.
  - (d) Gas cylinders should be protected from physical damage and tampering but never in a solid enclosure, to avoid the possibility of an explosion.
  - (e) When not in use they should always be turned off at the cylinder and the key or valve handle removed.
  - (f) A hand fire extinguisher suitable for grease fires should be available and kept fully charged. The minimum requirement is a 5 lb. carbon dioxide type or a 2 3/4 lb. dry chemical extinguisher.
  - (g) If leaking gas ignites, always shut off the valve at the cylinder. If gas is burning at the top of a cylinder, DO NOT TRY TO EXTINGUISH IT. Call the Fire Department.
  - (h) Have your installation inspected and approved by your local Fire Protection Authorities.
4. Permitting members of the general public, particularly small children on the playing field where they may be exposed to thrown or batted balls and swinging bats.
  5. Allowing a pitcher and catcher to warm up in an unsafe location such as too near the stands, where a wild pitch could injure someone.
  6. Ignoring an obvious and frequent exposure to non-spectators using a public street or similar area and preventing their being struck by hard hit balls hit out of the playing field.

## Conclusion

In brief, we can discharge our obligations for the safety of the general public and the welfare of the league and its members by:

1. Providing a reasonably safe place for spectators and maintaining it in good condition. Any adult spectator in attendance assumes the normal risks of watching baseball. Grandstand and bleachers should be inspected annually and be in conformity with National Fire Protection Association Standard for Places of Outdoor Assembly, No. 102. A pamphlet on Code No. 102 may be purchased from the NFPA, 470 Atlantic Avenue, Boston, MA. 02100. In some states, inspection service is provided and compliance with this Code is a legal requirement.

# Play It Safe

2. Keeping an alert eye out for dangers to the general public and nonspectators in the vicinity of the field. This applies particularly to small children.
3. Carrying adequate public liability insurance with a reputable company. Extensions of this coverage are needed

for the use of additional fields which are under other ownership.

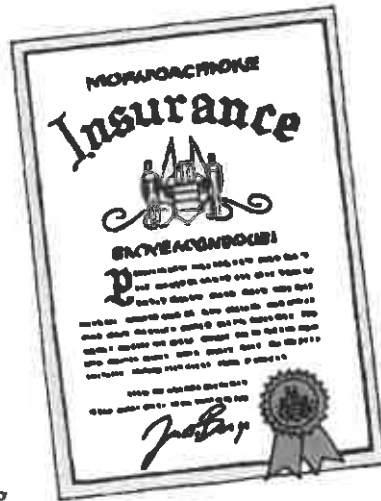
4. Have the league incorporated under the laws of the state in which it operates.

## ACCIDENT INSURANCE COVERAGE

A complete safety program must be backed up by adequate accident insurance coverage. Responsible organizations providing athletic programs assume a moral obligation to assure each injured player adequate medical attention and to help parents or families of injured players by easing the burden of medical expenses. In addition, adults who volunteer to assist in the operation of the league are entitled to protection from possible costs of accidental injuries.

### Accident Insurance

This coverage is a requirement for chartering a league and is not to be confused with public liability insurance described in the foregoing chapter. Liability insurance protects a Little League against suits arising out of accidents to the general public. Adequate accident insurance provides reimbursement for actual eligible medical costs arising out of accidental injuries to eligible individuals in the Little League organization directing or assisting with the games, tournament, practices and when traveling directly to and from the field. See your League President for pamphlets that provide a detailed description of these insurance coverages.



2. Full coverage for approved tournaments if their activities will take them away from government property.

3. Regular Little League insurance, if the lack of medical benefits indicate a need for this protection. This coverage would make separate death and dismemberment and tournament insurance unnecessary.

### Little League Insurance Obligations

The payment of premiums for insurance coverage, even the required accident insurance, does not completely fulfill a league's requirement to its members. Misuse of an insurance contract may seem to provide extra benefits for the few individuals who have no scruples in this regard. In actual fact, they are only working to their own disadvantage and that of other leagues in their rating area. Unjustified overloading of claim costs can result in increased premium charges. In time it could price your league out of business, as well as other leagues having limited finances. These abuses may be unintentional or possibly based on the fallacy that "any insurance company is fair game." Some examples are:

1. Submitting claims for injuries or illnesses that are not directly related to Little League activities.
2. Concealing other insurance coverage which has a prior responsibility for the payment of a claim or permitting duplication of benefits.
3. Permitting medical services to overcharge just because insurance coverage is available.
4. The submission of unjustified claims by a league official who has not taken the trouble to have the essential details of an accident checked by a responsible person to make sure that it has resulted directly from a Little League activity covered by insurance.

### Insurance for Service-Connected Leagues

Adequate insurance for leagues operating at military installations sometimes is overlooked because of the free medical services available at these locations. Individuals in these leagues are not usually covered for:

1. The cost of dental care for dependents, if stationed in the United States.
2. The full expense of hospital care outside of military installation.
3. Injury expenses to civilian employees and their dependents.
4. Most accident expenses incurred in connection with baseball trips away from the military installation.

It is strongly recommended that these leagues review their insurance position and consider obtaining coverage through Little League Headquarters for:

1. A special death and dismemberment policy for each team.

### Little League Headquarters Assistance

Little League Headquarters, with its data processing equipment and research analysis department, is in an excellent position to take corrective action based on a review of claim cases. These safety improvements may take the form of:

1. Adjusting playing conditions.
2. Developing and improving protective equipment.
3. Advising on training procedures.

4. Changing playing rules or Safety Code.
5. Assisting leagues in areas where accidents are found to be excessive.

As a result of their detailed knowledge and their favorable bargaining position with large reputable insurance companies, Little League Headquarters is in the best position to adminis-

ter adequate and economical group insurance coverage for all Little Leagues. This service includes the ability to give credit through reduced premium costs in areas which have shown a consistently good experience.

Little League officers are urged to take advantage of both the insurance and accident-prevention services that are available through Little League Headquarters.

### **SAFETY CODE FOR LITTLE LEAGUE**

- Responsibility for procedures should be that of an adult member of the local league.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, coaches and umpires should have some training in first aid. First Aid Kit should be available at the field.
- No games or practices should be when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- Dugouts and bat racks should be positioned behind screens.
- Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose.
- Procedure should be established for retrieving foul balls batted out of the playing area.
- 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.
- Equipment should be inspected regularly. Make sure it fits properly.
- Batters must wear approved protective helmets during batting practice, as well as during games.
- Catcher must wear catcher's helmet, mask, throat protector, long model chest protector, shin guards and male catchers must wear a protective supporter at all times.
- Except when runner is returning to a base, head first slides should be avoided.
- During slide practice bases should not be strapped down and should be located away from the base anchoring system.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses."
- Players should not wear watches, rings, pins or other metallic items.
- Catchers must wear catcher's helmet and mask with a throat protector in warming up pitchers. This applies between innings and in the bull-pen.







# QUESTIONS AND ANSWERS ABOUT THE CHILD PROTECTION PROGRAM

(REVISED MARCH 2018)

## **1. What do we, as a league, have to do to comply so that we can be chartered for the next season?**

Since 2003, the local league has been required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to or contact with players or teams to fill out the Little League Official Volunteer Application. Additionally the league has been and is required/ to conduct a background check on each of these individuals.

**As of 2017-** A local Little League must conduct a nationwide background check utilizing JDP or another provider that is comparable to JDP in accessing background check records for sex offender registry data and other criminal records. Little League Baseball and Softball will require each league to sign an agreement on the charter application that they will comply with Regulation I (b) and I(c) 8 & 9. The leagues are also required to sign a statement on the tournament enrollment form verifying that the process under the regulation has been completed and implemented. Failure to sign the agreement on the charter application will result in the league not being chartered and failure to fulfill the requirement of the regulations will result in the league's status being referred to the Charter/Tournament committee for action to revoke the league's charter and all privileges.

## **2. What type of background check is required by the new regulations?**

**As of 2017-** A local Little League must conduct a nationwide background check utilizing JDP or another provider that is comparable to JDP in accessing background check records for sex offender registry data and other criminal records. This criminal records check may provide additional, important information regarding the criminal records of individuals whose crimes do not require that they be listed on a sex offender registry. The background check provider for United States leagues is JDP, which can be accessed by going to [LittleLeague.org/Background](http://LittleLeague.org/Background). More information on the Little League Child Protection Program can be obtained by going to [LittleLeague.org/childprotection](http://LittleLeague.org/childprotection). The first 125 checks through JDP are paid for by Little League International and are free to each chartered Little League. If additional checks are necessary, they will cost the league only \$.95 per background check conducted.

## **3. What type of offenses are we screening for when we conduct a background check?**

Local leagues are conducting a nationwide background check that includes sex offender registry data and other criminal records for anyone who has committed any type of offense involving minors. An individual who has been convicted of or plead guilty to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work or volunteer.

## **4. Why is Little League changing the background check minimum requirement?**

A background check that includes millions of criminal files in addition to national sex offender registry data will provide those individuals making personnel decisions that much more information in determining whether an applicant is acceptable and fit to volunteer, work or participate in any manner within their local league program.

## **5. Why JDP?**

---

**As of 2018** - Little League has partnered with JDP to provide local Little League programs a criminal background check tool that is easy to use and provides a QuickApp solution that allows individuals to upload their own personal information and complete the Volunteer Application online. Through this partnership, each league and District is given 125 free background checks (paid for by Little League International) and any additional checks will only cost \$.95 per check. The JDP National Criminal File database contains more than 450 million records which include criminal records and sex offender registry records across 50 states and the District of Columbia. This program continues to be a great resource and value to local leagues.

## **6. Our League is required by the property owner (city, town, municipality, county, etc.) where we play our games and practices to conduct background checks approved by them on all of our volunteers and/or hired workers before we can use their fields. Are these checks acceptable and do they meet Little League's minimum requirements of Regulation I (c) 8 and 9?**

---

No. Most checks required by these entities are local or state only checks which do not meet the Little League requirements. Also, the local league is responsible for conducting and reviewing the background check data and making their own personnel decisions per the regulations. Although the property owner has the right to determine who uses their facility, any decision they make as a property owner may or may not meet the Little League Regulations.

**As of 2017**-A local Little League must conduct a nationwide background check utilizing JDP or another provider that is comparable to JDP in accessing background check records for sex offender registry data and other criminal records. Background checks must be completed on all Board Members, managers, coaches and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to players or teams.

## **7. Who in the local league should be responsible to process the background check information?**

---

Little League Baseball and Softball recommends the board of directors appoint the local league president and two other individuals to handle the background checks. These individuals may be from the board or individuals outside the board. For instance, the board of directors may appoint individuals who have significant professional background in this area, such as law enforcement officers or individuals with a legal background.

## **8. What if an individual has previously had a background check?**

---

Each league must conduct its own background check on the appropriate individuals annually.

## **9. What will result in termination of a volunteer under these regulations?**

---

Any background check that reveals a conviction or guilty plea for any crime involving or against a minor must result in immediate termination from the league. Additionally, volunteers who refuse to submit a fully completed Little League Volunteer Application, including their Social Security Number and a government issued photo ID, must be immediately terminated or eliminated from consideration for any position.

## **10. What if offenses involving or against minors are pending prior to or after appointment to a position in the local league?**

---

We suggest the individual not be appointed or should be suspended from his/her current position pending the outcome of the charges.

## **11. What if there are convictions or other offenses NOT involving or against minors?**

---

Even though convictions or other offenses may not be against a minor, the local league board of directors still may deem these individuals as inappropriate and/or unfit and may prohibit him/her from working as a hired worker or volunteer within the league.

**12. Who is to be made aware of the information found on the background check?**

---

The local league president shall only share personal information contained in the volunteer application, background check or other information obtained through the screening process with other members of the board of directors in order to make personnel decisions. If the information obtained through the background check is public record and causes an individual to not be appointed or to be terminated, Little League Baseball and Softball recommends this information be shared with the parents/guardians of the children who have had contact with the individual previously.

**13. Where should these records be maintained and for how long?**

---

The local league president shall retain each volunteer application, background check information, and any other documents obtained on file and maintain the record of a volunteer for at least 2 years after the volunteer is no longer in the league. When it comes time to dispose of these records, they should be destroyed as they contain sensitive information. All actions concerning these records must comply with any applicable laws. Leagues should also maintain records in the case that the league has taken action or made a decision based upon the information contained in the records. The records should be maintained in a locked and secure area, such as the league president's home and not a club house or similar facility. The JDP system also allows board members conducting the background checks to send a link to their volunteers to complete the Little League Volunteer Application online. A league board member can enter the volunteer's information, name and email address, on the JDP website under "Quick App." This will allow the league volunteer to complete their own volunteer application, including the social security number. The Little League Volunteer Application is tied with the background check and can be viewed on the leagues JDP Portal.

**14. What is the timetable for completing the screening of each individual?**

---

The league must complete the annual screening process prior to the individual assuming his/her duties for the current season. This would include the individual submitting a completed volunteer application and the league completing an appropriate background check. The applicant must also submit a government issued photo ID, usually a driver's license, in order for the league to verify that the information on his/her volunteer application is correct, i.e., spelling of name, address, date of birth, etc.

**15. What resources are available through Little League Baseball and Softball to assist this process?**

---

The current Little League Official Volunteer Application is available at [LittleLeague.org/VolApp](http://LittleLeague.org/VolApp).

**NEW FOR 2017-** A local Little League must conduct a nationwide background check utilizing JDP or another provider that is comparable to JDP in accessing background check records for sex offender registry data and other criminal records. The first 125 checks conducted through JDP are paid for by Little League International and are free to each chartered Little League. If additional checks are needed, they will cost the league only \$.95 per background check conducted. JDP can be accessed by going to [LittleLeague.org/Background](http://LittleLeague.org/Background).

**16. What will it cost my league to implement this initiative?**

---

The first 125 checks conducted through JDP are paid for by Little League International and are free to each chartered Little League. If additional checks are needed, they will cost the league only \$.95 per check.

**17. When should local leagues begin to conduct background checks on volunteers and hired workers?**

---

In accordance with Little League Regulation I (c) 8 & 9, local leagues must conduct background checks on all volunteers and hired workers prior to the applicant assuming his or her duties for the season. Background checks must be completed on all individuals who are required to complete the "Little League Official Volunteer Application" and who provide a regular service to the league and/or have repetitive access to, or contact with, players and teams. This includes, but is not limited to, managers, coaches, Board of Director members, and other persons or hired workers.

**18. Does this initiative also apply to those individuals that assist the manager and coaches at practices or games?**

Yes. Any individual who provides regular service to the league and/or has repetitive access to or contact with players or teams must fill out the Volunteer Application with a Social Security Number, provide a copy of a government issued photo ID, and go through the background check process.

**19. Who is going to coach the team if a screened manager or coach is no longer able to fulfill his/her duties?**

Any permanent replacement cannot assume their duties until the volunteer application and background check has been completed. The league may temporarily assign a board member or another screened individual to fill the vacancy until the proper process and appointment has been made.

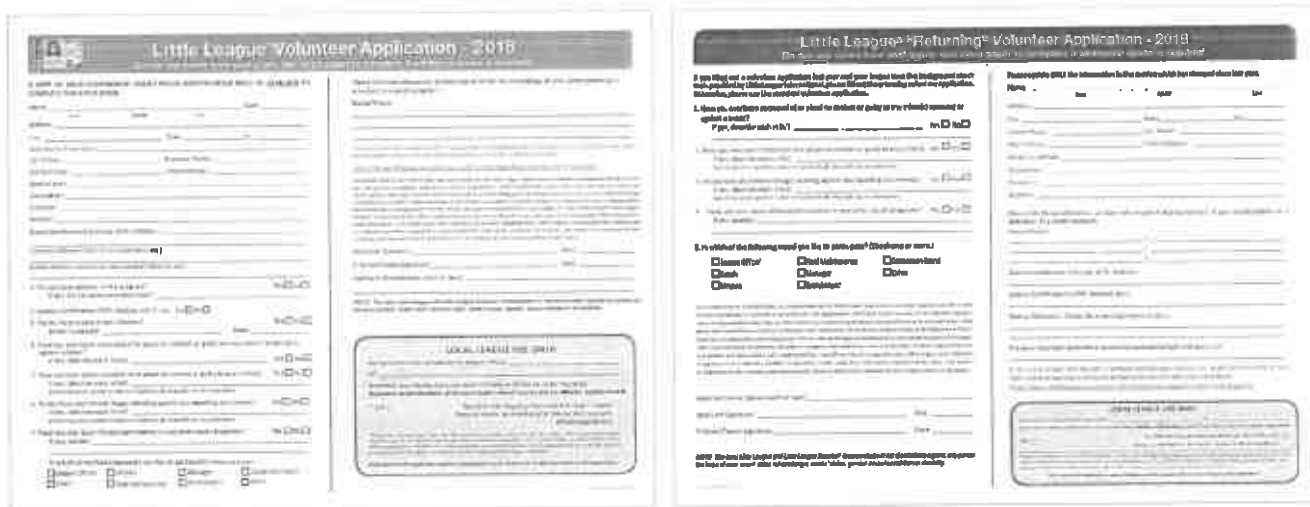
**20. Should our league wait until the entire screening process has been completed to submit our Charter Application and Insurance Enrollment Form?**

No. The appropriate league officers must sign the statement on the form agreeing to adhere to the new regulations requiring the use of the new volunteer application and background screening process as outlined in Regulations I (b) and I (c) 8 & 9. Once this section is completed the balance of the charter application can be completed and submitted to Little League Baseball and Softball.

**21. As the league president or an official of the local league, how do I explain the need for this initiative?**

These requirements were implemented in 2002 by Little League and your local league to:

- 1) Protect our children and maintain Little League as a hostile environment for those who would seek to do them harm.
- 2) Protect individuals and leagues from possible loss of personal or league assets because of litigation.
- 3) Take advantage of current technology and laws that have made background check information accessible to your local league.



This is an example of the revised, mandatory Little League Volunteer Application and Returning Volunteer Application. A version that can be filled out electronically and printed from your computer is available at [LittleLeague.org](http://LittleLeague.org).



# LITTLE LEAGUE® BACKGROUND CHECKS

Provided by JDP

## Ensure Safety For Everyone In Your League.

Easily screen your League coaches and volunteers.



### Round the Bases with 4 Steps to Safety and Success!



#### Step 1: Register

Complete the registration form online at <https://www.littleleague.org/player-safety/child-protection-program/> or call JDP at 855.799.8753. Make sure you have everything you need to register. There is a registration checklist on the back of this sheet.



#### Step 2: Receive Your User Name & Password

When you receive your user name and password via e-mail, you are ready to start! For a user guide please visit [www.jdp.com/littleleague-backgroundcheck/](http://www.jdp.com/littleleague-backgroundcheck/).



#### Step 3: Order Background Checks

Begin screening your volunteers. The first 125 screens are free to the district and local Little League, paid for by Little League International. Each additional screen will be at a minimal cost.



#### Step 4: Reports

Visit [www.jdp.com/littleleague-backgroundcheck/](http://www.jdp.com/littleleague-backgroundcheck/) to login and view your reports!

For more information on Little League® Background Checks visit:  
<http://www.littleleague.org/player-safety/child-protection-program/>



301 Grant SL #4300 Pittsburgh, PA 15219 • T (855) 799-8753 • E [littleleague@jdp.com](mailto:littleleague@jdp.com)

Visit [www.jdp.com/littleleague-backgroundchecks/](http://www.jdp.com/littleleague-backgroundchecks/) to get started.



# LITTLE LEAGUE® BACKGROUND CHECKS

Provided by JDP

## Registration Checklist

Make sure to have the following information available when you begin the registration process.

- Your League ID\*
- You will not be asked for a credit card until your 126th search.
- Details of the person requesting access to submit backgrounds

We have extended our phone support hours to better assist you. Call the support line Mon-Fri from 7:30 AM to 9:00 PM EST.

\*If you do not know your league ID, please call 570-326-1921 for assistance.

## For Returning Presidents with Existing Accounts

If you are a returning league president with an active account, we can help with any account questions you may have for the upcoming season. Call 855.799.8753

- Reset passwords
- Update credit card information
- Get account number help
- Learn more about the service

## For New Presidents with Existing Accounts

If you are a new president and need to update the contact information associated with an existing account for your league, please complete and submit the online "Information Change Form" that can be found at [www.littleleague.org/background](http://www.littleleague.org/background). Look on the right-hand side, bottom FAQ question, "I am a new League President . . ." Your change request will be reviewed and completed within 5 to 7 business days.

## Additional Information

- Q Who in the local league should be responsible to process the background check information?
- A Little League International recommends the board of directors appoint the local league president and two other individuals to handle the background checks. These individuals may be from the board or individuals outside the board. For instance, the board of directors may appoint individuals who have significant professional background in this area, such as law enforcement officers or individuals with a legal background.
- Q What type of offenses are we screening for when we conduct a background check?
- A Local leagues are conducting a National Criminal File database that includes criminal records and sex offender registry records across 50 states. An individual who has been convicted or pled guilty to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work or volunteer.
- Q How do volunteers get copies of their background report?
- A Volunteers may receive a copy of their full report or dispute a criminal record associated with their report by contacting the JDP Consumer Disclosure team at 855.799.8753 or by emailing [littleleague@jdp.com](mailto:littleleague@jdp.com). If a negative record is reported on a volunteer's background report, they will automatically receive a copy via email or U.S. Mail. Local Little League will supply the volunteer with a copy of the report if they intend to take adverse action based on the information in the background report.

For more information on Little League Background Checks visit <https://www.littleleague.org/player-safety/child-protection-program/>



301 Grant St. #4300 Pittsburgh, PA 15219 • T (855) 799-8753 • E [littleleague@jdp.com](mailto:littleleague@jdp.com)  
Visit [www.jdp.com/littleleague-backgroundchecks/](http://www.jdp.com/littleleague-backgroundchecks/) to get started.



# A Parent's Guide to the Little League Child Protection Program

## Introduction

The backbone of Little League® is the adult volunteer. One million strong, it is this corps of dedicated people who coach the teams, umpire the games, work in the concession stands, serve on the local board of directors, and serve at the District level. These people, who live in every U.S. state and more than 100 other countries, make Little League the world's largest and most respected youth sports organization.

We know that the greatest treasure we have is children. As adults, we must ensure that these young people are able to grow up happy, healthy and, above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them.

The Little League Child Protection Program seeks to educate children and volunteers in ways to prevent child abusers from becoming involved in the local league. Part of that education has been to assist local Little League volunteers in finding effective and inexpensive ways to conduct background checks. Little League regulations now say: "No local league shall permit any person to participate in any manner, whose background check reveals a conviction for any crime involving or against a minor." (Reg. I [c] 9.)

Background checks were optional until the 2003 season. Effective in 2007, the local league must conduct a nationwide search that contains the applicable government sex offender registry data. Advances in computer technology – allowing greater access to public records – make it possible for background checks (at a minimum, to see if an individual is a registered sex offender in any given state) to be conducted in every U.S. state. Local Little League programs are now *required* to annually conduct a background check of Managers, Coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. (Reg. I [b], Reg. I [c] 9.)

The purpose of these background checks is, first and foremost, to protect children. Second, they maintain Little League as a hostile environment for those who would seek to harm children. Third, they will help to protect individuals and leagues from possible loss of personal or league assets because of litigation.

The United States Department of Justice National Sex Offender Public Registry is free and available at [www.nsopr.gov](http://www.nsopr.gov).

---

## What Can Parents Do?

Most children have been warned about the dangers of talking to strangers. But for many children, sexual molestation is committed by someone they know. In fact, 80 to 85 percent of all sexual abuse cases in the U.S. are committed by an individual familiar to the victim, according to statistics compiled by Big Brothers & Big Sisters of America.

The truth is, child sex offenders can come from every background, every occupation, every race, and every level of education. They may be married, and they may have children of their own. It is dangerous to believe that the only threat is the stranger in a long raincoat, lurking behind a tree.

In fact, the promotion of this myth may contribute to the problem. Sometimes, a child who is molested by a known and "trusted" person will feel so guilty about not reacting the "right" way that he or she never reports the problem.

Sadly, we have all seen too many reports in which teachers, police officers, clergy, youth sports volunteers, etc., trusted by all, have violated that trust and molested children in their care. Of course, this must never be tolerated in Little League or anywhere else.

In many of these situations, the young victims are actually seduced, sometimes over a period of months or even years. The child's family is lulled into believing the unusual attention being lavished is a bond of friendship between the adult and the child. In fact, the adult abuser often uses gifts, trips, attention and affection as part of a courtship process. Sometimes, the courtship process extends to the child's parent(s), but the real target is the child.

Often, but not always, the victim of this type of child sex offender is the child of a single parent. In these cases, the single parent sees the child's adult friend as a surrogate parent – a Godsend. The very opposite is true.

### Two good rules of thumb

#### for all local Little Leagues and parents

Generally, a person involved in a local Little League program should not put himself or herself in a one-on-one situation involving a child who is not their own. Of course, some isolated situations may arise where one-on-one situations could take place. However, a one-on-one situation should not be actively *sought out* by the adult, and should not be an ongoing occurrence.

- Generally, a person involved in a local Little League program should not provide unwarranted gifts, trips, attention and affection to individual children who are not their own. The key word is *unwarranted*.

## Warning Signs of a Seducer

While it remains important to teach young children about the dangers of accepting items from strangers, or talking to them, we should all beware of the danger posed by the "seducer-type" child sex offender.

*Each of the individual signs below means very little. Taken as a group, however, the signs MAY point to this type of child sex offender, and should be applied to anyone who has repetitive access to, or contact with, children.*

- Provides unwarranted gifts, trips, affection and attention to a specific child or small group of children
- Seeks access to children
- Gets along with children better than adults
- "Hangs around" children more than adults
- Has items at home or in vehicle specifically appealing to children of the ages they intend to molest, such as posters, music, videos, toys, and even alcohol or drugs
- Displays excessive interest in children (may include inviting children on camping trips or sleepovers)
- Single, over 25 years old (but could be married, sometimes as a "cover," and could be any age)
- Photographs or videotapes children specifically
- Lives alone, or with parents
- Refers to children as objects ("angel," "pure," "innocent," etc.)
- Manipulates children easily

Again, each of these items, by themselves, is relatively meaningless. Taken together, however, they may indicate a problem.

## What to Watch For in Your Child

We've seen the signs that could point to a child sex offender, but what about the signs a child might display when he or she has been sexually abused or exploited? Some of these symptoms may be present in a child who has been or is being sexually abused, when such symptoms are not otherwise explainable: sudden mood swings, excessive crying, withdrawal, nightmares, bed-wetting, rebellious behavior, fear of particular people or places, infantile behavior, aggressive behavior, and physical signs such as pain, itch, bleeding, fluid or rawness in private areas.

## Getting More Information

*These items are meant solely as a general guide, and should not be used as the only means for rooting out child sex offenders.* Parents can access more information on child abuse through the National Center for Missing and Exploited Children (a non-profit organization founded by John Walsh, <http://www.missingkids.com/>) and the National Clearinghouse on Child Abuse and Neglect

Information (part of a service of the Children's Bureau, within the Administration on Children, Youth and Families, Administration for Children and Families, U.S. Department of Health and Human Services, <http://www.calib.com/nccanch/>).

## How to Report Suspected Child Maltreatment

The National Clearinghouse on Child Abuse and Neglect Information advises this: If you suspect a child is being maltreated, or if you are a child who is being maltreated, call the Childhelp USA National Child Abuse Hotline at 1-800-4-A-CHILD (1-800-422-4453; TDD [text telephone] 1-800-2-A-CHILD). This hotline is available 24 hours a day, seven days a week. The Hotline can tell you where to file your report and can help you make the report.

Or, for a list of states' toll-free telephone numbers for reporting suspected child abuse, visit the "Resource Listings" section at this site: <http://www.calib.com/nccanch/pubs/prevenres/organizations/tollfree.cfm>, or call the Clearinghouse at 1-800-FYI-3366.

## Talk to Your Kids; Listen to Your Kids

It is important that you as a parent talk frankly to your children. If a child reports sexual abuse, statistics show he or she is probably telling the truth.

Unfortunately, the sexually molested child often sees himself or herself as the one "at fault" for allowing abuse to happen. Your children **MUST** know that they can come to you with this information, and that you will support them, love them, and *believe* them.

If there is an allegation of sexual abuse of a minor, the crime should be reported immediately. These criminals who steal childhood **MUST BE STOPPED**.

*This brochure was produced by Little League Baseball, Incorporated; P.O. Box 3485; Williamsport, PA 17701*

*Little League Baseball and Softball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.*



# SAFE TO COMPETE: Protecting Child Athletes From Sexual Abuse

DISCUSSION GUIDE: AGES 5-10

It's never too early to start the conversation about personal safety with your child.

## What to Talk About

### TRUSTED ADULTS:

Trusted adults are people a child can count on to make them feel safe, listen, and help.



"If anything ever makes you feel sad, scared, confused, or uncomfortable, you can tell a trusted adult and they'll help make things right! But not everyone is a trusted adult. If an adult says or does something to make you sad, scared, confused, or uncomfortable, you should tell another trusted adult about what happened."

### CHECKING FIRST:

Kids are often trusting of offers from adults, but it's important that they check first with parents or guardians before accepting anything from or going anywhere with someone— even coaches or teammates' parents.



"It's important that I know where you are and who you are with. Check first with me before going anywhere, helping anyone, or accepting anything."

### IT'S OK TO SAY "NO!":

Children may not feel comfortable objecting to an adult who makes them feel sad, scared, confused, or uncomfortable, especially if they are made to feel that way by someone they know and may have trusted, like a coach or teammate.



"It's OK to say 'No!' to anyone, even an adult, who makes you feel sad, scared, confused, or uncomfortable. If someone touches you in a way that makes you feel uncomfortable you can say 'no' and 'stop'. If that ever happens tell me or another trusted adult about what happened."

## How to Talk About it

### TACKLE THE TOUGH STUFF:

The idea of discussing personal safety with younger children can be hard, especially safety issues involving sexuality. Children in various sports often find themselves being positioned, caught, assisted, "spotted", or otherwise in appropriate physical contact with coaches. By having open conversations with children about their bodies and the types of appropriate touch, you empower children with the knowledge they need in order to recognize any inappropriate physicality from adults.



"There are parts of your body that your bathing suit covers that are private. If anyone touches you there or anywhere else that makes you feel uncomfortable, tell them to stop and tell me or another trusted adult."

### IT'S ALL IN THE APPROACH:

Kids are more likely to be open and honest with adults when they know they can count on them to listen attentively and react calmly. When discussing personal safety, it's important not to overwhelm or scare younger children. Try to keep the tone of discussion calm and conversational. If a child ever discloses an incident of abuse, do your best to respond in a measured and calm manner.



"Telling me was the right thing to do. We'll make sure this doesn't happen again."



Contact local law enforcement immediately. Call the National Center for Missing & Exploited Children® at 1-800-THE-LOST for additional assistance.



# SAFE TO COMPETE: Protecting Child Athletes From Sexual Abuse

DISCUSSION GUIDE: AGES 11-17

Discussing personal safety is increasingly important as tweens and teens grow more independent.

## What to Talk About

### PHYSICAL CONTACT:

From stretching exercises to tackling drills, different sports require varying degrees of physical contact between athletes and coaching staff. Talking to adolescents about appropriate touch is important in helping them recognize any inappropriate contact by peers or adults.

**Tell Them**

"You have the right to tell anyone who touches you in a way that makes you feel uncomfortable to stop."

### POWER DYNAMICS:

Child sexual abuse victims are often emotionally linked to their abusers, and these abusers are often authority figures. Coaches, training staff, and even team captains often wield a great deal of authority over younger athletes. This may deter victims from disclosing abuse in fear that they may lose their place on a team, be harmed, discredited, or otherwise retaliated against.

**Tell Them**

"No one has the right to threaten or coerce others. If they do, tell a trusted adult about what happened."

### CHECKING IN:

Youth are often trusting of offers from adults, but it's important that they check first with parents or guardians before accepting anything from or going anywhere with someone- even coaches or teammates' parents.

**Tell Them**

"It's important that we communicate about where you are and who you are with. Check in with me before changing plans or going somewhere."

## How to Talk About it

### DON'T EXAGGERATE:

Teens may dismiss the message and real risks if they hear sensational stories.

### TALK OFTEN:

It can be hard to engage tweens and teens in serious conversations about their personal lives, safety, and other tough topics. You might strike out the first time you try to have these conversations, but keep trying! The more often you discuss safety, the easier it gets.

### KEEP EMOTIONS IN CHECK:

If a young person ever discloses a suspicion or incident of abuse, do your best to respond in a measured and calm manner. Reassure them that reporting the abuse was the right thing to do, and reaffirm that you are there to support them.

**Take Action**

Contact local law enforcement immediately. Call the National Center for Missing & Exploited Children® at 1-800-THE-LOST for additional assistance.





# TIPS for PROTECTING CHILD ATHLETES from Sexual Abuse

Every child athlete deserves a safe and fun sports experience. Use these tips to help your child have one.

## Make a game plan

Ask these questions to find out if preventing child sexual abuse is a priority for your child's youth-sports program.

- Are background checks performed on all staff with access to youth?
- Does staff receive training on recognizing and reporting child sexual abuse? How often?
- Is there a staff code of conduct/ethics? Does it address inappropriate behaviors?
- What is your organization's reporting procedure?

## Know the plays

Every youth-sports program should have policies addressing:

**Bullying and hazing** - There should be a zero-tolerance policy.

**Coach-athlete communications** - Staff should not communicate with youth about non-sports related matters. Parents should be included in all communications, including those via text message, telephone or social media.

**Locker and restrooms** - These areas should be supervised by two staff of the same sex as the children using them. Staff should respect children's privacy while supervising them. Parents should have access to the facilities in order to assist young children and those with disabilities.

**Supervision** - Children should be supervised by at least two staff while at all team activities.

**Travel** - Staff should not stay in the same hotel rooms as youth.

## Get off the bench

Child sex abusers often target youth whose parents appear uninvolved. Help protect your child by being an active participant in his or her athletic experience.

**Go to practices and games.** You'll be able to get to know the staff and monitor their treatment of children.

**Talk to your child about being on the team.** If he or she does not like it, find out why. It may indicate a more serious problem or concern.

**Help children set boundaries.** Teach them they have the right to be treated with respect, even by adults.

**Empower youth to say "no."** Let them know it's OK to stand up to anyone who makes them feel confused or uncomfortable. Use role-playing scenarios to practice this skill.

**Speak up.** Address red flag behaviors by speaking with the team's coach. If the issue remains unresolved, discuss your concerns with the organization's administration.

**Report.** Contact local law enforcement with suspicions of child sexual abuse **immediately**. Call the National Center for Missing & Exploited Children® at 1-800-THE-LOST® (1-800-843-5678) for additional assistance.

**Be a team player.** Not all children have someone looking out for them. Bring up red flag behaviors even if your child is not the one being affected.

## Learn red flag behaviors

While these warning signs do not always indicate abuse, they do cross appropriate athlete-coach boundaries.

-  Singling youth out for special attention or gift giving.
-  Spending one-on-one time with children such as in private practice sessions.
-  Touching children in ways not related to training for the sport.
-  Telling youth sexual or inappropriate jokes and stories.
-  Commenting on children's appearances when not related to the sport.

For more resources visit [www.SafeToCompete.org](http://www.SafeToCompete.org)

# CONSEJOS para PROTEGER A LOS NIÑOS ATLETAS del abuso sexual

Todos los niños atletas merecen tener una experiencia deportiva segura y divertida. Utilice estos consejos para ayudar a su hijo a tener una.

## Realice un plan de juego

Haga las siguientes preguntas para averiguar si la prevención del abuso sexual infantil es una prioridad para el programa de deportes juvenil en el que participa su hijo.

- ¿Se verifican los antecedentes de **todo** el personal que tiene acceso a los jóvenes?
- ¿El personal recibe capacitación sobre cómo reconocer e informar el abuso sexual infantil?  
¿Cada cuánto tiempo?
- ¿Existe algún código de conducta/ética del personal?  
¿Trata sobre comportamientos inapropiados?
- ¿Cuál es el procedimiento para informar de su organización?

## Conozca el juego

Todos los programas de deportes juveniles deberían tener políticas que traten lo siguiente:

**Hostigamiento y acoso:** debe haber una política de tolerancia cero.

**Comunicación entre el entrenador y el atleta:** el personal debe hablar con los jóvenes solo sobre asuntos relacionados con el deporte. Los padres deben estar incluidos en todas las comunicaciones, incluidas aquellas vía mensaje de texto, o medios de comunicación social.

**Vestuarios y baños:** estas áreas deben estar supervisadas por dos miembros del personal del mismo sexo que los niños que lo utilizan. El personal debe respetar la privacidad de los niños mientras los supervisa. Los padres deben tener acceso a las instalaciones para ayudar a sus hijos y a aquellos con discapacidades.

**Supervisión:** los niños deben ser supervisados por al menos dos miembros del personal mientras realizan actividades en equipo.

**Viajes:** el personal no debe alojarse en la misma habitación de hotel que los jóvenes.

## Entre en acción

Los abusadores sexuales infantiles, a menudo, buscan jóvenes cuyos padres no se involucran. Ayude a proteger a su hijo al participar activamente en sus experiencias atléticas.

**Asista a prácticas y juegos:** podrá conocer al personal y controlar el trato de los niños.

**Hable con su hijo sobre estar en el equipo:** si no le gusta, averigüe por qué. Esto puede indicar una inquietud o problema más serio.

**Ayude a los niños a poner límites:** enséñeles que tienen el derecho a ser tratados con respeto, incluso por los adultos.

**Enseñeles a decir "no":** explíqueles que está bien defenderse de alguien que los haga sentir confundidos o incómodos. Utilice juegos de roles para practicar esta habilidad.

**Hable con un responsable:** hable sobre comportamientos alarmantes con el entrenador del equipo. Si el asunto sigue sin resolverse, hable con la administración de la organización.

**Informe:** comuníquese **inmediatamente** con la policía local si sospecha de abuso sexual infantil. Llame al National Center for Missing & Exploited Children® al 1-800-THE-LOST®(1-800-843-5678) para obtener asistencia adicional.

**Sea un jugador del equipo:** no todos los niños tienen a alguien que los cuide. Informe comportamientos alarmantes incluso cuando su hijo no es el niño afectado.

## Conozca los comportamientos alarmantes

Estas señales de advertencia no siempre indican abuso, pero cruzan límites apropiados entre el entrenador y el atleta.

▶ Distinguir a los jóvenes para darles especial atención o hacerles regalos.

▶ Pasar tiempo a solas con los niños como en sesiones de prácticas privadas.

▶ Tocar a los niños de maneras que no están relacionadas con el entrenamiento deportivo.

▶ Contarles a los jóvenes historias o chistes inapropiados o sexuales.

▶ Hacer comentarios no relacionados con el deporte sobre la apariencia de los niños.

Para obtener más recursos visite [www.SafeToCompete.org](http://www.SafeToCompete.org)

# 2017 Little League® Lighting Standards & Safety Audit



Supplementing the Little League® 2017 Operating Manual Lighting Information





# TABLE OF CONTENTS

Introduction	1
I. Required Minimum Standards	
Part 1 - General	
1.1 Lighting Performance	2
1.2 Environmental Light Control	4
1.3 Life-Cycle Costs	4
1.4 Warranty and Guarantee	4
Part 2 - Product	
2.1 Lighting System Construction	4
2.2 Structural Parameters	6
Part 3 - Execution	
3.1 Field Quality Control	6
3.2 Ongoing Quality Assurance	6
II. Desirable Features	
4.1 Control & Monitoring System	7
4.2 Auxiliary Brackets	7
4.3 Field Perimeter Lighting	7
III. Life-Cycle Operating Cost Evaluation	8
IV. Little League Lighting Standards Checklist	9
V. Facility Drawings	10-11
VI. Safety Audit	12-15

# Lighting

Night games have been permitted in Little League® programs starting in 1957 with the second Little League International Congress in Chicago. Standards set by the Illuminating Engineering Society (IES) of North America were adopted by Little League Baseball in 1957, and have been updated with recommendations from the National Electric Code, the Uniform Building Code, and others.

Over the years, these standards have been refined and have been adopted by Little League Baseball, the National Recreation Society and other organizations. **THE IMPORTANCE OF ADHERING TO THESE STANDARDS CANNOT BE OVERSTATED, TO ENSURE THE UNIFORMITY OF LIGHTING LITTLE LEAGUE FIELDS. ALL LIGHTING SYSTEMS MUST COMPLY WITH LITTLE LEAGUE STANDARDS, WITHOUT REGARD TO WHO INSTALLS OR FINANCES THE SYSTEM (such as city, county, private individual, etc.).**

Many leagues operate in conjunction with other organizations or municipalities. This does not need to be a roadblock in making sure that standards are met. Instead, it is a matter of educating people at all levels on this vital aspect of league operations.

The District Administrator (and each local Little League President) are directly responsible for ensuring that any fields on which night games are played within his/her league or district are up to these standards. The potential liability risks we all face make compliance even more imperative.

As the Little League program grows and leagues charter more divisions, the demand for fields increases dramatically. For many leagues, a less costly alternative to constructing new fields is the installation of lighting, providing optimum use of available fields within the curfew limitations for each division. In planning for lights, it is most important that minimum lighting standards be attained. Every precaution should be taken to guard against mishaps that might result because of the installation of an inadequate lighting system. **The local district administrator must pre-approve plans for any new lighting system as being adequate and within minimum standards for play.** The District Administrator and President of the league must check the system after installation to determine that the installed system complies with the plans and meets or exceeds the minimum standards for play. Lighting systems must be checked once per year, and should be done before the season begins. Copies of project plans must be submitted to the District Administrator, for prior approval that the plans and installation comply with required standards.

The following standards have been adopted by Little League. They are divided into required minimum standards and desirable optional features. The minimum standards establish criteria which are important to the Little League activities. The desirable features are established to provide guidelines for adding important value to your lighting system.

**Notice:** Any upgrade or addition of lighting equipment to existing systems after July 1, 1992, must be done so that the systems will be in complete compliance with current standards.

Increasing field sizes – such as extending the outfield fence – and/or increasing the base path distances – such as from a 60-foot base path to a 70-foot base path – on a lighted Little League field involves many potential variables that need to be examined on a per-field basis. A lighting audit of such a field change must be performed to show the lighting on the increased area will still meet Little League standards. If it does not, any proposed update to the existing lighting system for a field should be done such that the manufacturer shows the Little League lighting standards will be maintained with the new design.

# Standards for Lighting

## I. Required Minimum Standards

These minimum standards are required for all lighting installations after the date of adoption of these standards. Any modification in existing lighting systems after this date should be done so as to result in a lighting system in compliance with these standards. To be in compliance, a system must meet all required minimum standards.

### PART 1 – GENERAL

#### 1.1 LIGHTING PERFORMANCE

##### A. Light Levels – Optic System Performance

The quantity of equipment needed to produce the target light levels on a field is determined by the efficiency of the lighting system.

Newest metal halide technology is capable of delivering equal or better results with as little as half the amount of equipment as common metal halide systems. This generation of lighting has high performance optic characteristics that enable reductions in the quantities of luminaires needed to meet design targets. The lighting designs for the specified field will show a reduced fixture count for systems using a high-performance optic system. Manufacturers should provide assurance that target light levels will be met over the life of the system.

As light emitting diode (LED) technology improves and costs decrease, LED lighting systems become more viable for sports facilities. LED light sources can have a much greater lifespan than metal halide light sources with significantly less lumen depreciation over typical sports lighting operating hours. For example, a metal halide light source may reach 70% lumen maintenance in as little as 2,100–3,000 hours while an LED light source may take 100,000 hours or more.

##### B. Light Levels – Sustaining Targets Over Time

The two methods of design to meet specified light levels are: to provide a constant light level during the guarantee period, or to apply a recoverable light loss factor to the initial design.

#### 1. Constant Light Level Method

##### a. Metal Halide Light Source

The basics of this method are described under “Lumen Maintenance” in the IESNA Lighting Handbook Reference and Application, Tenth Edition, page 16-8: “Lumen maintenance control strategy calls for reducing the initial illumination of a new system to the designed minimum level. As lumen depreciation occurs, more power is applied to the lamps in order to maintain constant output.”

The term constant is intended to include any system that provides target light levels at 100 hours and maintains the target light levels throughout the system life. Light levels should be guaranteed with this technology.

Manufacturers should provide an independent test report signed by a licensed professional engineer certifying the lumen maintenance strategy and field performance of any constant light system.

##### b. Light Emitting Diode (LED) Light Source

Due to the increased lifespan of LED light sources the lumen maintenance strategy will need to be considered based on the expected operating hours. For low annual usage hours applying an appropriate recoverable factor to account of lumen maintenance is likely the preferred approach. For high annual usage hours applying a lumen maintenance strategy to adjust the power to the LEDs as depreciation occurs may be the better option to maintain constant light levels. When using lumen maintenance strategy based on power adjustments the TM-21-11 reports will not apply.

Level of Play/Description	Average Constant or Target Light Levels (Horizontal)	Maximum to Minimum Uniformity Ratio	Maximum Rate of Change
Standard — Competition	50 footcandles – Infield 30 footcandles – Outfield	2:1 – Infield 2.5:1 – Outfield	10% per 10 feet

**2. Recoverable Light Loss Factor Method**

**a. Metal Halide Light Source**

Computer designs are done using two sets of values. One shows the calculated “initial light levels” when lamps are new. The other predicts “target maintained light levels” after the lamps have passed through depreciation in light output. It is important to have the lighting designer use a maintenance factor adequate to account for this depreciation in light output throughout the life of the lamp.

According to best sports lighting practices, the recoverable light loss factor, or the value applied to the initial light level to predict the maintained light level values, should be in accordance with recommendations in the Pennsylvania State University report “Light Loss Factors for Sports Lighting,” published in IES’s Leukos, Vol. 6, No. 3, Jan., 2010, pages 183–201. The report’s findings show a recoverable light loss factor of 0.65 should be used if lamps will be replaced at 3000 hours. Quality manufacturers are willing to provide guarantees of lighting performance.

**b. Light Emitting Diode (LED) Light Source**

The life of an LED is significantly longer than metal halide, and depreciation is more gradual early in life. If the amount of lumen depreciation will impact the target light levels during the system life then an appropriate lumen maintenance factor should be applied. It is recommended to obtain the lumen maintenance report per TM-21-11, of the fixture being proposed.

Level of Play/Description	Initial Light Levels (Horizontal)	Average Constant or Target Light Levels (Horizontal)	Maximum to Minimum Uniformity Ratio	Maximum Rate of Change
Standard — Competition	77 footcandles – Infield 46 footcandles – Outfield	50 footcandles – Infield 30 footcandles – Outfield	2:1 – Infield 2.5:1 – Outfield	10% per 10 feet

**C. Performance Requirements — Quantity**

Playing surfaces shall be lit to an average target light level and uniformity as specified in the above charts. Lighting calculations shall be developed and field measurements taken on the grid spacing with the minimum number of grid points specified beginning on page 11 of these standards with the light meter held horizontally 36 inches above the field surface. Measured average illumination level shall be measured at the first 100 hours of operation.

**D. Performance Requirements — Quality**

The uniformity ratio of the lighting helps ensure the playing surface is uniform in appearance and there is the proper amount of light for the players. The comparison of the highest measure of quantity of light on the field to the lowest measurement shall not be greater than the ratios listed in the above charts. On the entire field area, the change in the quantity of horizontal footcandles should not occur at a greater rate than 10 percent per 10 feet, except for the outside perimeter readings which may change at a greater rate.

**E. Glare for Participants**

Pole heights, pole locations and fixture placements should be as shown on the layouts in the Appendix to enhance playability. Aiming angles are a function of both pole height and the distance from fixture to aiming point. Minimum pole heights and minimum aiming angles must be met to be in compliance.

1. Light fixtures which are set back from the foul lines between home plate to third base and between home plate to first base shall be mounted at a height above the playing surface such that a line from the lighting fixture to the point on the field where its maximum intensity is aimed is a line that is at least 25 degrees below horizontal.
2. Light fixtures positioned beyond the outfield fence or along the foul line beyond third base and first base shall be mounted at a height with a minimum aiming angle of 25 degrees below horizontal for fixtures aimed toward the infield and 21 degrees for fixtures aimed across the outfield.
3. Light fixtures should not be located in glare zones as indicated by Fig. A.

Certain situations (spill and glare control, enhanced playability, and/or physical obstructions) may result in the light fixtures being located in glare zones. These fixtures should still be aimed as described above but also include shielding such that the glare when viewed from home plate is less than 1000 candela per fixture (measured at 60 inches above the field surface).

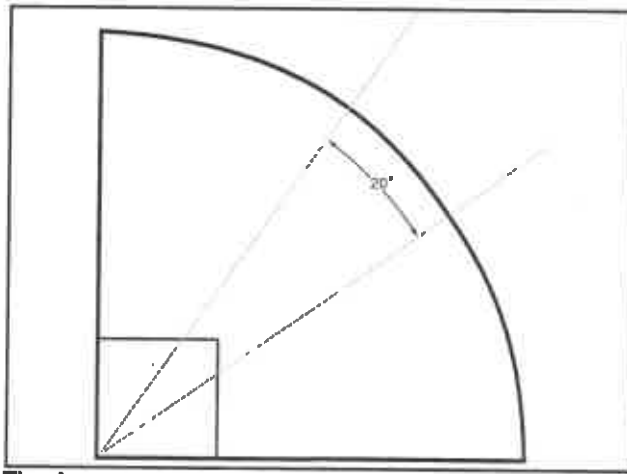


Fig. A.

## 1.2 ENVIRONMENTAL LIGHT CONTROL

Many facilities are located near residential or commercial properties or roadways, creating the possibility of spill and glare onto adjoining properties. Consideration should be given to this issue during the initial lighting design stage to minimize this effect. Some communities are implementing ordinances designed to minimize light pollution. Contact your local planning committee or zoning board.

The lighting equipment manufacturer can assist in assessing this issue and provide drawings showing maximum footcandles and candela at any points of concern on adjacent properties. Do not hesitate to investigate a manufacturer's reputation, abilities, and past experiences in working with local authorities and private property owners regarding glare and spill issues.

When considering lighting equipment that uses an LED light source, the off site light control should be at least as good as that of a metal halide source. Typically an LED light source can provide lower spill light values, but the glare from the fixture can end up being worse than a metal halide source if not properly designed.

## 1.3 LIFE-CYCLE COSTS

Leagues continue to struggle with operating budgets. Because the efficiency of lighting systems currently available can vary greatly, a life-cycle operating cost analysis should be considered when evaluating lighting systems. Owners should expect a quality lighting system to last many years. Regardless of source technology, the basics of lighting maintenance remain the same: relamping (metal halide), cleaning, monitoring, aiming alignment, and troubleshooting.

These standards provide a 10-year Life-Cycle Operating Cost Evaluation form to assist with the process. Items that should be included are energy consumption based upon the facility's expected usage, cost for spot relamping and maintenance, and any additional savings in energy or labor cost provided by automated on/off control systems. Contract price and life-cycle operating cost should both be considered in determining a lighting manufacturer for the project.

#### **1.4 WARRANTY AND GUARANTEE**

Product warranties are a good gauge of a manufacturer's confidence in their products. Prior generation equipment can range from 5 years to 10 years, and details of covered items and conditions vary greatly. New generation technology comes with warranty periods that may extend up to 25 years and includes guaranteed light levels, parts, on-site labor, lamp replacements, energy usage, monitoring and control services, spill light control, and structural integrity. The manufacturer should provide specially-funded reserves to ensure fulfillment of the warranty for the full term. It is highly recommended you consider these all-inclusive warranties to limit your league's future exposure to escalating costs and maintenance hassle.

LED products also range from 5 year to 10 year warranties. While the diodes themselves will typically outlast the length of the warranty, it is the other components that need to be covered in order to provide a system that will be operational for the length of the warranty. The basics of lighting maintenance remain the same: cleaning, monitoring, aiming alignment, and troubleshooting.

## **PART 2 – PRODUCT**

### **2.1 LIGHTING SYSTEM CONSTRUCTION**

A lighting system should consist of lighting, electrical, and structural components designed to work together as a system that is durable and provides safety features.

#### **A. Outdoor lighting systems should consist of the following:**

1. Galvanized steel poles and crossarm assembly. Wood poles are not allowed after September 1, 1994. Poles should be hot-dip galvanized to ASTM A123 standards. All accompanying hardware shall be galvanized or stainless steel. Direct burial of steel poles is not recommended because of the potential for deterioration at or below ground at critical stress points. If direct bury steel poles are used, leagues should have a foundation design completed by a structural engineer.
2. Reinforced concrete pole foundation. Foundations should provide for pole attachment a minimum of 18 inches above ground to avoid corrosive deterioration. Concrete should cure a minimum of 28 days to develop adequate strength before stress loads are applied unless a shorter cure time is approved by the structural engineer of record.
3. All ballasts, or drivers, and supporting electrical equipment shall be mounted onto the pole, away from the fixtures and crossarm to avoid problems of misalignment caused by the weight of these components. It is recommended that this equipment be placed in aluminum enclosures mounted remotely approximately 10 feet (3 meters) above grade. The enclosures shall be lockable and include safety disconnect and surge protection per circuit for each pole structure. Enclosures should be kept locked except during times of maintenance.
4. All wiring conductors above ground must be enclosed in rigid cover. It is recommended that the lighting system include a wire harness complete with an abrasion protection sleeve and strain relief.
5. The approved metal halide lamp for play is a 1500-watt ANSI code – M48/E.
6. For an efficient LED system the diodes should have a minimum color temperature of 5700 K and a CRI of 65+.

#### **B. Manufacturing Requirements**

It is recommended that all components be designed and manufactured as a system. All luminaires, wire

harnesses (if provided), ballast/driver and other enclosures should be factory assembled, aimed, wired and tested for reduced installation time and trouble-free operation.

**C. Durability**

It is recommended that all exposed components be constructed of corrosion resistant material and/or coated to help prevent corrosion. Look for items like hot dip galvanizing for steel poles, stainless steel fasteners, powder coat painted aluminum, and wiring enclosed within the crossarms, conduit, pole, or electrical enclosure.

**D. Lightning Protection:**

All outdoor structures need to be equipped with lightning protection meeting NFPA 780 standards. If lightning grounding is not integrated into the structure, it may be necessary to supplement with grounding electrodes, copper down conductors, and exothermic weld kits.

**E. Safety**

All system components need to be UL Listed for the appropriate application. All electrical conductor wires for distribution of power around the playing field should be buried underground at depths provided by local code.

**F. Maximum total voltage drop**

Voltage drop to the disconnect switch located on the poles should not exceed 3% of the rated voltage per IESNA RP-6-15, Annex D.

**2.2 STRUCTURAL PARAMETERS**

**A. Location**

Poles shall be located as shown on the drawings in the appendix to these standards. Whenever possible, poles should be located outside of fences to avoid causing an obstruction or safety hazard to the participants.

**B. Foundation Strength**

Project specific foundation drawings stamped by a licensed structural engineer shall be required, illustrating that the foundation design is adequate to withstand the forces imposed from the pole, fixtures, and other attachments to prevent the structure from leaning.

**C. Wind Load Calculator**

Wind load of poles and other support structures, fixtures, brackets, arms, bases, anchorages, and foundations shall be determined based on the 50-year mean recurrent isotach wind maps for the appropriate municipality per the state building code.

**D. Structural Design**

The stress analysis and safety factor of the poles shall conform to AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals.

**E. Soil Conditions**

The design criteria for these specifications are based on soil design parameters as outlined in the geotechnical report. If a geotechnical report is not provided by the school, the foundation design shall be based on soils that meet or exceed those of a Class 5 material as defined by 2015 IBC, Table 1806.2.

## **PART 3 – EXECUTION**

### **3.1 FIELD QUALITY CONTROL**

#### **A. Illumination Measurements**

Upon substantial completion of the project and in the presence of the Contractor, Project Engineer, League Representative, and Manufacturer's Representative, illumination measurements shall be taken and verified. The illumination measurements shall be conducted in accordance with IESNA RP-6-15, Annex B.

#### **B. Correcting Non-Conformance**

If, in the opinion of the Owner or his appointed Representative, the actual performance levels including footcandles, uniformity ratios, and maximum kilowatt consumptions are not in conformance with the requirements of the performance specifications and submitted information, the Manufacturer shall be liable to any or all of the following:

1. Manufacturer shall, at his expense, provide and install any necessary additional fixtures to meet the minimum lighting standards. The Manufacturer shall also either replace the existing poles to meet the new wind load (EPA) requirements or verify by certification by a licensed structural engineer that the existing poles will withstand the additional wind load.
2. Manufacturer shall minimize the Owner's additional long term fixture maintenance and energy consumption costs created by the additional fixtures by reimbursing the Owner the amount of \$1,000 (one thousand dollars) for each additional fixture required.
3. Manufacturer shall remove the entire unacceptable lighting system and install a new lighting system to meet the specifications.

### **3.2 ONGOING QUALITY ASSURANCE**

- A. Full light and safety audits should be performed every year. See Lighting Safety Audit at the back of these standards.



## **II. Desirable Features**

The following practices are recommended for increasing the lighting system performance.

### **4.1 CONTROL AND MONITORING SYSTEM**

A remote control and monitoring system will provide ease of operation and management for your facility. Manufacturers providing systems with a long-term warranty of at least 10 years will use this system to ensure your lighting performs as required.

#### **A. Remote Monitoring**

Monitoring systems can check the lighting system each time it is turned on for luminaire outages. When an outage is detected, the manufacturer should notify the owner so that appropriate maintenance can be scheduled.

#### **B. Remote Lighting Control**

Lighting control systems allow owners and users with a security code to schedule on/off system operation in a variety of methods including web sites, phone, app, fax, or email. Look for manufacturers that provide trained staff available 24/7 to provide scheduling support. Also evaluate features such as memory back up in the event of power outages.

#### **C. Management Tools**

Some manufacturers provide a web-based database of actual field usage and provide reports by facility and user group.

#### **D. Communication Costs**

Leagues should request that manufacturers include communication costs for operating the control and monitoring system for the life of the lighting system.

### **4.2 AUXILIARY BRACKETS**

Sports lighting manufacturers can provide accommodations for mounting auxiliary equipment, such as speakers and security lights, on sport lighting poles. This ensures poles will be sized to accommodate the weight, dimensions, and EPA of the additional equipment. Brackets shall be welded to the pole and fabricated from hot-dip galvanized steel with a covered hand hole access and internal wiring in the pole.

### **4.3 FIELD PERIMETER LIGHTING**

The parking areas, major areas utilized for passage, and areas immediately bordering the facilities should be lighted. The spill light from the playing field may provide illumination for some of these areas when the field is in use. When a sports field is not in use its sports lights should be turned off. Then other security lighting would be needed. For appropriate levels, see local codes. Care should be taken to eliminate darkly shadowed areas.

---

**For additional information, contact: Little League® International  
PO Box 3485  
Williamsport, PA 17701  
570/326-1921  
Fax: 570/326-1074**

## LIFE-CYCLE OPERATING COST EVALUATION

*This form will assist you in comparing 10-year life-cycle operating costs from multiple manufacturers. Bid proposals should be evaluated based upon compliance with the specifications, contract price, and the following life-cycle operating cost evaluation.*

### BID ALTERNATE A:

<b>A.</b>	<b>Energy consumption</b> ____ Number of luminaires x ____ kW demand per luminaire x ____ kW rate x ____ annual usage hours x 10 years		
<b>B.</b>	<b>Demand charges, if applicable</b>	+	
<b>C.</b>	<b>Spot relamping and maintenance over 10 years (relamping not applicable for LED)</b> Assume ____ repairs at \$ ____ each if not included	+	
<b>D.</b>	<b>Group relamps during 10 years (relamping not applicable for LED)</b> ____ annual usage hours x 10 years / <u>lamp replacement hours</u> x \$125 lamp & labor x number of fixtures	+	
<b>E.</b>	<b>Extra energy used without control system</b> ____% x Energy Consumption in item A.	+	
<b>F.</b>	<b>Extra labor without control system</b> \$ ____ per hour x ____ hours per on/off cycle x ____ cycles over 10 years	+	
<b>G.</b>	<b>TOTAL 10-Year Life-Cycle Operating Cost</b>		

### BID ALTERNATE B:

<b>A.</b>	<b>Energy consumption</b> ____ Number of luminaires x ____ kW demand per luminaire x ____ kW rate x ____ annual usage hours x 10 years		
<b>B.</b>	<b>Demand charges, if applicable</b>	+	
<b>C.</b>	<b>Spot relamping and maintenance over 10 years (relamping not applicable for LED)</b> Assume ____ repairs at \$ ____ each if not included	+	
<b>D.</b>	<b>Group relamps during 10 years (relamping not applicable for LED)</b> ____ annual usage hours x 10 years / <u>lamp replacement hours</u> x \$125 lamp & labor x number of fixtures	+	
<b>E.</b>	<b>Extra energy used without control system</b> ____% x Energy Consumption in item A.	+	
<b>F.</b>	<b>Extra labor without control system</b> \$ ____ per hour x ____ hours per on/off cycle x ____ cycles over 10 years	+	
<b>G.</b>	<b>TOTAL 10-Year Life-Cycle Operating Cost</b>		

## LITTLE LEAGUE® LIGHTING STANDARDS CHECKLIST DESIGN SUBMITTAL DATA CHECKLIST AND CERTIFICATION

*This form will assist you in comparing proposals from various lighting manufacturers. All items listed below should comply with your project's specifications and be submitted according to your pre-bid submittal requirements.*

Included	Tab	Item	Description
	A	Letter/Checklist	Listing of all information being submitted must be included on the table of contents. List the name of the manufacturer's local representative and his/her phone number. Signed submittal checklist to be included.
	B	On Field Lighting Design	Lighting design drawing(s) showing: a. Field name, date, file number, prepared by, and other pertinent data b. Outline of field(s) being lighted, as well as pole locations referenced to home plate. Illuminance levels at grid spacing specified c. Pole height, number of fixtures per pole, as well as luminaire information including wattage, lumens and optics d. Height of meter above field surface should be 36 inches e. Summary table showing the number and spacing of grid points; average, minimum and maximum illuminance levels in foot candles (fc); uniformity including maximum to minimum ratio, coefficient of variance and uniformity gradient; number of luminaires, total kilowatts, average tilt factor; light loss factor. f. Manufacturers shall provide constant light level or provide both initial and maintained light scans using a maximum 0.65 Recoverable Light Loss Factor and lamp replacement interval at 3000 hours to calculate maintained values as shown in section 1.1.B.2.
	C	Off Field Lighting Design	Lighting design drawings showing spill light levels in footcandles and candela as specified.
	D	Photometric Report (glare concerns only)	Provide photometric report for a typical luminaire used showing candela tabulations as defined by IESNA Publication LM-35-02. Photometric data shall be certified by laboratory with current National Voluntary Laboratory Accreditation Program or an independent testing facility with over 5 years experience.
	E	Life Cycle Cost calculation	Document life cycle cost calculations as defined on the Life-Cycle Operating Cost Evaluation. Identify energy costs for operating the luminaires, maintenance cost for the system including spot lamp replacement, and group relamping costs. All costs should be based on 10 Years.
	F	Luminaire Aiming Summary	Document showing each luminaire's aiming angle and the poles on which the luminaires are mounted. Each aiming point shall identify the type of luminaire.
	G	Structural Calculations (if required)	Pole structural calculations and foundation design showing foundation shape, depth backfill requirements, rebar, and anchor bolts (if required). Pole base reaction forces shall be shown on the foundation drawing along with soil bearing pressures. Design must be stamped by a structural engineer licensed in the state where the project is located.
	H	Control and Monitoring (if required)	Manufacturer shall provide datasheet or schematics for automated control system to include monitoring. They shall also provide examples of system reporting, and access for user groups to operate the system.
	I	Electrical distribution plans	If bidding a system other than the base design, manufacturer must include a revised electrical distribution plan including changes to service entrance, panels, and wire sizing, signed by a licensed Electrical Engineer in the state where the project is located.
	J	Performance Guarantee	Provide written guarantee of illumination levels, including a commitment to undertake all corrections required to meet the performance noted in these specifications at no expense to the owner. Light levels must be guaranteed per the number of years specified.
	K	Warranty	Provide written warranty information including all terms and conditions.
	L	Project References	Manufacturer to provide a list of project references of similar products completed within the past three years.
	M	Product Information	Complete set of product brochures for all components, including a complete parts list and UL Listings.
	N	Non-Compliance	Manufacturer shall list all items that do not comply with Little League Lighting Standards.
	O	Compliance	Manufacturer shall sign off that all requirements of the specifications have been met at that the manufacturer will be responsible for any future costs incurred to bring their equipment into compliance for all items not meeting specifications and not listed in item N – Non-Compliance

**Manufacturer:** \_\_\_\_\_

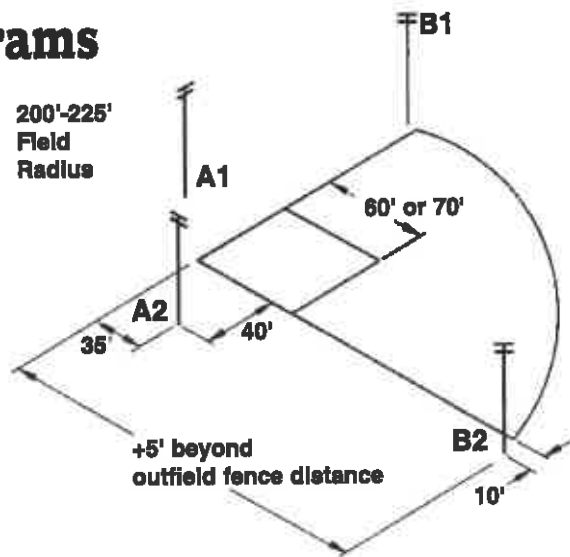
**Signature:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

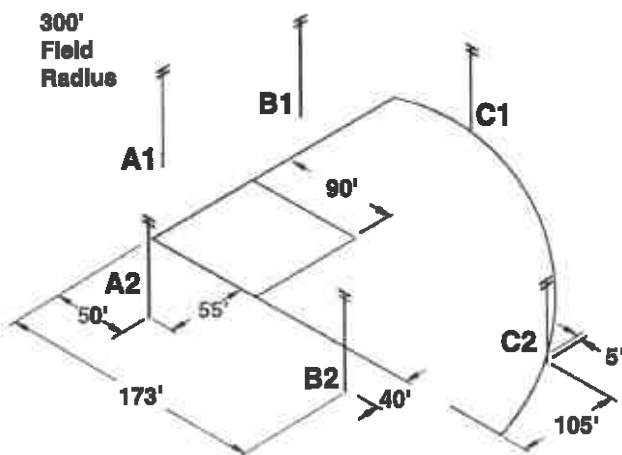
**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

# Recommended Lighting Diagrams

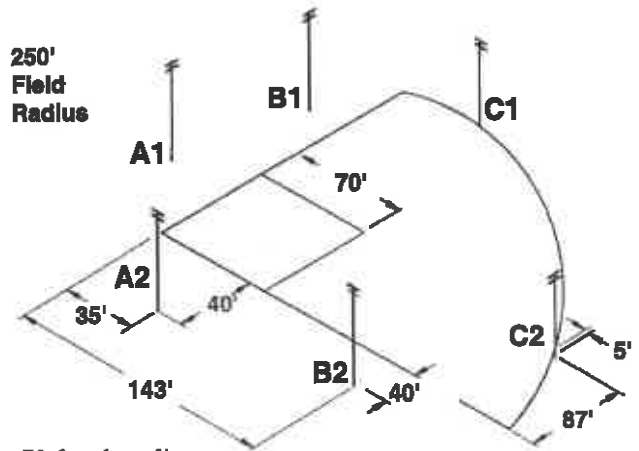
Pole Quantities, Heights			
Field Radius	Location	Minimum Quantity	Minimum Mtg. Ht. †
200'	A	2	60'
	B	2	60'
Total		4	
225'	A	2	70'
	B	2	70'
Total		4	
250' to 300'	A	2	70'
	B	2	70'
	C	2	60'
Total		6	



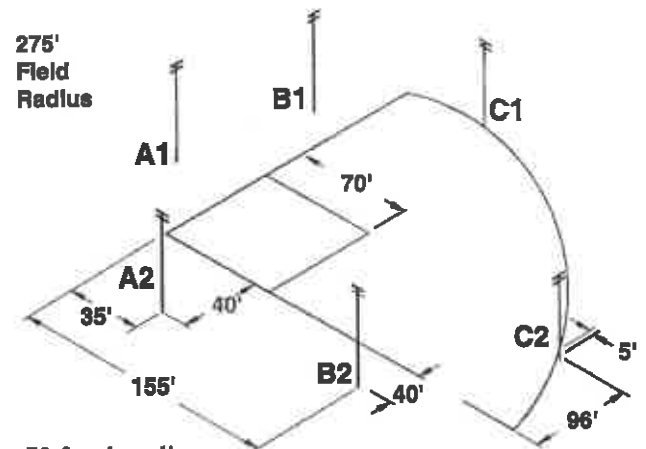
60- or 70-foot base lines;  
outfield fence 200–225 feet from home plate.



90-foot base lines;  
outfield fence 300 feet from home plate.



70-foot base lines;  
outfield fence 250 feet from home plate.



70-foot base lines;  
outfield fence 275 feet from home plate.

## NOTES:

The number of fixtures necessary to meet minimum lighting requirements varies between manufacturers. Please be sure you are provided adequate documentation from the manufacturer showing Little League standards will be attained.

Increasing field sizes—such as extending the outfield fence—and/or increasing the base path distances—such as from a 60-foot base path to a 70-foot base path involves many potential variables that need to be examined on a per-field basis. A lighting audit of such a field change must be performed to show the lighting on the increased area will still meet Little League standards. If it does not, any proposed update to the existing lighting system for a field should be done such that the manufacturer shows the Little League lighting standards will be maintained with the new design.

† For glare control, higher fixture mounting heights may be required. Also, if obstructions or common poles for multiple fields require poles to be set back farther from the field, then taller poles may be required.

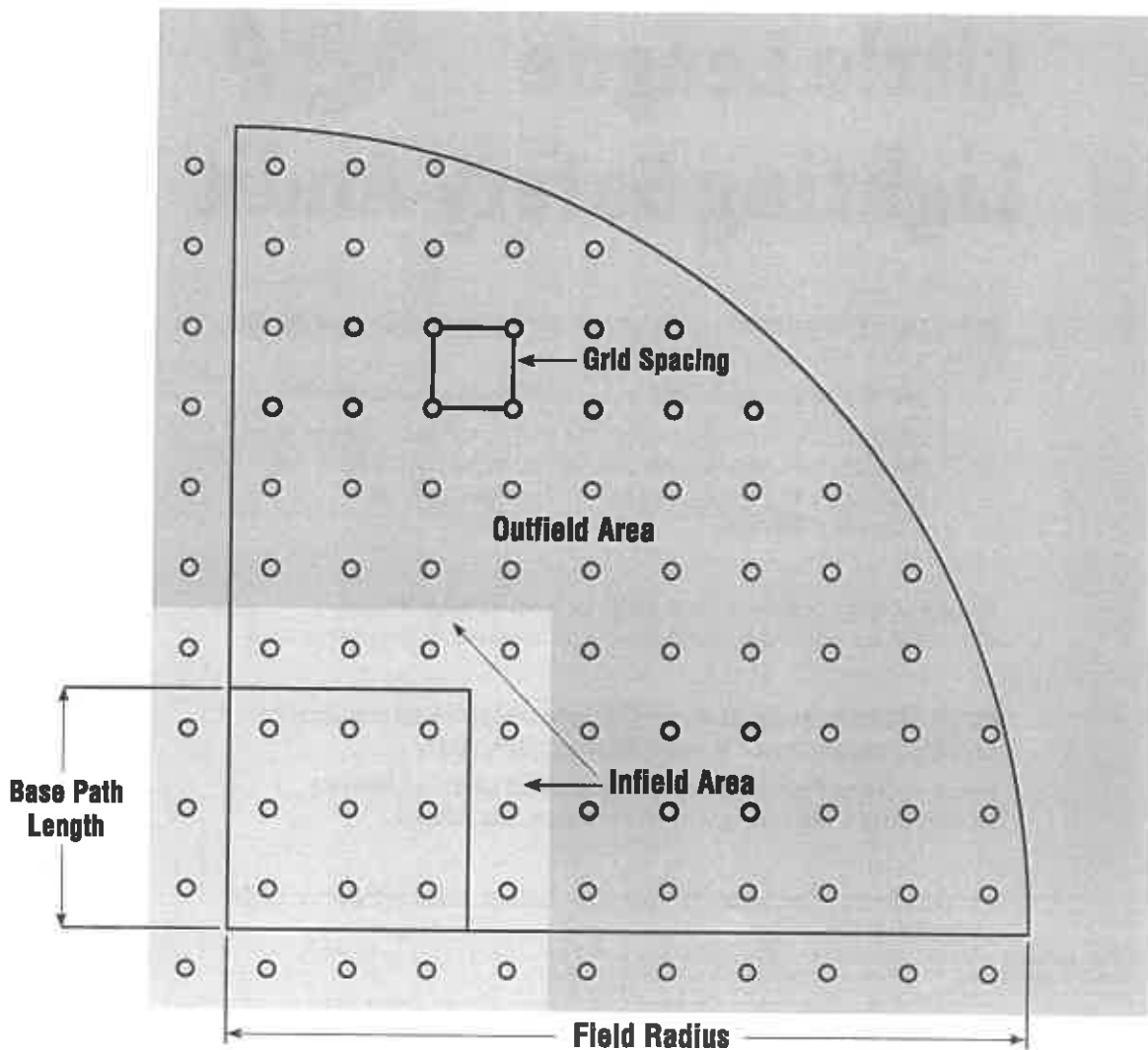


Fig. B4. Illuminance measuring points for baseball and softball. Illuminating Engineering Society of North America Sports Lighting-RP-6-15

Field Radius	Base Path Length	Grid Spacing	Total Number of Grid Points	
			Infield	Outfield
175 feet	60 feet	20 feet x 20 feet	25	54
200 feet	60 feet	20 feet x 20 feet	25	75
225 feet	60 feet	20 feet x 20 feet	25	96
225 feet	70 feet	25 feet x 25 feet	25	58
250 feet	70 feet	25 feet x 25 feet	25	75
275 feet	70 feet	25 feet x 25 feet	25	92
300 feet	90 feet	30 feet x 30 feet	25	73

Light meter should be held horizontally at 36 inches above the surface.

# Little League®



## Lighting Safety Audit

Little League requirements call for regular inspections of your lighting system. The following safety audit will:

1. Identify components that may need repair or replacement.
2. Help you determine whether the performance of the system meets Little League minimum standards as outlined in the Standards of Lighting section of the Little League Operating Manual.

A copy of this completed form must be sent to your District Administrator and the original should be retained in league records.

**Important - Inspection, testing and repair must be done by qualified person prior to season play each year.**

**Plans for new lighting must be approved by local District Administrator as being within minimum standards.**

For additional information contact your District Administrator or Little League Headquarters.

League Name _____
Charter No. _____ - _____ - _____
Town _____ State _____
Number teams in league _____
Name of field _____
Number leagues using field _____
We share the field with _____ League
Total # of fields _____ # lighted _____
Date of Inspection _____
Inspected by _____
Testing & Repairs by _____

# Lighting Performance

This field has the following light levels and uniformity:

Infield \_\_\_\_\_ Average footcandles  
 \_\_\_\_\_ :1 Uniformity

Outfield \_\_\_\_\_ Average footcandles  
 \_\_\_\_\_ :1 Uniformity

Date lighting equipment installed or last upgraded  
 \_\_\_\_\_  
 \_\_\_\_\_ month / year

Readings are taken in the middle of each square represented on the chart below.

To obtain average footcandle value:

1. Record light readings within each numbered square.
2. Infield = Total of infield readings ÷ 25
3. Outfield = Total of outfield readings ÷ number of readings.

To obtain uniformity ratio for infield or outfield:

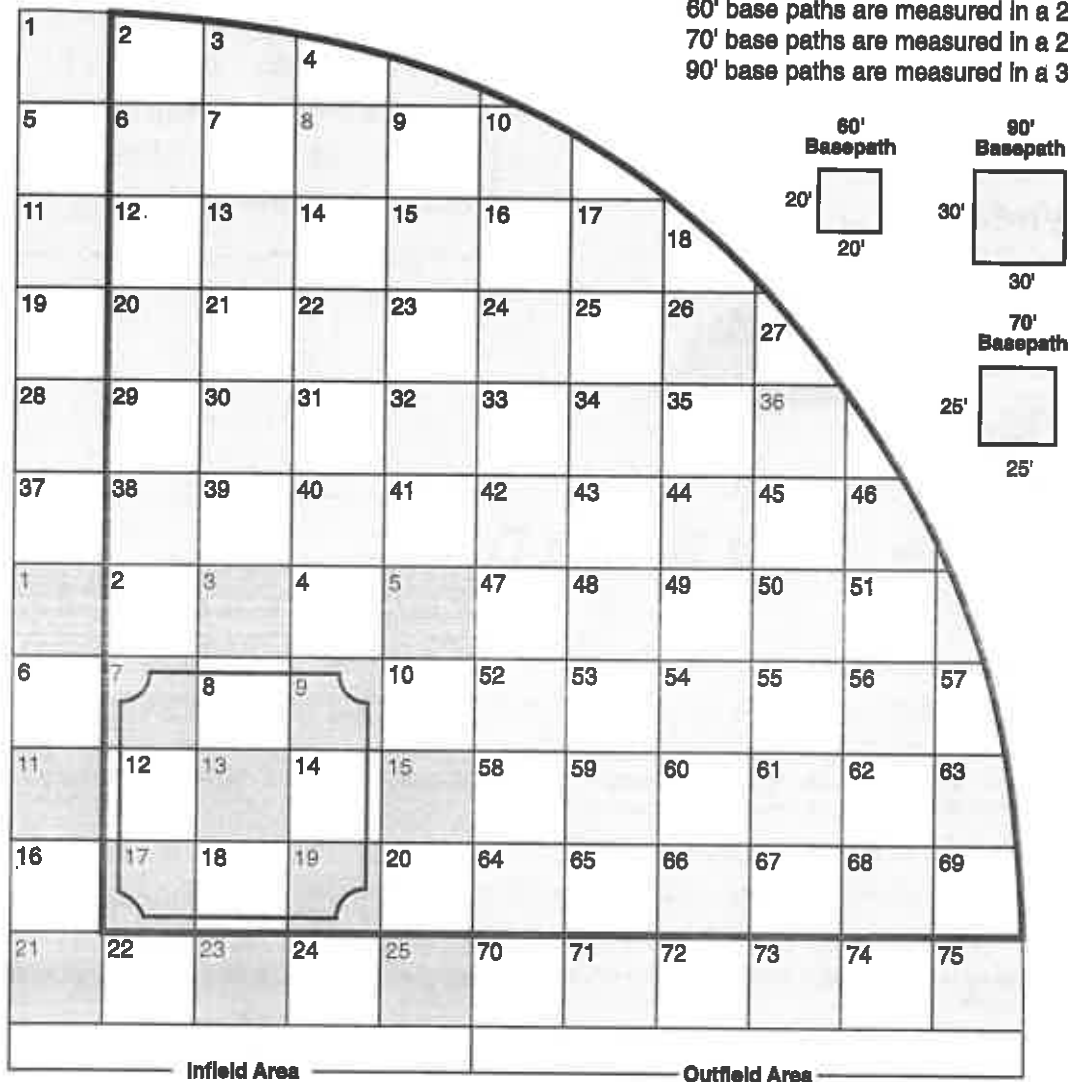
1. Divide highest (maximum) light level reading by the lowest (minimum) light level reading.

For example:

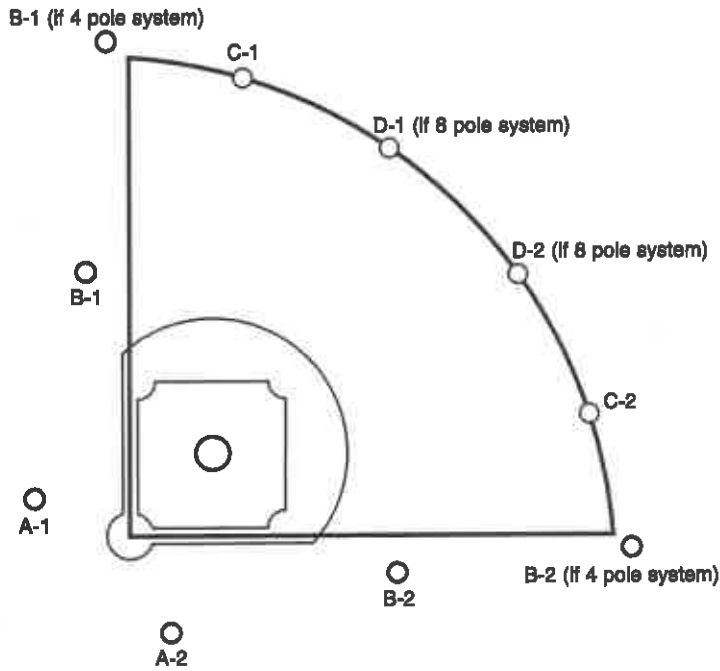
$$\frac{61 \text{ footcandles (infield maximum)}}{31 \text{ footcandles (infield minimum)}} = 2:1$$

NOTE:

- 60' base paths are measured in a 20' x 20' grid;
- 70' base paths are measured in a 25' x 25' grid;
- 90' base paths are measured in a 30' x 30' grid.



# Equipment Listing



Fill in the number of fixtures on each pole and mounting heights:

	Pole	Number of Fixtures
<u>4 Pole System</u>	A-1	_____
	A-2	_____
	B-1	_____
	B-2	_____
<u>6 Pole System</u>	C-1	_____
	C-2	_____
<u>8 Pole System</u>	D-1	_____
	D-2	_____
	<b>Total</b>	_____

Type of poles:  steel  concrete

Fixture height above field: \_\_\_\_\_

Base path length:  60'  70'  90'

Distance from home plate to foul pole:

175'  200'  225'  275'

300'  other \_\_\_\_\_

## Lamp Type:



Metal Halide



LED

OTHER \_\_\_\_\_

# Lightning Grounding System Test

**THREE POINT FALL OF POTENTIAL TEST\*** - This test measures the resistance of the ground rod to earth. This method also measures the effect of a variety of conditions such as soil composition, drought conditions, etc. A ground resistance tester is used for the following testing procedure:

- Two additional temporary grounds, consisting of short rods 2–3 feet long, must be driven in the ground at an appropriate distance from the ground being tested.
- The instrument is connected to all three grounds by means of insulated leads. A magneto or a battery in the instrument furnishes the necessary power for the test.
- The instrument reads the ground resistance directly in ohms.
- The process is repeated for a series of points and a resistance curve is plotted.

**NOTE:** The National Electrical Safety Code (NEC) implies that the ground resistance should be measured at the time of installing the ground and that the ground resistance must not exceed 25 ohms for a single, 8-foot long buried or driven electrode.

\* See IEEE #81 — Recommended Guide for Measuring Ground Resistance and Potential Gradients in the Earth

- It is recommended that testing procedures for grounding be in accordance with local, state, or national code.
- Because connections can deteriorate over time, increasing resistance, it is recommended that the ground resistance tester be connected to the down conductor — not the electrode itself. This will provide a more accurate ground resistance reading.



# System Operation

OK Needs Repair Notes

WARNING!! Turn off electricity at power source and at safety disconnect on the pole.

	OK	Needs Repair	Notes
<b>Service Entrance &amp; Pole Distribution Boxes</b>			
<b>Check service panel for proper markings.</b> • Emergency information should be visible.			
• Warning stickers, wiring diagrams, circuit labels, and other servicing information signs should be posted and clearly legible			
<b>Test reset action on all service breakers.</b> • Snap all breakers on and off to ensure firm contact.			
<b>Check the wiring.*</b> • Insulation around wiring should show no signs of deterioration.			
• Wiring should show no heat discoloration.			
<b>Check all taped connections.*</b> • Signs of wear should be replaced.			
<b>Make sure no live parts are exposed.</b> • Bare wires and exposed connections should be wrapped with insulated covering.*			
<b>Padlocks for service entrance &amp; distribution boxes should be in place and operational.</b>			
<b>Poles</b>			
<b>Check that poles aren't leaning.</b>			
<b>Check wood poles for decay or twisting. Twisted pole may require re-aiming of fixtures.</b> • Effective Sept. 1, 1994, wood poles are no longer approved on new installations.			
<b>Check base-plate of steel poles for signs of deterioration.</b> • Check anchor bolt for signs of corrosion.			
• Check grouting under pole to make sure proper drainage exists.			
<b>Check bolts and fittings for tightness.</b> • Check all metal parts for signs of corrosion.			
<b>Check to see that wiring covers are in place.</b>			
<b>Check all cables and conduits.</b> • Pull on conduit to check for looseness.			
• Check for loose fittings and damaged conduit.			
• All cables should be straight and properly strapped.*			
• If cables are exposed to the elements, make sure the insulation has the proper rating.*			
<b>Check overhead wiring.</b> • Wiring should be properly secured*			
• Check that new growth on tree branches and limbs won't obstruct or interfere with overhead wiring.			
<b>Check pole climbing equipment (if provided)</b> • Check inspection cards on climbing harness and pole equipment. Are inspections up to date?			
• Check for proper cable tension. Cable should not be loose.			
<b>Luminaires</b>			
<b>Check fixture housings.</b> • Housings should show no sign of cracking, large dents, and/or water leakage.			
<b>Check lenses.</b> • Clean lenses.			
• Replace broken lenses.			
<b>Replace burned-out lamps.</b>			
<b>Check luminaire fuses.</b> • Fuses should be the correct size.			
• All fuses should be operational.			
<b>Insulation covering on wiring should show no signs of wear or cracking.</b>			
<b>Ground wire connections must be secure.</b>			
<b>Check around ballasts for signs of blackening. (metal halide)</b>			
<b>Check that capacitors aren't bulging. (metal halide)</b>			
<b>Check aiming alignment of all fixtures.</b> • On wooden poles, see if crossarms are still aligned with the field and horizontal.			
<b>Ground</b>			
<b>Check grounding connections.*</b>			
<b>Check nearby metal objects.</b> • Make sure metal bleachers and other metal objects are located at least 6' from the electrical components.			
• Metal objects, such as bleachers, must have their own individual grounding system.			

\* These tests and/or repairs require the services of a qualified electrician.

---

For additional information contact:  
LITTLE LEAGUE® INTERNATIONAL  
PO Box 3485  
Williamsport, PA 17701  
570/326-1921  
Fax: 570/326-1074

---