



# SAFETY PLAN

# 2019

Prepared by:

Tom Peters  
Safety Officer

League I.D. - 208-01-10

# GENERAL INFORMATION

## SAFETY GOALS:

1. Provide a safe environment so that our players can learn and enjoy the games of baseball and softball
2. Provide clear instructions to the coaches in order to effectively deal with any injuries in a prompt and safe fashion.
3. Provide a system for reporting any injuries quickly and in a well-documented manner.
4. Provide immediate first aid to any injured player.
5. Provide a clear procedure for handling any serious injuries.
6. Provide an injury avoidance plan.
7. Provide First Aid Training for Managers, Coaches, and Umpires
8. Provide Coaching Fundamentals Training by League Coordinators (see p. 24)

## IMPORTANT PHONE NUMBERS:

**1. SAFETY OFFICER**—Tom Peters 845.527.3754 [safetyofficer@motlitleleague.com](mailto:safetyofficer@motlitleleague.com)

**2. EMERGENCIES:** (posted in concession stands at Duke & Silver Lake complexes & field gang boxes)

**Police and Ambulance - (911)**

Middletown Police - (302) 378-8399

Middletown Fire Co. - (302) 378-7799

State Police - Troop 9, Odessa - (302) 378-3075

League President – Steven Lappert - (302) 353-9486

# HOW TO AVOID ACCIDENTS AND INJURIES

## 1. Inspect the Field Prior to Every Game

(Responsibility of Home Plate Umpire and managers)

- a. Look for unsafe holes or stones on the field
- b. Dress the Pitcher's mound and Batter's Boxes
- c. Check all dugout and outfield fences
- d. Check dugouts for debris
- e. Be sure bases are properly anchored

## 2. Inspect Player Equipment Prior to Every Game

- a. Check Catcher's gear for proper straps and hardware  
(gear must be worn by a player, NOT a coach, when warming up pitchers and during PRACTICE)
- b. Catcher's mask **must** have a safety flap for the throat area
- c. All bats and helmets must be properly stored in the dugout area. **NO WEIGHTED DONUTS ARE PERMITTED.** Only weighted sleeves are allowed.
- d. Catchers must wear protective cups
- e. **NO ON-DECK CIRCLES** (Major, Minor, Rookie, Instructional & Tee-Ball)

## 3. Have a Pre-Game Discussion - (Responsibility of Home Plate Umpire)

- a. Should include umpires and coaches for both teams
- b. Encourage everyone to create a positive atmosphere
- c. Discuss any time limits or curfews
- d. Discuss sportsmanship and establish umpire's control of the game
- e. Review ground rules
- f. Establish location of emergency phone or cell phone

# WHAT TO DO IN CASE OF AN ACCIDENT OR INJURY

## AT SILVER LAKE COMPLEX:

1. Call 911 for any serious injuries. Always error on the side of caution. Phone is located in the concession area or use cell phone. Trauma First Aid Kits available at Concession Stands and in the sheds behind home plate at the Jr/Sr Baseball and Front Softball fields.
2. Provide first aid as necessary. Ice and First Aid Kits are available in the Concession Area & Gang Boxes at each field. Please notify the Safety Officer if we are running low or out of Ice Packs and supplies for the First Aid Kits.  
(First Aid Kit to be checked periodically throughout the season by Safety Officer)
3. For cardiac events, an AED is available in the shed behind home plate at the Jr/Sr. Baseball field. The Safety Officer must be notified **IMMEDIATELY**, if the AED is used. CPR should only be performed by trained, certified personnel.
4. Contact Parents of injured player.
5. Fill out an accident report & notify the Safety Officer as soon as possible, but no more than 48 hours after the incident. Report forms available on MOTLL website.
6. Discuss the situation with your team to ease anxiety.
7. The Safety Officer will contact the player's parents for follow-up and advisement on next steps. Parents will be reminded M.O.T. Little League Insurance is only supplemental to individual's Health Insurance Policy.

## AT DUKE FIELD COMPLEX:

1. Call 911 for any serious injuries. Always error on the side of caution. Phone is located in the concession area or use cell phone. Trauma First Aid Kits available at Concession Stand & in garage next concession stand.
2. Follow steps 2 - 7 above. The AED is located in the garage next to the concession stand

## COMMON SENSE **SAFETY** PRACTICES AND TIPS DURING EVERY GAME

1. All players and coaches not in the field must stay behind the fences in the dugout at all times.
2. Managers are responsible for proper sportsmanship from their players & parents.
3. **NO ON-DECK BATTERS** in Tee Ball, Instructional, Rookie, Minor & Major divisions. Juniors / Seniors on-deck batters must be in a protected area and must wear NOCSAE protective batting helmets.
4. Warm-up of relief pitchers may be done only in approved areas. Catchers must wear protective equipment. If the pitcher and catcher are exposed to batted balls, another player must protect the warm-up area and wear a batting helmet. **Adults are NOT permitted to warm up pitchers at any time, including practices.**
5. Only players, the manager, two (2) coaches and one (1) scorekeeper of participating teams are permitted in the dugouts. Parents, family members & fans are not permitted in the dugout at any time.
6. Both teams are responsible for raking the infield, batting area, and mound before and after every game.
7. Players may not wear watches, rings, pins, jewelry (including necklaces, bracelets & earrings), hard cosmetic or decorative items at any time.
8. Base runners and batters must wear protective NOCSAE helmets at all times.
9. Pitchers in the Tee Ball & Instructional Leagues are required to wear a face mask or a helmet with a face mask. We purchased extra masks for any other players wishing to wear one.

## DURING CONCESSION DUTY

1. Locate Fire Extinguisher to be used in the event of an emergency
2. Do not work in overcrowded conditions
3. All workers must be at least 16 years old unless under direct adult supervision. No children under 12 are allowed in the concession stand.
4. Show courtesy to customers at all times.
5. Be aware that French Fryer, Heat Lamps, Grill, and Water are or may be **EXTREMELY HOT!**
6. Closed toe shoes are required. No bare feet or open-toed shoes at any time
7. Remember to wash your hands prior to handling food, or between other activities.
8. The last shift is responsible for clean-up and preparation for the next concession duty. This includes:
  - a. Washing down grills, counter tops, and utensils
  - b. Be sure the heat lamps, french fryer, and other electrical appliances are turned off
  - c. Restock drink coolers, fill condiment containers, fill napkin holders, and be sure soda containers are not empty.

# SAFETY ADDITIONS FOR 2019

1. Continued mandatory Volunteer Application form and sex abuse check. Expanded check to include the National register. The League expanded process to a complete background check for this season. Ms. Linda Iappert (Volunteer Coordinator) performed checks of all Officers, Board Members, Coaches, Umpires and other volunteers via the internet using the JDP service. This check will be performed periodically up to the season starting in April 2018. (**Failure to fill out this form, or being listed as an offender, will result in immediate suspension from all League Activities. Volunteers will not be allowed to serve in their capacity until the background check has been completed.**)
2. Distributed information package to all managers on draft day including the following documents:
  - a. Listing of 2019 Officers and League Coordinators
  - b. Outline of Fundamentals Training (4/7/19) & First Aid Clinic (4/3/19)
  - c. Incident / Injury Tracking Form (**also are to be used to record “near miss” occurrences; these to be submitted to Safety Officer for tracking purposes**)
  - d. AIG Accident Notification Form
  - e. Parent Information and Mandatory Volunteer Form
  - f. New First Aid Kit and Ice Packs
  - g. Location of AED devices at Silver Lake & Duke Complexes
  - h. 2019 Safety Plan & all Insurance and accident forms are posted on website.
  - i. Medical release for to be completed by parent and retained by manager.
3. All baseball & softball Managers and Coaches will attend a “Fundamentals Clinic” given by certified baseball coaches on April 7, 2019. A form verifying attendance has been developed. This form will be compiled by each Division Coordinator and filed with the Safety Officer to assure attendance by every team and also each coach and manager at least once every 3 years. Continued use of coaching fundamentals DVD’s to assist coaches. Each division coordinator is responsible for making these training aids available to managers and coaches to supplement to the “Fundamentals Clinic”.
4. Created a Training Officer position on the League’s Board of Directors to run clinics and provide “professional development opportunities” for all managers & coaches.
5. Updated the mandatory Coaches Code of Conduct for all managers and coaches.
6. Continued use of mandatory Parent / Player Code of Conduct.
7. Continued use of attendance verification form for First Aid Training to be held April 3, 2019. This form to be compiled by each League Coordinator and filed with the Safety Officer to assure attendance by each team and also each coach and manager at least once every 3 years.
8. Working with the local high school athletic director to provide CPR & AED training on April 3, 2019 for managers & coaches.

9. Introduced the use of weather apps to detect lightning nearby. We purchased fog horns to notify all fields to leave the premises when lightning is visible or is within 10 miles of the facility. We will continue a coordinated effort to ensure both complexes are evacuated at the same time.
10. Received donation for AEDs to be used at Silver Lake & Duke complexes. AED batteries will be recertified and pads will be replaced in time for the 2019 season & player evaluation sessions
11. Re-appointed Safety Officer for this and re-appointed the Volunteer Coordinator to perform background checks of all officers, managers, coaches, umpires and other interested volunteers.
12. Purchased new durable First Aid Kits to be provided to each manager and stocked in the shed, press box and gang boxes for all fields. Implemented controls to ensure all boxes on all fields have an adequate supply of ice packs. Little League will store extra supplies at both complexes in our storage facilities. Maintained 4 Trauma First Aid Kits for serious injuries. One is at our Duke complex in the concession stand. Three at our Silver Lake, 1 in the concession stand, 1 each at our JR/SR baseball and softball fields.
13. New signs about concession stand safety are to be posted in each stand. Volunteers will be required to read the safety rules and relative safety information.
14. Introduced disciplinary action for Safety violations.
15. All Board Approved Volunteers will be required to wear an ID badge.
16. All Managers, Coaches and Team Parent must attend a Safety Meeting.
17. Safety Officer works with the Town of Middletown Parks & Recreation Department to inspect all the fields and lights before the season starts.
18. Added batter's eyes to each field at the Duke & Silver Lake complexes.
19. Resodded Silver Minor baseball & softball field to repair damages from excessive use.
20. Added temporary lights to minors softball field & rookie baseball field for better lighting and safety at the Silver Lake & Duke Complexes.
21. Town of Middletown Parks and Recreation Department will maintain fields and conduct necessary repairs to ensure player safety.



# ACCIDENT REPORT AND PARENT INFORMATION FORMS

1. Incident / Injury Tracking Report (to be used to record accidents that might result in a future insurance or liability claim and also to track "Near Misses"; available on league website)

For Local League Use Only		A Safety Awareness Program's Incident/Injury Tracking Report	
Activities/Reporting			
League Name: _____	League ID: _____	Incident Date: _____	
Field Name/Location: _____	Incident Time: _____		
Injured Person's Name: _____	Date of Birth: _____		
Address: _____	Age: _____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
City: _____ State: _____ ZIP: _____	Home Phone: ( ) _____		
Parent's Name (If Player): _____	Work Phone: ( ) _____		
Parents' Address (If Different): _____	City: _____		
<b>Incident occurred while participating in:</b>			
<b>A.)</b> <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger <input type="checkbox"/> TAD <b>B.)</b> <input type="checkbox"/> Challenger <input type="checkbox"/> T-Ball <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Intermediate (50/70) <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Big League <b>C.)</b> <input type="checkbox"/> Tryout <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event <input type="checkbox"/> Travel to <input type="checkbox"/> Travel from <input type="checkbox"/> Other (Describe): _____			
<b>Position/Role of person(s) involved in incident:</b>			
<b>D.)</b> <input type="checkbox"/> Batter <input type="checkbox"/> Baserunner <input type="checkbox"/> Pitcher <input type="checkbox"/> Catcher <input type="checkbox"/> First Base <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Short Stop <input type="checkbox"/> Left Field <input type="checkbox"/> Center Field <input type="checkbox"/> Right Field <input type="checkbox"/> Dugout <input type="checkbox"/> Umpire <input type="checkbox"/> Coach/Manager <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____			
Type of injury: _____			
Was first aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____			
Was professional medical treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____			
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)			
<b>Type of incident and location:</b>			
<b>A.) On Primary Playing Field</b> <b>B.) Adjacent to Playing Field</b> <b>D.) Off Ball Field</b> <input type="checkbox"/> Base Path: <input type="checkbox"/> Running or <input type="checkbox"/> Sliding <input type="checkbox"/> Seating Area <input type="checkbox"/> Travel: <input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted <input type="checkbox"/> Parking Area <input type="checkbox"/> Car or <input type="checkbox"/> Bike or <input type="checkbox"/> Collision with: <input type="checkbox"/> Player or <input type="checkbox"/> Structure <input type="checkbox"/> Concession Area <input type="checkbox"/> Walking <input type="checkbox"/> Grounds Defect <input type="checkbox"/> Volunteer Worker <input type="checkbox"/> League Activity <input type="checkbox"/> Other: _____ <input type="checkbox"/> Customer/Bystander <input type="checkbox"/> Other: _____			
Please give a short description of incident: _____			
Could this accident have been avoided? How: _____			
<small>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 <a href="http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf">http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf</a> 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: <a href="http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf">http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf</a>.</small>			
Prepared By/Position: _____		Phone Number: ( ) _____	
Signature: _____		Date: _____	

## 2. AIG Accident Notification Forms (to be used only if an accident needs to be reported to Little League Headquarters for insurance claim purposes; available on league website)

<b>LITTLE LEAGUE® BASEBALL AND SOFTBALL</b> <b>ACCIDENT NOTIFICATION FORM</b> <b>INSTRUCTIONS</b>		<b>Send Completed Form To:</b> Little League International 539 US Route 15 Hwy, PO Box 3485 Williamsport PA 17701-0485 <b>Accident Claim Contact Numbers:</b> Phone: 570-327-1674 Fax: 570-326-6280																																									
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>5. <i>Limited</i> 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.</p> <p>6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.</p>																																											
League Name _____		League I.D. _____																																									
PART 1																																											
Name of Injured Person/Claimant _____	SSN _____	Date of Birth (MM/DD/YY) _____	Age _____ Sex <input type="checkbox"/> Female <input type="checkbox"/> Male																																								
Name of Parent/Guardian, if Claimant is a Minor _____		Home Phone (Inc. Area Code) _____	Bus. Phone (Inc. Area Code) _____																																								
Address of Claimant _____		Address of Parent/Guardian, if different _____																																									
<p>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.</p> <p>Does the insured Person/Parent/Guardian have any insurance through:</p> <table style="width: 100%; font-size: 0.8em;"> <tr> <td>Employer Plan</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>School Plan</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Individual Plan</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Dental Plan</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>				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																																
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Date of Accident _____	Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM	Type of Injury _____																																									
Describe exactly how accident happened, including playing position at the time of accident: _____																																											
<p>Check all applicable responses in each column:</p> <table style="width: 100%; font-size: 0.8em;"> <tr> <td><input type="checkbox"/> BASEBALL</td> <td><input type="checkbox"/> CHALLENGER (4-18)</td> <td><input type="checkbox"/> PLAYER</td> <td><input type="checkbox"/> TRYOUTS</td> <td><input type="checkbox"/> SPECIAL EVENT (NOT GAMES)</td> </tr> <tr> <td><input type="checkbox"/> SOFTBALL</td> <td><input type="checkbox"/> T-BALL (4-7)</td> <td><input type="checkbox"/> MANAGER, COACH</td> <td><input type="checkbox"/> PRACTICE</td> <td><input type="checkbox"/> SPECIAL GAME(S)</td> </tr> <tr> <td><input type="checkbox"/> CHALLENGER</td> <td><input type="checkbox"/> MINOR (6-12)</td> <td><input type="checkbox"/> VOLUNTEER UMPIRE</td> <td><input type="checkbox"/> SCHEDULED GAME</td> <td>(Submit a copy of your approval from Little League Incorporated)</td> </tr> <tr> <td><input type="checkbox"/> TAD (2ND SEASON)</td> <td><input type="checkbox"/> LITTLE LEAGUE (9-12)</td> <td><input type="checkbox"/> PLAYER AGENT</td> <td><input type="checkbox"/> TRAVEL TO</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> INTERMEDIATE (50/70) (11-13)</td> <td><input type="checkbox"/> OFFICIAL SCOREKEEPER</td> <td><input type="checkbox"/> TRAVEL FROM</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> JUNIOR (12-14)</td> <td><input type="checkbox"/> SAFETY OFFICER</td> <td><input type="checkbox"/> TOURNAMENT</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> SENIOR (13-16)</td> <td><input type="checkbox"/> VOLUNTEER WORKER</td> <td><input type="checkbox"/> OTHER (Describe)</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> BIG (14-18)</td> <td></td> <td></td> <td></td> </tr> </table>				<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)	<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S)	<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	(Submit a copy of your approval from Little League Incorporated)	<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO			<input type="checkbox"/> INTERMEDIATE (50/70) (11-13)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM			<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT			<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)			<input type="checkbox"/> BIG (14-18)			
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	<input type="checkbox"/> BIG (14-18)																																										
<p>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.</p> <p>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.</p> <p>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.</p>																																											
Date _____	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.) _____																																										
Date _____	Claimant/Parent/Guardian Signature _____																																										

### 3. Parent Information Packet (includes insurance information; available on league website)

## 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.

#### 4. Parent / Player Code of Conduct Form (required to be signed at player registration & available on league's website)

SPORT PARENT CODE OF CONDUCT					
<p>We, the MOT Little League, have implemented the following Sport Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in our league.</p> <p><b>Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.</b></p> <p><u>Preamble</u></p> <p>The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:</p> <ul style="list-style-type: none"><li>• <b>Trustworthiness, Respect, Responsibility, Fairness, Caring and Good Citizenship</b></li></ul> <p>The highest potential of sports is achieved when competition reflects these "six pillars of character."</p> <p><u>I therefore agree:</u></p> <ol style="list-style-type: none"><li>1. I will not force my child to participate in sports.</li><li>2. I will remember that children participate to have fun and that the game is for youth not adults.</li><li>3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.</li><li>4. I will learn the rules of the game and the policies of the league.</li><li>5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.</li><li>6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.</li><li>7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletics.</li><li>8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.</li><li>9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.</li><li>10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.</li><li>11. I will praise my child for competing fairly and trying hard, and make my child feel like winner every time.</li><li>12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.</li><li>13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.</li><li>14. I will promote the emotional and physical well-being of the athletics ahead of any personal desire I may have for my child to win.</li><li>15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.</li><li>16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.</li><li>17. I will refrain from coaching my child or other players during the games and practices, unless I am one of the official coaches of the team.</li></ol> <table border="0"><tr><td>Parent: (Print) _____</td><td>Players Names: _____</td></tr><tr><td>(Signature) _____</td><td>_____</td></tr></table>		Parent: (Print) _____	Players Names: _____	(Signature) _____	_____
Parent: (Print) _____	Players Names: _____				
(Signature) _____	_____				

## 5. Coaches Code of Conduct Form (required to be signed at player registration & available on league's website)



### MOT Little League Coach's Code of Conduct



We, the MOT Little League, have implemented the following Coach's Code of Conduct for the important message it holds about the proper role of managers and coaches in supporting their children in sports. Coaches should read, understand and sign this form prior to their children participating in our league.

MOT Little League expects the following standards from all of its managers and coaches. All managers and coaches must adhere to this Code of Conduct.

#### **Sportsmanship and the League**

1. I will promote good sportsmanship, realizing that my team's and our league's reputation are built not only on playing ability, but also my team's behavior and treatment of others.
2. I will always support MOT Little League and Little League International, and will not discourage players from playing Little League, either now or in the future. I will speak positively about both organizations.
3. I understand that physical, verbal, or written abuse or bullying of spectators, players, coaches, umpires, or officials is never acceptable. Written communications such as emails, texts and social media posts are included.
4. I will not use profanity at any time at the Little League complex, especially around or directed at the players.
5. I understand alcoholic beverages and illicit drugs are expressly forbidden at all times at the Little League complex.
6. I will fully comply with all elements of the Player/Parents Code of Conduct.

#### **Relationship with Umpires**

1. I understand that only managers (not assistant coaches) may initiate or conduct discussions with an umpire.
2. I will refrain from complaining to the umpires, coaches, players, and spectators about judgment calls made by the umpires with which I do not agree.
3. I will respect the ruling of the umpires. If I have a question about a rule interpretation, I will ask for time-out, and privately talk to the umpire away from players, parents, and spectators. Once an umpire makes their final ruling, I will no longer question or argue against it.
4. I will give the umpires the respect that their position within the game deserves.



## MOT Little League Coach's Code of Conduct



### **Rules, Policies, and Safety**

1. I will read, understand, and follow all rules, whether the rules are prescribed in the Little League Rulebook or if they are local rules specific to our league.
2. I will adhere to all Little League safety guidelines as outlined in the Little League Rulebook and local rules.
3. I understand and will follow all minimum playing time rules for my division.
4. I will never knowingly try to bypass safety rules in order to win a game, including, but not limited to the use of illegal equipment, having players play in a position longer than allowed, and not adhering to league pitch count rules.
5. I will care for all MOT Little League equipment and facilities. I will not misuse equipment for non-Little League purposes. I will ensure that my team cleans up the field and dugout after each game and practice. I will not attempt to use a field after the game has been called due to weather.

### **Relationship with Parents and Players**

1. I will provide instruction and training to all the players on my team, and help them develop their full potential as players. I will emphasize skills development and continually work to develop less skilled players.
2. I will maintain an open line of communication with players and parents. I am the primary point of contact between the league and the parents/players. I will promptly communicate information to them.
3. I will ensure that the fans of my team conduct themselves with sportsmanship before, during, and after games. If parents begin acting in an unsportsmanlike manner, I will assist umpires and officials in maintaining control and having parents follow the Player/Parents Code of Conduct.
4. I will ensure that my team shows sportsmanship at all times. Each player should be humble in victory and courteous in defeat.

Coach Name:		Date:	
Print Name:			

Edited: February 23, 2018



# 2019 M.O.T. LITTLE LEAGUE EMERGENCY CONTACTS

## EMERGENCY

Police and Fire	911
Ambulance	911
Poison Control Center	800-222-1222

## Non Emergency Contact Numbers

Middletown Police	302-378-9950
Middletown Fire	302-378-7799
Odessa Fire Department	302-378-7075
Townsend Fire Department	302-378-8111
State Police Troop 9	302-378-5218
Gas and Electric Utilities	
Town of Middletown	302-378-2211
Chesapeake Utilities	800-427-2883
Delmarva Electric	800-898-8042
	302-454-0317

## AREA HOSPITALS / EMERGENCY ROOMS

Christiana Hospital	302-733-1000
4755 Ogleton Stanton Rd. Newark, DE 19718	
Christiana Middletown Emergency Room	302-203-1300
621 Middletown Odessa Rd. Middletown, DE 19709	
A.I. DuPont Hospital	302-851-4200
1600 Rockland Road Wilmington, DE 19803	
Kent General	302-674-4700
640 South State Street Dover, DE 19901	
Glasgow Medical Aid Unit - MIDDLETOWN	302-449-3100
124 Sleepy Hollow Drive Middletown, DE 19709	
Glasgow Medical Aid Unit - BEAR	302-836-8350
2600 Glasgow Avenue Newark, DE 19702	

## REGIONAL LL INFORMATION

Mid-Atlantic LL Regional Office	860-585-4730
FAX - Mid-Atlantic Regional Office	860-585-4734
335 Mix Street Bristol, CT 06010	
Little League International Office	570-326-1921
FAX - LL International Office	570-322-2376
PO Box 3485 or 539 Route 15 Hwy.	
Williamsport, PA 17701 S. Williamsport, PA 17702	

## MOT LITTLE LEAGUE INFORMATION

Duke Field	302-378-8894
Cleaver Farm Rd. Middletown, DE 19709	
Silver Lake Park	
200 East Cochran St. Middletown, DE 19709	

Rain Outs - Check Website - <http://motll.com>

## MOT BOARD OF DIRECTORS

President - Steven Lappert	302-353-9486
Vice-President - Aaron Blythe	302-885-0173
Player Agent - Julie Eide	302-378-1799
Baseball Vice-President - Nick Sansone	302-528-1032
Softball Vice President - Kirby Britton	302-540-7440
T-Ball & Instructional Vice President - Brian Yarborough	302-383-9875
Secretary - Kay Hampson	302-287-7201
Chief Umpire - George Kilbride	302-598-1275
Information Officer - Rosanna Biondiolillo	518-860-7283
Training Officer - Matt Brown	919-900-0401
Concession Liaison - Rich Crouse	302-740-3243
Safety Officer - Tom Peters	845-527-3754
Volunteer Coordinator - Linda Lappert	302-897-1256

## MOT DIVISION COORDINATORS

Junior / Senior Baseball - Dan Shipengrover	302-242-9226
Major Baseball - Tom Peters	845-527-3754
Minor Baseball - Tom Peters	845-527-3754
Rookie Baseball - Kevin Bailey	302-593-3771
Instructional Baseball- Brian Yarborough	302-383-9875
Tee Ball - Mandy Catafalmo	302-932-4840
Junior / Senior Softball - Kirby Britton	302-270-5082
Major Softball - Matt Brown	919-900-0401
Minor Softball - David Pinand	848-333-5294
Instructional & Rookie Softball - Scott Miller	484-432-5673
Challenger - Lisa Johanssen	302-270-5682

## DE DISTRICT 1 OFFICERS

Robert "Biff" Newnam	302-853-4186
Delaware District 1 Little League Administrator	
121 South Delaware St. Smyrna, DE 19977	

This list consists of:

- Emergency Contacts
- League Officers
- Division Coordinators

Lists are posted at each concession stand & on the league's website at <http://motll.com>



# VOLUNTEER APPLICATION – 2019

## Used for new & returning volunteers



### 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.**

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

Address \_\_\_\_\_

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

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

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

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

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

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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

2. Special Certification (CPR, Medical, etc.)? (list) 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.)

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

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

Name/Phone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

#### LOCAL LEAGUE USE ONLY:

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

System(s) used for background check (minimum of one must be checked):  
**Regulation I(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.**

LAST UPDATE: 11/08/2018

# **Verification of First Aid Training**

**HELD:** April 3, 2019 @ Middletown Town Hall

**INSTRUCTORS:** Hubert Lee – Physical Therapist  
Neumann University

Jeff Simpson - Sports Specific Training

Tom Peters – Safety Officer  
MOT Little League

**FIRST AID KITS:** New kits provided to all League  
Managers on April 3, 2019

Attached outline also distributed to all Managers on  
Draft Day

Developed attendance verification form (see page 22)



# **Coaches First Aid Clinic Outline**

## **2019**

**Prepared by:**

**Hubert Lee**

**Tom Peters**

**Jeff Simpson**

## Most Common Sports Injuries – Sprains, Strains, and Contusions (Bruises) = **PRICES**

**KEY – Getting Back to the diamond as soon as possible**

- **P – PROTECTION:** The use of protective gear and safety awareness can prevent many common injuries from occurring
- **R – REST:** The first 24 – 48 hours after an injury is considered the crucial period.
- **I – ICE:** The first 48 hours after the injury, you must ice and elevate 20 minutes at a time every 3 to 4 hours. Do not ice for more than 20 minutes because you do not want to damage the tissues.
- **C – COMPRESSION:** Use compression when elevating
- **E – ELEVATE:** For example, an ankle injury needs to be elevated higher than the heart as often as possible. This is especially important at night.
- **S – SUPPORT:** Crutches and other assistive devices may help injured player move around and heal without adding damaged to the injured area

## What are Sprains, Strains, and Contusions?

- Sprains – occurs at our joints. Injury to ligament. Overstretching to tear of the ligament. Ligaments hold our joints together like rubber bands. (Degrees – 1<sup>st</sup> Degree – Mild, 2<sup>nd</sup> Degree – Moderate, 3<sup>rd</sup> Degree – Severe)
- Strains- injury to our muscle (overstretching or tearing of the muscle)
- Contusions – injury to soft tissue. Resulting in bruising.

## **Other Common Injuries:**

- Fractures
- Dislocations (LOOK, LISTEN, FEEL)
- Injuries to small joints
- Facial Injuries
- Injuries to teeth
- Eye injuries
- Insect bites & stings
- Heat Illness
- Head Injuries & Concussions (doctor's release required for return)
- Spinal Injuries
- Seizures
- Asthma Attacks
- Diabetic Incidents
- Choking
- Allergic Reactions (Bee Stings, Food allergies, etc...)
- Other Health Diagnoses

## **Heat Index Policy:**

- The league reserves the right to close fields and cancel games & practices when the heat index approaches dangerous level (at, around or above 100 degrees)

## **Tips to Prevent Injury:**

- Proper maintenance of playing / practice sites & inspection of fields
- Pay attention to playing & weather conditions
- Ensure players know basics & benefits of good nutrition
- Proper athletic conditioning (stretching, warm-up, agility drills, etc...)
- Avoid over use (pay attention to activities outside Little League)

## **Some DO's and Don'ts**

DO.....

Reassure and aid children who are injured, frightened, or lost. Provide, or assist in obtaining, medical attention for those who require it. Know your limitations! Assist those who require medical attention – and when administering aid, remember to:

- LOOK for signs of injury (*Blood, Black-and-blue deformity of joint etc...*)
- LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- FEEL gently and carefully the injured area for signs of swelling or grating of broken bone
- Be familiar with the information on your player's Medical Release Forms & have them with you at all games and practices.
- Make arrangements to have a cellular phone available at your games and practices
- Keep emergency contact phone numbers with your Medical Release Forms.

Don't....

Panic or act excited. Do not exceed your limitations.

- Provide any food or beverages other than water
- Hesitate in giving aid when needed
- Be afraid to ask for help, if you're not sure of the proper procedures(i.e. CPR, AED, etc....)
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game

## **CPR & AED basics**

### **Heimlich Maneuver – Conscious**

# FIRST AID TRAINING SIGN-IN SHEET

Name	Division	Team	Manager/Coach

# VERIFICATION OF COACHING FUNDAMENTALS

Managers and Coaches attended a “Coaching Fundamentals Clinic” conducted by John Green, on April 7, 2019

## **2019 MOT Coaching Clinic with Coach John Green**

MOT Coaches mark your calendar. We are offering a free coaches clinic for all MOT baseball and softball coaches. Coach John Green has run many coaches clinics for various leagues in the area, teaching coaching fundamentals at many levels of the game ranging from youth baseball to Division I baseball. The first 90 minutes will focus on offense. Topics covered include equipment to coaching the box. He will break everything down, stance, hitting, bunting, the batter's box, proper tee work, zones, base running, and more. There will be opportunities to pick Coach Green's brain during a Q & A session. The next 90 minutes will cover the defensive side of the game, both the infield and outfield. Students will be there to demonstrate drills and practice techniques for all ages. We will provide resources & printouts reviewing skill type practices for beginner, intermediate, and advanced levels to help create knowledgeable managers and coaches. The league is providing these sessions to give you the tools to develop players of all levels and execute efficient and dynamic practices that are fun and help the athlete reach his or her full potential.

**MOTLL is covering the cost, so there's no cost to any coaches who want to attend.**

**Date: Sunday, April 7, 2019 4-7pm**

**Location: Next Generation Sports**

**[110 Patriot Drive](#)**

**[Middletown, Delaware](#)**



# COACHES CLINIC SIGN-IN SHEET

Name	Division	Team	Manager/Coach

# 2019 ANNUAL FIELD SURVEY

Facility surveys may also be entered online at: <http://facilitysurvey.musco.com>.

## **LITTLE LEAGUE BASEBALL® & SOFTBALL** **NATIONAL FACILITY SURVEY**

2019



League Name: MOT Little League

District #: 01

ID #: 208-01-10

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

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

City: Middletown State: DE

President: Steven Lappert

Safety Officer: Tom Peters

Address: 233 Olivine Circle

Address: 218 Wilgus Court

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

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

City: Townsend

City: Middletown

State: DE ZIP: 19734

State: DE ZIP: 19709

Phone (work): \_\_\_\_\_

Phone (work): 302-733-3539

Phone (home): \_\_\_\_\_

Phone (home): 302-376-1786

Phone (cell): 302-353-9486

Phone (cell): 845-527-3754

Email: president@motlittleleague.com

Email: safetyofficer@motlittleleague.com

### **PLANNING TOOL FOR FUTURE LEAGUE NEEDS**

What are league's plans for improvements?	Indicate number of fields in boxes below.		
	Next 12 mons.	1-2 yrs.	2+ yrs.
a. New fields	2	0	8
b. Basepath/infield	0	3	5
c. Bases	0	0	8
d. Scoreboards	0	3	0
e. Pressbox	1	0	0
f. Concession stand	0	0	2
g. Restrooms	0	0	0
h. Field lighting	1	1	2
i. Warning track	0	1	2
j. Bleachers	1	3	4
k. Fencing	1	3	4
l. Bull pens	1	3	4
m. Dugouts	1	3	4
n. Other (specify):	0	0	0

2019 LL Season

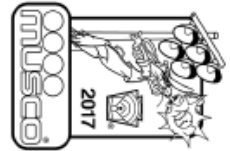
# SPECIFIC BALLFIELD QUESTIONS

• Please list all fields by name.

Field Identification (List your ballfields 1-20) Use additional forms if more than 20 fields.

## ASAP - A Safety Awareness Program

Limited Edition 10-year Pin Collection



This survey can assist in finding areas of focus for your safety plan. During your annual field inspections, please complete this form and return along with your qualified safety plan. In return, we'll send you the 2016 Disney® character collector's pin shown at right featuring Swat at third base. Or enter data online at: <http://facilitysurvey.musco.com> for your league. Check your email for your league identification and

Please answer the following questions for each field:

### GENERAL INVENTORY

	Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1. How many cars can park in designated parking areas?	None																				
	1-50																				
	51-100	X	X																		
	101 or more			X	X	X	X	X	X												
2. How many people can your bleachers seat?	None/NA																				
	1-100		X			X	X	X	X												
	101-300	X		X	X																
	301-500																				
	501 or more																				
3. What material is used for bleachers?	Wood	X																			
	Metal	X	X	X	X	X	X	X	X												
	Other																				
4. Metal bleachers: Ground wire attached to ground rod?	Yes																				
5. Wood bleachers: Are inspected annually for safety?	Yes	X																			
6. Is a safety railing at the top/back of bleachers?	Yes																				
7. Is a handrail up the sides of bleachers?	Yes																				
8. Is telephone service available?	Permanent																				
	Cellular	X	X	X	X	X	X	X	X												
9. Is a public address system available?	Permanent																				
	Portable	X	X	X	X	X	X	X	X												
10. Is there a pressbox?	Yes	X		X	X																
11. Is there a scoreboard?	Yes	X		X	X																
12. Adequate bathroom facilities available?	Yes	X	X	X	X	X	X	X	X												
13. Permanent concession stands?	Yes	X	X	X	X	X	X	X	X												
14. Mobile concession stands?	Yes																				

FIELD	Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
15. Is field completely fenced?	Yes	X	X	X	X	X	X	X	X	X											
16. What type of fencing material is used?	Chainlink	X	X	X	X	X	X	X	X	X											
	Wood																				
	Wire																				
17. What base path material is used?	Sand, clay, soil mix	X	X	X	X	X	X	X	X	X											
	Ground burnt brick																				
	Other:																				
18. What is used to mark baseline?	Non-caustic lime	X	X	X	X	X	X	X	X	X											
	Spray paint																				
	Commercial marking																				
19. Is the infield surface grass?	Yes	X	X	X	X	X	X	X	X	X											
20. Does field have conventional dirt pitching mound?	Yes	X	X	X	X	X	X	X	X	X											
21. Does field have a temporary pitching mound?	Yes																				
22. Are there foul poles?	Yes	X	X	X	X	X	X	X	X	X											
23. Backstop behind home plate?	Yes	X	X	X	X	X	X	X	X	X											
<b>PERFORMANCE AND PLAYER SAFETY</b>																					
24. Is there an outfield warning track?	Yes	X	X	X	X	X	X	X	X	X											
24.a. If yes, what width is warning track? Please specify:	10 feet		10'	10'																	
25. Batter's eye (screen/covering) at center field?	Yes	X	X	X	X	X	X	X	X	X											
26. Pitcher's eye (screen/covering) behind home plate?	Yes	X	X	X	X	X	X	X	X	X											
27. Are there protective fences in front of the dugouts?	Yes	X	X	X	X	X	X	X	X	X											
28. Is there a protected, on-deck batter's area? (On-deck areas have been eliminated for ages 12 and below.)	Yes	X	X	X	X	X	X	X	X	X											
29. Do you have fenced, limited access bull pens?	Yes																				
30. Is a first aid kit provided per field?	Yes	X	X	X	X	X	X	X	X	X											
31. Do bleachers have spectator foul ball protection?	Overhead screens																				
	Fencing behind	X	X	X	X	X	X	X	X	X											
32. Do your bases disengage from their anchors? (Mandatory since 2008)	Yes	X	X	X	X	X	X	X	X	X											
33. Is the field lighted?	Yes	X	X	X	X	X	X	X	X	X											
34. Are light levels at/above Little League standards? (50 footcandles infield/30 footcandles outfield)	Yes	X	X	X	X	X	X	X	X	X											
	Don't know																				
35. What type of poles are used? (Wood poles have not been allowed by Little League for new construction of lighting since 1994)	Wood*	X	X	X	X	X	X	X	X	X											
	Steel																				
	Concrete																				
36. Is electrical wiring to each pole underground?	Yes	X	X	X	X	X	X	X	X	X											
37. Ground wires connected to ground rods on each pole?	Yes	X	X	X	X	X	X	X	X	X											
38. Which fields were tested/inspected in the last two years? Please indicate month/year testing was done (example: 3/10)	Electrical System	X	X	X	X	X	X	X	X	X											
	Light Levels 10/2017	X	X	X	X	X	X	X	X	X											
39. Fields tested/inspected by qualified technician?	Electrical System	X	X	X	X	X	X	X	X	X											
	Light Levels 10/2017	X	X	X	X	X	X	X	X	X											

FACILITY MANAGEMENT		Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
40. Which fields have the following limitations:																						
a. Amount of time for practice?	Yes	X	X	X	X	X	X	X	X	X												
b. Number of teams or games?	Yes	X	X	X	X	X	X	X	X	X												
c. Scheduling and/or timing?	Yes	X	X	X	X	X	X	X	X	X												
41. Who owns the field?	Municipal			X	X	X	X	X	X	X												
	School																					
	League	X	X																			
42. Who is responsible for operational energy costs?	Municipal	X	X	X	X	X	X	X	X	X												
	School																					
	League	X	X	X	X	X	X	X	X	X												
43. Who is responsible for operational maintenance?	Municipal	X	X	X	X	X	X	X	X	X												
	School																					
	League																					
44. Who is responsible for purchasing improvements for the field - ie bleachers, fences, lights?	Municipal																					
	School																					
	League	X	X	X	X	X	X	X	X	X												
	Other																					
45. What divisions of baseball play on each field?	T-Ball & Minor	X	X	X			X	X	X													
	Major	X							X													
	Jr., Sr. & Big			X																		
	Challenger				X																	
	50-70																					
46. What divisions of softball play on each field?	T-Ball & Minor				X	X		X	X													
	Major				X																	
	Jr., Sr. & Big				X																	
	Challenger																					
47. Do you plan to host tournaments on this field?	Yes	X			X																	

# FIELD DIMENSION DATA

Please complete for each field. Use additional space if necessary.

Field No.	Field Name	Height of outfield fence	Distance from home plate to:				Foul territory distance from:					
			Outfield fence			Back stop	Left field line to fence at:			Right field line to fence at:		
			Left	Center	Right		Home	3rd	Outfield foul pole	Home	1st	Outfield foul pole
1	Duke 1 Major Boys	10	200	200	200	17	17	17	16	17	17	16
2	Duke 2 Rookies	6	170	170	170	14	14	13	15	14	13	15
3	Jr/Sr Baseball	6	300	345	300	25	25	34	34	25	34	34
4	Sr/Major Softball	8	200	200	200	19	18	18	16	18	18	18
5	Minor Softball	4	165	165	165	20	18	21	25	18	21	11
6	Minor Baseball	4	200	200	200	13	12	22	24	12	22	21
7	Instructional	4	140	140	140	9	10	19	6	10	19	6
8	T-Ball	4	120	120	120	12	12	11	6	13	12	12
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

# DUKE BASEBALL COMPLEX





# Silver Lake Baseball Complex





# EQUIPMENT POLICY

(Distributed to all Managers at Time of Equipment Pick-up)

## **Proposed Year End Equipment Collection Procedure**

At the end of the playing season, all equipment belonging to MOT Little League Baseball or Softball shall be turned in to the coordinator for the particular league. The league coordinator shall set up the date(s) when such equipment collections shall take place. After all equipment has been collected, the equipment manager will go through each bag with the league coordinators and determine what equipment needs to be repaired, replaced, undated, etc. This equipment will then be ordered and placed into the proper team equipment bags, ensuring that all teams are properly equipped for the following season. All team equipment bags will be tagged with the teams name and then stored at Duke Field, in the possession of the league coordinators, or in some cases at the home of the returning manager.

Typical Team Equipment Bag will contain:

- Five (5) batting helmets
- One catcher's helmet, mask and throat protector
- One catcher's chest protector
- One set of catcher's shin guards
- One catcher's mitt
- In the interest of proper hygiene, it is recommended that each catcher purchase his/her own supporter and cup
- Two dozen baseballs/softballs(one dozen for practice, one dozen for games)
- In some instances a league provided bat(s)
- Some bags contain more than one set of catcher's equipment for the purpose of warming up a new pitcher between or during innings
- Refreshed First Aid Kit
- Scorebook

Each team equipment bag represents an investment on the part of MOT Little League of approximately \$ 350.00. Managers will be required to sign a waiver at the time of equipment pick up stating that they are taking responsibility for returning issued equipment to MOT Little League on the designated collection date. The league recognizes that managers are volunteer workers and cannot be held responsible for lost, stolen, or damaged equipment. It is strictly the intent of the MOT Board of Directors that the majority of the team equipment be collected at the end of the season. Immediately after draft or team selection the following season, these equipment bags will be given to the manager of the respective teams and will remain in his or her possession until the end of that season.

Any requests for equipment during the season due to failure or misfit shall be passed through the league coordinators and then on to the equipment manager if at all possible. We will attempt to keep a sufficient supply of new and/or used equipment on hand at Duke Field or at Silver Lake to accommodate such needs and requests.

## **Equipment Waiver Form**

I, \_\_\_\_\_, manager of the \_\_\_\_\_ a

Acknowledge receipt of the league provided equipment bag for the 2016 season. By signing this form, I acknowledge my responsibility as manager and as part of M.O.T. Little League to return such equipment to the league designated by my respective league coordinator. If I am personally unable to deliver such equipment, then another team representative will do so in my stead.

Equipment collection date: \_\_\_\_\_

League Coordinator: \_\_\_\_\_

The MOT Board of Directors realizes that managers cannot and will not be held responsible for lost, stolen or damaged equipment. Your cooperation in returning the league's equipment will ensure that our children have the equipment that is necessary for them to participate in the wonderful sport of baseball and softball. The league in return will ensure that all equipment is in good repair and that outdated or damaged equipment will be replaced.

## Equipment Safety Audit

<b>Board Member:</b>		<b>Position:</b>	
<b>Team:</b>		<b>Date:</b>	
<b>Division:</b>		<b>Facility:</b>	

Question	Yes	No
Manager or Coach have Medical Release Forms for all players?		
Manager or Coach have a stocked First Aid Kit?		
Manager or Coach know where the Truama First Aid kit is located?		
All volunteers approved by Board?		
Are there First Aid supplies in lock box (Ice Packs / Band-aids)		
Did the team warm up before the start of the game?		
Manager or Coach aware of the inclement weather policy?		
All Players are in the dugout enclosure (No activities outside dugout)?		
Face Shield worn by pitcher were applicable?		
All equipment is located inside the dugout?		
Is the Catcher wearing the proper helmet equipment?		
Is the Catcher wearing the equipment during warm ups?		
All protective equipment is being used properly?		
Field was prepared before the game?		
Field was cleaned after the game?		

## Suggested Equipment Checklist:

# Equipment Checklist

## Keep Your Players Safer

*Do you know what equipment is required for player safety on the field? Do you know which optional items can help keep players safer? Check out the following list for ideas and reminders.*

### REQUIRED PLAYER EQUIPMENT

#### Defense

- ☐ Athletic supporter – all male players
- ☐ Metal, fiber, or plastic type cup – all male catchers
- ☐ Catcher's helmet and mask, with "dangling" throat guard; NO skull caps – all catchers; must be worn during pitcher warm-up, infield practice, while batter is in box
- ☐ Catcher's mitt – all baseball catchers
- ☐ Chest protector and leg protectors – all catchers; must be worn while batter is in box; long model chest protector required for Little League (Majors) and younger catchers

#### Offense

- ☐ Helmet meeting NOCSAE standards – all batters, base runners, and players in coaches boxes
- ☐ Helmet chinstrap – all helmets made to have chinstrap (with snap buttons, etc.)
- ☐ Regulation-sized ball for the game and division being played; marked RS for regular season or RS-T for regular season and tournament in baseball
- ☐ Regulation-sized bat – all batters; Little League (Majors) and younger baseball divisions must have bat marked with BPF 1.15 beginning in 2009
- ☐ Non-wood bats must have a grip of cork, tape, or composite material, and must extend a minimum of 10 inches from the small end. Slippery tape is prohibited.

### REQUIRED FIELD EQUIPMENT

- ☐ 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> bases that disengage from their anchors
- ☐ Pitcher's plate and home plate
- ☐ Players' benches behind protective fences
- ☐ Protective backstop and sideline fences

### OPTIONAL PLAYER EQUIPMENT

#### Defense

- ☐ Metal, fiber, or plastic type cup – any player, esp. infielders
- ☐ Pelvic protector – any female, esp. catchers
- ☐ Heart Guard/XO Heart Shield/Female Rib Guard – any defensive player, esp. pitchers, infielders
- ☐ Game-Face Safety Mask – any player, esp. infielders
- ☐ Goggles/shatterproof glasses – any player, esp. infielders or those with vision limitations

#### Offense

- ☐ Helmet – adults in coaches boxes
- ☐ Helmet with Face Guards or C-Flap meeting NOCSAE standards – all batters, esp. in younger divisions
- ☐ Mouth guard – batters, defensive players
- ☐ Goggles/shatterproof glasses – any player, esp. those with vision limitations
- ☐ Batters vest/Heart Guard/Heart Shield/Female Rib Guard – any batter
- ☐ Regulation-sized reduced impact ball

### OPTIONAL FIELD EQUIPMENT

- ☐ Double 1<sup>st</sup> base that disengages from its anchor
- ☐ Baseball mound for pitcher's plate
- ☐ Portable pitchers baseball mound with pitcher's plate
- ☐ Protective/padded cover for fence tops
- ☐ Foul ball return in backstop fencing

### IMPORTANT:

## BPF RULE GOES INTO EFFECT FOR BASEBALL DIVISIONS

Buying bats for your league's baseball divisions? If it is composite metal, make sure it has the BPF 1.15 label. Bats in use in Little League Baseball (Majors Division and younger) must have the new bat performance factor listed on the bat.

Unless this marking is present, the bat will be removed from games.

Little League officials are aware some bats do not have the required markings but are Little League approved. And some of the bats on the approved bat list may not carry the required BPF 1.15 marking, depending on when they were manufactured and licensed.

Little League is building a list of bats that are approved but do not have the BPF marking due to special circumstances. For these bats, the eligibility for play will be extended until December 31, 2009. As Little League is made aware of bats that meet the BPF rule for this extension, the bats will be added to the list.

**ONLY bats with a BPF 1.15 marking or that are listed below will be allowed for use in the Little League (Majors) Baseball and younger divisions in 2009.**

**Non-BPF-marked bats approved until Dec. 31, 2009:**

**Adidas – Vanquish (blue design)** A newer model of this bat, also named Vanquish with copper and black markings, has the proper labeling, so is therefore not subject to the one-year rule.

**DeMarini – Black Coyote, Rogue, Distance, Rumble, Tengu, Mach 10, Patriot**

**Easton – LZ-810, LZ-800, Stealth Optiflex LST 1,**

**Louisville Slugger – YB31**

**NIKE – Aero**

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# **CONCESSION STAND INSPECTION AND HEALTH TRAINING**

- 1. Scheduled on or about March 30, 2019 to be conducted by Certified Restaurant Trainer and ServSafe Certified and the Delaware State Board of Health**
- 2. Procedures for Silver Lake and Duke Field Stands are established during the inspection by the Concession Stand Committee.**
- 3. Distributed to Each Member of the Concession Stand Committee and Posted at Silver Lake and Duke Field Concession Stands as Applicable**

## **SILVER LAKE OPERATING PROCEDURES FOR WORKERS**

### **OPENER RESPONSIBILITIES:**

- 1) Flip switches in front to turn on unit on counter and set temperature to 300 degrees. Set dial to 375 for fryer unit. Turn on exhaust fan. Give fryer about 10 minutes to heat and lower the fryer basket into the hot oil. Do not pre-cook mozzarella sticks or nuggets.
- 2) Turn on hot dog griller. Fill the grill with hot dogs and sausages and set to high. Cut thru sausages to keep them from rolling off griller. If dogs are frozen, take about 15 and put in blue Pyrex bowl and microwave for about 5 minutes and then put on griller.
- 3) Turn on cheese warmer and turn knob to highest temperature setting.
- 4) Turn on warming light
- 5) Instructions for pretzels, mozzarella sticks and nuggets are on the wall. Put about 12 pretzels in the warmer
- 6) Fill coffee pot with hot water and plug in

- 7) Roll table outside. Make sure vinegar, relish, salt and old bay containers are full. Fill napkin dispenser if necessary
- 8) Open serving window
- 9) Review price list, location of supplies and answer any questions worker might have

## **SILVER LAKE OPERATING PROCEDURES FOR WORKERS**

- 1) RECORD DATE, SIGN YOUR NAME, PRINT YOUR CHILD'S NAME AND PRINT TEAM NAME ON SIGN-IN SHEET
- 2) Keep at least 6 orders of fries, 8 hotdogs and 6 sausages (3 mild and 3 Hot) under the warmer. Adjust the temperature on hot dog griller according to need. Cook nuggets and mozzarella sticks when ordered. Instructions for cooking the nuggets and mozzarella sticks are on the wall near fryer.
- 3) Check all condiments and napkins on outside table, refill as needed and wipe off table when needed.
- 4) Check instructions for pretzels and keep about 12 in warmer
- 5) Last shifts workers should check food supply during the 5<sup>th</sup> inning of the last scheduled game. NOTE: STOP COOKING AT 8:45pm AND CLOSE WINDOWS at 9:15pm
- 6) Last shifts workers: Clean hot dog griller (instructions on the wall). Turn off fryer (dial on the left side inside door). For fryer unit on counter, switch is located on the front of the unit. Lift heating element out of unit (it locks into place). Unplug the cheese heater. Take can out of unit, cover with foil and put in refrigerator. Wipe down all counters. Unplug coffee machine and empty any left over coffee and grounds.
- 7) Dump the trash and sweep the floor. Place all empty bread trays outside the side door of the stand. Bring condiment cart inside. Wipe down the top of the table and move the mustard/ketchup unit to wipe underneath. Put relish and vinegar in refrigerator. Do not refrigerate mustard or ketchup.
- 8) Try to keep no more than two \$ 20's, four \$ 10's four \$ 5's and about fifteen \$1's in a drawer. If you have more than this, put money inside bank envelope, (located on shelf near safe). Log amount deposited before dropping in safe. Make sure all money drops into same

- 9) SMALL CHILDREN ARE NOT ALLOWED IN THE STAND. Workers are entitled to a soda, fries and either a hot dog or sausage for themselves.  
**NO "FREEBEES"**

## **SILVER LAKE OPERATING PROCEDURES FOR WORKERS**

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### **CLOSER:**

- 1) Make sure all cooking appliances are turned off. Wet mop floor if necessary. Do inventory check and make a list of needed items.
- 2) Drop all money into the safe (Keep out two \$ 20's, four \$ 10's four \$ 5's and fifteen \$1's and place inside money pouch and store it). Log in amount deposited before dropping into the safe. Make sure money drops into the safe.
- 3) Drop front window covers down, hook inside and put lock through hook but do not lock.
- 4) Lock and dead bolt rear door, turn off lights and lock the door behind you. Make sure the equipment door has been locked

# Duke Operating Procedures

## OPENER RESPONSIBILITIES:

- 1) Open door on fryer and turn knob to 355 degrees.  
Turn on exhaust fan (switch located to the left of the fryer). Give fryer about 5 mins. to heat and lower the fryer basket into the hot oil. Fill both sides of fryer with fries. **DO NOT SET TEMPERATURE HIGHER THAN 355.**
- 2) Turn on hot dog griller. Fill the grill with dogs and sausages and set to high. Cut the sausages almost all the way through, otherwise they will roll off the griller. When wrapping sausage, twist both ends of foil for hot sausage but only one end for mild sausage. IF DOGS ARE STILL FROZEN, PUT ABOUT 15 DOGS IN BLUE PYREX BOWL AND MICROWAVE FOR ABOUT 5 MINUTES, THEN PUT BACK ON GRILLER.
- 3) Put can of cheese into heater. Turn on heater and set temp knob to highest setting (located behind the unit).
- 4) Turn on warmer lights.
- 5) Instructions for mozzarella sticks, chicken nuggets and pretzels are located on the pretzel warmer.
- 6) Put table outside and fill condiment containers [ketchup, old bay, salt, vinegar, and relish] and napkin



holders and put on table.

- 7) Unlock serving window.
- 8) Review price list, location of supplies and answer any questions workers might have.

## **Duke Operating Procedures for Workers**

- 1) RECORD DATE, SIGN YOUR NAME , PRINT YOUR CHILD'S NAME, AND PRINT TEAM NAME ON SIGN-IN SHEET.
- 2) Keep at least 6 orders of fries, 8 hotdogs, and 6 sausages (3 *hot* and 3 *mild*) under *the* warmer. Adjust temperature on hot dog grill according to need.
- 3) Cook the nuggets and mozzarella sticks when ordered. Instructions for cooking, nuggets and mozzarella stick are on **the** pretzel warmer.
- 4) Check all condiments and napkins on table outside, refill if needed before you finish your shift. Check outside table occasionally and, if necessary, wipe off table. Check temperature of cheese warmer. Knob is located on the back of the unit; set to mid-point.
- 5) Turn on pretzel unit. Instructions are on door of pretzel unit.
- 6) Last-shift workers should check food supply during the top of the 5th inning of the 2nd game. **NO FOOD SHOULD BE COOKED AFTER THE 5<sup>TH</sup> INNING.**
- 7) Last-shift workers should start cleaning up during the top of the 6th inning. Turn off fryer (dial on the left side inside door). Unplug the cheese heater and take the can of cheese out of the warmer and put foil on top of can and put in the fridge. Clean salt out of pretzel unit. Wipe all counters. Dump left-over coffee and grounds.

- 8) Empty the trash and sweep the floor. Place all empty bread trays outside the front door of the stand. Make sure all condiments are filled, wiped off and then put in fridge. Wipe off table, fold and bring inside stand.

## **Duke Operating Procedures**

### **CLOSER:** .

- 1) Make sure all cooking appliances are turned off. Sweep floor **and** wet mop if necessary. Make sure containers of ketchup, vinegar **and** relish are filled. Do an inventory check and make a list of needed items. Empty trash.
- 2) Drop all money in the safe [keep out two \$20's, four \$10's, four \$5's and fifteen \$1's and put in pouch and then put in freezer. Make sure money drops into the safe. Record the amount of the deposit on the deposit record **above** safe.
- 3) Lock front windows.
- 4) Turn **ON** the recessed overhead outside lights and make sure to lock the door behind you.