



WEST END LITTLE LEAGUE
SAFETY MANUAL



MANAGER & COACH GUIDE

www.westendlittleleague.org

REVISED February 2019

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The Little League Pledge

I trust in God
I love my country and will respect its laws
I will play fair and strive to win
But win or lose, I will always do my best

The Little League Parent & Volunteer Pledge

I will teach all children to play fair and do their best.
I will positively support all managers, coaches, and players.
I will respect the decisions of the umpires.
I will praise a good effort despite the outcome of the game.

West End Little League Objectives

The objective of the West End Little League is to promote the ideals of honesty, loyalty, trust, good sportsmanship, fair play, and respect for authority, in order to help our children prepare for adulthood.

These objectives are accomplished by stressing several important positive factors in the coaching process, while avoiding the tendency of “playing your better players only” and “winning above all else”.

League Contact Information

League Website:

www.westendlittleleague.org

League Phone:

570-243-9976

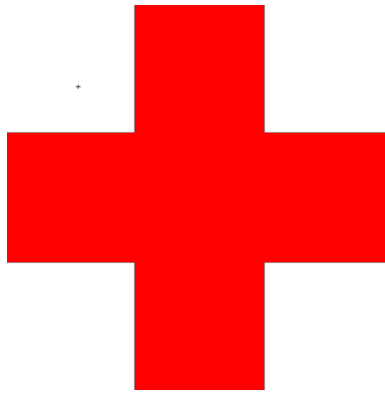
League Mailing Address:

PO BOX 1051
Effort, PA
18330

How to contact any member of the Board of Directors: our contact information is always available to you on our website: click on “About Us” and “Board of Directors” to find the person you need. The website will always display the most up-to-date contact information.

At the beginning of season, please check to make sure you know who you should contact regarding any issue/concern that may arise (e.g., Player Rep, Safety Officer, Equipment Manager, etc.).

Please use the space below to record any numbers or email information pertinent to your season:



Safety Manual & Equipment Requirement

All volunteers must have a printed copy of this manual. You will be given one printed copy. Additional copies are available on the league website: www.westendlittleleague.org. THE FIRST AID KIT AND THIS MANUAL ARE PART OF YOUR TEAM EQUIPMENT PACKAGE. YOU MUST HAVE THESE WITH YOU AT ALL TEAM PRACTICES AND GAMES.

TO REPLENISH MATERIALS USED IN THE KIT, THE TEAM MANAGER OR COACH SHOULD CONTACT THE LEAGUE SAFETY OFFICER.

League Safety Officers: Mike Jochen & Will Worden

Phone: 570-243-9976

Email: Safety@westendlittleleague.org

Important Safety Dates

21 March: Safety/Fundamentals Training, 7:30 p.m., Chestnuthill Park Building

Mandatory for all Managers, Coaches, Umpires, and Team Parents



DIAL 911

Non-Emergency Contacts

Hospitals

Pocono Medical 570-421-4000

Easton 610-250-4002

Palmerton 610-377-1300

St. Lukes 484-526-4000

(Allentown or Monroe Campus)

Lehigh Valley 610-991-3811

Ambulance

West End 610-681-5810

Wind Gap 610-863-7623

Fire Companies

Polk 570-620-1770

Saylorsburg 570- 421-2323

West End (rt. 115) 570-620-9409

West End (rt. 715) 570-992-6118

Police

Fern Ridge 570-646-2271

Ball Field 911 Addresses

Cornerstone Community Church Field

388 Polk Township Rd, Kunkletown, PA 18058

Effort Fields

963 Gilbert Rd, Effort, PA 18330

Eldred Field

516 Kunkletown Rd, Kunkletown, PA 18058

Gilbert Field

West End Fairgrounds

570 Fairgrounds Rd, Gilbert, PA 18331

Jaycee Fields

1052 Molasses Valley Rd, Kunkletown, PA 18058

Kunkletown Field

124 Grove Rd, Kunkletown, PA 18058

Pleasant Valley Elementary School Fields

476 Polk Township Road, Kunkletown, PA 18058

Pleasant Valley Presbyterian Church Fields

150 Pilgrim Way, Brodheadsville, PA 18322

Saylorsburg Playground Field

1504 Bonser Rd, Saylorsburg, PA 18353

DIAL 911 FOR ALL EMERGENCIES

West End Little League Code of Conduct & Standards

- **Zero tolerance policy regarding alcohol & tobacco.** There is positively no alcohol consumption or tobacco use (smoking, smokeless, chew, snuff, or vaping) allowed anywhere within/during any WELL functions. This includes, but is not limited to, dugouts, bleachers, fields, woods, playgrounds, parking lots, and outside of your vehicle.
- No profanity will be tolerated.
- No one should ever speak disrespectfully to any manager, coach, umpire, player or spectator. Your signed code of conduct will be enforced.
- No teams shall practice or take the field at any time unless a league approved Manager and/or Coach is present.
- Only League APPROVED managers, coaches, players and umpires are allowed on the playing field or in/around the dugouts. ***No parents, siblings, volunteer score keepers, or pitch counters are allowed in/around dugouts.***
- **All players not actively engaged on the field during a game must remain in the dugout area.**
- No swinging bats or throwing balls in any spectator area or parking lot of any WELL function.
- Catchers must use/wear full gear. This includes while warming up with a pitcher, and in batting practice sessions. Full gear includes: Face mask helmet with dangling throat guard, chest protector, shin guards, & safety cup.
- **Pitching “L” screens are required at the Majors level for all batting practice.** This includes practices and pre-game batting practice. If any damage occurs to the screens, please contact either the league Equipment Manager or the league Safety Officer.
- No throwing balls against any dugout, fence, or backstop.
- No throwing rocks.
- No climbing fences.
- Only a player on the field in an “at bat” position may swing a bat. There is no “on deck” batter in any age group of 5-12 BB or SB. ** Note: for Majors BB 13-years and up, “on deck” batters are allowed*
- Players and spectators should always be alert for foul balls and errant throws.
- All gates to the fields and playing areas must be kept closed. After players enter/leave playing fields, gates should be properly closed and secured.
- After each game, each team is expected to clean up their dugout and spectator areas. Team areas are expected to be free of all trash, bottles, snacks, and such. Trash receptacles must be emptied after each game.
- Speed limit is 5 mph in driveways and parking lots while attending any WELL function. Please watch for small children around parked cars.
- Use crosswalks when crossing any roadways.
- **Children not on the field as a team member in any play area or attending any game, must be supervised by a responsible adult. At no time should a child be left unattended. Coaching staff cannot supervise any children other than those of their team**
- No children should play in any parking area.
- No playing on any lawn equipment or around any sheds.
- No pets are allowed on or in any WELL function or property.
- **Failure to comply with the League Code of Conduct & Standards, the Manager & Coach Code of Conduct, or the Parent Code of Conduct may result in expulsion from the West End Little League field or function as well as future events or games.**

Sport Parent Code of Conduct

We, the West End 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.

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.

Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness,
- Respect,
- Responsibility,
- Fairness,
- Caring, and
- Good Citizenship.

The highest potential of sports is achieved when competition reflects these “six pillars of character.”

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
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.
4. I will learn the rules of the game and the policies of the league.
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.
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.

7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
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.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
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.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
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.
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.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

Parent/Guardian Signature

Manager and Coach Code of Conduct

“Next year it won’t matter who struck out, who dropped a fly ball, who hit a home run or how many wins and losses your Little League team had. But the world will be a better place if you make a difference in a child’s life.”

I, the undersigned, do hereby agree that being appointed a West End Little League Manager or Coach, requires that I conduct myself in a most respectful and positive matter. I understand that as manager/coach I am a role model for my players as well as my opponent’s players.

I will at all times be fair and respectful to all of the PLAYERS, PARENTS, UMPIRES, MEMBERS OF THE LEAGUE and fellow managers/coaches.

As a manager/coach I will read and understand the current season rule book so that I may have a better understanding and knowledge of Little League rules, thus allowing me to teach all players the correct rules of the game.

I understand that if I should lose my temper causing me to yell or act in a negative matter toward any player, parent, umpires, members of league and fellow managers and coaches, I shall be immediately suspended from the next game. If I should repeat the offense, I shall be asked to present myself before the Board of Directors at which time a hearing will take place to determine the next course of action. I also understand that if I knowingly break any safety regulation I will be given a warning for the first offense, if there is a second offense I will be called before the Board of Directors to determine the next course of action.

I understand that as manager/coach I am expected to treat every child with dignity and respect. I am a teacher of the sport of softball/baseball.

I understand that as manager/coach the rewards I will receive will be in the eyes of the players and NOT in the number of games won.

**Coach, Please
Let Players
Catch!**

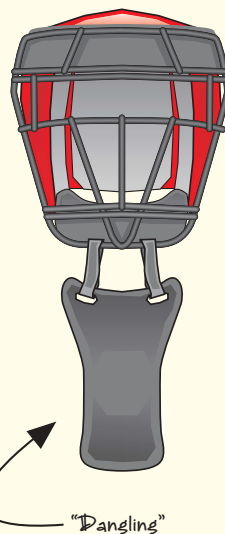


REMEMBER:

Coaches and managers must not warm up pitchers. Let Players Catch.

RULE 3.09

“...Managers or coaches must not warm up a pitcher at home plate or in the bull pen or elsewhere at any time. They may, however, stand to observe a pitcher during warm-up in the bull pen.”



**Make
Sure
They
Are
Safe!**

REMEMBER:

Catchers must wear helmets during warm-ups and infield/outfield practice.

RULE 1.17

“...All catchers must wear a mask, 'dangling' type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up and games.”

West End Little League Manager Responsibilities

Managers for the current season must be recommended by the division player representative, nominated by the President for board approval, and approved by the board of directors with a majority in-favor vote. Managers are directly responsible for the team and the coach's actions on the playing field. Managers represent the team in all communications with the umpire and the opposing team.

Managers have the following responsibilities:

- Attend the Safety/Fundamentals Training.
- Successfully complete Heads-Up Concussion Training & submit your certificate to the League Safety Officer.
- A manager is responsible for the team's conduct. Follow and enforce all official rules. Give deference to the umpire.
- A manager is responsible for the safety of his/her players, coaches, and spectators.
- A manager is responsible for the actions of his/her assistant coaches.
- The manager shall act as liaison between the player agent/rep of their respective division, coaches, and parents, keeping everyone informed of pertinent information and dates.
- The manager will have in his/her possession at every WELL function, game, & practice, his/her Safety manual, first aid kit, and league supplied equipment. If any manager is unable to attend a practice or game, it is his/her responsibility to see that the assistant coach has the above items.
- The board of directors highly encourages all managers attend at least 6 league meetings per year.
- The board of directors highly encourages all managers to view the WELL training video library available at the Western Pocono Community Library, located in Brodheadsville.

Storage Shed Procedures

The following applies to all storage sheds used by the West End Little League, and anyone who has been issued keys/codes to access and use these sheds.

All individuals with access to the WELL sheds should be aware of their responsibilities for the orderly, safe, storage of rakes, shovels, bases, chemicals, lime, etc. If you are not sure, contact the equipment manager for further information.

Storage sheds **MUST** be kept locked, this includes during games when you will be less likely to supervise the activities around the shed.

Make sure you are properly instructed on how to use any machinery (e.g., mowers, weed whackers, pitching machines, etc.) before use. No minors should operate any machine/equipment for any reason. A minor is anyone aged 16 years and under.

All chemicals should be stored in their proper, original containers, and correctly labeled. Any loose chemicals should be cleaned up immediately and disposed of properly. All chemicals should be used in well ventilated areas.

All items in sheds should be returned immediately when not being used.

West End Little League Coach Responsibilities

Coaches must adhere to all rules of Little League and the By-Laws that govern the West End Little League without exception.

Coaches for the current season must be recommended by the division player representative, nominated by the President for board approval, and approved by the board of directors with a majority in-favor vote.

The responsibilities of a coach are numerous. To be a successful coach, you must follow these responsibilities. These responsibilities include, but are not limited to, the following:

- Attend the Safety/Fundamentals Training.
- Successfully complete Heads-Up Concussion Training & submit your certificate to the League Safety Officer.
- Understand and communicate effectively with the age group that you are coaching.
- Set an example of respect for your players by displaying proper conduct in dealing with opposing coaches, umpires, and parents.
- Refrain from confrontations, both on and off the field.
- Demonstrate mutual respect for everyone.
- Do not argue, discuss, or criticize any judgment calls by the umpire; any perceived incorrect rule call should be discussed privately between the Manager and Umpire; however, **the decision of the umpire is final.**
- Account for all uniforms and equipment (to include first aid kit). All equipment must be collected and returned at the end of season.
- Account for each player on your team, and those present at each event or game. Know where your players are. Be sure each player secures a way home with their parent or guardian before you leave the field. Never leave a player unattended on a field for any reason.
- Report to their player rep as required and stated by each rep prior to season start. This includes, but is not limited to reporting game statistics, pitching counts, etc.
- The board of directors highly encourages all coaches attend at least 6 league meetings per year.
- The board of directors highly encourages all coaches to view the WELL training video library available at the Western Pocono Community Library, located in Brodheadsville.
- Teach your players how to play by conveying your knowledge to them. Instill in your players the desire to improve their skills and how to win. Teach your players respect and to display good sportsmanship in winning and losing. Coaching is teaching.
- Make each season challenging and fun. Provide a learning experience for each child. The true measure of your coaching abilities is not the number of wins and losses, but the positive impact you have on your players' development.

Information on Concussions

All Managers, Coaches, Umpires, and Team Parents/Helpers must successfully complete the Center for Disease Control Heads-Up Concussion Training. This training is free and is available online via the following link: <https://heads-up.cdc.gov/>

Before you are permitted to take the field for any game or practice, you must provide the Board of Directors with your completion certificate. Upon completion of your training, provide a copy of your certificate to the league Safety Officer. Additional information about the training can be found here: <https://www.cdc.gov/heads-up/youthsports/>

The following Little League regulation applies to all divisions:

Regulation III(d)(2) Note 3:

NOTE 3:

If a medical professional, Umpire in Chief, the player's coach, the player's manager, or the player's parent has determined a player sustains a possible concussion, the player must be, at a minimum, removed from the game and/or practice for the remainder of that day. The league must also be aware of its respective state/provincial/municipal laws with regards to concussions and impose any additional requirements as necessary. His/ her return to full participation is subject to 1.) the league's adherence to its respective state/provincial/municipal laws, 2.) an evaluation and a written clearance from a physician or other accredited medical provider and 3.) written acknowledgment of the parents.

Little League International strongly encourages all leagues and teams to not only comply with any applicable state/provincial/municipal laws, but also, to review the information and training materials on concussions that are available free of charge on the Centers For Disease Control website, accessible at LittleLeague.org/concussions. This link also provides concussion information from all 50 states.

Pennsylvania State Law

The Safety in Youth Sports Act was passed and signed into law in 2011 (P.L. 411, No. 101). This law requires that the Department of Health and the Department of Education develop guidelines and materials on concussions. Each year, a student participating in an athletic activity must have a parent/guardian sign an acknowledgement of receipt of this information before the student may participate in the activity. The law requires that any student suspected of sustaining a concussion must be removed from participation at that time. The student is not allowed to resume participation until evaluated by a medical professional and given written clearance. The law also requires that coaches receive concussion training once each school year.

The sponsors of youth athletic activities not addressed by this act are encouraged to follow the guidance set forth in the act.

HEADS UP CONCUSSION ACTION PLAN



IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

▶ **"IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON."**



CONCUSSION SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall

JOIN THE CONVERSATION AT www.facebook.com/CDCHeadsUp

HEADS UP

TO LEARN MORE GO TO >> WWW.CDC.GOV/CONCUSSION

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

Safety Inspection

Regular safety inspections 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 coaching staff and parents should work together to insure serious accident exposures are corrected promptly. It is a good experience and good safety training to have your players take part in this process.

The following list will assist you in identifying conditions that cause accidents. Prompt attention and action must be taken to correct all serious hazards. Look for:

- Unsafe field conditions such as holes, ditches, rough or uneven spots, slippery areas and long grass
- Foreign objects like stones, broken glass, old boards, bottles, rakes, etc.
- Incomplete or defective screen or fencing, including holes, and sharp or loose edges. Wire and link fencing should be checked regularly for defects to prevent injury to players.
- Forty feet in the center section of outfield fence should be painted a dark color and kept free of signs to provide contrast with balls thrown toward home.
- The warning track, if provided, should be well defined and not less than 10 feet wide.
- The backstop should be padded and painted a dark color for the safety of the catcher.
- The dugout should be free and clear of all debris, with equipment stored properly and off the ground.
- Home plate, bases, and the pitcher's rubber should be checked for tripping and stumbling hazards
- Material used for marking the field should be non-irritating white pigment and not lime
- Pay constant attention to the possible lack of, or poor fit of, personal protective equipment (e.g., helmets, mask, catchers gear, shoes). Plastic support cups and supporters are required for all catchers, and players.
- The league recommends that corrective glasses be of the sport safety type; sunglasses should be of a shatterproof non-mirrored type.
- Bats should be free of cracks or dents, and have secure grips. Damaged bats should be removed immediately.
- Safety should be the main factor in cancelling a game or practice due to bad weather or darkness.
- The correct fitting and neat appearance of uniforms has the indirect benefit of contributing to pride, morale, and discipline, which stimulates our main safety objective of greater skill for fewer accidents.

The greatest (although least frequent) hazard in connection with the weather is exposure to lightning. Chances of surviving a lightning strike are so slight that managers and umpires must not take any chances on continuing practice or games when an electrical storm is approaching. At the first indication of such a storm, everyone MUST leave the playing fields and dugouts and return to a car or inside a building.

Safety Code / Tips

- All Adult Members of West End Little League (Managers, Coaches, Umpires, Team Parents) are responsible to ensure that all safety procedures are followed.
- Managers, coaches, and umpires should have some knowledge and training in basic first aid. You must have a first aid kit should available during practices and games – this is part of your equipment!
- No games or practices should be held when weather or field conditions are not safe, particularly when lighting is inadequate.
- Play areas should be inspected and free of holes, damage, glass, debris, or other objects considered unsafe to playing conditions; use your best judgment for the safety of your players.
- Dugouts, bat racks, and helmet bags should be placed behind a fence or adequate screen.
- During practice and games, all players must remain alert and watch the batter.
- During warm up drills, players should be spaced so that no one is endangered by errant balls.
- Equipment should be inspected daily. All equipment must fit properly!
- Pitching machines, if used, must be in good working order (including extension cords) and must only be operated by adult coaching staff.
- Headfirst slides are not permitted, except when returning to a base, for ages 5-12 BB and SB.
- Break-away bases should be used on all fields.
- At no time should “horse play” be permitted on playing fields or in dugouts.
- No jewelry of any type is allowed in any division (*exception: medical id alert*).
- Helmets and catcher’s masks should not be painted or have any stickers, tags, or markings, other than that of manufacturer.
- Players who have been injured, ejected, or otherwise removed from game shall remain under supervision until released to parent or guardian.

SAFETY FIRST /USE YOUR HEAD

Mower/Equipment Safety Rules



1. Never make adjustments or repairs with the engine running.
2. Be sure the area is clear of other people before mowing. **STOP** if anyone enters the area.
3. Never carry passengers.
4. Do **NOT** mow in reverse.
5. **ALWAYS** look down and behind **BEFORE** and **WHILE** backing.
6. Remove rocks, tree limbs, cans, etc. before mowing.
7. **Always** check the oil in the mowers before use.
8. **ONLY** adults operate mowers. **NO** children/others allowed to ride along with operator of riding mowers.
9. Please report damage or trouble with the mowers so they can be repaired.
10. You **MUST** wear safety glasses when using weed eater.

Modified from Peru, Ind., Little League safety plan

**NO CLIMBING ON THE FENCES
AT THE BALL PARK**



**and NO climbing on the dugouts either-
YOU MAY GET HUNG-UP**

First Aid Tips

Good Samaritan Laws: *these laws were developed to encourage people to help others during an emergency situation. These laws require that you use common sense and a reasonable level of skill not to exceed the scope of your training in emergency situations...*

These laws are to protect you when you help someone in a medical emergency. They give legal protection to those who provide emergency care to an injured person, providing you respond and act as a reasonable and prudent person.

For Example:

- Move a victim only if the victim's life is in danger
- Ask a conscious victim for permission before providing any care
- Check the victim for life threatening emergencies before providing further care
- Summon professional help to the scene by calling 911
- Continue to provide care until more highly trained personal arrive

Heat Disorders:

Fluid Retention: Frequent fluid replacement before, during, and after exercise can help prevent the body from overheating. Be aware of the three (3) most common heat disorders by learning to recognize their symptoms.

Before: Drink 8 oz. immediately before exercise.

During: Drink at least 4 oz. every 20 minutes.

After: Drink 16 oz. for every pound of weight lost during activity.

Heat cramps: Sudden painful muscle contractions often caused by acute loss of body fluids and mineral depletion through sweating or the result of an acute blow

Actions: *Athlete's should massage and gently stretch muscles, replace fluids, rest*

Heat Exhaustion: Weakness, dizziness, profuse sweating, and rapid pulse

Actions: *Rest athlete in shade with legs elevated. Replenish fluids, call for emergency medical help and transport*

Heat Stroke: High body temperature red hot dry skin, also a rapid pulse, difficulty breathing collapse and convulsions.

Actions: *This is a MEDICAL EMERGENCY AND MAY BE FATAL, seconds count! CALL immediately for emergency response and medical care. Place athlete in shade cool body if possible to lower body temperature while waiting for medical help*

Musculoskeletal Injuries:

Strains and Sprains: Muscle strains and sprains are common in athletics, symptoms usually include pain, limited motion, swelling, and possibly skin discoloration

Actions: *Call for emergency transport. While waiting, carefully compress ice to the injured area and elevate it above the level of heart (if possible) to reduce swelling.*

Discoloration and Fractures: while not always evident the common symptoms are pain, deformed joint and loss of function

Actions: *Obtain emergency care immediately, DO NOT attempt to move athlete*

MINOR TREATMENT OF INJURED PLAYERS

- A bleeding player should be removed from game as quickly as possible
- Bleeding must be stopped and the open wound covered.
- The uniform must be changed if any sign of blood is on it or visible before the player may return to game
- Routinely change gloves to prevent exposure when in contact with any blood or bodily fluid
- Immediately wash hands and other skin surfaces if contaminated with blood
- Follow acceptable guidelines to control bleeding and dispose of all materials that come in contact with the wound.

PRESCRIPTION MEDICATION

Do not at any time administer any kind of prescription medication or over the counter medication. THIS IS THE PARENT/GUARDIAN RESPONSIBILITY only.

This includes prescribed, over counter & inhalers ... No Exceptions...

ASTHMA AND ALLERGIES

- A child with asthma needs to be watched. If a child starts to have an asthma attack have him stop playing immediately and calm down until breathing is normal.
- Allergy symptoms can manifest themselves to look like a cold; it can make breathing difficult especially with someone who has asthma.
- Use common sense and listen to the child's breathing if he or she is struggling then it should be addressed accordingly

IF EVER IN DOUBT CALL 911 IMMEDIATELY FOR EMERGENCY RESPONSE

CHECKING AN INJURED OR ILL ADULT

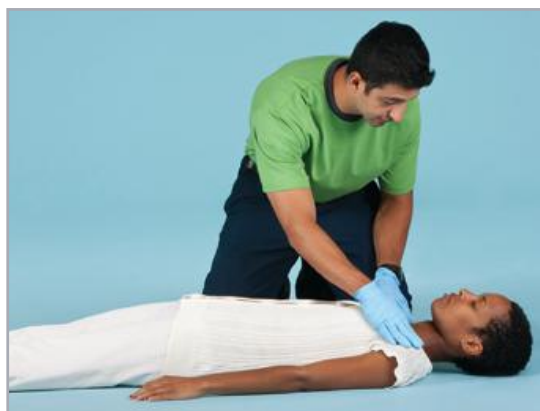
APPEARS TO BE UNCONSCIOUS

TIP: Use disposable gloves and other personal protective equipment and obtain consent whenever giving care.

AFTER CHECKING THE SCENE FOR SAFETY, CHECK THE PERSON:

1 CHECK FOR RESPONSIVENESS

Tap the shoulder and shout, "Are you OK?"



2 CALL 9-1-1

If **no** response, **CALL 9-1-1** or the local emergency number.

- If an unconscious person is face-down, roll face-up, supporting the head, neck and back in a straight line.

If the person responds, obtain consent and **CALL 9-1-1** or the local emergency number for any life-threatening conditions.

CHECK the person from head to toe and ask questions to find out what happened.

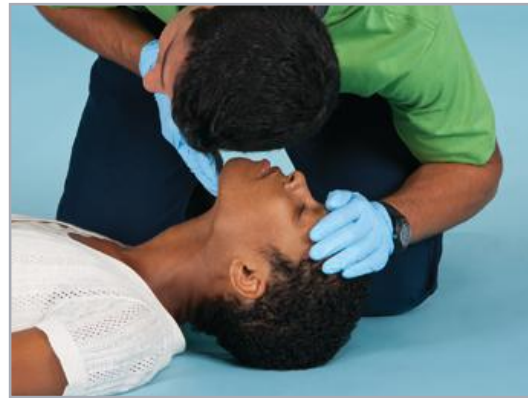
3 OPEN THE AIRWAY

Tilt head, lift chin.

4 CHECK FOR BREATHING

CHECK quickly for breathing for no more than **10** seconds.

- Occasional gasps are not breathing.



5 QUICKLY SCAN FOR SEVERE BLEEDING

WHAT TO DO NEXT

- Give **CARE** based on conditions found.

Asthma Emergency Signs

Seek Emergency Care If A Child Experiences Any Of The Following:

- + Child's wheezing or coughing does not improve after taking medicine (15-20 minutes for most asthma medications)
- + Child's chest or neck is pulling in while struggling to breathe
- + Child has trouble walking or talking
- + Child stops playing and cannot start again
- + Child's fingernails and/or lips turn blue or gray
- + Skin between child's ribs sucks in when breathing

Asthma is different for every person.

The "Asthma Emergency Signs" above represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

If you are at all uncertain of what to do in case of a breathing emergency...

Call 9-1-1 and the child's parent/guardian!

Michigan Asthma Steering Committee of the Michigan Department of Community Health

CPR

NO BREATHING

AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

1 GIVE 30 CHEST COMPRESSIONS

Push hard, push fast in the middle of the chest at least **2** inches deep and at least **100** compressions per minute

TIP: *Person must be on firm, flat surface.*



2 GIVE 2 RESCUE BREATHS

- Tilt the head back and lift the chin up.
- Pinch the nose shut then make a complete seal over the person's mouth.
- Blow in for about **1** second to make the chest clearly rise.
- Give rescue breaths, one after the other.

Note: *If chest does not rise with rescue breaths, retilt the head and give another rescue breath.*



3 DO NOT STOP

Continue cycles of CPR. Do not stop CPR except in one of these situations:

- You find an obvious sign of life, such as breathing.
- An AED is ready to use.
- Another trained responder or EMS personnel take over.
- You are too exhausted to continue.
- The scene becomes unsafe.

Accident Reporting Procedures

What to report:

Any accident that causes any player, manager, coach, umpire or volunteer to receive medical treatment and or first aid must be reported to the Safety officer (and the player rep of division for follow up) This includes even passive treatments such as evaluations and diagnosis of the extent of the injury.

When to report:

All such incidents described must be reported within 24 hours.

How to report:

Have the parent/adult complete the Accident Notification Form as soon as possible (at the site, if possible). Hand deliver or scan/email the Accident Notification Form to the Safety Officer and Player Rep.

Call or email the safety officer and player rep, and have the following information;

- Name and phone number of the individual involved
- Parents or guardians name and number if injured is a minor
- Date, time and location of incident
- A detailed description of the incident as possible
- Name, phone number and relationship to the injured of the person reporting the injury

Don't Swing It

...Until You're Up to the Plate!



(Photos from North Scott, Iowa, Little League)

Don't let this happen to you, or to a teammate.

REMEMBER:

Don't pick up your bat until you leave the dugout, to approach the plate.

RULE 1.08, Notes

"1. The on-deck position is not permitted in Tee Ball, Minor League or Little League (Majors) Division. 2. Only the first batter of each half-inning will be allowed outside the dugout between the half-innings in Tee Ball, Minor League or Little League (Majors) Division."

NO INJURED PLAYER CAN RETURN TO HIS/HER TEAM WITHOUT A RELEASE LETTER OR NOTE FROM THE DOCTOR WHO IS OR HAS TREATED THEM FOR REPORTED INJURY

A COPY OF THIS RELEASE SHOULD BE GIVEN TO THE SAFETY OFFICER AND THE PLAYER REP IN A TIMELY MATTER

Accident Notification Form & Instructions



LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

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

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

League Name		League I.D.	
Name of Injured Person/Claimant		SSN	PART 1
Date of Birth (MM/DD/YY)		Age	Sex
		<input type="checkbox"/> Female	<input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
		()	()
Address of Claimant		Address of Parent/Guardian, if different	

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

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

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

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

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

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

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S) (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)	
	<input type="checkbox"/> BIG (14-18)			

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
------	---------------------------

Communicable Disease Procedures

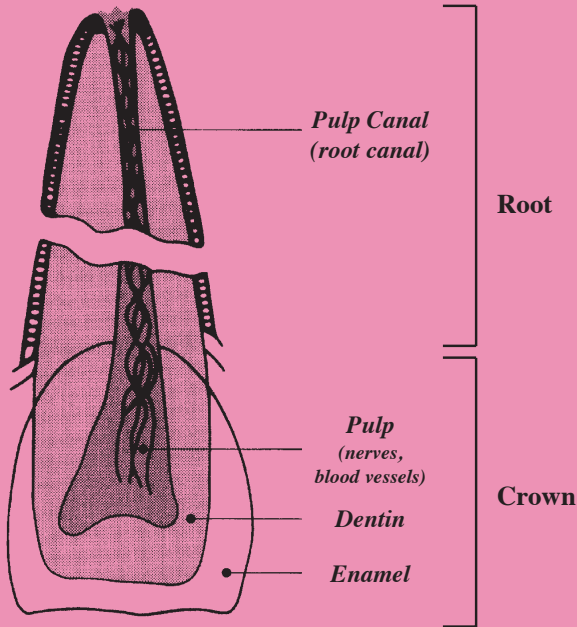
While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood born infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered, and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding, and when handling bloody dressings, mouth guards, and other articles containing body fluids.

Additional information is available from your state high school association and from the National Federation TARGET program.

Dental Injuries

Emergency Treatment of Athletic Dental Injuries



Professionally-made, properly fitted Custom Mouthguards greatly reduce the risk and severity of mouth injuries. Mouthguards are recommended injury prevention equipment for all at-risk sports.

AVULSION (Entire Tooth Knocked Out)

1. Avoid additional trauma to tooth while handling. **Do Not** handle tooth by the root. **Do Not** brush or scrub tooth. **Do Not** sterilize tooth.
2. If debris is on tooth, *gently* rinse with water.
3. If possible, reimplant and stabilize by biting down gently on a towel or handkerchief. Do only if athlete is alert and conscious.
4. If unable to reimplant:
 - Best - Place tooth in Hank's Balanced Saline Solution, i.e. "Save-a-tooth."
 - 2nd best - Place tooth in milk. Cold whole milk is best, followed by cold 2% milk.
 - 3rd best - Wrap tooth in saline-soaked gauze.
 - 4th best - Place tooth under athlete's tongue. Do this **ONLY** if athlete is conscious and alert.
 - 5th best - Place tooth in cup of water.
5. Time is very important. Reimplantation within 30 minutes has the highest degree of success rate. **TRANSPORT IMMEDIATELY TO DENTIST.**

LUXATION (Tooth in Socket, But Wrong Position)

THREE POSITIONS

EXTRUDED TOOTH - Upper tooth hangs down and/or lower tooth raised up.

1. Reposition tooth in socket using firm finger pressure.
2. Stabilize tooth by gently biting on towel or handkerchief.

3. TRANSPORT IMMEDIATELY TO DENTIST.

LATERAL DISPLACEMENT - Tooth pushed back or pulled forward.

1. Try to reposition tooth using finger pressure.
2. Athlete may require local anesthetic to reposition tooth; if so, stabilize tooth by gently biting on towel or handkerchief.

3. TRANSPORT IMMEDIATELY TO DENTIST.

INTRUDED TOOTH - Tooth pushed into gum - looks short.

1. Do nothing - avoid any repositioning of tooth.
2. **TRANSPORT IMMEDIATELY TO DENTIST.**

FRACTURE (Broken Tooth)

1. If tooth is totally broken in half, save the broken portion and bring to the dental office as described under Avulsion, Item 4. Stabilize portion of tooth left in mouth by gently biting on towel or handkerchief to control bleeding.
2. Should extreme pain occur, limit contact with other teeth, air or tongue. Pulp nerve may be exposed, which is extremely painful to athlete.
3. Save all fragments of fractured tooth as described under Avulsion, Item 4.
4. **IMMEDIATELY TRANSPORT PATIENT AND TOOTH FRAGMENTS TO DENTIST.**

Academy for Sports Dentistry
875 North Michigan Ave.
Suite 4040
Chicago, IL 60611-1901

1800-273-1788
1800-ASD-1788

The Academy for Sports Dentistry, a professional organization dedicated to the dental needs of athletes at risk to sports injuries, recommends that every sports medicine team include a dentist knowledgeable in sports dentistry.

MOUTHGUARDS SHOULD NOT BE OPTIONAL EQUIPMENT

Weather Safety



Lightning Safety for You and Your Family

When Thunder Roars, Go Indoors!

Each year in the United States, more than 400 people are struck by lightning. On average, between 55 and 60 people are killed; hundreds of others suffer permanent neurological disabilities. Most of these tragedies can be avoided with a few simple precautions. When thunderstorms threaten, get to a safe place. Lightning safety is an inconvenience that can save your life.

The National Oceanic and Atmospheric Administration (NOAA) collects information on weather-related deaths to learn how to prevent these tragedies. Many lightning victims say they were “caught” outside in the storm and couldn’t get to a safe place. With proper planning, these tragedies could be prevented.

Other victims waited too long before seeking shelter. By heading to a safe place 5 to 10 minutes sooner, they could have avoided being struck by lightning.

Some people were struck because they went back outside too soon. Stay inside a safe building or vehicle for at least 30 minutes after you hear the last thunder clap.

Finally, some victims were struck inside homes or buildings while they were using electrical equipment or corded phones. Others were in contact with plumbing, a metal door or a window frame. Avoid contact with these electrical conductors when a thunderstorm is nearby!

What You Might Not Know About Lightning

- ▶ **All thunderstorms produce lightning and are dangerous.** In the United States, in an average year, lightning kills about the same number of people as tornadoes and more people than hurricanes.
- ▶ **Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall.** Many lightning deaths occur ahead of storms or after storms have seemingly passed.
- ▶ **If you can hear thunder, you are in danger.** Don’t be fooled by blue skies. If you hear thunder, lightning is close enough to pose an immediate threat.

- ▶ Lightning leaves many victims with permanent disabilities. While a small percentage of lightning strike victims die, many survivors must learn to live with very serious lifelong pain and neurological disabilities.

Avoid the Lightning Threat

- ▶ **Have a lightning safety plan.** Know where you’ll go for safety and how much time it will take to get there. Make sure your plan allows enough time to reach safety.
- ▶ **Postpone activities.** Before going outdoors, check the forecast for thunderstorms. Consider postponing activities to avoid being caught in a dangerous situation.
- ▶ **Monitor the weather.** Look for signs of a developing thunderstorm such as darkening skies, flashes of lightning or increasing wind.
- ▶ **Get to a safe place.** If you hear thunder, even a distant rumble, immediately move to a safe place. Fully enclosed buildings with wiring and plumbing provide the best protection. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning. If a sturdy building is not nearby, get into a hard-topped metal vehicle and close all the windows. Stay inside until 30 minutes after the last rumble of thunder.
- ▶ **If you hear thunder, don’t use a corded phone except in an emergency.** Cordless phones and cell phones are safe to use.
- ▶ **Keep away from electrical equipment and wiring.**
- ▶ **Water pipes conduct electricity.** Don’t take a bath or shower or use other plumbing during a storm.

Organized Outdoor Activities

Many people enjoy outdoor activities. It’s essential for the people in charge of these activities to understand the dangers of lightning, have a lightning safety plan in place, and follow the plan once thunder is heard or lightning is seen. Many outdoor activities rely on volunteer leaders, coaches or sports officials to make safety decisions. Make sure the leaders of these activities follow a lightning safety plan. Don’t be afraid to ask, and don’t be afraid to speak out during an event if conditions become unsafe. You could save a life!

What You Should Know About Being Caught Outside Near a Thunderstorm

There is no safe place outside in a thunderstorm. Plan ahead to avoid this dangerous situation! If you're outside and hear thunder, the only way to significantly reduce your risk of becoming a lightning casualty is to get inside a substantial building or hard-topped metal vehicle as fast as you can. In addition, you should avoid the following situations which could increase your risk of becoming a lightning casualty. Remember – there is no substitute for getting to a safe place.

- ▶ **Avoid open areas.** Don't be the tallest object in the area.
- ▶ **Stay away from isolated tall trees, towers or utility poles.** Lightning tends to strike the taller objects in an area.
- ▶ **Stay away from metal conductors such as wires or fences.** Metal does not attract lightning, but lightning can travel long distances through it.

If you are with a group of people, spread out. While this actually increases the chance that someone might get struck, it tends to prevent multiple casualties, and increases the chances that someone could help if a person is struck.

Act Fast If Someone Is Struck by Lightning!

- ▶ **Lightning victims do not carry an electrical charge, are safe to touch, and need urgent medical attention.** Cardiac arrest is the immediate cause of death for those who die. Some deaths can be prevented if the victim receives the proper first aid immediately.
- ▶ **Call for help.** Call 9-1-1 or your local ambulance service.
- ▶ **Give first aid.** Do not delay CPR if the person is unresponsive or not breathing. Use an Automatic External Defibrillator if one is available.

- ▶ **If possible, move the victim to a safer place.** Lightning can strike twice. Don't become a victim.

Stay Informed About Storms Listen to NOAA Weather Radio All Hazards

There are an estimated 25 million cloud-to-ground lightning flashes in the U.S. each year. While the National Weather Service (NWS) issues severe thunderstorm watches and warnings for storms that produce damaging wind or hail, watches and warnings are NOT issued for lightning. When you hear thunder, there is an immediate lightning danger.

As a further safety measure, consider purchasing a portable, battery-powered, tone-alert NOAA Weather Radio All Hazards. The radio will allow you to monitor any short-term forecasts for changing weather conditions. The tone-alert feature can automatically alert you when the NWS issues a severe thunderstorm watch or warning.

For More Information

NWS lightning links, forecasts, assessments:

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

NOAA Weather Radio All Hazards:

<http://www.weather.gov/nwr>

American Red Cross:

<http://www.redcross.org>

Federal Emergency Management Agency:

<http://www.fema.gov>

Remember, When Thunder Roars, Go Indoors!

YPA-200951

Child Protection Program and Volunteer Application Form

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 and is required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league or/and who have repetitive access to or contact with players or teams fill out the new volunteer application. Additionally, the league has been and is required to conduct a background check on each of these individuals. Little League Baseball will require each league to sign an agreement on the charter application that they will comply with Regulations 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 regulations 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 requirements 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?

Since 2003, Little League Baseball regulations have required each local league to check the Sexual Offender Registry (SOR) in the state where the applicant resides. Where the Sexual Offender Registry is not available, then these leagues must do a criminal background check. However, local leagues may elect to conduct a criminal background check, which exceeds the minimum requirement by the new regulations. For example, a background screening through the Federal Bureau of Investigation.

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

Local leagues are conducting a search of the government statewide Sexual Offender Registry for anyone who has committed sexual offenses involving minors. An individual who has been convicted or plead guilty to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work with children.

4. Who in the local league should be responsible to process the background check information?

Little League Baseball 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.

5. What if an individual has previously had a background check?

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

6. If our volunteer base comes from multiple states, in what state do we do the background checks?

Many leagues are located close to the boundaries of other states; these leagues must conduct the background check where the individual resides. The league must attach a copy of a government-issued photo identification to the volunteer application. The residence on the government document will determine where the check must be conducted. An option is a check on Rapsheets.com through www.littleleague.org. Searches done through Rapsheets.com provide access to a nationwide database (exception CA, SD) and satisfy all Little League requirements for background checks. Each search costs \$1.50. For more detailed information, refer to the Little League web site.

7. What will result in termination of a volunteer under these regulations?

Any background check that reveals a conviction of 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, along with a government issued photo ID, must be immediately terminated or eliminated from consideration for any position. This includes individuals with many years of service to your league.

8. 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.

9. What if there are convictions or other offenses NOT involving or against minors?

A local league may prohibit any individual from participating as a volunteer or hired worker, if the local league board of directors deems the individual unfit to work with minors.

10. 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 recommends this information be shared with the parents/guardians of the children who have had contact with the individual previously.

11. 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 for the current year of service of that individual. After the local league has completed operation for the current season, the league president shall dispose of the records unless the league has taken action or made a decision based upon the information contained in the records.

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

The local 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, along with a government issued photo ID, and the league completing an appropriate background check.

13. What resources are available through Little League Baseball to assist in this process?

Leagues can obtain the current volunteer application and background check information for each state through the Little League website at www.littleleague.org. The information on the Little League website contains links directly to state government resources on conducting background checks. Little Leagues are also encouraged to use whatever local resources are available in their communities.

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

Forty-five states provide a free online background check for sex offenders who have committed violent sex crimes or sex crimes involving children. Eight additional states provide free background checks through an offline process administered by the state. The remaining seven states have a fee requirement that ranges from \$2 to \$20. For more detailed information on costs, visit the Little League website at www.littleleague.org.

15. Where can I find funding assistance to pay for the background checks if necessary?

In the states where a fee is required, Little League suggests that the individual pay for their background check as a condition of service. The league may elect to seek other funding sources from local businesses, sponsors, civic organizations and service clubs.

16. When should local leagues begin the implementation process of this initiative?

Immediately, so volunteer applications and background checks are completed prior to individuals assuming their duties for the current season.

17. 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 or/and who has repetitive access to or contact with players or teams must fill out the Volunteer Application, provide a copy of a government issued photo ID, and go through the background check process.

18. 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.

19. 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.

20. 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.

Little League® Volunteer Application

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 _____

Address _____

City _____ State _____ Zip _____

Home Phone _____

Business Phone _____

Date of Birth _____

Occupation _____ Social Security # _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

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

Do you have children in the program? Yes No

If yes, at what level? _____

Special Certification (i.e. CPR, Medical, etc.): _____

Do you have a valid driver's license: Yes No

Driver's License#: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s): Yes No

If yes, describe each in full: _____

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 Coach Umpire Field Maintenance

Manager Scorekeeper Concession Stand Other

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

Name	Phone

As a condition of volunteering, I give permission for the Little League organization to conduct a background check on me, which may include a review of sex offender registries, 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 _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League International 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 complete by league officer _____

on _____

System(s) used for background check (minimum of one must be checked):

Sex Offender Registry Criminal History Records

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

d:\mydocuments\operations\League Supplies 2004

This is an example of the revised mandatory Little League Volunteer Application. A version that can be filled out electronically and printed from your computer is available at <http://www.littleleague.org>.

Tips, Drills, & Information for Coaches

Some Advice... Children should never be encouraged to “play through the pain”. Pain is a warning sign of injury. Ignoring it can lead to a greater injury. Use common sense. If a pitcher says his arm is hurting take him/her off the mound

Pre-Season

Take possession of this safety manual and the first aid kit with your equipment provided by the West End Little League.

Ask a parent to help out as your “unofficial safety officer”, with this duty they must agree to attend and be present at all practices and games as well as have access to a cell phone for emergencies.

Meet your parents pre-season and discuss WELL rules and expectations and our Safety policies.

Review the parent code of conduct

Cover rules, regulations and safety policies with your players

Encourage players and parents to bring water bottles to practice and games

Encourage the use of “safe” sunglasses, sunscreen, and mouth guards, remind catchers they must wear a protective cup, encourage your male players to wear supporters

Season Play

Work closely with the Safety officer to make sure your equipment is in first rate working order, if any equipment is questionable contact your league Equipment Manager.

- Do not expect more from your players than what players are capable of.
- Be more open to ideas and suggestions or help.
- Enforce that prevention is the key to reducing accidents to a minimum
- Use common sense

Pre-Game & Practices

- Make sure your players are healthy, rested, and alert.
- Make sure any returning, previously injured player has a medical release, signed by their Doctor. Otherwise, they cannot play. There is NO exception to this rule.
- Make sure the players are in full proper uniform and catchers are wearing a cup
- Agree with opposing manager on the fitness of playing field
- Have your team do proper stretching and warm up before you start any practice or game

During the Game

Make sure that the players carry gloves and other equipment off the field and go to the dugout when their team is at bat. No equipment should be left lying on field or in foul territory.

- Keep players alert
- Maintain discipline
- Be organized
- Keep players and subs sitting on the bench or in the dugout, unless participating in the game or preparing to enter the game
- No player should handle a bat at any time other than the “at bat” position
- Keep players hydrated
- Do not play children who are ill or injured

Pitching

- Per Regulation VI, the manager must remove the pitcher when said pitcher reaches the limit for his/her age group as noted below. If a pitcher is removed, they may remain in the game at a different position:

League Age	Total Pitches
13 -16	95 pitches per day
11-12	85 pitches per day
9-10	75 pitches per day
7-8	50 pitches per day

Exception: If a pitcher reaches the limit imposed in Regulation VI(c) for his/her league age while facing a batter, the pitcher may continue to pitch until any one of the following conditions occurs:

1. That batter reaches base;
2. That batter is put out;
3. The third out is made to complete the half-inning or the game.

NOTE: A pitcher who delivers 41 or more pitches in a game cannot play the position of catcher for the remainder of that day.

Post-Game

- Never leave the field until every team member has been picked up by a known family member or guardian.
- Notify parents if their child has been injured, no matter how small
- Clean the dugouts and spectator areas of trash, rake fields, and lock all gates/ sheds

Errant Balls

The following will reduce the danger of being struck by a misdirected ball:

- All “unauthorized people” should remain off the field during drills
- One of the best preventive measures is to stress that all players keep their eye on the ball at all times.
- Another danger from a misdirected ball is the exposure of inexperienced batters to wild pitchers. The use of a batting helmet is mandatory. However, it does not justify permitting a potential pitcher throwing to an inexperienced batter until control is demonstrated.
- The danger of being struck by an errant ball can be further minimized by the following plan:
 - Throwing and catching drills should be set up with players in two lines facing each other
 - Random throwing should be permitted only to designated player

Safe Ball Handling

Misjudging the flight of a batted ball may be corrected by drilling with fly’s, which start easy and are made more difficult as a player’s ability, judgment, and skill improves. Everyone should be able to handle balls that go overhead. In addition to a player never losing sight of a ball from the time it leaves the bat, a player should keep the glove positioned and the body relaxed and ready for a split-second move to field the ball. An infielder can best be protected by an aggressive short hop fielding play by always keeping the nose pointed at the ball and eyes glued on it. Also, if moving forward, the player is in a better position to make a correct throw. It is safer for a player to knock down a ball and re-handle 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 team-work 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, 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:

- The fielder at third base should catch all balls which are reachable and are hit between third and catcher
- The fielder at first base should catch all balls reachable which are hit between second and the catcher
- The short stop should call all balls reachable which are hit between second and third
- The fielder at second base should catch all balls reachable which are behind first base
- 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
- 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
- Priorities are not 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
- 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

Sliding Safety

As in the case with other baseball fundamentals, a correct slide is also a safe one. It is important to guard against the accident of collision and the possibility of a player being struck by a thrown ball as that player “hit’s the dirt”.

The following can make the learning period safer:

- Long grass has been found to be better than a sand or sawdust pit to teach sliding
- The base should never be anchored down
- Sliding pads are recommended
- The player should make approaches at half speed and keep constantly in mind that hand and feet should be in air. Once committed to slide the player must follow through and not change the strategy. Last minute hesitation causes most sliding injuries
- If the ground along the base lines becomes soft on a rainy day, such weather offers an excellent opportunity to have sliding drills
- It should be kept in mind that headfirst sliding is not recommended or permitted in LL ages 13 and under.

Batter Safety

A batter’s greatest accident exposure is from unsafe acts of others; namely wild pitches, which account for a major portion of all accidents. This type of injury is more prevalent in regular than minor play.

- A well fitted LL approved helmet is required
- 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 simulated batting and

ducking practice with a tennis ball

- 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.
- Making sure the batter holds the bat correctly while bunting can reduce painful finger and hand injuries. Youngsters tend to lean too far over the plate and not keep the ball well out toward the end of the bat.
- 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 plate, to reduce the chance of being hit by a thrown ball.

Safe Bat Handling

A review of the batter's potential for causing injuries to other's points up the following;

- The most easily prevented type of accident is the too frequent fault of beginners throwing the bat while running to first base – instruct them to safely drop the bat
- Having the player hand the bat to the coach will serve as a reminder before each ball is pitched
- Having the player drop the bat in a marked circle off near where running starts will help in learning to drop the bat not throw it.
- Counting the player out in practice whenever the player fails to drop the bat correctly may serve as a reminder during game
- Provide bats with grips that are non-slippery

Coaches and umpires should be on the alert to correct batters that tend to step into the catcher when they swing.

Catcher Safety

If the catcher is wearing the required protection, the greatest exposure is to the ungloved hand. The catcher must learn to:

- Keep their ungloved hand relaxed
- Always have the back of the throwing hand towards the pitcher when in position to catch
- Hold all fingers in a cupped position near the mitt, ready to trap the ball and throw it.

The catcher should always be taught to throw the mask and catcher's helmet in the opposite direction of the approach he is going for a high fly. As the catcher learns to play this difficult position, a good habit is to keep a safe distance from the swinging bat. Estimate this as one (1) foot further from the batter than the ends of the outstretched fingers. The best protection is to keep the eye on the ball.

General Inattention

Inattention due to inaction or boredom is an underlying accident waiting to happen. This situation can be partly offset by using idle time to practice basics of skillful and safe play:

- Idle fingers should be encouraged to talk it up. Plenty of chatter encourages hustle and enthusiasm
- Players waiting for a game or practice to start can pair off and play catch to improve their basic eye on the ball technique
- Practice should include plenty of variety in the drill work
- Put a time limit on each drill and do not hold the total practice for more than 2 hours (or less if interest begins to lag)
- 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, throwing, batting and sliding

General 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 rough-

housing 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 showoffs cannot find sufficient outlet for their high spirits in the game, then quick and impartial disciplinary action must be taken.

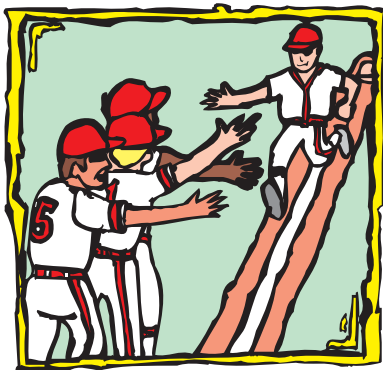
Conditioning the Body for Safety

Commonly known as “warm up”, this important phase of Little League training has a direct bearing on developing a safe personal conditioning, and has demonstrated the following:

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

The warm up skills that are most effective are those where the motions are patterned after natural baseball / softball 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.

Keep It Clean!



REMEMBER:

Use good sportsmanship on the field, even to your language.

Regulation XIV – Field Decorum

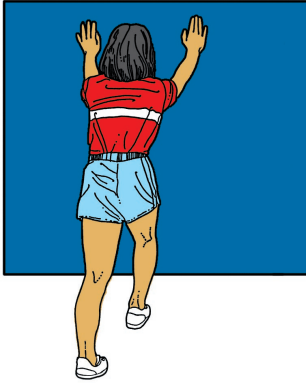
- a) “The actions of players, managers, coaches, umpires and league officials must be above reproach . . .”
- b) “The use of tobacco and alcoholic beverages in any form is prohibited on the playing field, benches or dugouts.”



HAVE YOU:

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

Suggested Warm Up Drills



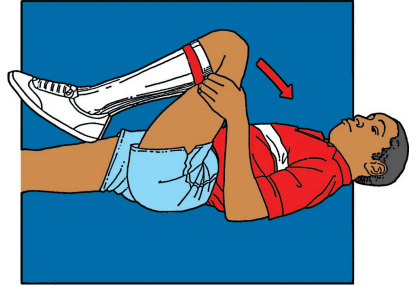
Heel Cord Stretches

Lean against a wall. Reach one leg behind you. Keep the knee straight, heel on the ground, and toes pointed forward. Slightly bend the leg that's closer to the wall. Lean forward. You should feel the stretch along the back of your calf. Repeat with other leg.



Head and Neck Circles

Make a circle with your head, going around first in one direction five times. Then reverse and make five circles in the opposite direction.



Low Back Stretches

Lie on your back, bring one knee up, and pull the knee slowly toward your chest. Hold and repeat three times. Switch legs and repeat.



Shoulder Stretches #1

Stand or sit, holding your throwing arm at the wrist with your other hand. Put your arm over your head and pull gently, feeling your upper arm against your head. You should feel the stretch inside your shoulder.



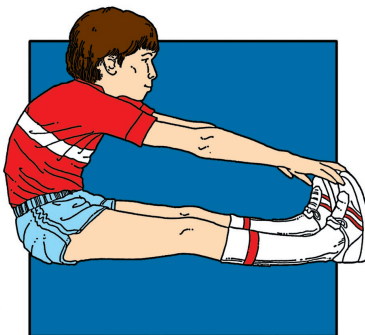
Shoulder Stretches #2

Stand or sit, holding onto the elbow of your throwing arm with your other hand. Gently pull your throwing arm across your chest. You should feel the stretch inside your shoulder, especially at the back.



Shoulder Stretches #3

Stand or sit with your pitching arm out to the side and your elbow bent. Move your arm back until you feel the stretch in the front of your shoulder.

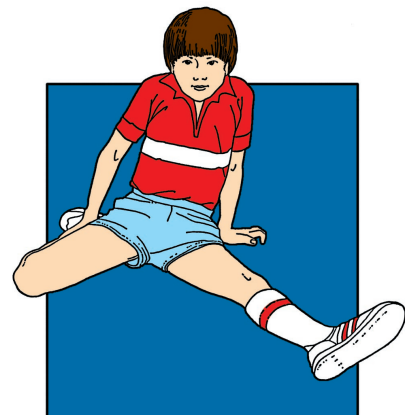


Thigh Stretches #1

Sit on the ground. Stretch both legs out in front of you. Reach forward, touching your toes. Eventually, you want to lean forward far enough to put your head on your knees. You should feel the stretch along the backs of your legs.

Thigh Stretches #2

Sit on the ground with one leg stretched out in front of you. Bend the other knee and put your foot behind you. Lean backwards. You should feel the stretch along the front of your thigh.



Conclusion

Read your rule book! Know your game prior to starting your season. If you need advice or help in training your Players, please ask! Little League has **many** resources available to help make your coaching experience a good one.

Report all information, as required, and in a timely manner, to the appropriate person.

Attend league meetings so that you and your team stay well informed.

Remember your codes of conduct. We are not here for our own personal gain of any proportion. We are only here for the children of this league.

A Quote to Live by:

Fifty years from now it won't matter who struck out, who dropped the fly ball, who hit the home run, or how many wins and losses your Little League team had. But the world could be different if you were important in a child's life, yours or someone else's

~ AL & AL
(Al Herback & Al Price)
Little League, Inc.

HAVE A FANTASTIC, FUN, SAFE SEASON

We, the members of the West End Little League Board of Directors, appreciate all of your time and dedication to this program. Thank you for your efforts and hard work!