



# Safety Plan 2021

League # 3420510

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## **Johnson City American Little League (JCALL) Mission**

The purpose of Johnson City American Little League (also referenced as JCALL or the League) is to use the game of baseball to implant in our youth the ideals of sportsmanship, honesty, loyalty, courage, and respect for leadership.

### **Safety first!**

This Safety Manual, compiled by Little League International approved Safety Officer Scott Linn (published and distributed to its volunteers), is intended to be used as both a safety guide as well as an educational resource that can be reviewed periodically throughout the season to reinforce and improve one's knowledge of important safety rules, emergency protocols and overall League policies and procedures.

### **Remember, safety is everyone's job.**

Prevention is the key to reducing accidents to a minimum. Never play on a field that is not safe or with unsafe playing equipment. Be sure that your players are fully equipped at all times, especially catchers and batters. Don't forget to check your team's equipment on a regular basis.

The League is always open to suggestions and ideas to improve our facilities and safety. We encourage anyone with safety concerns, or new ideas, to contact any of our 2021 Board members listed in this manual.

This safety manual, in addition to being distributed to coaches and volunteers, will also be available on our website at [www.JCALL.org](http://www.JCALL.org)



## **A Safety Awareness Program (ASAP) - What is it?**

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball". In order to be an ASAP-compliant league, a Little League approved Safety Program must be filed with Williamsport.

### **ASAP Plan Requirements**

1. Have an active Safety Officer
2. Publish and distribute Safety Manual
3. Post and distribute emergency numbers
4. Use Little League official Volunteer Application form and conduct national background checks on volunteers
5. Provide and require fundamentals training for Coaches and Managers
6. Provide and require first-aid training for Coaches and managers
7. Require field inspections before use and document any facility issues
8. Complete Annual Facility Survey
9. Have written concession stand procedures
10. Regularly inspect and replace equipment as needed
11. Have prompt accident reporting and tracking procedures
12. Require first-aid kits at games and practices
13. Enforce all Little League rules

## **Johnson City American Little League Safety Program and Plan**

The goal of the Safety Program is to increase the safety of activities, equipment, and facilities through education, compliance, and reporting. In support of the attainment of this goal, Johnson City American Little League (JCALL) commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the program.

The plan to make Johnson City American Little League safe for all includes the JCALL Code of Conduct, the Safety Code, the Safety Manual, and other pertinent reporting. In addition, attached is the Facility Survey required by the safety program. These documents outline specific safety issues and the Johnson City American Little League policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

The Safety Plan will be distributed to all managers and coaches, workers, volunteers and crew. Copies will be kept in the press box areas for all volunteers.

## A. Organization

### Board of Directors Names and Numbers

Name	Position	Phone Number
<b>Matt Bolton</b>	<b>President</b>	<b>423-797-0955</b>
<b>Shane Wilcox</b>	<b>Vice President</b>	<b>423-943-7434</b>
<b>Keith Taylor</b>	<b>Secretary</b>	<b>423-794-7019</b>
<b>Tom Clement</b>	<b>Treasurer</b>	<b>423-306-1464</b>
<b>Scott Linn</b>	<b>Safety Officer</b>	<b>423-737-8352</b>
<b>Jayme Leita</b>	<b>Manager Rep</b>	<b>423-963-8665</b>
<b>Bill Thomas</b>	<b>Player Agent</b>	<b>423-791-4351</b>
<b>Clint Estep</b>	<b>Information Officer</b>	<b>423-737-2329</b>
<b>Ryne Davis</b>	<b>Umpire in Chief (UIC)</b>	<b>423-915-9101</b>

#### **Director of Safety**

One of the elected members on this Board is the Director of Safety. For the 2021 season, the acting Director of Safety is Scott Linn. This individual acts as Johnson City American Little League's primary point of contact for the creation and enactment of the Safety Plan. The Director of Safety authors or modifies the League's Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary. These documents are then presented to the Board for approval and ratification (usually in February or March) for the upcoming season as well as a budget for safety equipment including manager safety kits.

The ultimate responsibility for ensuring compliance of the Safety Plan lies with the Director of Safety. Because of the size of Johnson City American Little League, and to provide more width to the enforcement of the plan, **each Jonson City American Little League Board member, team manager and coaches are tasked with ensuring the overall Safety Plan compliance.** The plan is submitted for District approval. **SAFETY FIRST!**

#### **Board Meetings**

The Board meets generally once every month. All volunteers and parents are encouraged to attend and make suggestions at board meetings on safety-related issues. If a parent or volunteer is interested in attending a board meeting, they may contact any of the board members for the time and location of the next meeting.

**The Director of Safety is included on every meeting's agenda.** Besides providing an opportunity for the Safety Director to inform and update the other Board members on the status of certain safety initiatives (whether they be at the local, District, or Headquarters level), it also ensures the continued awareness and attention to the subject of safety within Johnson City American Little League.

**SAFETY FIRST!**

### **Background Checks**

Yearly background checks are made of all volunteers, including coaches and board members. Required information for background checks must be submitted via the online Little League vendor. For 2021 JCALL and Little League currently uses the JDP online program to conduct background checks. The program site is <http://www.jdp.com/littleleague/littleleague-backgroundcheck/>.

More information regarding background checks can be found at <https://www.littleleague.org/downloads/background-checks/>.

## **B. Codes of Conduct**

**The JCALL Code of Conduct has been adopted by the Board of Directors**

**This Code is enforced by the Director of Safety, the League President and the League's Vice President.** All league officers, participants, employees and volunteers are required to abide by this code. It is the job of the Director of Safety to author and/or make any revisions to this Code of Conduct from year to year, as necessary. The Code will be posted on the JCALL website and all volunteers, parents, and players will be notified.

### **Johnson City American Little League Codes of Conduct**

Little League should be a fun and rewarding time for the players, parents, coaches, umpires, and fans. Through baseball, the Johnson City American Little League ("JCALL") seeks to implant in our youth the ideals of sportsmanship, honesty, loyalty, courage, and respect for leadership. As such, the JCALL expects the highest degree of sportsmanship from its members. In keeping with this philosophy, the following Code of Conduct has been adopted to better promote fairness, teamwork, trust, good citizenship, sportsmanship, responsibility, and respect among the members of the Johnson City American Little League. JCALL strongly encourages the following:

- Applaud effort on the field, regardless of the score
- Remember that the league exists for the players to learn and to have fun. Even though baseball is competitive in nature, winning is of secondary performance.
- Parents should be supportive of coaches. The coaches are volunteers giving of their time – and often, giving of their money – in order to coach. Parents should be a positive role model that fosters respect of the coaches among the players. Concerns about a player's role on a team should be expressed to the coach(es) in a private setting, never in public.
- Coaches and parents should bear in mind that umpires will make mistakes occasionally, but coaches and parents are expected to accord the umpires with the respect their position within the game deserves.
- Booing, taunting, refusing to shake another coach's and/or player's hands after a game, or ridiculing another player is not acceptable behavior.
- Teach players that they have a responsibility to learn and to try their best. Effort leads to achievement and respect.



Players will learn these values by the examples they see from those around them, and to this end, the following rules will be strictly enforced:

- Verbal abuse of an official, coach, player, or spectator, including obscene gestures, will not be tolerated. The offender may be removed from the premises at the discretion of a JCALL board member.
- Baseball is a game of interpretations, and as a result, disputes will occur from time to time. However, it is important that players learn respect. All disputes that are taken up with the umpire will be handled in a civil manner. Only managers may initiate such discussions with an umpire.
- Coaches will refrain from complaining about perceived bad calls to players and fans
- All discussions will be held in conversational tones. Under no circumstances will a coach, fan, or player yell at an umpire, coach, fan, or player. The lone exception to this rule is when a coach or player shouts to another coach, player or teammate during the course of a play as part of that play.
- Profanity is expressly forbidden at all times at Lions Park and during any JCALL events including an out Lions Park.
- Alcoholic beverages and the use of illicit drugs are prohibited at all JCALL events, including any outside Lions Park.
- The use of tobacco products on Lions fields and in the dugouts is prohibited.

***Failure to comply with this Code of Conduct may result in expulsion from the game.***

#### **PLAYER CODE OF CONDUCT**

- I hereby pledge to be positive about my youth baseball experience and accept responsibility for my participation by following this Code of Conduct.
- I will encourage good sportsmanship from fellow players, coaches and parents at every game and practice by demonstrating good sportsmanship.

- I will attend every practice and game that I can and will notify my coach if I can not
- I will do my best to listen and learn from my coaches
- I will expect to receive a fair amount of playing time
- I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities, and I will expect to be treated accordingly.
- I deserve to have fun during my baseball experience and will alert my parents and coaches if it stops being fun!
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will remember that youth baseball is an opportunity to learn and have fun

#### **PARENT CODE OF CONDUCT**

- I will not force my child to participate in sports
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others
- I will learn the rules of the game and the policies of the league
- 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 sporting event.
- 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.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.

- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- 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 out-come of a game or his/her performance.
- I will praise my child for competing fairly and trying hard and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participants for making a mistake or losing a competition
- 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.
- 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.
- 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

Anyone ejected from a JCALL event must remain away from the vicinity, not within sight of any playing field, for the duration of time defined for an ejection. If adult supervision is available to the player, both the player and the adult must leave the vicinity. If no adult supervision is available the player must remain in the dugout until an adult arrives. Any infraction of the above rules will result in a report being delivered to the JCALL Board for consideration of further action, as appropriate

- **First Offense:** Upon the reporting of a first offense by an individual, the Board of Directors, at a minimum, will provide either written or verbal warning to the offender, detailing the consequences of future infractions. Depending upon the severity of the infraction, nothing precludes the Board of Directors from taken further action against the individual.
- **Second Offense:** The Board of Directors may institute a wide range of penalties for repeat offenders, beginning with the second offense, as deemed appropriate by the Board. Such penalties include, but are not limited to:
  - 1. A suspension from all JCALL activities for a set period of time or number of games
  - 2. Player ineligibility for post season play (All-Stars)
  - 3. Severe violations can result in suspension from all JCALL activities for the remainder of the current season or tournament

- **Third Offense:** The Board of Directors may choose to apply any of the penalties prescribed for a second offense. In the most extreme of circumstances, the JCALL Board of Directors may hold a meeting to determine whether or not the individual should be permanently suspension from all future JCALL activities. The individual in question will receive a letter of such a hearing at least one week prior to the meeting, and must be given the opportunity to speak at the meeting.
- **Physical Abuse** - Physical abuse of an official, coach, player, or spectator will result in immediate remove from the JCALL event at the direction of any JCALL board member. Anyone removed for this reason may not return to the JCALL event or participate in any JCALL activity until the JCALL Board of Directors approves. Any parent, fan, or player who has received discipline from the league may petition, in writing, to the Board of Directors for a review of the penalty. The petition should be delivered to the league president, and the Board of Directors will meet as soon as reasonably possible to consider the petition. The aggrieved parties will have the opportunity at the meeting to present their appeal.

## **COACH CODE OF CONDUCT**

Coaching a youth sport program such as Little League Baseball is a privilege that is not to be taken for granted. As a Manager or coach, appointed by the Johnson City American Little League (JCALL) Board of Directors, you have an important role in the development of the young children in our community. We strive to teach each child the positive values of trust, good sportsmanship, good citizenship, responsibility, respect, fair play and teamwork – values they can use throughout their lives. Baseball embodies the discipline of teamwork. They challenge players towards perfection of physical skills and bring into play the excitement of tactics and strategy. The very nature of baseball and softball also teach that while every player eventually strikes out, or is on a losing team, there is always another chance for success in the next at-bat or game. With this in mind, the Johnson City American Little League expects each manager and coach to adhere to the following Code of Conduct:

### **Sportsmanship**

1. I will promote good sportsmanship, teach good baseball skills, and have fun in the process.
2. I realize, accept and will practice the principle that a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy and manner.

3. I understand verbal abuse of an official, coach, player, or spectator, including obscene gestures, will not be tolerated and that the offender may be removed from the JCALL fields at the discretion of an umpire or JCALL board member.
4. I understand coaches will refrain from complaining about perceived bad calls to players and fans.
5. I understand all discussions will be held in conversational tones. Under no circumstances will a coach, fan, or player yell at an umpire, coach, fan, or player. The lone exception to this rule is when a coach or player shouts to another coach or teammate during the course of a play as part of that play.
6. I understand profanity is expressly forbidden at all times at Lions Park and during any JCALL events including an out Lions Park.
7. I understand alcoholic beverages and the use of illicit drugs are prohibited at all JCALL games, including events outside Lions Park.
8. I understand the use of tobacco products on the JCALL fields and in the dugouts is prohibited.

### **Rules and Policies**

1. I will know and understand the rules and abide by them (whether local or national). I will instruct my team members in the rules and coach my team in such a way as to motivate each player to compete according to the rules at all times.
2. I will adhere to all Little League safety guidelines from the Little League handbook and the JCALL Safety Manual, including participating in CPR and First Aid training.
3. I will understand the local league participation rules for my division. All coaches must ensure that each player get minimum opportunities to bat and play the field in each game. I also understand that specific rules are also in place to limit the number and frequency of innings pitched by a particular player.
4. I will fully comply with the Player/Parents Code of Conduct.
5. I will review the JCALL website (<https://jcall.org>) on a regular basis to make sure that I am informed of all updated Little League and JCALL Rules and policies.

### **The Umpires and Other Resources**

1. I recognize baseball is a game of interpretations, and as a result, disputes will occur from time to time. However, it is important that players learn respect. All disputes that are taken up with the umpire will be handled in a civil manner. I understand only managers may initiate such discussions with an umpire. The managers/coaches will conduct themselves with decorum and once the umpire has made his/her final ruling, the managers will make no further field protest. Off-field protests may be lodged with the Board of Directors per league policy.

2. I understand most of the umpires are “in training” as well as the players. I recognize that all umpires will make mistakes occasionally, and as manager/coach, I will give the umpires the respect their position within the game deserves.

3. I will be responsible in caring for equipment, for keys delegated for my use, for care of fields prior to games and for cleaning up fields, dugouts and stands after games in accordance with policies that JCALL may establish from time to time. I will make sure that all league-provided equipment is clean and accounted for when returned after the season.

### **The Parents and the League**

1. I will maintain an open line of communication with players and their parents. I will be approachable. When approached by a parent to discuss any issue, I will interact and respond in a courteous manner.

2. I will understand and explain the philosophies, goals and objectives, and Codes of Conduct of JCALL, i.e. JCALL is organized as a recreational league, meant for the enjoyment of all the players.

3. I will ensure that fans of the team conduct themselves with sportsmanship and maturity at all times while in attendance at game sites and will assist the officials in maintaining control of spectators during games. Players, managers and coaches of participating teams may not address or mingle with spectators, nor sit in the stands during a game in which they are engaged. I will make sure that coaches and players are the only persons allowed in the dugout during a game.

4. I will support (through participation and organization of parents) JCALL in all fundraising efforts and field improvement efforts along with other duties that may be assigned to teams from time to time.

### **The Team**

1. I will conduct practices in an organized manner, with a planned agenda that focuses on specific skill development appropriate for the skill level of the players.

2. I will focus on providing instruction commensurate with players abilities so all players have the opportunity to advance their skills towards their full potential, gain confidence and develop self-esteem, as well as establish a solid foundation for further baseball/softball competition.

3. I will teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.

4. I understand that managers are appointed by the league to be responsible for the team's actions on the field and to represent the team in communications with the umpires, opposing teams and league. If a manager leaves the field, he shall designate a coach as a substitute who will then be responsible and held accountable for the manager's duties.

### **Non-Game Duties of Managers**

Each manager has considerable duties outside of coordinating practices and managing the games. Accordingly, if I am a Manager, I will adhere to the following as well:

1. I will maintain open communication with players and parents to inform them of practices, games and other responsibilities in a timely and efficient manner.

2. Leagues are required to provide qualified umpires for assigned games throughout the season. However, I understand that it is my responsibility to either umpire the game myself or find a qualified umpire (such as an assistant coach or a volunteer parent) should umpires not be present for a game.

3. I will attend all required coaches meetings, safety and umpiring clinics unless I am out of town or have a significant previously made commitment. If I cannot attend, I will ensure that one of my assistant coaches attends on my behalf.

4. I will complete, obtain and submit to the League all required paperwork, which will include Volunteer Applications and Player/Parent Code of Conduct forms.

5. I will make sure that I maintain a notebook containing the, the Player Medical Release Forms, the Local JCALL By-laws and Rules and a copy of the national Little League rule book and make sure it is present at each team practice and game.

6. I understand that I am the point of contact between my team and other teams and JCALL officials. I understand that I am the person that is responsible for my team. I will take my obligations seriously and communicate effectively and in a courteous manner.

## **UMPIRE CODE OF CONDUCT**

### **As a JCALL Umpire:**

1. I will learn and know the playing rules of Little League Baseball & JCALL all local rules for the division I am umpiring
2. I will act in a professional manner. I will arrive 15 minutes prior to game time, in uniform and will take each game seriously
3. I will be firm, fair, consistent and neutral in my decisions, rendering them without regard to the score. I will explain the rules when needed. I will show confidence but avoid arrogance.
4. I will stay alert on the field and avoid outside distractions and influences. The use of cell phones during a game is strictly prohibited except for checking local radar if necessary
5. I will show patience and respect to players, coaches, other umpires, parents, spectators and the property of others
6. I will take responsibility for the health and safety of all players. Before and during games, you will take reasonable notice of each player's equipment and field conditions for safety and take any reasonable precautions to ensure a safe contest for all. I will adhere to all Little League safety guidelines from the Little League handbook and the JCALL Safety Manual
7. I will always remain calm and use diplomacy and understanding to diffuse difficult or charged situations.
8. I will remember that I am a youth sports umpire and that the game is for the children and not for the adults
9. I will promote good sportsmanship at all times & be a positive example to the players, coaches, and fans
10. I will work with, not against, your fellow umpires and do nothing to cause them public embarrassment. I will observe the work of other umpires and attempt to improve at all times
11. I understand profanity and the use of obscene gestures are expressly forbidden at all times



12. I understand alcoholic beverages and the use of illicit drugs are prohibited at all JCALL events, including events outside Lions Park. Anyone who is found to be under the influence of drugs and/or alcohol will be escorted off the premises immediately

13. I understand the use of tobacco products at Lions Park is prohibited

14. I will review the Little League (<https://www.littleleague.org>) & JCALL websites (<https://jcall.org>) on a regular basis to make sure that I am informed of all updated Little League and JCALL Rules and policies

15. I will report to the Board any issues or problems beyond my authority including any issues I am unable to resolve

### C. Safety Code

**The Johnson City American Little League Safety Code has been adopted by the Board of Directors and is enforced by the Director of Safety the League's President, Vice President and all Board members. All league officers, participants, employees and volunteers are required to abide by this code.**

It is the job of the Director of Safety to make any revisions to the Safety Code from year to year, as necessary subject to the approval of the Bellevue West Little League Board of Directors.

#### **Johnson City American Little League Safety Code**

- Responsibility for Safety procedures should be that of each knowing adult member of Johnson City American Little League.
- **A continually strong educational effort should be instituted and maintained by JCALL including but not limited to:**
  1. **Signage to promote safety should be instituted and maintained by the League.**
  2. **Safety information provided to all families through the league newsletter/website.**
  3. **Other means of information and training including first aid and obtaining health cards.**
- Arrangements should be provided for in advance of all games and practices for emergency medical services.
- **All Managers (or designee) shall have access to a telephone (cell phone is acceptable) at all practices and games for the sake of safety.**
- **JCALL will conduct background checks on all managers, coaches, and board members** to ensure safety of all players and participants in the League, as directed by Little League, Inc.
- JCALL uses the 2021 National Little League recognized Volunteer Application Form for all Managers, Coaches, and League Officials. All volunteers are initially screened by individuals from the JCALL Board of Directors and are then investigated through a background check for any known record of sexual abuse, criminal behavior, etc. League player registration data along with the coach and manager data is submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org).
- **All managers and coaches must complete specified training in areas of baseball fundamentals, coaching skills and techniques and first aid training. Selection and retention of managers and coaches is based on**

**completion of such training in addition to positive personal attributes in working with kids.**

- Managers, coaches and umpires should have **training in first aid**.
- Managers and coaches must have access to a **first aid kit** at each practice and game. Contact the Safety Officer if more supplies are needed for the kit during the season. *These are located in the concession stand and the press boxes at Lions Field and Schill Field.*
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate **or when lightning is near enough to be seen. Lightning can travel between 8 and 10 miles laterally. Do not take chances with the players or other individuals. When lightning is near enough to be seen, all players are to be removed from the fields and dugouts and put in cars with no feet or limbs outside windows or doors. No metal is to be carried between moving it from the fields to the cars. Metal bats, et al are to be put into bags and taken to the appropriate cars. During lightning conditions, stay clear of all metal fencing. Warn any other people in the area to move to safety.**
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. **All managers and umpires will walk the field before all games and practices to inspect for safety. SAFETY FIRST!**
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play".
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions
- Responsibility for keeping bats and loose equipment off the field of play should be that of the team's manager and coaches.
- Procedures should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills players should be spaced so that no one is endangered **by wild throws, swinging bats, or missed catches.**
- **Coaches are responsible for regularly inspecting the condition of the equipment** as well as for proper fit, and going to the league for replacement equipment as needed.

- **Batters must wear** Little League approved **protective helmets** during **batting practice and games including “soft-toss” and when using batting tees.**
- Catcher must wear catcher's helmet, mask, **throat guard**, chest protector, shin guards, and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.**
- **All players are encouraged to wear mouth guards, especially if they have braces or for general protection.**
- Head first sliding is prohibited except when a runner is returning to base.
- **During sliding practice, bases should not be strapped down or anchored or safety bags should be used. Separate bases near the permanent bases are suggested.**
- At no time should "horse play" be permitted on the playing field
- Parents of players who wear glasses should be encouraged to wear "safety glasses."
- Managers, Coaches, Parents and Players should take precautions to avoid heat stress or exhaustion by encouraging players to drink fluids, particularly **water**, frequently, especially on “warm” or hot days.
- Player must not wear watches, rings, pins or metallic items or **plastic hair beads** during games and practices.
- Managers and Coaches may not warm up pitchers before or during a game. **NO EXCEPTIONS.** Managers and Coaches may warm up and catch for pitchers during practice.
- On-deck batters are not permitted
- **All pre-game warm-ups should be performed within the confines of the playing field** and not within areas that are frequented by, and thus, endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- **Coaches, Umpires and league officials should at all times enforce the current Little League rules and guidelines as published in the 2021 Little League rulebooks.**
- **SAFETY FIRST!**

## D. Safety Manual

### 1. Injury Reporting

**Concerning injuries, the following reporting procedures should be used by all managers, coaches, parents, umpires, and volunteers**

#### **What to Report**

An incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/or first aid must be reported to the Director of Safety. The terms "medical treatment and/or first aid" should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. *Any incident that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require medical assistance must be reported promptly.*

#### **When to Report**

All such incidents described above must be reported to the Director of Safety *within 48 hours* of the incident. The acting Director of Safety for 2021 is Scott Linn. He can be reached at the following:

Phone: 423-737-8352

Email: [scottlinn@hotmail.com](mailto:scottlinn@hotmail.com)

If the Safety Officer is not available, first attempt to contact the JCALL President, then the Vice President, as appropriate.

#### **How to Make A Report**

Reporting incidents can come in a variety of forms. Most typically, they are *telephone conversations with follow up by phone or email*. At a minimum, the following information must be provided to the Safety Officer or President of the League (**sample form at end of this section**):

- The name and phone number of the individual involved (or of their parents)
- The date, time, and location of the incident
- A detailed description of the incident
- The preliminary estimation of the extent of any injuries
- The name and phone number of the individual reporting the incident.

#### **Director of Safety's Responsibilities**

- The Director of Safety will receive the injury report and will enter it into the league's safety database.
- Within 48 hours of receiving the incident report, the Director of Safety will contact the injured party or the party's parents and

1. Verify the information received;
  2. Obtain any other information deemed necessary;
  3. Check on the status of the injured party; and
  4. In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Johnson City American Little League insurance coverage's and the provisions for submitting any claims for reimbursement.
- If the extent the injuries are more than minor in nature, the Director of Safety shall periodically call the injured party to
    1. Check on the status of any injuries, and
    2. To check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

## 2. Other Health Issues

### **Physical Exams**

With regard to the general health of its participants, Johnson City American Little League shall communicate the following wording (or as modified from time to time) in its Registration Booklet, through its website, and/or through its coaches:

***"While physical exams are not required by league policy, National Little League strongly recommends that participants be in good general health. If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your leagues' Player Agent. Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem."***

### **Medial Approval and Release**

The Medical Approval and Release form is provided to all managers and should be completed for each player. This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (i.e. allergies, etc.).

### **Communicable Disease Procedures**

While the risk of one participant infecting another with a communicable disease during league activities is small, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not limited to the following:

- **Bleeding must be stopped**, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
  - **Routine use of gloves** or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
  - **Immediately wash hands** and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
  - **Clean all blood-contaminated surfaces** and equipment with a solution made from a proper dilution of household bleach or other disinfectant before competition resumes.
  - **Practice proper disposal** procedures to prevent injuries caused by needles and other sharp instruments or devices.
  - **Managers, coaches, umpires, and volunteers** with bleeding or oozing skin should refrain from all direct athletic care until condition is resolved.
  - **Contaminated towels** should be disposed of or disinfected properly.
  - **Follow acceptable guidelines** in the immediate control of bleeding and when handling bloody dressings and other articles containing body fluids.
- SAFETY FIRST!**

### **The Heimlich Maneuver**

The Heimlich maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation.

When approaching a choking person, one who is still conscious, ask: “Can you cough? Can you speak?”

If the person can speak or cough, do not perform the Heimlich Maneuver or pat them on the back. Encourage them to cough.

### **Performing the Heimlich for an Adult:**

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person’s breastbone (sternum), but above the naval
- Wrap second hand firmly over this fist

- Pull the fist firmly and abruptly into the top of the stomach.

It is important to keep the fist below the chest bones and above the naval (belly button).

The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp).

These will be violent thrusts, as many times as it takes.

#### **Performing the Heimlich for a Child:**

- Place your hands at the top of the pelvis
- Put the thumb of you hand at the pelvis line
- Put the other hand on top of the first hand
- Pull forcefully back as many times as needed to get object out or the child becomes limp.

Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought. Call 911 or go to the local emergency room.

#### **Lightening Evacuation Procedure**

- **Stop Game/Practice if lightning can be seen or it is loud above 45 decibels (generally this is louder than a normal conversation).**
- **Stay away from metal fencing (including dugouts)!**
- **Do not hold a metal bat.**
- **Walk, don't run to car and wait for a decision on whether or not to continue the game or practice. Keep limbs inside the car away from metal. Do not make contact with the car or the ground.**
- **If in doubt, do not continue game or practice.**
- **Do not stay in the dugout!**

### **3. Concussion Information and Training**

*All managers and coaches must read and sign the concussion training document prior to beginning practices or participation in a game. All suspected concussions should be reported to the League Safety Officer.*

#### **Concussion Facts**



- A concussion is a **brain injury**.
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport, even baseball**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

### **What is a Concussion**

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles. The potential for concussions is greatest in athletic environments where collisions are common. Concussions can occur, however, in **any** organized or unorganized sport or recreational activity. As many as 3.8 million sports- and recreation-related concussions occur in the US each year.

### **Recognizing a Concussion**

To help recognize a concussion, you should watch for the following two things among your athletes:

1. A forceful blow to the head or body that results in rapid movement of the head.
2. Any change in the athlete's behavior, thinking, or physical functioning. (See the signs and symptoms of concussion.)

### **Signs and Symptoms Observed by Coaches**

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

### **Symptoms that may be 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 does not "feel right"

Athletes who experience any of these signs or symptoms after a bump or blow to the head should be kept from play until given permission to return to play by a health care professional with experience in evaluating for concussion. Signs and symptoms of concussion can last from several minutes to days, weeks, months, or even longer in some cases. Remember, you can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. If you have any suspicion that your athlete has a concussion, you should keep the athlete out of the game or practice.

### **Prevention and Preparation**

A coach can play a key role in preventing concussions and responding to them properly when they occur. Here are some steps that can be taken to ensure the best outcome for the athletes and the team:

- **Educate athletes and parents about concussion.** Talk with athletes and their parents about the dangers and potential long-term consequences of concussion. For more information on long-term effects of concussion, view the following online information: <https://www.cdc.gov/TraumaticBrainInjury/index.html>
- Explain the concerns about concussion and expectations of safe play to athletes, parents, and assistant coaches. Pass out the concussion fact sheets for athletes and for parents at the beginning of the season and again if a concussion occurs.
- **Insist that safety comes first.**
  - Make sure athletes wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards).

- Protective equipment should fit properly, be well maintained, and be worn consistently and correctly,
  - Encourage athletes to practice good sportsmanship at all times.
- **Teach athletes and parents that it's not smart to play with a concussion.** Sometimes players and parents wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let athletes persuade you that they're "just fine" after they have sustained any bump or blow to the head. Ask if players have ever had a concussion.
  - **Prevent long-term problems.** A repeat concussion that occurs before the brain recovers from the first- usually within a short period of time (hours, days, or weeks)-can slow recovery or *increase* the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death. This more serious condition is called *second impact syndrome*. Keep athletes with known or suspected concussion from play until they have been evaluated and given permission to return to play by a health care professional with experience in evaluating for concussion. Remind your athletes: "***It's better to miss one game than the whole season.***"

### **Action Plan – What to do when a Concussion is Suspected**

1. **Remove the athlete from play.** Look for the signs and symptoms of a concussion if the athlete has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. **When in doubt, keep the athlete out of play.**
2. **Ensure that the athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury

- Any seizures immediately following the injury
  - Number of previous concussions (if any)
3. **Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.** Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.
  4. **Allow the athlete to return to play only with permission from a health care professional with experience in evaluating for concussion. A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems.** Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

*If you think an athlete has sustained a concussion Take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.*

For more information visit: <https://www.cdc.gov/headsup/youthsports/index.html>  
<https://www.cdc.gov/TraumaticBrainInjury/index.html>

**Managers and Coaches Record of Training and Compliance Statement**

As a condition of managing or coaching I have read the manager and coaches training information and will follow with practices on Concussions and Head Injuries, including educating my parents and players. I will also comply with all my league's policies regarding Concussions and Head Injuries. I will sit a player out when in doubt and not allow that player to return to practice or a game until cleared by professional medical personnel.

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Manager/Coach (Printed name)	DATE
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## Storage Shed Procedures

The following applies to all of the storage sheds used by Johnson City American Little League and apply to anyone who has been issued a key or combinations by Johnson City American Little League to use those sheds.

- All individuals with keys/combinations to the equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the *orderly and safe storage of rakes, shovels, bases, etc.* **LOCK UP WHEN YOU ARE DONE WITH THE SHED(S).**
- Before you use any machinery located in the shed please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in the sheds shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

**Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Director of Safety or another Board member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, check your team's equipment often. SAFETY FIRST!**

## Emergency Phone Numbers

### All Emergencies Dial 911!!

Emergency Contact Numbers	
Johnson City Police/Fire/EMS	911
Poison Control Hotline	800-222-1222
Non-Emergency Contact Numbers	
Johnson City Medical Center	423-431-6111
Niswonger Childrens Hospital	423-431-6111
Franklin Woods Community Hospital	423-302-1000

## Emergency Contact Procedures

- 1) First dial 9-1-1.
- 2) Give the dispatcher the necessary information. Answer any questions that are asked. Most dispatchers will ask:
  - The exact location or address of the emergency? Include the field name and location of the facility: Our facility is: Lions Park Our address is: 817 Country Club Court, Johnson City
  - The telephone number from which the call is being made?
  - The caller's name? • What happened — i.e., a baseball-related accident, fire, fall, etc.?
  - How many people are involved?
  - The condition of the injured person — i.e., unconscious, chest pains, or severe bleeding?
  - What help is being given (first aid, CPR, etc.)?
- 3) Do not hang up until the dispatcher hangs up. The dispatcher may be able to tell you how to best care for the victim.
- 4) Continue to care for the victim until professional help arrives.

5) Appoint someone to go to the street and look for the emergency response vehicles. Flag them down if necessary...this saves valuable time. Remember, every minute counts.

**In case of Medical Emergency:**

1. Provide First Aid and call **911**
2. Notify parents immediately if they are not present. Managers, Coaches & Team Administrators are required to carry completed, executed sets of Little League Medical Release Forms at all practices and games for each player to ensure medical treatment can be provided when a parent or legal guardian is not present.
3. Make certain that a coach or Team Administrator not caring for the injured player separates all other teammates from the scene reassuring them of the care being taken for their friend.
4. Notify the JCALL Safety Officer within 24 hours (preferably sooner) of the incident. If you do not have access to email then you can notify by telephone.
5. Completely fill-out the Little League Accident Notification Form and forward to the JCALL Safety Officer within 48 hours of the accident/injury. A Copy of Form included in the appendix of this Safety Plan and can also be found at the following website:

<https://www.littleleague.org/downloads/accident-claim-form/>.

NOTE: A Little League Accident Notification Form is required to be completed and forwarded to National Little League Headquarters in Williamsport PA within 20 days of the incident.

**E. Training**

**Concussion Awareness Training**

The League Safety Officer will forward Concussion Training Information to all coaches in the league. In addition, Concussion Training will be included with First Aid Training during the First Aid Clinic. At least one coach from each team will be required to attend.

**First Aid Training**

**First Aid Supplies:**

First Aid Kits are present in the Press boxes & concession stand at Lions Park. For the 2021 season, all old items have been discarded and replaced with new essential First Aid Supplies. Inspection tags are attached to all kits and initialed/dated= by the Safety Officer on a regular schedule as supplies are replenished. A request has been made to all coaches to notify their Division VP and the Safety Officer should supplies need replenishing. Managers and coaches are made aware of the AED (Automated

External Defibrillator) devices that are centrally located in the Press box on Lions Field and made accessible for the entire facility.

The JCALL Board will review the Safety Plan outline provided by Little League Baseball on the national website at [http://www.littleleague.org/Assets/forms\\_pubs/asap/First\\_Aid\\_Clinic\\_Outline.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/First_Aid_Clinic_Outline.pdf).

The League Safety Officer will forward the information to all coaches and league volunteers and arrange for a First Aid Clinic to review the information with coaches and volunteers. At least one coach from each team will be required to attend.

### **First Aid Basics – Common Injuries**

A. Maintain Life Support – know CPR “ABC’s” of Life.

#### **Airway Breathing Circulation**

B. Bleeding

1. First Aid:

- a. Cover wound with sterile gauze.
- b. Apply direct pressure.
- c. Elevate injured body part if possible.
- d. Send for medical assistance if bleeding is deemed uncontrollable.

C. Unconscious Athlete

1. Do Not Move / Always assume head or neck injury is present.

2. First Aid:

- a. Send for emergency assistance.
- b. Stabilize head and neck.
- c. Monitor airway, breathing, circulation and provide CPR if necessary.

D. Head Injuries (Concussion)

1. Caused by direct impact to head or jaw.

2. Symptoms –

- a. Dizziness, ringing in ears, headache, nausea, blurred vision and slurred speech, loss of balance, confusion, memory loss,



disorientation.

b. Pupils unequal in size and not constricted when subjected to light.

3. First Aid:

a. If any of the symptoms persist, call for medical assistance.

b. Remove athlete from game or practice.

c. Return to sport requires physician's release.

E. Sprained Ankle

1. Cause – Direct blow or a twisting / torsion injury to the ankle.

2. Symptoms – Swelling, discoloration, pain.

3. First Aid – Ice or Ice Pack, compression, elevation.

F. Heat Stroke

1. Cause – lack of consuming adequate fluids before, during and after activities.

2. Symptoms – Fatigue, flushed skin, light-headedness.

3. First Aid – Have player stop exercising, get out of the sun, drink.

4. Severe Symptoms – Muscle spasms, clumsiness, delirium – follow above First Aid and call for medical assistance.

NOTE: SUGGESTED DRINKING GUIDELINES FOR HOT DAY ACTIVITY

- 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 loss

G. Knocked Out Permanent Tooth

1. Rule out possible head injury or concussion.

2. Treat head injury or concussion first.

3. Place wet gauze over the tooth socket and have the athlete bite down and put pressure on the affecting area to control bleeding.

4. Find the tooth, do not touch or handle the root, handle the crown portion only and place it in the best transport option available such as cold milk, saline solution, the athlete's mouth, or saliva.
5. See dentist without delay (< 30 minutes).
6. Consider custom-made mouth guard worn during athletic participation.

### **Pre-existing Health Conditions—Know Your Players!**

#### H. Asthma

1. Causes – allergy, cold temperatures, strenuous exercise
2. Symptoms – Tightness in chest, wheezing, trouble exhaling, inability to breath
3. First Aid – Reassure and comfort player. Ask, “Do you have your Asthma medication?” Assist with medication, monitor for improvement and send for assistance if not improving.
4. Begin administering CPR if necessary
5. Beware of athletes who have Asthma
  - a. Remind them to bring medication with them at all times
  - b. Provide frequent rest breaks

#### I. Diabetes

1. Definition – Low blood sugar (hypoglycemia)
2. Know which athletes are diabetic
3. Symptoms – Dizziness, headache, hunger, weakness, perspiration, pale cold skin, rapid pulse, confusion, disorientation which all may lead to unconsciousness
4. First Aid – Give complex carbohydrates, crackers, fruits, sugar, candy, soda or fruit juice
5. Send for emergency medical help if athlete does not recover within minutes

#### J. Food and other Allergies

1. Coaches should make a point to be aware of any players who have potentially life threatening allergies before the first day of practice.

2. All players who have a prescribed “EpiPen” should notify their coach and make certain it is carried with the player at all times.

3. Team Administrator should know of any player with food allergies (i.e. peanuts) prior to the start of the season so as to alert parents to provide “safe” snacks.

NOTE: In summary to the above mentioned preexisting health conditions, Coaches should be made aware of any potential health issues that could put the child at risk and should be prepared to notice the warning signs / signs of distress as well be knowledgeable of the protocols for addressing the event.

## **SUDDEN CARDIAC ARREST**

### **What is sudden cardiac arrest?**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart’s electrical system, causing the heart to suddenly stop beating. If not treated within minutes, SCA results in death. The normal rhythm of the heart can only be restored with defibrillation, an electrical shock that is safely delivered to the chest by an automated external defibrillator (AED).

### **How common is sudden cardiac arrest?**

The Centers for Disease Control and Prevention estimate that every year there are about 300,000 cardiac arrests outside hospitals. About 2,000 patients under 25 die each year of SCA. Are there warning signs? Although SCA happens unexpectedly, some people may have signs or symptoms, such as: dizziness, lightheadedness, shortness of breath, difficulty breathing, racing or fluttering heartbeat (palpitations), syncope (fainting), fatigue (extreme tiredness), weakness, nausea, vomiting, and chest pains.

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

### **What are the risks of practicing or playing after experiencing these symptoms?**

There are risks associated with continuing to practice or play after experiencing these symptoms.

When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it. Symptoms are the body’s way of indicating that

something might be wrong. Athletes who experience one or more symptoms should get checked out.

### **What is the best way to treat Sudden Cardiac Arrest?**

- Early Recognition of SCA
- Early 9-1-1 access
- Early CPR
- Early Defibrillation
- Early Advance Care

### **Manager and Coaches Skill and Safety Training**

One coach or manager from every team is required to attend a coaching clinic sponsored by the league.

## **F. Field Safety**

### **1. Field Preparation**

The Parks and Recreation Department of Johnson City and JCALL prepare the fields for practice and play. **Field preparation is one of the most important safety activities of the league and its volunteers.** A smooth field devoid of hazards limits bad hops and twisted ankles, while increasing player confidence. Field prep is done with tractors and by hand with drags, rakes and shovels, and it is the managers' and umpires' responsibility to walk the fields before each game to OK the field for use.

### **2. Facility Survey**

As required, JCALL submits an updated Facility Survey on an annual basis of its three (3) baseball fields operated under the guidance of the City of Johnson City Park & Recreation Dept. A qualified safety plan registration form is also submitted in concert with the Facility Survey and ASAP Safety Plan. The survey is on file with JCALL. (See appendix for facility visual)

JCALL plays on fields that are fairly simple with one concession stand and scoreboards and an adjacent small storage building and bleacher areas. All of the fields have dugouts with backstops and fences. These and other features are noted on the Facility Survey form. On-site facility inspections by the Director of Safety will be conducted prior to beginning the 2021 season.

## **G. Medical Conditions**

All medical conditions are requested from parents at registration and included with the player information that is provided to the coaching staffs.

## **H. Concessions Safety**

All local and state regulations pertaining to food safety and handling are enforced through the City of Johnson City Parks & Rec and related governing agencies.

### **Required Minimum Standards of Operation:**

- Check all products for spoilage and odor
- Check all packaging for integrity
- Store all items immediately after delivery
- Note delivery date for each item
- Ensure canned containers are clean
- Maintain clean/sanitized freezer compartment
- Maintain clean/sanitized refrigerator compartment
- Check refrigerator shelving in good repair
- Check all food items correctly stored
- Confirm grill clean & in good working order
- Maintain clean/safe food prep areas
- Maintain clean floors – spills cleaned immediately
- Dump trash in park receptacles nightly
- Keep current/approved fire extinguisher in view
- Brief all volunteers on these procedures
- Children under 15 barred from grill/food prep areas
- Maintain proper food safety practices

### **Hand Washing**

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing.

Do not touch ready to eat foods with bare hands.

Wash hands after:

- Use of toilet
- Touch uncooked meat, poultry, fish or eggs
- Interrupt working with food
- Eat, smoke or chew gum
- Touch soiled plates, utensils or equipment
- Take out trash
- Touch your nose, mouth or any part of your body
- Sneeze or cough

### **Health and Hygiene**

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area.

### **Food Handling**

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

### **Food Storage**

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

# Addendum for COVID-19

## **Synopsis**

The Johnson City American Little League (JCALL) takes the health and safety of our players, volunteers, officials, and fans very seriously as outlined in our extensive 2021 Safety Plan submitted to and approved by Little League International in accordance with their "A Safety Awareness Program" (ASAP). In light of the COVID-19 pandemic, JCALL has adopted this addendum to our 2021 Safety Plan.

## **Awareness**

Due to the fluid nature of COVID-19, the JCALL board will monitor any updates to guidelines as they pertain to youth baseball and will make changes to our policies and procedures as we see fit. The guidelines monitored include but are not limited to Governor's orders, local public health orders, and best practices, especially those posted on Little League International's website,

## **Common Sense and Personal Responsibility**

Above all, common sense and personal responsibility in regards to COVID-19 should be observed prior to attending, participating, or allowing participation of a child in any JCALL event. Common sense and personal responsibility includes but is not limited to the following:

- Anyone with symptoms of fever (temperature over 100.4 degrees Fahrenheit), cough, or worsening respiratory symptoms, or any known exposure to a person with COVID-19 should not attend any Little League activity until cleared by a medical professional.
- Any individual, including players, at risk for severe illness or with serious underlying medical or respiratory condition should only attend Little League activities with permission from a medical professional.
- Ensure you and your child practice good hygiene, including washing hands often and thoroughly. It is a best practice for each family unit to have hand sanitizer and disinfectant on hand at any JCALL event.
- Cover your mouth with your arm or a tissue when you sneeze or cough.
- Do not share drinks or food. Athletes, coaches, and officials should bring their own personal drinks to all activities. Drinks should be labeled with the person's name.
- Sunflower seeds, gum, etc., should not be allowed in dugouts or on the playing field. All players and coaches are to refrain from spitting at all times.

## **Specific Safety Measures for Social Distancing and Player Equipment**

1. Social Distancing
  - All players, coaches, volunteers, officials, and spectators should practice social distancing of six feet wherever possible from individuals not residing within their household.
  - Spectators will be encouraged to bring their own chairs, blankets, etc in lieu of using the bleachers. All spectators should remain at least six feet away from individuals outside their household and refrain from entering athlete areas.
  - Athletes/Coaches:
    - Should maintain at least 6 feet of separation from others when not on the field of play or otherwise engaged in play/activity, where feasible.
    - Where possible and feasible, dugouts will be extended to the areas immediately outside the physical dugout structures to help keep athletes and coaches socially distanced. In some cases, bleachers could be used as an “athletes only” area. In other cases, athletes could even sit with their families when not on the field of play.
    - Athletes and coaches should refrain from high fives, handshake lines, and other physical contact with teammates, opposing teams, coaches, umpires, and fans. Coaches should regularly encourage social distancing rules with athletes.
    - Umpires and officials should maintain 6 feet of separation from others and when interacting with athletes, coaches, and spectators off the field of play. Avoid exchanging documents or equipment with athletes, coaches, or spectators as much as possible.
2. Player equipment
  - Athletes are highly encouraged to bring their own equipment including gloves, bats, helmets, catcher’s gear, etc.
  - In the event it is unavoidable to share equipment, the equipment should be sterilized prior to use by a new player.
  - Player equipment including bat bags and equipment bags should be spaced accordingly to prevent direct contact.

## **Communication**

These measures, along with any future policies and procedures adopted by JCALL in regards to COVID-19, will be communicated to players, parents/legal guardians, and umpires via email, social media, and/or in person by JCALL officials and/or coaches. In addition, JCALL officials will communicate these measures directly to coaches via a coaches meeting.



# APPENDIX



This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)(9). THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit [LittleLeague.org/localBGcheck](http://LittleLeague.org/localBGcheck) for more information.

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

All RED fields are required.

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

Address \_\_\_\_\_

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

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

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

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

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

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

- Do you have children in the program?  Yes  No  
If yes, list full name and what level? \_\_\_\_\_
- Special Certification (CPR, Medical, etc.)? If yes, list: \_\_\_\_\_  Yes  No
- Do you have a valid driver's license?  Yes  No  
Driver's license#: \_\_\_\_\_ State \_\_\_\_\_
- Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?  Yes  No  
If yes, describe each in full: \_\_\_\_\_  
(If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.)
- 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.)
- Do you have any criminal charges pending against you regarding any crime(s)?  Yes  No  
If yes, describe each in full: \_\_\_\_\_  
(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and/or listed on the SafeSport Centralized Disciplinary Database or USA Baseball Ineligible List?  Yes  No  
If yes, explain: \_\_\_\_\_  
(If volunteer answered yes to Question 7, the local league must contact the Little League Security Manager.)

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

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

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

Name/Phone

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

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

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

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

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

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

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

**LOCAL LEAGUE USE ONLY:**

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

System(s) used for background check (minimum of one must be checked):  
**Review the Little League Regulation 1(c)(9) for all background check requirements**

JDP (Includes review of the SafeSport Centralized Disciplinary and USA Baseball Ineligible List) \*  
**OR**  
 National Criminal Database check  SafeSport Centralized Disciplinary Database and/or USA Baseball Ineligible List Sex Offender  
 National Sex Offender Registry

\* 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 Updated: 10/28/2020

# Johnson City American Little League Facility





# Little League Baseball and Softball MEDICAL RELEASE



**NOTE:** To be carried by any Regular Season or Tournament Team Manager together with team roster or International Tournament affidavit.

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN AUTHORIZATION:** Email: \_\_\_\_\_

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

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

Parent Insurance Co: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co: \_\_\_\_\_ Policy No.: \_\_\_\_\_ League/Group ID#: \_\_\_\_\_

**If parent(s)/legal guardian cannot be reached in case of emergency, contact:**

Name Phone Relationship to Player

Name Phone Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. \_\_\_\_\_  
Authorized Parent/Guardian Signature Date:

**FOR LEAGUE USE ONLY:**

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_

Division: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL. Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.



**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)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	(Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	
	<input type="checkbox"/> INTERMEDIATE (50/70) (11-13)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	

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

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

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

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



**For Residents of California:**

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

**For Residents of New York:**

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

**For Residents of Pennsylvania:**

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

**For Residents of All Other States:**

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

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

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

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

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

POSITION WHEN INJURED	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
------	---------------------------

# HEADS UP CONCUSSION



## SIGNS AND SYMPTOMS

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

### > 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
- Can't recall events after hit or fall

### > 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"



## ACTION PLAN

As a coach, if you think an athlete may have a concussion, you should:

1. **Remove the athlete** from play.
2. **Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a health care provider.** Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion.
3. **Record and share information about the injury,** such as how it happened and the athlete's symptoms, to help a health care provider assess the athlete.
4. **Inform the athlete's parent(s) or guardian(s)** about the possible concussion and refer them to CDC's website for concussion information.
5. **Ask for written instructions from the athlete's health care provider** about the steps you should take to help the athlete safely return to play. Before returning to play an athlete should:
  - > Be back to doing their regular school activities.
  - > Not have any symptoms from the injury when doing normal activities.
  - > Have the green-light from their health care provider to begin the return to play process.

## IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.



For more information and to order additional materials **free-of-charge**, visit: [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP).

You can also download the CDC **HEADS UP** app to get concussion information at your fingertips. Just scan the QR code pictured at left with your smartphone.



Centers for Disease  
Control and Prevention  
National Center for Injury  
Prevention and Control

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider.

Dec. 2015



## Common Sense Guidelines for a Safe Coaching Experience

- A. As a Manager or Coach your role includes:
1. Responsibilities as the first person to see an injury.
  2. Parental expectations that your judgment will be reliable when they are not present.
  3. Administering First Aid if no health professional is present.
  4. Decisions when an injured athlete returns to play or seeks medical attention.
- B. Other Safety Expectations Include:
1. Properly planning games and practices under safe conditions.
  2. Providing proper instruction.
  3. Providing adequate and appropriate equipment.
  4. Match player's role and position in terms of age and abilities.
  5. Evaluate player for injuries and incapacities.
    - a. Discuss with parents potential health problems (diabetes, allergies, asthma.).
    - b. Remove player from game or practice if they are in pain or any discomfort.
  6. Closely supervise and control practice and game.
  7. Provide appropriate emergency assistance:
    - a. Know sports first aid.
    - b. Only use skills you are qualified to administer.
    - c. Have plan for calling 911, know directions to field.
  8. Know Good Samaritan Law.
  9. HAVE JCALL MEDICAL RELEASE FORMS AT ALL TIMES.
- C. Game Plan
1. Inspect field for hazards.
  2. Inventory first aid supplies in announcer's booth – contact JCALL Safety Officer at if items are missing or depleted.
  3. Begin with warm-ups and stretching.
  4. Inspect for safe equipment (catcher's protection, helmets, etc.).
  5. Pregame – no bat swinging, no horseplay, "line-of-fire" control.
  6. Emergency plan ready (have cell phone, emergency numbers, delegation of responsibilities).
  7. Never leave an injured player.

## 10 Health Tips a Youth Baseball Coach Should Know

If you're a Little League coach there are 10 tips you should know to help keep your players healthy.

1. "The number one tip coaches should remember is that children are not miniature adults and shouldn't be treated as such," says Jim Rogers, a certified athletic trainer in Temple University Hospital's Sports Medicine Center. "This may seem obvious, but many adults don't realize children's bodies can't take the same amount of physical stress adult bodies can take. That's because children are still growing and therefore are more susceptible to injury."
2. Stretching the muscles related to the activity is very important. For example, if a child is pitching, he should concentrate on stretching his arm and back muscles. If a child is catching, the focus should be on the legs and back.
3. A good warm-up is just as important as stretching. A warm-up can involve light calisthenics or a short jog. This helps raise the core body temperature and prepares all of the body's muscles for physical activity.
4. Children should not be encouraged to "play through the pain." Pain is a warning sign of injury. Ignoring it can lead to greater injury.
5. Swelling with pain & limitation of motion are two signs that are especially present in children. Don't ignore them. This can mean the child has a more serious injury than first suspected.
6. Rest is by far the most powerful therapy in youth sports injury. Nothing helps an injury to heal faster than rest.
7. Children who play on more than one team are especially at risk for overuse injuries. Overuse injuries are caused by repetitive stress put on the same part of the body over and over again.
8. Injuries that look like sprains in adults can be fractures in children. Children are more susceptible to fractures, because their bones are still growing.
9. Children's growth spurts can make for increased risk of injury. A particularly sensitive area in a child's body during a growth spurt is the Growth Plate – the area of growth in the bone. Growth Plates are weak spots in a child's body and can be the source of injury if the child is pushed beyond his limit athletically.
10. Ice is a universal first-aid treatment for minor sports injuries. Regular ice packs as well as high quality chemical packs – should be available at all games and practices. Ice controls the pain and swelling caused by common injuries such as sprains, strains and contusions.



## Little League Safety Rules & Regulations

### **Rule 1.08 The On-deck Position is Not Permitted**

Players are not allowed to hold a bat in the hands until the umpire calls them to bat. At that point, they are permitted to pick up their bat from a controlled area, bat rack, and proceed to home plate to take their position in the batters box. Players are not allowed to take practice swings in between innings and/or while the pitcher is warming up.

### **Rule 1.16 Batting Helmet Requirements and Restrictions**

Helmets must remain on until the player has returned to the dugout.

### **Rule 3.09 Coaches & Managers Must Not Warm up pitchers**

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.

### **Rule 1.17 Catchers must wear helmets during warm-ups and infield/outfield practice**

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

### **Rule 1.10 & NOTE - Bat Restrictions & Guidelines**

The bat must be a baseball bat which meets Little League specifications and standards as noted in this rule. It shall be a smooth, rounded stick and made of wood or of material and color tested and proved acceptable to Little League standards. As of January 1, 2018, the new [USA Baseball Bat Standard](#) was implemented. USABat Standard bats must be used in the Little League Major Baseball Division and below. Little League-approved baseball bats that were approved for use for the 2017 season will no longer be acceptable for use in any Little League game or activity as of January 1, 2018. For more information on the USABat standard and a complete list of bats approved through the USABat Standard, [visit usabat.com](http://usabat.com).

### **Regulation VI – Pitching Restrictions**

Pitching activity should be monitored on a regular basis by the Player Agent and Safety Officer.

For nearly a decade, the Little League program has been at the forefront of promoting arm safety for youth pitchers. As we continue to work to make baseball a safe, fun sport for all children, Little League is proudly supporting the efforts of Major League Baseball and USA Baseball through the Pitch Smart campaign. After several years of research, Little League launched its pitch count program in 2006. With limits set for different amounts of pitches for different age groups, Little League has been diligent in protecting young arms since establishing strict pitching rules. With many baseball players participating in Little League and other youth baseball programs, it is important for parents and coaches to use the Pitch Smart campaign and the Little League pitch count program to ensure young pitching arms stay safe. Little League strongly encourages all Little League volunteers, parents, and officials to review PitchSmart.org and share it with others.

## **TRAINING CLASSES**

All JCALL coaches are encouraged to participate in training opportunities. One representative from each team (coach or manager) is required to attend a skills training event once every three years. In addition to the training events JCALL provides rulebooks, coaching training materials, and provides help among the coaches as to best practices for teaching children to play baseball. The League will announce training opportunities via <https://jcall.org>, email, and other methods as those opportunities come available.