



www.enchantmentlittleleague.org

2024

Enchantment Little League Safety Plan

President

Joshua Apodaca

&

Safety Officer

Gerald Dixon

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Purpose and Importance of Safety

The Purpose of the Enchantment Little Leagues Safety Plan is to emphasize the importance of safety and how to identify issues all individuals participating in the Enchantment Little League should be aware of. This Plan will include information for Coaches, Parents, and Players. This Safety Plan was submitted to and approved by the Little League District 9 administrator, Pam Stanley. This Safety Plan will be distributed to all Managers, Coaches, Volunteers, and any other party that requests a copy. It will also be published on the Enchantment Little League website.

**League Board Members, Coaches, and
Parents will make safety the PRIORITY.**

Safety Officer

The Enchantment Little League Safety Officer is an elected member of the Board of the Directors. During the 2024 season it was approved by the Enchantment Little League Board of Directors for the Safety Officer to have allotted amount of the annual budget for equipment and improvements in enhance the Safety for all who partake at the Little League fields. The Enchantment Little League Safety Officer is on file with Little League International.

Safety Officer Contact Information

Gerald Dixon

Phone Number: 505-306-0271

Gerald.dixon@ymail.com

Background Checks

Volunteers will be required to complete the 2024 Little League Volunteer Application Form on Blue Sombrero, sign the waiver providing permission for a background check to be completed by the Enchantment Little League Board of Directors. Photo Identification must be provided with the application.

Volunteers who are required to complete the background check:

- Enchantment Little League Board of Directors
- Managers
- Coaches
- Team Parents
- Umpires
- Any individuals with constant direct interaction with players

The Safety Manager or League President will ensure that a Volunteer Application has been completed by all designated volunteers and retain the form for the year of service.

Anyone refusing to complete the Volunteer application, abuse awareness training or to sign the background check waiver is ineligible to participate in any of the roles described above.

Abuse Awareness Training

Volunteers will be required to complete Abuse Awareness Training and provide a copy of the certificate of completion.

Fundamentals Training

It is a requirement of the Enchantment Little League that all Managers, Coaches, and Assistant coaches attend and participate in at least one Fundamentals Coaches Training. The minimum requirement is for at least one member of the Coaching Staff from each team to attend one of the training sessions being offered by Enchantment Little League.

Training Dates for Fundamentals Training:

March 26th 10AM @ Los Lunas Train Station

First Aid Training

It is a requirement of the Enchantment Little League that all Managers, Coaches, and Assistant Coaches attend and participate in at least one First Aid Training Course. The minimum requirement is for at least one member of the coaching staff for each team to attend one of the training sessions being offered by Enchantment Little League.

Training Dates for First Aid:

March 26th 10AM @ Los Lunas Train Station

Concussion Training **Required for all Managers and Coaches for 2024 Season**

All Managers and Coaches are required to complete the CDC Concussion training online. These will be kept on file for the 2024 Season. This training must be completed every year. Managers and Coaches will not receive their Volunteer badges until *Proof of Training* document is provided to the Enchantment Little League Safety Officer.

<https://www.cdc.gov/headsup/youthsports/training/index.html>

First Aid Kits

A First Aid Kit is provided to every team at the beginning of the Season in Equipment Bag. First Aid Kits are required to be present at every game or practice. A fully stocked First Aid Kit will be in the Enchantment Little League Concession Stand. If First Aid Kit becomes depleted during the season, please contact League Safety Officer or any other league official for replacement supplies.

ELL Automated External Defibrillator (AED)

Location

The 2024 ELL AED will be in the Concession Stand. There will be a sign at the Concession Stand door and a sign where the AED is located inside.

Access

The ELL AED is a part of the Village of Los Lunas Public Access AED Program. All Volunteers or Patrons of ELL have access to the AED for usage during a Cardiac Arrest event at the Enchantment Little League complex. It is highly encouraged that all ELL volunteers receive CPR/AED training, but not required to use the onsite AED. The AED will be accessible only during official scheduled ELL activities.

Usage

The following steps are highly suggested while using the on-site AED:

- Evaluate the need of the AED (unconscious, not breathing person)
- Call 911 immediately
- Start CPR

- Call for someone to retrieve AED or retrieve AED yourself
- Open AED and follow all verbal instructions from AED
- After emergency or AED usage is complete call ELL Safety Officer or ELL president immediately for further instructions

Maintenance of AED

The Village of Los Lunas will conduct all monthly inspections of the AED. During the months that no Enchantment Little League official activities are being conducted at the ELL complex the AED will be stored by the Village of Los Lunas so monthly checks can continue to be performed.

Field Inspections

Prior to the season, the League President, Safety Officer, and Village of Los Lunas Facility Manager, supported by the Village Facility Committee, shall inspect each field as part of this Safety Plan and Reporting Requirements.

It is the responsibility of the Enchantment Little League Team Manager to walk the field looking for any safety concerns (rocks, glass, holes, etc.) before conducting practice or games on the Enchantment Little League Fields.

It is highly recommended to include the umpires during this pre-game inspection.

Any safety concerns that could result in injury needs to be mitigated before practices and games. All concerns need to be reported to the Safety Officer to determine if it can be prevented in the future.

Concession Stand

The Enchantment Little League concession stand is in the club house at the fields. The Concessions Manager is required to obtain food safety training.

The Enchantment Little League will provide the following for cleansing hands.

1. Running water with hand soap and paper towels.
2. Dry soap (hand sanitizer) without running water.

All concession volunteers will be instructed with demonstration on proper hand washing techniques. It is required that the concession volunteers wash hands prior to starting their shifts. Appropriate supplies and gloves will be provided, and all unpackaged food will be handled using such skin barriers.

The Enchantment Little League will be inspected by a State of New Mexico Food Health Inspector and proper signage will be displayed certifying compliance. Guidance on food preparation is provided to all volunteer staff upon arrival for concession stand duty on weeknights and Saturdays.

Food Storage

Perishable foods shall not be re-prepared (cheese for nachos, hot dogs, etc.) It will be disposed of if heated and not sold. Perishable foods shall be stored in the proper temperature via freezer or refrigerator. All foods will be disposed of if they reach their expiration date.

Concession Stand Safety

A fully stocked first aid kit will be provided in the concession stand along with:

- Fire Extinguisher
- Posters and instructions providing instructions for food preparation hung by each workstation.

- League officials and local emergency contact numbers will be on bulletin boards for easy accessibility.

Equipment Inspections

Regular Inspections of equipment are necessary to ensure safety for all required usage. Replacement of defective equipment must be done immediately by contacting the Equipment Manager or any other league official. Equipment checks are done formally by three sources:

1. By the equipment manager at the beginning of the season and periodically throughout the year
2. By coaches at the beginning of each game
3. Umpires Prior to all games

Any equipment that is found to be incomplete or damaged will not be distributed to players or coaches. If at any time your equipment is found to be incomplete or damaged return to equipment manager to be repaired or replaced. If any equipment is found to be damaged and cannot be repaired, it will be destroyed and discarded of immediately.

Accident reporting and tracking

An incident that causes any Player, Manager, Coach, Umpire, Volunteer or Parent to receive medical treatment and/or first aid **must be reported to the Enchantment Little League Safety Officer within 48 hours of incident occurring.** This includes even minor or passive treatments such as the evaluation and diagnosis of the injury or periods of rest. The League Safety Officer will log all reported incidents and track as noted below.

Reporting:

The League will provide hardcopy printouts of the Incident/Injury Reporting Form (also included with this Safety Plan) with all First

Aid Kits that are provided to teams as part of their Standard Issue Equipment. This will allow teams to have the form available while practicing and/or playing at other locations other than Enchantment Little League. Additional copies of the reporting forms can be found in the concession stand at the Enchantment Little League fields.

Within 2 days following an incident, the Safety Officer will contact the Injured Party or the Party's Point of Contact to:

1. Verify the information was received.
2. Obtain any other information deemed necessary.
3. Check on the status of the Injured Party.

If the extent of the injury is more than minor in nature, the Safety Officer shall periodically call the injured party to:

1. Check on the status of any injuries.
2. Determine if any other assistance is necessary in areas such as submission of insurance forms, etc.

The Safety Officer will continue to do this until no other claims are expected or the player has returned to the League again. The League President is encouraged to participate in report tracking and/or if the Safety Officer is unable to perform duties listed above.

Contact the Enchantment Little League Safety Officer for Report Tracking.

Safety Officer Contact Information

Gerald Dixon

Phone Number: 505-306-0271

Email: gerald.dixon@ymail.com

Bloodborne Pathogens

While the risk of one participant infecting another with HIV/AIDS during league activities is low risk, there is a small risk of other bloodborne infectious diseases that can be transmitted. Managers and

Coaches should prepare for any situation to arise during practice or games. Gloves are provided in the First Aid Kits. Procedures for reducing potential transmission of infectious agents should include, but are not limited to the following:

- Bleeding must be stopped, wound covered and if there is any excessive amount of blood on the uniform (i.e. 4x4 inch section) Uniforms must be changed before a player may return to participating in practice or game.
- Use of gloves or other precautions to prevent skin and mucous membrane exposure when contact of blood or other body fluids are anticipated.
- Immediately wash hands or other skin surfaces that have encountered blood or other bodily 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 practice or game.
- Managers, Coaches, Umpires, and Players with bleeding or oozing skin should refrain from all direct contact with other league participants until condition is resolved.
- Contaminated towels should be disposed of or disinfected properly.

Enchantment Little League Covid-19 Action Plan

Enchantment Little League will follow State and Local regulations to allow safe practice and game play activities. ELL will do everything possible to keep our players safe during this Covid-19 Pandemic following all State rules and regulations.

Field and Dugout Safety

It is Important that these rules and polices are followed to make Enchantment Little League a safe, enjoyable place for all. A bulleted list

of several Enchantment Little League and Little League Official Rules on field and dugout safety are as follows.

- A phone list for emergency numbers and League Officials needs to be present at all practices and games. Make sure there is access to a phone before starting any practices and/or games. The Village of Los Lunas has 911 emergency services at any given time for emergencies.
- No games or practices should be held under any severe weather conditions.
- Follow league policy regarding lightning safety (Included in this Safety Plan)
- Managers need to complete their field inspections before any game or practice.
- Make sure all unused base holes are filled in or have plugs in place before using fields. **DO NOT USE FIELDS WITH OPEN BASE HOLES.**
- Only Players, Managers, Coaches and Umpires are permitted on the playing field during games and practices.
- All bats and loose equipment needs to be kept off the field during games and practices. Organized equipment can reduce tripping hazards.
- It is important that Managers, Coaches and Umpires inspect all equipment. This includes both league equipment and equipment that is brought by players. All non-safe equipment must be removed immediately. Make sure all equipment is properly fitted.
- Ensure that all players are using required equipment always. Even catchers warming up pitchers.
- All bases at the Enchantment Little League disengage from their anchors, as required by Little League. Managers, Coaches, and Umpires are responsible for making sure the bases are properly installed.

- Pitching machines will be maintained in good working order and must only be operated by adult Managers and Coaches.
- Only one Manager/Coach and one Player can be in a batting cage at a time. All safety equipment including helmets must be used while in batting cages.
- “Horseplay” will not be permitted at the Enchantment Little League complex.

Evacuations

In the event of an emergency and the Enchantment Little League Facility must be evacuated, the designated refuge area is the far west parking lot by the T-ball field. Managers and Coaches are to ensure that all players are to be accounted for and must remain under supervision. Players can be released to parent’s or guardian’s when approved by local authorities or Board Members at the Facility.



Lightning and Storm Policy

Lightning

The Enchantment Little League will strictly enforce stopping all Little League activities if a lightning strike is detected within 10 miles of the facility. Once this has been enforced Managers, Coaches, and Board Members need to encourage all spectators to seek shelter in their vehicles. At a minimum, all spectators need to remain under a permanent structure. Players can seek shelter in dugouts or in parent's/guardian's vehicles. Managers, Coaches, and Umpires need to seek shelter in dugouts with their players. If players seek shelter in vehicles the game cannot be continued until all players return. The all clear and the resuming of game play will be determined by a designated Board Member that is onsite.

Severe Weather

If any severe weather alerts are issued for the Enchantment Little League Facility all Little League activities will be stopped. Managers, Coaches, and Board Members need to encourage anybody at the facility to evacuate. This can include to the safety of their vehicle or leaving the Facility completely. At least one manager and coach must remain with players that were unable to leave. Shelter in place locations will be determined by the weather threat and Board Members at the Facility. Games during severe weather will be cancelled or postponed until the weather threat is cleared.

Weather cancelations

At any time, the Enchantment Little League Board can cancel practices or games due to Weather. This can also be done by both team's managers during game play.

Please use Weather Bug or other NOAA source to stay current on weather conditions.

Player Safety

Enchantment Little League and Little League key rules pertaining to Player safety.

- Batters, base runners, and base coaches must wear helmets during practices and games.
- Catchers must wear a catcher's helmet with face mask and throat guard, chest protector, and shin guards.
- Male catchers must wear a long-model chest protector, protective supporter, and cup always.
- All male players are required to wear appropriate protective equipment (cups) to all practices and games. It is the Managers and Coach's responsibility to make sure all male players are following this rule (excluding T-Ball).
- Warm up catchers must wear catchers' helmet, facemask, and throat guard while warming up pitchers. This applies between innings, and pre-game warmups.
- Adults may warm up pitchers this includes Managers and Coaches. This also includes standing in the back stop during practice as an informal catcher for batting practice.
- Only an approved catcher's glove is allowed for baseball catchers. While either a catcher's gloves or a first-baseman mitt is permitted for softball. All leather lacing must be in place and secured.
- Protective tape or foam at the handle must be free of damage and fully adhered to bat. Bats must also be free of any dents or dimples.
- Rule 7.08a (sections 3, and 4) is very important for safety, and will be strictly enforced at Enchantment Little League. A runner must slide or avoid a fielder who has the ball and is waiting to make a tag. Except when returning to a base, no head-first slides.

- Players must not wear any jewelry. This includes watches, rings, necklaces, bracelets pins, facial piercing, etc. Hair ties and clips may be worn to secure hair.
- Parents of players that wear glasses should be encouraged to provide safety glasses.
- Players that become ill or injured need to remain under coach's supervision until released to parent or guardian.
- After a game or practice Coaches cannot leave premises until all players have been picked up.
- Enchantment Little League uses reduced impact balls for T-Ball. All other divisions use only Little League approved game and practice balls.
- All Practices and games need to be ended at sunset unless using fields with lighting.

Facility Survey

Enchantment Little League conducts a formal Facility Survey that is updated on an annual basis and submitted to the Little League Headquarters along with this Safety Plan. You can contact the League Safety Officer or other League Officials for a copy or access if necessary.

Little League Player, Manager, Coach Data

For the 2024 Enchantment Little League Season, ELL will submit Player, Coach and Manager data to the Little League data center at LittleLeague.org

Enchantment Little League Facility

Safety

Enchantment Little League uses warning tracks in all outfields to prevent injuries to players. All fields have protective fence caps. Fencing is used to protect spectators from foul balls.

Handicap Access

Handicap access is provided at various locations at the fields for gated access points that allow handicap vehicles to drop off and pick-up handicap individuals. Handicap restrooms are available at convenient locations to all fields. Handicap access drinking fountains have also been installed. Wrap around sidewalks are available to ease access to and from handicap parking, in between fields towards bathrooms and the concession stand, and along the outside of each field towards parking areas.

Parking Lot

Enchantment Little League provides parking in the front and the rear of the complex. Parking is permitted in designated spaces only. Speed limit in the parking lot is 5MPH. Please help us prevent coaches, parents, and spectators from parking in the fire lanes. The parking lot is patrolled, and laws are enforced by the Los Lunas Police Department and Los Lunas Open Space Officers.







2024 Enchantment Little League Board Members Contact List				
First Name	Last Name	Role	Email	Phone Number
Joshua	Apodaca	President	Jsh.apodaca@icloud.com	620-655-2542
Kevin	Riley	Vice-President	Cubfan3838@gmail.com	505-610-2293
Nichole	Martinez	Secretary	Colie852003@yahoo.com	505-553-1810
Kevin	Riley	Treasurer	Cubfan3838@gmail.com	505-610-2293
Eric	Martinez	Coaching Coordinator	Eric.n.martinez@gmail.com	505-550-6422

Marissa	Romero	Coaching Coordinator	Marissa.torres1112@gmail.com	505-923-0993
Gerald	Dixon	Safety Officer	Gerald.dixon@ymail.com	505-306-0271
Ashlee	Quintana	Player Agent	elmomoracer@aol.com	915-630-8681
Kerri	Albertson	Umpire in Chief		505-453-0412
Eric	Padilla	Equipment Manager	Epadilla202@gmail.com	505-440-1386
Trenton	Sevedge	Concession Manager	Tsevedge2014@gmail.com	505-297-8424
Gerald	Dixon	Information Officer	Gerald.Dixon@ymail.com	505-306-0271
Krislen	Talbert	Fund Raising Manager	Krislentlbrt94@gmail.com	404-831-9721
Davina	Henry	General Board Member	Davinalighthouse@yahoo.com	620-655-5043

All Emergencies 911	
Police Department	505-865-9130
Fire Department	505-865-9601



HAVE YOU:

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

CONCUSSION Information Sheet



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - › Work with their coach to teach ways to lower the chances of getting a concussion.
 - › Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - › Ensure that they follow their coach's rules for safety and the rules of the sport.
 - › Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the 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 or after* a hit or fall.

Symptoms Reported by Children and Teens

- Headache or "pressure" in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not "feeling right," or "feeling down."

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*

To learn more, go to www.cdc.gov/HEADSUP



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



**WHEN IT'S HOT,
DRINK BEFORE
YOU'RE THIRSTY.**

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Drinking Guidelines For Hot Day Activities

Before: Drink 8 oz. immediately before exercise

During: Drink at least 4 oz. every 20 minutes

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

Dehydration signs: Fatigue, flushed skin, light-headed

What to do: Stop exercising, get out of sun, drink

Severe signs: Muscle spasms, clumsiness, delirium

Volunteers Must Wash Hands

HOW



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ 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

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.
Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand
when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.



**UMASS
EXTENSION**

For Local League Use Only**Activities/Reporting****A Safety Awareness Program's
Incident/Injury Tracking Report**

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: ☐ Male ☐ Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

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

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

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

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

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

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

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

Prepared By/Position: _____ Phone Number: () _____

Signature: _____ Date: _____