



Ankeny Little League Safety Program & Manual

2016

Section(s)	Description	Date Approved
All	2016 Program Executive Board Approval	
Severe Weather Policy	Executive Board Approval	

Ankeny Little League Safety Program & Manual

About Ankeny Little League

Ankeny Little League is a youth baseball organization serving the community of Ankeny residing within Iowa Little League District 3 and chartered by Little League Baseball, Inc. (LLBI) in Williamsport, Pennsylvania. Ankeny Little League provides a baseball opportunity to over 1300 players annually from Tee Ball to the Senior level. All games are played at the Prairie Ridge Sports Complex on 15 different baseball diamonds.

- American League Charter: 1150324
- National League Charter: 1150328

Ankeny Little League
PO Box 165
Ankeny, IA 50021

Ankeny Little League Mission Statement

Ankeny Little League is committed to fostering the ideals of sportsmanship, hard work and respect through our community-based youth baseball programs. We will endeavor to support and develop these character traits within our participants, volunteers and guests within a safe, family oriented environment. We will strive to have fun while providing baseball skills development, healthy competition, respect and appreciation for the game of baseball.

Little League Pledge

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

The Little League Parent/Volunteer Pledge

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

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Introduction

Ankeny Little League is committed to fostering safety within its youth baseball programs. To support this commitment, the Ankeny Little League Board of Directors (the Board) has approved the following safety program. We will implement the safety program outlined in this document. This program is aligned with requirements and recommendations given by Little League International ASAP (A Safety Awareness Program).

ASAP Mission Statement:

To increase awareness of the opportunities to provide safer environment for kids and all Little League participants.

Ankeny Little League Safety Program Primary Goals:

- Injury Prevention
- Injury Severity Reduction
- Injury Response

We will support the ASAP Mission Statement and promote safety within our league through the following means:

- Instruction and Education
- Inspection
- Maintenance and Repair
- Reporting and Response
- Continuous Improvement

2016 ASAP Minimum Requirements:

1. Have active Safety Director on file with Little League International
2. Publish and distribute a paper copy of the League's Safety Manual to volunteers
3. Post and distribute emergency and key official contact information
4. Conduct background checks on all volunteers through First Advantage
5. Provide and require baseball fundamentals training
6. Require first aid training for managers and coaches
7. Require managers/umpires to conduct field/facility inspections and repair/maintenance before practice and game use
8. Complete 2016 Annual Little League Facility Survey
9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures
10. Require pre-season/regular equipment inspection and repair/maintenance procedures
11. Implement prompt accident reporting and tracking procedure
12. Require a first aid kit at all games and practice events
13. Enforce all Little League Baseball Rules including proper equipment
14. Qualified Safety Plan Registration form
15. League Player Registration Data or Player Roster Data and Coach and Manager Data

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The Program

Safety Director

The position of Safety Director has been established by the Board. This is an executive level position that is responsible for administration and oversight of all Ankeny Little League safety programs and initiatives.

For 2016, this position is held by Rob Fouraker, 515-943-9347, rob4aker@hotmail.com

Safety Manual

The Executive Board has authorized the development of this League Safety Manual. The Safety Director will be responsible for the development and maintenance of this manual. The Safety Director will bring the manual before the Executive Board for approval each year or when it has been modified or revised. This approval and the date will be noted on the cover of the manual. When it is approved, it will be distributed by publishing it to the league's website, paper copy distribution to all volunteers (Managers, Coaches, Team Parents, etc.) and maintaining a copy in the league's Quad Center and concession stand.

All league officials, managers, coaches, parents, umpires and concession workers are strongly encouraged to review the manual by visiting the website, Quad Center or concession stand. Those individuals that do not have access to the website may request a printed copy from the Safety Director.

This Ankeny Little League Safety Program Manual will be filed with Little League International.

Emergency Response Contacts

Ankeny Police

- Emergency: 911
- Non-emergency: 515-286-3333

Ankeny Fire Department and Emergency Medical Services

- Emergency: 911
- Non-emergency: 515-965-6469

These phone numbers will be posted in the Quad Center, concession stand and will be included with all team first aid kits.

When calling the Ankeny Police or Ankeny Fire, it is important to include information for the responders to locate the emergency. When at the Prairie Ridge Baseball

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Complex, always include detailed information to locate the emergency, such as a field number or a building name.

It is also important to send a designated individual to the parking lot entrance to help direct the responders to the correct location.

2016 Executive Board

President

- Rick Langel (515) 229-9721 rick.langel@1791.com

VP – Intermediate/Junior/Senior League

- Steve Roberts (515) 360-7386 sroberts05@aol.com

VP - Little League (A - AAA)

- Rob Sheeks (515) 707-1689 woobbee@msn.com

VP - Pre-Little League (TeeBall – Coach Recovery)

- Andi Dietrich (515) 203-0836 andi.dietrich22@gmail.com

VP – District 3 / Little League Representative

- Becky Simmons (515) 250-7491 bdsimms_3@msn.com

Treasurer

- Amanda Paulsen (515) 491-6459 am.paulsen@gmail.com

Secretary

- Janean Carey (515) 210-3332 janean.carey@yahoo.com

Player Agent (A – Senior)

- Aaron Bradshaw (515) 240-7975 ab_bradshaw@msn.com

Player Agent (TB – CR)

- Open

Safety Director

- Rob Fouraker (515) 943-9347 rob4aker@hotmail.com

Little League Board & Board Committees

Policy and Ethics Committee

- Open

Fundraising and Sponsorship

- Jeff Wilson (515) 707-0644 jefferywilson23@gmail.com

Facilities Maintenance and Planning

- Open

Uniforms Manager

- Ellen Bradshaw (515) 240-8021 EllenBradshaw12@yahoo.com

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Equipment Manager

- Jerry Rexroat (515) 249-0540 cyclone3@g.com
- Jim English (515) 238-0405 jime@gardinercpa.com

Event Coordinator

- Erin Valerio-Garsow (515) 346-9417 erinvalerio@yahoo.com

IT and Website Director

- Open

Coaching Director

- Mark Hey (515) 229-7499 mark.hey@ankenyschools.org

Coaching Director

- Joe Balvanz (515) 231-1127 joe.balvanz@ankenyschools.org

Little League Game Schedule Coordinator (A – Senior)

- Kelle Vos (515) 447-3330 kelle@auto-jet.com

Little League Game Schedule Coordinator (TeeBall – Coach Recovery)

- Open

Umpire Coordinator

- Taylor Sheeks (515) 745-7883 bigcentert@msn.com

Picture Coordinator

- Dennis Wilkerson (515) 229-7553 wilkersonphoto@msn.com

Safety Committee

- Rob Fouraker (515) 943-9347 rob4aker@hotmail.com

Senior League Administrator

- Steve Roberts (515) 360-7386 sroberts05@aol.com

Junior League Administrator

- Darren Battershell (913) 530-3615 dbatter2003@yahoo.com

Intermediate Administrator

- Steve Roberts (515) 360-7386 sroberts05@aol.com

AAA Administrator

- Shawn Bradley (515) 988-2739 snjbradley@gmail.com

AA Administrator

- Steve Nuzum (515) 306-9739 steve.nuzum@gmail.com

Single A Administrator

- Jeff Wright (515) 783-7803 jeffw@courtavenuesuites.com

Coach Recovery Administrator

- Rob Keller (515) 490-9398 robkeller5@hotmail.com

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Coach Pitch Administrator

- Cordell Wabeke majcomic@mchsi.com

Coach Front Toss Administrator

- Jim Miara jim.miara@unitypoint.org

Tee Ball Administrator

- Andy Pearson (515) 473-1999 andy.pearson@pioneer.com

Prairie Ridge Sports Complex Supervisor

- Elliott Josephson (515) 963-3577 ejosephson@ankenyiowa.gov

City of Ankeny Director of Parks and Recreation

- Nick Lenox (515) 963-3576 nlenox@ankenyiowa.gov

Prairie Ridge On Call Phone Number: 515-208-4681

Background Checks

All league officials, managers, coaches, umpires (ages 18 and over), team parents and concession workers are required to create an online account at www.ankenylittleleague.com. Since 2011, Ankeny Little League has partnered with Jevin to assist with website operation. With this new website, it allows the Safety Director to more efficiently and effectively conduct background checks on all volunteers. These background checks are conducted through First Advantage. (see Addendum). This requirement applies to all volunteers that have regular interaction with our youth players. In addition, returning volunteers fill out the 2016 Returning Volunteer Application Form and new volunteers fill out the 2016 Volunteer Application Form.

With the information given on the account, Ankeny Little League will conduct a nationwide search that contains the applicable government sex offender registry data.

Ankeny Little League will not permit any person whose background check reveals a conviction or guilty plea for any crime involving or against a minor to participate in any manner. The league may also prohibit any individual from participating as a volunteer or hired worker, if the league deems the individual unfit to work with minors.

Severe Weather

**** Ankeny Little League Participants: If an evacuation order has been given and announced over the complex alert system, ADHERE to this evacuation order and exit the complex immediately. Any delay in the evacuation order will slow the traffic flow out of the Complex.**

Evacuation of the Ankeny Little League Baseball Complex, Softball Complex and Hawkeye Park due to inclement weather may be initiated by either the city of Ankeny or Ankeny Little League.

New in 2015, the Prairie Ridge Sports Complex will utilize a complex wide severe weather alert system. In addition, Ankeny Little League will maintain a NOAA Weather Radio and portable lightning detector in the Quad Center. The radio and lightning detector will be turned on whenever there are games being played. Officers of the Day (OD) will monitor these for threatening weather. In addition, when threatening weather enters western and central Iowa, the Weather Sentry system maintained by the City of Ankeny, shall be turned on and monitored by the city staff. When city officials determine the threat of severe weather is high enough to warrant the evacuation of the Prairie Ridge Sports Complex, Softball Complex and Hawkeye Park they will activate the weather alert system. Finally they will call the ODs on duty or physically go to the Quad Center. Here are the notifications that will be activated on the weather alert system.

WEATHER ALERT SYSTEM NOTIFICATIONS

Lightning – One tone from the siren

"Attention, lightning has been detected within the area, games are being temporarily suspended. Seek shelter inside of your motor vehicles. Further announcements will follow as the situation changes."

Tornado Watch - One tone from the siren

"Attention, a tornado watch has been issued for our area. Repeat, a tornado watch has been issued for our area. The potential exists for tornado development. Further announcements will follow as the situation changes."

Tornado Warning - One tone from the siren

"Attention, a tornado warning has been issued for our area. Immediately evacuate the area and seek shelter. Repeat, a tornado warning has been issued for our area, immediately evacuate the area and seek shelter."

High Winds - One tone from the siren

"Attention, a high wind warning has been issued for our area. I repeat, a high wind warning has been issued for our area. Winds exceeding 60 MPH are imminent. Seek shelter inside of your motor vehicles. Further announcements will follow as the situation changes."

Severe Weather - One tone from the siren

"Attention, a severe weather warning has been issued for our area. Immediately evacuate the area and seek shelter. Repeat, a severe weather warning has been issued for our area, immediately evacuate the area and seek shelter."

All Clear - Two tones from the siren

"Attention, this is an all clear message. You may resume your scheduled activities. Repeat, resume scheduled activities."

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Lost Child - One tone from the siren

"Attention, we have received a report of a lost child at the complex. Repeat, we have a received a report of a lost child at the complex. Please stand by for descriptive information..."

- *Employee will ask for a detailed description of the child, including name, age, gender, race, height, weight, hair and eye color, and a description of the child's clothing and shoes.*
- *If found, the child should be returned to the closest operating concession stand or the complex maintenance building.*
- *If the child is not located within 15 minutes the police are called.*

LIGHTNING

Lightning is the most common severe weather threat to baseball complex occupants. When the alert system is activated for lightning within 12 miles of the complex, additional procedures must be followed:

- Playing fields are to be cleared of participants for 30 minutes
- Participants should be directed to go to their vehicles

During this seek shelter lightning threat, baseball complex occupants must avoid close proximity to backstops, fences, dugouts, trees and open areas. It is imperative that all persons seek shelter in their vehicles. At the Prairie Ridge Sports Baseball Complex, Softball Complex and Hawkeye Park, the ONLY appropriate shelter for lightning is:

- An automobile with a solid metal roof. Once inside the automobile, roll up windows and move to the center of the interior. Soft-tops and convertibles should be avoided as they do not provide adequate protection.

When the seek shelter order has been given, the following is required of the complex occupants:

- Officers of the Day - Direct all complex occupants toward appropriate shelter. Ensure all players/children are placed with a parent or adult guardian. Monitor the weather in coordination with the complex staff. Further direct the occupants as needed to either return to the fields or evacuate the baseball complex.
- Softball Complex: The complex weather alert system will notify participants to clear the playing fields.
- Hawkeye Park: One OD or volunteer board member drives personal vehicle over to Hawkeye Park to notify attendees to clear the fields.
- Managers/Coaches/Team Parents - Ensure that all players are placed in the custody of a parent or adult guardian before leaving your team. If a parent or adult guardian cannot be located in a timely manner, take the player(s) with you and seek appropriate shelter. Contact the player's parent or guardian as quickly as possible to notify them of the situation and the status of their player.

Any lightning shelter orders given after 7:30 PM will also indicate the cancellation or postponement of the day's events.

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During practice or other events when no league officials are present, managers and coaches shall order their players to seek shelter whenever lightning is observed or thunder is heard. All persons shall maintain shelter for a minimum of 30 minutes after the last indication of lightning.

ALL CLEAR

After the alert system is activated for all clear, additional procedures must be followed:

- ODs notify participants that the all clear notification has been issued
- Softball Complex: The complex weather alert system will notify participants to return to the playing fields.
- Hawkeye Park: One OD or volunteer board member drives personal vehicle to Hawkeye Park to notify participants they may return to the playing field
- Participants may return to their respective playing fields
- ODs and complex staff continue to monitor weather conditions
- If after 7:30 PM, games may be cancelled or postponed

TORNADO WATCH OR WARNING

During a tornado watch, the Weather Sentry system will be turned on and the Prairie Ridge Sports Complex staff and ODs should monitor weather conditions moving into the area. During a tornado watch, the playing fields shall remain open.

After the alert system is activated for a tornado warning and evacuation order, additional procedures must be followed:

- Officers of the Day along with League officials – To supplement the complex alert system evacuation order, make a public address announcement to notify all participants that an evacuation has been ordered and to adhere to this order and immediately leave the complex quickly and safely. Little League does not have the authority and CANNOT stop traffic on 18th Street to allow complex vehicles to exit. Ensure all players/children are placed with a parent or adult guardian for evacuation.
- Managers/Coaches/Team Parents – Adhere to the evacuation order and immediately leave the complex quickly and safely. Ensure that all players are placed in the custody of a parent or adult guardian before leaving your team. If a parent or adult guardian cannot be located in a timely manner, take the player(s) with you and evacuate the complex. Contact the player's parent or guardian as quickly as possible to notify them of the situation and the status of their player.
- Drivers - Proceed in a safe and orderly manner out of the parking lot. Follow traffic flow signs and use both lanes for exiting.
- DO NOT remain on the fields, in the dugouts, on the sidewalks or around the concession stand and Quad Center.
- Softball Complex: Ankeny Little League will utilize the complex weather alert system and the Civil Defense siren system to alert participants to evacuate the playing fields
- Hawkeye Park: Ankeny Little League will utilize the Civil Defense siren system to alert participants to evacuate the playing fields
- In addition, the Civil Defense sirens will sound

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- “Willing” patrons and staff may evacuate to the Prairie Ridge Middle School gymnasium (entering through the north side of the building and direct everyone to interior hallways)
- Games will be cancelled and rescheduled at a later time.

COLD WEATHER GUIDELINES

Ankeny Little League will implement the following [Cold Weather Guidelines](#)

- ODs will make game decision with League President and VPs 1 hour before game start time based on the projected weather forecast. The following temperatures are based on the lower of either ambient or wind chill index.
- **26 – 32 degrees:** Ankeny Little League would enforce games be shortened to the official game minimum inning or time limit, whichever occurs first
- **25 degrees or lower:** Ankeny Little League will cancel all games and reschedule

HOT WEATHER GUIDELINES

Ankeny Little League will implement the following [Hot Weather Guidelines](#)

- ODs will make game decision with League President and VPs 1 hour before game start time based on the projected weather forecast. The following temperatures are based on the higher of either ambient or heat index.
- **(Condition Yellow) 90 – 99 degrees:** Ankeny Little League would enforce games be shortened to the official game minimum inning or time limit, whichever occurs first
- **(Condition Red) 100 – 103 degrees:** Ankeny Little League may recommend games be shortened to the official game minimum inning/time limit, whichever occurs first AND water breaks every 2 innings for 10 minutes
- **(Condition Black) 104+ degrees:** Ankeny Little League will cancel all games and reschedule

NOAA Weather Alert Radio

The Safety Director will inspect the radio for proper operation before each season. This inspection will specifically ensure the following:

1. Fresh batteries are installed.
2. The power supply is plugged in.
3. Alerts are programmed for Thunderstorm Watch, Thunderstorm Warning, Tornado Watch and Tornado Warning. The areas for alerts shall be programmed for Polk, Boone and Dallas counties. Program requirements for the specific model of radio are given below. Refer also to the radio manual stored within the safety cabinet in the Quad Center.
4. The radio alert function shall remain ON during the baseball season 24/7. This will help to ensure that no alerts are missed because the radio was not turned on during complex occupancy.

Midland WR-300 Setup

1. Set time and date.
2. Set S.A.M.E. county codes.
 - Polk: 019153
 - Boone: 019015
 - Dallas: 019049

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3. Set the alarm to "Siren" mode.
4. Turn the alert to "ON".
5. Set the alert volume to "HIGH".
6. Set the alert enable for "ON" for ONLY the following alerts:
 - Thunderstorm Watch
 - Thunderstorm Warning
 - Tornado Watch
 - Tornado Warning
7. Set the AM radio memory 1 to 1040.
8. Turn the alarm switch (side) to "OFF".
9. Turn the ON/OFF/Volume dial to "ON" with mid-level volume.

Detailed instructions for the radio setup can be found in the operator's manual, stored in the file cabinet within the Quad Center.

Midland WR-300 Operation

The weather alert radio shall remain on and plugged in at all times. The alert areas are programmed into the unit. Alerts will be given by the siren and text message on the unit. This unit also has a weather radio built into it. The weather radio shall be turned "ON" and monitored for detailed instructions whenever an automatic alert has been given.

Detailed instructions for the radio operation can be found in the operator's manual, stored in the file cabinet within the Quad Center.

Portable Lightning Detector

The Safety Director will inspect the detector for proper operation before each season. This inspection will specifically ensure the following:

- Fresh batteries are installed.
- The power supply is plugged in.

Skyscan P5 Setup and Operation

The lightning detector must be turned "ON" for use. It can be used while in the wall bracket on the power supply or by hand-held operation using the built-in battery. Using it in the Quad Center may provide false alarms because of electrical equipment in use. Therefore, hand-held operation outside of the Quad Center will provide the best follow-up indication after detection from inside the building. If using it outside of the wall bracket, carry it to the patio area to the east of the Quad Center. Once on, the device must be held in a vertical position (on button toward the sky) while in use. Lightning indication within 8 miles will be cause for a seek shelter order.

To use the lightning detector:

- Turn the device "ON". When on, the light next to the ON/OFF button will flash.
- Set the range select for the 3-8 mile range. The light will blink at the range selected momentarily and then turn off.
- Turn the tone "ON". When on, the light next to the TONE button will flash.
- Ensure device is positioned vertically.
- The battery save feature disables some indicator lights to conserve power. This feature will not be used.

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- Monitor for lightning strikes within 8 miles. Take appropriate action when lightning is observed.

Detailed instructions for the lightning detector operation can be found in the operator's manual, stored in the file cabinet within the Quad Center.

Baseball Fundamentals Training

Ankeny Little League is committed to promoting baseball safety and skills development in our youth. As managers/coaches are the primary source of instruction for the players, it is important that they have a proper understanding of the baseball fundamentals.

Ankeny Little League partners with the Ankeny and Ankeny Centennial High School baseball staff. The High School staff will provide baseball training for all managers/coaches. This training will be provided free of charge and cover aspects of instruction required for safe and effective baseball practices and games.

Umpire Training

Ankeny Little League believes that umpiring is an integral part of the game. In support of fair, enjoyable and efficient game play, the league provides paid umpires for Single A through Senior League divisions. Development of youth and adult umpires is another way our league supports its mission to foster knowledge, respect and appreciation for the game.

Ankeny Little League provides mandatory umpire training for all youth and adults interested in umpiring for Ankeny Little League. The league also requires all umpires to further their skills and education by obtaining umpire certification through the Iowa High School Athletic Association and Little League International.

First Aid and Emergency Response Training

Ankeny Little League will provide basic first aid and emergency response training to all league officials, managers/coaches, umpires, concession workers and other volunteers. This training will be conducted by the Ankeny Fire Department along with local physical therapy businesses and provided at no cost to participants. It will be held at an Ankeny location with multiple sessions, when possible, to encourage greater participation.

Little League requires that one adult (manager, coach, team parent) from each team attend this training each year. It is also required that each manager or coach receive the training at least once every 3 years.

The only exemption from this requirement is for licensed healthcare professionals. This is an agenda that had been used successfully in past years.

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- Precautions & Prevention
- Injury & Illness Response
- CPR / AED Machine Operation
- First Aid Kits
- Directing Emergency Response Personnel (Ambulance)
- Severe Weather Evacuation
- Lightning Safety

Field/Facility Inspections

Managers/coaches will conduct a field inspection before each practice or game. The home team manager is responsible for pre-game field inspection. The inspections will be used to find any playing field deficiencies that may compromise player, coach, umpire or spectator safety. This inspection consists of walking the field and observing field conditions. The following are some points of interest to consider while walking the field:

- Debris or foreign objects
- Fence and backstop damage
- Playing surface damage (i.e. holes)
- Bases properly attached and positioned
- Gates operable to closing position
- Field maintenance tools on the playing field

Any severe deficiencies must be remedied before using the field for practice or games.

Many repairs can be done quickly and easily by coaches or others at the fields, and will not require further action. In the case there are more extensive repairs needed before safe play can proceed, an Officer of the Day or park maintenance worker shall be contacted. If the repairs will not interfere with safe play, but should be attended to later, contact an Officer of the Day or fill out an Incident/Injury Tracking Report form and file it at the Quad Center.

Annual Facility Survey

The Facilities Maintenance and Planning Committee in coordination with the Safety Director will complete the Annual Facility Survey (see Addendum) at the conclusion of the baseball season.

Results of the survey will be used to direct maintenance and repair needs to the Park Superintendent. It will also be used for developing a list of potential capital improvement projects that the committee will prioritize, plan and take before the Board for approval.

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Concession Stand Safety

The Ankeny Little League concession stand is managed by the Board, supervised by the Concession Manager, and is operated by paid and volunteer workers. All those working in the concession stand must follow the following safety rules:

- Minimum age is 14 years old.
- Use separate areas for uncooked meat and prepared or ready to eat food.
- Clean bowls, utensils, cutting board, utensils after working with uncooked meat and before using them to work with prepared food.
- All uncooked meat and other items requiring refrigeration must be kept in the refrigerator or freezer until they are prepared.
- All meat will be cooked until it reaches a temperature of 165°F
- Store all cooked meat, cheese or other items requiring refrigeration in the refrigerator for later use.
- Reheat leftover meat to at least 165°F
- Wash all bowls, cutting boards, pans, pots, utensils and other items used in food preparation after each use.
- Disposable gloves will be used when handling prepared or ready to eat food. Always dispose of gloves and wash hands when moving from uncooked meat to prepared food.
- Wash hands with soap, scrubbing for at least 20 seconds after:
 - Using toilet
 - Touch uncooked meat
 - Handle money or other non-food items
 - Eat, smoke or chew gum
 - Touch used plates or other utensils
 - Touch trash
 - Touch your: nose, mouth or other body part
 - Sneeze or cough
- A fully stocked First Aid Kit will be placed in the concession stand.
- A certified fire extinguisher (ABC rating) will be placed in plain sight at all times.
- All concession stand workers are to be instructed on the use of fire extinguishers.

Equipment Inspections

The Equipment Manager is responsible for providing each team with the required playing equipment in good condition at the beginning of each season. Player equipment inspections will be completed by the Equipment Manager and Safety Director at the end of each season. Equipment will be repaired or replaced as required to maintain safe play.

During the season, managers/coaches will be responsible for regular equipment inspections before each game and practice. Inspections will determine that the equipment is in good condition consistent with safe play. Any repairs that can't be completed by the manager/coach or replacement requirements will be communicated to the Equipment Manager and Safety Director for immediate attention and replacement.

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Equipment requiring special attention includes:

- Catchers equipment: masks includes throat guard
- Bats: no cracks
- Helmets - no cracks

Equipment that is not in a state of condition consistent with safe play shall not be used and destroyed to prevent equipment from being reused.

Accident Reporting Procedure

What to report - Any incident that causes any player, manager/coach, umpire, league official, concession worker or spectator to receive medical treatment and/or first aid must be reported to the Safety Director. This also includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. Further, any incident occurring at the Prairie Ridge Sports Complex - Ankeny Little League or during an Ankeny Little League sponsored practice or game at another location must be reported to the Safety Director.

When to report - All such incidents must be reported to the Safety Director ***within 48 hours*** of the incident. The Safety Director is Rob Fouraker; he can be reached at the following:

Cell Phone: (515) 943-9347

Email: rob4aker@hotmail.com

How to make the report - Reporting incidents can come in a variety of forms. Most typically, they are *telephone conversations*. At a minimum, the following information must be provided:

- The name and phone number of the individual involved
- The date, time, and location of the incident
- As detailed a description of the incident as possible
- The preliminary estimation of the extent of any injuries
- The name and phone number of the person reporting the incident

Reporting may be made to an Officer of the Day or by an Incident/Injury Tracking Report form (see Addendum) filed with a league official or at the Quad Center. These forms are forwarded to the Safety Director and reviewed frequently to determine if a safety issue needs to be addressed.

Safety Director's Responsibilities - ***Within 48 hours*** of receiving the incident report, the Safety Director 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 Ankeny Little League's insurance coverages and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Director 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

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further claims are expected and/or the individual is participating in the league again).

The Safety Director will be responsible for investigation, tracking and filing any Little League Baseball Accident Notification and Claim Form required.

Player Concussion Requirements and Procedure

Ankeny Little League will follow the same requirements that the Ankeny Community School District must follow as it relates to players sustaining concussions while playing baseball in the Ankeny Little League or High School baseball. This would not cover if a player sustains a concussion outside of Little League (personal activity). This would require the league to 1) distribute information to parents, managers, and players on concussions, 2) require the league to annually provide forms to parents/guardians on concussions to be signed and returned to the player's Manager prior to any athletic participation by the player, and 3) any player suspected of sustaining a concussion must be immediately removed from the activity and cannot return until they have been evaluated by a health care professional and receive written clearance to play.

This Iowa law can be found at section 280.13C of the Iowa Code under the title dealing with education and the chapter on school district and uniform requirements. (Iowa Code § 280.13C). This law requires the state high school athletic association to distribute information to parents, coaches, students and others on concussions and requires school districts to annually provide forms to parents/guardians on concussions to be signed and returned to the school prior to any athletic participation by the student. Finally, any student suspected of sustaining a concussion must be immediately removed from the activity and cannot return until they have been evaluated by a health care professional and received written clearance to play.

First Aid Kits

Ankeny Little League has first aid kits available from three sources:

- Team Equipment Bag - Basic first aid kits are provided with the equipment for each team. These kits are meant for administering field treatment of minor injuries such as scrapes and cuts. Each kit will include emergency phone numbers and a contents list. Managers/coaches are required to arrange for replenishment and replacement of items used. Replacement items for team kits will be maintained at the Quad Center or by contacting the Safety Director. Attached is the team equipment bag contents list.

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Qty	Description
4	Sterile Vinyl Gloves
4	Antiseptic Swabs
4	Antibiotic Single Use Packets
2	Sterile Adhesive Bandages, 2" Wide
2	Sterile Adhesive Bandages, 1" Wide
4	Sterile Adhesive Bandages, 3/4" Wide
1	Adhesive Tape, 1/2" Wide x 6 Yds
4	Sani Hands Sanitizer packets
2	Sterile Gauze Pads, 4"x4"
2	Sterile Gauze Pads, 3"x3"
2	Sterile Gauze Pads, 2"x2"
Emergency Response Contacts	
Ankeny Police	
* Emergency: 911	
* Non-emergency: 515-286-3333	
Ankeny Fire Department and Emergency Medical	
* Emergency: 911	
* Non-emergency: 515-965-6469	

- Utility Vehicles – More extensive first aid kits that will be available on the vehicles that the Officers of the Day use throughout the complex. These kits will provide backup for field treatment. Each kit will contain a contents list.
- Quad Center – A safety cabinet at the Quad Center will contain more extensive supplies and is meant for treatment of less common injuries. The safety cabinet will contain a contents list, be inspected and replenished each year. Finally, there is an AED located at the Quad Center.
- Concession Stand – A safety cabinet at the Quad Center will contain more extensive supplies and is meant for treatment of less common injuries. The safety cabinet will contain a contents list, be inspected and replenished each year. In addition, ice bags are also available at the concession stand. Finally, there is an AED located at the concession stand for a total of 2 AEDs for the complex.

The Safety Director is responsible for maintaining and replenishing the team equipment bag kits, utility vehicle safety kits and safety cabinets at the Quad Center and concession stand.

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Rules Enforcement

Ankeny Little League is committed to providing a safe and structured baseball environment for our participants. Through education and training, we will work to impart respect for the Little League Rules (see publication, *Little League Baseball Official Regulations and Playing Rules*). Managers/coaches, umpires and league officials will be provide with the latest copy of the *Little League Baseball Official Regulations and Playing Rules* and the *Ankeny Little League Local Ground Rules*. The local rules are meant to augment the Little League rule book where discretion is given for local leagues to implement specific rules tailored to their circumstances.

In addition to education and training, we will work to enforce all rules so that we may provide the most enjoyable and safe environment for our programs.

Qualified Safety Plan Registration Form

In addition to submitting the Ankeny Little League safety plan to Little League International, the Safety Director will fill out and review with the President the Qualified Safety Plan Registration Form for the league. After review, the Safety Director will include this form in the league's safety plan and submit to Little League International.

League Player Registration Data or Player Roster Data & Manager/Coach Data

The Player Agents will submit this data through the Little League Data Center to fulfill this requirement.

Medical Release Forms

Medical Release Forms are required for every player (see Addendum). These forms are the primary means by which the manager/coach will be informed of any special medical needs a player may have. Managers/coaches will read and understand any special needs disclosed on these forms. We also encourage managers/coaches and parents/guardians to discuss any special needs so that a full understanding may be made.

Managers/coaches will maintain a copy, in their possession, of the Medical Release Form for their players whenever there is practice or game so that they can be referred to in case of an injury or illness.

Fire Extinguishers

Fire extinguishers are available in the Quad Center and concession stand. These will be hung in a conspicuous location and properly identified. An Incident Report will be

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completed by anyone using a fire extinguisher provided at any park location. This report is required to initiate a follow-up investigation into the event and to ensure the fire extinguisher is properly serviced. All fire extinguishers will be required to have a minimum of yearly inspection or after any discharge.

Maintenance of fire extinguishers at Ankeny Little League is provided by a professional safety service and overseen by the Safety Director and Sports Complex Field Coordinator.

Utility Vehicles (Golf Carts) Safety

Ankeny Little League uses self-propelled utility vehicles for a variety of tasks including: hauling, concessions and special needs transportation. These vehicles are to be operated only by League Officials. Fueling and maintenance of these vehicles is the responsibility of the Equipment Manager.

These vehicles are often being used in close proximity to pedestrians, players and spectators at the park complex, it is extremely important that they are operated in a safe manner. Caution shall be used whenever near pedestrians. Many of these vehicles will start and move immediately upon pressing the accelerator pedal and for this reason; the keys shall be removed whenever the vehicle is parked outside the Quad Center or concession stand.

The following are rules that must be followed when operating these vehicles:

1. Operated by adults (age 18+). The concession carts may be operated by licensed drivers over the age of 16.
2. Operated only by League Officials or others at the direct instruction of a League Official.
3. When within 10 yards of pedestrians, they shall be driven no faster than walking speed.
4. Driver and passengers will be seated with legs inside the vehicle whenever the vehicle is moving.
5. Only one passenger per seat.
6. When parking outside the Quad Center or concession stand:
 - Place the transmission in neutral.
 - Set the park brake.
 - Remove key.

Additional Safety Precautions at Prairie Ridge Sports Complex

Safety Precautions

- Bicycles, skateboards, rollerblades, and scooters are not allowed under the canopied Quad Center area.
- Speed Limit 5 mph in roadways and parking lots while attending any Ankeny Little League function at Prairie Ridge Sports Complex. Watch for small children around parked cars.
- Use crosswalks when crossing through the parking lot roadways. Always be alert for traffic.

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- Crosswalks and speed bumps to control traffic speed



- Quad Center with awning and netting to protect spectators



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- Dark screens behind home plate for pitcher to pick up batted ball installed on all fields



- Closed end in all dugouts to prevent players from getting hit



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- All dugouts are covered to keep players protected from weather elements (sun, rain, etc.)



- Netting over spectators to protect from foul balls and backguard rails and side rails on bleachers



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- Foul ball returns installed on Fields 1-11 to aid in returning game balls to the playing field



Long Term Safety Improvement Planning

- Badge IDs for ALL volunteers (3 Phases over 3 seasons)
 - Officers of the Day, Board members
 - Managers
 - Assistant Coaches, Team Parents, Concession Stand Staff
- Concussion Training for Managers and Coaches
 - Optional in 2015
 - Mandatory in 2016
 - http://www.cdc.gov/concussion/headsup/online_training.html
- Warning track installation & protective fence tops (2 Phases over 2 seasons)
 - Fields 9, 10, & 11
 - Fields 1-8
- Mandatory faceguards on all Ankeny Little League provided helmets
- Mandatory faceguards on all batting helmets
- Mandatory CPR/First Aid training for ALL volunteers (3 Phases over 3 seasons)
 - Officers of the Day, Board members, Concession Stand Staff
 - Managers
 - Assistant Coaches
 - Training to be paid by Ankeny Little League
 - Partner with American Red Cross

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Addendums – Ankeny Little League Forms

- AD1. 2016 Little League Safety Program Registration Form
- AD2. Ankeny Little League Incident Report Form
- AD3. Ankeny Little League Incident Reporting Instructions
- AD4. 2016 Little League Volunteer Form
- AD4.1 2016 Little League Returning Volunteer Form
- AD5. General Information About Little League Insurance
- AD6. Ankeny Little League Accident Reporting Procedure
- AD7. Little League Accident Notification and Claim Form
- AD8. Little League Accident Claim Instructions
- AD9. Little League General Liability Claim Form
- AD10. Little League Medical Release Form
- AD11. Ankeny Little League Facility Survey Form
- AD12. Ankeny Little League Severe Weather Policy

Appendices – General Safety Information

- AP1. Barbecue Safety
- AP2. First Advantage Home Safe Flyer
- AP3. Concession Stand Safety
- AP4. Lightning Safety
- AP5. Managers and Coaches Code of Conduct
- AP6. Parents Code of Conduct
- AP7. Player Conditioning
- AP8. Player Stretching
- AP9. Prairie Ridge Sports Complex Map
- AP10. First Aid Clinic Outline
- AP11. Team Bag First Aid Kit Contents List
- AP12. Sample Safety Code
- AP13. Umpire Guidelines
- AP14. Volunteer Code of Conduct
- AP15. Concussion Training for Coaches
- AP16. Concussion Fact Sheet for Parents