



Union Little League Safety Manual

2023



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Union Little League – Mission Statement

Union Little League is a non-profit organization of volunteers, whose mission is to provide a safe and positive environment in which the children of our community can play the game of baseball. A game that provides fundamental principles (sportsmanship, fair play, and teamwork) that they can use later in life to become good citizens.



Union Little League Safety Manual

Letter of Introduction

Dear Managers and Coaches:

Welcome to another exciting season of Union Little League Baseball!

Union Little League's Board of Directors continues to improve on the overall safety of our league. This includes both the physical and emotional safety of our Players. We have improved our fields, installed break-away bases, posted Safety Signs, and made our annual purchases of new player safety equipment and First Aid Kits to help keep our players safe.

In an effort to help our managers and coaches comply with our safety standards, the Board of Directors has provided specific safety rules to be followed as outlined in this Safety Manual. This Safety Manual includes:

- Directions to local hospitals
- Information on other emergency services
- Names of Board Members
- Phone numbers of the President, Vice President and Safety Officer
- Do's and Don'ts for treating injured players
- A First Aid section at the back of this manual

The Manager of each team shall appoint a Team Safety Officer (TSO) who will assist the manager and coaches of that team to insure that the safety guidelines are met at practices and games. *If a Manager fails to appoint a Team Safety Officer, the Manager is responsible for the fulfillment of all of the requisite duties.*

Each team has also been issued First Aid Kits and chemical ice packs. First Aid Kits include items to treat an injured player until professional help arrives, if necessary.

A Forms Section has been included in Appendix "A" and "B" of this Manual. The Medical Release form should be filled out for each child and kept on file with your Team Records. These shall be present at all Practices and Games, as they may be needed in case of an emergency.

All Volunteers are required to complete background checks and are only able to "volunteer" after the league has conducted the background checks. There are no exceptions to this rule.



The Incident/Injury Tracking Report can be filled out and emailed/handed to the Safety Officer or placed in the “mailbox” at the Snack Shack. Three copies of this form will be provided to you. Additional copies are available at the Snack Shack or can be found at our website:

<http://unionlittleleaguebaseball.com>

A Field Safety Checklist has been included in Appendix “C”, for managers and umpires to use when checking fields prior to practices and games.

League player registration data or player roster data and coach and manager data will be submitted via the Little League Data Center at LittleLeague.org.

Remember that safety is the responsibility of each and every one of us, the volunteers of Union Little League.

- Always use common sense
- Never doubt what children tell you
- Report all accidents or safety infractions when they occur

Now, play ball and play safe!

Very truly yours,

Adam Fogle

Union Little League President

Brent Tollenaar

Union Little League Safety Officer



Your Safety Officer

Each year Union Little League nominates a Safety Officer, from one of the elected Board members. Your Safety Officer for the 2023 Union Little League year is Brent Tollenaar. Please report injuries or unsafe issues to him via the contact information listed below. Refer to page 31 for details on “Accident Reporting Procedure” and for additional information.

Brent Tollenaar, Union Little League Safety Officer

Phone: (858) 705-0416
Email: safety@unionlittleleaguebaseball.com

Distribution of Safety Manual And First Aid Kits

Each year a portion of our league’s budget is set aside for supplies and documentation for safety purposes. We also have our Safety Manual reviewed by the District 12 Safety Officer. This year each team has been issued an updated Safety Manual and First Aid Kits.

In addition to the First Aid Kits, chemical ice packs were issued to each team. Additional packs may be obtained at the Snack Shack in exchange for completed Incident/Injury Tracking Reports, which detail how the initial packs were utilized. Ice is available at the Snack Shack on game days.

The Chief of Umpires has also received a copy of this Safety Manual.

Snack Shack will have First Aid Kits and the Safety Manual available at all times.

The Safety Manual includes directions to local hospitals and other emergency services, phone numbers for ULL Board Members, Do’s and Don’ts of treating injured players.

The First Aid Kits include the necessary items to treat an injured player until professional help arrives. If necessary, see First Aid at the end of this manual.



Union Little League Phone Numbers:

General Phone Numbers:

District 12 Safety Officer	Jeff Malloy	(408) 590-7093
Insurance Claim Office		(570) 327-1674
Little League – Western Reg.		(909) 887-6444

Emergency Phone Numbers:

Good Samaritan Hospital		(408) 559-2011
Community Hospital – Los Gatos		(408) 356-4111
Police – Emergency		9-1-1, (408) 277-8911
San Jose Police		3-1-1, (408) 277-8900
Los Gatos Police		(408) 354-5257
Santa Clara County Sheriff		(408) 299-3233
Fire Safety – Emergency		9-1-1
San Jose Fire Department		(408) 277-4444
Poison Control Center		(800) 222-1222
Poison Control Center	24-Hour	(800) 876-4766

Board of Directors and Volunteer Representatives:

President	Adam Fogle	(408) 242-3638
Vice President	Morgan Duncan	(408) 429-0903
Treasurer	Sarah Hayes	(408) 637-0379
Secretary	Mark Hoehne	(513) 289-6110
Player Agent	Jon Oshidari	(408) 712-9279
Coaching Coordinator	Tony Angelo	(831) 295-2497
Chief of Umpires	Rob Bernard	(213) 500-9627
Safety Officer	Brent Tollenaar	(858) 705-0416
Field Maintenance	Brian Tam	(408) 348-5994
Concessions Manager	Majken Bullard	(469) 682-6215
Scheduler	Mark Hoehne	
Volunteer Coordinator	Rob Bernard	
Majors Rep	Brian Tam	
AAA Rep	Brent Tollenaar	
AA Rep	Jonathan Bullard	
A Rep	Rich Gibson	
T-Ball Rep	David Wendland	
Uniforms / Awards Manager	Lauren Oh	
Fundraising / Sponsorships	Holly Child	
Registrar/Website/Fall Ball	Sarah Hayes/Brent T.	



Code Of Conduct

The Board of Directors of Union Little League has mandated the following:

Board members, managers, coaches, players and fans shall NOT:

- Lay a hand upon, push, shove, strike, or threaten to strike an official.
- Verbally or physically abuse an official, for any belief, real or perceived, regarding a decision or judgment.
- Object to an official's decision by throwing gloves, helmets, gloves, bats, balls, or any other forceful unsportsmanlike action.
- Use unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Physically attack a league official, manager, coach, volunteer, player, or spectator.
- Use profane, obscene, or vulgar language in any manner at any time.
- Appear on the field of play, stands, or anywhere on the ULL complex while in an intoxicated state at any time. Intoxication may be defined as an odor or behavior.
- Gamble on any play or outcome of any game with anyone at any time.
- Union Little League has a No Smoking Policy.
- Publicly discuss with spectators, in a derogatory or abusive manner, any play, decision or a personal opinion regarding any players during the game.
- As a manager or coach, be guilty of mingling with or fraternizing with spectators during the course of the game.
- Speak disrespectfully to a manager, coach, official, or league representative.
- Tamper with or manipulate any league rosters, schedules, draft positions or selections, official score books, rankings, financial records, or procedures.
- Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize an offender appropriately for each infraction, including removal from the game, and/or premises.

Inappropriate behavior by a spectator or fan may be cause for the suspension of a game by the Managers and/or Umpire. Game suspension may continue until such time as the spectator or fan, in question, leaves the premises.

The ULL Board of Directors shall review all infractions of the Code of Conduct. Depending on the seriousness or frequency of the offense, the Board may assess additional disciplinary action up to and including expulsion from the league.

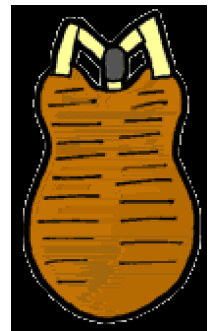
ULL Safety Code

The Board of Directors of Union Little League has mandated the following **Safety Code**. All managers and coaches shall read this **Safety Code** and then read it aloud to the players on their team. Signatures are required to acknowledge that the manager, coaches, and players understand and agree to the **Safety Code**.

- Responsibility for safety procedures belongs to every adult member of Union Little League.
- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only league approved, registered volunteers, managers, and/or coaches are allowed to practice with teams.
- Only league-approved, registered volunteers, managers, and/or coaches will supervise the batting cages.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, designated coaches and umpires will have mandatory training in First Aid.
- First Aid Kits are issued to each team manager during the pre-season and additional kits will be located at the Snack Shack and in the equipment storage sheds at the Majors and AAA Fields.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects.
- 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 shall be that of a player assigned for this purpose or the team’s manager and designated coaches.
- Foul balls batted out of play will be returned to the scorekeeper, coach, or manager between innings and not thrown over the fence during a game.
- During practice and games, all players shall 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 or missed catches.
- 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 endangering spectators, (i.e. playing catch, swinging bats etc.).
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets, bearing the NOCSAE seal, while batting and base running, during both practices and games.
- Except when a runner is returning to a base, head first slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time shall “horse play” be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide “safety glasses” for their children.
- On-deck batters are not permitted.
- Managers will only use the official Little League balls supplied by ULL.
- All male players will wear athletic supporters or cups during games. Catchers must wear a cup. Managers should encourage that cups be worn at practices too.
- Male catchers must wear a protective cup and a long-model chest protector.
- Female catchers must wear either a long or a short model chest protector.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher’s helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, “dangling” type throat protector and catcher’s helmet during practice, pitcher warm-up, and games. **Note:** Skullcaps are **not** permitted.
- Shoes with metal spikes or cleats are **not** permitted. Shoes with molded cleats are permissible.



- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- No food or drink, at any time, in the dugouts. (Exception: bottled water, Gatorade, water from drinking fountains and sunflower seeds).
- Catchers must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) of any shape, size or weight consistent with hand protection.
- Catchers may not catch, whether warming up a pitcher, in practices, or games without wearing a catcher's mask and an athletic cup as noted above.
- Managers will never leave an unattended child at a practice or game.
- Never hesitate to report any present or potential safety hazard to the ULL Safety Officer immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- Speed Limit is 5 miles per hour in roadways and parking lots.
- No parking on the asphalt at Mike Logan Fields.
- No alcohol or drugs allowed on the premises at any time.
- No Chewing Tobacco is allowed on the premises (includes all Adults).
- **No medication** will be taken at the facility unless administered directly by the child's parent. This includes aspirin and Tylenol.
- No playing in the parking lots at any time.
- No playing on and around lawn equipment, machinery at any time.
- **No smoking is allowed on the premises.**
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.
- No throwing rocks.
- No climbing fences.
- Players and spectators should be alert at all times for foul balls and errant throws.
- All gates to the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- Bicycle helmets must be worn at all times when riding bicycles on the premises as well as to and from the premises.
- Use crosswalks when crossing roadways. Always be alert for traffic.





- No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.
- There is no running allowed in the bleachers.

Responsibilities

Managers and Coaches:

Pre-season:

All Managers and coaches are required to take:

Concussion Certification - All managers and coaches are required to obtain concussion certification prior to the start of the season. Details are found in the Mandatory First Aid Training section in this manual.

Managers and coaches (minimum one per team) are required to attend:

[District 12's Coaches Clinic](#)

ALL LEVELS OF COACHES ARE WELCOME AND ENCOURAGED TO ATTEND THIS ONE-OF-A-KIND QUALITY TRAINING!!

This Clinic is designed to teach the necessary fundamentals needed to prepare coaches for the upcoming season. Clinic will be taught by members of our elite coaching staff. This one-of-a-kind training will be extremely informative and beneficial. This will be a great opportunity for any person to obtain the knowledge and resources needed to become a better coach.

**Hitting / Pitching / Fielding / Bunting / Catching
Speed & Agility Drills / Game Plans / Practice Drills / Practice Plans
TO BE Determined**

In addition, please visit <http://www.unionlittleleaguebaseball.com> for updated opportunities on how to help teach proper baseball mechanics.

Season Play:

Managers will:

- Work closely with the Team Safety Officer to make sure *equipment* is in first-rate working order. Managers are also encouraged to appoint a Player Safety Officer, to instill safety-mindedness into the players, at their own level.



- Make sure that *telephone access* is available at all activities including practices. It is suggested that a *cellular phone* always be on hand.
- Not expect more from their players than what the players are capable of.
- Be open to ideas, suggestions or help.
- Enforce that ***prevention*** is the key to reducing accidents to a minimum.
- Have players wear sliding pads if they have cuts or scrapes on their legs.
- Always have First Aid Kit and Safety Manual on hand.
- Use common sense.



Pre-Game and Practice:

Managers will:

- Make sure that players are healthy, rested and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they can't play.
- Make sure players are wearing the proper uniform and catchers are wearing a cup (it is recommended that all male players wear a cup).
- Walk the field to check that the field is free of hazards and obstructions (e.g. rocks and glass) before use.
- Make sure that all equipment is in good working order and is safe.
- Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the President, Umpire, or a duly delegated representative shall make the Final determination.
- Enforce the rule that no bats and balls are permitted on the field until all players have done their proper stretching.

During the Game:

Managers will:

- Make sure that players carry all gloves and equipment off the field and into the dugout when their team is up to bat. No equipment shall be left lying on the field, either in fair or foul territory.
- Keep players **alert**.
- Maintain **discipline** at all times.
- Be **organized**.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the **proper equipment**.
- Encourage everyone to think **Safety First**.
- Observe the "**no on-deck**" rule for batters and keep players behind the screens at all times. No player should handle a bat in the dugouts at any time.
- Keep players off the chain link fences.
- Get players to **drink** often so they do not dehydrate.
- Not allow children that are ill or injured to participate in a game (or practice).
- Attend to children that become injured in a game.



- Not lose focus by engaging in conversation with parents and passersby.
- Managers and Coaches please notify your Union Little League Safety Officer of any near misses. A near miss would be unsafe act that could have ended in an injury or unsafe fields or equipment (i.e. gopher holes, kids swinging bats near the snack shack, or exposed fencing in the outfield).

**** IF A MANAGER HAS NOT APPOINTED A TSO THEN HE OR SHE MUST ASSUME THOSE RESPONSIBILITIES**

Post Game:

Managers will:

- Do cool down exercises with the players.
- Not leave the field until every team member has been picked up by a known family member or designated driver.
- ***Notify parents if their child has been injured*** no matter how small or insignificant the injury is. ***There are no exceptions to this rule.*** This protects you, Little League Baseball, Incorporated and ULL.
- Discuss any safety problems with the Team Safety Officer that occurred before, during or after the game.
- If there was an injury, make sure an Incident/Injury Tracking Report was filled out and given to the ULL Safety Officer (see sample form in Appendix “B”).
- Return the field to its pre-game condition, per ULL policy.

If a manager knowingly disregards safety, they shall be brought before the ULL Board of Directors to explain their conduct



Umpires:



Pre-Game:

Before a game starts, the umpire shall:

- Check equipment in the dugouts of both teams, equipment that does not meet specifications must be removed from the game.
- Make sure catchers are wearing helmets, with dangling type throat protectors, when warming up pitchers.
- Check aluminum bats for dents and out-of-roundness.
- Make sure that bats have grips.
- Make sure there are foam inserts in all batting helmets and that they bear the **NOCSAE** seal on them, as required by Little League.
- Inspect batting helmets for cracks.
- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Check players to see if they are wearing watches, jewelry, etc. If so, items must be removed (exception: Medical Alert jewelry shall be taped in place).
- Check players to see if they are wearing metal cleats. If so, they must be removed, and acceptable cleats or athletic shoes must be worn instead.
- Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.



- Secure an adequate number of official Little League baseballs for play from the “Home” team.
- Use the **FIELD SAFETY CHECKLIST** (Appendix “C”) to document that all of the above was carried out.
- Obtain copies of each team’s batting order and lineup.

During the Game:

During the game the umpire shall:

- Govern the game as mandated by Little League rules and regulations.
- Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to clouds or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.
- Make sure players and spectators keep fingers out of the chain link fencing.

Post Game:

After a game, the umpire shall:

- Check with the managers of both teams regarding safety violations.
- Report any unsafe situations to the ULL Safety Officer by telephone and in writing.



Team Safety Officer (TSO):

Pre-Season:

In the pre-season, the TSO must:

- *Acquire the Safety Manual* from the team manager and read it.
- Have parents fill out *Medical Release forms* and return them to you (see Appendix "A").
- *Inspect Team equipment* when the Equipment Manager issues it to your team and request replacements for any equipment that appears to be unsafe.
- Get to *know the players* on your team.
- Talk to parents, confidentially, and inquire if their child suffers from allergies, asthma, heart conditions, past injuries, ADD, ADHD, a communicable disease such as hepatitis, HIV, AIDS, etc.
- Find out if a child is taking any kind of *medication*.

Season:

During the season, the TSO will:

- Keep a *Safety Log* of all injuries that occur on his or her team.
- *Inspect player equipment* for cracks and broken straps on a regular basis.
- *Communicate* any safety infractions to the ULL Safety Officer or any other Board Member.
- Help managers and designated coaches *give First Aid*, if needed.
- Act as a *conduit* between parents, managers, the ULL Safety Officer, and the kids.
- Fill out *accident reports* if an injury occurs.
- Report an *injury* to the ULL Safety Officer within 24 hours of the occurrence.
- Track the *First Aid Kit inventory card* and request replacement supplies from the ULL Safety Officer as needed.





Pre-Game:

Before the game starts the **TSO** will:

- Make sure that this *Safety Manual* and the *First Aid Kit* are present.
- Greet the players as they arrive and *make sure everyone is feeling all right*.
- Watch the players when they stretch and do *warm up exercises* for signs of stress or injury.
- *Check equipment* for cracks, broken straps, etc.
- *Walk the field*, remove broken glass and other hazardous materials.
- *Be ready to go into action if anyone should get hurt*.

During the Game:

During the game the **TSO** will:

- *Watch players* to see that they are alert at all times.
- In case of injury, *help the team manager* treat the child until professional help arrives.
- Act as the *conduit* between the ULL Safety Officer, the team manager, the child, and his or her parents.

Post-Game:

After the game the **TSO** will:

- *Keep a Record* of any safety infractions or injuries.
- *Report any injuries* to the ULL Safety Officer within 24 hours of occurrence.
- Fill out an Incident/Injury Tracking Report and submit a copy to the ULL Safety Officer if there is an injury requiring medical attention.
- *Assist parents* if a child must go to the hospital or to see a doctor.
- Provide *insurance documentation* to the hospital, if necessary (Claim form is in Appendix "A").
- Follow up with parents to make sure the child is all right.

Post-Season Play

All Star / Tournament Play:

Everybody's responsibilities remain the same throughout the postseason. This includes All Stars and Tournaments.

Insurance Riders:

Insurance riders are needed if any practices, games, or events involving baseball, on or off the ULL complex take place before or after the regularly scheduled season and "All Star" post season.

Insurance riders are also necessary if non-Little League teams practice, play games, or hold tournaments at the ULL facility.

COMMON SENSE

Playing safe boils down to using *common sense*. For instance, if you witness a strange person walking around the ULL complex who looks like he or she do not belong there, you should report the incident to a Board Member. There should generally be a Board Member on site (*see list on page 7*). The ULL Board Member, after hearing your concerns, will investigate the matter and have the person in question removed before anything could happen, if indeed, that person does not belong there.

Another example of *common sense* – You witness kids throwing rocks or batting rocks on the ULL complex. They are having fun but are unknowingly endangering others. Do not just walk on by figuring that someone else will deal with the situation. Stop and explain to the kids what they are doing wrong and ask them to stop.

Webster's Dictionary definition of *common sense* is: Native good judgment; sound ordinary sense. In other words, to use *common sense is to realize the obvious*. Therefore, *if you witness something that is not safe, do something about it!* And encourage all volunteers and parents to do the same.

MANDATORY First Aid Training - Concussions in Sports

Union Little League safety plan mandates all managers and coaches take and pass this online concussion course prior to being assigned a team. During the 2022 spring season, there were two reported concussions, not including some which may not have been reported. Since so many kids get hit in the head with baseballs (practice and games), it is critical that all managers and coaches understand the symptoms and when children need to be referred to medical professionals.

The ULL approved online training course takes ~45 minutes and is free. You only need to create an account (user name/password) in order to take it.

The current URL for the course:

<http://nfhslearn.com/courses/61064/concussion-in-sports>

On the top right, you'll see a sign-in/register field. Go ahead and register for the site.



Once you are signed in, you need to order the course. You'll note the "Order Course" button. Follow the instructions to order and view the information. Please note that if you cannot do it all at one time, you can come back where you left off.



At the end of the course is a short quiz, along with the opportunity to print out the certificate. This must be emailed to the Safety Officer at safety@unionlittleleaguebaseball.com to verify compliance prior to being allowed to coach or manage a team. This also ensures compliance with Cal Health and Safety Code §124235.

Concussion Protocol Overview

SIGNS AND SYMPTOMS

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

Signs Observed by Coaching Staff	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (<i>even briefly</i>)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or is “feeling down”

ACTION PLAN

If you suspect that an athlete has a concussion, you should take the following four steps:

- 1.** Remove the athlete from play.
- 2.** Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
- 3.** Inform the athlete’s parents or guardians about the possible concussion and give them the fact sheet on concussion.
- 4.** Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says the athlete is symptom-free and it’s OK to return to play.

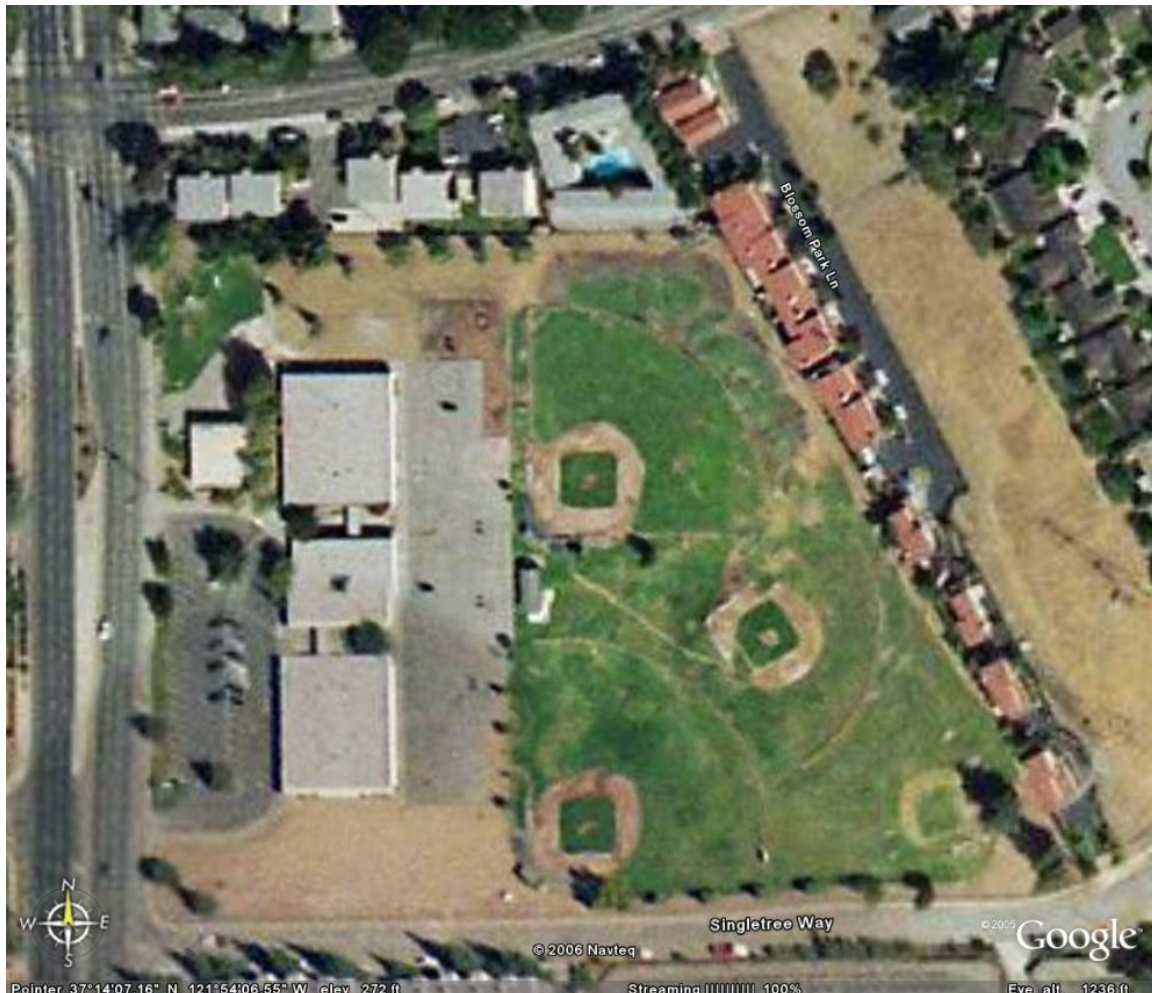
RISKS UNIQUE TO OUR FACILITY

Union Little League is fortunate that our playing fields are located on School District property and, as a result, are fully enclosed by a perimeter chain link fence. There are three points of entry/exit from our playing fields.

Vehicular access is limited to one point of entry off of Singletree Way, and all vehicles are restricted to the dirt parking area. Additional vehicular parking is available in front of the school building, in their parking lot.

There are two points of pedestrian entry to our playing fields. One is thru the gate located at the west end of the parking area, the second point of pedestrian entry is at the southeast corner of the fields off of Singletree Way.

North



South

EQUIPMENT

The Equipment Manager is also one of the elected ULL Board Members, and is responsible for purchasing and distributing equipment to each individual team. This equipment is checked and tested when it is issued but it is the Manager's responsibility to maintain it. Managers shall inspect equipment before each game and each practice. The ULL Equipment Manager will promptly replace damaged and ill-fitting equipment.

Kids like to bring their own equipment to practices and games. This equipment can only be used if it meets the requirements outlined in this Safety Manual and the Official Little League Rule Book.

At the end of the season, all equipment must be returned to the ULL Equipment Manager. Safety Manuals shall also be turned in with the team equipment. However, First Aid Kits are considered a perishable item and may be kept by managers. New kits are ordered each spring.

Equipment Specific Rules

- Each team, at all times in the dugout, shall have an appropriate number of protective helmets, which must meet NOCSAE specifications and standards. These helmets will be provided by ULL at the beginning of the season. If players decide to use their own helmets, they must meet NOCSAE specifications (seal imprinted on helmet).
- Each helmet shall have an exterior warning label. Note: The warning label cannot be embossed in the helmet, but must be placed on the exterior portion of the helmet and be visible and easy to read.
- Use of helmet by the batter and all base runners is mandatory.
- Use of a helmet by a player/base coach is mandatory.
- Use of a helmet by an adult base coach is optional.
- All male players must wear athletic supporters.
- Male catchers must wear a protective cup and a long-model chest protector.
- Female catchers must wear either a long or a short model chest protector.

- All catchers must wear chest protectors with neck collar, throat guard, shin guards and a catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-ups, and games. Note: Skullcaps are not permitted.
- Little League (Majors and below) – A new bat standard was adopted in 2018 which means all bats to be used in Little League must adhere to this standard. All bats must be on the approved list, and be stamped with the USA Baseball logo:



It is the Manager's responsibility to ensure all players have approved bats at all games and practices.

Please refer to Little League Website for a complete list of composite and non-composite approved bats permitted to be used in Little League:

<https://usabat.com>.

- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
- Bats with dents, or that are fractured in any way, must be discarded.
- Only Official Little League baseballs will be used during practices and games.
- Make sure that the equipment issued to you is appropriate for the age and size of the kids on your team. If it is not, get replacements from the Equipment Manager.
- Make sure helmets fit properly.
- Replace questionable equipment immediately, notify the Equipment Manager.
- Make sure that players respect the equipment that is issued.
- The pitcher's glove may not, exclusive of piping, be white or light gray, nor, in the judgment of the umpire, distracting in any manner.

Storage Shed Procedures

The following applies to all of the storage sheds used by Union Little League and further applies to anyone who has been issued keys by Union Little League to use these sheds.

- Keys to the equipment sheds will only be issued by ULL's President and Equipment Manager.
- A record shall be kept of all individuals possessing keys.
- Keys will be returned to the League President immediately once someone ceases to have responsibilities for equipment sheds.
- All storage sheds will be kept locked at all times.
- All individuals with keys to the equipment sheds are aware of their responsibility for the orderly and safe storage of heavy machinery, hazardous materials, fertilizers, poisons, tools, etc.
- Before the use of any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.), please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in storage sheds shall be properly marked and labeled and stored in its original container, if available.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of immediately to prevent accidental poisoning.
- Keep products in their original container with the labels in place.
- Use poison symbols to identify dangerous substances.
- Dispose of outdated products as recommended.
- Use chemicals only in well-ventilated areas.
- Wear proper protective clothing, such as gloves or a mask when handling toxic substances.



Machinery Guidelines

Tractors, mowers and any other heavy machinery shall:

- Be operated by appointed staff only.
- Never be operated while under the influence of alcohol or drugs (including both prescription and non-prescription medications).
- Not to be operated by any person under the age of 16.
- Never be operated in a careless or reckless manner.
- Be stored appropriately when not in use with the brakes in the on position, the blades retracted, the ignition locked and the keys removed.
- Never be operated or ridden in a precarious or dangerous way (i.e., riding on the fenders of a tractor). Never be left outside the tool sheds or appointed garage if not in use.

ACCIDENT REPORTING PROCEDURE

What to report:

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the ULL Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

When to report:

All such incidents described above must be reported to the ULL Safety Officer within 24 hours of the incident. To file a report, use the Union Little League website or contact the Safety Officer as detailed on page 6 of this manual. A copy of the Incident/Injury Tracking Report can be found on page 56.

How to make a report:

Reporting incidents can come in a variety of forms. 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 or witnessing the incident.

Team Safety Officer's Responsibility:

The TSO will fill out the *Incident/Injury Tracking Report* and submit it to the ULL Safety Officer ***within 24 hours of the incident***. If the team does not have a safety officer then the Team Manager will be responsible for filling out the form and turning it in to the ULL Safety Officer.

ULL Safety Officer's Responsibilities:

Within 24 hours of receiving the Incident/Injury Tracking Report, the ULL Safety Officer will contact the injured party or the party's parents and;

- Verify the information received;
- Obtain any other information deemed necessary;
- Check on the status of the injured party; and



- 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 Union Little League's insurance coverage and the provision for submitting any claims.

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

- Check on the status of any injuries, and
- 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).





INSURANCE POLICIES

Union Little League has a National Little League Insurance Policy. This policy is an “excess” policy (i.e. in addition to a participant’s existing Medical and/or Homeowners policy). You must consult with your Insurance Agent regarding the specifics of your Homeowners and Medical Policies and request copies of National Little League’s Supplemental Insurance Policies for more specific coverage and exclusion details.

In the case of an incident requiring Medical Coverage, the participant’s existing Medical Policy provides medical related coverage. If the participant’s medical costs exceed the participant’s Medical Policy, the National Little League’s Policy would provide excess coverage, in that order. Please consult with your Insurance Agent regarding the specifics of your Medical Policy.

In the case of Liability related litigation (i.e. a Volunteer being sued as a direct result of their Volunteer duties), the Volunteer’s Homeowners Policy would take priority coverage (if the Homeowners Policy specifically covered volunteer activity). If the legal defense costs exceed their Homeowners Policy, the National Little League’s Policy would provide additional coverage. Please consult with your Insurance Agent regarding the specifics of your Homeowners Policy regarding Volunteer Activity.

All of this is predicated on the fact that the Volunteer or Player that was hurt or sued, operated within the guidelines set by National Little League and Union Little League. See section on Insurance Exclusions for examples.

Little League Accidental Insurance Policy

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball, Incorporated.

Union Little League Juniors, Majors, AAA, AA, A, and T-Ball participants shall not participate as a Little League Juniors, Majors, AAA, AA, A, and T-Ball team in games with other teams of other programs or in tournaments except those authorized by Little League Baseball, Incorporated.

Union Little League Juniors, Majors, AAA, AA, A, and T-Ball participants may participate in other programs during the Little League Juniors, Majors, AAA, AA, A, and T-Ball regular season and tournament provided such participation does not disrupt the Little League Juniors, Majors, AAA, AA, A, and T-Ball season or tournament team.

Unless expressly authorized by the Board of Directors of ULL, games played for any purpose other than to establish a League champion or as part of the International Tournament are prohibited (See IX - Special Games, page 15 in the Rule Book for further clarification).



Explanation of Coverage:

Union Little League Insurance Policy is designed to supplement a parent's existing family policy

The *AIG Little League's insurance policy* (see in Appendix "A") is designed to afford protection to all participants at the most economical cost to ULL. It can be used to supplement other insurance carried under a family policy or insurance provided by a parent's employer. If there is no other coverage, AIG Little League insurance - which is purchased by the ULL, not the parent - takes over and provides benefits, after a *\$50 deductible* per claim, for all covered injury treatment costs up to the maximum stated benefits.

This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

Filing a Claim:

When filing a claim (see claim forms in Appendix "A"), all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of Group or Employer insurance must accompany a claim form.

On *dental claims*, it will be necessary to fill out a Major Medical Form, as well as a Dental Form; then submit them to the insurance company of the claimant, or parent(s)/guardian(s), if claimant is a minor "Accident damage to whole, sound, normal teeth as a direct result of an accident" must be stated on the form and bills. Forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, League ID, and year of the injury on the form.

Claims must be filed with the ULL Safety Officer, who will forward them to Little League Baseball, Incorporated, PO Box 3485, Williamsport, PA, 17701. Claim officers can be contacted at (570) 327-1674 and fax (570) 326-2951. *Contact the ULL Safety Officer for more information.*



Insurance Policy Exclusions

First, it should again be noted that the Little League insurance policy is an excess policy (i.e. in addition to a participant's existing policy). It should also be noted that these are examples of exclusions only and in no way represent all of the exclusions that that may be in effect.

There are specific exclusions that eliminate coverage should any person involved with Union Little League violate the policies set down by National Little League. For example, any unauthorized games or practices would be a violation, and thus any injuries as a result, would be excluded from the insurance coverage. A Game or Practice that occurred outside of the Start/End dates mandated by Little League would be considered unauthorized.

Also, parents who do not complete the background check and are involved with the children, violate the Little League National Policy, and thus any lawsuit resulting from the situation regarding the background check would be excluded from defense in the lawsuit.

How the insurance works:

- 1 First, have the child's parents file a claim under their insurance policy; Blue Cross, Blue Shield or any other insurance protection available.
- 2 Should the family's insurance plan not fully cover the injury treatment, the Little League AIG Policy will help pay the difference, after a *\$50 deductible* per claim, up to the maximum stated benefits.
- 3 If the child is not covered by any family insurance, the Little League AIG Policy becomes primary and will provide benefits for all covered injury treatment costs, after a *\$50 deductible* per claim, up to the maximum benefits of the policy.
- 4 Treatment of *dental injuries* can extend beyond the normal fifty-two week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum dollar benefit is \$500 for eligible dental treatment after the normal fifty-two week period, subject to the \$50 deductible per claim.



Volunteer Application Policy

In 2023 Union Little League will be adhering to the Little League requirements for Nationwide background checks by utilizing JDP (<https://www.jdp.com/littleleague/littleleague-backgroundcheck/>). ULL is required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to, or contact with, players or teams to consent to a background check.

The purpose of these background checks is, first and foremost, to protect children. Second, they maintain Little League as a hostile environment for those who would seek to do harm. Third, they will help to protect individuals and leagues from possible loss of personal or league assets because of litigation.

Failure to complete the JDP background check by those required to do so will result in Union Little League being barred from involvement in Little League. Failure by Union Little League to conduct the proper background checks may result in suspension or termination of the league's charter and/or our tournament privileges.

Please refer to Appendix "B" for additional information on the background check that must be completed for each individual performing Volunteer activities. **This is a mandatory requirement, not an option!!!**

FINGER-PRINTED BACKGROUND CHECKS

In 2022, The State of California started requiring full Finger-printed Background checks to be obtained on Volunteers if they meet certain criteria.

California passed a new legislative bill, [Assembly Bill No.506](#), that requires a fingerprint-based background check for individuals who volunteer more than 16 hours a month or 32 hours a year; which, for Little League, includes coaches, managers, board members, umpires, Scorekeepers, etc.

The new background check requirement by the state is pursuant to [Section 1105.3](#), which is a California Department of Justice State fingerprint check through [Live Scan locations](#). This background check does not replace the required [Little League background check](#), which is a search of the National Criminal database, National Sex Offender Registry, U.S. Center for SafeSport Centralized Disciplinary Database, and the Little League International Ineligible List.

Each volunteer who meets this requirement will be required to complete a Finger-printed Background Check prior to volunteering. The Safety Officer will be responsible for ensuring this has been done and will be required to review the background check report.



Little League Parent/Volunteer Pledge

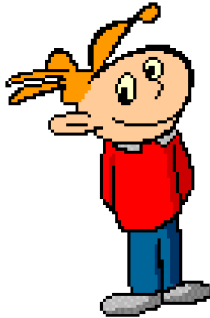
- I will teach children to play fair and do their best.
- I will positively support all managers, coaches and players.
- I will respect the decisions of the umpires.
- I will praise a good effort despite the outcome of the game.

PARENTAL CONCERNS ABOUT SAFETY

The following are some of the most common concerns and questions asked by parents regarding the safety of their children when it comes to playing baseball. We have also included appropriate answers below the questions.

I'm worried that my child is too small or too big to play on the team/division he has been assigned to.

Little League has rules concerning the ages of players on T-Ball, A, AA, AAA, and Majors & Juniors teams. Union Little League observes those rules and then places children on teams according to their skills and abilities based on their tryout ratings at the beginning of the season. If for some reason you do not think your child belongs in a particular division, please contact the ULL Player Agent and share your concerns with him or her.



Should my child be pitching as many innings per game?

Little League has rules regarding pitching which all managers and coaches must follow. The rules are different depending on the division of play but the rules are there to protect children.

Do mouth guards prevent injuries?

A mouth guard can prevent serious injuries such as concussions, cerebral hemorrhages, incidents of unconsciousness, jaw fractures, and neck injuries by helping to avoid situations where the lower jaw gets jammed into the upper jaw. Mouth guards are effective in moving soft tissue in the oral cavity away from the teeth, preventing laceration and bruising of the lips and cheeks, especially for those who wear orthodontic appliances.

How do I know that I can trust the volunteer managers and coaches not to be child molesters?

Union Little League runs background checks on all board members, managers and designated coaches before appointing them. In addition, all participating ULL volunteers will go through a screened and finger-printed background checks. Volunteers are required to fill out applications, which give ULL the information,

and permission it needs to complete a thorough investigation. If the League receives inappropriate information on a Volunteer, that Volunteer will be immediately removed from his/her position and banned from the facility.

How can I complain about the way my child is being treated by the manager, coach, or umpire?

You can directly contact the ULL Player Agent for your division or any ULL Board Member. Their names are listed on page 7 of this Manual. The complaint will be brought to the ULL President's attention immediately and investigated.

Both of the above items are addressed in the newly required "Abuse Awareness for Adults" course which is now required to be taken by all Managers and Coaches per Little League.org.

The ULL Safety Plan will mandate all managers and coaches take and pass this online abuse awareness course. Click on the following link to complete the training: https://usabdevelops.com/USAB/Contact_Management/Sign_In.aspx?WebsiteKey=f50aacb2-a59e-4e43-8f67-29f48a308a9e&LoginRedirect=true&returnurl=%2fUSAB%2fHome%2fUSAB%2fDefault.aspx%3fhkey%3de57145ff-deb0-484b-9df0-b7d9b53d6c26.

Will that helmet on my child's head really protect him while he or she is at bat and running around the bases?

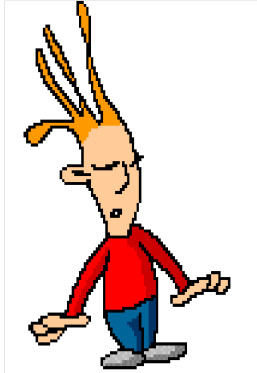
The helmets used at Union Little League must meet NOCSAE standards as evidenced by the exterior label. These helmets are approved by Little League Incorporated and are the safest protection for your child. The helmets are checked for cracks at the beginning of each game and replaced if need be. Face guards are encouraged for younger players.



Is it safe for my child to slide into the bases?

Sliding is part of baseball. Managers and coaches teach children to slide safely in the pre-season. No head-first sliding is allowed in any level.

My child has been diagnosed with ADD or ADHD - is it safe for him to play?



Union Little League now addresses ADD and ADHD in their Safety Manual. Managers and coaches now have a reference to better understand ADD and ADHD. The knowledge they gain here will help them coach ADD and ADHD

children effectively. The primary concern is, of course, safety. Children must be aware of where the ball is at all times. Managers and coaches must work together with parents in order to help ADD and ADHD children focus on safety issues.



Why can't I smoke at the field?

Union Little League has a No Smoking Policy. The ULL Board of Directors voted this rule on smoking into effect after the studies on second-hand smoke came out. Please obey the rules as they are there for the safety of our Children and all other Participants.

****IF A MANAGER HAS NOT APPOINTED A TSO THEN HE OR SHE MUST ASSUME THOSE RESPONSIBILITIES**

Concession Stand Management

Union Little League maintains the Concession Stand (or Snack Shack).

Responsibilities – Ensures compliance with all local health and safety food code requirements. Oversees training of the concession stand staff to ensure volunteers are informed and trained in proper food handling issues, the proper and safe use of any related equipment, other issues as relevant.

Concession Stand Safety Policy

- No person under the age of fourteen will be allowed behind the counter in the snack shack.
- People working the snack shack will be trained in safe food preparation. Training will cover safe use of the equipment. This training will be provided by the Snack Shack Manager at the beginning of the season or on a volunteer's specific day of service.
- Cooking equipment will be inspected periodically and repaired or replaced, if needed.
- Propane tanks will be turned off at the grill and at the tank after use.

Cinnabar/Mike Logan Field Management

Cinnabar/Mike Logan Field is managed by the Union School District. Any issues regarding field maintenance should be directed to the Union Little League Facilities and Capital Improvements Board Member, who will contact the Union School District directly.

HYDRATION



Good *nutrition* is important for children. Sometimes, the most important nutrient children need is *water* -- especially when they're physically active. When children are physically active, their muscles generate *heat* thereby increasing their *body temperature*. As their body temperature rises, their cooling mechanism - sweat - kicks in. When sweat evaporates, the body is cooled. Unfortunately, children get hotter than adults during physical activity and their body's cooling mechanism is not as efficient as adults. If fluids aren't replaced, children can become **overheated**.

We usually think about **dehydration** in the summer months when hot temperatures shorten the time it takes for children to become overheated. But keeping children well hydrated is just as important in the winter months. Additional clothing worn in the colder weather makes it difficult for sweat to evaporate, so the body does not cool as quickly.

It does not matter if it's January or July, thirst is not an indicator of fluid needs. Therefore, **children must be encouraged to drink fluids even when they don't feel thirsty**.

Managers and coaches should schedule drink breaks every 15 to 30 minutes during practices on hot days, and should encourage players to drink between every inning.

During any activity water is an excellent fluid to keep the body well hydrated. It's economical too! Offering flavored fluids like sport drinks or fruit juice can help encourage children to drink. Sports drinks should contain between 6 and 8 percent carbohydrates (15 to 18 grams of carbohydrates per cup) or less. If the carbohydrate levels are higher, the sports drink should be diluted with water. Fruit juice should also be diluted (1 cup juice to 1 cup water). Beverages high in carbohydrates like undiluted fruit juice may cause stomach cramps, nausea and diarrhea when the child becomes active. **Caffeinated beverages (tea, coffee, Colas) should be avoided** because they are diuretics and can dehydrate the body further. **Avoid carbonated drinks**, which can cause gastrointestinal distress and may decrease fluid volume.



WEATHER

Most of our days in Northern California are warm and sunny but there are those days when the weather turns bad and creates ***unsafe weather conditions***.

Rain:

If it begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
2. Determine the direction the storm is moving.
3. Evaluate the playing field as it becomes more and more saturated.



4. Stop practice if the playing conditions become unsafe -- use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

Lightning:

The average lightning stroke is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second. The average thunderstorm is 6-10 miles wide and moves at a rate of 25 miles per hour.

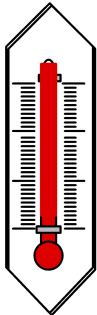
Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead.

On average, the thunder from a lightning stroke can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached to within 3-4 miles! The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm's leading edge. By the time you feel the wind, the storm can be less than 3 miles away!

If you can **HEAR, SEE OR FEEL** a **THUNDERSTORM**:

1. **Suspend all games and practices immediately**
2. Stay away from metal including fencing and bleachers.
3. Do not hold metal bats.
4. Get players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not to continue the game or practice.

Hot Weather:



One thing we do get in Northern California is hot weather. Precautions must be taken in order to make sure the players on your team do not **dehydrate** or **hyperventilate**.

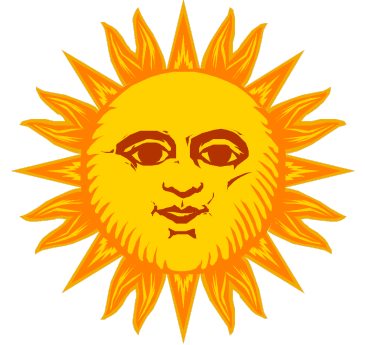
1. Suggest players take drinks of water when coming on and going off the field between innings.
2. If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout ASAP.
3. If a player should collapse as a result of heat exhaustion, call **9-1-1** immediately. Get the player to drink water and use the instant ice bags supplied in your First Aid Kit to cool him/her down until the emergency medical team arrives (*See section on Hydration, page 37*).

Ultra-Violet Ray Exposure:

This kind of exposure increases an athlete's risk of developing a specific type of skin cancer known as ***melanoma***.

The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time that they are 18 years old.

Therefore, ULL will recommend the use of sunscreen with a SPF (sun protection factor) of at least 15 as a means of protection from damaging ultra-violet light.



EVACUATION PLAN

Severe storms, lightning, earthquakes and fire are all possible in Northern California. For this reason, ULL must have an ***evacuation plan***.



An Emergency Air Horn is located in the Snack Shack. If an emergency should arise that would require evacuation, the Air Horn will blow THREE times.

1. At that time all players will return to the dugout and wait for their parents to come and get them.
2. If a player's parent is not attending the game, the Manager will take responsibility for evacuating that child or make arrangements with the Team Safety Officer.
3. Once parents have obtained their children, they will proceed to their cars in a calm and orderly manner.
4. Drivers will then proceed slowly and cautiously out of the facility, observing the 5 MPH speed limit.
5. Once outside the facility, drivers will observe the posted speed limits.

**** IF A MANAGER HAS NOT APPOINTED A TSO THEN HE OR SHE MUST ASSUME THOSE RESPONSIBILITIES**



HEALTH AND MEDICAL - Giving First Aid

What is First Aid?

First Aid means exactly what the term implies -- it is the **first care** given to a victim. It is usually performed by the **first person** on the scene and continued until professional medical help arrives, (9-1-1 paramedics). At no time should anyone administering First Aid *go beyond* his or her capabilities. **Know your limits!**

The average response time on **9-1-1** calls is 5-7 minutes. En-route Paramedics are in constant communication with the local hospital at all time preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First Aid you can and wait for the paramedics to arrive.

First Aid Kits

First Aid Kits were furnished to each team at the beginning of the season.

The First Aid Kit will become part of the Team's equipment package and shall be taken to all practices, batting cage practices, games (whether season or postseason) and any other ULL Little League event where children's safety is at risk.

To **replenish materials** in the Team First Aid Kit, the Manager, designated coaches, or the appointed Team Safety Officer must contact the ULL Safety Officer. (See contact information on page 7).

First Aid Kits and this Safety Manual must be turned in at the end of the season along with your equipment package.

AED Unit

ULL has an AED (Automated External Defibrillator) system located in the Snack Shack. This can be used in case of a sudden cardiac arrest. Instructions are located on the device. The device is tested regularly to ensure it is functional.

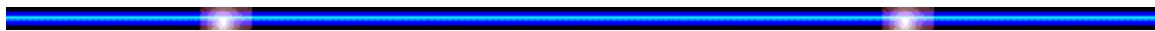
Good Samaritan Laws

There are laws to protect you when you help someone in an emergency situation. The **“Good Samaritan Laws” give legal protection** to people who provide emergency care to ill or injured persons. When citizens respond to an emergency and act as a *reasonable* and *prudent* person would under the same conditions, Good Samaritan immunity generally prevails. This legal immunity protects you, as a rescuer, from being sued and found financially responsible for the victim’s injury. For example, a reasonable and prudent person would --

- ◇ Move a victim only if the victim’s life was endangered.
- ◇ Ask a conscious victim for permission before giving care.
- ◇ Check the victim for life-threatening emergencies before providing further care.
- ◇ Summon professional help to the scene by calling **9-1-1**.
- ◇ Continue to provide care until more highly trained personnel arrive.

Good Samaritan laws were developed to encourage people to help others in emergency situations. They require that the “Good Samaritan” use common sense and a reasonable level of skill, not to exceed the scope of the individual’s training in emergency situations. They assume each person would do his or her best to save a life or prevent further injury.

People are rarely sued for helping in an emergency. However, the existence of Good Samaritan laws does not mean that someone cannot sue. In rare cases, courts have ruled that these laws do not apply in cases when an individual rescuer’s response was grossly or willfully negligent or reckless or when the rescuer abandoned the victim after initiating care.



Permission to Give Care

If the victim is conscious, you must have his/her permission before giving first aid. To get permission you *must* tell the victim who you are, how much training you have, and how you plan to help. Only then can a conscious victim give you permission to give care.

Do not give care to a conscious victim who refuses your offer to give care. If the conscious victim is an infant or child, permission to give care should be obtained from a supervising adult when one is available. If the condition is serious, permission is implied if a supervising adult is not present.

Permission is also implied if a victim is unconscious or unable to respond. This means that you can assume that, if the person could respond, he or she would agree to care.

Treatment At Site -

Some Important Do's and Don'ts

Do . . .

- **Access** the injury. If the victim is conscious, find out what happened, where it hurts, watch for shock.
- **Know** your limitations.
- **Call** 9-1-1 immediately if person is unconscious or seriously injured.
- **Look** for signs of *injury (blood, black-and-blue, joint deformity, etc.)*.
- **Listen** to the injured player describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- **Feel** gently and carefully the injured area for signs of swelling or grating of broken bone.
- **Talk** to your team afterwards about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

Don't . . .

- **Administer** any medications.
 - **Provide** any food or beverages (other than water).
 - **Hesitate** in giving aid when needed.
 - **Be afraid** to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.).
 - **Transport** an injured individual, except in extreme emergencies.
-

9-1-1 EMERGENCY NUMBER

The most important help that you can provide to a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure that you or another caller follows these four steps.

- First Dial **9-1-1**.
- Give the dispatcher the necessary information. Answer any questions that he or she might ask. Most dispatchers will ask:
 - The exact location or address of the emergency. Include the name of the city or town, nearby intersections, landmarks, etc.
 - The telephone number from which the call is being made.
 - The caller's name.
 - What happened - for example, a baseball related injury, bicycle accident, fire, fall, etc.
 - How many people are involved.
- The condition of the injured person - for example, unconsciousness, chest pains, or severe bleeding.
- What help (first aid) is being given.

- Do not hang up until the dispatcher hangs up. The EMS dispatcher may be able to tell you how to best care for the victim.
- Continue to care for the victim till professional help arrives.
- Appoint somebody to go to the street and look for the **ambulance** and **fire engine** and flag them down if necessary. This saves valuable time. Remember, every minute counts.

When to call -



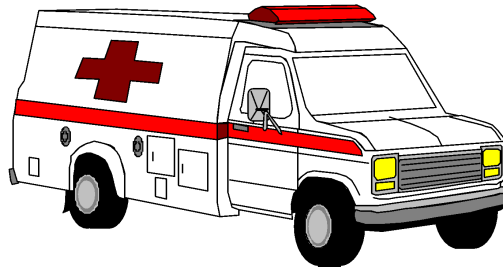
If the injured person is unconscious, call **9-1-1** immediately. Sometimes a conscious victim will tell you not to call an ambulance, and you may not be sure what to do. Call **9-1-1** anyway and request paramedics if the victim -

- Is or becomes unconscious.
- Has trouble breathing or is breathing in a strange way.
- Has chest pain or pressure.
- Is bleeding severely.
- Has pressure or pain in the abdomen that does not go away.
- Is vomiting or passing blood.
- Has seizures, a severe headache, or slurred speech.
- Appears to have been poisoned.
- Have injuries to the head, neck or back.
- Has possible broken bones.

If you have any doubt at all, call 9-1-1- and requests paramedics.

Also Call 9-1-1 for any of these situations:

- Fire or explosion
- Downed electrical wires
- Swiftly moving or rapidly rising water
- Presence of poisonous gas
- Vehicle Collisions
- Vehicle/Bicycle Collisions
- Victims who cannot be moved easily



SAFETY FIRST!

BE ALERT!

CHECK PLAYING FIELD FOR HAZARDS

PLAYERS MUST WEAR PROPER EQUIPMENT

ENSURE EQUIPMENT IS IN GOOD SHAPE

MAINTAIN CONTROL OF THE SITUATION

MAINTAIN DISCIPLINE

BE ORGANIZED

KNOW PLAYERS' LIMITS AND DON'T EXCEED THEM

MAKE IT FUN!



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CHARTIS Claim Form & Instructions

LITTLE LEAGUE BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

Send Completed Form To: Little League International, 539 US Route 15 Hwy, PO Box 3485, Williamsport PA 17701-0485. Accident Claim Contact Numbers: Phone: 570-327-1674 Fax: 570-326-9280

- 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.
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.
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, Date of Birth (MM/DD/YY), Age, Sex, 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, Individual Plan, School Plan, Dental Plan

Date of Accident, Time of Accident, Type of Injury

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

- Check all applicable responses in each column: BASEBALL, SOFTBALL, CHALLENGER, TAD (2ND SEASON), CHALLENGER (5-18), T-BALL (5-8), MINOR (7-12), LITTLE LEAGUE (9-12), JUNIOR (13-14), SENIOR (14-16), BIG LEAGUE (16-18), PLAYER, MANAGER, COACH, VOLUNTEER UMPIRE, PLAYER AGENT, OFFICIAL SCOREKEEPER, SAFETY OFFICER, VOLUNTEER WORKER, TRYOUTS, PRACTICE, SCHEDULED GAME, TRAVEL TO, TRAVEL FROM, TOURNAMENT, OTHER (Describe), SPECIAL EVENT (NOT GAMES), SPECIAL GAME(S) (Submit a copy of your approval from Little League Incorporated)

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.)



UNION LITTLE LEAGUE Safety Manual

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 breakaway bases on: ALL SOME NONE of your fields?
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 _____

Little League® Baseball & Softball
CLAIM FORM INSTRUCTIONS



WARNING — It is important that parents/guardians and players note that: *Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball.*

To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims.

The NUFI Accident Master Policy acquired through Little League contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

The Accident Claim Form must be fully completed, including a Social Security Number, for processing.

To help explain insurance coverage to parents/guardians refer to *What Parents Should Know* on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

If injuries occur, initially it is necessary to determine whether claimant's parents/guardians or the claimant has other insurance such as group, employer, Blue Cross and Blue Shield, etc., which pays benefits. (This information should be obtained at the time of registration prior to tryouts.) If such coverage is provided, the claim must be filed first with the primary company under which the parent/guardian or claimant is insured.

When filing a claim, all medical costs should be fully itemized and forwarded to Little League International. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The NUFI Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, Pa. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions.

The current insurance rates would not be possible without your help in stressing safety programs at the local level. The ASAP manual, **League Safety Officer Program Kit**, is recommended for use by your Safety Officer.

TREATMENT OF DENTAL INJURIES

Deferred Dental Treatment for claims or injuries occurring in 2002 and beyond: If the insured incurs injury to sound, natural teeth and necessary treatment requires that dental treatment for that injury must be postponed to a date more than 52 weeks after the date of the injury due to, but not limited to, the physiological changes occurring to an insured who is a growing child, we will pay the lesser of the maximum benefit of \$1,500.00 or the reasonable expense incurred for the deferred dental treatment. Reasonable expenses incurred for deferred dental treatment are only covered if they are incurred on or before the insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury is sustained.



CHECKLIST FOR PREPARING CLAIM FORM

1. Print or type all information.
2. Complete all portions of the claim form before mailing to our office.
3. Be sure to include league name and league ID number.

PART I - CLAIMANT, OR PARENT(S)/GUARDIAN(S), IF CLAIMANT IS A MINOR

1. The adult claimant or parent(s)/guardians(s) must sign this section, **if the claimant is a minor.**
2. Give the name and address of the injured person, along with the name and address of the parent(s)/guardian(s), if claimant is a minor.
3. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**
4. It is mandatory to forward information on other insurance. Without that information there will be a delay in processing your claim. If no insurance, written verification from each parent/spouse employer must be submitted.
5. Be certain all necessary papers are attached to the claim form. (See instruction 3.) Only itemized bills are acceptable.
6. On dental claims, it is necessary to submit charges to the major medical and dental insurance company of the claimant, or parent(s)/guardian(s) if claimant is a minor. "Accident-related treatment to whole, sound, natural teeth as a direct and independent result of an accident" must be stated on the form and bills. Please forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, league ID, and year of the injury on the form.

PART II - LEAGUE STATEMENT

1. This section must be filled out, signed and dated by the **league official.**
2. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**

IMPORTANT: Notification of a claim should be filed with Little League International within 20 days of the incident for the current season.



General Liability Claim Form

General Liability Claim Form

Send Completed form to:
Little League Baseball and Softball
539 US Route 15 Hwy
P.O. Box 3485
Williamsport, Pennsylvania 17701-0485
(570) 326-1921 Fax (570) 326-2951

Telephone immediate notice to Little League® International

(LEXINGTON USE ONLY)
CN [grid]

Insured Name of League, League I.D. Number, Name of League Official, Position in League, Address of League Official, Phone No. (Res.), Phone No. (Bus.), Date of Accident, Hour, AM/PM, Accident occurred at, Arising out of Operations, Was Police Report made?

Coverage Data Limits, BI/PD, Med. Pay: None, Elevator: Yes, Products: Yes, Cont: Yes, Policy Number, Policy Dates: Begin, End, Is there any other insurance applicable to this risk?

Property Damage Name of Owner, Description of Property, Address (Street, City, State, Zip), Name of Insurance Co., Nature and Extent of Damages and Estimate of Repair

Insured Person and Injuries Name, Address (Street, City, State, Zip), Occupation, Age, Married/Single, Phone No. (Res.), Phone No. (Bus.), Employers Name and Address, Did you provide or authorize medical attention?, Attending Doctor's Name and Address, Description of Injury, Where was the injured taken after accident?, Probable length of Disability

Witnesses: Name, Address, Phone Number

Date of Report, Signature of League Official, Position in League

USE REVERSE SIDE FOR DIAGRAM AND ANY OTHER INFORMATION OF IMPORTANCE IN REPORTING THE ACCIDENT





Applicable in Arizona

For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

Applicable in Arkansas, Delaware, District of Columbia, Kentucky, Louisiana, Maine, Michigan, New Jersey, New Mexico, New York, North Dakota, Pennsylvania, South Dakota, Tennessee, Texas, Virginia and West Virginia

Any person who knowingly and with intent to defraud any insurance company or another person, files a 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, subject to criminal prosecution and [NY: substantial] civil penalties. In DC, LA, ME, TN and VA, insurance benefits may also be denied.

Applicable in California

For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Applicable in Colorado

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in Florida and Idaho

Any person who Knowingly and with the intent to injure, Defraud, or Deceive any Insurance Company Files a Statement of Claim Containing any False, Incomplete or Misleading information is Guilty of a Felony.*

* In Florida - Third Degree Felony

Applicable in Hawaii

For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

Applicable in Indiana

A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

Applicable in Minnesota

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Applicable in Nevada

Pursuant to NRS 686A.291, any person who knowingly and willfully files a statement of claim that contains any false, incomplete or misleading information concerning a material fact is guilty of a felony.

Applicable in New Hampshire

Any person who, with purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

Applicable in Ohio

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Applicable in Oklahoma

WARNING: Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.



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Appendix B – Union Little League Forms

Union Little League Incident/Injury Tracking Report

Also found on the ULL website in the Safety Section.

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 (5-8) Minor (7-12) Major (9-12) Junior (13-14)
 Senior (14-16) Big League (16-18)
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 to being allowed in a game or practice.)
Type of incident and location:
A.) On Primary Playing Field B.) Adjacent to Playing Field D.) Off Ball Field
 Base Path: Running or Sliding Seating Area Travel:
 Hit by Ball: Pitched or Thrown or Batted Parking Area Car or Bike or
 Collision with: Player or Structure C.) Concession Area Walking
 Grounds Defect Volunteer Worker League Activity
 Other: _____ Customer/Bystander Other: _____
Please give a short description of incident: _____

Could this accident have been avoided? How: _____
This form is for Little League purposes only, to report 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 claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.
Prepared By/Position: _____ Phone Number: (____) _____
Signature: _____ Date: _____





JDP Background Check

[Local League Background Check Information](#)

[JDP Background Screening](#)

Sample e-mail sent by JDP to each volunteer:

UNION LITTLE LEAGUE Background Questionnaire Notification  

UNION LITTLE LEAGUE <automation@instascreen.net>

to me ▾



Hello STEVEN LOW,

As part of your consideration for volunteer work, you will need to fill out the Volunteer Application found at the link below.

[Click here to begin](#)

The Volunteer Application takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background check.

To remain in active consideration for volunteer work, you must complete the Volunteer Application within 14 days.

Thank you,

UNION LITTLE LEAGUE
ULLSafetyOfficer@gmail.com



Appendix C - FIELD SAFETY CHECKLIST







Field Condition	Yes	No	Catchers Equipment	Yes	No
Backstop repair			Shin guard OK		
Home plate repair			Helmets OK		
Bases Secure			Face masks OK		
Bases repair			Throat protector OK		
Pitchers mound			Catchers cup (boys)		
Batters box level			Chest protector		
Batters box marked			Catchers mitt (boys)		
Grass surface (even)			Safety Equipment		
Gopher holes			First Aid Kit each team		
Infield fence repair			Medical Release forms		
Outfield fence repair			Ice for injuries		
Foul ball net repair			Blanket for shock		
Foul lines marked			ULL Safety Manual		
Sprinkler condition			Injury report forms		
Warning track			Players Equipment	Yes	No
Coaches boxes level			Batting helmets OK		
Coaches box marked			Jewelry removed		
Dirt Needed			Bats inspected		
Dugouts	Yes	No	Shoes checked		
Fencing needs repair			Uniforms checked		
Bench needs repair			Athletic cups (boys)		
Roof needs repair			Little League patch		
Bat racks			Spectator Areas	Yes	No
Helmet racks			Bleachers need repair		
Trash cans			Hand rails need repair		
Clean up needed			No smoking		
Other	Yes	No	Parking area safe		
			Protective screens OK		
			Bleachers clean		










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Appendix D – Directions to Local Hospitals



Dial 911 for Ambulance, Fire and Police emergency.

From Cinnabar Field to Good Samaritan Hospital			(408) 559-2011
Distance: 3.39 miles			
Total Estimated Time: 7 minutes			
Directions			Distance
	1 .	Start out going Northwest on CAMDEN AVE toward BLOSSOM HILL RD/CR-G10.	1.1 miles
	2 .	Merge onto CA-85 N via the ramp- on the left.	1.0 miles
	3 .	Take the UNION AVENUE exit.	0.2 miles
	4 .	Turn RIGHT onto UNION AVE.	0.1 miles
	5 .	Turn RIGHT onto SAMARITAN DR.	0.7 miles
	6 .	End at Good Samaritan Hospital 2425 Samaritan Dr, San Jose, CA 95124 US	

From Cinnabar Field to Community Hospital – Los Gatos			(408) 378-6131
Distance: 6.00 miles			
Total Estimated Time: 10 minutes			
Directions			Distance
	1 .	Start out going Northwest on CAMDEN AVE toward BLOSSOM HILL RD/CR-G10.	1.1 miles
	2 .	Merge onto CA-85 N via the ramp- on the left.	2.0 miles
	3 .	Merge onto CA-17 S toward SANTA CRUZ.	1.0 miles
	4 .	Take the LARK AVENUE exit.	0.2 miles
	5 .	Turn RIGHT onto LARK AVE.	0.3 miles
	6 .	Turn RIGHT onto WINCHESTER BLVD.	0.6 miles
	7 .	Turn LEFT onto KNOWLES DR.	0.4 miles



UNION LITTLE LEAGUE
Safety Manual

	8 .	Turn RIGHT onto POLLARD RD.	<0.1 miles
	9 .	End at 815 Pollard Rd, Los Gatos, CA 95032-1438 US	



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Appendix F – First Aid Kits

The following First Aid Kits have been provided to all teams in our League, with 2 instant cold-compresses and 3 Incident/Injury Tracking Reports:



Softpack First Aid Kit

Qty.	Item Description
1	Softpack bag
1	First aid guide
1	1/2" x 5 yd. First aid tape roll
1	Scissors
1	Medium safety pins
1	6" x 3/4" Finger splints
10	3/4" x 3" Adhesive plastic bandages
1	2" x 4" Elbow & knee plastic bandages
5	3/8" x 1-1/2" Junior plastic bandages
1	Knuckle fabric bandages
1	Fingertip fabric bandages
2	Butterfly wound closures
6	Alcohol cleansing wipes
6	Antiseptic cleansing wipes
1	Insect sting relief pads
2	Castile soap towelettes
2	Antibiotic ointment packs
2	2" x 2" Gauze dressing pads
2	3" x 3" Gauze dressing pads
2	Ibuprofen tablets
2	Aspirin tablets
2	Extra-strength non-aspirin tablets
2	4" x 5" Cold Compresses