



# ASAP PLAN - 2023

## Our Commitment to Safety

The goal of Mountains Little League is to continuously promote and maintain a safe environment for our little league community in everything that we do. Our safety plan is updated annually and distributed to every board member, umpire, manager, coach, team parent, and volunteer before any practices or games take place. Our plan is also prominently displayed at all league facilities.

Mountains Little League President: Erik Mills

Phone: 707-999-7778

E-mail: [president@mountainslittleleague.org](mailto:president@mountainslittleleague.org)

Mountains Little League Safety Officer: Brandy Machuca

Phone: 909-703-0525

E-mail: [safety@mountainslittleleague.org](mailto:safety@mountainslittleleague.org)

Please help us by reporting any safety concerns immediately.

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## **Our Mission**

Mountains Little League is a non-profit organization, run by volunteers from the community who are committed to the children and families we serve. We provide a place for our community's children to learn the fundamentals of baseball in a safe, supportive, and friendly environment. We are dedicated to helping build good character traits in our players, and demonstrating and teaching honesty, loyalty, courage, respect, and good sportsmanship - in accordance with the goals and precepts of Little League International. We hope that our efforts help our players to be stronger and happier, leaving them with fond memories of playing for Mountains Little League, and a love for the game of baseball.

## **Our Safety Program's Mission**

Mountains Little League's implementation of ASAP (<https://www.littleleague.org/player-safety/asap>) aims to maintain a high degree of safety awareness, to ensure that our league is as safe as possible for the players we serve. All sports carry with them an inherent risk of injury, but our safety program seeks to mitigate and reduce that risk as much as possible through the application of the precepts in this safety plan.

This document communicates what is expected from all managers, coaches, players, volunteers, and parents. Behavior that violates the tenants set forth in this document will be treated as misconduct and may result in the application of appropriate corrective action up to, and including dismissal.

Safety is everyone's responsibility!

## **Player Rosters**

Mountains Little League will submit all Little League player registration data and/or player rosters to the Little League Data Center (<https://apps.littleleague.org/dc/Account/Login>). This will be done within two weeks of the beginning of our season, once all teams are finalized, by our player agent.

## **Qualified Safety Plan Requirements Compliance Statement**

Our safety plan complies with Little League international's Qualified Safety Plan Requirements:

1. Mountains Little League's Safety Officer is Brandy Machuca (on file with Little League International).
2. Mountains Little League will publish and distribute this safety plan to all board members, managers, coaches, umpires, volunteers, and the District 43 Administrator. This safety plan will also be posted on the Mountains Little League website, <https://tshg.bluesombrero.com/mountainsll>
3. Mountains Little League will post and distribute the emergency and league officer contact information below:

**Emergency Phone Number: 911**

**Local Police Department: 909-336-0600**

**Local Fire Department: 909-337-8586**

**League General Contact Number (Call or Text) 909-312-0321**

**League President: Erik Mills 707-999-7778** [president@mountainslittleleague.org](mailto:president@mountainslittleleague.org)

**League Vice President: Amber King**

**League Secretary: Dana Merola 909-856-5747** [info@mountainslittleleague.org](mailto:info@mountainslittleleague.org)

**League Treasurer: Jennifer Heichberger-Hobbs 909-709-5288**

[treasury@mountainslittleleague.org](mailto:treasury@mountainslittleleague.org)

**League Safety Officer: Brandy Machuca 909-703-0525** [safety@mountainslittleleague.org](mailto:safety@mountainslittleleague.org)

**League Player Agent: Lauren Craig**

**League Coaching Coordinator: Brianna Moody**

[mll43c.coordinator@gmail.com](mailto:mll43c.coordinator@gmail.com)

**League Information Officer: Elisa Ellis**

**League Equipment Manager: Pablo Machuca**

**League Auxiliary Member: Michelle Mills**

4. Mountains Little League will utilize the Little League "Basic" Volunteer Application for 2023 located within the provided website connected to Little League International. All Mountains League board members, managers, coaches, umpires, and volunteers will be required to fill one out and submit it along with a copy of a government-issued photo identification.
5. Mountains Little League will require all managers to complete Coaching Fundamentals training - to include, at a minimum, hitting, sliding, fielding, and pitching. These training sessions will be completed online.
6. Mountains Little League requires all managers - and recommends that all volunteers - complete online, basic first-aid (<https://www.firstaidforfree.com/free-first-aid-course>) and online, pediatric first-aid (<https://www.firstaidforfree.com/pediatric-online-first-aid-course>) courses. Mountains Little League also requires all managers to complete online concussion training.

Proof of completion of these three trainings must be sent to the League Safety Officer before coaching can commence.

7. Mountains Little League requires field inspections before games and practices. In the case of games, the home team is responsible for conducting the inspection. In the case of practices, the manager of the practicing team is responsible for conducting the inspection. Any hazards\ dangers should be reported to the League Safety Officer and Field Manager immediately and corrected if possible.

8. Mountains Little League has completed its annual facility survey.

9. Mountains Little League has developed concession stand procedures and will post them in the concession stand (snack bar) and ensure volunteers working in that area are aware of them.

10. Mountains Little League's Equipment Managers will inspect and replace equipment as needed before equipment is handed out and practices begin.

11. Mountains Little League has developed a procedure for reporting accidents/injuries, which is contained in this safety plan on page 11.

12. Mountains Little League issues first aid kits to all managers, and stocks additional first aid kits in the concession stand. Managers are required to carry their first aid kits to all practices and games.

13. Mountains Little League ensures their board members, managers, coaches, umpires, and volunteers are aware of Little League rules and regulations and enforces them as strictly as possible.

14. Mountains Little League submits league registration data for players, coaches, and managers once team drafts are complete.

15. Mountains Little League has completed the survey questions in the Little League Data Center.

## **Enforcement of Little League Rules**

Mountains Little League expects every board member, umpire, manager, coach, volunteer, and player to abide by the rules set forth in Little League Baseball's 2023 Rulebook. The Little League Pledge will be recited prior to every game, after The United States Pledge of Allegiance.

Every manager is issued a rulebook for his\her use throughout the season. Umpires will inspect equipment prior to the beginning of every game, and every manager is responsible for their players using proper equipment during practice and games. Key points for managers to be aware of are:

- Most Little League rules have some basis in safety, and should always be followed
- Always ensure that all players have required equipment.
- Enforce rules at practice as well as games.
- Always ensure that the field you are practicing or playing on has bases that disengage from their anchors
- Managers and coaches are not allowed to warm up pitchers; this includes standing at the backstop during practice as an informal catcher during batting practice

## **Safety Code**

Mountains Little League has a set of safety standards which, collectively, form our Safety Code. All board members, managers, coaches, and umpires are responsible for reading and knowing this Safety Code. Managers and coaches are required to discuss our Safety Code with the players on their team and their players' parents.

### **RESPONSIBILITY**

- The responsibility for following safety procedures belongs to every adult member of Mountains Little League
- Every player, manager, coach, umpire, and volunteer shall use proper reasoning and care to prevent injury to him\herself and to others
- Only managers and coaches possessing a valid volunteer badge bearing their name, picture, and position can conduct, and be involved in, running games and team practices, and supervising batting cage trips
- The play areas of the fields we use will be inspected before games and practices for holes, damage, stones, glass, dangerous insects, and other foreign objects
- Managers and coaches will never leave an unattended player at a practice or game
- Players will be kept inside the dugout during the game and not sit or stand in the opening of the dugout that leads to the play area of the field
- Players and spectators should always be warned to be alert for foul balls and errant throws
- Plan to have a cellular phone available when a game or practice is at a facility that does not have a public phone
- There is no running allowed in the bleachers.

**Safety Code Continued-**

- No food or drink is allowed in the dugout at any time, except for bottled water, sports drinks such as Gatorade, and water from drinking fountains
- Never hesitate to report any present or potential safety hazard to the Safety Officer immediately
- No medication will be taken at our facilities or fields unless administered directly by the child's parent or guardian; this includes over-the-counter remedies such as aspirin and Tylenol
- No playing in the parking lots at any time
- No playing on and around lawn equipment, or machinery at any time
- No smoking or tobacco products allowed at any of our facilities or fields
- No alcohol or drugs are allowed at any of our facilities or fields at any time

**FIRST AID**

- Every manager, coach, and umpire should have some training in first aid
- First Aid Kits are issued to each team manager before the season starts, and the manager is responsible for bringing the First Aid Kit to every practice, batting cage trip, and game
- A First Aid Kit is located and available in the Snack Bar
- Ice packs are available in the Snack Bar when games are in progress

**EQUIPMENT**

- Equipment should be inspected regularly; report any deficiencies in league equipment to the league Equipment Manager
- Adults will not allow the players to carry team equipment bags
- Team equipment should be stored in the team dugout during games and practices, and not in the area defined by umpires as "in play"
- Batters must wear approved protective helmets during practice and during games
- No bat handle will be hung on the inside or outside of the screens that face the field of play
- Shoes with metal spikes or cleats are not permitted, except in the 50/70 Division and above; shoes with molded cleats are permissible
- All catchers must wear a mask, with a "dangling" style throat protector and catcher's helmet during practice, pitcher warm-up, and games; skullcaps are not permitted
- Male catchers must wear a groin cup at all times
- Catchers must wear a catcher's mitt of any shape, size, or weight consistent with protecting the hand
- Parents and guardians of players who wear glasses should be encouraged to provide "safety glasses" for their players



## ENVIRONMENT

- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate
- No hitting hardballs against fences; whiffle balls only may be hit against fences
- No climbing fences
- Bats in the dugout area will not be held by players sitting on the bench or walking the dugout, and will only be held by players going out to bat or returning to the dugout from the field to put the bat away
- No batter, runner or player waiting to bat, will, at any time, enter the field without having first put on a helmet; nor shall players on the field ever remove their helmet until they return to the dugout
- Except when a runner is returning to a base, head first slides are not permitted
- During sliding practice, bases should not be strapped down and should be located away from the base anchoring system
- Only managers, coaches, and umpires - possessing a valid volunteer badge bearing their name, picture, and position - and players are permitted on the playing field or in the dugout during games and practice sessions
- Foul balls batted out of the playing area should be retrieved by a spectator, or coach from whichever team happens to be playing defense when the hit occurred
- Disengage-able bases are mandatory for all league fields
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games - except for jewelry that alerts medical personnel to a specific condition, which must be taped in place
- Pets must be on a leash if allowed
- Observe all posted signs
- All gates to the fields must always remain closed; after players have entered or left the playing field, gates should be closed and secured
- Use crosswalks when crossing roadways; always be alert for traffic
- Junior umpires will be required to wear a mask with a "dangling" throat guard while behind the plate

## Other Emergency Contacts

The contact information for the Local Police Department and the Local Fire Department are below. If you must call the Police Department or Fire Department, please have someone else contact the nearest board member, MLL President, or MLL Safety Officer.

### **Fire, Police, Sheriff, Paramedics**

911

### **San Bernardino County Sheriff**

909-336-0600

### **California Highway Patrol**

909-867-2791

### **Fire Department (County)**

909-337-8586 Lake  
Arrowhead

### **Cal Fire:**

[www.fire.ca.gov](http://www.fire.ca.gov)

909-822-8071

### **Wildfire Evacuation**

[www.readyforwildfire.org](http://www.readyforwildfire.org)

### **County Fire Updates**

909-355-8800

### **Sheriff's Station Twin Peaks**

909-336-0600

### **Mountains Community Hospital**

909-336-3651

### **Caltrans Highway Conditions**

800-427-ROAD (7623)

### **Automobile Club of Southern California**

800-400-4222

### **CERT- Community Emergency Response Team**

909-356-3998

### **Search & Rescue Team - Rim of the World**

909-336-0600

### **Snow Removal**

909-336-7509

### **Flood Information**

909-355-8800

### **San Bernardino Disaster Hotline**

211 or 888-435-7565

### **National Weather Service NOAA**

[www.weather.gov](http://www.weather.gov)

### **Red Cross:**

[www.redcross.org](http://www.redcross.org)

800-733-2767

### **FEMA: [www.fema.gov](http://www.fema.gov)**

800-621-3362

### **Poison Control Center**

800-222-1222

### **So. California Gas**

800-427-2200

### **So. California Edison**

800-655-4555

### **Rim of the World Recreation and Park District**

909-337-7275

## Accident Reporting Procedures

An accident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment or First Aid, must be reported immediately to the Safety Officer, Brandy Machuca ([safety@mountainslittleleague.org](mailto:safety@mountainslittleleague.org); 909-703-0525 or League President, Erik Mills ([president@mountainslittleleague.org](mailto:president@mountainslittleleague.org); 707-999-7778). When reporting accidents, please provide the following information:

1. Name(s) and phone number(s) of the person(s) involved
2. Date, time, and location where the accident occurred
3. A detailed description of what happened
4. The type(s) of injury that occurred
5. Name and phone number of the person reporting the accident

The Safety Officer must be contacted, and an Incident Injury Tracking Report and an Accident Claim Form will be completed (Sample on next page). These forms are in this Safety Plan, and on the Mountains Little League Website (<https://www.mountainslittleleague.org>) under "Safety".

Once the Safety Officer receives the report, she will then contact the injured person(s) - or their parents or guardians if they are not an adult and verify the information. The Safety Officer will also stay in contact with the injured person(s) to monitor the progress of the report. The Safety Officer will also provide all parties with the Mountains Little League Insurance Information if necessary.

# Incident/Injury Tracking Report

Mountains Little League tracks incidents/injuries using Little League's standard form available at <https://www.littleleague.org/downloads/incident-injury-tracking-form/>.

## For Local League Use Only

### Activities/Reporting

### A Safety Awareness Program's Incident/Injury Tracking Report

League Name \_\_\_\_\_ League ID \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Incident Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_ - \_\_\_\_

Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: ☐ Male ☐ Female

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent's Name (If Player): \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parents' Address (If Different): \_\_\_\_\_ City: \_\_\_\_\_

#### Incident occurred while participating in:

- A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD
- B.) ☐ D Challenger ☐ OT-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)
- ☐ Junior ☐ Senior ☒ Big League
- C.) ☐ Tryout ☐ Practice ☐ Game ☐ D Tournament ☐ Special Event
- ☐ D Travel to ☐ D Travel from ☐ D other (Describe): \_\_\_\_\_

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

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

Type of injury: \_\_\_\_\_

Was first aid required? ☐ Yes ☐ No If yes, what: \_\_\_\_\_

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: \_\_\_\_\_  
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

#### Type of incident and location:

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

Please give a short description of incident: \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

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

Prepared By/Position: \_\_\_\_\_ Phone Number:(\_\_\_\_ ) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Background Checks**

Mountains Little League conducts a background check on every volunteer over the age of 18. We use Little League international's approved background check provider, JDP for background checks via USA Baseball's Pure Baseball (Baseball Athlete Safety Education) program. This year, Mountains Little League is taking steps to minimize the exposure of our volunteer's Personally Identifiable Information (PII) by having them submit their information directly to JDP instead of filling out paper volunteer forms. Our background check procedure is:

1. After filling out the volunteer application, a board member sends the volunteer an email with the background check instructions.
2. JDP's system sends the volunteer an email containing a link to submit their information. (The email will say it's from USA Baseball)
3. The volunteer clicks on the link, and submits the information requested and also completes the free abuse awareness for adult course
4. Once JDP conducts the background check and the abuse awareness course is completed, the volunteer will receive an email stating they are BASE compliant within 48 hours.
5. The Safety Officer reviews the results
6. If the results contain no reportable records, the Safety Officer marks the person as "cleared"
7. If the results contain records that indicate the volunteer is a potential risk to the players, volunteers, or Mountains Little League itself, the Safety Officer contacts the League President, at all times protecting the identity of the volunteer, to discuss the risk and decide whether the volunteer is clear or not. If a decision cannot be made, the League President would then contact the District Administrator for guidance in the matter

Some crimes that would cause a volunteer to not be cleared for service in Mountains Little League include:

- Child Abuse (of any degree or type)
- Child Molestation
- Endangerment & Neglect of a Child
- Risk of Injury to a Child
- Sexual Activity with a Child; Sexual Conduct with a Minor
- Showing Obscene Material to a Minor
- Domestic Violence
- Violent Crime (of any kind)
- Terrorism or Terroristic Threats
- Stalking
- Restraining/Protective Order

Volunteer Applications- are completed online during registration as a volunteer on our blue sombrero website [Mountains Little League> Home \(bluesombrero.com\)](https://bluesombrero.com)

### **Background Checks Continued-**

In addition to the aforementioned procedures, and in accordance with California State Law, **Live Scan fingerprinting** is required for all volunteers of youth sports. As well as a **mandated reporter training and certificate**. The league will provide a code and form for volunteers to take with them when they get their fingerprints done. The league will also provide the website to complete mandated reporter training. Once the training is done, the volunteer must submit the certificate to our Safety Officer.

**\*\*This above process is slated to be implemented for the 2024 season.**

### **Codes of Conduct**

Mountains Little League has an established code of conduct that managers and coaches must agree to abide by, and a separate code of conduct for parents that they must agree to when registering their player(s). These codes of conduct describe the way we require everyone to behave at our games and practices. There are penalties that will be enforced in the event any person violates any of these codes of conduct. We strive to ensure our parents and spectators act in a manner that is not threatening or harmful to any player, manager, coach, umpire, or other persons attending the game or practice. Managers, Coaches, the Team Parent, Umpires and Board of Directors are held to a higher standard, and as such lead by example. These forms will be provided and need to be signed and kept in the managers' binder at all times.

### **Social Media**

Social media is a part of everyday life. While, for the most part, it is intended to be fun, and a way to keep in touch with friends and family, unfortunately it can also be used to harm others. Mountains Little League has adopted an Anti-Bullying and Anti-Bashing Policy. Although we cannot control what parents or extended family, or friends post on social media we have made it known that this type of behavior is not acceptable and can be grounds for dismissal from the league. This policy is also enforced with our managers, coaches, team parents, umpires and members of the board of directors.

## League First Aid Kits

Mountains Little League keeps a first-aid kit, extra supplies, and instant ice packs at its snack-bar facility. Additionally, when the snack-bar is open, ice is available.

At our practice fields, we keep First Aid Kits and instant ice packs in the team equipment bags.

## Safety Plan and Team First Aid Kits

Every board member, umpire, manager, coach, team parent, and volunteer receive a copy of this safety plan at the beginning of the season. Additionally, managers receive a first aid kit at the same time. Managers must acknowledge their receipt of the safety plan and first aid kit by signing in the space provided below. This Safety Plan includes the names and phone numbers for all board members, and information on handling player injuries. The First Aid Kit will include the necessary items to treat an injured player until professional help arrives if needed. (Detach section below and return to the League Safety Officer)

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I have received a copy of the 2023 League Safety Plan and my team's First Aid Kit, and I will have them both present at all field practices, batting cage practices, games (season and postseason) and any other event where team members could become injured or hurt. I realize it is my responsibility to ensure that my First Aid Kit is always properly stocked in coordination with the League Safety Officer.

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Print Manager's Name

---

Team Name / Division

---

Manager's Signature

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Date

**Keep this document in your Manager Binder after signature**



## **Equipment Safety**

Before each season, spring and fall, our Equipment Manager will go over every piece of equipment to ensure they meet all applicable safety requirements. The Equipment Manager oversees throwing out any equipment that does not meet Little League International and State of California guidelines for safety. They are also in charge of ordering new equipment to replace anything that is damaged.

During a season, if a manager, coach, or umpire determines a piece of equipment is not safe, they will contact our equipment manager to get a replacement.

Before each game, our umpires perform a visual and hands-on inspection of each piece of equipment - including bats, helmets, and catcher gear - to assure the equipment being used by the players is safe before the start of each game. A field inspection to include break-away bases, dugouts, and spectator seating is also conducted prior to the start of each game.

## **Field Hazards**

Mountains Little League requires that playing fields be inspected by managers and coaches before every practice, and by the home team before every game. Any potential hazards - such as holes, broken sprinklers, stinging insects, or anything that poses a danger to any player, umpire, manager or coach - should be reported immediately to the umpire and/or any board members that are present, as well as the Safety Officer. If the hazard cannot be corrected or removed, the practice or game will be moved to another field, if possible, rescheduled, or canceled.

## **Safety Messages**

Mountains Little League has an established website through Blue Sombrero (<https://tshq.bluesombrero.com>). We also send emails to the parents and guardians of our players, managers, coaches, team parents, and board members. We send periodic messages regarding safety procedures, weather information as it relates to field conditions, and any additional information that is necessary to maintain the safest and most effective way to keep our volunteers informed. Members of the board of directors use the GroupMe application on their smartphones to communicate as a group using their smartphones and keep a running log of the messages they send.

## Medical Release

Mountains Little League requires all players have a completed Little League Medical Release form on file with our Player Agent. The medical release form can be downloaded at <https://www.littleleague.org/downloads/medical-release-form/>.



### Little League Baseball and Softball MEDICAL RELEASE



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

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

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

Parent Is/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

Name	Phone	Relationship to Player
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Name	Phone	Relationship to Player
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Please list any allergies/medical problem, including those requiring maintenance medication. (i.e. Allergic Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

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

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

Mr./Mrs./Ms. \_\_\_\_\_

Authorized Parent/Guardian Signature

Date: \_\_\_\_\_

#### FOR LEAGUE USE ONLY:

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

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

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

## Accident Claim Form Instructions

In the event an accident occurs, and an injury warrants filing a claim with the league's insurance, the instructions for the claim form are available at <https://www.littleleague.org/downloads/accident-claimform-instructions/>. Below is an image of the first page.

<b>LITTLE LEAGUE® BASEBALL AND SOFTBALL</b>				<b>Send Completed Form To:</b> Little League International 539 US Route 15 Hwy. PO Box 3485 Williamsport PA 17701-0485 <b>Accident Claim Contact Numbers:</b> Phone: 570-327-1674																																				
<b>ACCIDENT NOTIFICATION FORM</b>																																								
<b>INSTRUCTIONS</b>																																								
<b>Accident &amp; Health (U.S.)</b>																																								
<p>1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.</p> <p>2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.</p> <p>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.</p> <p>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.</p> <p>5. <b>Limited</b> deferred medical/dental benefits <i>may</i> 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.</p> <p>6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.</p>																																								
League Name _____			League ID _____																																					
Name of Injured Person/Claimant _____		SSN _____	PART 1	Date of Birth (MM/DD/YYYY) _____	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 _____																																						
<p>The Little League Master Accident Policy provides benefits in <b>excess</b> 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 <b>employees</b> and family members. Please <b>CHECK</b> the appropriate boxes below. If YES, follow instruction 3 above.</p> <p>Does the insured Person/Parent/Guardian have any insurance through:</p> <table style="width: 100%;"><tr><td>Employer Plan</td><td>YES <input type="checkbox"/> NO <input type="checkbox"/></td><td>School Plan</td><td>YES <input type="checkbox"/> NO <input type="checkbox"/></td></tr><tr><td>Individual Plan</td><td>YES <input type="checkbox"/> NO <input type="checkbox"/></td><td>Dental Plan</td><td>YES <input type="checkbox"/> NO <input type="checkbox"/></td></tr></table>						Employer Plan	YES <input type="checkbox"/> NO <input type="checkbox"/>	School Plan	YES <input type="checkbox"/> NO <input type="checkbox"/>	Individual Plan	YES <input type="checkbox"/> NO <input type="checkbox"/>	Dental Plan	YES <input type="checkbox"/> NO <input type="checkbox"/>																											
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Describe exactly how accident happened, including playing position at the time of accident: _____																																								
<b>Check all applicable responses in each column:</b>																																								
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<p>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.</p> <p>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.</p> <p>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.</p>																																								
Date _____		Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form) _____																																						
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## **Manager Meeting & Safety Clinic**

Mountains Little League will conduct its annual, mandatory Manager Meeting & Safety Clinic. Following the clinic, managers will be sent a digital copy of this safety plan. At the conclusion of the clinic, managers will be issued first-aid kits, a copy of our local rules, a 2023 Little League Baseball handbook and/or a direction to the LLB Rules App, and be required to sign, acknowledging receipt of these items. Additional first-aid kits and instant ice packs will be available throughout the season and postseason, at the snack bar and in the team equipment bags.

## **First-Aid Training**

Mountains Little League requires all managers and coaches to complete online, basic first-aid (<https://www.firstaidforfree.com/free-first-aid-course>) and online, pediatric first-aid (<https://www.firstaidforfree.com/pediatric-online-first-aid-course>) courses.

Mountains Little League also requires all managers and coaches to complete online concussion training (<https://www.cdc.gov/headsup/resources/training.html>) provided by the CDC. Proof of completion of these three trainings must be sent to the League Safety Officer.

## **Communicable Disease Procedures**

Mountains Little League follows Little League international's procedures for dealing with communicable diseases, available at <https://www.littleleague.org/downloads/communicable-diseaseprocedures/>.

## **COVID-19 Procedures-**

### **Spectator Guidelines**

- For practices, we ask that children who can be at practices without parents do so. Parents can wait in the car or come back to pick up their child. If it is not possible for you to leave your child for practice, we ask that you limit it to one parent coming to practice to be with your child and that you please social distance between other parents and players by 6 feet.
- If a spectator needs to be near the players, coaches, or volunteers of the practice at any time they will be required to wear a mask and stay 6 feet apart from any other participant of the practice.

### **Players/Team Guidelines**

- The league will sanitize this equipment before you receive it and you will be expected to keep it clean and sanitized before each use at games/practices. Also, we ask that you clean it before you return it at the end of the season.
- Masks will be required per the current county and or state guidelines at the time of play or practice. Coach/Manager will be responsible to make sure the dugout use is being properly socially distanced.

- There will be sanitizing items provided at each practice. Players may also bring their own. There will be a Team Health Officer designated to help with this process and to verify sanitation is being done and properly. For T-ball teams, parents can help with this process.
- Players are asked to stay home if they are feeling sick.

#### Coaches/Manager Guidelines

- Each Coach/Manager will be expected to enforce and help their players and spectators follow the guidelines set by the league as presented in this handout.
- No team may practice longer than 90 minutes.
- ALL Coaches/Managers will be required to wear a mask at all times per the current mask mandate guidelines.
- Coaches/Managers will be required to report any yes answers of the Covid screening questions or high temperatures reported to a league official immediately after the finding (follow up procedures below)
- Coaches/Managers will be responsible to report to a league official if they are low on sanitation supplies, and before they run out, so that the league can provide refills. If the team runs out of supplies before a league official can provide sufficient refill, the Coaches/Managers are expected to supply sanitation, at no reimbursement from the league.
- Coaches/Managers will be responsible to help keep the dugout and any other equipment, or area that is in use, as clean and sanitized as possible.

#### MLL Officials Guidelines

- It will be the responsibility of the league to provide as much sanitization supplies as possible to help everyone stay in compliance with the guidelines set forth. Managers/coaches are welcome to supply their own. However, reimbursements will not be provided.
- It is the responsibility of the league to report to District 43 and Department of Public Health any positive cases of Covid-19 and or screening results that may be cause for concern. Reports of any cases or possible exposure will be followed up on with the separate guidelines provided regarding COVID exposure.
- Any league official or manager can suspend a practice at any time, if he/she feels it is necessary due to a violation of guidelines or suspected exposure of COVID-19. The official or manager will then inform the President of the league who will make the further recommendation for cancelation or reschedule of any practice.

#### SUSPECTED EXPOSURE AND OR CONFIRMED CASES PROCEDURES

Immediately isolate and seek medical care for any individual who develops symptoms.

1. Contact the local health district about suspected cases or exposure.
2. The Team Health Officer and/or Manager must maintain a complete list of coaches, players, and officials present at each event to include the date, beginning and ending time of the event, plus name, address, and phone contact to be made available upon request from local health officials.
3. Any person(s) coming in contact with a person with a confirmed case of COVID-19 should not attend a little league event until cleared by a medical professional.

4. If a participant tests positive for the Covid-19 virus
  - a. The participant will not be allowed to return until they meet the following conditions:
    - i. All symptoms have subsided.
    - ii. 14 days has passed from their first symptoms.
    - iii. Participants have been cleared to return to play by a medical professional.
  - b. The league Safety Officer will confer with the Team Health Officer to ascertain the contact tracing for the team(s) involved.
  - c. The league Safety Officer will share the contact tracing with the County Board of Health.
  - d. All persons who may have come in contact with the positive individual will be notified by the league Safety Officer.
  - e. Team activities for the participant's team will be suspended for two weeks or until all members have tested negative for Covid-19.

All guidelines are subject to change predicated on the latest municipal regulations and best practices.

### **Concussions in Youth Athletes**

Little League Baseball, Incorporated has published a summary of all currently existing state laws regarding concussions in youth athletes, which can be found here:

<https://www.littleleague.org/playersafety/concussions-youth-athletes>

Mountains Little League understands the importance of properly recognizing and dealing with a youth athlete having a concussion, and requires all of its managers and coaches to take the online training offered by The CDC at <https://headsup.cdc.gov/>

The CDC has also made a concussion safety app, called "CDC HEADS UP Rocket Blades". More information on the app is available at <https://www.cdc.gov/headsup/resources/app.html>, and all managers, coaches, umpires, and volunteers are encouraged to install it on their smartphone.

The following three pages contain customized fact sheets for The CDC's "Heads Up" program that were generated using <https://www.cdc.gov/headsup/resources/custom.html>

"Heads Up" Concussion Action Plan

# Concussion Fact Sheet for Parents



A part of CDC's Heads Up Series.



## WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

## WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

### Signs Observed by Parents or Guardians

*If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:*

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

### Symptoms Reported by Athlete

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

## HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from injuries, such as concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

## WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon – while the brain is still healing – risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. **Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.



[www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

It's better to miss one game than the whole season.



# HEADS<sup>x</sup>UP

## CONCUSSION IN HIGH SCHOOL SPORTS

### A FACT SHEET FOR PARENTS

#### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

#### What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows mood, behavior, or personality changes</li> <li>• Can't recall events <i>prior</i> to hit or fall</li> <li>• Can't recall events <i>after</i> hit or fall</li> </ul>	<ul style="list-style-type: none"> <li>• Headache or "pressure" in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just not "feeling right" or is "feeling down"</li> </ul>

#### How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

#### What should you do if you think your teen has a concussion?

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
4. **Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

#### If you think your teen has a concussion:

**Don't assess it yourself. Take him/her out of play. Seek the advice of a health care professional.**

**It's better to miss one game than the whole season.**

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



June 2010



## Concession Stand Procedures

Mountains Little League has developed the following concession stand procedures to be followed at all snack-bar facilities.

- Use of Food Handlers Gloves will always be enforced
- Use of food thermometers to check food temperatures is advised; proper temperatures for beef and ground beef is 155 degrees Fahrenheit
- Access to clean running water and sink to wash utensils is provided
- All refrigerated foods shall be kept in the refrigerator until they are to be cooked, used, or served
- All foods will be stored in appropriate containers
- Expiration dates must be checked before an item is cooked, used, or served
- All expired food shall be disposed
- All cooking utensils shall be kept clean and stored in a clean place when not in use
- All cooked food that is not sold shall be thrown out
- Only adults shall operate the barbecue
- Only adults having knowledge of how to change a propane tank on a barbecue shall change or handle the propane canisters used in conjunction with the barbecue
- No grills will be used indoor
- No person under the age of 15 shall be in or work in the snack-bar/concession stand
- No person under the age of 18 shall handle any propane tank
- All refrigeration equipment must meet commercial standards
- All workers within the snack-bar/concession-stand shall upon return from the restroom or the handling of any non-food item wash their hands in warm, soapy water; signs are posted in the bathrooms
- All persons having regular working duties in the snack-bar/concession-stand shall be tested for tuberculosis (TB)
- No person having any communicable disease, such as TB or hepatitis, shall work in the snack bar\concession-stand
- No person having open sores, cuts, or oozing skin conditions shall work in the snack-bar/concession stand until the condition clears\resolves
- A fire extinguisher complying with ABC standards must be placed in each snack-bar/concession-stand where it can be seen and easily accessed
- All fire extinguishers must be checked annually and services as needed
- Any fire extinguisher that is used or discharged must be re-charged as soon as possible
- A Food Handlers Card must be obtained from the Riverside County Department of Environmental Health
- Use of Non-Toxic Cleaners and Anti-Bacterial Soap to keep surfaces and utensils sanitized and free from cross contamination

## Conclusion-

In conclusion we at Mountains Little League make every effort and attempt to ensure the safety of our players, volunteers, parents, and spectators. We ask that you do the same while you are interacting with the children in our program as well as other adults and volunteers. This Safety Plan is only the cusp of what we all should do to strive in excellence when participating in this organization to ensure safety and awareness for everyone. Thank you for your time and support of Mountains Little League. LET'S PLAY BALL!

Sincerely,  
Mountains Little League Board 2023