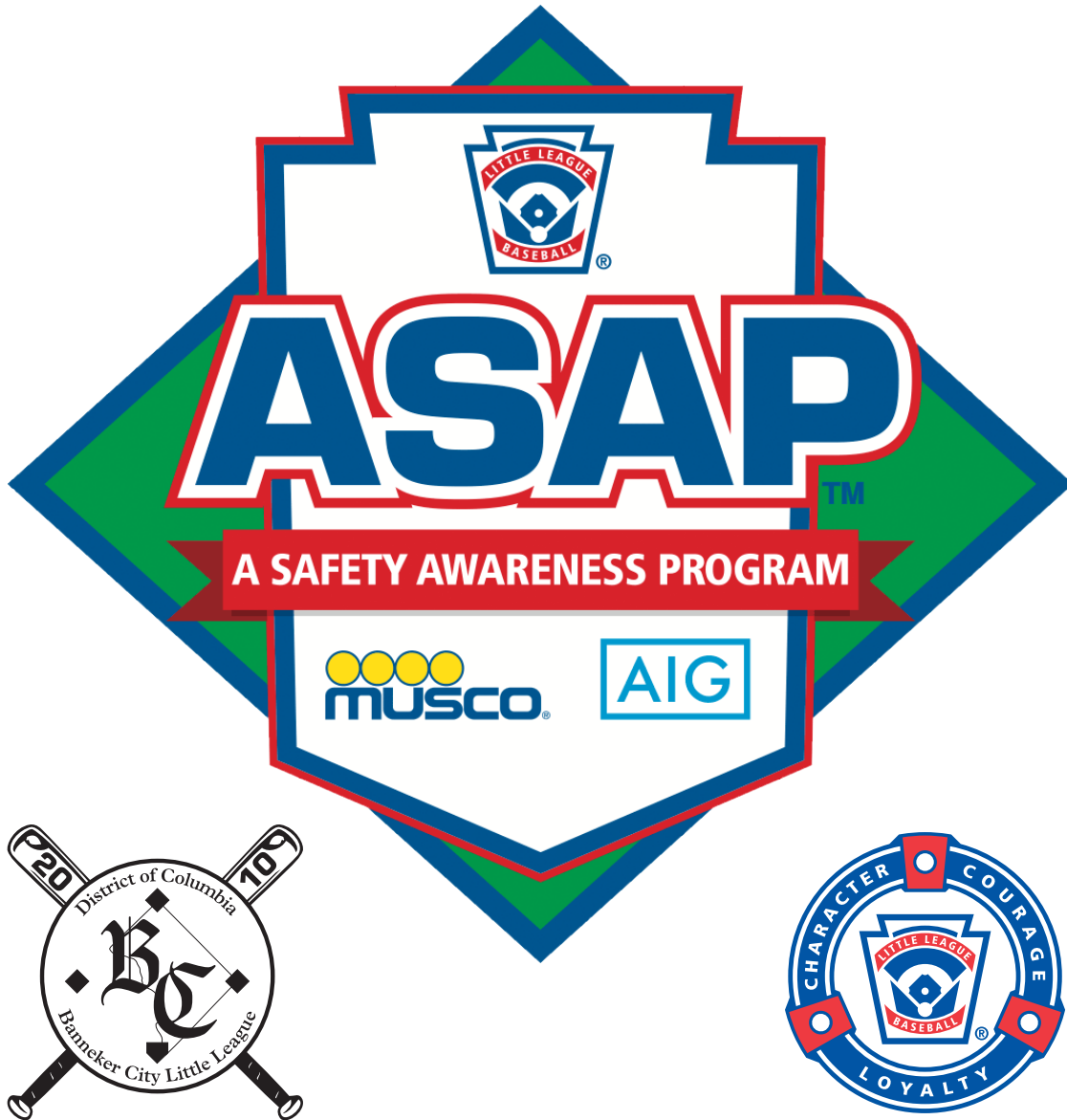


Banneker City



2015 Safety Officer Manual

League ID #220-03-260023

Washington, DC

*Joseph Haley
&
Jackie Robinson West Little League...*





Change Record

Date	Author	Version	Description
1/12/15	Supreme H. Aquil	3.0	Initial revision.

Reviewers

Name	Title	Date
Sarah Roque	Banneker City Safety Officer	1/26/15
Gregory Roberts	MD-3 District Administrator	1/26/15

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- I. League Safety Officer: **Sarah Roque**. On file with Little League Headquarters.
- II. Banneker City Little League will distribute a paper copy of this Safety Manual to all Managers/Coaches, Volunteers and the District Administrator & Safety Officer. Hard-copies of this Safety Manual will be present at all League games & practices.

III.

Banneker City Little League Emergency Phone List

FOR EMERGENCIES CALL: 911

POLICE

Police Emergency/Non-Emergency Communications Center(202) 671-1513
Third District Police Department, 1620 V Street, NW(202) 673-6815

FIRE DEPARTMENTS

Fire & EMS Head Quarters, 1923 Vermont Avenue, NW(202) 673-3220
Engine House #4, 2531 Sherman Avenue, NW(202) 673-3204
Engine House #9, 1617 U Street, NW(202) 673-3209
Engine House #11, 3420 14th Street, NW(202) 673-3211
Engine House #6, 1300 New Jersey Avenue, NW(202) 673-3206

HOSPITALS

Children's Hospital, 111 Michigan Avenue, NW(202) 476-5000
Howard University Hospital, 2041 Georgia Avenue, NW(202) 865-6100

PHARMACIES

CVS Pharmacy Store #6419, 1000 U Street, NW(202) 518-2978
Rite Aid Pharmacy Store #3351, 1306 U Street, NW(202) 328-8761

DC PARKS & RECREATION

DPR Park Ranger(202) 441-2605
DPR Weather Hotline(202) 671-0331

BANNEKER CITY LITTLE LEAGUE

President, Supreme H. Aquil - president@BannekerCityLL.org(202) 210-5295
Player Agent, Will Ticer - players@BannekerCityLL.org(240) 463-0838
Secretary, Monica Shelton - secretary@BannekerCityLL.org(301) 461-4590
Treasurer, Marsha Roberts - treasurer@BannekerCityLL.org(202) 725-5318
Safety Officer, Sarah Roque - safety@BannekerCityLL.org(202) 285-1646
T-Ball, Will Ticer - tball@BannekerCityLL.org(240) 463-0838
AA, Will Ticer - aa@BannekerCityLL.org(240) 463-0838
AAA, Supreme H. Aquil - aaa@BannekerCityLL.org(202) 210-5295
Majors, Supreme H. Aquil - majors@BannekerCityLL.org(202) 210-5295
Softball, Supreme H. Aquil - softball@BannekerCityLL.org(202) 210-5295

Cut & post in dugouts and equipment areas.



IV. BACKGROUND CHECKS

Banneker City Little League requires all volunteers to fill out the Little League Volunteer application (page 12), as well as provide a government-issued photo identification card for ID verification. Banneker City uses First Advantage for background checks to screen all of our volunteers and conducts a search of the Department of Justice's nationwide sex offender registry (www.nsopr.gov).

Background checks are **MANDATORY** for all BCLL board members and volunteers.

V. COACHES CLINIC: SATURDAY, FEBRUARY 28, 2015

At least one manager/coach from each team must attend Banneker City's Coach's Clinic. Every manager/coach will attend this training at least once every 2 years.

VI. CPR, AED & FIRST AID TRAINING: SATURDAY, MARCH 14, 2015

Every manager/coach will attend this training at least once every 2 years, but at least one manager/coach from each team will attend the training annually.

VII. FIELD INSPECTIONS

Coaches will be required to walk & inspect the fields prior to practices and games. Umpires will also be required to walk the fields for hazards before each game. The League Divisional Commissioners will survey each field in use prior to the season's start to identify potential safety issues and determine solutions and timeline for implementing solutions. See Pre-Game/Practice Checklist on page 34, Umpire Guidelines on page 28, and Banneker City's Field Inspection Checklist on page 27.

VIII. FACILITY SURVEY

Banneker City Little League has completed and updated our 2015 Facility Survey online. Also, see Using Facility Surveys on page 29.

IX. CONCESSION STAND SAFETY

- Menu shall be posted & approved by the League Safety Officer and President.
- Our Concession Safety Procedures will be posted several times in stand.
- Copies of Banneker City Little League's Concession Stand Safety Procedures can be found on pages 30 - 32.



X. EQUIPMENT INSPECTION & PLAYER SAFETY

The League Divisional Commissioners will inspect all equipment in the pre-season. Managers/Coaches will inspect equipment prior to each game. Umpires will be required to inspect equipment prior to each game. League Equipment that is hazardous and/or does not meet Little League International standards will be disposed of. Player's personal equipment that is hazardous and/or does not meet Little League International standards will not be allowed at any League games and practices, and parents and players will be informed and their use discouraged. See Equipment Checklist on page 35, and Pre-Game/Practice Checklist on page 36.

XI. IMPLEMENT PROMPT ACCIDENT REPORTING

Banneker City Little League will use the provided Incident Tracking form on pages 35 - 40, and will provide completed Accident forms to League Safety Officer within 24-48 hours of the incident.

XII. FIRST AID

Each team coach will be issued a **First Aid Kit** and is **REQUIRED** to have it at every practice and game. See page 41.

XIII. Banneker City Little League will require **ALL TEAMS to enforce **ALL** Little League Rules. Including Proper Equipment for catchers.**

- a. No on-deck batters.
- b. Coaches will not warm up pitchers.
- c. Bases will disengage on all fields.
- d. Catcher's Mask will have throat guard.
- e. Coaches will be provided with the current year's Little League Rule Book.

XIV. Completed 2015 Qualified Safety Program Registration Form on pages 43-46. 2015 Facility Survey has been completed online. All 15 requirements are outlined herein Executive Summary on pages 5-7.

XV. League Player Registration Data or Player Roster Data, Coach and Manager Data will be submitted online via the Little League Data Center at <https://lldc.pointstreak.com>.



HISTORY	The position of safety officer was created by Little League Baseball® in the 1960s. In 1995, ASAP was introduced with the goal of re-emphasizing the position of safety officer. Resources have been devoted to helping safety officers prevent injuries, rather than simply reacting to them.
MISSION	To create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants in Banneker City Little League.
DUTIES	<ul style="list-style-type: none"> • Coordinate all safety activities. • Oversee Banneker City's ASAP (A Safety Awareness Program). • Ensure safety in player training. • Ensure safe playing conditions. • Coordinate reporting and prevention of injuries. • Solicit suggestions for making conditions safer. • Report suggestions to Little League International through ASAP system. • Schedule & coordinate CPR & First Aid Classes. • Provide & distribute First Aid Kits to League coaches/managers.
RESOURCES	<ul style="list-style-type: none"> • Banneker City's 2015 Safety Manual. • Thousands of fellow Safety Officers from leagues around the world. • ASAP's Monthly Newsletter. • ASAP's 24-Hour Hotline: (800) 811-7443. • Banneker City Parents & Volunteers.
BENEFITS	Creating a safe environment for children to learn, play and enjoy our national pastime in Banneker City Little League is the primary benefit of ASAP.
FUTURE	The Safety Officers' earnest efforts will collectively raise safety awareness among participants in Banneker City Little League. Safety will become a habit, and activities will become "safer for the kids." ASAPs survive transitions in leadership, and Banneker City can gain control over injury and liability concerns. A dedicated Safety Officer can really impact the lives of future generations.
BCLL	Banneker City Little League's Safety Officer is board member <u>Sarah Roque</u> — a tenured Registered Nurse, devoted Mom, active Softball player, and baseball & safety advocate. Her contact information is contained in Banneker City Little League's Emergency Phone List on page 5 of this Safety Manual.



Increase the impact of Banneker City Little League's safety plan this season by talking about safety and asking for input. One of the founding ideas of the ASAP program is that "if you talk about safety, people might think about safety, and then take action to make it safer," as one early participant explained it.

Chart a New Safety Course!

As the season progresses, chart a new course. Talk about safety and ask for help from all your participants in tackling safety issues. Just talking about the things you already do will improve safety awareness. Keep people talking about safety and actions will start to change, which will help create an environment that avoids preventable accidents.

Gather Feedback, Gain Support!

Team moms, players, coaches, umpires, concession stand volunteers, board members and facilities crew should all be asked for help in implementing your safety plan and looking for ways to improve it. At board meetings, ask your members to spend some time addressing safety issues and take action on any concerns, before an accident happens. Put out "Safety Suggestion" boxes at a central location to gather ideas from these meetings.

Make sure you follow up on suggestions, even if you just tell the person the idea will be put into a "future plans" section of the safety plan and reviewed annually. People want to help, but they want to know their input was valued, or they will stop giving feedback.

Use Banneker City's newsletter and website to publish the suggestions you receive as a way of spreading the safety message and recognizing the effort made. This will then help to prompt others in making suggestions. Create player safety poster competitions or awards for players who spot safety concerns.

Leagues are great about looking at the causes of an accident after it occurs. Talking

about factors that can cause an accident at team meetings and in gatherings of parents and other volunteers will help to keep accidents from happening. Sign-up for Little League E-News at <http://www.littleleague.org/learn/JoinMailingList.htm>.

Keep Improving Banneker City's Safety Plan!

No safety plan is complete. Even the best safety plans need to be looked at and improved. Make sure to keep updating this plan with the ideas and suggestions implemented throughout the season. Then, it will be easy to present the new safety plan to the board next season and have it approved and submitted.

A safety plan not only helps make sure Banneker City Little League is safer this year, but it helps document what SHOULD be done next

year, to keep our league implementing its safety program and not dropping out any crucial components.

Drop in Accidents Slowing!

Why is the slowing decline in accidents important? The overall trend in injuries has been dramatically reduced since ASAP began in 1995, dropping 77 percent.

Some injuries are unavoidable. But some injuries could be avoided if the proper steps had been taken to protect players and volunteers. It takes work, and it takes everyone's participation. No matter how good you are as a safety officer, it takes an entire league to reduce injuries.

Let's talk safety to help reduce injuries.



EMERGENCY CONTACT PROCEDURES



Police



Fire



Rescue



Sheriff

The most important help 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 steps.

1) First dial 9-1-1.

2) 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. as well as the field name and location of the facility, if applicable.

Our address is:

Cross-streets are :

- **The telephone number from which the call is being made?**
- **The caller's name?**
- **What happened** — i.e., a baseball-related accident, bicycle accident, fire, fall, etc.?
- **How many people are involved?**
- **The condition of the injured person** — i.e., unconscious, chest pains, or severe bleeding?
- **What help is being given** (first aid, CPR, etc.)?

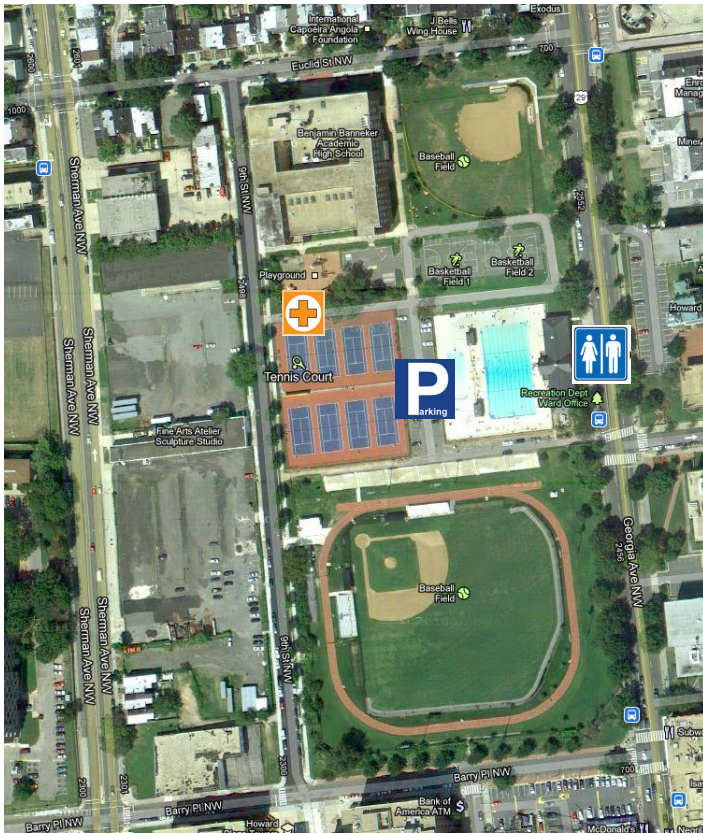
3) Do not hang up until the dispatcher hangs up.

The dispatcher may be able to tell you how to best care for the victim.

4) Continue to care for the victim until professional help arrives.

5) Appoint someone to go to the street and look for the ambulance or fire engine and flag them down if necessary. This saves valuable time. Remember, every minute counts.

FIELD SITE MAPS



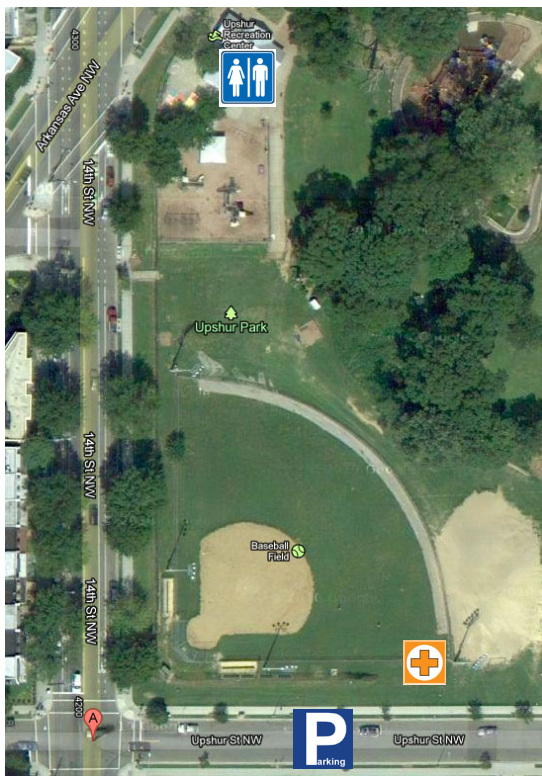
Banneker Recreation Center
2500 Georgia Avenue, NW



Harrison Recreation Center
1330 V Street, NW



DPR Headquarters
3149 16th Street, NW



Upshur Recreation Center
14th & Upshur Streets, NW



Kennedy Recreation Center
6th & O Streets, NW



LITTLE LEAGUE 2015 VOLUNTEER APPLICATION



Little League Volunteer Application -2015

Do not use forms from past years. Use extra paper to complete if additional space is required.

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

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory with First Advantage or upon request) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

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

Do you have children in the program? Yes ☐ No ☐ If yes, list full name and what level? _____

Special Certification (CPR, Medical, etc.): _____

Do you have a valid driver's license: Yes ☐ No ☐ State _____

Driver's License#: _____

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor?: Yes ☐ No ☐ If yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes ☐ No ☐ If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes ☐ No ☐ If yes, explain: _____

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

League Official ☐ Coach ☐ Umpire ☐ Field Maintenance ☐

Manager ☐ Scorekeeper ☐ Concession Stand ☐ Other ☐

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

Name/Phone _____

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

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

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

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked):

Sex Offender Registry ☐ Criminal History Records ☐ *First Advantage ☐

**Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from LexisNexis in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.*

Only attach to this application copies of background check reports that reveal convictions of this application.

1-2015 VOLUNTEER APPLICATION 3/28/11

BACKGROUND SCREENING



“As a condition of service to the league, all managers, coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams, must complete and submit an official ‘Little League Volunteer Application’ to the local league president.” - **Little League Regulation 1(b)**



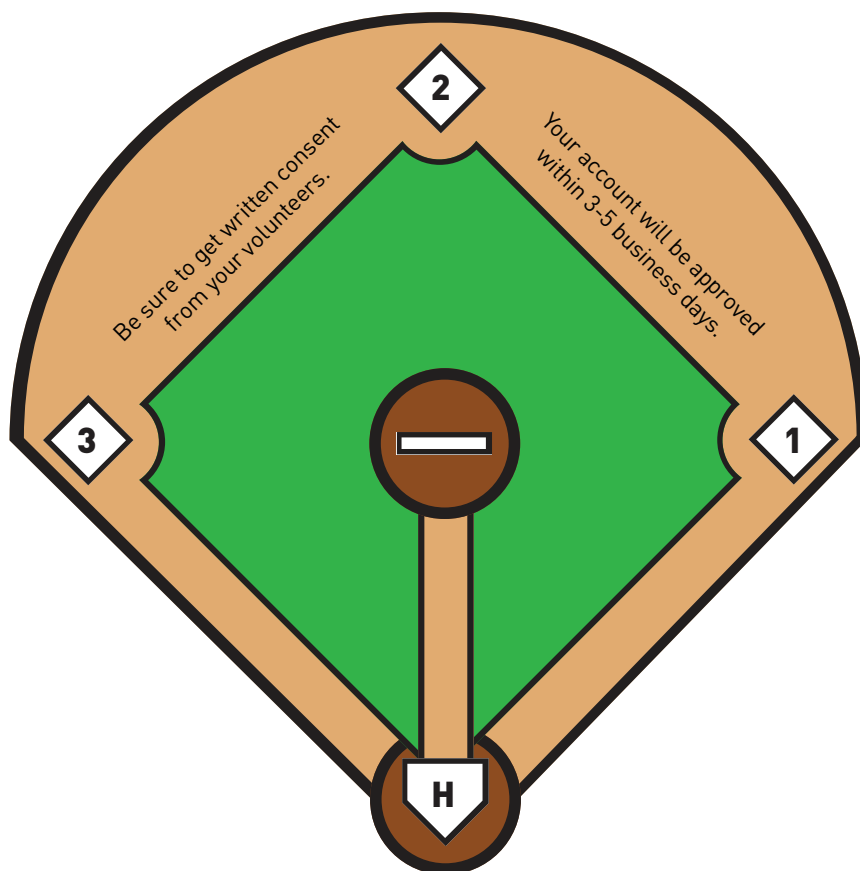
Little League®

Home Safe in 2015

Background Screening is Easy, Affordable and Vital for the Safety of our Leagues.

For background check information, please visit
<http://www.littleleague.org/Learn/programs/childprotection.htm>

Four Easy Steps to Success.



1st Base

Register

Complete the registration form online at <https://ca.fadv.com/CA/welcome.do?LLinternational> or call First Advantage at 844.279.1078. Make sure you have everything you need to register. There is a registration checklist on the back of this sheet.

2nd Base

Receive Your User Name & Password

When you receive your user name and password via e-mail, you are ready to start! For training classes please visit <https://ca.fadv.com/CA/welcome.do?LLinternational>.

3rd Base

Order Background Checks

Begin screening your volunteers. The first 125 screens are free to the district and local Little League paid for by Little League International. Each additional screen will be at a minimal cost.

Home Plate

Review Your Reports!

Visit <https://ca.fadv.com/CA/welcome.do?LLinternational> to view your reports.

Thank you for doing your part to help ensure a safe and fun environment for your players. Have a great season!

Working with Little League, First Advantage is committed to delivering comprehensive employee and volunteer background screening services to help protect our nation's vulnerable populations. First Advantage delivers affordable access to public record databases for the benefit of service organizations and their constituents as part of our corporate vision to create a safer and more secure society through the responsible use of information. The First Advantage National Criminal File database contains more than 338 million records which include criminal records and sex offender registry records across 50 states and the District of Columbia. Please note, the Mississippi Sex Offender registry data is no longer included in the database. A separate Mississippi State Sex Offender registry search must be conducted. This can be done by accessing the state website. <http://state.sor.dps.ms.gov/>

Visit https://littleleague.custhelp.com/app/answers/detail/a_id/1797 to access a list of the states/data covered.



First Advantage

A Symphony Technology Group Company




BACKGROUND SCREENING



Annual background screenings must be completed prior to the applicant assuming his/her duties for the current season. Refusal to annually submit a fully completed "Little League Volunteer Application" must result in the immediate dismissal of the individual from the local league. - **Little League Regulation 1(b)**

Registration Checklist

Make sure to have the following information available when you begin the registration process.





-  Your League ID*
-  The number of years your organization has been established*
-  You will not be asked for a credit card until your 126th search.

We have extended our phone support hours to better assist you. Call the support line Mon-Fri from 8:00 AM to 8:00 PM EST.

*If you do not know your league ID or do not know how many years your league has been in existence, please call 570-326-1921 for assistance.

For Returning Presidents With Existing Accounts

If you are a returning league president with an active account we can help with any questions you may have for the upcoming season. Call 844.279.1078

-  Reset passwords
-  Update credit card information
-  Get account number help
-  Learn more about the service

For New Presidents with Existing Accounts

If you are a new president and need to update the contact information associated with an existing account for your league, please complete and submit the online "Information Change Form" that can be found at <https://ca.fadv.com/CA/welcome.do?LLInternational>. Look on the right-hand side, bottom FAQ question, "I am a new League President . . ." Your change request will be reviewed and completed within 3 to 5 days.

Home Safe in 2015

More Information on the topic of background screening

Q: Who in the local league should be responsible to process the background check information?

A: Little League International recommends the board of directors appoint the local league president and two other individuals to handle the background checks. These individuals may be from the board or individuals outside the board. For instance, the board of directors may appoint individuals who have significant professional background in this area, such as law enforcement officers or individuals with a legal background.

Q: What type of offenses are we screening for when we conduct a background check?

A: Local leagues are conducting a National Criminal File database that includes criminal records and sex offender registry records across 50 states. The Mississippi Sex Offender registry data is no longer included in the database. As a result the FADV National Criminal Record File no longer meets the Little League

minimum requirements of the Little League Regulations. A separate Mississippi State Sex Offender registry search must be conducted (<http://state.sor.dps.ms.gov/>). An individual who has been convicted or pled guilty to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work or volunteer.

Q: How do volunteers get copies of their background report?

A: Volunteers may receive a copy of their full report by contacting First Advantage at 844.279.1078. If a negative record is reported on a volunteer's background report, they will automatically receive a copy via U.S. Mail. If a volunteer wants to dispute a criminal record associated with their report, they may call the First Advantage Consumer Disclosure team at 800-845-6004. Local Little League will supply the volunteer with a copy of the report if they intend to take adverse action based on the information in the background report.

Background screening is easy, affordable and vital for the safety of our leagues. To begin the process, please visit the screening web site at: <http://www.littleleague.org/Learn/programs/childprotection.htm>

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Banneker City Little League's goal is to help our children learn healthy competition, sportsmanship, work ethic, teamwork, conditioning and muscle-memory fundamentals through our national pastime, and provide a progressive continuum of that education from T-Ball all the way up through Prep, in a healthy, safe and encouraging baseball culture. This goal is achievable through a coordinated effort between the coaches, players and parents, to diligently perform their respective responsibilities as set forth:

A. Parents' Responsibilities

1. Bring their children to all practices, workouts and games on time AND properly dressed (protective cup for boys, glove, cap, cleats & tennis shoes and/or full uniform).
2. Respect, assist, and communicate with their children's coaches.
3. Practice with their children 2-3 times a week for 30 minutes outside of team practices.
4. Attend league functions.

B. Players' Responsibilities

1. Attend all practices, workouts, league functions, and games.
2. Give eye contact to coaches when being addressed, as well as when speaking.
3. Work hard and challenge yourself.
4. Ask questions.
5. Practice/repeat skills learned/introduced at practice at home 2-3 a week.
6. Get to know your teammates' names.
7. Have fun and always try your best!

C. Coaches' Responsibilities

1. Read, know and teach the current Little League rules.
2. Make practice drills **FUN** by turning them into competitions/games.
3. Communicate regularly with your league commissioner, players, parents and coaches. Especially on changes/alterations to the practice/game schedule.
4. Hold regular practices and follow a written or agreed upon practice plan.
5. Arrive at all practices, workouts, league functions, and games early.
6. Communicate league information and updates to parents in its entirety, in a timely fashion.
7. Encourage effort! Praise and reward good effort, and discourage poor effort.
8. Provide plenty of repetitions of hitting, fielding, running, and throwing to all players.
9. Show patience as some kids will learn instantaneously and others will require more repetitions and encouragement.
10. Remind parents and players to work on skills learned/introduced at home and away from team practices. "Improve as individuals and we improve as a team."

11. Encourage players to watch MLB games at home.
12. Demonstrate skills being taught, as kids learn best through emulation.
13. Be an example of a positive attitude.
14. Incorporate parents and other family members in practices and games, where helpful and useful (scorekeeping, extra hands & eyes, base coaches, etc.).
15. Remind players, parents and yourself of your acknowledged responsibilities.
16. Provide/teach the following curriculum:

BCLL Skills Matrix					
I = Introduced; C = Cultivated; M = Maximized					
Skill Set	T-Ball	AA	AAA	Majors	Softball
Throwing					
Full hand grip	<i>allowed</i>	<i>Halted</i>			
Power fingers	I	C	M	M	
Wrist flick	I	C	M	M	C – M
Underhand toss	I	C	M	M	C – M
Elbow above shoulder		I – C	C – M	M	C – M
Hand behind the ball		I – C	C – M	M	C – M
Step-and-throw	I	C	C – M	M	C – M
Shuffle step throw	I	C	C – M	M	C – M
Follow through	I	C	C – M	M	C – M
Follow throw/momentum		I – C	C – M	M	C – M
Crow-Hop		I – C	C – M	M	C – M
Pitching					
Tempo & Rhythm		I	C – M	M	C – M
Balance & Posture		I	C – M	M	C – M
Stride		I	C – M	M	C – M
Footstrike		I	C – M	M	
Hip & Shoulder Rotation		I	C – M	M	C – M
Glove work		I	C – M	M	
Pull down on seams		I	C – M	M	Pull up
4-seam grip		I	C – M	M	
2-seam grip			I – C	C – M	3-seam
Change-up/Palmball grip			I – C	C – M	I
Focus on target		I	C – M	M	C – M
Control		I	C – M	M	C – M
Location/Command			I – C	C – M	C – M
Velocity			I – C	C – M	I
Pitching From Full Wind-Up			I – C	C	C – M
Pitching From Stretch			I – C	C	
Pushing off pitching rubber			I – C	C	C – M
Ready to field	I	C	M	M	C – M
Covering 1B		I	C – M	M	C – M
Covering Home Plate		I	C – M	M	C – M
Fielding					
Catching the ball	I – C	C – M	M	M	C – M
Ready position	I – C	C – M	M	M	C – M
Prep step		I	C – M	M	C – M
Soft-hands (grounders)		I	C – M	M	C – M
Backhand		I	C – M	M	C – M
Forehand		I	C – M	M	C – M
Lining-up & centering baseball		I	C – M	M	C – M
Present pocket & look baseball in		I	C – M	M	C – M
Pop flies	I	C	M	M	C – M

PROGRAM OF AXIOMS & SKILLS



Running down pop flies		I	C – M	M	C – M
One knee	I	C	C – M	M	C – M
Backstop		I	C	M	C – M
Pitcher	I	C	C – M	M	C – M
Rundown		I	C – M	M	C – M
Making the tag		I	C	M	C – M
Selling the play		I	C – M	M	C – M
Backing up teammates	I	C	M	M	C – M
Footwork		I	C – M	M	C – M
Charging the baseball		I	C – M	M	C – M
Covering first base		I	C – M	M	C – M
Bunt defense			I – C	C – M	C – M
Hitting the cutoff		I	C – M	M	C – M
Blocking pitches			I – C	C – M	C – M
Throwing out runners			I – C	C – M	C – M
Hitting					
Grip	I	C – M	M	M	C – M
Basic stance	I	C – M	M	M	C – M
Load	I	C – M	M	M	C – M
Stride	I	C – M	M	M	C – M
Swing	I	C – M	M	M	C – M
Balance		I – C	M	M	C – M
Step on eggshell & squash bug	I	C – M	M	M	C – M
Follow-through	I	C	M	M	C – M
Chin to shoulder	I	C	M	M	C – M
Focus on pitcher's release point		I	C – M	M	C – M
Thinking swing		I – C	C – M	M	C – M
Bunting		I	C – M	M	C – M
Baserunning					
Getting out of the box	I	C	M	M	C – M
Running through First Base	I	C	M	M	C – M
Making the turn		I	C	M	C – M
Taking lead			I	C – M	C – M
Base coaches & signs		I	C	M	C – M
Sliding		I	C	M	C – M
Stealing			I – C	C – M	C – M
Tagging up		I	C – M	M	C – M
Pickle		I	C	M	C – M
Baserunning with lead runner in pickle			I – C	C – M	C – M
Baserunning with less than 2 outs		I	C – M	M	C – M
Baserunning with 2 outs		I	C – M	M	C – M
Secondary lead when catcher has ball			I – C	M	C – M
Rules					
Strike Zone			I – C	M	C – M
Fair or foul		I – C	M	M	C – M
Interference		I	C	C – M	C – M
Obstruction		I	C	C – M	C – M
Force Play		I – C	C – M	M	C – M
Infield Fly			I – C	M	C – M
Runner hit with/by baseball		I	C	M	C – M
Situations					
Squeeze bunt			I	C – M	C – M
Infield in		I	C	C – M	C – M
Know what to do if ball comes to you	I	C	M	M	C – M



Sample Practice Plan

Practice 1: (90 minutes)

Focus: Game play basics

Player introductions (10 minutes)

Warmup (10 minutes)

- Stretch and team run

Baserunning / base identification (20 minutes)

- Single and multiple base hits

Readiness (20 minutes)

- Ready position
- Prep step
- How many outs?
- Where is the play?

Introduce fundamentals of throwing (20 minutes)

- Catch, step, aim, and throw

Cooldown (10 minutes)

- Relay race

Practice 2: (90 minutes)

Focus: Technical skill introduction

Warmup (10 minutes)

- Stretch and team run

Introduce fundamentals of catching (35 minutes)

- Looking baseball into the glove
- Stay in front of ball
- Glove on the ground
- Glove position for forehand, backhand, pop fly and grounder

Introduce fundamentals of batting (35 minutes)

- 3 steps – feet first, hands second, eyes (bottom up approach)
- Step on the eggshell and squash the bug
- Chin to shoulder
- Follow through

Introduce fundamentals of pitching (35 minutes, concurrent)

- Footwork
- Arm form

Cooldown (10 minutes)

- Relay race

Practice 3: (90 minutes)

Focus: Fielding

Warmup (10 minutes)

- Stretch and team run

Plays to the infield (40 minutes)

- Charging the baseball
- Throws to first base
- Covering the bases
- Lead runner
- Force v non-force scenarios
- Pitcher positioning

Plays to the outfield (30 minutes)

- Pop flies – getting underneath the ball and calling I got it
- Running down pop flies
- Running down grounders to the outfield
- Relays & hitting cut-off man
- Crow hop
- Base coverage
- Pitcher positioning

Cooldown (10 minutes)

- Relay race

Practice 4: (90 minutes)

Focus: Offense skill development

Warmup (10 minutes)

- Stretch and team run

Running (35 minutes)

- Running through first base
- Making the turn
- Sliding
- Watch base coaches
- Tagging up

Develop batting (35 minutes)

- Step on the eggshell and squash the bug
- Chin to shoulder
- Follow through
- Introduce bunts
- Utilize Ts

Cooldown (10 minutes)

- Relay race

Practice 5: (90 minutes)

Focus: Situational defensive play

Warmup (10 minutes)

- Stretch and team run

Where is the play (35 minutes)

- Know what to do when the ball comes to you

Covering the bases (35 minutes)

- Force and non-force plays
- +/- 2 outs
- Double plays
- Bunt situations

Cooldown (10 minutes)

- Relay race

Practice 6: (90 minutes)

Focus: Advanced offense

Warmup (10 minutes)

- Stretch and team run

Backing up teammates (40 minutes)

- To plays in the infield
- To plays in the outfield
- Pickles

Baserunning with +/- 2 outs (30 minutes)

- Tagging up

Pitching (30 minutes, concurrent)

- Posture, balance, stride, footstrike, hip/shoulder rotation
- Changeup (10 and above)
- Ball placement

Catching (30 minutes, concurrent)

- Blocking
- Throwing to 2nd base

Cooldown (10 minutes)

- Relay race

Develop a practice plan prior to practice!

PROGRAM OF AXIOMS & SKILLS



Encourage your players to practice at home and utilize this At-Home Log.
“Improve as individuals and we improve as a team.”

Drill:					
Player:			Player:		
DATE	REPS or TIME		DATE	REPS or TIME	
	GOAL	ACTUAL		GOAL	ACTUAL
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Drill:					
Player:			Player:		
DATE	REPS or TIME		DATE	REPS or TIME	
	GOAL	ACTUAL		GOAL	ACTUAL
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Drill:					
Player:			Player:		
DATE	REPS or TIME		DATE	REPS or TIME	
	GOAL	ACTUAL		GOAL	ACTUAL
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IMPORTANCE OF WARMING UP



Proper warm-ups and conditioning activities can help to protect your players from injury. Research has shown that players who are less physically fit—whether in aerobic fitness, flexibility or core strength areas—are at a much greater risk of being injured doing the same things as their peers who are in better condition.

Fitness Shows Injury Potential!

A study of US Army recruits going through basic training found less-fit recruits were injured at twice the rate of their more fit companions, and 2.5 times as likely to be so seriously injured that they missed training. The less-fit recruits were more often women, but when the initial fitness levels were used to classify all the recruits by ability, rather than gender, the injury rates became consistent for both males and females, based on their fitness.

In ball playing, the injuries may be slight, a simple muscle strain or joint sprain, such as a pulled thigh muscle or sprained ankle, or they could be acute, from a fall due to poor motor control or weak muscles unable to stabilize the athlete during a fielding attempt. In either situation, stronger muscles are at lower risk of injury.

The good news is that during the study, for all recruits, the less-fit saw bigger gains than their more-fit peers, as a percentage of gain. So the gap in physical fitness can be closed to make all the athletes safer.

Warm Up Before Playing!

Numerous experts and studies continue to assert the benefit of pre-event warm-ups and post-event cool-down exercises. In addition, players and coaches can't expect playing the sport will do enough to prepare the less-fit players for play. Conditioning is just that, and players need to do conditioning exercises to prepare their bodies for the stops, starts, quick turns and full runs ball playing requires.

The benefit of warm-up exercises is not just for the increased muscle flexibility and tone that protects muscles from strains and ligaments from sprains but the increase in oxygen flow to the body, preparing it for the demands of the game.

Make the exercises match the demands of the sport: sprints should be worked on above distance running. Provide shoulder stretches and arm limbering as well as core and lower body warm-ups. Speed, quickness and coordination count for more than endurance; balance drills promoting foot and hand speed and coordination with more traditional exercises.

Start early with conditioning and build gradually to increased conditioning demands. Players' bodies need time to adjust to the physical stresses and build muscle mass and tone to be able to handle the loads of throwing long strikes from center field or sliding into home plate. The muscles that move the body also support and protect it, so the stronger those muscles, the less likely a serious injury will occur from a "normal" baseball or softball play.



Finally, Keep it Fun!

Find ways to keep your practices fun like making sprints be base-stealing attempts. Alternate trips around the bases for warm-ups with "the home run trot,"

and for speed or endurance with "you're going for an inside the park home run!" Have throwing races between different groups of players for short distances, to work on muscle tone, accuracy and technique. The players will enjoy it more with just a little time spent working on making the why they need to do it a fun activity, instead of saying "it's good for you" or "because I told you to!" Because a fit player is less likely to be injured, it's worth the extra time and effort to improve everyone's physical fitness.



FUNDAMENTALLY SOUND BALL



One of the cornerstones of Banneker City's safety plan is the training we provide to our volunteers. Every year, the potential is present for new volunteers with minimal experience to step into an important role.

Coaching is a prime example, and **Banneker City's Program of Axioms & Skills** helps the uninitiated and the experienced coach run efficient & safe practices and games. This clinic is key to Banneker City providing an environment that is as safe as possible for everyone.

Don't Be Lulled by History!

Some leagues/coaches/managers make the mistake of thinking because they have not had injuries, they are a "safe" league, and don't need training. Any league's injury rate can be low, either through good luck or because coaches already have a good foundation of skills. However, without Banneker City's Program of Axioms & Skills to ensure coaches, and so their players, are receiving quality and appropriate skills development, our league's good fortune can quickly evaporate.

Ideas for Safer Practices!

If you can, break up your practices into specific groups of skills. This allows the more skill-specific training that is appropriate by individual ability. Then train your assistant (parent) coaches to those appropriate skills for the level of play for their group. Another wise excellent coach can put players at risk by teaching advanced skills to

children who cannot yet correctly perform the skills.

The reverse is also true. If a coach does not teach the proper skills, such as sliding or proper catching, players are at risk when they are in game situations and cannot perform as they need to, both to play the position/skill and protect themselves. As just one example, facial injuries to defensive players can be reduced by proper hand positions. If a player does not have their non-glove hand between the glove and their face, a "bad hop" can do serious damage.



Are these players far enough apart that a missed ball won't injure a player not involved? Proper spacing is an important factor in safety for all players. Don't allow players to be placed too close behind or beside another group, where a hit or thrown ball could hit someone not watching.

Use Just One Ball!

Coaches often get caught up in trying to maximize practice or pre-game infield time to the extent safety is the first casualty. Make sure you emphasize the need to keep safety as a priority, even to the drills the coaches run.

Teach players to focus on the ball, and keep drills at one ball. If a coach introduces two or more balls during a drill, players are put in a situation they never face in a game: having to focus on two balls. If the player watches the wrong ball, it is easy to see after the fact how the player was injured, and unnecessarily so. Coaches/Managers! understand the danger of

multiple balls with any player drill. Before introducing multiple balls into a drill, incorporate multiple coaches (parents) to be your "eyes and ears" and supervise the drill and lower the student-to-teacher ratio—while still accomplishing the former.

Use Common Sense!

Make sure the drills are age specific and appropriate for the players. Have several coaches (deputized parents) watch the players during practice for form, but also for safety. If not, when the coach is focused on a specific player, other players are then at risk of unintended actions from unsupervised players (swinging bats, thrown balls, horse-play).

By planning, Banneker City Little League provides a high-quality training program that will increase the playing ability of and reduce the injury risk to our players, while providing a safer environment for our players, volunteers, and spectators.

Our safety plan requires coaches to attend training once every three years, and for every team to have a representative at each annual Program of Axioms & Skills. This approach will spread the information out to the coaches, and not just team managers, so all activities are being planned and operated with safety in mind. By annually offering Banneker City's Program of Axioms & Skills for all coaches, the difficulty in getting our volunteers to attend is lessened.

Whether between teammates or opposing players, baseball and softball are not contact sports. Make sure your players understand who should make the play, and who should make way, to avoid collisions between players.



CALL THE BALL

Defensive players should be trained early to call, "I GOT IT," when going for a catch. Don't have two players collide because neither knew the other was trying to make the play. Whether a ground ball or a pop-fly, the player who is called off should acknowledge his teammate by responding, "yours," and go 5 to 10 feet behind his teammate to back him up should the ball get by him. Fielders should be taught which player has priority for balls on the various areas of the field, unless called off by another player (i.e., on the third base side of the diamond, the shortstop has priority for fly balls, while on the first base side, the second baseman has priority, outfielders generally should give ground to the center fielder, and infielders generally should give ground to outfielders).

OBSTRUCTION

OBSTRUCTION is the act of a fielder who, while not in possession of the ball, impedes the progress of any runner. A fake tag is considered obstruction. (NOTE: Obstruction shall be called on a defensive player who blocks off a base, base line or home plate from a base runner while not in possession of the ball.)

RULE 7.06: "The umpire shall call or signal "Obstruction." (a) If a play is being made on the obstructed runner, or if the batter-runner is obstructed before touching first base, the ball is dead and all runners shall advance to the bases they would have reached. (b) If no play is being made on the obstructed runner, the play shall proceed until no further action is possible. The umpire shall then call "Time," and impose such penalties, if any, as in that umpire's judgment will nullify the act of obstruction.



OFFENSIVE INTERFERENCE

RULE 7.08: "Any runner is out when – (a) (3) the runner does not slide or attempt to get around a fielder who has the ball and is waiting to make the tag; (4) the runner slides head first while advancing."
MAXIM: "Runners MUST slide or avoid contact."

OFFENSIVE INTERFERENCE

OFFENSIVE INTERFERENCE is an act by a member of the team at bat which interferes with, obstructs, impedes, hinders or confuses any fielder attempting to make a play.

RULE 7.08: "Any runner is out when – (b) intentionally interferes with a thrown ball; or hinders a fielder attempting to make a play on a batted ball (NOTE: A runner who is adjudged to have hindered a fielder who is attempting to make a play on a ball is out whether it was intentional or not)."

REMEMBER: Trying to get out of the way is not enough. You must avoid contact entirely.

RULE 7.09: "It is interference by a batter or runner when – (j) the runner fails to avoid a fielder who is attempting to field a batted ball, or intentionally interferes with a thrown ball . . ."

PENALTY FOR INTERFERENCE: The runner is out and the ball is dead.

Avoid injuries on the base paths. A fielder without the ball should make way for the advancing baserunner; a runner seeing a fielder with the ball must slide or avoid contact. Don't allow collisions on the base paths from overly-aggressive play.



DEFENSIVE

INTERFERENCE

DEFENSIVE INTERFERENCE is an act by a fielder which hinders or prevents a batter from hitting a pitch. **RULE 6.08:** "The batter becomes a runner and is entitled to first base without liability to be put out (provided said runner advances to and touches first base) when – (c) the catcher or any fielder interferes with the batter. If a play follows the interference, the manager of the offense may advise the plate umpire of a decision to decline the interference penalty and accept the play. However, if the batter reaches first base on a hit, an error, a base on balls, a hit batter, or otherwise, and all other runners advance at least one base, the play proceeds without reference to the interference.



HIT BY A BATTED BALL

1. **RULE 7.08:** "Any runner is out when – (f) touched by a fair ball in fair territory before the ball has touched or passed an infielder. The ball is dead and no runner may score, no runners may advance, except runners forced to advance;"
2. **RULE 7.09:** "(k)...If a fair ball goes through or by an infielder and touches a runner immediately back of said infielder or touches the runner after having been deflected by a fielder, the umpire shall not declare the runner out for being touched by a batted ball. If in the judgment of the umpire, the runner deliberately and intentionally kicks such a batted ball on which the infielder had missed a play, then the runner shall be called out for interference.

Avoid Overuse



According to the USA Baseball Medical and Safety Advisory Committee report, “Preventing Overuse Injuries in Youth Baseball,” overuse injuries are caused by repetitive stresses on the muscles and supporting structures of youngsters that are not given sufficient time to heal after pitching. Additional studies have shown that when youth pitch with arm fatigue, they have a much higher risk of surgery later in their careers.

Little League International® introduced pitch count regulations in 2007 with the goal of protecting young pitchers’ arms!

Under Regulation VI, the team manager must remove the pitcher when said pitcher reaches the limit for his/her age group as noted below, and must adhere to the following rest requirements. However, the removed pitcher may remain in the game at another position:

Regulation VI - “The Pitch Count”			
Pitching Regulations		Rest Requirements	
League Age	Pitches Per Day	Pitches Per Day	Days Of Rest
17 - 18	105 max	66+	4
13 - 16	95 max	51 - 65	3
11 - 12	85 max	36 - 50	2
9 - 10	75 max	21 - 35	1
7 - 8	50 max	1 - 20	0

Keep an eye on the pitch count!

Keeping an individual kid’s pitch count is critical to protecting the young pitcher’s arm and his future. This can easily be accomplished by a coordinated effort between the coach and a volunteer designated to strictly track the pitch count:

- Coach uses a hand tally counter to count EVERY pitch.
- Volunteer logs EVERY pitch on tracking sheet (page 24).
- Coach & volunteer sync their counts EVERY 1/2 inning.

Using such a system will help ensure that pitch counts are accurate and that an individual child is not subject to overuse.

Teach sound pitching fundamentals, far & wide!

Baseball is a game of “throw and catch.” And beginning with the former, teaching sound throwing fundamentals to as many kids as possible is another equal part in protecting our young pitcher’s arm.

Prepare your Practice Plan (page 18) prior to your first practice. Often times in a coach’s career, certain perceived “problems” occur during games, and addressing them become the focus of the following weeks’ practices—ad nauseam. Avoid diminishing returns by simply incorporating their remedies into your Practice Plan—if they are not already there...just seemingly too far down the line—your Practice Plan gives you the vantage point to see the forest, and not just the trees...don’t get sidetracked, use your plan!

Deputize moms and dads—if you do not have (m)any assistant coaches—to help you run your practices. Share your Practice Plan with your coaching staff, so they can help you run the different throwing drills & stations properly. Use your parent-coaches to help you demonstrate the drills as you explain them. Once they are comfortable, turn the drill and a small group (that will rotate) of players over to your parent-coach. Your throwing drills/stations can either be level or staircase. Meaning, either each station is the same just a different parent-coach or one station segues into the next station by advancing upon while reinforcing the previous station—it’s your plan! But by being efficient with your practice time, while lowering the student-to-teacher ratio, **MORE** kids get the individual attention and requisite repetitions they need to learn good, sound and repeatable throwing mechanics.

Assign homework to all aspiring, developing and established pitchers covering throwing drills learned in practice using the At-Home Practice Log (page 19). Now, batting practice can still go on as scheduled, even though more pitching practice seems needed.

So, by teaching good pitching fundamentals far and wide, you develop more pitchers to choose from in game battle, which implicitly helps you ensure that pitching & rest regulations are upheld.

Recognize fatigue early!

Fatigue precedes soreness and pain in overuse injuries. If coaches are to avoid overuse injuries, they need to know to recognize the signs of a developing problem. Coaches cannot always rely on the player to tell them when their arm is fatigued. A more erect delivery, poor arm positioning/low elbow height, poor or no follow-through, and improper foot positioning are some signs a coach can use to recognize fatigue in the pitcher. Coaches and parents can help prevent more serious injuries by investigating when players exhibit abnormal mannerisms while fielding, throwing or batting.



Address and communicate on outside pitching!

The number one thing that is becoming more apparent and more of a problem in tracking pitch counts and rest is travel ball. The coach needs to communicate with the players who are in multiple leagues about when they pitch. The player should alert their travel ball team coach on pitching they’ve done in Bancker City Little League, prior to an outside tournament as well.

Treatment and Rehabilitation!

Apply ice for 15 minutes per hour for three or four hours after hard throwing to protect the muscles of the arm, either shoulder or elbow or both, and drink plenty of fluids to hydrate your muscles!

Go see a sports physician at the first signs of arm injury to determine the correct course of action—whether simple rest and anti-inflammatory actions (ice, medication) or more extensive treatment.

RECOMMENDATIONS FOR PREVENTING INJURIES IN YOUTH BASEBALL PITCHERS

- Watch and respond to signs of fatigue. If a player complains of fatigue or looks fatigued, let him rest from pitching and other throwing.
- Follow limits to pitch counts and days rest.
- Learn good throwing mechanics as soon as possible. The first steps should be learned, in order: 1) basic throwing, 2) accuracy, and 3) fastball pitching.
- If a pitcher complains of pain in his elbow or shoulder, get an evaluation from a sports medicine physician.
- Inspire youth to have fun playing baseball and other sports. Participation and enjoyment of various physical activities will increase the youth’s athleticism and interest.
- Include parents in your practices, where helpful, to give proper attention to teaching good, repeatable throwing mechanics.

Team _____ Opponent _____ Date _____

Pitching eligibility varies by the league age of the pitcher, which is the pitcher's age as of May 1 of the current year. The pitching eligibility regulation is Regulation VI (see current rule book for details). A blank electronic version of this form is available for free download at www.littleleague.org.

CPR/AED & FIRST-AID TRAINING



According to the American Heart Association, cardiovascular disease is the number one killer in the U.S., accounting for 1 of every 2.8 deaths in 2005. Almost 2,400 people die of CVD every day or one American every 37 seconds. In response to this trend, Banneker City Little League

offers **American Heart Association's Family and Friends CPR and AED and Heartsaver First Aid Training** conducted by Certified BLS Instructor, Donna Mitchell of **Beating Hearts CPR, LLC** to all of its coaches and volunteers. With the advent of AEDs, more tools are available to help cardiac victims, young or old. This training is needed to build the skills to successfully perform the steps required and to encourage volunteers to use the training.

Attendees learn basic medical terminology, how and when to administer CPR, AED (Automatic External Defibrillator) training, protocol & know-how for administering emergency & first-aid care, and techniques for preventing and attending to sports injuries.

Taking appropriate actions in mild, moderate and severe injuries can save lives and limbs!

Studies have found that a majority of heart attack victims were not given CPR from bystanders while the ambulance was en route to the accident site, even though people around the victim had knowledge of CPR techniques. Banneker City Little League trains their volunteers to be able to perform CPR, properly use an AED, tender first-aid care and outfit them with the confidence to do so if needed.

CPR should begin as soon as a cardiac event is recognized, whether to a player or a spectator. Time is crucial in these situations, and every minute does count. Little Leagues around the country are coming to terms with their responsibility to be good stewards of the safety of the young people entrusted in their care, as well as the older spectators for whom heart disease is the number one killer.

Dan Kirby, Risk Management Director at Little League International noted for properly trained volunteers, if they act appropriately, the Good Samaritan Law (which is in place in some form in every state in the country) will generally apply. The four main points of the Good Samaritan Law are as follows: the care was rendered as the result of an emergency, the initial emergency was not caused by the person rendering care, the emergency care was not given in a grossly negligent or reckless manner, and aid was given with permission whenever possible to obtain it.

Some common issues/injuries in baseball are:

- Contusions
- Muscle pulls and strains
- Over-use injuries
- Sprains
- Fractures
- Injuries to small joints
- Facial injuries
- Injuries to teeth
- Eye injuries
- Insect bites and stings
- Heat illness
- Triage and Emergency Management

Utilize this Safety Manual when injuries occur, and know your role:

- **Ensure the safety of the immediate area!** Managers/coaches should stop all play to protect the player from further injury, as well as those not being closely monitored due to the focus on the injured player.
- **Check player's breathing, pulse and alertness to immediately judge the seriousness of the injury:**
 - If necessary, have someone call 9-1-1.
 - Call the player's parents.
 - Send someone to nearest intersection to direct emergency services to your location.
 - Review the Medical Release form for any important information/warnings about medical conditions the player may have.
- **Evaluate the injury:**
 - Can player be moved off field?
 - If not, clear area around player and begin examination;
 - If so, move player to sideline for closer examination;
 - Determine if player can return to play or needs first aid.
- **Ask before giving the appropriate first aid for the injury.**
- **Turn over care to professionals when they arrive and help as directed.**
- **If parents are not available, go with player to treatment center with ambulance; turn over team to authorized coach.**
- **If emergency medical treatment isn't required, urge player and parents to see a doctor for a proper diagnosis and treatment plan.**
- **Record the injury on an injury report.**
- **Follow up with the player until injury is healed and player can return to play.**
- **Get medical release prior to allowing player to return, if formal treatment was required.**

Finally, evaluate all injuries and ensure the child does not require professional care. It's not worth risking a child's health just to continue the game.

In evaluating fresh injuries, remember the 3 types of motion:

- 1. Active motion** – Player is able to move the part themselves,
- 2. Active assistive motion** – Player is able to move with a little help from you; watch for warning signs like the player telling you it hurts to move, and
- 3. Passive motion** – the player's injured part is moved by someone else; be especially cautious with passive motion that you do not make the injury worse.

Whether regular season or tournament games or practices, **always carry ALL of your players' Medical Releases (page 26).** Most hospitals will not treat a player who does not have a life-threatening injury without one.

MEDICAL RELEASE/REGISTRATION FORM



Banneker City Little League Baseball and Softball Medical Release/Registration Form

Banneker Ciudad Little League® Béisbol y Softbol Revelación Médica

NOTE: To be carried by any Regular Season or Tournament

Team Manager together with team roster or International Tournament affidavit.

NOTA: A llevarse a cabo por cualquier Temporada Regular o Dirigente del Equipo del Torneo junto con el roster del equipo o declaración jurada de elegibilidad.



Player: _____ Date of Birth: _____ Gender (M/F): _____
Jugador Fecha de Nacimiento Sexo

Parent (s)/Guardian Name: _____ Relationship: _____
Nombre del Padre/Tutor Relación con el Jugador

Parent (s)/Guardian Name: _____ Relationship: _____
Nombre del Padre/Tutor Relación con el Jugador

Player's Address: _____ City: _____ State/Country: _____ Zip: _____
Domicilio de Jugador Ciudad Estado Código

Home Phone: _____ Cell Phone: _____ E-Mail: _____
Número de casa Número de móvil Correo electrónico

PARENT OR GUARDIAN AUTHORIZATION: Autorización del Padre o Tutor:

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)

En caso de emergencia, si no se puede llegar al médico familiar, Yo, por la presente autorizo que mi hijo sea tratado por el Personal de Emergencia Certificado. (es decir, TME, Primeros Auxilios, Médico de Emergencia)

Family Physician: _____ Phone: _____
Médico Familiar Teléfono

Address: _____ City: _____ State/Country: _____
Dirección Ciudad Estado

Hospital Preference: _____
Hospital de Preferencia

Parent Insurance Co: _____ Policy No.: _____ Group ID#: _____
Compañía de seguros paternal Número de póliza Número id de grupo

League Insurance Co: _____ Policy No.: _____ League/Group ID#: _____
Compañía de seguros Liga Número de póliza Número id de grupo/Liga

If parent(s)/guardian cannot be reached in case of emergency, contact: En caso de emergencia contactar a:

Name _____ Phone _____ Relationship to Player _____
Nombre Teléfono Relación con el Jugador

Name _____ Phone _____ Relationship to Player _____
Nombre Teléfono Relación con el Jugador

Por favor liste cualquier alergia/problema médico, incluyendo aquellos que requieran medicamentos permanentes. (es decir, Diabético, Asma, Trastorno de Convulsión)

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

Medical Diagnosis <small>Diagnóstico Médico</small>	Medication <small>Medicamentos</small>	Dosification <small>Dosificación</small>	Frequency of Dosage <small>Frecuencia de Dosificación</small>

Date of last Tetanus Toxoid Booster: _____
Fecha de la última dosis de refuerzo de toxina del tétano

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.
El propósito de la información listada arriba es asegurar que el personal médico tenga detalles de cualquier problema médico el cual pueda interferir con o alterar el tratamiento.

Mr./Mrs./Ms. _____
Sr./Sra./Sra.

Authorized Parent/Guardian Signature
Firma del Padre/Tutor Autorizado

Date:
Fecha

FOR LEAGUE USE ONLY:

League Name: _____ League ID: _____

Division: _____ Team: _____ Date: _____

WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.

Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

PRECAUCIÓN El equipo de protección no puede prevenir todas las lesiones que un jugador podría recibir durante la participación en Béisbol/Softbol.

Las Pequeñas Ligas no limita la participación en sus actividades sobre una base de discapacidad, raza, color, credo, origen nacional, género, preferencia sexual o religiosa.

FACILITY & FIELD INSPECTION CHECKLIST



Facility/Field Name: _____

Inspector: _____

Date: _____ **Time:** _____

- ☐ Holes, damage, rough or uneven spots
- ☐ Slippery areas, long grass
- ☐ Glass, rocks and other debris & foreign objects
- ☐ Damage to screens, fences edges or sharp fencing
- ☐ Unsafe conditions around backstop, pitchers mound
- ☐ Warning track condition
- ☐ Dugouts condition before and after games
- ☐ Make sure telephones are available
- ☐ Areas around bleachers free of debris
- ☐ General garbage clean-up
- ☐ DPR emptied garbage cans
- ☐ Conditions of restrooms and restroom supplies
- ☐ Concession Stand inspection

Notes/Hazards: _____

Signature _____



Get the call right. Get **FREE** umpire training.
No experience required.

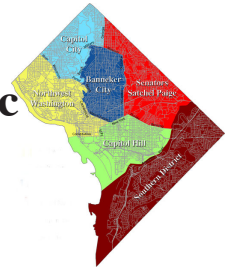
District 3 Umpire's Clinic

Saturday, March 14, 2015

9:00am - 5:00pm

Nationals Youth Academy

3675 Ely Place, SE, WDC 20019



Before the Game — Meet at home plate

- Introduce plate and base umpires, managers/coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, etc.)
- Discuss the strike zone
- Discuss unsportsmanlike conduct by the players
- Discuss the innings pitched by a pitcher rule
- Clarify calling the game due to weather or darkness
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions or balks, if needed
- Discuss no head-first slides, no on-deck circle rules
- Get two game balls from home team
- Be sure players are not wearing any jewelry
- Be sure players are in uniform (shirts in, hats on)
- Inspect equipment for damage and to meet regulations
- Ensure that games start promptly

During the Game — Umpires and Coaches

- Coaches should help speed play by having catchers and players on the bench prepared and ready to take the field with two outs
- Make sure catchers are wearing the proper safety equipment
- Continually monitor the field for safety and playability
- Pitchers warming up in foul territory must have a spotter and catcher with full equipment
- Keep game moving — one minute or eight pitches to warm up the pitcher between innings or in case of mid-inning replacement
- Umpires should make calls loud and clear, signaling each properly
- Umpires should be in position to make the call
- No protesting of any judgment calls by the umpire
- **KNOW** the current Little League rules! In disputes, do not point out a rule using the Little League Rule Book to the umpire—he/she knows the rules
- Appeal the call **FIRST**, before calling timeout
- On disputes, coaches may ask the home plate umpire for a second opinion if an additional umpire is available
- Coaches should be clear and respectful in their protests
- Coaches can always call Little League for a ruling if they are not satisfied with the Umpire's ruling before resuming game play
- Managers are responsible for keeping their fans and players on their best behavior
- Encourage everyone to think "Safety First!"

USING FACILITY SURVEYS



What exactly is the National Facility Survey, and how does it help? Many people think filling it out one time will “cover their bases” for years to come.

The truth is, you won’t know what has changed at your facility if you don’t look. Use the survey to look for concerns and ways to improve, even if facilities haven’t deteriorated. If an area has gotten worse, this is the perfect reminder to work on it now. The worst situation your league can face is fixing a hole in a field or a broken seat in your bleachers only after a child or parent is injured.

Some questions suggest changes to avoid injuries that have not and need not happen. Here are a few to consider:

If your concession stand is by home-plate and no one has been hit by a foul ball, count yourself lucky and consider overhead netting. People standing with their backs to the field don’t respond quickly. The same is true for fields that share a common foul line and spectator area.

Dark screening at backstop and center field is a major league upgrade at minor league prices. An inexpensive pitcher’s eye, the wood or fabric dark screening behind the catcher on the backstop, helps pitchers more quickly pick up a ball off the bat, and react. The batter’s eye, behind the pitcher in center field, allows the batter to see the ball right out of the pitcher’s hand and react faster to avoid injuries from wild pitches.

Have you considered breakaway or quick-release bases? Studies continue to show leg, ankle and foot injuries – the majority of base runners’ injuries – can largely be avoided with these safety devices.



Safety takes effort: (above) Adding protective tubing to fence tops reduces risk of players being injured reaching for home-run balls; (below) ball returns help get balls into play safely; (bottom) and safety bases reduce sliding injuries.

Quick Hitters:

- Do you use double first bases?
- Do you ground metal bleachers?
- Do you inspect wooden bleachers annually?
- Do bleachers have hand and back guard rails if required (see local codes)?
- Do you install warning tracks for all fields?
- Do you have fenced, limited access bull pens?
- Do you provide fence caps to protect fielders from injury on wire fence edges?
- Do you test light levels annually before each season?
- Do you have an electrician check lights’ electrical system for safety annually?
- Do you clearly separate parking areas from spectator areas?
- Do you have telephone access at all fields?
- Do you provide first aid kits to all teams?



These are all part of the Facility Survey. Taking a fresh look each year at your fields can help your league avoid accidents and injuries that you didn’t even know could happen. If you adopt these changes, you need **never** know.



CONCESSION STAND SAFETY PROCEDURES



The following information is intended to help you run a healthful concession stand. Following these simple 13 Steps to Safe and Sanitary Food Service Events guidelines will help minimize the risk of foodborne illness.

1. Menu.

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein, salads, cut fruits and vegetables, etc.) to a minimum. Avoid using pre-cooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41°F or below (if cold) or 140°F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155°F, poultry parts should be cooked to 165°F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating.

Rapidly reheat potentially hazardous foods to 165°F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41°F as quickly as possible and held at that temperature until

ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.

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

6. Health and Hygiene.

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

7. Food Handling.

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

8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse

disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing;
4. Air drying.

9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine-bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paperwastes in a refuse container with a tight-fitting lid. Dispose of waste water in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness.

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

13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

Volunteers Must Wash Hands

HOW



WHEN

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

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

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

Use gloves, tongs, deli tissue or other serving utensils.

Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand

when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

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

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



Barbecue & Food Safety

From the Store: Home First

When shopping, buy cold food like meat and poultry last, right before checkout. Separate raw meat and poultry from other food in your shopping cart. To guard against cross-contamination — which can happen when raw meat or poultry juices drip on other food — put packages of raw meat and poultry into plastic bags.

Plan to drive directly home from the grocery store. You may want to take a cooler with ice for perishables. Always refrigerate perishable food within 2 hours. Refrigerate within 1 hour when the temperature is above 90°F.

At home, place meat and poultry in the refrigerator immediately. Freeze poultry and ground meat that won't be used in 1 or 2 days; freeze other meat within 4 to 5 days.

Thaw Safely

Completely thaw meat and poultry before grilling so it cooks more evenly. Use the refrigerator for slow, safe thawing or thaw sealed packages in cold water. For quicker thawing, you can microwave defrost if the food will be placed immediately on the grill.

Marinating

A marinade is a savory, acidic sauce in which a food is soaked to enrich its flavor or to tenderize it. Marinate food in the refrigerator, not on the counter. Poultry and cubed meat or stew meat can be marinated up to 2 days. Beef, veal, pork, and lamb roasts, chops, and steaks may be marinated up to 5 days. If some of the marinade is to be used as a sauce on the cooked food, reserve a portion of the marinade before putting raw meat and poultry in it. However, if the marinade used on raw meat or poultry is to be reused, make sure to let it come to a boil first to destroy any harmful bacteria.



Transporting

When carrying food to another location, keep it cold to minimize bacterial growth. Use an insulated cooler with sufficient ice or ice packs to keep the food at 40°F or below. Pack food right from the refrigerator into the cooler immediately before leaving home.

Keep Cold Food Cold

Keep meat and poultry refrigerated until ready to use. Only take out the meat and poultry that will immediately be placed on the grill.

When using a cooler, keep it out of the direct sun by placing it in the shade or shelter. Avoid opening the lid too often, which lets cold air out and warm air in. Pack beverages in one cooler and perishables in a separate cooler.

Keep Everything Clean

Be sure there are plenty of clean utensils and platters. To prevent foodborne illness, don't use the same platter and utensils for raw and cooked meat and poultry. Harmful bacteria present in raw meat and poultry and their juices can contaminate safely cooked food.

If you're eating away from home, find out if there's a source of clean water. If not, bring water for preparation and cleaning. Or pack clean cloths and moist towelettes for cleaning surfaces and hands.

Precooking

Precooking food partially in the microwave, oven, or stove is a good way of reducing grilling time. Just make sure that the food goes immediately on the preheated grill to complete cooking.

Cook Thoroughly

Cook food to a safe minimum internal temperature to destroy harmful bacteria. Meat and poultry cooked on a grill often browns very fast on the outside. Use a food thermometer to be sure the food has reached a safe minimum internal temperature.

MEATS

Cook all raw beef and meats to a minimum internal temperature of 145°F as measured with a food thermometer before removing meat from the heat source.

GROUND MEATS

Cook all raw ground beef to an internal temperature of 160°F as measured with a food thermometer.

POULTRY

Cook all poultry to a safe minimum internal temperature of 165°F as measured with a food thermometer.

NEVER partially grill meat or poultry and finish cooking later.

SAFE MINIMUM INTERNAL TEMPERATURES

- Whole poultry: 165°F
- Poultry breasts: 165°F
- Ground poultry: 165°F
- Ground meats: 160°F
- Beef & lamb: 145°F and allow to rest at least 3 minutes.

Reheating

When reheating fully cooked meats like hot dogs, grill to 165°F or until steaming hot.

Keep Hot Food Hot

After cooking meat and poultry on the grill, keep it hot until served — at 140°F or warmer.

Keep cooked meats hot by setting them to the side of the grill rack, not directly over the coals where they could overcook. At home, the cooked meat can be kept hot in an oven set at approximately 200°F, in a chafing dish or slow cooker, or on a warming tray.

Serving the Food

When taking food off the grill, use a clean platter. Don't put cooked food on the same platter that held raw meat or poultry. Any harmful bacteria present in the raw meat juices could contaminate safely cooked food.

Leftovers

Refrigerate any leftovers promptly in shallow containers. Discard any food left out more than 2 hours (1 hour if temperatures are above 90°F).

Call the USDA Meat and Poultry Hotline toll free at 1-888-MPHotline (1-888-674-6854). Check out the FSIS Web site at www.fsis.usda.gov. Send E-mail questions to MPHotline.fsis@usda.gov.

EQUIPMENT CHECKLIST



Coaches, know what equipment is required for player safety on the field. Know which optional items can help keep players safer. Check off the below list of ideas and reminders.

REQUIRED PLAYER EQUIPMENT

Defense

- ☐ Athletic supporter & protective cup – all male players
- ☐ Cleats (**NO Metal Spikes**) – all players
- ☐ Catcher's helmet and mask, with "dangling" throat guard – all catchers; must be worn during pitcher warm-up, infield practice, and while batter is in box
- ☐ Catcher's mitt – all baseball catchers
- ☐ Chest protector and leg protectors – all catchers; must be worn while batter is in box; long model chest protector required

Offense

- ☐ Helmet meeting NOCSAE standards – all batters, base runners, and players in coaches' boxes
- ☐ Regulation-sized ball – for the game and division being played; marked RS for regular season or RS-T for regular season and tournament
- ☐ Regulation-sized Bats – all batters; must have bat (wood or composite) marked with BPF 1.15 and be no longer than 33 inches and no greater in diameter than 2¼ inches with a grip of cork, tape, or composite material, and must extend a minimum of 10 inches from the small end. Slippery tape is prohibited.

REQUIRED FIELD EQUIPMENT

- ☐ 1st, 2nd & 3rd bases that disengage from their anchors
- ☐ Pitcher's plate and home plate
- ☐ Players' benches behind protective fences
- ☐ Protective backstop and sideline fences

OPTIONAL PLAYER EQUIPMENT

Defense

- ☐ Pelvic protector – any female, esp. catchers
- ☐ Heart Guard/XO Heart Shield/Female Rib Guard – any defensive player, esp. pitchers, infielders
- ☐ Game-Face Safety Mask – any player, esp. infielders
- ☐ Goggles/shatterproof glasses – any player, esp. infielders or those with vision limitations

Offense

- ☐ Helmet – adults in coaches boxes
- ☐ Helmet with Face Guards or C-Flap meeting NOCSAE standards – all batters, esp. in younger divisions
- ☐ Mouth guard – batters, defensive players
- ☐ Goggles/Shatterproof glasses – any player, esp. those with vision limitations
- ☐ Batters vest/Heart Guard/Heart Shield/Female Rib Guard – any batter
- ☐ Regulation-sized reduced impact ball

OPTIONAL FIELD EQUIPMENT

- ☐ Double 1st base that disengages from its anchor
- ☐ Baseball mound for pitcher's plate
- ☐ Portable pitchers baseball mound with pitcher's plate
- ☐ Protective/padded cover for fence tops
- ☐ Foul ball return in backstop fencing



IMPORTANT:

BPF Rule Is In Effect For Baseball Divisions

For composite metal bats, make sure it has the BPF 1.15 label. Bats in use in Banneker City Little League Baseball (Majors Division and younger) must have the new bat performance factor listed on the bat. Unless this marking is present, the bat will be removed from games.

Banneker City Little League officials are aware some bats do not have the required markings but are Little League approved. And some of the bats on the approved bat list may not carry the required BPF 1.15 marking, depending on when they were manufactured and licensed.








ONLY bats with a BPF 1.15 marking or those that are listed at

http://www.littleleague.org/Assets/forms_pubs/2014LicensedBatList.pdf

will be allowed for use in the Banneker City Little League (Majors) Baseball and younger divisions.



HAVE YOU:

-  **Walked the field for debris/foreign objects and completed your Facility & Field Inspection Checklist.**
-  **Inspected equipment and completed your Equipment Checklist.**
-  **Made sure a First-Aid kit is available and you have every player's Medical Release form.**
-  **Stressed the importance of paying attention and no "horse-playing" allowed.**
-  **Made sure a working telephone is available.**
-  **Identified the closest emergency shelter in the event of severe weather.**
-  **Held warm-up drills.**

ACCIDENT REPORTING & TRACKING PROCEDURES



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 league safety officer within 24 hours of the incident. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When to report

All such incidents described above **must** be reported to the Safety Officer within 24 hours of the incident.

Banneker City's Safety Officer: **Sarah Roque**
(202) 285-1646
safety@BannekerCityLL.org

How to make the report

1. Use the **Accident Notification Form** (on pages 37-38) in cases of players injured who do or may require medical attention. It should be filled out by a league official and signed by the league president and sent to Little League International Headquarters.
2. The **Incident Tracking Form** (on page 36) is for all accidents – those requiring medical attention and those not. Doing this tracking will help your league determine if additional training is needed for specifics like sliding (if several players in a division are hurting their legs or ankles, but not enough to go to the hospital); or if players are getting hurt on a specific field from bad hops, the field may need dragging or other work, etc. **Near misses or close calls should be reported using this form!**

Managers/coaches present at the time of the incident should fill out the **Incident Tracking Form** (on page 36), e-mail or hand it **AND** phone in the following information to the Safety Officer:

- Name and phone number of the person involved.
- Date, time, and location of the incident.
- As detailed a description of the incident as possible.
- Preliminary estimation of the extent of any injuries.
- Name and phone number of the person reporting the incident.

Safety Officer's Responsibility

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and:

1. Verify the information received;
2. Obtain any other information deemed necessary;
3. Check on the status of the injured party; and
4. In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Banneker City Little League's insurance coverages and the provisions for submitting any claims (see items 1-6 on page 40).

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

INCIDENT TRACKING FORM



League Use Only

Activities/Reporting

A Safety Awareness Program's Incident/Injury Tracking Report

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

Field Name/Location: _____ Incident Time: _____

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

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

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

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

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD
- B.) ☐ Challenger ☐ T-Ball (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 being allowed in a game or practice.)

Type of incident and location:

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

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for 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: _____

ACCIDENT NOTIFICATION FORM



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

Accident & Health (U.S.)

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. **Limited** deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name			League I.D.		
Name of Injured Person/Claimant		SSN	Date of Birth (MM/DD/YY)		Age
					Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor			Home Phone (Inc. Area Code)		Bus. Phone (Inc. Area Code)
			()		()
Address of Claimant			Address of Parent/Guardian, if different		

The Little League Master Accident Policy provides benefits in **excess** of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> PM	

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

Check all applicable responses in **each** column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S) (Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	
	<input type="checkbox"/> INTERMEDIATE (50/70) (11-13)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	
	<input type="checkbox"/> BIG (14-18)			

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

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

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

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

ACCIDENT NOTIFICATION FORM



For Residents of California:

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

For Residents of New York:

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

For Residents of Pennsylvania:

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

For Residents of All Other States:

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

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

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

Were you a witness to the accident? ☐ Yes ☐ No

Provide names and addresses of any known witnesses to the reported accident.

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

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards? ☐ YES ☐ NO
If YES, are they ☐ Mandatory or ☐ Optional At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date _____ League Official Signature _____

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 Headquarters. 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.

With your league's cooperation, insurance rates have increased only three times since 1965. This rate stability would not have been 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. In 2000 the State of Virginia was the first state to have its accident insurance rates reduced by high participation in ASAP and reduction in injuries. In 2002, seven more states have had their accident insurance rates reduced, as well. They are Alaska, California, Delaware, Idaho, Montana, Washington, Wisconsin.

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



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.



Glacéau SmartWater is vapor distilled water infused with electrolytes which replenish the body's water and electrolyte levels after dehydration caused by physical activity or heat

advisories. An excellent choice before, during and after baseball games.

Coaches or Team Moms should bring small ziplock bags of ice, drinking water, and a cooler to house them in, to every game and practice. Ziplock bags of ice & water will be used almost anytime you have an injury to help reduce pain and potential swelling. Chemical cold packs do not get as cold as ice (a ziplock bag combination of ice & water is best), however, if using chemical cold packs, be cautious when using around the face in case of leaks.

Dressing material like an Ace wrap or elastic wrap should be used to hold gauze and other first-aid care items in place (or create pressure), or athletic tape.

Water or a cleanser (antiseptic wipes, etc.) should be used to clean abrasions or cuts. Pure drinking water should be used to flush eyes & minor cuts. Pedialyte® should be used when players or spectators are exhibiting symptoms of dehydration.

Latex/rubber gloves and blood/blood-soiled items—*blood-borne pathogens*—should be properly disposed of in some kind of small bag, so people do not put their health and future safety at risk dealing with unknown risks.

Finally, use the Banneker City Little League Emergency Phone List (page 5) as a reference, the Emergency Contact Procedures (page 10) to call an ambulance as well as the Field Site Maps (page 11) for directions. In an emergency, people need all the help they can get.

Banneker City First Aid Kit

Contains

- 1 - Instant Cold Pack
- 10 - Adhesive Strips 3/4" x 3"
- 1 - X-Large Adhesive Strip
- 1 - Knuckle Bandage
- 1 - Fingertip Bandage
- 2 - Gauze Pads 3" x 3"
- 1 - Conforming Bandage 2" x 4.1 yd
- 1 - Roll of Adhesive Tape 1/2"
- 6 - Antiseptic Towelettes
- 1 - PAWS Anti-Microbial Towelette
- 1 - Insect Sting Relief
- 2 - Triple Antibiotic Ointment 1/32 oz
- 2 - First Aid Cream 1/32 oz
- 1 - Pair of Latex Gloves

CAUTION: Products in this kit contain natural latex which may cause allergic reaction

NOTE: If managers or coaches use any first aid supplies, note and replace them before the next time the team meets.

TEAM MOMS & PARENTS

Here is a list of some "must-have" items:

- ☐ Bug Spray
- ☐ Bug Repellent Wipes
- ☐ Epinephrine Pin
- ☐ Asthma Inhaler
- ☐ Sunscreen
- ☐ Glacéau SmartWater
- ☐ Pedialyte

VOLUNTEER CODE OF CONDUCT



Parent/Volunteer Pledge

- I will teach all children to play fair and do their best.
- I will positively support all managers, coaches and players.
- I will respect the decisions of the umpires.
- I will praise all good effort regardless of the outcome of the game.
- I will learn and enforce all Little League rules and regulations.

The Banneker City Little League Board of Directors has mandated the following Code of Conduct. All coaches and managers will read this Code of Conduct and sign in the space provided below, acknowledging that he or she understands and agrees to comply with the Code of Conduct. Cut the signature sheet on the dotted line and mail to Banneker City Little League, Attn: Safety Officer, P.O. Box 73994, Washington, DC 20056-3994.

BANNEKER CITY LITTLE LEAGUE CODE OF CONDUCT: No board member, manager, coach, player or spectator shall, at any time:

- Lay a hand upon, push, shove, strike, or threaten to strike an official.
- Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsman-like action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.

- Appear on the field of play, stands, or anywhere on the Little League complex while in an intoxicated state. Intoxicated will be defined as an odor or behavior issue.
- Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- Smoke while in the stands or on the playing field or in any dugout. Smoking will only be permitted in designated areas which will be 20 feet from any spectator stands or dugouts.
- Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on 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 any manager, coach, official or representative of the league.
- Be guilty of tampering or manipulating 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 the offender according to the infraction up to and including ejection from the game.

The Banneker City Little League Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.

I have read the Banneker City Little League Code of Conduct and promise to adhere to its rules and regulations.

Manager Name (*Print*)

Team Name — Division

Manager Name (*Signature*)

Date

Coach #1 Name (*Print*)

Coach #2 Name (*Print*)

2015 QUALIFIED SAFETY PROGRAM REGISTRATION FORM



Registering your qualified safety plan is as easy as 1, 2, 3!

- 1) Complete all four sides of this Registration Form;
- 2) Complete the 2015 Facility Survey for all fields your league uses (DO NOT copy last year's form);
- 3) Submit **both** forms **with** your complete safety plan — including **all 15 minimum requirements clearly detailed** — with a **postmark** no later than **April 1, 2015**. This will register your safety program with Little League International (see pages 2.1-2.3 for more information). Due to the volume of plans received, plans may be submitted **starting Jan. 1, 2015**.

Approved safety plans will win your league a cash credit based on the number of teams your safety plan covers, if you carry Little League AIG Insurance. In addition, your program will automatically be entered in the 2015 ASAP Awards!

District Administrators: To earn the district incentive for ASAP participation, a district's league plans must be **received and approved by Little League International by March 13**. This is different than the league deadline and requirement. Districts with **87%** or better of their leagues that LLI received an approved and qualified safety plan by March 13 will earn a **\$350 credit**. Districts with **70%-86%** of their leagues that LLI received an approved and qualified safety plan by March 13 will earn a **\$150 credit**.

This Registration Form MUST Accompany Safety Plan Submission

League Name Banneker City	League I.D. # 220-03-260023
City Washington State DC	League I.D. # _____
(If board operates more than one charter, please list all :) League I.D. # _____	

League Safety Officer **Sarah Roque**
 Address **P.O. Box 73994**
 City **Washington**
 State **DC** Zip Code **20056**
 Work Telephone () _____
 Home Telephone () _____
 Cell/Pager Number **(202) 285-1646**
 Email **safety@BannekerCityLL.org**

League President **Supreme H. Aquil**
 Address **P.O. Box 73994**
 City **Washington**
 State **DC** Zip Code **20056**
 Work Telephone () _____
 Home Telephone () _____
 Cell/Pager Number **(202) 210-5295**
 Email **president@BannekerCityLL.org**

Items included with this application form:

of pages of league's safety program outline: **3**

of non-returnable photographs: _____

Person submitting application (if different from above):

Name _____ Title _____

Address _____ City _____

State _____ Zip Code _____ Telephone () _____

Signature _____ Date **1/26/15**

Name and signature of professional photographer to be credited and granting permission for reproduction of photographs (if applicable)

Return this form and 2015 Little League Facility Survey, along with supporting safety manual, to:

Mailing Address: ASAP Award Program
 Little League International
 P.O. Box 3485
 Williamsport, PA 17701

or Shipping Address: ASAP Award Program
 Little League International
 539 U.S. Route 15 Hwy.
 So. Williamsport, PA 17702

Returned & Approved by March 13 for DA incentive or no later than April 1 for basic approval

Over →



Making It "Safer For The Kids"

These two pages contain the 15 minimum requirements for your safety plan to qualify for the cash credit if you take Little League AIG player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. ***This form does not constitute a safety program. Please submit the safety manual that was distributed to league personnel, this form and your facility survey, as well as any other supporting pieces illustrating your safety program.*** Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.). ***Judging:*** All judging will be conducted based on the material submitted. Non-original safety plans will not be considered for the awards.

*** Please List
Page Number
Where Each
Item Below
Is Located
In Your
Safety Plan**

- Please list dates when training was/will be held; and where each requirement can be found in your plan.

1. **Have active safety officer on file with Little League International** 1. Page: 5, 8
2. **PUBLISH and DISTRIBUTE a paper copy of the applicable safety manual to volunteers** 2. Page: 5, 9, 50
 - The intent is to print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
 - While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.
 - Samples can be found in the example safety manuals on the LL web site.
 - Include all relevant material for coaches, including these minimum standards.
 - Keep a copy for your league. Send a copy to your DA or District Safety Officer. Little League International does not keep copies for leagues' future use.
3. **Post and distribute emergency and key officials' phone numbers** 5, 8, 9, 10,
3. Page: 11, 50
 - Include emergency procedures for handling injuries and who to contact to track/report them.
 - Include emergency phone numbers for ambulance, police, fire department, etc.
 - Include league president and safety officer, consider head umpire, board members.
4. **Use 2015 Volunteer Application Form** 6, 12, 13,
4. Page: 14
 - Managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams **must fill out application form as well as provide a government-issued photo identification card for ID verification.** Check name spellings and numbers for accuracy.
 - Must conduct a search of the Department of Justice's *nationwide* sex offender registry, using 2015 Volunteer Application Forms, on all applicable volunteers.
 - Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website.
 - May conduct a supplemental criminal background check using resources such as *First Advantage*.
 - Anyone **refusing** to fill out Volunteer Application is **ineligible** to be a league member.
 - League president must retain these confidential forms for the year of service.
 - Do not send in volunteers' forms; blank copy of league's application form from correct year should be sent.
 - When using First Advantage for background checks, Social Security numbers are required. You must enter these numbers into the database and then redact the social security number and/or other personal information from the paper copy for added protection.
5. **Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)** 5. Page: 6, 15-24
 - *It is not necessary for the first aid and training fundamentals to be held before the Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.*
 - Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use. Intent is to provide training to ALL coaches and managers; **minimum of one participant per team.**
 - Training qualifies volunteer for 3 years; but one team representative still required each year.
 - High school, college or experienced league coaches can be great resources.
 - Districts can assist by providing training sessions on a district-wide basis.
 - Training should be modified annually to meet the local needs of players and their facilities.

**5. Date Was/
Will Be Held:** 2/28/15

**5. Date Was/
Will Be Held:** _____



- 6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending** **6. Page:** 6, 25, 34

 - *It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.*
 - Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training.
 - Other individuals who attend various outside first aid training and courses are **not** exempt.
 - Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use to show that they have had training in past three years. Again, the intent is to provide training to ALL coaches/managers; **minimum of one participant per team.**
 - Training qualifies volunteer for 3 years, but one team representative still needed each year.

6. Date Was/ Will Be Held: 3/21/15

6. Date Was/ Will Be Held: _____
- 7. Require coaches/umpires to walk fields for hazards before use** **7. Page:** 6, 27, 28, 34

 - Recommend leagues use form to track and document any facility issues needing to be fixed.
 - Common sense activity — look for rocks, glass, holes, etc.
 - Specify who is responsible for doing this — home coach, visitors, umpire, or all?
- 8. Complete the 2015 ANNUAL Little League Facility Survey** **8. Page:** 6, 29

 - A requirement each year, can help leagues find and correct facility concerns.
 - Provided in the ASAP section on the Little League web site — facilitysurvey.musco.com or email asap@musco.com
 - Excel spreadsheet included for recording for future use and records.
 - **DO NOT** simply make copy of past year's facility survey; physically review fields for changes and needs from prior year's survey, and record changes/needs on 2015 form.
 - **Keep a copy on file** for future needs; Little League does not maintain copies of surveys.
- 9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures** **9. Page:** 6, 30-32

 - Local restaurant operators are good resources for training assistance.
 - Training should also cover safe use, care and inspection of equipment.
 - See concession suggestions: April and June, 2000, issues of ASAP News available on Little League's website.
- 10. Require regular inspection and replacement of equipment** **10. Page:** 7, 33, 34

 - Inspect equipment before each use by coaches and umpires.
 - Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.
 - Recommend use form to remind coaches and to track equipment needs.
- 11. Implement prompt accident reporting, tracking procedure** **11. Page:** 7, 35-40

 - Accident forms to safety officer within 24-48 hours of incident is common.
 - Forms are available through Little League website.
 - Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries.
 - Share information on accidents and "near-misses" with District staff.
- 12. Require a first-aid kit at each game and practice** **12. Page:** 7, 34, 41

 - Many leagues have a complex, but each team needs some form of first-aid kit for off-site practices or travel/tournament games.
 - Local hospitals and medical supply companies are good sources.
 - If necessary, fund through special drive.
- 13. Enforce Little League rules including proper equipment** **13. Page:** 7, 33, 34, 42

 - Most Little League rules have some basis in safety — follow them.
 - Ensure players have required equipment at all times, even catchers warming up during infield.
 - Make sure coaches and managers enforce rules at practices as well as games.
 - Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.
 - Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.
- 14. Submit a qualified safety plan registration form with your ASAP plan.** **14. Page:** 7, 43-46
- 15. Submit league player registration data or player Roster data and coach and manager data** **15. Page:** 7, 47

 - League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at www.LittleLeague.org. This is a requirement for an approved ASAP plan again in 2015.

September 2014



Highly Recommended Ideas

Looking to improve your program? Here are ideas pulled from the leading safety plans in the country:

ORGANIZATION

16. Conduct supplemental criminal checks on all applicable personnel (i.e., thru <i>First Advantage</i>)	16. Page: <u>6</u>
17. Have your safety plan reviewed by your DA or DSO	17. Page: <u>3</u>
18. Include the safety officer as a board position	18. Page: <u>8</u>
19. Have team safety representatives (i.e. team parents)	19. Page: <u>9 & 21</u>
20. Have player safety representatives (i.e. team safety officers)	20. Page: <u>9 & 21</u>
21. Allocate part of annual budget for safety	21. Page: _____
22. Distribute ASAP News newsletters within league	22. Page: <u>8 & 50</u>
23. Use local safety resources (i.e. police, fire dept., hospital staff)	23. Page: <u>5</u>
24. Have league safety mission statement	24. Page: <u>8</u>

TRAINING

25. Provide CPR/AED training to coaches, managers, board members, parents	25. Page: <u>6 & 25</u>
26. Provide bicycle and traffic training to players	26. Page: _____
27. Provide drug education training to players and volunteers	27. Page: _____
28. Provide Parent Orientation Program on <i>Code of Conduct</i>	28. Page: <u>42</u>
29. Teach coaches/managers about heat illnesses, warning signs	29. Page: <u>6, 25 & 41</u>
30. Teach coaches/managers about stopping play, breaks for weather: • Stop play for lightning; take breaks between innings for water, shade in high heat	30. Page: <u>48</u>
31. Teach coaches/managers about sports fundamentals, like: • Proper warm-ups, running safe practices and games	31. Page: <u>15-24 & 34</u>
32. Involve umpires in safety training and safety importance	32. Page: <u>28</u>

FACILITIES AND EQUIPMENT

33. Complete annual LL Lighting Safety Audit for lighted fields	33. Page: _____
34. Complete a long-range facility plan for safety improvements	34. Page: _____
35. Use reduced impact balls, especially for younger ages	35. Page: _____
36. Use disengage-able bases (mandatory starting in 2008) for ALL fields	36. Page: <u>29</u>
37. Use double-first base to avoid collisions of fielders, runners at first	37. Page: _____
38. Use warning tracks in the outfield to protect outfielders	38. Page: _____
39. Use protective/padded fence tops to protect fielders	39. Page: <u>29</u>
40. Use fencing or netting to protect spectators from foul balls	40. Page: _____
41. Have a telephone available to all fields even for practices	41. Page: <u>34</u>
42. Have back guard rails and side rails on taller bleachers	42. Page: _____
43. Have an AED (automatic external defibrillator) available for use	43. Page: _____
44. Have electronic weather detector to alert for approaching storms	44. Page: _____
45. Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.)	45. Page: _____
46. Control speed and flow of traffic in and around facilities	46. Page: _____

ACTIVITIES

47. Encourage league input through 'Safety Suggestion Box'	47. Page: <u>9</u>
48. Provide continuous safety messages through: • Bulletin boards, newsletters, emails, meetings	48. Page: <u>9</u>
49. Encourage and recognize safety efforts from players: • Safety poster contest, safety tips, player team safety officer	49. Page: <u>9</u>
50. Require/Encourage use of protective cups for players, esp. infielders	50. Page: <u>33</u>
51. Require/Encourage use of mouth guards for players, esp. infielders	51. Page: <u>33</u>
52. Require/Encourage use of face guards on batting helmets	52. Page: <u>33</u>
53. Encourage all adults to sign up for Little League E-News	53. Page: <u>9 & 50</u>



The Little League Data Center is a secure, online gateway where leagues can submit Player Registration Data/Rosters and download compatible software programs. This is a requirement as of 2014. In compliance with Little League International's Player & Coach Registration Data requirement, Banneker City Little Leagues has electronically submitted to Little League the following information for:

PLAYERS

- First Name
- Last Name
- Address
- City
- State
- Zip Code
- Date of Birth
- Parent First Name
- Parent Last Name
- Parent E-Mail
- Parent Phone Number

MANAGERS/COACHES

- First Name
- Last Name
- Address
- City
- State
- Zip Code
- E-Mail
- Phone Number

WEATHER POLICY & LIGHTNING SAFETY



WEATHER POLICY

Managers/Coaches are responsible for determining if practices or games will be cancelled/called on account of rain or field playability. Banneker City uses **DC Department of Parks & Recreation's weather hotline: (202) 671-0331** that parents, coaches and others can call for information on whether fields are open during inclement weather.

Managers/Coaches have the discretion to cancel practices on account of rain.

Umpires will call games on account of inclement weather, and NO ONE can override the Umpires' decision to cancel a game and/or clear the field.



LIGHTNING KILLS! PLAY IT SAFE!

If lightning is spotted or thunder heard, the field must be cleared and players/coaches take shelter. Play may resume 30 minutes after the last sighting of lightning, **AND** is cleared to resume by the Umpire.

Each year in the United States, more than four hundred people are struck by lightning. On average, about 70 people are killed and many others suffer permanent neurological disabilities. Most of these tragedies can be avoided if proper precautions are taken. When thunderstorms threaten, coaches and sports officials must not let the desire to start or complete an athletic activity hinder their judgment when the safety of participants and spectators is in jeopardy.

It is important for coaches and officials to know some basic facts about lightning and its dangers

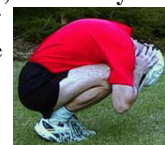
- ▶ **All thunderstorms produce lightning and are dangerous.** In an average year, lightning kills more people in the U.S. than either tornadoes or hurricanes.
- ▶ **Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall.** Many deaths from lightning occur ahead of storms because people wait too long before seeking shelter, or after storms because people return outside too soon.
- ▶ **If you hear thunder, you are in danger.** Anytime thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat to your location.
- ▶ **Lightning leaves many victims with permanent disabilities.** While only a small percentage of lightning strike victims die, many survivors must learn to live with very serious, life-long disabilities.

To avoid exposing athletes and spectators to the risk of lightning take the following precautions

- ▶ **Postpone activities if thunderstorms are imminent.** Prior to an event, check the latest forecast and, when necessary, postpone activities early to avoid being caught in a dangerous situation. Stormy weather can endanger the lives of participants, staff, and spectators.
- ▶ **Plan ahead.** Have a lightning safety plan. Know where people will go for safety, and know how much time it will take for them to get there. Have specific guidelines for suspending the event or activity so that everyone has time to reach safety before the threat becomes significant. Follow the plan without exception.
- ▶ **Keep an eye on the sky.** Pay attention to weather clues that may warn of imminent danger. Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.
- ▶ **Listen for thunder.** If you hear thunder, immediately suspend your event and instruct everyone to get to a safe place. Substantial buildings provide the best protection. Once inside, stay off corded phones, and stay away from any wiring or plumbing. Avoid sheds, small or open shelters, dugouts, bleachers, or grandstands. If a sturdy building is not nearby, a hard topped metal vehicle with the windows closed will offer good protection, but avoid touching any metal.
- ▶ **Avoid open areas.** Stay away from trees, towers, and utility poles. Lightning tends to strike the taller objects.
- ▶ **Stay away from metal bleachers, backstops and fences.** Lightning can travel long distances through metal.
- ▶ **Do not resume activities until 30 minutes after the last thunder was heard.**
- ▶ **As a further safety measure, officials at outdoor events may want to have a tone alert NOAA Weather Radio.** The radio will allow you to monitor any short-term forecasts for changing weather conditions, and the tone-alert feature can automatically alert you in case a severe thunderstorm watch or warning is issued. To find your nearest NOAA weather radio transmitter, go to <http://www.nws.noaa.gov/nwr/> and click on "Station Listing and Coverage."

If you feel your hair stand on end (indicating lightning is about to strike)

- ▶ **Crouch down on the balls of your feet, put your hands over your ears, and bend your head down.** Make yourself as small a target as possible and minimize your contact with the ground.



- ▶ **Do not lie flat on the ground.**

What to do if someone is struck by lightning

- ▶ **Lightning victims do not carry an electrical charge, are safe to handle, and need immediate medical attention.**
- ▶ **Call for help.** Have someone call 9-1-1 or your local ambulance service. Medical attention is needed as quickly as possible.
- ▶ **Give first aid.** Cardiac arrest is the immediate cause of death in lightning fatalities. However, some deaths can be prevented if the victim receives the proper first aid immediately. Check the victim to see that they are breathing and have a pulse and continue to monitor the victim until help arrives. Begin CPR if necessary.
- ▶ **If possible, move the victim to a safer place.** An active thunderstorm is still dangerous. Don't let the rescuers become victims. Lightning CAN strike the same place twice.

STAY INFORMED

Listen to NOAA Weather Radio for the latest forecast and for any severe thunderstorm WATCHES or WARNINGS. Severe thunderstorms produce winds of 58 mph or greater, or hail 3/4 of an inch or larger in diameter.

A severe thunderstorm WATCH is issued when conditions are favorable for severe weather to develop.

A severe thunderstorm WARNING is issued when severe weather is imminent. National Weather Service personnel use information from weather radar, satellite, lightning detection, spotters, and other sources to issue these warnings.

NOAA Weather Radio is the best way to receive forecasts and warnings from the national weather service.

WNG736 - 162.450MHz

Remember that all thunderstorms produce lightning and all lightning can be deadly to those outside.



Play It



**Follow
this
Safety Plan!**

RESOURCES AND SUPPORT MATERIALS



Little League Resources

PUBLICATIONS:

Operating Manual—A guide to sound administration of the Little League program in the local community.

Official rule books—All divisions. Contains official regulations/rules as well as valuable safety information



ASAP News—A monthly newsletter directed to safety officers gives you a forum for exchanging ideas and learning about safety issues on how to “make it safer for the kids.”

Available on-line at: http://www.littleleague.org/learn/newsletters/ASAP_Newsletter.htm

ASAP Hotline: (800) 811-7443,
Email address: asap@musco.com

Little League web site: <http://www.littleleague.org> — which has publications for league officials, parents, safety officers and more for successfully running your local league.

E-News — Sign up any league member on Little League’s web site for all the latest safety information, rules and other updates. Receive email notification of the latest ASAP News availability, Little League press releases and World Series updates. Sign up on Little League’s website at: <http://www.littleleague.org/enews>.

PROGRAMS:

- ASAP — A Safety Awareness Program
- Common Sense ideas may be found on Little League’s website at <http://www.littleleague.org/learn/forms>

Local Resources

- League Volunteers
- District Administrators/District Safety Officers — Ideas from other leagues in your area.
- Police Departments — Traffic safety education/drug awareness/resistance education (D.A.R.E.).
- Fire Departments — First aid training/emergency preparation.
- Businesses — Address specific concerns: Bike shop talks about bicycle safety; sporting goods about safety equipment.
- High School and Professional Coaches — Fundamentals training/player and coach education.

Who to Call

If you have a safety idea to contribute . . .

If you have questions about ASAP . . .

Call the ASAP Hotline:
(800) 811-7443

Or send us an e-mail:
asap@musco.com



If you have questions about Little League insurance . . .

If you want to order safety materials . . .

Call Little League Headquarters:
(570) 326-1921

Important Phone Numbers

Little League International: Jim Ferguson,
Assistant Director of Risk Management,
Safety (570) 326-1921 ext. 2212

District Administrator: Greg Roberts
(571) 499-1005

District Safety Officer: Keith Barnes
(240) 304-6515

League President: Supreme Aquil
(202) 210-5295

League Safety Officer: Sarah Roque
(202) 285-1646

Police Department: (202) 673-6815

Fire Department: (202) 673-3220



- **“Basic ASAP Safety Plan”** - http://www.littleleague.org/Assets/forms_pubs/asap/ASAP-BasicPlanSample12.pdf
- **“The Safety Officer Opportunity”** - http://www.littleleague.org/Assets/forms_pubs/asap/Section1_SO-Opportunity.pdf
- **“Talk Safety”** - http://www.littleleague.org/Assets/forms_pubs/asap/TalkSafety.pdf
- **“Add to Safety Plan Annually”** - http://www.littleleague.org/Assets/forms_pubs/asap/AddToSafetyPlanAnnually.pdf
- **“Emergency Plan”** - http://www.littleleague.org/Assets/forms_pubs/asap/Emergency_Plan.pdf
- **“Volunteer Application 2015”** - http://www.littleleague.org/Assets/forms_pubs/VolunteerApp15.pdf
- **“Warwick Little League 2008 Safety Plan”** - http://www.littleleague.org/Assets/forms_pubs/asap/Warwick_LL_safety-plan08.pdf
- **“Warm-Up Exercises”** - http://www.littleleague.org/Assets/forms_pubs/asap/WarmUpExercises.pdf
- **“Fundamentally Sound Baseball”** - http://www.littleleague.org/Assets/forms_pubs/asap/FundamentallySoundBall.pdf
- **“Learn-Teach Dangers of Over-Use”** - http://www.littleleague.org/Assets/forms_pubs/asap/LearnTeachDangersOver-Use.pdf
- **“Avoid Collisions”** - http://www.littleleague.org/Assets/forms_pubs/asap/AvoidCollisions.pdf
- **“First Aid Training”** - http://www.littleleague.org/Assets/forms_pubs/asap/FirstAidTraining.pdf
- **“Could YOU Save A Life?”** - http://www.littleleague.org/Assets/forms_pubs/asap/CouldYouSaveALife.pdf
- **“Medical Release Form”** - http://www.littleleague.org/Assets/forms_pubs/asap/Medical_Release_Form.pdf
- **“Hey Coach”** - http://www.littleleague.org/Assets/forms_pubs/asap_signs/heycoach1.pdf
- **“Umpire Guidelines”** - http://www.littleleague.org/Assets/forms_pubs/asap/Umpire_Guidelines.pdf
- **“Facility Survey Explained”** - http://www.littleleague.org/Assets/forms_pubs/asap/FacilitySurvey_explained.pdf
- **“Concession Safety”** - http://www.littleleague.org/Assets/forms_pubs/asap/Concession_safety.pdf
- **“Barbeque & Food Safety”** - http://www.fsis.usda.gov/PDF/Barbecue_Food_Safety.pdf
- **“Safety Procedures”** - http://www.littleleague.org/Assets/forms_pubs/asap/Safety_Procedures.pdf
- **“Equipment Checklist”** - http://www.littleleague.org/Assets/forms_pubs/asap/EquipmentChecklist.pdf
- **“Accident Notification and Tracking”** - http://www.littleleague.org/Assets/forms_pubs/asap/AccidentNotifyTrackChartis.pdf
- **“Accident Claim Form”** - http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf
- **“Accident Claim Form Instructions”** - http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimFormInstructions.pdf
- **“Incident/Injury Tracking Form”** - http://www.littleleague.org/Assets/forms_pubs/asap/Injury_Tracking_Form.pdf
- **“First Aid Kits”** - http://www.littleleague.org/Assets/forms_pubs/asap/First_Aid_Kits.pdf
- **“Volunteer Code of Conduct”** - http://www.littleleague.org/Assets/forms_pubs/asap/Volunteer_Conduct.pdf
- **“Lightning Safety Posters”** - http://www.littleleague.org/Assets/forms_pubs/asap/Lightning_Safety_Flyer.pdf



