



# Ireland Youth Sports

**March 7**

# 2015

---

**The purpose of this document is to emphasize the importance of safety in the Ireland Little League and to identify important safety issues of which all individuals involved should be aware.**

**A Safety  
Awareness  
Program (ASAP)**

## Table of Contents

<b>Importance of Safety .....</b>	<b>p. 1</b>
<b>Safety Mission Statement .....</b>	<b>p. 2</b>
<b>Phone List .....</b>	<b>p. 3</b>
<b>Expectations .....</b>	<b>p. 4</b>
<b>Facility Inspection .....</b>	<b>p. 5</b>
<b>Field and Dugout Safety .....</b>	<b>p. 5</b>
<b>Checklist before Taking the Field .....</b>	<b>p. 6</b>
<b>Practices and Games .....</b>	<b>p. 6</b>
<b>Player Safety .....</b>	<b>p. 7</b>
<b>Equipment Inspection .....</b>	<b>p. 7</b>
<b>Accident Reporting Procedures .....</b>	<b>p. 8</b>
<b>How to Make an Accident Report .....</b>	<b>p. 9</b>
<b>911 Emergency Reporting Guidelines .....</b>	<b>p. 10</b>
<b>AED Guidelines .....</b>	<b>p. 11</b>
<b>Communicable Disease Procedures .....</b>	<b>p. 12</b>
<b>Lightning Evacuation Procedures .....</b>	<b>p. 13-14</b>
<b>Adult Training .....</b>	<b>p. 15</b>
<b>Bicycle Safety .....</b>	<b>p. 16</b>
<b>Signs and Symptoms of Concussions .....</b>	<b>p. 17</b>
<b>Pitching Machine Policies and Procedures .....</b>	<b>p. 18</b>
<b>Aerial Photo .....</b>	<b>p. 19</b>
<b>Proper Stretching .....</b>	<b>p. 20</b>
<b>Beware of the Heat .....</b>	<b>p. 21</b>
<b>Accident Report Blank Copy .....</b>	<b>p. 22-23</b>
<b>Accident Tracking Report .....</b>	<b>p. 24</b>
<b>Hey Coach .....</b>	<b>p. 25</b>



Ireland Youth Sports is designed to teach and develop baseball and softball skills, along with good sportsmanship. IYS currently has 6 leagues. The leagues consist of a co-ed Instructional T-Ball, Boys Pee Wee, Boys Minor, Boys Major, Girls Pee Wee and Girls Minor Leagues. IYS is governed by a volunteer Board of Directors, which is elected by General Election Board Meetings. We look forward to an exciting and fun 2015!!!

### **IMPORTANCE OF SAFETY**

The purpose of this document is to emphasize the importance of safety in the Ireland Little League and to identify important safety issues of which all individuals involved should be aware.

League administrators, coaches, parents and players should take safety issues very seriously.

In 1995, Little League Baseball introduced A Safety Awareness Program (ASAP) with the goal of re-emphasizing the position of a Safety Officer to “create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball”. This program has been very successful by dramatically decreasing little league baseball related injuries. This safety plan is qualified by the ASAP program.

The safety plan herein refers to play at the IYS Little League Baseball fields located in Ireland, Indiana. Further information beyond this document regarding safety and the ASAP program is available by contacting the Ireland Little League Safety Officer listed.

There are several points addressed in this document that are required for an approved ASAP compliant Safety Plan. The following is a list of the important features, policies, and requirements of the Safety Plan:

## **SAFETY MISSION STATEMENT**

Ireland Youth Sports nonprofit youth organization and chartered member of Little League Baseball under the rules and regulations set forth by Little League Baseball Incorporated. Little League Baseball/ Softball are made possible by volunteers, sponsors and participation fees within the Ireland community. The goal of Ireland Youth Sports is to provide the community with an exceptional educational athletic organization that provides enjoyment and satisfaction by all.

Ireland Youth Sports is committed to:

- Providing a quality instructional program that teaches fundamental skills, tactics, and strategies for the game of baseball;
- Preparing the youth athlete for participation at the next level of play;
- Increasing the skill knowledge with safe healthy techniques and providing safe non-threatening environments;
- Supporting the ideal that the winning of games is secondary to the molding of exceptional citizens;
- Promoting and developing core values such as respect, teamwork, sportsmanship, courage, effort, and commitment that will benefit their futures and the communities in which they live;
- Establishing standards of participation for all volunteers, board members, coaches, officials, athletes and spectators;
- Encouraging a positive atmosphere by showing support and patience for all athletes and volunteers;
- Creating a culture in which volunteers, coaches, parents, officials, and athletes work together to achieve our mission.

We understand that volunteers and parental support make this program possible for the youth in our community and look forward to working with you.

## **IRELAND YOUTH SPORTS CODE OF CONDUCT**

- ♣ Observe local speed limits in all parking lots.
- ♣ No Horseplay.
- ♣ No alcohol or smoking is allowed on GJCS grounds.
- ♣ Parking is allowed only in designated spaces.
- ♣ No profanity is allowed.
- ♣ No throwing rocks.
- ♣ No climbing fences.
- ♣ No throwing balls against dugouts, backstops or other metal fencing.
- ♣ No soft toss warmup against fences.
- ♣ On deck batters may not hold a bat.
- ♣ During the game, players must remain on the bench or in the bullpen.
- ♣ After each game, each team must clean up the trash in their dugout and around the stands.
- ♣ No Trash Talk! Players and spectators are not to argue with or ridicule any umpire, player or coach.
- ♣ Failure to comply with the above may result in disciplinary action by the League Commissioner.

**IRELAND YOUTH SPORTS EMERGENCY PHONE NUMBERS:**

- ♣ Emergency Medical Services: **911**
- ♣ Police/Fire Department: Emergency: **911**
- ♣ Jasper Police, Non-Emergency: 1.812.482.9111
- ♣ Dubois County Sheriff 1.812.482.3522
- ♣ Ireland Fire Dept., Non-emergency: 1.812.
- ♣ Poison Control: 1.800.222.1222

**Ireland Youth Sports Contact Info:**

<b><u>Board Member</u></b>	<b><u>Position</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
Nathan Leinenbach	<b><u>President</u></b> Boys Pee-Wee League	630-9690	<a href="mailto:nleinenbach@hotmail.com">nleinenbach@hotmail.com</a>
Janelle Schmitt	<b><u>Treasurer</u></b> Girls Minor League Instructional League	639-1276	<a href="mailto:jschmitt@masterbrandcabinets.com">jschmitt@masterbrandcabinets.com</a>
Terri Owens	<b><u>Secretary</u></b> Girls Minor League	481-1730	<a href="mailto:towens@dspcoop.org">towens@dspcoop.org</a>
Tim Roberts	<b><u>Safety Officer</u></b>	630-9913	<a href="mailto:troberts@farbestfoods.com">troberts@farbestfoods.com</a>
Jim Gudorf	Boys Pee-Wee League	661-7729	<a href="mailto:jim.gudorf@kimballelectronics.com">jim.gudorf@kimballelectronics.com</a>
Travis Love	Concessions	631-1587	<a href="mailto:travis.love@icloud.com">travis.love@icloud.com</a>
Nikki Roberts	Girls Pee-Wee League Girls Player Agent Equipment Manager	481-1091	<a href="mailto:nroberts@gics.k12.in.us">nroberts@gics.k12.in.us</a>
Brian Taylor	Boys Player Agent Webmaster	639-8532	<a href="mailto:taylor.b@twc.com">taylor.b@twc.com</a>
Rob Young	Boys Minor League	631-0057	<a href="mailto:robyoung65@hotmail.com">robyoung65@hotmail.com</a>
Myron Schmitt	Board Member IYS Past President	827-9030	<a href="mailto:msnn@psci.net">msnn@psci.net</a>
Dana Senninger	Board Member	827-6104	<a href="mailto:ssenninger@psci.net">ssenninger@psci.net</a>

## **EXPECTATIONS FOR PLAYERS, COACHES, PARENTS AND OTHER FAMILY MEMBERS!**

### ***Players Expectations...***

- ♣ To be on time for all practices and games.
- ♣ To always do their best.
- ♣ To be cooperative at all times and share team duties.
- ♣ To be positive with teammates and coaches at all times.
- ♣ To not become upset at mistakes, their own or others, we all make them.
- ♣ To understand that winning and losing are both important parts of any sport.

### ***Coaches Expectations...***

- ♣ To be on time for all practices and games.
- ♣ To be as fair as possible in giving playing time to all players.
- ♣ To do our best to teach the fundamentals of the game.
- ♣ To be positive and respect each child as an individual.
- ♣ To set reasonable expectations for each child and the season.
- ♣ To teach the players the value of winning and losing.
- ♣ To be open to ideas and suggestions.
- ♣ To treat all players, umpires, and parents with respect.

### ***Parents & Families Expectations...***

- ♣ To come and enjoy the game, cheer and make all players feel important.
- ♣ To allow the coach to coach and run the team. Do not coach your child from the stand. It will only confuse him, and others.
- ♣ To try not to question the coaches leadership. All players will make mistakes and so will the coach.
- ♣ To not yell at coaches, players, or umpires. Be a positive role model for all players.
- ♣ To call the coach with any questions or concerns. Please do not confront **ANY COACH** in front of players or other parents.

Finally, please remember that there will be players with very different skill levels on every team. Coaches strive to give all kids equal play time. We also try very hard to balance skill level of the players with safety issues of the game. They are all out there to learn and **HAVE FUN**!! Let's make this a fun and positive experience for all of our kids!!

**LET'S ALL HAVE A FUN AND SAFE  
2015 SEASON  
THINK SAFE - PLAY SAFE – BE SAFE**

## FACILITY INSPECTION

Ireland Youth Sports has completed and updated a 2015 Facility Survey on every one of our fields and has submitted to Little League International.

***Remember that safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the League President, Safety Officer or other League Board Member, as appropriate. Do not play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially batters and catchers. Check your team's equipment often.***

## FIELD AND DUGOUT SAFETY

It is important to remember that we want to make baseball a safe and enjoyable experience for all the players. A bulleted list of several of the league policies and key Little League baseball rules regarding field and dugout safety follows.

- ♣ A phone list for emergency numbers, non-emergency numbers, and league contact information is posted at the IYS concession stand and inside the equipment shed. The town of Ireland also has 911 services for emergencies. It is good practice to identify those coaches and parents who have cell phones available for all games and practices
- ♣ A first-aid kit and first aid supplies are located in the concession stand and equipment shed at IYS Field. In addition each team is issued a first-aid kit with the team's equipment bag. If supplies are depleted during the season, contact the Safety Officer or league officials for replacements.
- ♣ No games or practices should be held under severe weather conditions (especially lightning) or when field conditions are unsafe. It is important for coaches and officials to be diligent with regard to playing conditions. Always err on the side of caution.
- ♣ Follow league policy regarding Lightning Safety.
- ♣ The fields and surrounding areas must be inspected on a regular basis. The field will be reviewed before each game by the umpire and team coaches to look for and to correct any unsafe conditions (holes, broken glass, rocks). Any field or areas used for league practices shall be inspected for unsafe conditions by team coaches prior to all league practices.
- ♣ A Little League Facility Survey is updated annually, submitted to Little League headquarters and kept on file. Contact the Safety Officer or a league official for a copy or access if necessary.
- ♣ Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.
- ♣ All bats and loose equipment must be kept off the playing fields. Bat racks should be placed behind screens. Organized equipment can prevent tripping hazards.
- ♣ Coaches should establish a procedure for retrieval of fouls balls batted out of play. During practice sessions and games, all players should be alert and watching the batter on each pitch.
- ♣ Coaching staffs, Safety Officer and umpires are responsible for the regular inspection of equipment. This includes both league equipment and equipment brought by the player. Non-safe equipment must be removed immediately and replaced as soon as needed. Make sure the equipment is properly fitted to the players.
- ♣ Ensure players have required equipment at all times, even catchers warming up pitchers.
- ♣ Complete annual Lighting Safety Audit for lighted fields.
- ♣ All fields are to use bases that disengage from their anchors, as required by Little League.
- ♣ Pitching Machines will be maintained in good working order and must be operated only by adult Managers and Coaches.
- ♣ "Horseplay" will not be permitted on the playing fields.

## **Checklist before Taking the Field:**

### **Inspect the playing field.**

- ♣ The playing field can pose a risk of injury. Before every game or practice, a manager, coach, an umpire and/or parent should check for holes, ruts, glass, or any other unsafe conditions. Protective fence tops where equipped must be on proper condition.
- ♣ Players should be reminded to bring any holes that they encounter on the field to the attention of the coach or umpire.

### **Baseballs**

- ♣ T-Ball and PeeWee levels are to use soft reduced impact balls only. All teams are to use little league approved balls.

### **Baseball Bat's**

- ♣ No cracks or chips in bats & hand grip is in place & not damaged. Stickers indicating the bat was inspected must also be in place.

### **Catcher's gear**

- ♣ When catching, your child must always use a catcher's mitt and wear a NOCSAE stamped helmet, facemask and dangling throat protector, long-model chest protector, protective supporter, and shin guards. Knee savers are optional but recommended.

### **Glove & Mitt**

- ♣ Make sure that your player's check their baseball gloves or mitts prior to taking the field for a practice or game. Ensure that all stitching & webbing are in good condition and not in danger of breaking and possibly causing injury.

### **Helmet**

- ♣ A player should wear a properly fitted, certified helmet when batting, waiting to bat, and running the base.

### **Protective eyewear**

- ♣ For kids who wear glasses, you should obtain protective eyewear from an eye-care professional who is aware of sports-safety standards.

### **Shoes with molded cleats**

- ♣ Little League prohibits the use of shoes with steel spikes. Instead, wear molded cleat baseball shoes. Make sure the shoes fit properly. Poorly fitted shoes, particularly those that allow movement side-to-side, are a major cause of injuries to the feet, knees, and ankles. Avoid hand-me downs, which are likely to fit poorly, and may have worn down cleats. Check the laces frequently for wear.

## **Practices and Games**

Make sure all players wear all required safety gear every time he or she plays and practices.

Protective equipment is one of the most important factors in minimizing the risk of injury in baseball. According to a June 1996 study by the Consumer Product Safety Commission (CPSC), baseball protective equipment currently on the market may prevent, reduce, or lessen the severity of more than 58,000 injuries, or almost 36% of the estimated 162,100 baseball-related injuries requiring emergency-room treatment each year. Because most organized sports-related injuries (62%) occur during practices rather than games, children need to take the same safety precautions during practices as they do during games.



## **PLAYER SAFETY**

Little League key rules pertaining to player safety are outlined below:

- ♣ Coaches should inspect equipment on a regular basis, making sure it fits correctly and is in proper working order. Broken or improper equipment can be replaced by contacting the Equipment Manager or league officials.
- ♣ Batting and catching helmets are not permitted when they have been painted by anyone other than the manufacturer.
- ♣ Batters must wear protective helmets during practices and games.
- ♣ Catchers must wear a catcher's helmet with face mask and throat guard, chest protector and shin guards.
- ♣ Male catchers must wear a long-model chest protector, protective supporter and cup at all times.
- ♣ Warm-up catchers must wear catcher's helmet, facemask, and throat guard while warming up pitchers (skull caps are not permitted). This applies between innings, during bull-pen warm-ups and pre-game drills. Adults may NOT warm up a pitcher. This is a safety issue for both the player and the adult.
- ♣ Rule 7.08a (sections 3, and 4) is particularly important for safety and will be vigorously enforced. A runner must slide OR avoid a fielder who has the ball and is waiting to make the tag. Except when returning to base, no head-first slides are permitted. If any coach or parent is unsure of the proper interpretation of rule 7.08a please see the Safety Officer or other league officials.
- ♣ Coaches shall instruct all players in safe sliding techniques as well as how to avoid a pitched ball.
- ♣ Players must not wear watches, rings, pins, jewelry or other metallic items by Little League baseball rule.
- ♣ Parents of players that wear glasses should be encouraged to provide "safety glasses".
- ♣ No on-deck batters are allowed. No player should handle a bat even while in an enclosure; until it is his/her turn at bat.
- ♣ Players who are ejected, ill or injured should remain under coach supervision until released to the parent or guardian.
- ♣ After a game or practice, coaches should not leave the area until all players have been picked up.
- ♣ Players will be instructed in proper stretching and general sports health maintenance procedures, including proper throwing, fielding and hitting techniques to limit injury.
- ♣ Injuries should be reported immediately per Ireland Little League's "Accident Reporting & Tracking" procedures as outlined in the Safety Plan.

### **Equipment Inspection:**

Regular inspection of equipment is necessary to ensure safety. Replacement of defective equipment must be done immediately by contacting the Equipment Manager or any league official. Equipment checks are done formally by three sources:

- 1) By the equipment manager at the beginning of the season and periodically throughout the year;
- 2) By coaches at the beginning of each game and
- 3) Umpires during the course of games.

## **ACCIDENT REPORTING PROCEDURES**

**What to report** – An incident that causes any player, coach, umpire, volunteer or spectator to receive emergent medical treatment and/or first aid by an EMS service or a licensed physician must be reported to the League President or Safety Officer. In other words, if EMS or a player's parents need to be called so immediate care can be rendered, report the incident. The Coach or IYS Board Member should follow-up with the injured party within 24 hours.

**When to report** – All such incidents described above must be reported to the League Commissioner within 24 hours of the incident. The League President and Safety Officer's contact information is listed on page 3.

**How to report** – Reporting incidents should be done using the Ireland Little League injury report form (see attached, you should make additional copies for your use). Complete the form in its entirety. A copy (fax or e-mail is preferred) must be sent within 24 hours to the League President and/or Safety Officer.

### **Some Important Do's and Don'ts**

- ♣ Look for significant injuries or if you are unsure of the extent of the child's injury, contact the child's parent immediately and, where applicable, Ireland EMS.
  - (Coaches should carry a copy of emergency parent contacts to all games and practices.)
- ♣ Reassure and aid children who are injured, frightened, or lost.
- ♣ Carry your first aid kit to all games and practices.
- ♣ Assist those who require minor medical attention – and when administering aid remember to...
  - **LOOK** for signs of injury (Blood, black-and-blue, deformity of joint, etc.).
  - **LISTEN** to the injured person describe what happened and what hurts.
    - Before questioning, you may have to soothe an excited child.
  - **FEEL** gently and carefully the injured area for signs of swelling or soreness.
- ♣ If the game must be delayed because a player is injured, that player must be removed from the game for the rest of that half inning.
- ♣ Take breaks for water, shade in high heat.

### **DON'T...**

- ♣ **DO NOT**...Administer any medications.
- ♣ **DO NOT**...Provide any food or beverages other than water.
- ♣ **DO NOT**...Be afraid to ask for help if you're not sure of the proper procedures.
- ♣ **DO NOT**...Transport injured individuals (Do call Ireland EMS and the child's parents).
- ♣ **DO NOT**...Leave an unattended child at a practice or game. (Coaches should establish clear policies with parents regarding picking up players on time).
- ♣ **DO NOT**...Hesitate to report any present or potential safety hazard to the League Commissioner immediately.

### **Accident Reporting and Tracking:**

An incident that causes any player, manager, coach, umpires, or volunteer to receive medical treatment and/or first aid must be reported to the league Safety Officer within 24 hours of incident. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. The league Safety Officer will log all reported incidents and track as noted below.

### **How to Make a Report:**

The League will provide hardcopy printouts of the Incident / Injury Tracking Report (included in the appendix) with all First Aid kits that are provided to every Team as part of the standard issue equipment. This will allow teams to have the form with them when traveling to other towns. In addition, copies of this form will be kept in the concession stand.

A coach or league official must complete an incident/injury tracking report as soon as possible after the incident occurs and notify the league Safety Officer via telephone or email of the incident. The coach or official may either deliver the form to the Safety Officer or leave the form in the Concession Stand in a location designated in advance by the Safety Officer so that he can receive this information in a timely manner.

Within 2 days following the incident, 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

If the extent of the injuries is 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) Determine if any other assistance is necessary in areas such as submission of insurance forms, etc.

The Safety Officer will continue this process 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). An Accident Notification Form will be generated and sent to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department) and reported to the District Safety Officer when required.

All incidents, accidents, and safety violations should be reported to the Safety Officer within 48 hours of the incident. Timely reporting of safety violations is a key factor in promptly dealing with safety issues including preventative measures or corrections that may protect a child from harm in the future.

## **911 Emergency Reporting Guidelines:**

The most important help you can provide to a victim who is seriously injured is to call for professional medical assistance. All GLL Board members, managers, coaches, parents, umpires and volunteers should use the following procedures for reporting emergencies:

- ♣ Dial 9-1-1 FROM CLOSEST AVAILABLE PHONE
- ♣ Cellular Phone Recommendations
  - Know the location of the incident you are reporting and communicate that location clearly. If you are unsure of the location, be prepared to give a street name or a landmark that will help.
  - Let the dispatcher know your callback number in case you are disconnected.
  - Speak slowly and distinctly.
  - If you are asked to repeat, please do so. Reception quality is sometimes poor due to topographical or atmospheric conditions that interfere with your transmission.
  - 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.
  - 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.)?
  - Do not hang up until the dispatcher instructs you to hang up. The dispatcher may be able to tell you how to best care for the victim.
  - Continue to care for the victim until professional help arrives.
  - Appoint someone to go to the street and look for the ambulance or fire engine and flag them down if necessary.
- ♣ In the event of a medical emergency on the playing field, please clear the field of all nonessential people. Players should go to their respective dugouts and remain there until the situation is cleared. There is to be absolutely no playing or practicing while an injured player is being attended to.

## **First Aid Kits**

Managers will be issued a first aid kit for their team. Stocked first aid kits will also be available in each field's equipment box and in the concession stands. A minimum equipment list will be included in each kit. If any items are used or are low, please contact the Safety Officer for resupply. The Safety Officer, board members, managers, and coaches will periodically check the first aid kits to ensure all supplies are present. There will also be an ample amount of ice packs available at the concession stand.

### **Minimum Equipment List per Kit:**

- ♣ 2- Ice Packs
- ♣ 4- 4x4 Sterile Dressings
- ♣ 4- 2x2 Sterile Dressings
- ♣ 8- Band Aid Strips
- ♣ 4- Large Band Aids
- ♣ 2 Rolls 4" Roller Gauze
- ♣ Roll 1" tape
- ♣ 1 gallon biohazard disposal bags
- ♣ 1-CPR Mouth Shield
- ♣ Bottle Hand Cleaner
- ♣ 4- pairs non latex gloves, size large

## **AED Guidelines**

- ♣ All managers, board members, and interested volunteers should receive AED training.
- ♣ The AED will be located in the concessions stand.
- ♣ If the AED is needed:
  - Identify someone to call 911
  - Identify someone to retrieve the AED
  - Start CPR
  - Once AED arrives, follow prompts
- ♣ If the AED is used or requires service, contact the Safety Officer.
- ♣ Please review the following instructions for the use of the AED

## **Basic Steps for Using the AED**

- ♣ Establish that the victim is in cardiac arrest, as instructed in CPR training. Place the AED near the victim and press the yellow Lid Release/On-Off button to open the lid and turn on the unit. The voice prompt sequence begins, guiding you through the response steps.
- ♣ Expose the victims' chest. If the victims' chest is excessively hairy, shave the hair with the provided razor. If the chest is dirty or wet, wipe clean and dry.
- ♣ The unit will prompt- "Tear open package and remove pads". Keep the pads connected to the AED.
- ♣ Follow prompts and pad package for pad application.
- ♣ Listen to the voice prompts and do not touch the victim unless instructed to do so.
- ♣ Always check to be sure that no one is touching the victim and that nothing is in contact with the victim whenever the AED indicates it is preparing to shock.
- ♣ If the victim starts moving or breathing, keep the pads on the patient and connected to the defibrillator. Place the victim in the recovery position, if possible, as instructed in the CPR training clinic. The AED has voice prompts for each of the steps. This simplifies its use during a stressful time.

## **COMMUNICABLE DISEASE PROCEDURES**

While the risk of one athlete infecting another with a communicable disease during competition is close to non-existent, there is a remote risk that other BloodBorne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood and other body fluids. Hepatitis B can survive outside the body in dried material for up to two weeks. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

- ♣ Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards, and other articles containing body fluids.
- ♣ If bleeding is present, it must be controlled and the open wound covered. If there is an excessive amount of blood on the uniform it must be changed before the athlete resumes play.
- ♣ Latex free gloves or other precautions must be used to prevent skin and or mucous membrane exposure when contact with blood or body fluids is anticipated.
- ♣ Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or body fluids. Wash hands immediately after removing gloves. Alcohol based hand cleaner is an acceptable alternative to soap and water.
- ♣ Clean all contaminated surfaces and equipment with an appropriate disinfectant before play resumes. A cleanup kit will be available at the concession stand.
- ♣ Practice proper disposal procedures to prevent injuries caused by needles and other sharp contaminated devices.
- ♣ CPR barrier devices must be used when performing artificial respirations.
- ♣ Managers, coaches, or volunteers with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
- ♣ Contaminated materials such as dressings, towels, or other items contaminated with blood or body fluids shall be disposed in red biohazard bags. Contact the safety Officer for disposal of biohazard bags.

## **LIGHTNING EVACUATION PROCEDURES**

Each year across the United States, thunderstorms produce an estimated 25 million cloud-to-ground flashes of lightning - each one of those flashes is a potential killer. According to the National Weather Service, an average of 73 people are killed by lightning each year and hundreds more are injured, some suffering devastating neurological injuries that persist for the rest of their lives. A growing percentage of those struck are involved in outside recreational activities.

Officials responsible for sports events often lack adequate knowledge of thunderstorms and lightning to make educated decisions on when to seek safety. Without knowledge, officials base their decisions on personal experience and, sometimes, on the desire to complete the activity. Due to the nature of lightning, personal experience can be misleading.

While many people routinely put their lives in jeopardy when thunderstorms are nearby, few are actually struck by lightning. This results in a false sense of safety. Unfortunately, this false sense of safety has resulted in numerous lightning deaths and injuries during the past several decades because people made decisions that unknowingly put their lives or the lives of others at risk.

For organized outdoor activities, the National Weather Service recommends those in charge have a lightning safety plan, and that they follow the plan without exception. The plan should give clear and specific safety guidelines in order to eliminate errors in judgment. Prior to an activity or event, organizers should listen to the latest forecast to determine the likelihood of thunderstorms. NOAA Weather Radio is a good source of up-to-date weather information. Once people start to arrive, the guidelines in your league's lightning safety plan should be followed.

A thunderstorm is approaching or nearby. Are conditions safe, or is it time to head for safety? Not wanting to appear overly cautious, many people wait far too long before reacting to this potentially deadly weather threat. The safety recommendations outlined here are based on lightning research and the lessons learned from the unfortunate experiences of thousands of lightning strike victims.

Thunderstorms produce two types of lightning flashes, 'negative' and 'positive.' While both types are deadly, the characteristics of the two are quite different. Negative flashes occur more frequently, usually under or near the base of the thunderstorm where rain is falling. In contrast, positive flashes generally occur away from the center of the storm, often in areas where rain is not falling. There is no place outside that is safe in or near a thunderstorm. Consequently, people need to stop what they are doing and get to a safe place immediately. Small outdoor buildings including dugouts, rain shelters, sheds, etc., are NOT SAFE. Substantial buildings with wiring and plumbing provide the greatest amount of protection. Office buildings, schools, and homes are examples of buildings that would offer protection. Once inside, stay away from windows and doors and anything that conducts electricity such as corded phones, wiring, plumbing, and anything connected to these. In the absence of a substantial building, a hard-topped metal vehicle with the windows closed provides good protection. Occupants should avoid contact with metal in the vehicle and, to the extent possible, move away from windows.

### **Who should monitor the weather and who is responsible for making the decision to stop activities?**

Lighting safety plans should specify that someone be designated to monitor the weather for lightning. The 'lightning monitor' should not include the coaches, umpires, or referees, as they are not able to devote the attention needed to adequately monitor conditions. The 'lightning monitor' must know the plan's guidelines and be empowered to assure that those guidelines are followed.

### **When should activities be stopped?**

The sooner activities are stopped and people get to a safe place, the greater the level of safety. In general, a significant lightning threat extends outward from the base of a thunderstorm cloud about 6 to 10 miles. Therefore, people should move to a safe place when a thunderstorm is 6 to 10 miles away. Also, the plan's guidelines should account for the time it will take for everyone to get to a safe place. Here are some criteria that could be used to halt activities.

1. **If lightning is observed.** The ability to see lightning varies depending on the time of day, weather conditions, and obstructions such as trees, mountains, etc. In clear air, and especially at night, lightning can be seen from storms more than 10 miles away provided that obstructions don't limit the view of the thunderstorm.
2. **If thunder is heard.** Thunder can usually be heard from a distance of about 10 miles provided that there is no background noise. Traffic, wind, and precipitation may limit the ability to hear thunder less than 10 miles away. If you hear thunder, though, it's a safe bet that the storm is within 10 miles.
3. **If the time between lightning and corresponding thunder is 30 seconds or less.** This would indicate that the thunderstorm is 6 miles away or less. As with the previous two criteria, obstructions, weather, noise and other factors may limit the ability to use this criterion. In addition, a designated person must diligently monitor any lightning. In addition to any of the above criteria, activities should be halted if the sky looks threatening. Thunderstorms can develop directly overhead and some storms may develop lightning just as they move into an area.

**When should activities be resumed?** Because electrical charges can linger in clouds after a thunderstorm has passed, experts agree that people should wait **at least 30 minutes after the storm before resuming activities.**

#### **What should be done if someone is struck by lightning?**

Most lightning strike victims can survive a lightning strike; however, medical attention may be needed immediately - have someone call for medical help. Victims do not carry an electrical charge and should be attended to at once. In many cases, the victim's heart and/or breathing may have stopped and CPR may be needed to revive them. The victim should continue to be monitored until medical help arrives; heart and/or respiratory problems could persist, or the victim could go into shock. If possible, move the victim to a safer place away from the threat of another lightning strike.

**This article is printed in the back of the Little League Rule Book - Appendix A.**

- ♣ If lightning is spotted anywhere or thunder is clearly heard, all players, umpires, spectators and coaches must leave the field and take shelter in cars NOT in dugouts or concession stands!
- ♣ The game is either canceled or halted for at least 30 minutes after lightning ceases.
- ♣ Cars shouldn't leave until the game is called, so all players can be accounted for.
- ♣ Coaches must wait until all players are picked up before leaving the facility.



## **ADULT TRAINING & SAFETY**

- ♣ All coaches are required to attend a Fundamental Training Clinic in March 2015. It is required that each manager and coach shall attend at least once every three years with at least one team representative of each team attending every year.
- ♣ **Require first-aid training for coaches and managers, with at least one coach or manager from each team attending in March 2015.**
- ♣ Periodically, the Ireland Little League will hold additional coaches training clinics during the season. Contact league officials for more information.
- ♣ All umpires are expected to participate in pre-season rules and umpire clinics at the local and/or district level.
- ♣ All coaches and umpires should be familiar with Little League safety, playing rules and procedures. These are distributed to all managers, coaches and umpires at the beginning of the season and are readily available thru league officials or via the concession stand as well as online at the league's website.
- ♣ Drug Education Training for Coaches and Volunteers will be held during the March training session.
- ♣ The Ireland Little League shall have a Safety Plan in effect that includes safety policies for its league Concession Stand. This plan will be reviewed and updated annually. A copy is included.
- ♣ Lead by example...use extreme caution while driving in close proximity of the ball fields. Anyone, from an adult to young child, could be walking, running or riding bikes!

### **Coach the Coaches Program**

Ireland Youth Baseball ensures proper skill development of participants by providing an innovative Coach the Coaches program. This is accomplished by ensuring all volunteer Little League coaches receive instruction from qualified baseball instructors sourced from local baseball training facilities and area high schools. These professional coaches assist Ireland Youth Baseball volunteer coaches by attending the team practices, helping the coaches with practice plans and executing the drills properly. This program's objectives are to ensure high quality instruction from Tee-Ball through Majors divisions by delivering consistent methods of teaching critical skills as well as ensuring a fun, rewarding experience for youth players.

### **Volunteer Requirements**

- ♣ Each spring every coach, manager, board member and volunteer must submit a completed Official Little League Volunteer Application – available under Coaches Documents on the websites.
- ♣ Remember to attach a copy of your current driver's license or passport to the application.
- ♣ IYS (per requirement) will submit league player registration roster data including coaches/managers to Little League International each spring season.

### **Medical Release Form**

- ♣ Part of keeping a player safe from injury or worsening an injury that is sustained is having the past & present medical history and related social history of the player. These important medical conditions that he/she may have (such as ADD/ADHD, asthma, diabetes, drug, environmental, food or insect allergies etc.) will help the managers & coaches deal with each situation properly.
- ♣ If the parent(s)/guardian(s) are not around when an incident occurs, help the managers & coaches may be the only person around to give potentially lifesaving information. A player is not allowed to participate in practices or games until a medical form is returned to the manager.

*\*\*\*Due to Federal HIPPA Regulations, the parents do have the right to withhold this information\*\*\**

## **BICYCLE SAFETY**

IYS Little League staff would like to remind all its leagues, managers, coaches, and players to use safe judgment if you choose to reach the fields by bicycle. Please consider the following guidelines:

- ♣ Always wear a proper fitting bicycle helmet
- ♣ Observe all traffic regulations, stop lights, and street signs
- ♣ Keep to the right, ride in a straight line
- ♣ Have a white light on the front and a reflector on the rear of the bicycle for night riding
- ♣ Always use proper hand signals for turning and stopping
- ♣ Always give pedestrians the right of way, avoid using sidewalks
- ♣ Look out for cars pulling into traffic
- ♣ Never hitch onto moving vehicles
- ♣ Never carry other riders
- ♣ Be sure your brakes are functioning properly
- ♣ Slow down at all intersections, be prepared to stop
- ♣ Don't weave in and out of traffic

## **INJURY PREVENTION**

How to Prevent or Reduce Baseball Injuries

- ♣ To reduce the risks that your child will be injured playing Little League Baseball, the American Academy of Pediatrics, Centers for Disease Control and Prevention (CDC), Consumer Product Safety Commission, American Academy of Orthopedic Surgeons, and other sports and health organizations recommend the following:

### **Recommend Mouth Guards and Make Sure They Wear Them**

Mouth guards not only protect the teeth, but also the lips, cheeks, and tongue and reduce the risk of jaw fractures.

## **CONCESSION SAFETY**

Concession Menus are posted and approved by the League President and Safety Officer. Safety Procedures are posted in the concession stand. The Dubois County Health Department inspects and approves concession stands each year. Travis has a core group of people that help her oversee the concessions stand. A training seminar for the volunteers will be held in March. Signs reminding all people to wash hands are posted in the concessions stand above the sink and in the restrooms. An outside grill, popcorn popping machine, hot cheese machine, two microwaves, two large refrigerators, two crock pots, and three freezers are the only appliances we use.

Travis Love

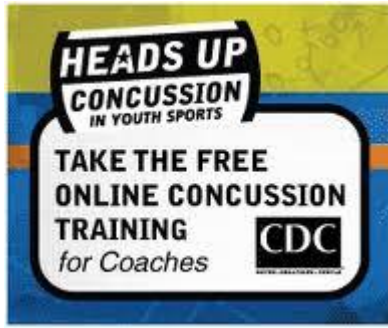
Ireland Youth Sports – Concessions Manager

### **Concession Stand Policy Ireland Youth Sports 2015**

1. Adult supervision must be in effect at all times.
2. Only adults are allowed to operate or be near the grill.
3. Outdoor grills will be placed in an area away from spectators.
4. All volunteers will wash their hands on a regular basis. (Hand Sanitizer available)
5. Un-wrapped food must be handled with paper towels or plastic wrap.
6. No glass containers of any type will be sold at the concession stand.
7. Everything must be cleaned up and put away at the end of each shift.
8. A complete First-aid Kit will be kept in the concession stand.
9. A fire extinguisher shall be kept in the concession stand for emergency use.
10. A list of emergency phone numbers will be posted in the concession stand.
11. The Dubois County Board of Health Certificate will be posted at all times.



## SIGNS AND SYMPTOMS OF CONCUSSION



There are many different symptoms reported by athletes who suffer concussions, and in some cases they may not be easily detected for hours or days after the injury. Look for clues immediately and make sure athletes are re-evaluated every few minutes over several hours. At home, parents should watch for the following symptoms as well as complaints that lights are too bright, noises too loud, or your child has difficulty concentrating while watching TV or playing video games. Any of the following are indicative of concussion, according to the CDC:

[http://www.cdc.gov/concussion/HeadsUp/pdf/Baseball\\_Clipboard\\_Sticker.pdf](http://www.cdc.gov/concussion/HeadsUp/pdf/Baseball_Clipboard_Sticker.pdf)

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall
- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right" or is "feeling down"

Some signs and symptoms are subtle. Encourage athletes to report any of the above, and do not allow them to participate in a game or practice until a qualified medical professional has given the OK and they are 100% symptom-free both at rest and during a [gradual return-to-play procedure](#).

## **PITCHING MACHINE POLICIES AND PROCEDURES**

IYS Fields have electric outlets located behind the mounds for running the Pitching Machines during practices and/or games. Coaches are to follow the policies and procedures listed below when using the pitching machines.

### **General Pitching Machine Use:**

- (1) Pitching Machines are to be set-up and operated by adults / coaches only. This includes feeding the machines and making adjustments.
- (2) Power receptacles are located within the round, green, 'hand-holes' located behind the pitching mounds. The covers are bolted in place.

There is a socket wrench located in the concession stand that is used to unbolt the covers for removal. It is recommended to unbolt the cover before games (during field preparation) and then return the socket wrench to the concession stand for the other field to use. The covers should remain in place until the Pitching Machine is set-up for use. When the cover is off and the Pitching Machine is in use, the hole should be covered with one of the 2'x2' plywood board located in the equipment shed for this purpose.

- (3) Power receptacle for each field is turned on and off by the circuit breaker located in the electric panel in the concession building.
- (4) Remember to re-install cover on hand-hole behind pitching mound and turn-off power at circuit breaker following games/practices when Pitching Machines / power receptacles are used.

Each year every team in the league gets one dozen practice balls. Backup equipment is on hand in case of failure so that replacement can be furnished without delay. Ireland Youth Sports owns and maintains:

- four (4) – Jugs Pitching Machines and
- one (1) – Casey Combo Pitching Machine
- one (1) – HACK-ATTACK Girls Pitching Machine

**AERIAL VIEW IYS Fields**





## PROPER STRETCHING AND WARM-UP ROUTINES ARE VITAL IN AVOIDING INJURY

*By: Michele Smith*

Children are naturally flexible. With young muscles still growing and developing, coaches may not think stretching is very important. Take it from two-time USA Softball Olympic Gold-Medalist Michele Smith; a proper pre- and post-workout routine can help care for the muscles that allow the players to take the field.

### **Dynamic Warm-Up**

“I encourage coaches to begin any practice or game with a dynamic warm-up,” Michele said. For younger players, 10 minutes total of blood-pumping, body-moving activity can help raise the body’s core temperature and loosen up muscles for the practice or game. Older players may need 15 minutes of warm-up. These are not static stretching exercises, but active dynamic warm-ups.

“The goal is to work on all the body parts: trunk, arms, legs and neck,” Michele said. “Muscles stretch more easily if the body is warmed up properly before you stretch.”

If muscles are still tight after the dynamic warm-up, then do some specific stretching for the area. Pitchers especially, but all players need to really work on their shoulder muscles, to make sure they are loose before throwing. And coaches should be reminded to have their players do stretching and warm-up exercises any time they have been idle for a period.

Planning can help reduce the amount of stretching needed. Some coaches have players warm up their arms, do a few defensive drills, stand around waiting to hit and then start back throwing. Instead, start players hitting, then go to throwing drills, making sure they stretch out their arms before throwing. It saves time stretching and saves injuries to arms. Be sure to warm up and stretch the trunk before hitting, or players risk injuries like groin pulls.

### **Then Cool Down**

After a practice or game, don’t just send your kids home. Muscles need to be worked to get new oxygen in and remove the waste by-products of exercising. “Have players run a lap around the field, then sit in a circle and stretch muscles to get fresh blood in them, and help strengthen them,” Michele said.

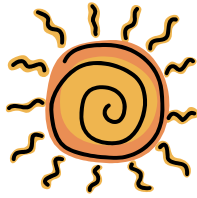
She suggests arm windmills, neck circles and hurdler’s stretches for the quads and gluts (thighs and bottom). Twisting exercises that stretch the side muscles and back also are good. As an example, sit on the ground, placing the foot of a bent leg on the opposite side of an outstretched leg’s knee, and twist your torso across the upright knee. Then switch legs and twist the other way.

“A good cool down will help cool the muscles and slow the heart rate,” Michele said. “It’s important not to over-stretch in the cool down phase,” she noted, since the muscles are being relaxed. If any sore spots are found during stretching, apply ice.

Michele said warm ups are a good time for players to visualize what they will be doing: hitting, pitching, throwing out base runners, etc. Cool downs are a time to reflect on the practice on what went well, and what may need improvement. But above all, these tips can keep players playing, and not sidelined with muscle injuries.

“If you’re injured, you can’t play the sport you love,” Michele said. “We need to warm up and cool down to prevent injuries. Young kids are so flexible; they don’t realize they can pull muscles. So for younger players, this is as much about instilling good routines for the players for later in life.

## SUMMER IS COMING, BE AWARE OF THE HEAT!!



Heat stroke and heat exhaustion are very dangerous conditions that occur when the body loses too much fluid due to perspiration. Some of the signs of heat exhaustion or heat cramps are:

- ♣ Dizziness
- ♣ Tingling
- ♣ Chills
- ♣ Cramps
- ♣ Mental Confusion

Heat stroke is a life threatening condition and needs immediate medical care. Some signs are;

- ♣ Red flush skin
- ♣ Loss of consciousness
- ♣ Inability to sweat

### TIPS FOR AVOIDING HEAT RELATED INJURIES:

- Be sure to have plenty of water available at all practices and games.
- Give players plenty of breaks for rest and drinks.
- Closely watch all players, especially catchers and pitchers.
- If you think they may be getting over heated, THEY ARE!!

***Remember, Safety is everyone's job!***  
***Report all hazardous conditions to the safety officer immediately!***  
***Never play in unsafe weather or without proper equipment!***

Prepared by: Safety Officer...TLR

Posted: at Fields and Concession Stands, on website and given to every coach.

Updated: 3/7/2015



# LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

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

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. 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	PART 1
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 (5-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (5-8)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (7-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	(Submit a copy of your approval from Little League Incorporated)
<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"/> JUNIOR (13-14)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> SENIOR (14-16)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> BIG LEAGUE (16-18)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	

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



**For Residents of California:**

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

**For Residents of New York:**

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

**For Residents of Pennsylvania:**

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

**For Residents of All Other States:**

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

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

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

Were you a witness to the accident? ☐ Yes ☐ No  
Provide names and addresses of any known witnesses to the reported accident.

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

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

Does your league use breakaway bases on: ☐ ALL ☐ SOME ☐ NONE of your fields?  
Does your league use batting helmets with attached face guards? ☐ YES ☐ NO  
If YES, are they ☐ Mandatory or ☐ Optional At what levels are they used?

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

Date \_\_\_\_\_ League Official Signature \_\_\_\_\_



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 ☐ TADB.) ☐ Challenger ☐ T-Ball (5-8) ☐ Minor (7-12) ☐ Major (9-12) ☐ Junior (13-14)  
☐ Senior (14-16) ☐ Big League (16-18)C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event  
☐ Travel to ☐ Travel from ☐ Other (Describe): \_\_\_\_\_**Position/Role of person(s) involved in incident:**D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second  
☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout  
☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: \_\_\_\_\_Type of injury: \_\_\_\_\_  
\_\_\_\_\_Was first aid required? ☐ Yes ☐ No If yes, what: \_\_\_\_\_Was professional medical treatment required? ☐ Yes ☐ No If yes, what: \_\_\_\_\_

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

**Type of incident and location:**

A.) On Primary Playing Field

☐ 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: \_\_\_\_\_



## **HAVE YOU:**

---

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