



## **SAFETY PLAN**

**2020**

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# INTRODUCTION - WHY A SAFETY PLAN & ASAP

In 1995, Little League International introduced ASAP (A Safety Awareness Program), with the goal of re-emphasizing the position of 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". Since ASAP began in 1995, injuries in Little League have decreased by over 77% annually. In order to be an ASAP-compliant league, a Little League approved Safety Plan must be filed with Williamsport. Washoe Little League is fully committed to being an ASAP Compliant League through the development and implementation of this Plan.

## Washoe Little League (WLL) Safety Plan

The goal of the Safety Plan is to develop guidelines for increasing the safety in the three key areas of Activities, Equipment, and Facilities. This is accomplished by applying the three principles of Education, Compliance, and Reporting, to each of the three key areas as detailed throughout this plan. To further support the achievement of this goal, Washoe Little League also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of this plan.

The Washoe Little League Safety Plan, by reference, includes the 1- League Safety Code, 2- League Code of Conduct, and 3- League Safety Manual. The combination of these 3 documents contained herein outlines specific safety issues, along with Washoe Little League's policies and procedures for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

## 1- LEAGUE SAFETY CODE

The Washoe Little League Board of Directors has adopted the Safety Code, and it is enforced by the League President, the Safety Officer (SO), the League's Vice President, the Player Agents and the Chief Umpire. All league Officers, participants, and volunteers are required to abide by this code. It is the responsibility of the SO to make any revisions to the Safety Code from year to year as deemed necessary and submit these for Board approval.

### **Washoe Little League Safety Code**

- Responsibility for Safety procedures rest with all adult members of Washoe Little League.
- Managers, coaches and umpires should have basic training in first aid. First-aid kits are issued to each team manager.
- No games or practices should be held when weather or field conditions are deemed unsafe for play due to excessive moisture, wind, smoke, or any amount of lightning.
- Prior to the start of any game it will be the responsibility of the umpires, managers and coaches and field prep volunteers to inspect the field of play for safety related issues (see Playing Field Inspection section).
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined as "in play".
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play shall be that of a player assigned for this purpose by the team's manager prior to each game, or by the team's manager and coaches themselves.

- Prior to any game or practice, procedures shall be established by the team's managers for retrieving foul balls batted out of the playing area.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- Equipment should be inspected regularly by the team's manager and coaches to ensure the equipment is in good/safe condition and is of proper fit for the players. Faulty, bad, or worn out equipment is unsafe, and must be removed from use immediately. All removed equipment must be returned to the Equipment Officer for disposal (see Equipment Inspection & Replacement Policy section).
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, and shin guards during batting sessions. NO EXCEPTIONS.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies at all times during Games, practices, and between inning warm-ups. See section in Safety Plan on "Warming up Pitchers during Games" for additional information.
- Except when runner is returning to a base, headfirst slides are not permitted.
- All male players at AA level or higher must wear protective cups with athletic supporters for all games and practices. Managers and Coaches are to ensure that players comply with this rule at all practices and games.
- During all practices and games, only Breakaway bases shall be used and the use of strapped down or anchored bases is not permitted. During sliding practices, consider using "throw down" bases in the outfield.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear corrective eyeglasses are strongly encouraged to provide their player with sports specific "safety glasses".
- Players must not wear jewelry during games or practices. Jewelry includes, but is not limited to, rings, watches, earrings, bracelets, watches, nor any hard cosmetic/decorative items. EXCEPTION: Jewelry that alerts medical personnel to a specific condition is permissible.
- All infielders are encouraged to use helmets with face guards or a wearable mouth guard.
- No Manager, Coach, or other adult may warm up pitchers before or during a game.
- On-deck batters are not permitted.
- When using batting cages, only the player in the cage is allowed to hold and swing a bat. Players outside cages waiting to bat may not have bats in their hands. Managers and coaches are expected to enforce this rule. Failure to comply with this rule may result in loss of batting cage privileges for a team for the remainder of the season.
- All pre-game warm-ups must be performed within the confines of the playing field and not within areas that are frequented by spectators (i.e., playing catch, pepper, swinging bats, etc.).
- Managers and Coaches will not leave the field while players, without adult guardians, are present.

## **RULES VARIANCES FOR INTERMEDIATE LEVEL AND ABOVE:**

For Intermediate 50/70 and higher levels of baseball the following variations to the above stated rules are in place:

- Catchers are allowed to wear short model chest protectors
- Headfirst slides are permitted
- On-deck batters are permitted

Note: All variances must be consistent with those in the Little League Official Regulations and Playing Rules (aka "The Green Book") and will apply to Intermediate and above levels ONLY.

## 2 – LEAGUE CODE OF CONDUCT

The Washoe Little League Board of Directors has adopted the Code of Conduct; all board members are responsible for the enforcement of this Code. All league officers, players, employees and volunteers are required to abide by this code. It is the job of the Safety Officer to author and/or make any revisions to this Code of Conduct from year to year, as necessary, and submit these for Board approval.

### **Washoe Little League Code of Conduct**

- Speed Limit 5 mph in roadways and parking lots while attending any Washoe Little League function. Watch for small children around parked cars.
- No alcohol allowed in any parking lot, field, or common areas within any Washoe Little League complex.
- No playing in parking lots at any time.
- No playing on and around lawn equipment.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- No profanity.
- No swinging bats at any time within the walkways and common areas of a Washoe Little League complex, or any facility used by Washoe Little League.
- No throwing balls against dugouts or against backstop. Catchers (in full protective gear) must be used for all batting practice sessions.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, all gates should be closed and secured.
- No throwing baseballs at any time within the walkways and common areas of a Washoe Little League complex.
- No throwing rocks.
- No horseplay in walkways at any time.
- No climbing fences.
- Only a player on the field and at bat, or supervised by a Manager or Coach in a batting cage, or participating in hitting drills and instruction with a Manager or Coach may swing a bat. Be alert of area around you when swinging bat while in the on deck position.
- Observe all posted signs. Players and spectators are to be alert at all times for foul balls and errant throws.
- During games, players must remain in the dugout in an orderly fashion at all times.
- After each game, each team must clean up trash in dugouts and around stands.

***Failure to comply with this Code of Conduct may result in expulsion from the complex.***

# 3 – LEAGUE SAFETY MANUAL

## WASHOE LITTLE LEAGUE SAFETY OFFICER

The Washoe Little League Board of Directors includes a position of Safety Officer (SO). The SO for the current year is:

- o Dan Gallagher

The Safety Officer's responsibilities include the following:

- o League's primary point of contact for all safety issues
- o Creation, modification, and enactment of an annual Safety Plan  
League compliance with the Washoe Safety Plan
- o Completes the Annual League Facility Survey
- o Conducts background checks using Little League-approved Services, and/or with the appropriate government entities.

The annual Safety Plan (the "Plan") is presented to the Board for approval and ratification for the current season. Once ratified, the Plan will be published and distributed to Board Members, Managers, Coaches, and Umpires. It will also be posted on the WLL website for all participants of WLL to view and reference.

The ultimate responsibility for ensuring compliance to the Safety Plan lies with the SO. However, due to the size of Washoe Little League, to help ensure compliance and enforcement of the plan, the following Board Members as well as the SO, are also tasked with ensuring overall Safety Plan compliance, with respect to the level-of-play specified below:

- Body Monroe, President - all levels
- Jeremy Kreuzer, Vice President League Operations - all levels
- Brandon Etchemendy, Vice President Baseball Operations – all levels
- Amy McAbery, Player Agent - player safety
- Wyatt Morency, Equipment Manager - equipment safety
- Shane Nelson Field Manager - field safety
- Melisa Chavez, Concessions Manager - concessions & food safety

## EMERGENCY & KEY CONTACT INFORMATION

### Emergency Phone Numbers

Police Department	Phone Number
Reno Police, Fire & Rescue Emergency #	<b>911</b>
Reno Police Non-Emergency #:	(775) 334-2677
Washoe County Sheriff Emergency #:	<b>911</b>
Washoe County Sheriff Non-Emergency #:	(775) 328-3001
Child Protective Services #:	1-800-992-5757 or (775) 785-8600

## Safety Officer Contact Information

Dan Gallagher - WLL SO	
Cell	(775) 232-3415
Email	<a href="mailto:gallagheroikos@gmail.com">gallagheroikos@gmail.com</a>

## Additional Key WLL Board Member Contact Information

Name	Position	Phone #	email
Bodie Monroe	President	(775) 813-7107	<a href="mailto:info@washoelittleleague.org">info@washoelittleleague.org</a>
Jeremy Kreuzer	Vice President – League Operations	(520) 668-9828	kruz3521@yahoo.com
Brandon Etchemendy	Vice President – Baseball Operations	(775) 742-9755	b_etch12@yahoo.com
Amy McAbery	Player Agent	(775) 843-3176	pedsnrsamy@charter.net
Wyatt Morency	Equipment Manager	(775) 762-9550	wyatt@amerigenpower.com
Shane Nelson	Fields Manager	(775) 690-5531	snelson@peterbiltpe.com
Melisa Chavez	Concessions Co-Manager	(775) 771-5327	melichavez@aol.com

## BACKGROUND CHECKS

All Board Members, Managers, Coaches, Umpires and other individuals expected to work with youth (hereby referred to as League Volunteers) are required to comply with a JDP background check policy via email. In addition, unless otherwise specified, League Volunteers must submit a government issued photo identification card (i.e. Driver's License, etc.) to aid in ID verification. These items must be re-submitted each current year. Prior year records cannot be used in subsequent years. Any person who refuses to submit a COMPLETE volunteer application including Social Security #, photo ID and signature is not allowed to join, participate, or associate with WLL players or youth in any way.

## MANDATORY REPORTING OF CHILD ABUSE

The "Protecting Young Victims from Sexual Abuse and Safe Sport Act of 2017" mandates that all amateur sports organizations, which participate in an interstate or international amateur athletic competition and whose membership includes any adult who is in regular contact with an amateur athlete who is a minor must report suspected child abuse, including sexual abuse, **within 24 hours** to law enforcement. An individual who is required, but fails, to report suspected child sexual abuse is subject to criminal penalties. If an individual suspects a case of abuse within their league, they should report it to the appropriate child services organization and/or local law enforcement as well as, their league president and District Administrator.

### How to Make a Report

First, file a report to any one of the agencies listed below:

- Child Protective Services: 1-800-992-5757 or 775-785-8600
- Police @ 911

Second, notify Little League District Administrator, Washoe Little League President, and Safety Officer that a report has been filed.

- John Taylor, District Administrator: 775-741-5473; [john@3creno.com](mailto:john@3creno.com)
- Bodie Monroe, WLL President: 775-813-7107; [info@washoelittleleague.org](mailto:info@washoelittleleague.org)
- Dan Gallagher, Safety Officer: 775-232-3415; [gallagheroikos@gmail.com](mailto:gallagheroikos@gmail.com)

## What to Expect When Making a Report

When making a report, you will be asked for specific information about the child. Collect as much of this information as possible before calling:

- Name, child, address, age and sex of the child
- Name and address of parents or other person responsible for care
- Nature and extent of the abuse or neglect of the child
- Evidence of any previously known or suspected abuse
- The name, address and relationship, if known, of the person suspected of the abuse
- By law, all reports are kept anonymous (your name will not be released).

## TRAINING – FUNDAMENTALS & SAFETY

Washoe Little League provides a variety of training opportunities for managers, coaches, umpires, and others. All managers are required to attend annual Safety Training, covering major safety topics and first aid basics, as well as Fundamental Skills Training. Safety is emphasized at all skills training sessions.

Each team is required to send one participant to Safety Training and First Aid Basics annually, and all Managers and Coaches are required to attend training at least once every three years. For the 2020 Season, Safety Training and First Aid Basics will be covered as part of the required Managers Meeting. First aid kits will be distributed to all teams during this session and Attendance will be taken to ensure each team is properly represented.

New training opportunities for skills and Safety/First Aid are added regularly throughout season. Please visit the WLL website calendar for the latest updates on these and additional Training opportunities.

## PLAYING FIELD INSPECTION

Washoe Little League places a high priority on well maintained, safe playing facilities. The WLL board includes the position of Field Manager. Prior to the start of each season, it is the responsibility of the Field Manager to determine what repair and improvement work needs to be done to each playing facility.

Before play begins at any facility for the season, Washoe Little League holds a volunteer “Field Day” for performing most of the needed facility repair and improvement work. These volunteers are made up of WLL Parents, Managers, Coaches, Board Members and Players. In addition to volunteer Field Day work, professional field maintenance companies are be used when required as determined by the by the Manager and the WLL Board.

Field inspection and maintenance is not a once per year effort. Prior to each game and practice, it is the responsibility of the Managers, Coaches, Umpires and parent field prep volunteers to walk the fields looking for potential hazards and safety problems.

These problems can include (but are not limited to):

- holes or large depressions in the field;
- rocks, glass or other foreign objects on the field;
- and infields or outfields to wet to safely play on.

Anything presenting a safety problem must be fixed immediately before play begins. Potential problems presenting a long-term fix can be reported to the WLL Safety Officer and/or Field Manager in one or preferably both of the following two ways;

1. Via email or phone call to the Fields Ops Coordinator and/or the Safety Officer
2. Via the “Facility Repair & Safety Issue Reporting Form” as found in the Appendix or the [Washoe Little League website](#). These forms should be turned into the Safety Officer or Field Operations when completed. This officially documents the issue to help ensure it is addressed and fixed.

Any field with a significant safety issue that puts participants at risk, and which cannot be immediately fixed or resolved during the game or practice inspections, must not be used. The game or practice must be rescheduled.

## ANNUAL FACILITY SURVEY

It is the responsibility of the WLL Safety Officer to complete the Annual Little League Facility Survey for all fields to be used for both games and practices by WLL in the current season. A copy of this survey is filed on-line through the cooperative site between Musco Lighting and Little League International.

## CONCESSION STANDS

Washoe Little League plans to operate concession stands at the fields scheduled for play in the current season. The League Concessions Manager shall be responsible for the safety and security of the concession's operations. At a minimum, the Concessions Manager shall:

- 1) Obtain background checks for all employees or volunteers.
- 2) Complete a Washoe County Health District Operational Plan for operation of BBQ and concessions.
- 3) Ensure concession stand employees or volunteers are trained to a minimum of health and safety standard for food handling and cash drawer policies.
- 4) Obtain all required Washoe County Health District food service permits and follow all WCHD food service safety requirements.

## EQUIPMENT INSPECTION & REPLACEMENT POLICY

The WLL Board includes the positions of Equipment Manager. This position in addition to the Safety Officer is responsible for the annual inventory and inspection of all issued WLL equipment prior to the start of each season. Any missing safety equipment or devices, or any equipment determined to be damaged or worn out and thus unfit for safe use, is to be replaced by the Equipment Manager. Damaged and/or worn out equipment that represents a potential safety risk should be rendered "unusable" to prevent accidental use and must not be issued to any team or individual.

Any equipment when first issued to the team must be further inspected by the team manager and/or coaches prior to use. Any item felt to be unfit for use or potentially unsafe should be immediately returned to the Equipment Manager for replacement.

It is also the team Manager and Coaches responsibility to monitor their team's equipment throughout the season, before each game or practice, whether issued by WLL or supplied by the player, to ensure it is fit for use and meets Little league requirements. Any equipment determined to be unsafe or not in compliance with Little League rules and guidelines, must be removed from service. If WLL issued equipment, it must be returned to the Equipment Manager for replacement.

In addition, prior to each game, WLL umpires shall inspect both teams' equipment to ensure it meets Little League regulations and is safe for use. This includes WLL or player-supplied equipment. This inspection is to include bats, batting helmets, and all catcher's safety gear. Catcher's mask must include a free hanging throat guard. Any equipment not meeting Little League standards or that in the opinion of the umpire is otherwise unfit or unsafe to use, shall not be used by any player in the game.

**Note:** In an effort to reduce the risk of some of the more common player injuries, anchored or permanently fixed base use is no longer allowed (as of 2008). This is a Little League rule, not an WLL local rule. For all games and all practices, only break-away or throw-down bases must be used. All WLL facilities have been updated to use break away bases. For big diamond (Intermediate, Juniors, Seniors or Big League) home and away games OR if a manager or coach independently schedules a team practice or game at a non-WLL facility, they must ensure that only break-away or "throw-down" bases are used prior to the start of the practice or game.

## FIRST-AID KITS

Issued with all team equipment is a fully stocked and/or brand new First-Aid kit. This First-Aid kit is required to be brought to all team practices and games.

In addition to the team-issued First-Aid kits, WLL maintains the following at the concessions stand:

1. Extra First Aid Kits;
2. Save-a-Tooth dental preservation kits (for knocked out teeth);
3. Boxes of ice packs.

These items are monitored regularly throughout the season by the Safety Officer to ensure adequate supply. Team managers and coaches are free to re-supply their team issued First-aid kits from these Shed supplies at any time. Please inform the Safety Officer or Procurement Officer right away if it is noticed that any of these Shed First Aid Supplies are running low or are missing.

## AUTOMATED EXTERNAL DEFIBRILLATORS

WLL has purchased an Automated External Defibrillator (AED) unit, to be used in case of cardiac arrest by an WLL Participant or Spectator, stabilizing the victim while emergency services (Police/Fire/Ambulance) are still in-transit. These easy-to-use units come with straight-forward voice prompts to direct the application of the pads and will automatically provide electric stimulus to restore & stabilize the heartbeat of an individual experiencing cardiac arrest.

## INJURY REPORTING PROCEDURES

All managers, coaches, parents, umpires, and volunteers must use the following reporting procedures in response to injuries.

### WHAT TO REPORT

An incident or injury that causes any player, manager, coach, umpire, volunteer or spectator to receive medical treatment and/or first aid, must be reported to the Safety Officer (SO) within 24 hrs. The terms "medical treatment and/or first aid" should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. *Any incident that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require medical assistance must be reported promptly. If in doubt whether or not an injury should be reported – Report It.*

### WHEN TO REPORT

All such incidents described above must be reported to the Safety Officer *within 24 hours* of the incident (see prior Emergency & Key Contact Information Section). If for any reason the SO cannot be reached within this time period, the injury must be reported to one of the listed Board Members, starting with the WLL President (see prior Emergency & Key Contact Information Section).

### HOW TO MAKE THE REPORT

To report an injury or an incident, complete and email the Incident/Injury Tracking Report (found here: <https://www.littleleague.org/downloads/incident-injury-tracking-form/>) to the Safety Officer. If no reply email or phone call from the SO is received within 24 hours, it must be assumed that the injury report was not received and thus not officially reported. Follow up with a phone call to the SO or other listed Key Board members. At a minimum, the following information must be provided:

- The name and phone number of the individual involved (or of their parents)
- The date, time, and location of the incident
- As detailed a description of the incident as possible
- The preliminary estimation of the extent of any injuries
- The name and phone number of the individual reporting the incident.

## SAFETY OFFICER RESPONSIBILITIES

The SO will receive this injury report and will enter it into the league's safety injury file. Within 48 hours of receiving the incident report, the SO 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 Little League insurance coverage and the provisions for submitting any claims for reimbursement. If the extent of the injuries is more than minor in nature, the SO shall periodically call the injured party to:
  - a. Check on the status of any injuries, and
  - b. 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).

Please see Appendix for copies of:

- General Liability Claim Form
- Accident Notification Form (AIG)
- AIG Insurance Claim Form Instructions
- What Parent Should Know About Little League Insurance

## GENERAL HEALTH

### PHYSICAL EXAMS

With regard to the general health of its participants, Washoe Little League includes the following wording in its Registration Information:

***"While physical exams are not required by league policy, Little League strongly recommends that participants be in good general health. If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your leagues' Player Agent. Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem."***

### MEDICAL APPROVAL AND RELEASE

Two Forms, the "WLL Liability Release & Medical Aid Consent Form" and the "Concussion Information & Consent Form" (Appendix L), must be executed by a parent or legal guardian of each player on a team. See page 14 for more information on this form, concussions, and State law play requirements.

The Liability Release & Medical Aid Consent Form is completed by Parents or Legal Guardians of all team players during the League Registration process; electronic copies of these executed documents are retained within the league registration system. It is the Safety Officers responsibility to ensure the league registration system does not allow player registrations to be completed without execution of these forms.

For players with special medical conditions or serious allergies, WLL strongly recommends the use of the "Little League Baseball & Softball Medical Release Form" found in the Appendix A. This form has provisions for detailing such conditions and allergies, and how to treat them. It is the responsibility of team Managers to use this form for all such applicable players. A completed copy must be sent to the League Safety Officer, and the original completed copy should be brought to every team game and practice by the manager.

***These Forms are very important. Without them, professional emergency first aid may not be able to be administered to an injured player.***

WLL strongly recommends laminating completed forms or placing them in a heavy-duty zip lock bag and keeping them with the WLL issued team equipment and/or First Aid Kit. This will ensure that these forms are present at all team games and practices, even if the team Manager is not.

## COMMUNICABLE DISEASE PROCEDURES

While the risk of one participant infecting another with a blood or bodily fluid born communicable disease (i.e. HIV) during league activities is extremely small, there is a remote risk this could happen. Therefore, procedures for reducing the potential for transmission of infectious agents should include, but not be limited to, the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Routine use of Latex or similar gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution of household bleach or other disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Managers, coaches, umpires, and volunteers with bleeding or oozing skin should refrain from all direct team athletic activities until condition is resolved.
- Contaminated towels should be disposed of or disinfected properly.
- Follow acceptable guidelines in the immediate control of bleeding and when handling blood contaminated dressings or other articles containing body fluids.

## LIGHTNING EVACUATION PROCEDURES

During practices, games, or other WLL official activities, the team manager is ultimately responsible for player safety whether or not the manager is present at the activity. Therefore, team managers must ensure all assistant coaches are adequately trained and fully understand all WLL safety procedures, including the Lightning Evacuation Procedure.

Failure to adhere to the lightning criteria, or fully executing the lightning evacuation plan, will result in the dismissal of the manager for the remainder of the season.

### Lightning Evacuation Criteria:

If any of the criteria is present, lightning evacuation procedures must be executed immediately.

1. If the sound of thunder is audible at all, or
2. Lightning is visible and moving in the direction of the field.
3. If a lightning strike is detected within a 10-mile radius.

### Lightning Evacuation Action Plan

In the event either criteria are present, the following steps must be executed:

1. Stop play immediately.
2. All players and adults on the field must enter their dugout, umpires should go to the fieldhouse
3. Stay protected until instructed by a League Officer.
4. Play may not resume until a minimum of 15 minutes passed since the last audible sound of thunder occurred.
5. If a second strike occurs within 15 minutes, games will be called.

## SOME IMPORTANT DO'S AND DON'TS

### DO

- Reassure and aid children who are injured, frightened, or lost
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices
- Assist those who require 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 describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
  - **FEEL** gently and carefully the injured area for signs of swelling or grating of broken bone.
- Have your players' Medical Clearance Forms with you at all games and practices.

### DON'T

- Administer any medications not detailed/authorized on the Little League Medical Release Form
- Move an injured person who you suspect has a severe back, neck or head injury. You must keep the injured person still and wait for Professional Emergency Medical personnel to arrive and administer aid.
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.)
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game
- Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

## STORAGE SHED PROCEDURES

The following applies to all the storage sheds used by the League and applies to anyone who has been issued a key or combination by The League to use those sheds. All individuals with access to the League equipment sheds (i.e., Managers, Umpires, etc.) must be aware of their responsibilities for the *orderly and safe storage of rakes, shovels, bases, First Aid Supplies, etc.*

Before using any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please obtain and review the written operating procedures for that equipment. Think Safety First when operating any equipment. If unsure how to operate a piece of equipment, *play it safe*. Contact Field Operations for training before operating. Never allow any person to ride on equipment (i.e. infield drags) towed by tractors or mowers.

All chemicals or organic materials stored in the League sheds must be properly marked and labeled as to its contents. All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers. Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental environmental contamination or poisoning. Remember to help keep a safe playing environment for all the young athletes and other children using the ballparks.

## BOARD MEETINGS

The WLL Board meets a minimum of once every other month. The date and times of Board meetings are published in the league's on the WLL Website. All parents, league officials, managers & coaches and other volunteers are welcome and encouraged to attend.

The Safety Officer (SO) is included on every meeting's agenda. This is to provide an opportunity for the SO to status other Board members on specific safety issues and initiatives (whether they be at the Local, District, or Headquarters level), and to ensure the continued awareness and attention to the subject of safety within Washoe Little League at the highest level.

## SAFETY COMMITTEE

Each year, Washoe Little League establishes a formal Safety Committee. This committee has the primary responsibility to consider, discuss, and recommend courses of action regarding any safety issues that may present themselves to the League.

The Safety Committee for 2020 consists of:

Dan Gallagher	Safety Officer
Bodie Monroe	President
Jeremy Kreuzer	Vice President - League Operations
Brandon Etchemendy	Vice President – Baseball Operations
Amy McAbery	Player Agent
Wyatt Morency	Equipment Manager
Shane Nelson	Fields Manager
Melisa Chavez	Concessions Manager

## RULES COMMITTEE

Each year WLL shall form a Rules Committee. This committee will consist of the League President, and one of more of the following: Chief Umpire, Safety Officer, Vice President, Player Agent, and/or additional Board Member volunteers. This committee is responsible for drafting any proposed new or modified Local Rules for Washoe Little League. Areas such as competitive balance, player participation, speed of play, and safety are discussed and reviewed. Any changes or additions are presented to the Board for discussion and ratification. Every year, this committee evaluates existing Local Rules and considers any necessary changes and/or additions to these rules, consistent with Little League requirements, recommendations and/or precedents.

## SOME IMPORTANT REMINDERS FOR MANAGERS & COACHES

- ***Washoe Little League goes to great lengths to provide as much training and instruction as possible. Attend as many of the clinics and training opportunities as possible.***
- ***Check your email regularly for league updates, memorandum, and special notices.***
- ***Check the Washoe Little League website frequently. It is a valuable resource for information. A complete league calendar detailing all events can be found there.***
- ***Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum.***
- ***Report all hazardous conditions to the Safety Officer, Field Operations or other board member immediately.***
- ***Do not play on a field that is unsafe, or when unsafe conditions prevail (lightning, inadequate lighting).***
- ***Do not play with unsafe equipment. Be sure your players are fully and properly equipped at all times, especially catchers and batters. And, check your team's equipment often to ensure it is safe to use (undamaged, good condition).***

## WARMING UP PITCHERS DURING GAMES

At any playing field where the bullpens are inside the field perimeter fence, or where no designated bullpens exist but the warming up of pitchers shall take place inside the field fence, the following safety practices apply.

- 1) 3 players are required; the Pitcher, a Catcher and a Spotter. The Catcher must wear catcher's helmet with face guard and throat guard and use a catcher's mitt. The Spotter must wear a batting helmet and use a fielding glove. NOTE: Adults are prohibited from warming up a Pitcher per Little League rules, but an adult/coach should be present to supervise. An adult coach may NOT act as a Spotter.
- 2) It is the job of the Spotter to protect the Pitcher and Catcher from foul balls during a game. Therefore, spotter must face the game action, and stand behind the pitcher (catcher if catcher is closest to game action), between the pitcher and game home plate.
- 3) If the field of play must be entered to reach the bullpen area, or to return to the dugout from the bullpen area, request "TIME" from the umpire, and only proceed once TIME has been called by the umpire.
- 4) For fields with no physical bullpens
  - a. An adult/coach *must* escort the 3 players to and from the area to be used as a bullpen and remain in the bullpen area to supervise the warm-up and ensure safety is maintained.
  - b. Thrown down home plate and pitcher rubber should be used from the supplied team equipment. These must be placed well into the Out-of-Play area on the team's dugout side, beyond the imaginary line formed by the dugout fence-line extended, and beyond the normal playing location of the Left or Right Outfielder.
  - c. The catcher is to be the farthest player from the game action, to help prevent overthrows from contacting spectators.
- 5) Any time a warm-up ball is accidentally thrown into the field of play, a "TIME" request should be made to the umpire and/or the umpire must call "TIME" before the errant ball is retrieved. The warm-up players or supervising adult/coach should never enter the field of play without "TIME" being called by the Umpire.

## CONCUSSION LAW INFORMATION

In 2009, the state of Nevada enacted the nation's toughest return-to-play law, for youth athletes suspected of sustaining a concussion. The law prohibits youth athletes who have incurred a concussion, or are suspected of sustaining a concussion, from returning to play without a licensed health-care provider's approval.

The law requires that:

1. An informed consent must be signed by parents and youth athletes acknowledging the risk of head injury prior to the commencement of practice or competition.
2. A youth athlete who is suspected of sustaining a concussion or head injury must be removed from play – "when in doubt, sit them out".
3. A youth athlete who has been removed from play **must receive written clearance from a licensed health care provider prior to returning to play.**
4. Private, nonprofit youth sports associations wanting to use publicly owned playfields must comply with this law.

According to the Centers for Disease Control and Prevention (CDC), an estimated 300,000 sports and recreation related head injuries of mild to moderate severity occur in the United States each year. Most can be classified as concussions. Traumatic brain injuries are one of the leading causes of permanent disability and death in youth athletics. A repeat concussion that occurs before the brain recovers from the first, usually within a short period of time (hours, days, or weeks), can result in brain swelling, permanent brain damage, and even death. This condition is called second impact syndrome.

### Concussion Information:

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Concussion Symptoms** – May include one or more of the following

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

**Signs of a Concussion** – Observed by coaches, teammates, umpires or parents

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

**What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that the adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents, and teammates is the key for the youth athlete’s safety.

**If you think your child or player has suffered a concussion:**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

The law requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

**“A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time”**

and

**“...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.**

You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game or practice than to miss a whole season. **When in doubt, the athlete sits out.**

If you have any questions on the above information or requirements, please contact the League Safety Officer for further information and explanation.

## APPENDIX

Appendix A	Little League Baseball and Softball Medical Release
Appendix B	Little League Volunteer Application & Background Check Form
Appendix C	Manager Safety Training Attendance Record Form
Appendix D	Little League Accident Notification Form
Appendix E	General Liability Claim Form
Appendix F	Claim Form Instructions
Appendix G	Injury Tracking & Reporting Form
Appendix H	What Parents Should Know About Little League Insurance
Appendix I	Facility Repair & Safety Issue Reporting Form
Appendix J	Facility Survey & Facility Photographs
Appendix K	King County Dept. of Health Concession Stand Sample Requirements
Appendix L	Concussion Information & Consent Form

# Appendix A: Little League Baseball and Softball Medical Release (Optional)

## Little League® Baseball and Softball M E D I C A L R E L E A S E

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Name Phone Relationship to Player

\_\_\_\_\_  
Name Phone Relationship to Player

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

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

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

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

Mr./Mrs./Ms. \_\_\_\_\_  
Authorized Parent/Guardian Signature Date:

**FOR LEAGUE USE ONLY:**

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

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

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



## Appendix D: Little League 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)                         |
| <input type="checkbox"/> CHALLENGER       | <input type="checkbox"/> MINOR (6-12)                 | <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"/> 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

**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
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## Appendix E: General Liability Claim Form

### General Liability Claim Form

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

Telephone immediate notice to Little League® International

(LEXINGTON USE ONLY)

CN 

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<b>Insured</b>	Name of League		League I.D. Number (Used as location code)	
	Name of League Official (please print)		Position in League	
	Address of League Official (Street, City, State, Zip)		Phone No. (Res.)	
			Phone No. (Bus.)	
Time and Place of Accident	Date of Accident	Hour	<input type="checkbox"/> AM	Accident occurred at (Street, City, State, Zip)
	Arising out of Operations conducted at			
	Was Police Report made? If yes, where? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Description of Accident      State cause and describe facts surrounding accident (Use reverse side if needed)

Who owns Premises	Person in charge of Premises																
Coverage Data	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Limits</td> <td>Elevator:</td> <td>Products:</td> <td>Cont:</td> </tr> <tr> <td>BI/PD:      Med. Pay: None</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>Policy Number</td> <td colspan="3">Policy Dates:</td> </tr> <tr> <td></td> <td>Begin:</td> <td colspan="2">End:</td> </tr> </table>	Limits	Elevator:	Products:	Cont:	BI/PD:      Med. Pay: None	Yes	Yes	Yes	Policy Number	Policy Dates:				Begin:	End:	
Limits	Elevator:	Products:	Cont:														
BI/PD:      Med. Pay: None	Yes	Yes	Yes														
Policy Number	Policy Dates:																
	Begin:	End:															
Is there any other insurance applicable to this risk? <input type="checkbox"/> Yes <input type="checkbox"/> No																	

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

Insured Person and Injuries	Name		Phone No. (Res)	
	Address (Street, City, State, Zip)		Occupation	Age
			<input type="checkbox"/> Married	<input type="checkbox"/> Single
Employers Name and Address				

Did you provide or authorize medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attending Doctor's Name and Address
Description of Injury	

Where was the injured taken after accident?	Probable length of Disability
---	-------------------------------

Witnesses:

Name, Address, Phone Number
Name, Address, Phone Number
Name, Address, Phone Number

Date of Report:	Signature of League Official:	Position in League
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### **Applicable in Arizona**

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

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

Any person who knowingly and with intent to defraud any insurance company or another person, files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact, material thereto, commits a fraudulent insurance act, which is a crime, subject to criminal prosecution and [NY: substantial] civil penalties. In DC, LA, ME, TN and VA, insurance benefits may also be denied.

### **Applicable in California**

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

### **Applicable in Colorado**

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

### **Applicable in Florida and Idaho**

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

\* In Florida - Third Degree Felony

### **Applicable in Hawaii**

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

### **Applicable in Indiana**

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

### **Applicable in Minnesota**

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

### **Applicable in Nevada**

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

### **Applicable in New Hampshire**

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

### **Applicable in Ohio**

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

### **Applicable in Oklahoma**

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

## Appendix F: Claim Form Instructions

### 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 National Union Fire Insurance Company of Pittsburgh, Pa. (NUFIC) Accident Master Policy acquired through Little League® contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

The Accident Claim Form must be fully completed, including a Social Security Number, for processing. To help explain insurance coverage to parents/guardians refer to *What Parents Should Know* on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

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

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

The NUFIC 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, a Pennsylvania Insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC Number 19445. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the Policy, the Policy shall govern.

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

## TREATMENT OF DENTAL INJURIES

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

## CHECKLIST FOR PREPARING CLAIM FORM

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

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

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

# Appendix G: Injury Tracking/ Reporting Form

**For Local League Use Only**

**Activities/Reporting**

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

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

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

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

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

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

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

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

**Incident occurred while participating in:**

A.)  Baseball  Softball  Challenger  TAD

B.)  Challenger  T-Ball  Minor  Major  Intermediate (50/70)

Junior  Senior  Big League

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

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

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

## Appendix H: What Parents Should Know about Little League Insurance

**It is suggested this memo should be reproduced on your league's letterhead over the signature of your president or safety officer and distributed to the parents of all participants at registration time.**

**WARNING:** Protective equipment cannot prevent all injuries a player might receive while participating in Baseball / Softball.

### WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by an employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area. A \$50 deductible applies for all claims, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. 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 a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial 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 International, 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 after the 52-week time limit when:
  - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
  - (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment.  
Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.  
No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.  
Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in providing a better understanding of the operation of the Little League insurance program.

## Appendix I: Facility Repair & Safety Issue Reporting Form

REPORTING SECTION	<p><b><u>Reporting Instructions:</u></b></p> <p>Complete the gray top section only. Email or send form to the WLL Safety Officer and/or Field Ops Coordinator to have problem resolved.</p>	REPORTING SECTION
REPORTING SECTION	<p><b>Reported By (Name):</b> _____ <b>Team Name &amp; Level:</b> _____ <b>Date:</b> _____</p> <p><b>Position with WLL (Check one)</b></p> <p><b>Ph No.</b> _____ <b>Manager/Coach</b> _____ <b>Umpire</b> _____ <b>Board Member</b> _____ <b>Parent</b> _____</p>	REPORTING SECTION
REPORTING SECTION	<p><b>Facility/Field Name</b></p> <p><b>Describe Issue/Problem</b></p> <p>(Clearly describe the Issue. Include a digital photo if possible. If pertinent, include where in the field this problem is located. Add brief explanation of what potential problems this issue could cause).</p>	REPORTING SECTION
SAFETY & FIELD OPS SECTION	<p><b>Issue/Problem Verified:</b>    <b>Yes</b>    <b>No (Explain)</b></p> <p><b>If Yes - Priority Needed:</b></p> <p style="text-align: center;"> <input type="checkbox"/> <b>1</b>            <input type="checkbox"/> <b>2</b>            <input type="checkbox"/> <b>3</b> </p> <p>( Priority 1 = Immediate    2 = &lt; 1 wk, 3 = &gt; 1wk</p> <p><b>Actions Taken to Fix Problem (Include date problem was fixed)</b></p>  <p><b>Reporter Notified Problem Fixed</b>    <b>Completed by (Name):</b> _____    <b>Date:</b> _____</p>	SAFETY & FIELD OPS SECTION