



2024 SAFETY MANUAL

Central Chesterfield Little League
Chesterfield County, Virginia

For All Players, Managers, and Coaches League

ID: 3460518

www.ccllbaseball.com



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LITTLE LEAGUE PLEDGE

I TRUST IN GOD
I LOVE MY COUNTRY
AND WILL RESPECT ITS LAWS
I WILL PLAY
FAIR AND
STRIVE TO
WIN BUT WIN
OR LOSE
I WILL ALWAYS
DO MY BEST

THE LITTLE LEAGUE PARENT/VOLUNTEER PLEDGE

I WILL TEACH ALL CHILDREN TO PLAY FAIR AND DO THEIR BEST
I WILL POSITIVELY SUPPORT ALL MANAGERS, COACHES
AND PLAYERS I WILL RESPECT THE DECISIONS OF THE
UMPIRES
I WILL PRAISE GOOD EFFORT DESPITE THE OUTCOME OF
THE GAME FROM THE RANKS OF YOUNGSTERS WHO
STAND NOW
ON THE MORNING SIDE OF THE HILL
WILL COME TO THE LEADERS, THE FUTURE
STRENGTH AND THE CHARACTER OF THE
NATION.

MISSION STATEMENT

Central Chesterfield Little League (CCLL) is a member of the Little League Baseball, Incorporated (LLI) organization. As such, CCLL shall strive to provide a highest quality baseball program under the Rules and Regulations of LLI.

All Directors, Officers and Members should bear in mind that, as a youth sports program, CCLL is not "in the baseball business." CCLL simply employs baseball as a means to an end. That desired end is the molding of our youth participants into future citizens who embrace the virtues of good character - sportsmanship, honesty, loyalty, courage, and respect for authority.

It is our hope that they may be well adjusted, stronger and happier children today, who will grow to be good, decent, healthy and trustworthy citizens tomorrow.

Central Chesterfield Little League Safety Plan

The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, CCLL also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan.

The Safety Plan, by reference, includes the CCLL Code of Conduct and the CCLL Safety Manual. The combination of these documents outlines specific safety issues and the CCLL policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

ASAP INTRODUCTION

ASAP What is it?

In 1995, ASAP (A Safety Awareness Program) was introduced 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". This safety manual is offered as a tool to some important information at manager and coach's fingertips.

Resources have been devoted to helping safety officers prevent injuries, rather than simply reacting to them. The safety manual will be reviewed by the Virginia District 5 Safety Officer to ensure it meets the "Qualified Safety Program Registration." This safety manual will be printed and distribute as necessary, to managers, concession workers, field and grounds crews, and whoever requires one.

Copies of the CCLL Safety Manual will be located at the concession stand. Copies will be given to the CCLL League President and the Virginia District 5 Safety Officer.

WELCOME

Welcome to the 2024 Central Chesterfield Little League baseball season! Thank you for volunteering to train and mentor a team of young men and women through another FUN season of competition. While the fun of playing baseball often comes naturally, it is only with the diligence of EVERYONE that we maintain a safe environment for players, volunteers, and spectators alike. As a leader within the organization, much of the effort to keep everyone safe falls to you.

Managers and Coaches serve as the "face" of the league to most folks who will never know who the league Safety Officer is or who the on-duty Board Member is. Players, parents and spectators will look to you for guidance on what is allowed and not allowed, and what constitutes safe or unsafe behavior.

I would like to challenge you to become much more active as "Safety Ambassadors" so that we can increase our emphasis and vigilance this year always looking to STOP any unsafe act or activity it is vital that each and every one of you, our volunteer staff, managers and coaches, team moms, and even our parents, consider yourself to be a "safety officer" during league events. Statistics show that in any youth sports program, you can expect one significant injury for every 50 participants. Significant injuries include anything from a bloody nose to a broken bone, and while many of these injuries are beyond our control and may be simply a part of the game, many can be avoided with just a little effort, attention to detail, and willingness on everyone's part to call attention to unsafe acts or conditions.

Over the years our combined actions have allowed us to stay WELL below national averages, and that's a tribute to YOU. Please continue to point out a child climbing a backstop fence, sitting on the back of a bench or bleacher, or throwing a baseball in a pedestrian or seating area. Take the time to correct this unsafe act. In the time it takes to complete an accident form or take care of an injury after the fact, that same incident could have been stopped in a fraction of the time - and more importantly, without injury to the child.

The league has grown over the past several years, and the success of CCLL is, in many ways, directly attributable to you, the Manager or Coach. This success has grown our league to over 500 players, and that increased activity brings even greater challenges to maintain a safe environment. It is for our children - your children - that we ask you to be vigilant and become a vital part of our league safety program.

IMPORTANT PHONE NUMBERS

Emergency Contact Information

CHESTERFIELD COUNTY POLICE - EMERGENCY.	911
Chesterfield County Police — Non-Emergency.	804-748-1251
CHESTERFIELD COUNTY FIRE AND EMS — EMERGENCY.	911
Chesterfield County Fire and EMS — Non-Emergency.	804-748-1360
Poison Control Center - MCV Hospitals / VCU Health System	804-828-9123
CCLL President- Jason Moore	804-241-5515
CCLL Safety Officer-Ryan Stech	804-914-7926

General Contact Information

VA Little League District 5 Safety Officer	804-357-1206
Little League Williamsport Headquarters Insurance Claim Office	570-327-1674
HCA Medical Center — Johnston Willis Campus.....	804-330-2000
HCA Medical Center — Chippenham Campus	804-320-3911
John Randolph Medical Center.	804-541-1600
Southside Regional Medical Center	804-862-5000
Chesterfield County Parks and Recreation.	804-748-1623
Chesterfield County Parks and Recreation (Night and Weekend Rover)	804-748-1624
Dominion Virginia Power.	888-667-3000
Chesterfield County Public Utilities (M-F 7:30AM — 4:00PM)	804-748-1310
Chesterfield County Public Utilities (Weekends & After-hours)	804-744-1360

Mailing Address:

Central Chesterfield Little League
P.O. Box 2382
Chester, Virginia 23832

Website:

<http://www.ccllbaseball.com/>

CCLL BOARD OF DIRECTORS (BOD)

<u>Position</u>	<u>Name</u>	<u>Phone</u>	<u>E-Mail Address</u>
President	Jason Moore	804-241-5515	president@ccllbaseball.com
Vice President - Baseball	Bob Zane	804-761-1765	vpbaseball@ccllbaseball.com
Vice President -Operations	Matt Thore	804-591-9302	vpoperations@ccllbaseball.com
Treasurer	Cheryl Norton	804-513-6271	treasurer@ccllbaseball.com
Coaching Coordinator	Bob Zane	804-761-1765	coaching@ccllbaseball.com
Uniform Manager	Tracie Henry-Neil	912-856-3701	uniforms@ccllbaseball.com
Umpire In Chief	Matt Thore	804-591-9302	umpires@ccllbaseball.com
Safety Officer	Ryan Stech	804-914-7926	safety@ccllbaseball.com
Sponsorship Fundraising Manager	Joe Mayes	804-931-7225	sponsorships@ccllbaseball.com
Marketing, Public Relations Manager	Mistina Hildreth	619-288-0120	marketing@ccllbaseball.com
Concession Manager	Lovena Thore	804-386-2683	concessions@ccllbaseball.com
Player Agent	Paul Scofield	804-295-9908	uniforms@ccllbaseball.com
Grounds & Maintenance	Tyrone Hildreth	804-858-3161	fields@ccllbaseball.com
Equipment Manager	Justin Harmon	804-386-973	equipment@ccllbaseball.cpm
Scheduling Manager	Joshua Aiken	804-363-9407	scheduling@ccllbaseball.com
Secretary	Tracie Henry-Neil	912-856-3701	secratary@ccllbaseball.com
Event Manager	Vacant		

EMERGENCY CONTACT PROCEDURES

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

1. First dial -911.

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: Any emergency occurring at a CCLL field should be readily identifiable to the 911 dispatcher by providing a park or school name, and a field number.
- The telephone number from which the call is being made.
- The caller's name.
- What happened - i.e., baseball related accident, bicycle accident, fire, fall, choking, etc.
- How many people are involved?
- The condition of the injured person — i.e., unconscious, chest pains, severe bleeding, etc.
- What help has been / is being given — i.e., first aid, CPR, etc.

2. Do not hang up until the dispatcher hangs up: The dispatcher may be able to provide important instructions to care for the injured person.

3. Continue to care for the victim until professional help arrives.

4. Appoint someone to go to the street and watch for the ambulance, fire truck or police vehicle: Flag them down and lead them directly to the injured person. This saves valuable time. Remember — every second counts!

Inclement Weather Guidelines

CCLL uses weather apps on smart phone(s) which has been set up for lightning detection warnings and use the flash to bang method. If at any point, lightning is detected by the lightning meter at 20 miles, the board member on duty notifies managers, coaches, and umpires that it has been identified and the board member on duty will monitor for further development. If the lightning is detected at 10 miles all teams and spectators are asked to move to their vehicles. For every lightning strike detected at 10 miles, games (or practices) are delayed for 15 minutes. The board member on duty, in conjunction with the managers and Umpires working the game will make a decision when further play is not warranted. At no time, will teams or spectators remain in the dugout or other area within the park once the decision to suspend games has been made.

Websites to check for assistance:

NOAA National Weather Service
NOAA Lightning Safety
NOAA Severe Weather Photos
NOAA Storm Watch

SAFETY CODE

- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, coaches, and umpires should have training in first-aid. First-aid kits must be kept by each team manager. Managers and coaches will undergo mandatory safety training at initial manager meeting
- No games or practices will be held when weather or field conditions are bad, particularly with lightning.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- 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 should be that of a player assigned for this purpose or the team's manager and coaches.
- 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.
- All pre-game warm-ups, throwing, should be performed within the designated warm up areas. Fielding warm ups shall be performed within the boundaries of the field.
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit. This should be done by managers, coaches, and umpires prior to every game. Any equipment not meeting these guidelines will be removed from the field. If property of CCLL it will be destroyed to prevent further use.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, (minors only), shin guards and protective cup with athletic supporter at all times (males and female) for all practices and games. NO EXCEPTIONS. Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when runner is returning to a base, head-first slides are not permitted at Majors and below.
- Bases will be of the brake away type and not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field.
- Player must not wear watches, rings, pins or metallic items during games and practices.
- The catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- On-deck batters are not permitted (except in Intermediate/Junior/Senior Divisions)
- Central Chesterfield Little League uses JDP to run all yearly background checks on all of the managers, coaches and other applicable volunteer applicants. Also, Chesterfield County requires finger printed background checks be performed every three years.

ACCIDENT REPORTING GUIDELINES

Any incident 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. This includes even passive treatments such as evaluation and diagnosis of the extent of the injury or periods of rest.

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

The CCLL Safety Officer, Ryan Stech, can be reached as follows:

Phone: (804) 914-7926

Email: Ryan.s@ccllbaseball.com

Each season, CCLL provides all players, manager and coach registration data to LLI upon completion of team rosters. All participants registered and entered into the LLI database is eligible for accident coverage. If an accident should occur, at minimum the following information should be gathered:

1. Name and phone number of the individual involved.
2. Date, time, and location of the incident.
3. A detailed description of the incident.
4. A preliminary estimate of the extent of the injury.
5. Name and phone number of the individual reporting the incident.

Safety Officer's Responsibilities

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or party's parents (if under 18) and:

1. Verify the information received.
2. Check on the status of the injured party.
3. Advise the parents or guardians of insurance procedures.
4. Discuss proper forms to be completed by the parents and where forms are located. (General Liability Claim Form and Accident Notification Form)

The Safety Officer will remain in contact with the injured party until the incident is considered closed.

Parents Responsibilities

Communicate often with the Safety Officer. This will allow the league to better assist in resolving your claim.

If additional coverage is necessary, the proper forms will be completed (General Liability Claim Form and Accident Notification Form).

After completion, provide originals to the league Safety Officer who must authorize and submit the forms to Little League Corporate offices. The Safety Officer's signature is required on the forms or the claim will be rejected.

CHESTERFIELD COUNTY PARKS AND RECREATION

CODE OF CONDUCT AND PROCEDURES

What You Need to Know!

In 2002, co-sponsored groups asked the Chesterfield Parks and Recreation Advisory Commission for assistance with problems concerning spectators at league and association events. A committee was formed to review and gather information and from this committee, the Code of Conduct and its procedures were developed and approved.

The Code of Conduct is not a mandatory policy but a tool that is available to associations and leagues, so that when implemented, Parks and Recreation may better assist organizations with these issues.

If you have any questions or need additional assistance with this policy, please call the Parks and Recreation Department at 748-1128.

Code of Conduct

Although the county supports the various sports leagues in many ways, the county cannot assist cosponsoring leagues in enforcing their own internal rules. Each league organizes itself in different ways with a wide range of regulations and enforcement mechanisms. If volunteers, participants or parents violate internal league rules then each league organization should take appropriate action within its guidelines. However, the county does enforce standards of behavior at county facilities and can prohibit individuals from using county facilities. Any individual may be banned from a county facility if:

- A person engages in any behavior at a county facility which would constitute a crime (e.g. assault or consuming alcoholic beverages)
- A person engages in any behavior, which disrupts the use of a county facility for family recreational and sports activity (e.g. sexually harassing behavior, public profanity or physically disrupting a sporting event).
- If the Director of Parks and Recreation receives a complaint of such inappropriate behavior at a county facility, he will investigate the matter and, if necessary, send a letter to the offending person indicating that they are no longer allowed in county facilities. If that person then enters a county facility, a police officer can be called who will ask the person to leave. If the person does not leave, he can be charged with trespassing.

Procedures

If a co-sponsored organization has a problem that demands immediate attention, they should call the night or weekend rover who will assist with solving the problem. If the problem cannot be solved by the Parks and Recreation staff, county police officers will be asked to resolve the conflict.

If, after the conflict has been resolved, the league or association feels that this issue needs additional attention, the organization should submit in writing to the Director of Parks and Recreation a request to have the situation reviewed.

A committee consisting of one PRAC member and two Parks and Recreation staff members will meet as soon as possible to discuss the issue and report back to the league or association.

In order to best handle these requests and to help better assist organizations with these issues, the implementation by leagues and associations of the Parks and Recreation Code of Conduct will enable committee members to better help solve problems.

CHESTERFIELD COUNTY PARKS AND RECREATION

CODE OF CONDUCT AGREEMENT

Youth sports can be used as an opportunity for young people to learn how to engage in healthy competition while maintaining respect for their opponents. All parties to athletic competitions should adhere to the highest standards of positive support for the contestants. By participating in Chesterfield County Youth Sport Programs, all parties must abide by the Code of Conduct. Violations may result in the loss of privileges at county facilities.

I Therefore Agree:

- I (and my guests) will be a positive role model for my children and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or sporting event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- I will learn the rules of the game and the policies of the league. I will respect the officials and their authority. I will refrain from questioning, discussing or confronting coaches during the game, and will take the time to speak with the officials or coaches at an agreed upon time and place.
- I will remember that children participate to have fun and that the game is for the youth, not the adults. I will not force my child to participate in sports.
- I will demand a sports environment for my child that is free from drugs and alcohol and will refrain from their use at all youth sports events.
- I realize that the purpose of my attendance is to observe a contest and support recreation activities, not a license to verbally assault others or be generally obnoxious.
- I will respect the athletic facility in which I am visiting and will not damage or deface Park or School property.
- I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win. I will inform the coach of any physical disability or ailment that may affect the safety of my child or others.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
- I have read and understand the Code of Conduct and consent to abide by all listed terms.

CCLL DISCIPLINARY POLICY

Central Chesterfield Little League (CCLL) and Little League International (LLI) expects all managers and coaches, to exhibit acceptable behavior on and off the field, while on the property of any county property or Local League parks. Aggressive behavior (fighting, pinching, hitting or other acts of aggression) or other unacceptable behavior (foul language, tobacco, alcohol or any other offensive behavior on the playing field) will not be tolerated. Participants involved in unacceptable behavior of this type will be subject to disciplinary action as dictated by LLI and Chesterfield County Policy. The CCLL Board of Directors (BOD) reserves the right to set penalty according to the seriousness of the offense up to and including suspension from participation in any CCLL related activity. The ruling the CCLL Board of Directors will be final.

It is the sincere hope of the CCLL staff and its members that no participant will display any form of unacceptable behavior, however, should the situation arise, this disciplinary policy will be enforced. ALL participants involved in unacceptable behavior will be disciplined on an individual basis as determined by the guidelines established by LLI and as applied by the CCLL Disciplinary Committee.

Little League International - Rule 4.07 -When a manager, coach or player is ejected from a game, they shall leave the field immediately and take no further part in that game. They **may not** sit in the stands and **may not** be recalled. Any manager, coach or player ejected from a game must not be present at the game site for the remainder of that game. Any manager, coach, or player ejected from a game is suspended for his or her team's **next physically played game and may not be in attendance at the game site.** This included pregame and post game activities.

*****NOTE: Ejections from any game may result in loss of eligibility of any and/or all All-Star privileges.**

I acknowledge receipt of a copy of the CCLL Disciplinary policy and have discussed its content with all coaches and players. I agree to abide by this policy and understand that unacceptable behavior will not be tolerated.

CCLL DISCIPLINARY PROCEDURE

If an infraction of the CCLL Disciplinary Policy occurs, ***the complaint shall be submitted in writing to the President or one of the Vice Presidents within 48 hours of the infraction.*** When deemed necessary, the President will assign one or more member(s) of the executive board as the investigating officer(s) to conduct an impartial investigation. Upon completing the investigation, the investigating officer will present those findings to the CCLL Disciplinary Committee. The Disciplinary Committee will present those findings and recommendations to the Board of Directors (BOD) who will determine whether disciplinary action is warranted and, when required, the disciplinary action to be taken.

The Disciplinary Committee will convene to discuss any reported league infractions, the severity, and proposed disciplinary action weekly during the season, and as required during the off-season. Discussion of a particular infraction will take place as soon after the occurrence as possible, typically within the week of receipt of the complaint. The severity of some complaints may require more immediate action.

It is the intent of the BOD to ensure that all investigations are complete prior to any disciplinary action being taken. However, for the most serious of alleged offenses, the BOD may take administrative action to restrict or suspend participation of the party/parties involved in any games and/or CCLL activities until the investigation is complete and the issue has been completely resolved. In those instances where the investigation determines that the alleged offense did not occur, this "interim" action is not considered disciplinary in nature.

Those involved in the alleged infraction will be notified by the appropriate Coaching Coordinator or Vice President of the date and time of the meeting to discuss the incident. Each party will be offered an opportunity to speak during a specified time frame assigned and managed by the President, Coaching Coordinator and/or Vice President.

The offending party/parties involved are notified of the decision of the BOD verbally and/or in writing. Neither the BOD nor the Disciplinary Committee is under any obligation to disclose the decision and/or punishment to the complaining party/parties.

If an appeal is requested by the offending party/parties, it **must be stated in writing to the BOD within 24 hours of receipt of the BOD decision.** A majority quorum of the BOD must meet within one week of receipt of the request. The requesting party/parties will be notified of the meeting and allotted time to speak. The meeting will be closed and the BOD will discuss the appeal and render a FINAL decision. The offending party/parties involved will be notified of the decision of the BOD in **writing** regarding this final decision. **The decision of the BOD is FINAL.**

Disciplinary Committee consists of:

- Vice President – Baseball (Co-Chairperson)
- Coaching Coordinator (Co-Chairperson)
- Vice President – Operations
- President
- Umpire and Chief
- Investigating Executive Board Officer (When utilized)
- Secretary
- Other regular members as required

Ejection Procedures:

Little League International - Rule 4.07 -When a manager, coach or player is ejected from a game, they shall leave the field immediately and take no further part in that game. They **may not** sit in the stands and **may not** be recalled. Any manager, coach or player ejected from a game must not be present at the game site for the remainder of that game. Any manager, coach, or player ejected from a game is suspended for his or her team's **next physically played game and may not be in attendance at the game site.** This included pregame and post game activities.

- Whenever an ejection occurs, the ejecting umpire will notify the Board member on duty of the ejection after the completion of the game. A complete written ejection report will be turned in to the Umpire-In-Chief. This report will contain:
 - 1) date, time, field # and level of the game in question
 - 2) names of both teams in the games, and those teams' acting managers
 - 3) name of the individual(s) ejected
 - 4) any pertinent information leading up to the ejection, any pertinent information about the ejection, and any pertinent information about actions after the ejection
 - 5) any relevant statement(s) of other umpire(s) on the game
 - 6) whether the ejecting umpire believes the incident warrants further disciplinary action
- Umpire-In-Chief shall furnish a copy of the ejection report to the Coaching Coordinator, and to the League President.
- If two or more of the board members receiving the ejection report determine that the ejection requires further examination, the President will schedule a meeting to include Umpire-In-Chief, and at least three members of the BOD who do not manage or coach at the level of play in question. If league President or Umpire-In-Chief deem necessary, the ejected person may be present to explain his or her actions. In the case of an ejected player, team manager and / or parents may appear as an advisor.
- An ejection is a judgment call and therefore cannot be protested. In the event the team manager of the ejected person wants to appeal the ejection, see investigation below. It is noted that such appeal must be made in writing to either the league President or Umpire-In-Chief, within 24 hours of the conclusion of the game during which the ejection in question took place.
- Board members present shall discuss the situation after all other parties have left. If present members are moved to impose further disciplinary action, such action will come to a vote with the simple majority ruling. Board members who manage or coach at the level of play in question may participate in discussion, but cannot vote.

Appeal and Investigation Procedures

6. If the team manager appeals the ejection's merit, he or she must make a statement to that effect, to include references to any relevant playing rules, and including any extenuating circumstances that support his or her belief. Such statement shall be recorded in writing as the grounds for defense against the ejection's mandatory second game suspension.

7. The Umpire-In-Chief will prepare a statement of particulars regarding the ejection as specified by the umpires of record. Such statement will contain references to any relevant playing rules, any extenuating circumstances surrounding the ejection, and whether the Umpire-In-Chief believes the ejection was warranted or not.
8. A meeting will be held of at least 7 members of the BOD, to include the President, Vice President(s), Umpire-In-Chief, Coaching Coordinator and Player Agent.
9. Any relevant discussion shall be held regarding the ejection. The understanding shall be that the burden of proof is on the ejected person's grounds for defense to demonstrate reasons why the ejection should be nullified. After discussion is concluded, a vote to uphold or nullify the ejection shall be performed.
10. The President, the Umpire-In-Chief or Vice President(s) notify the ejected person of the final ruling of the appeal.

RESPONSIBILITIES OF MANAGERS AND COACHES

- The manager is a person appointed by the president of CCLL to be responsible for the team's actions on the field, and to represent the team communications with the umpire and the opposing team.
- The manager shall always be responsible for the team's conduct, observance of the official rules and deference to the umpires.
- The manager is responsible for the safety of his players.
- The manager is ultimately responsible for the actions of designated coaches, players, spectators, and himself.
- If a manager leaves the field, that manager shall designate a coach as a substitute and such substitute manager shall have the duties, rights and responsibilities of the manager.

During the Pre-Season

Managers will:

- Obtain a First-Aid Kit and read this Safety Manual.
- Appoint a volunteer parent to be present at all games and must own or have access to a cell phone for emergencies during practices or games.
- Attend all safety training session given by CCLL with his designated coaches.
- Meet with all parents to discuss Little League philosophy and safety issues.
- Cover the basics of safe play with his team before starting the first practice.
- Teach players the fundamentals of the game while advocating safety.
- Notify parents that if a child is injured or ill, he cannot return to practice unless they have a note from their doctor. This medical release protects you if that child should become further injured or ill. There are no exceptions to this rule.
- Encourage players to bring water bottles to practices and games.
- Encourage parents to bring sunscreen for themselves and their child.

Throughout the Season

Managers will:

- Work closely with Safety Officer and Equipment Manager to ensure that equipment is in first-rate working order.
- Make sure that telephone access is available at all activities including practices. It is suggested that a cellular phone always be on hand.
- Not expect more from their players than what the players are capable of.
- Teach the fundamentals of the game to players: catching fly balls, sliding correctly, proper fielding of ground balls, simple pitching motion for balance.
- Be open to ideas, suggestions, or help.
- Enforce that prevention is the key to reducing accidents to a minimum.
- Always have first aid kit on hand.
- Use common sense.

During Pre-game and Practice

Managers will:

- Make sure that players are healthy, rested, and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they cannot play.
- Make sure players are wearing the proper uniform and protective gear.
- Make sure that the equipment is in good working order and is safe.
- Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the President or a duly delegated representative shall make the determination.
- Always have a First-Aid Kit available.
- Enforce the rule that no bats and balls are permitted on the field until all players have done their stretching.
- Then have the players do a light jog around the field before starting throwing warm-ups that should follow this order.
- Light tosses short distance, medium distance, then large distance.
- Medium tosses from medium distance
- Regular tosses medium distance.
- Field grounds balls and pop flies.
- Walk the field and ensure there are no safety hazards.

Guidelines for Use of Batting Cages

- Adult supervision is required at all times when the batting cage is in use.
- If a pitching machine is used to deliver the balls, the pitching machine must be operated by an adult.
- Only one batter and one pitcher/pitching machine operator are allowed in the cage at a time.

- The pitcher/pitching machine operator must use an “L” fence protector or screen.
- Enforce helmet use for everyone in the batting cage; hitters and pitchers.
- The only one to hold a bat will be the batter in the cage; all others will leave the bats on the ground, i.e. no swinging bats outside the batting cage.

During the Game

Managers will:

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up to bat. No equipment shall be left lying on the field, either in fair or foul territory.
- Keep players alert.
- Maintain discipline at all times. The manager is responsible for themselves, the coaches, the players, and the spectators.
- Be organized.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Encourage everyone to think Safety First.
- Observe the no on-deck rule for batters and keep players behind the screens at all times. No players should handle a bat in the dugouts at any time.
- Keep players behind and off fences.
- Get players to drink often so they do not dehydrate.
- Not play children that are injured or ill.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents and spectators.

During Post Game

Managers will:

- Not leave the field until every team member has been picked up by a known family member or designated driver.
- Notify parents if their child has been injured no matter how small or insignificant the injury is. There are no exceptions to this rule. This protects you, Little League Baseball Incorporated and Central Chesterfield Little League.
- Discuss any safe problems with the Safety Officer that occurred, before, during or after the game.
- If there was an injury, make sure an accident report was filled out and given to the Central Chesterfield Little League Safety Officer.

- Return the field to its pre-game condition, per CCLL policy.

VOLUNTEER RESPONSIBILITIES

We all agree we must keep our children safe. To do so, in youth sports, we need to be ever vigilant and ensure that only trusted individuals have contact with our children. Recent events, highlighted by the media, drive that point home. We can't be too careful. CCLL follows strict policies in the best effort to safeguard your children - our children.

We adhere to the policies defined by Chesterfield County, Little League International and, in some cases, CCLL policy that expands on a solid foundation of child safety.

<https://www.littleleague.org/player-safety/child-protection-program/>

Managers/Coaches/Directors

Any individual wishing to manage/coach or be a member of the Board of Directors within CCLL must submit the following items for review by CCLL Board of Directors.

- Little League Volunteer Application
- Copy of VALID Chesterfield County Background Check Card
<http://www.co.chesterfield.va.us/BackgroundChecks/Policy.asp>
- Proof of JDP approved background check (CCLL will submit the request)
- Certify Completion of USA Baseball "Abuse Awareness for Adults"
<https://www.littleleague.org/player-safety/child-protection-program/>
- Copy of VALID Driver's License (or another form of picture ID)
- Signed CCLL Disciplinary Policy
- Signed Chesterfield County Parks and Recreation Code of Conduct

Note to managers: If the approve items have not been verified at the time of assessments the manager will not allowed to participate.

All Other Volunteers

Any person wishing to become a volunteer within CCLL must submit:

- Little League Volunteer Application
- Proof of JDP approved background check (CCLL will submit the request)
- Copy of VALID Driver's License (or another form of picture ID)
- Signed CCLL Disciplinary Policy
- Signed Chesterfield County Parks and Recreation Code of Conduct
- Certify Completion of USA Baseball "Abuse Awareness for Adults"
<https://www.littleleague.org/player-safety/child-protection-program>

ACCIDENTS: WHAT TO DO!

- Determine whether medical care is necessary.

Always err on the side of caution!! Thankfully, most of the injuries resulting from accidents in Little League Baseball will be minor scrapes and bruises, or at worst nose bleeds. These are usually minor nuisances, really, and seldom require medical attention. If, however, there is any nagging doubt in your mind as to whether a child needs medical attention, please recommend to his or her parent that they seek such care. Obviously, if you find yourself present at a medical emergency, summon help by calling 911, and follow the emergency procedures guidelines in this safety manual.

Notify CCLL Safety Officer and Complete a CCLL Accident Report

You can find a copy of the accident report in this safety manual, or get one from the concession stand. You can also request one from our safety officer, Bryan Sheetz or any other board member. In fact, if you need help completing the form, any board member will be glad to sit down with you and you can complete the form together.

If you do not have immediate access to this form, jot down some notes about the incident on a notepad or scrap of paper. At the least, note the time, date and location, the people involved, and a brief description of the incident. This will make it a whole lot easier to fill out the accident report later.

There are a few purposes behind filling out this accident form. First, it helps CCLL to track injuries in order to determine if there is some specific unsafe condition that needs to be addressed within the league. For example, if players are continuously being injured in the outfield of a specific field, perhaps there are unsafe ground conditions that need to be addressed on that field.

Also, the accident report creates a paper trail that will make it easier to file the applicable insurance paperwork should the need arise. At the least, filing the accident report makes our safety officer aware of the incident, and he will be able to follow up with the child and his parents. Even for the most minor injury, I think we can all agree that a simple phone call to make sure that a child is ok means a lot.

- Follow up!

There's no such thing as too many people calling to check on a sick or injured child. Moreover, if a child requires medical attention for an injury or injuries resulting from participation in Little League, the appropriate insurance paperwork needs to be completed and submitted to our insurance company within 30 days of the incident. Don't wait! It's bad enough that one of our kids is hurt. We don't want to make things worse by creating a complication with insurance reimbursement. If you are unable to complete the required paperwork for any reason, please contact our safety officer, Bryan Sheetz, and he will make sure that everything gets done.

FIRST AID KITS! WHAT GOES IN THEM!

A team's first aid kit should contain ice in bags; these will be used almost anytime you have an injury to help reduce the pain and potential swelling. If using chemical cold packs, be cautious using around the face in case of leaks. Also, bandages, both large and small, gauze, some kind of dressing material like an Ace wrap or elastic wrap to hold gauze in place, or athletic tape. You should also provide water or a cleanser (antiseptic wipes, etc.) to clean abrasions or cuts. Check local expectations for first aid kits, as some states do not allow these cleansers other than at home or by health care professionals.

Also, don't forget latex or rubber gloves and some kind of small bag to properly dispose of blood and blood-soiled items like wipes or towels, blood-borne pathogens should be an important part of your safety training, so people do not put their health and future safety at risk dealing with unknown risks.

Finally, each team should have some kind of emergency telephone (mobile or land- line) to call an ambulance as well as a map or written directions to the area medical facilities anyone evacuated by medical professionals would be taken to. In an emergency, people need all the help they can get.

NOTE: Individual leagues decide what they need in a first aid kit. These give a good idea of fully-stocked kits. Items any kit should contain: A good supply of ice, drinking water, and personal items or medications; emergency phone numbers; coins for pay phones; and directions and/or a map to/from emergency medical facilities.

ALSO: Keep a list of original supplies in your first aid kit, so it can be stocked and replenished! If managers or coaches use any first aid supplies, replace them before the next time the team meets. Here are three good examples of a well-stocked first aid kit:

Little League's EMTP (Emergency Management and Training Program) manual recommends your first aid kit include:

- Ice bags - Plastic bags of crushed ice
- Elastic bandages - 3, 4 and 6 inch widths
- Sterile dressings - 3 by 3 inch individual gauze, 2 to 3, 5 by 9 inch pads, Telfa or non-stick dressings, Eye patches
- Adhesive bandages - 3/4, 1 and 2 inch widths
- Bandages - Triangular shape and in rolls
- Adhesive tape - 1/2, 1 and 1 1/2 inch widths
- Eye shields
- Small flashlight
- Scissors
- Antiseptic soap
- Splints - Inflatable, cardboard or wooden, for arm and leg (large enough for your largest player)
- Petroleum jelly
- Safety pins
- First aid manual
- Towels
- Blanket
- Small pocket notebooks and pencils
- Water for drinking and plenty of paper cups. (Water and paper cups can also do double duty in some first aid applications.)

CONCESSION STAND PROCEDURES

CCLL has one concession stand, located at its Ironbridge complex. An active concession officer receives Chesterfield County mandatory concession operations training and ensures that the concession stand is properly managed. No one under the age of 15 is allowed to work (or even be present in) the concession stand. At least one adult is present at all times. The concession stand is inspected by Chesterfield County Health Department Officials annually and other random intervals.

- Menu: The menu consists primarily of candies, sweet beverages, hot dogs, pretzels, nachos, hamburgers, and French fries.
- Cooking: All cooked foods are heated to the specific guidelines. Hot foods are heated to 155 degrees. All cooking sources are inspected annually both by the County Health Department and by a private food service firm
- Cold Storage: All refrigeration units are kept in proper working order. Temperatures are kept at approximately 40 degrees.
- 4 Hand Washing: Hand washing is mandatory as well as wearing of disposable gloves. Hand washing reminder signs are posted in the concession stand
- Dish Washing: All dishes, pots, pans, and utensils safe washed using the four step process. Signs are posted above the sink.
- Wiping Clothes: All standard issue clothes are sanitized or washed professionally.
- Insect/Waste control: All foods are properly covered. Pest inspection occurs twice a season. Garbage or trash receptacles are kept with tightly fit lids. County Health Inspectors have approved and licensed the concession stand.
- 8 Food Storage: All food is stored on shelves off the floor according to county guidelines.
- Cleanliness: Concession stand is cleaned each night after closing. Floors and counters are sanitized.
- Workers: All concession workers will be trained in the safe use and care of equipment.

In order to ensure that CCLL Coaches and Managers are well prepared for the task of coaching Little League Baseball/softball they are required to annually attend both the CCLL safety clinic and one or more Instructional clinics offered internally or in district around the start of practice in March.

Basic Fundamental Training provides instruction on proper warm-up exercises, injury prevention, coaching Techniques, and instructional methods to teach proper hitting, throwing and catching mechanics.

The league sponsors annual Safety Clinics to eliminate such injuries through education and awareness and improve our response and treatment of injuries that may occur on the practice fields or during games.

All local Leagues provide such training on an annual basis to increase awareness and reduce injuries and help control rising costs of medical insurance premiums paid out by Little League. Safety Clinics will provide head injury/concussion information to comply with the 2009 see attached fact sheet on concussions attached to this document. Also offer concussion training from:<https://cattonline.com/coach/>

Additional training is provided by <https://www.cdc.gov/headsup/youthsports/training/index.html>. Lystedt statute mandating such Awareness for volunteer organizations using public school facilities. Additionally, Safety Clinics will provide training information/demonstrations for youth protection, field/game play safety, basic first aid, injury reporting, code of conduct, and lightening procedures.

We will provide information on CPR training as an option for coaches/ managers who are interested in instruction. We will also offer AED training for everyone in attendance of the Safety Clinics. Manager and Coaches Safety Clinics will be held in March .

A Fact Sheet for COACHES

HEADS UP CONCUSSION

One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

HOW CAN I HELP KEEP ATHLETES SAFE?

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
 - Striking another athlete in the head;
 - Using their head or helmet to contact another athlete;
 - Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
 - Trying to injure or put another athlete at risk for injury.

[INSERT YOUR LOGO]



- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on concussion information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's HEADS UP app or a list of concussion signs and symptoms that you can keep on hand.

Check out the equipment and sports facilities:

- Make sure all athletes wear a helmet that fits well and is in good condition when appropriate for the sport or activity. There is no "concussion-proof" helmet, so it is important to enforce safety rules that protect athletes from hits to the head and when a helmet falls off during a play.
- Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

Keep emergency contact information handy:

- Bring emergency contact information for parents and health care providers to each game and practice in case an athlete needs to be taken to an emergency department right away for a concussion or other serious injury.
- If first responders are called to care for an injured athlete, provide them with details about how the injury happened and how the athlete was acting after the injury.

HOW CAN I SPOT A POSSIBLE CONCUSSION?

Athletes who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

SIGNS OBSERVED BY COACHES OR PARENTS:

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the 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 or after a hit or fall.

SYMPTOMS REPORTED BY ATHLETES:

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right”, or “feeling down”.

NOTE: Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not be noticed or may not show up for hours or days.

WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK FOR?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or ensure an athlete is taken to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

CONCUSSIONS AFFECT EACH ATHLETE DIFFERENTLY.

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete’s parents if you notice their concussion symptoms come back after they return to play.

WHAT SHOULD I DO IF I THINK AN ATHLETE HAS A POSSIBLE CONCUSSION?

As a coach, if you think an athlete may have a concussion, you should:

REMOVE THE ATHLETE FROM PLAY.

When in doubt, sit them out!

KEEP AN ATHLETE WITH A POSSIBLE CONCUSSION OUT OF PLAY ON THE SAME DAY OF THE INJURY AND UNTIL CLEARED BY A HEALTH CARE PROVIDER.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove an athlete with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following information can help a health care provider in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body.
- Any loss of consciousness (passed out/knocked out) and if so, for how long.
- Any memory loss right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any).

INFORM THE ATHLETE’S PARENT(S) ABOUT THE POSSIBLE CONCUSSION.

Let them know about the possible concussion and give them the HEADS UP fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns to school.

ASK FOR WRITTEN INSTRUCTIONS FROM THE ATHLETE’S HEALTH CARE PROVIDER ON RETURN TO PLAY.

These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

WHY SHOULD I REMOVE AN ATHLETE WITH A POSSIBLE CONCUSSION FROM PLAY?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

SOME ATHLETES MAY NOT REPORT A CONCUSSION BECAUSE THEY DON'T THINK A CONCUSSION IS SERIOUS.

They may also worry about:

- Losing their position on the team or during the game.
- Jeopardizing their future sports career.
- Looking weak.
- Letting their teammates or the team down.
- What their coach or teammates might think of them.

WHAT STEPS CAN I TAKE TO HELP AN ATHLETE RETURN TO PLAY?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are five gradual steps that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.



BASELINE:

Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process.

An athlete should only move to the next step if they do not have any new symptoms at the current step.

STEP 1:

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

STEP 2:

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight than a typical routine).

STEP 3:

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4:

An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5:

An athlete may return to competition.

REMEMBER:

It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him- or herself too hard. The athlete should stop these activities, and the athlete's health care provider should be contacted. After the okay from the athlete's health care provider, the athlete can begin at the previous step.

Activity/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_public/euap/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_public/euap/GLClaimform.pdf.

Prepared By/Position: _____ Phone Number: () _____

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 parent's 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, after a \$50.00 deductible per claim, 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 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 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 benefits 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 a better understanding of an important aspect of the operation of the Little League endorsed insurance program.



LITTLE LEAGUE® BASEBALL AND SOFTBALL MEDICAL RELEASE



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

Player: _____ Date of Birth: _____ Gender (M/F): _____

Parent(s)/Legal Guardian Name: _____ Relationship: _____

Parent(s)/Legal 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/Legal 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.