



**League Safety Officer
Manual
2019**

**South Baltimore Little League
League# 220-04-03**

South Baltimore Safety Plan

1. League Safety Officer: **Steve Wells** is on file with Little League Headquarters.

2. South Baltimore Little League will distribute a paper copy of this Safety Manual to all Managers/ Coaches, league Volunteers and the District Administrator.

3. South Baltimore Little League will use the Official Little League **Volunteer Application** form to screen and background check all of our volunteers.

4. Coach's Clinic and Comfort Care: March 16, 2019

At least one manager/coach from each team should attend the training. Every Manager/Coach will attend this training at least once every 3 years. Training will be at the South Baltimore Little League field.

5. Home Team Coaches will be required to **walk/ inspect** the fields prior to practices and games. Umpires will also be required to walk the fields for hazards before each game.

6. South Baltimore Little League has completed and updated our **2019 Facility Survey on-line**.

7. Concession Stand Safety

*** Menu shall be posted & approved by the Safety Officer and the League President**

Our Concession Safety Procedures will be posted several times in stand.

Enclose id a copy of the South Baltimore Little Leagues concession Safety Procedures

8. The League Safety Officer will inspect all equipment in the pre-season.

➤ Managers/ Coaches will inspect equipment prior to each game.

➤ Umpires will be required to inspect equipment prior to each game.

9. Implement Prompt Accident Reporting.

The League will use the provided incident tracking form from the Little League website and will provide completed Accident forms to Safety Officer within 24-48 hours of the incident. Please see copy of accident Reporting form.

10. **First Aid Kits** are maintained and available at the office, and concession stand. Please familiarize yourself with the location and contents of the kits.

11. South Baltimore Little League will require ALL TEAMS to enforce **ALL Little League Rules** Including:

- a. Proper Equipment for catchers.
- b. No On-deck batters
- c. Coaches will not warm up pitchers
- d. Bases will disengage on all fields

12. League Player Registration Data or Player Roster Data and Coach and Manager Data.

• League Player Registration Data or Player Roster Data and Coach and Manager Data must be submitted via the Little League Data Center at www.LittleLeague.org.

Emergency Phone List

South Baltimore Little League

1101 E. Fort Ave, Baltimore, MD 21230..... 410-547-0236

www.SOBOLITTLELEAGUE.NET

Emergency

Police/Fire/EMT..... 911

Poison Control..... 800-222-1222

2019 Board Members

President: Quin Hren.....443-794-1505

qharen@cs.com

Vice-President: Mike Brown.....410-302-9861

oysteridea@gmail.com

Player Agent: Linda Ruff.....410-789-4220

lindazruff@verizon.net

Treasurer: Dave Eisenhardt.....410-659-0286

Information Officer: Jessica Shahinpoor.....443-610-2645

southbaltimorebaseball@gmail.com

Safety Officer: Steve Wells.....202-316-2382

travelinswells@gmail.com

Minor League VP: Steve Hren.....

gahren@cs.com

Major League VP: Steve McConnell.....410-627-3061

SMcconnell@acosta.com

This List will be posted in the concession area, and in the office.

South Baltimore Little League Summary

Our goal at the South Baltimore Little League is to help everyone have the safest baseball season possible, while having fun enjoying the sport of baseball. The following pages include items directly from the Official Regulations and Playing Rules Handbook of the Official Little League Association. Also, included are Safety Habits we have adopted to help use Play-It-Safe. In addition, we have made some recommendations of optional safety equipment for your consideration in outfitting your team, or player. Please take the time to read this booklet completely and give your knowledge and memory a boost! Your opinions and concerns about player safety are always appreciated by South Baltimore Little League, and your League Safety Officer and Board Representatives welcome your input. Thank you in advance for all your help in keeping all of our children and spectators safe.

The Mission: A Safety Awareness Program "ASAP"

ASAP was created from the "grassroots" of Little League. A focus group of Little League Volunteers shaped the Safety Officer's mission, "To create awareness through education and information, of the opportunities to provide a safer environment for the children and all participants of Little League baseball."

All local Little Leagues are required to conduct background checks on all Managers, Coaches, Board Members, and all volunteers or hired workers and contractors who work with the South Baltimore Little League, and or have access to or contact with players or teams.

Individuals are also required to complete and submit a Little League Volunteer Application to their local league. The local league must conduct a nationwide search that contains the applicable government sex offender registry.

Important Rule Reminders

All South Baltimore Little League Volunteers (Managers, Coaches, Umpires, Board Members, Parent Volunteers or anyone with access to or contact with players or team) are required to complete the volunteer application. This application allows a background check to be conducted to the applicable government operated sex offender registry. The league president and two other board members will handle the background checks. Volunteer forms are available by request at the little league office.

Players are not permitted to hold bats, until they are called to the batter's box.

Managers & coaches are required to enforce this rule at all times. All bats should be kept off the ground and in some form of a holder to discourage children from picking them up & swinging them. This is a mandatory rule, which will be strictly enforced for the safety of all participants.

Dangling Throat Guard. Catchers must wear catcher's helmet with face mask and DANGLING throat guard, chest protector and shin guards. Male catchers must wear long-model chest protector (division below Senior League), protective supporter and cup at all times. Catchers must wear catcher's helmet, face mask and DANGLING throat guard in warming up pitchers. This applies between innings and in bullpen practices. Skull-caps not permitted.

Warming Up Pitchers. Managers or coaches must not warm up a pitcher at home plate, in the bullpen or elsewhere at any time. You may however stand by to observe.

Catchers must always wear protection. If a child is at home plate receiving batted balls thrown in, even if it is the manager or coach batting the ball, the player must wear the catcher's helmet with face mask and dangling throat guard.

Players must not wear any form of jewelry. Or other metallic items during practice or game day.

Medical Alert items may be worn

No one under the age of 16 is permitted in the concession stand area when the deep-fryers and/or ovens are being used.

Accident report forms must be filled out before leaving the compound (travel teams must carry forms with them). It is recommended that you take the time to fill out the form while the incident is fresh in your mind. These forms are found in the office, and one is attached to this form.

NO FOOD in the dugouts during games i.e. pizza, hot-dogs, French fries, chips, soda, etc

All regularly scheduled meetings are to have time allotted to discuss safety issues. Managers and coaches are encouraged to address any safety questions or concerns.

Calling for Assistance

Remember that even with the most careful and complete planning, in an emergency, everyone involved is likely to be upset. In that state of mind, it is easy to forget something important. Remember that you may have to calm both worried parents, frightened teammates, excited witnesses, and keep both the curious and the well-meaning out of the way. Hopefully we will not find a need to utilize any emergency plans. But, we need to be prepared just in case. Please review the following important safety items in case of an emergency.

Emergency Plan

South Baltimore Little League

1101 E. Fort Ave

Baltimore, MD 21230

410-547-0236

(Whetstone Way is used to enter the compound)

Ambulance, Fire and Police.....911

Maryland Poison Center.....800-222-1222

Police Non-Emergency.....311

When making an emergency call: State your name, give the address, and exact location on the compound, present phone number, and state the nature of the emergency (include the age, gender, and injury of the victim)

Remember: The injured person takes priority over everything else. Keep the injured person still, comfortable and reassured. When in doubt, do not move an injured person. Send someone to call for an ambulance. Contact a league official and/or parent or guardian of the injured child.

Clear the way: If there is a need to call an ambulance, have adults stationed at the main gate as well as on Fort Ave & Whetstone Way, and along the way to quickly guide the paramedics on the best route. Time is critical and every second counts.

First Aid Kits: Please don't allow anyone to play with the kits. Travel teams should carry a kit with their other equipment at all times along with your medical release forms.

Local Fire Station: There is a local fire station adjacent to the Baltimore Little League Fields on Fort Ave. This Fire Station is equipped with an AED device in the event of a serious chest injury or heart attack.

Basic Emergency First-Aid Procedures

REMEMBER: if you are not qualified to deal with an injury, DON'T!!!!

Get medical assistance immediately!!

Always keep in mind that you are NOT a doctor (unless you are.) Your objective is to keep the victim calm, and get help ASAP. Never take medical actions that you are not qualified to perform.

- **Unconscious Player:** Call for help immediately, check breathing continuously (CPR if required). Do NOT move the person, even if they regain consciousness. Keep them calm and quiet until professional help arrives. Have an adult keep track of time if a child becomes unconscious and CPR is administered.
- **Unconscious Player-** due to a blow to the chest (Commotio Cordis). A player who collapses after a blow to the chest is in extreme danger. You must call for help immediately and seek the assistance of the local fire station and their AED device. Rescue care with an AED device is critical within the first 5 mins of the collapse! (For a discussion on optional safety equipment that you might consider to help minimize blows to the head and heart, please see the optional safety equipment discussion at the end of this Safety Manual)
- **Cuts, Scrapes & Bruises (minor):** stop the bleeding, cleanse and protect the wound.
- **Bleeding (profuse):** apply direct pressure and elevate the wound above the heart if possible.
- **Bloody Nose:** sit victim down, lean forward with chin toward the chest and pinch nose.
- **Strains & Sprains:** apply ice, immobilize & elevate.
- **Fracture:** apply ice, immobilize & elevate.
- **Heat Injury:** Symptoms; dry hot skin, no sweating, confusing, dizziness and chills on the chest. Cool the athlete immediately. If the athlete is unconscious (1) remove clothes, (2) douse with cold water, icy towels, (3) do not give liquids by mouth, (4) call and ambulance and, (5) give CPR if breathing stops. **Remember – the best way to prevent heat related condition is to make sure that athletes are supplied with an adequate supply of cold water and that they are drinking regularly. South Baltimore Little League has large containers available upon request.**
- **Bites & Stings:** apply ice compress and insect sting salve.
- **Treatment for a Knocked out tooth:** act quickly!! The best chance of saving the tooth is within the first 30 mins of the accident. 1) Find the tooth; 2) Handle the tooth at the crown, do not touch the root, 3) Replant the tooth if possible, 4) Do not allow the tooth to dry out. Keep the tooth moist by doing one of the following: A) Put the tooth in cold whole milk, B) Put the tooth in commercially available solutions, or C) Put the tooth inside the victim's mouth between the cheek and gum. Get to the dentist immediately.
- **Fractured Tooth:** 1) Clean the fractured tooth and find the broken piece; 2) apply cold compress outside the cheek if swelling is present; and, 3) go to the dentist immediately.
- **Cut lip, gums or tongue;** 1) rinse with cold water to remove foreign objects; 2) apply cold compresses to the cut or bleeding area, and 3) go to the dentist immediately.

Tips to Prevent Injuries

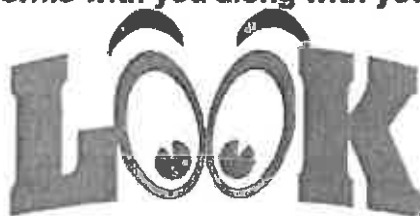
- Stretching the muscles related to the activity is very important. If a player is pitching, they should concentrate on stretching the arm and back muscles. If the player is catching, the legs and back should be the focus. All players should stretch before taking the field.
- A good warm up is as important as stretching. A warm up can involve light calisthenics or a short jog. This helps raise the core body temperature and prepares all the body's muscles for physical activity. **Make a good warm up part of every practice and pre-game ritual. If you need assistance with developing a warm up plan for your team, please contact the Safety Officer.**
- Children should not be encouraged to "Play through the Pain". Pain is a warning sign of injury. Ignoring it can lead to greater injury. Pay particular attention to any pain associated with pitching and throwing.
- Swelling with pain and limitation of motion are two signs that are significant in children. Don't ignore them! They mean a child may have a more serious injury than first thought.
- Rest is by far the most powerful therapy in youth sports injuries. Nothing helps an injury heal faster than rest.
- Children who play on more than one team are especially at risk for overuse injuries. Overuse injuries are caused by repetitive stress put on the same part of the body over and over again.
- Injuries that look like sprains in adults can be fractures in children. Children are more susceptible to fractures, because their bones are still growing.
- Children's growth spurts can make for increased risk of injury. A particularly sensitive area in a child's body is in the bones. Growth plates are weak spots in a child's body and can be the source of injury if the child is pushed beyond their athletic ability.
- Ice is a universal First-Aid treatment for minor sports injuries. Regular ice packs (NOT chemical ice packs) should be available at all games and practices. Ice controls the swelling and pain caused by common injuries such as sprains, strains and contusions.

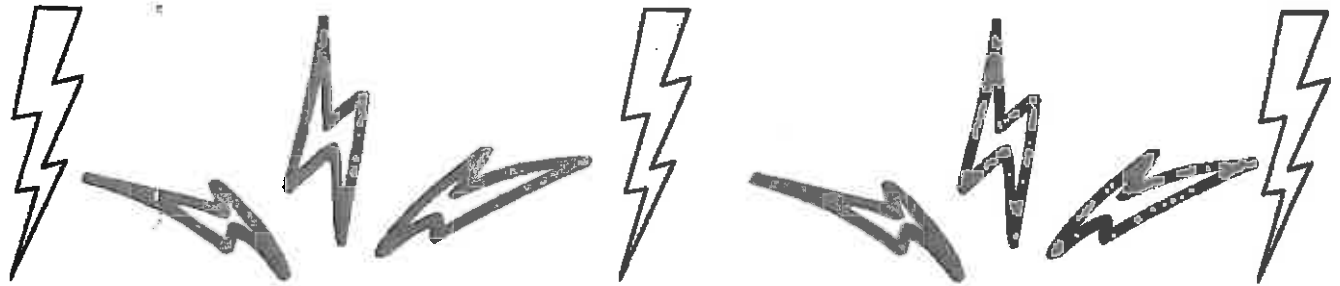
MANAGERS & COACHES

The Little League Manager & Coach must be leaders. All must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a youngster's development. It is required that the manager and coach have understanding, patience and the capacity to work with youngsters. The manager and coach should be able to inspire respect. Above all else, managers and coaches must realize that they are helping to shape the physical, mental and emotional development of young people.

AS A MANAGER OR COACH IT IS YOUR RESPONSIBILITY TO...

- Read the Safety Code for Little League, Communicable Disease Procedures and the Official Regulations & Playing Rules.
- Stay Alert: If you see anyone (player, manager, coach, umpire, parent, etc) who is not putting SAFETY FIRST, please remind him or her in a friendly way.
- **Check the playing fields before the start of each practice or game**, and bring to the attention of the umpire and/or league officials any serious safety concerns you may discover.
- **Remember to check your equipment. If you packed it away broken after your last game, it will still be broken when you need to use again.**
- Remind any children you see playing on the compound that they must not swing any bats unless they are in the batter's box and wearing a batters helmet.
- Discourage horseplay. What may seem to be harmless fun can easily turn into a very serious accident. Players not in the field, or at bat, must remain seated in the dugouts.
- Walk those bikes while on the compound & discourage playing on the bleachers.
- Remind children not to share drinking cups.
- Remember that each child in a car must be wearing a seat belt. **No sharing belts.**
Managers & Coaches of travel teams must be certain that all volunteer drivers have seating adequate for all passengers. Parents who volunteer to help transport players must have completed a Volunteer/Background Check form. Please be aware of who is volunteering to drive. It may be necessary to have parental consent if you are not the driver of a car, which will be carrying your players.
- Make sure all players are properly equipped and that all jewelry is removed. Only medical alert items may be worn.
- Be certain that any player warming up a pitcher is wearing a helmet and face guard with dangling throat guard.
- Take special care in knowing any medical conditions your players may have i.e. asthma, allergies. Etc. Do any of your players need to carry an inhaler?
- Make certain that bats and balls are Little League approved.
- Carry those medical release forms with you along with your First-Aid Kit.





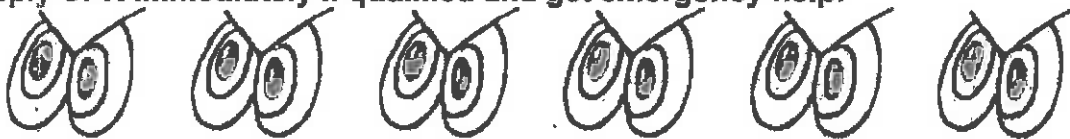
LIGHTNING

In baseball, three strikes and you're out. But, with lightning, one strike is all it takes. Lightning cannot be stopped. At any given time, more than 2000 thunderstorms are in progress around the world. Strikes to earth are random and total protection from lightning is impossible.

South Baltimore Little League has and uses a Lightning Detector but we also use the "if we see it – we stop it" technique. That is, we stop the game or practice immediately, if lightning was spotted, no matter what the indicator states. We wait 30 minutes from the first flash and then 30 minutes from each new flash. The game is continued if needed and if time allows, once the lightning stops and the storm passes.

Safe evacuation sites include metal vehicles with windows up, enclosed buildings, or if necessary, low ground. Unsafe shelter areas include all out-door metallic objects like flagpoles, fences, light poles, and metal bleachers. Avoid trees, water, open fields, and using the phone.

People who have been struck by lightning do not carry an electrical charge and are safe to handle. Apply CPR immediately if qualified and get emergency help.



FIELD MAINTENANCE EQUIPMENT

Lawn mowers, tractors, racks, shovels and other maintenance equipment are kept locked in the barn. Please, if you get something out to use, lock the door behind you. Remember children are very curious; it would only take a few seconds for a child to get injured. Only trained authorized personnel are permitted to operate Mechanical Equipment.

Important: Anytime you are using mechanical equipment, be sure that no children are in the immediate area i.e. playing on the same field. While you are concentrating on grooming or sprucing up the fields you could possibly not notice a child in your path. Also, before cutting the grass do a walk over first. It is always easier to pick up large pieces of trash before they get shredded into hundreds of little pieces.

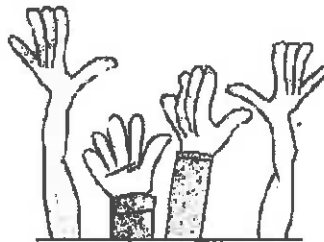


CONCESSION STAND SAFETY

WASH-WASH-WASH- THOSE HANDS- OFTEN- OFTEN- OFTEN

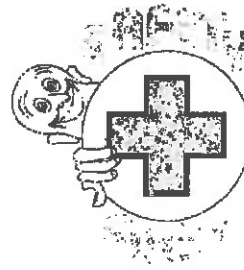
We have a league member who has successfully completed the ServSafe Course.

- When handling food, please use the plastic gloves available. Please change gloves between task and when returning from the rest room. Please remember to wash hands frequently with soap and warm water. Rub your hands vigorously as you wash them. Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails. Rinse your hands well and use a single use paper towel to dry them. Use a paper towel to turn off the water instead of your bare hands.
- When the dugout is open for business i.e. food is cooking, no one under the age of 16 is permitted in the concession stand area. Beginning with opening day and going forward we will be using hot oil in the deep fryer. Special care must be taken as to prevent burns. All children under the age of 16 must not be permitted in the concession area under any circumstance. Parent volunteers play an important role in the operation of the facility, but this most important rule cannot be ignored. It is for the safety of our children that this must be enforced.
- All air tanks must be chained & locked to prevent them from tipping over.
- Use hot water for clean up. Keep your bucket of sanitize solution available for clean up during operation.
- Refrigerators and freezers must be kept in proper working condition & kept operating at proper temperatures.
- Take notice of the location and proper usage of the fire extinguisher.
- CPR instructions are posted as well as how to help a person who is choking.
- Use the back burners when cooking on the stove & Pizza ovens get really hot please be careful.
- Please, do not place any cooking equipment near the edge of the counters.
- Always be sure to unplug all appliances before leaving.
- Please be sure to put all perishable food away, using proper storage methods.
- Clean cooking utensils, pots & pans using proper techniques. Clean, wash, sanitize & air dry.
- All cleaning supplies are to be kept away from the food prep area and in a locked storage cabinet at all times.



**VOLUNTEERS
NEEDED**

IMPORTANT SAFETY REMINDERS



- Speed limit on the compound is a crawl. 5 mph is even too fast for an area our size with children running around.
- No foul language &/or alcohol is permitted at South Baltimore Little League.
- No smoking in the dugouts or on the playing field (please set examples for our youth).
- No pets: Do you want to scoop the poop?
- Please put litter in its place. Remember a clean field is a happy field. ☺ After your game or practice, have all players clean the dugout that they used. Ask spectators to pick up any trash from the area where they were sitting. Both teams are responsible for making sure that their respective dugouts are cleaned after each game and practice.
- No horse playing anywhere on the compound.
- No swinging those bats unless you are in the batters box wearing a batters helmet.
- No climbing on the fences.
- Make sure your players are properly equipped.
- Especially when it is hot, make sure your players drink plenty of water.
- ~~• No food in the dugouts.~~
- Be certain that all of your players have left the field before you leave. It is recommended that you know who is permitted to walk home and who is to stay with you until someone picks them up.
- Stretch-Stretch-Stretch.
- Always keep your players moving! Hustle in hustle out.
- Get your games started promptly, a good idea is to know that you have an umpire scheduled. Calling them the night before does not hurt either.
- Limit your time outs. Stick to the rules. You cannot argue judgment calls; you are just delaying the game.
- When it starts to get late- no balls in the outfield between innings.
- Please remember you are here for the children.
- Always check your fields before playing for any foreign objects or ankle busters.
- Remember managers/coaches are not permitted to warm up pitchers. EVER



SAFETY CODE FOR LITTLE LEAGUE

- Responsibility for Safety procedures should be that of an adult member of the local league.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- **Managers, coaches and umpires should have some training in First-Aid. First-Aid kits should be available at the field.**
- No games or practice should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- **Play area should be inspected frequently for holes, damage, glass and other foreign objects.**
- Dugouts and bat racks should be positioned behind screens.
- Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a regular player assigned for this purpose.
- Procedure should be established for retrieving foul balls batted out of the playing area.
- During practice sessions 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 errant balls.
- **Equipment should be inspected regularly. Make sure it fits properly.**
- Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
- Batters must wear protective NOCSAE helmets during practice, as well as during games.
- Catchers must wear catcher's helmet (with face mask and DANGLING throat guard), chest protector and shin guards. Male catchers must wear long-model chest protector (division below Senior League), protective supporter and cup at all times.
- Except when runner is returning to a base, headfirst slides are not permitted.
- During sliding practice bases should not be strapped down.
- At no time should "horse play" be permitted on the playing field.

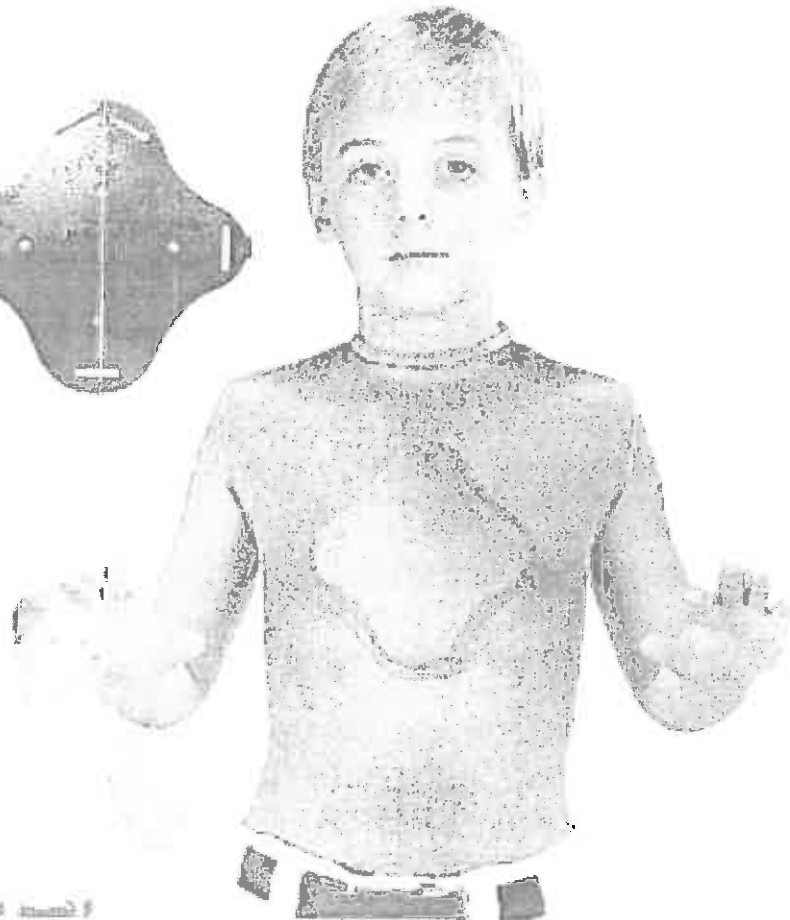
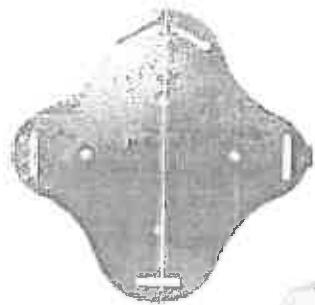
- Parents of players who wear glasses should be encouraged to provide "Safety Glasses".
- Players must not wear watches, rings, pins, jewelry or other metallic items.
- Catchers must wear catcher's helmet, facemask and DANGLING throat guard in warming up pitchers. This applies between innings and in bullpen practices. Skull-caps are not permitted.
- Batting/catcher's helmets should not be painted unless approved by the manufacturer.
- Regulations prohibit on-deck batters. This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat.
- Players who are ejected, ill or injured should remain under supervision until released to the parent or guardian.

OPTIONAL SAFETY EQUIPMENT TO CONSIDER:

1. CHEST/HEART PROTECTION:

Although extremely rare, little league participants along with participants in other sports such as lacrosse are at risk for a sudden catastrophic heart injury caused by a blow to the chest. This injury called commotio cordis may occur when a person is the victim of a sudden sharp blow to the chest above the heart. Not every blow to the chest will cause this condition, and in fact it is extremely rare. Nevertheless, the condition is quite serious and can cause death or grave injury if not treated correctly. The player positions in most danger for this type of injury are the pitcher and the catcher.

In order to protect against this injury, there are a number of devices on the market to provide extra protection to the area of the chest over the heart. Your League Safety Officer has examples of one these protective devices called a heart guard. Please see the League Safety Officer if you would like to see this device and/or for information on where to purchase one. You should note that none of these devices have been tested by Little League to see if they actually are effective in protecting players for commotio cordis, and they are not league required, or even recommended equipment.



2. HEAD INJURY PROTECTION:

Little League has long mandated the wearing of protective headgear by batters, base runners, and catchers. There has been concern, however, about head injuries that can occur when a ball is batted back up the middle to the pitcher's head, or when a batted ball takes a wild hop and strikes an infielder in the head.

There are now companies that are marketing forms of head protection for pitchers and infielders. These devices either fit within a standard issue baseball cap, or fit over the outside of the cap. Please see your Little League Safety Officer if you would like to view examples of these protective devices, and for information on where to purchase them. None of these devices have been tested or officially approved by Little League, and they are not currently recommended safety items.

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 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.

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

Signature: _____ Date: _____



Little League Volunteer Application - 2016

(Do not use forms from other years. Updates appear in complete editions.)

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

Name _____ Date _____
 Address _____
 City _____ State _____ Zip _____
 Social Security # (mandatory with First Advantage or upon request) _____
 Cell Phone _____ Business Phone _____
 Home Phone: _____ E-mail Address: _____
 Date of Birth _____
 Occupation _____
 Employer _____
 Address _____
 Special professional training, skills, hobbies: _____
 Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____
 Do you have children in the program? Yes No If yes, list full name and what level? _____
 Special Certification (CPR, Medical, etc.): _____
 Do you have a valid driver's license: Yes No
 Driver's License#: _____ State _____
 Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor? Yes No
 If yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes No If yes, describe each in full: _____
 Have you ever been refused participation in any other youth programs? Yes No
 If yes, explain: _____
 In which of the following would you like to participate? (Check one or more.)
 League Official Coach Umpire Field Maintenance
 Manager Scorekeeper Concession Stand Other

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

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:

<http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

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

Applicant Signature _____ Date _____
 If Minor/Parent Signature _____ Date _____
 Applicant Name (please print or type) _____

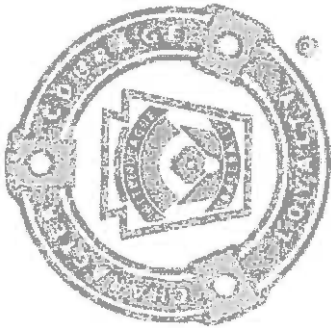
NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer: _____
 on _____
 System(s) used for background check (minimum of one must be checked)
 Sex Offender Registry Criminal History Records *First Advantage

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

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



Facility and Field Inspection Checklist

Facility Name _____

Inspector _____

Date _____ Time _____

- Holes, damage, rough or uneven spots
- Slippery Areas, long grass
- Glass, rocks and other debris & foreign objects
- Damage to screens, fences edges or sharp fencing
- Unsafe conditions around backstop, pitchers mound
- Warning Track condition
- Dugouts condition before and after games
- Make sure telephones are available
- Area's around Bleachers free of debris
- General Garbage clean-up
- Who's in charge of emptying garbage cans
- Conditions of restrooms and restroom supplies
- Concession Stand inspection

NOTES/ HAZARDS

Signature _____

Little League® "Returning" Volunteer Application - 2016

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

If you filled out a volunteer application last year and your league uses the background check tools provided by Little League International, please fill out the returning volunteer application. Otherwise, please use the standard volunteer application.

You must provide the information to all the questions in this section.

Have you ever been convicted or plead guilty to any crime(s) involving or against a minor?

Yes No

If Yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor?

Yes No

If Yes, describe each in full: _____

Have you ever been refused participation in any other youth program? Yes No

If Yes, explain: _____

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

- League Official Manager Coach Umpire Field Maintenance
 Scorekeeper Commissioner Stand Other: _____

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

Applicant Name (please print or type): _____

Applicant Signature: _____ Date: _____

If Minor — Parent Signature: _____ Date: _____

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

Please update ONLY the information in this section which has changed since last year.

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Call Phone: _____

Work Phone: _____ E-Mail Address: _____

Driver's License #: _____ State: _____

Occupation: _____

Employer: _____

Address: _____

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

Name / Phone: _____ / _____

_____ / _____

_____ / _____

Special professional training, skills, hobbies: _____

Special Certifications (CPR, Medical, etc): _____

Special Affiliations (Clubs, Service Organizations, etc): _____

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

FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: <http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

LOCAL LEAGUE USE ONLY:

Background Check completed by league officer _____ on _____

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

- Sex Offender Registry Criminal History Records First Advantage

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

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

Concession Stand Tips

SAFETY FIRST

Requirement 9

12 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

1. Menu.

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

2. Cooking.

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

3. Reheating.

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

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

4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.

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

6. Health and Hygiene.

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

7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

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

9. Ice.

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

10. Wiping Cloths.

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

11. Insect Control and Waste.

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

12. Food Storage and Cleanliness.

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

13. Set a Minimum Worker Age.

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

Safety plans must be postmarked no later than May 1st.

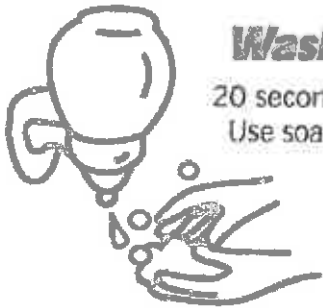
Volunteers Must Wash Hands

HOW

Wet
warm water



Wash
20 seconds
Use soap



Rinse



Dry

Use single-service
paper towels



Gloves



WHEN

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

Wash after you:

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

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

Use gloves, tongs, deli tissue or other serving utensils.
Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand
when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

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

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

