

2022

Ken Caryl Little League
District 5 ID: 00068081

SAFETY PROGRAM

KEN CARYL LITTLE LEAGUE

KCLL is committed to providing baseball and softball programs for our community youth that are fun, competitive and above all else safe. This document outlines the policies and procedures the League will execute on an annual basis to ensure the protection and safety of its members.

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1. About Ken-Caryl Little League

Ken-Caryl Little League (hereafter referred to as KCLL) is chartered annually under Little League National Headquarters located in Williamsport, PA.; we operate in accordance with National Little League policies, rules, and guidelines. Our League falls under the jurisdiction of the Southwest Region located in Waco, TX and is a member of Colorado District 5. Our League ID is 0068081.

We service the very southwestern corner of the Denver Metropolitan area. Originally formed in 2000, we began play with approximately 100 players; this year we have approximately 600 players in twelve divisions, ranging in age from 4-16 years old.

As we enter our twenty-second season, we continue to set higher standards for our League by building character, courage and loyalty as well as fundamental baseball and softball skills in every player. The League was started based upon the values of sportsmanship, integrity, and community involvement. KCLL is committed to provide the best combination of excellent baseball and softball without over the top family commitment. To this end, our philosophy supports those values, as well as the principals and objectives of Little League International.

"Little League is a program of service to youth. It is geared to provide an outlet of healthful activity and training under good leadership in the atmosphere of wholesome community participation. The movement is dedicated to helping children become good and decent citizens. It strives to inspire them with a goal and to enrich their lives toward the day when they must take their places in the world. It establishes the values of teamwork, sportsmanship and fair play."



We measure our success by the number of players who return to our program each year. At KCLL, members can expect:

- Coaches have committed to be recognized as the best volunteer coaching staff in the area. They have committed in writing to provide the best possible environment for our children. Coaches have committed to attend Positive Coaching Alliance training as well as at least two coaching clinics each year. They have also committed to share best practices among one another to allow maximum growth for our players. This synergistic approach will not only promote excellence in baseball and softball but set an excellent example of positive competition within the League.
- Players will work hard, have fun and learn to play the game.
- KCLL will not determine at any age level what the 'glass ceiling' is for a player in the sport of baseball or softball. Their capability is reflected differently as they mature and we believe that with their commitment to learn and our commitment to instruct that every single player can improve.
- At KCLL we are committed to the continued investment in our players as long as they have the desire to work hard to improve their game.

The Ken-Caryl Little League Code of Conduct is designed to instill and maintain the highest level of sportsmanship, integrity, fairness and professionalism in the program. All participants (Managers, Coaches, Parents, and Players) accept responsibility for adhering to the Code of Conduct upon registration and our community requires accountability for that conduct.

Located at the base of the Rocky Mountains along the Hogback of Jefferson County; Ken-Caryl Little League serves the communities of Ken-Caryl Ranch, Lakewood, Morrison, Trailmark and Southwestern Littleton.

1.1. Baseball Leagues and Programs

1.1.1. Tee Ball

Tee Ball is for young players and those just learning the fundamentals. Tee Ball utilizes an adjustable batting tee for hitting a reduced impact ball specifically designed for younger ages. Little League rules are modified for the youngsters to incorporate fun with player development appropriate for this age group. Our philosophy for this age is that the opportunity to bat and play in the field for 4 innings promotes learning and skill development. The season generally consists of 1 practice per week and 1 game per week. The season culminates in a final game and award ceremony on Championship Saturday.



1.1.2. Coach Pitch / Machine Pitch

Coach Pitch focuses on skills essential for building a solid foundation for the game of baseball while having fun. Little League rules are modified for the youngsters to promote skill development. Coaches are allowed in the field and pitch to their own teams using a reduced impact ball specifically designed for younger ages. We do not keep score or strike count at this level and kids are given as many as 9 to 10 pitches to hit. The season generally consists of 1-2 practices per week with 1-2 games per week.

1.1.3. Minor League

Play throughout the season is kid-pitch, culminating with a League tournament to end the season. Little League rules are followed including pitch counts and playing time requirements. Minor League teams play between 12 and 18 games and may travel to other District 5 sites for inter-league play. Players from this division are eligible to play on the tournament team that competes in Colorado District 5 Little League Baseball.

1.1.4. Major League

Play at this level consists of 10-12 year old players. Little League rules are followed including pitch counts and playing time requirements. Major League teams play between 15 and 20 games and may travel to other District 5 sites for inter-league play. Players from this division are eligible to play on the tournament team that competes in Colorado District 5 Little League Baseball.

1.1.5. Intermediate League / Juniors / Seniors League

Play at this level consists of 11-16 year old players. Intermediate Division (50/70) Little League rules are followed for 11-13 years old, Juniors / Seniors rules for 14-16 years old, including pitch counts and playing time requirements. Teams play between 20 and 30 games and will travel to other area Little League team sites for inter-league play. Players from this division are eligible to play on the tournament team that competes in Colorado District 5 Little League Baseball.



1.1.6. All-Star Teams

KCLL participates in the annual All Star Tournaments administered by the National Little League Headquarters Tournament Committee. We begin by playing in the Colorado District 5 All-Star Tournament in six different age groups (8-10, 9-11, 10-12, 11-13, 12-14, 14-16) following the end of regular season play. Each age group has one team, each composed of a maximum of 14 players. In accordance with National Little League policy, teams are selected on or after June 1 and the District 5 tournaments begin in early July. District, State and Regional tournaments culminate with a World Series held mid-August in different locations depending on the age group. The most widely known is the [Little League World Series](#) Majors Division, 10-12 year olds, televised by ESPN and ABC held in Williamsport, PA.

1.2. Softball Leagues and Programs

1.2.1. Tee Ball

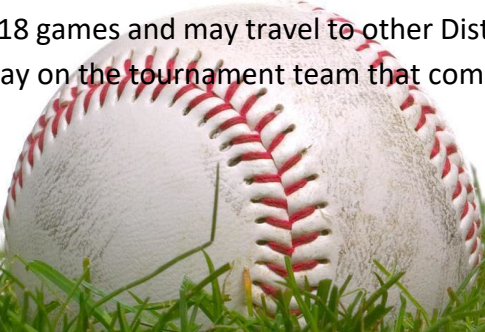
Tee Ball is for young players and those just learning the fundamentals. Tee Ball utilizes an adjustable batting tee for hitting a reduced impact ball specifically designed for younger ages. Little League rules are modified for the youngsters to incorporate fun with player development appropriate for this age group. Our philosophy for this age is that the opportunity to bat and play in the field for 4 innings promotes learning and skill development. The season generally consists of 1 practice per week and 1 game per week. The season culminates in a final game and award ceremony on Championship Saturday.

1.2.2. Coach Pitch / Machine Pitch

Coach Pitch focuses on skills essential for building a solid foundation for the game of softball while having fun. Little League rules are modified for the youngsters to promote skill development. Coaches are allowed in the field and pitch to their own teams using a reduced impact ball specifically designed for younger ages. We do not keep score or strike count at this level and kids are given as many as 9 to 10 pitches to hit. The season generally consists of 1-2 practices per week with 1-2 games per week.

1.2.3. Minor League

Play throughout the season is kid-pitch, culminating with a League tournament to end the season. Little League rules are followed including pitch counts and playing time requirements. Minor League teams play between 12 and 18 games and may travel to other District 5 sites for inter-league play. Players from this division are eligible to play on the tournament team that competes in Colorado District 5 Little League Softball.



1.2.4. Major League

Play at this level consists of 10-12 year old players. Little League rules are followed including pitch counts and playing time requirements. Major League teams play between 15 and 20 games and may travel to other District 5 sites for inter-league play. Players from this division are eligible to play on the tournament team that competes in Colorado District 5 Little League Softball.

1.3. League Agents

League Agents who are responsible for this safety plan:

President: Tom Newman, ☎ 303-619-9810

Safety Officer: Journey Newman, ☎ 720-425-7142

Coach / Player Agent: Darrell Harrod ☎ 303-505-8741

Coach Development Manager: Daniel Cummings ☎ 307-254-0244

Secretary and All Stars Director: Ginny Newman, ☎ 303-906-0726

Treasurer: Joe Lombardo, ☎ 408-835-1701

Director of Umpires: MaryBeth Urrutia ☎ 303-257-3113

Operations Manager: Jeff Mullin ☎ 303-668-1554

Events Coordinator: Brian Jordan ☎ 303-478-0090

For a list of all members of the Board of Directors, visit the KCLL Website at:

<https://www.kcllbaseball.com/Default.aspx?tabid=1554204>



2. About the Safety Plan

In 1995, ASAP (A Safety Awareness Program) was introduced by Little League Baseball, Inc. with the goal of reemphasizing 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 place important information at managers, coaches and parent’s disposal.

It is the position of the KCLL and its entire membership to provide a quality program in the safest possible manner to the children who are interested in playing baseball or softball. The members of all the Leagues encourages safe play and practices for all children of all age groups from tryouts to the completion of tournament play.

At the beginning of each new season, the Board of Directors will assign tasks to all of its members including a Safety Officer. The Safety Officer is primarily responsible for ensuring and monitoring the safe environment and practices to reduce hazardous conditions and accidents.

As always: In the event of an emergency, Call: 911

Non-Emergency Numbers:

Littleton Police: (303) 794-1551

Littleton Fire Department: (303) 904-1876



3. Pre-Season Checklist

Each year, before the beginning of the Spring Season, KCLL will perform the following preparations. The Safety Officer will initial each task as it is completed and submit a printed version of the plan to the league Secretary.

Safety Item/Activity	Date Confirmed	Safety Officer Initials
a) The Safety Officer will evaluate the current Safety Plan and recommend any changes for Board approval. The Safety Officer will provide a final, and approved copy to the District Administrator and to the Web Master to post on the League's Web Page.	01/01/2022	JAN
b) The Safety Officer will inspect and evaluate all game and practice fields and provide a written report to the District Administrator and to the Board of Directors of any hazardous or unsafe conditions. The Safety Officer will pay close attention to items such as fencing, any protrusions or irregularities in the playing surface and adequate lightning.	01/01/2022	JAN
c) A copy of this Safety Plan will be distributed to each team Manager and each League umpire.	01/01/2022	JAN
d) Report will be given to the League Secretary to keep with all League correspondence.	01/01/2022	JAN
e) The Safety Officer, along with the Equipment Manager, will inspect and evaluate the condition of the equipment prior to distribution and determine what if any equipment is defective and in need of replacement or maintenance, including but not limited to: <ul style="list-style-type: none"> ● Batting helmets – no dents, interior padding intact, NOCSAE approved ● Shin Guards – All straps are included ● Catcher Mask – Dangling throat guard provided, all padding intact ● Bases – Breakaway bases ● First Aid Kits 	01/01/2022	JAN



<p>f) The Safety Officer will assemble a first aid kit to be distributed to each team Manager prior to the first sanctioned practice. Each first aid kit must include at a minimum:</p> <ul style="list-style-type: none"> ● Ace Wrap ● Disposable cold-pack compress ● Band-Aids ● Disposable gloves ● Basic First-Aid Handbook ● Concussion Awareness Fact and Check Sheet 	<p>01/01/2022</p>	<p>JAN</p>
<p>g) All team Managers are required to complete a first-aid courses before the first sanctioned practice. Assistant Coaches are encouraged to also take the courses, but are not required to. The first-aid course may be taken via on-line web training at:</p> <p>http://www.nfhslearn.com/coreCourseDetail.aspx?courseID=1001</p> <p>The League will reimburse a Manager or Assistant Coach for fees related to the first aid classes.</p> <p>Managers must submit certificate of completion to the Safety Officer prior to first sanctioned practice. The certification completion date may not be older than 12 months prior to first sanctioned practice. Managers who do not submit a certificate of completion will not permitted to manage or coach a team.</p>	<p>01/01/2022</p>	<p>JAN</p>



<p>h) Per Colorado state law, all team Managers <u>and</u> Coaches are required to complete a concussion awareness course before the first sanctioned practice. The course may be taken online at:</p> <p>http://www.nfhslern.com/electiveDetail.aspx?courseID=15000</p> <p style="text-align: center;">or</p> <p>https://www.cdc.gov/headsup/youthsports/training/index.html</p> <p>The courses are free and KCLL will not reimburse Managers and Coaches for other concussion training. Managers and Coaches must submit certificate of completion to the Safety Officer prior to first sanctioned practice. The certification completion date may not be older than 12 months prior to first sanctioned practice. Managers and Coaches who do not submit a certificate will not be permitted to coach a team.</p>	<p>01/01/2022</p>	<p>TSH</p>
<p>i) The Safety Officer will submit to the Secretary a list of Managers with the first aid and concussion training certification dates and expiration dates (see Appendix B for a template)</p>	<p>01/01/2022</p>	<p>JAN</p>
<p>j) Prior to the first sanctioned practice KCLL will conduct a Coaching Clinic which will instruct Managers and Assistant Coaches the following.</p> <ul style="list-style-type: none"> ● Conducting a practice ● Safe drills ● How to slide without injury ● Conducting a good warm-up and stretching exercise <p>All Managers are required to attend the Coaching Clinic. Assistant Coaches are encouraged to attend.</p>	<p>01/01/2022</p>	<p>JAN</p>
<p>k) KCLL will collect a medical release and emergency contact information from all players upon registration. The Safety Office will prepare a written roster with emergency contact information for each Manager. Each Manager must keep the emergency contact information at each sanctioned event.</p>	<p>01/01/2022</p>	<p>JAN</p>



<p>l) KCLL recognizes that children mature at different rates and younger players may possess enough skill, experience, strength and maturity to play in older divisions. However, any player who desires to play in a division that is not designated for that player's age bracket is subject to the following review and approval:</p> <ul style="list-style-type: none"> ● The player must attend a skill assessment clinic held prior to the first sanctioned practice. ● The KCLL Player Agent will discuss with the player and the player's parents the advantages and disadvantages of playing with older players (e.g. loss of confidence) ● The KCLL Safety Officer or President must observe the player at the skill assessment clinic. If in the opinion of the Safety Officer the player does not possess the skills, agility and strength to safely play in an older division, the Safety Officer may mandate the player participate in the division designated for the player's age range. ● The Safety Officer will provide a list of players who are not playing in a division for that player's designated age range with confirmation of attendance at the skill assessment clinic and confirmation the players have had a conversation with the KCLL Player Agent. 	<p>01/01/2022</p>	<p>JAN</p>
<p>m) When a Manager receives equipment from the KCLL Director of Operations at the beginning of the season, the Manager will inspect each item and determine if it is fit for service. Once the Manager takes the equipment bag, it is the Managers' responsibility to notify the Equipment Manager of any items that require replacement or maintenance during the season.</p>	<p>01/01/2022</p>	<p>JAN</p>
<p>n) The Secretary will ensure that guardians of every player have agreed to a Liability of Waiver releasing KCLL and KCLL agents from liability in the case of injury.</p>	<p>01/01/2022</p>	<p>JAN</p>



<p>o) The KCLL President will conduct background checks on all Volunteers. Background checks will be performed in accordance to the guidelines published in the Child Safety Program at www.littleleague.org See a copy of the approved volunteer form on page 22 of this document.</p>	<p>01/01/2022</p>	<p>JAN</p>
<p>p) KCLL will collect and distribute to Managers “In Case of Emergency (ICE)” information about each player. Information will include, but is not limited to:</p> <ul style="list-style-type: none"> ● Contact information for two guardians ● Player’s preferred family doctor and contact information ● Player’s preferred hospital and contact information ● Any medical condition and/or medications that managers and emergency personnel should be aware of (e.g. allergies, asthma, etc.) 	<p>01/01/2022</p>	<p>JAN</p>

4. Safety during the Season

4.1. Pre-Game Safety

4.1.1. Snacks

- a) Managers may permit parents to organize snacks for players. Snacks must be store bought items and enclosed in a container or plastic wrap. The items must be distributed with the container or plastic wrap intact as purchased from the store. Snacks must be individually wrapped.
- b) Managers should review ICE information for food allergies (e.g. peanut allergies) and alert the parents who are providing snacks of any allergies. Managers should remind the parent that will be providing snacks for the team of the allergies.



4.1.2. Field and Equipment Review

- a) The umpires are required to observe and inspect the equipment used in the games and advise the coaches if they notice any equipment items that are unsafe or do not meet Little League specifications (e.g bat size).
- b) While preparing the field for play, Managers will evaluate the field and determine if the field has any conditions that need attention. The Manager will report the condition to the League Safety Officer who will then contact the owner of the fields for repairs or secure someone to repair the fields. The Safety Officer will evaluate the condition further.
- c) Managers and Umpires must walk the field prior to play to judge the fitness and safety of the field.
- d) Managers may conduct pre-game batting warm-ups, but shall do so in a controlled, supervised and safe manner.
 - Managers may warm-up only one batter at a time.
 - There must be a “no-entry” zone with a ten foot radius around the batter
 - Only one adult, the “coach”, and one player, the “batter”, may be in the zone
 - The Manager should position one player or adult outside the zone to monitor and prohibit anyone from entering the no-entry zone.

4.2. Game Safety

- a) It is the responsibility of the Umpire and the home team Manager to determine when a game should be called or suspended for darkness or any other weather-related occurrences such as lightning.
- b) There will be no on-deck, warm-up circle. Only the batter whose turn it is to bat is permitted to have a bat in his/her hands. No other player shall swing a bat at any time or any place (e.g. behind the dugout) during the game.
- c) When warming up a pitcher, Managers must ensure the following:
 - A player acting as the catcher for the pitcher must wear a catcher’s helmet and mask.
 - The pitcher who is warming up must wear a batting helmet.
 - A player must be positioned between the pitcher and catcher to protect the players from foul or stray balls from the field of play.



- d) When a ball is hit or thrown out of bounds (e.g. foul ball, passed ball), the ball will be returned to the Umpire when game play is stopped.
- e) Players shall not throw equipment – this includes helmets and bats.
- f) Players shall remain seated in dugout.
- g) Base coaches must be in their respective boxes.
- h) Jewelry or other non-uniform accessories are not permitted on the field of play
- i) Pitchers cannot wear wristbands, including sweatbands.
- j) Only the Manager or a Coach (not both) may exit the dugout when time is called.
- k) Managers are responsible for ensuring only authorized personnel are allowed in the dugout. Authorized personnel include Coaches and players. No friends or family members are allowed in the dugout.



5. In the Event of an Injury

- a) Manager will evaluate the injury and determine what kind of care is needed.
- b) If a family member of the player is unavailable and it is determined that the player needs further medical attention, it is the position of the Manager to err on the side of caution.
- c) If the family member of the player is available and present, other than basic first aid, medical care shall be deferred to the family member.
- d) Since there are no phones on KCLL fields, Managers and parents are encouraged to bring personal cellular phone to the fields, including practice field, in case of an emergency.
- e) The Manager will report to the League Safety Office within 24 hours the accident/injury. The Manager shall complete an accident report form that has been approved by the Board of Directors. The report must be submitted to the League Safety officer within 48 hours.
- f) The Safety Officer will investigate the incident and determine if the injury occurred due to field conditions, improper training, equipment malfunction, etc... and how it may be prevented in the future.
- g) The Safety Officer will report to the Board of Directors at each board meeting if any accidents have occurred.
- h) The Safety Officer shall follow-up the accident with the parents and fill out the insurance form, explaining the insurance benefits and the procedures involved for filing a claim. Little League insurance is supplemental to the parent's insurance policy.



6. Lightning Procedures

The KCLL lightning policy is based on recommendations from the National Weather Service and the National Oceanic Atmospheric Administration. While no policy can guarantee 100% against a lightning strike our policy has been created to minimize the risk to KCLL participants.

- a) Every coach, should download a weather indicator app on their smartphones that can report lightning strikes (e.g., Weatherbug). The home team will designate one parent or coach to monitor area lighting strikes. If the chosen app indicates lightning is within 10 miles, the parent will inform the umpire and game play will be immediately suspended for 15 minutes. If the chosen app again indicates lighting in the area during the 15 minute suspension, the 15 minutes suspension period will restart. It will be up to umpires and coaches to assess game continuation or cancelation.
- b) Every field will be treated independently. The coaches at every field will be in charge of deciding to suspend game play.
- c) If thunder is audible, a coach or parent must open the chosen app and watch for lightning.
- d) Once game play or practice is suspended, all players, and umpires under the age of 18 must leave the playing field and dugouts immediately (dugouts are not a safe shelter during a lightning storm). It is recommended that coaches and parents leave the playing field and strongly encouraged to seek shelter in a hard topped, rubber tired vehicle.



7. Communicable Disease Procedures

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excessive amount of blood on the uniform it must be changed before the athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (CDC) recommends 1-100 or other disinfectant before competition resumes
- Practice proper disposal procedures to prevent injuries caused by sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Manager, coaches and volunteers with bleeding or oozing skin should refrain from all direct athletic care until the condition is resolved.
- Contaminated towels should be disposed of/disinfected properly.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.



8. Heat Illness

There are three degrees of heat illness: cramps, heat exhaustion, and heat stroke. People who are most likely to be overcome by excessive heat are the very young, the aged, obese people, alcoholics, and those who suffer from any disease that impairs body strength. Young, healthy people who overexert themselves in excessive heat may also be overcome by heat illness. To function properly the body must maintain a core temperature of 98.6 degrees. When it is hot, the body sheds excess heat by dilating blood vessels near the skin and perspiring. When the body perspires too much, valuable salt and water loss can cause heat illness.

8.1. Prevention

Managers shall:

If you are going to exercise in hot weather, it's important to acclimatize to the heat for about a week before beginning any intense exercise. This allows your body to gradually adapt to the heat.

[Hydrate well](#) before and during exercise in order to replace lost electrolytes such as [sodium](#), potassium and magnesium with food or a sports drink (drink 16 to 20 oz/hour).

Avoid exercising during the hottest time of day; train closer to sunrise or sunset.

Wear light, loose clothing, so sweat can evaporate.

Better yet, invest in some clothes made with CoolMax®, Drymax®, Smartwool or polypropylene. These fibers have tiny channels that wick the moisture from your skin to the outer layer of the clothing where it can evaporate more easily.

Use sunscreen to prevent [sunburn](#), which can limit the skin's ability to cool itself.

Wear a hat with a brim.

If you feel your abilities start to diminish, stop activity and seek out a cool shaded place.

Do not drink alcohol or beverages with caffeine before exercise because they increase the rate of dehydration.



8.2. Cramps

Salt is necessary for proper muscle function. When muscles are deprived of salt they become irritated and spasm. Heat cramps are muscle spasms in the legs and/or abdomen that result when profuse sweating depletes the body of salt. Heat Cramps affect people in good physical condition who overexert themselves in sports or work when heat and humidity are high.

Treatment: Remove the person from the heat, rub muscles or have the person “walk off the cramp.” If the person is nauseated or faint, have them drink 1 to 2 glasses of a Sports type drink. Encourage rest for at least 12 hours so the body may obtain its salt balance.

8.3. Heat Exhaustion

Heat exhaustion is the body's response to dehydration and an excessive loss of water and salt through sweat. Heat exhaustion typically occurs after long periods of heat exposure. Heat exhaustion occurs when the body becomes overwhelmed by heat and the sweat response stops working properly. Signs of heat exhaustion include sudden fainting and collapse, headaches, fatigue, dizziness, nausea, and sometimes abdominal cramping, profuse sweating, pale, and clammy skin.

Treatment: If Heat exhaustion symptoms manifest, take the following actions:

- Stop all activities immediately and have player lie down, elevating feet 6 to 12 inches
- Drink cool, non-alcoholic beverages
- Move player to an air-conditioned room
- Remove extra clothing



8.4. Heat Stroke

The least common, but most serious heat illness is Heat Stroke. The body has lost its heat regulating mechanisms. It is a dire emergency with a 90% mortality rate. People suffering heat stroke, first sweat profusely to dissipate excess heat, but eventually become too dehydrated to sweat anymore and their core temperature rises rapidly. Body temperature rapidly rises to 105-106 degrees Fahrenheit. The skin is HOT and DRY, the person becomes disoriented, confused, delirious, or lapses into a coma, pulse becomes very rapid and pounding, and they exhibit an elevated respiratory rate.

Treatment: CALL AN AMBULANCE IMMEDIATELY! Remove the person from the heat; cool the person down as rapidly as possible by removing clothing, immerse in cold water or hose down with garden hose. Do not cool the person so much that the person begins to shiver, this produces more heat. Do not give the person anything by mouth.

9. General Forms

See attached:

- 9.1 2022 Little League "Basic" Volunteer Form
- 9.2 2022 Little League Volunteer Form
- 9.3 Little League Incident Injury Tracking Form
- 9.4 Little League Accident Claim Form & Instructions



Little League® "Basic" Volunteer Application – 2022

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



This volunteer application can be used as a reference for leagues utilizing the JDP Quick App or for leagues that are using an outside background check provider that meets the standards of Little League Regulation 1(c)9. Visit LittleLeague.org/localBGcheck for more information.

All RED fields are required.

Name _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone _____

Work Phone: _____ E-mail Address: _____

Driver's License#: _____

1. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? Yes No

If yes, describe each in full: _____
(If volunteer answered yes to Question 1, the local league must contact the Little League Security Manager.)

2. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes No

If yes, describe each in full: _____
(Answering yes to Question 2, does not automatically disqualify you as a volunteer.)

3. Do you have any criminal charges pending against you regarding any crime(s)? Yes No

If yes, describe each in full: _____
(Answering yes to Question 3, does not automatically disqualify you as a volunteer.)

4. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? Yes No

If yes, explain: _____
(If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.)

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

- | | | |
|--|--|---|
| <input type="checkbox"/> League Official | <input type="checkbox"/> Field Maintenance | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Manager | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Umpire | <input type="checkbox"/> Scorekeeper | |

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION (NOT NECESSARY IF VOLUNTEER IS RETURNING).

Please provide updated information below if there are any changes from previous years or requesting a new position.

Occupation: _____

Employer: _____

Address: _____

Special professional training, skills, hobbies:

Special Certifications (CPR, Medical, etc.):

Special Affiliations (Clubs, Services Organizations, etc.):

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

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: LittleLeague.org/BgStateLaws

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.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

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

Review the Little League Regulation 1(c)9 for all background check requirements

JDP (Includes review of the U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible List)*

OR

- | | |
|---|---|
| <input type="checkbox"/> National Criminal Database check | <input type="checkbox"/> U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible List |
| <input type="checkbox"/> National Sex Offender Registry | |

*Please be advised that if you use JDP 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 or email directly from JDP 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.



Little League® Volunteer Application – 2022



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

This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)9. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit LittleLeague.org/localBGcheck for more information.

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

All RED fields are required.

Name _____ Date _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory) _____

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): _____

1. Do you have children in the program? Yes No

If yes, list full name and what level? _____

2. Special Certification (CPR, Medical, etc.)? If yes, list: _____ Yes No

3. Do you have a valid driver's license? Yes No

Driver's License#: _____ State _____

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?

If yes, describe each in full: _____ Yes No

(If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.)

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes No

If yes, describe each in full: _____

(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes No

If yes, describe each in full: _____

(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? Yes No

If yes, explain: _____

(If volunteer answered yes to Question 7, the local league must contact the Little League Security Manager.)

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

- League Official
- Umpire
- Manager
- Concession Stand
- Coach
- Field Maintenance
- Scorekeeper
- 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: LittleLeague.org/BgStateLaws

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 _____

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Applicant Name (please print or type) _____

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

Review the Little League Regulation 1(c)(9) for all background check requirements

- JDP (Includes review of the US. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible List)*
- National Criminal Database check
- National Sex Offender Registry
- U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible List

*Please be advised that if you use JDP 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 or email directly from JDP 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.

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 B.) Adjacent to Playing Field D.) Off Ball Field
- Base Path: Running *or* Sliding Seating Area Travel:
- Hit by Ball: Pitched *or* Thrown *or* Batted Parking Area Car *or* Bike *or*
- Collision with: Player *or* Structure C.) Concession Area Walking
- Grounds Defect Volunteer Worker League Activity
- Other: _____ Customer/Bystander 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® Baseball & Softball CLAIM FORM INSTRUCTIONS



WARNING — It is important that parents/guardians and players note that: *Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball.*

To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims.

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

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

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

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

The NUFIC Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, a Pennsylvania Insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC Number 19445. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the Policy, the Policy shall govern.

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

TREATMENT OF DENTAL INJURIES

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

CHECKLIST FOR PREPARING CLAIM FORM

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

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

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

PART II - LEAGUE STATEMENT

1. This section must be filled out, signed and dated by the **league official.**
2. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**

IMPORTANT: Notification of a claim should be filed with Little League International within 20 days of the incident for the current season.