



Bergenfield Little League

Safety Manual

For Managers and Coaches

League Safety Officer

Isreal Crespo

Bergenfield Little League ID Numbers,

2300401

This safety plan covers all
Bergenfield Little League Divisions

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Organization

1. Bergenfield Little League Safety Plan:

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

The Safety Plan's components include the Bergenfield Little League's Safety Manual for Coaches and Managers, the Safety Code, the Code of Conduct, and the safety information presented on the Bergenfield Little League website. These documents outline specific safety policies, procedures, and standards. The Safety plan components will be available to be viewed in the Safety Section of the Bergenfield Little League website, and copies will also be distributed to the Board - who in turn will make copies available to their respective areas of responsibility; this includes all managers and coaches. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

2. Safety Officer:

The Safety Officer is an elected position on the Bergenfield Little League Executive Board. This league officer acts as Bergenfield Little League's primary point of contact for the creation and enactment of the Safety Plan for the Bergenfield Little League. The Safety Officer writes and/or updates the league's Safety Plan each year, as necessary, and presents it to the Executive Board for approval and ratification for the upcoming season.

3. Safety Committee:

The Safety Committee consists of the League President, League Vice President, Safety Officer, Concession Manager, and Fields and Grounds Officer. Any concerned player, parent, coach, manager, or other interested person may contact any member of the Safety Committee with safety concerns, questions, or suggestions. Any member of the league executive board members can likewise be contacted as well to escalate any concern. (See Appendix A for the Bergenfield Little League Executive Board Members contact information)

4. Emergency Contacts:

Emergency:

Dial - 911 (Specify name and address of the location of the emergency.)

- Hickey Field has no physical address and can be specified as "***the corner of Melrose Avenue and Wildrose Avenue***".
- Staunton Field has no physical address and can be specified as "***the corner of Brey Lane and Drenkhahn Road***".

Non-Emergency:

Dial – Bergenfield Fire and Police - 201-387-4000

Pre-Season Preparations

1. Selection and Screening of Coaches:

Managers may be appointed only by the Board after being nominated by the League President and considered suitable in terms of fundamental baseball knowledge, commitment to supporting the safety program, coaching ability, and sportsmanship. Coaches may be nominated by managers and approved by the Board, subject to the provisions of this section.

Every person desiring to serve as a coach or manager in Bergenfield Little League must register a Volunteer Role for each applicable league division in their SportsConnect account, which will prompt to attach a photocopy of a valid state driver's license or other government issued photo ID.

The Safety Officer will screen all Bergenfield Little League registered Volunteer Roles in SportsConnect with the National Background Check Database using JDP. Any person refusing to submit/complete an application or who is discovered to have committed sexual offenses or otherwise exhibited conduct inconsistent with the trust parents and children place in coaches will be disqualified from serving Bergenfield Little League in any capacity.

All managers, coaches, or any other volunteer role involving on-field activity are required to attend and complete the Rutgers SAFETY Clinic – *Sports Awareness For Educating Today's Youth*. Certification of this course shall be maintained and remain valid by renewing within the expiration period, otherwise the course shall be taken again. The certification card of course completion shall be maintained whenever conducting activities associated with Bergenfield Little League.

All managers and coaches shall complete the Coaching Contract and verify completion with the League President. The form may be downloaded from the Bergenfield Little League website. (See Appendix B for the form as well)

2. Fundamentals Training:

The League President, in cooperation with the Safety Officer, is responsible for scheduling and conducting training for coaches and managers on baseball fundamentals, including hitting, sliding, fielding, and pitching. All coaches and managers at all levels of all leagues and in all divisions are expected to attend one of these sessions every three years. The League President may certify on a case-by-case basis that alternate training received by coaches and managers from other training sources is comparable to that provided by the League and fulfills this expectation.

3. First-Aid Training:

Each year in February, March or April, the Safety Officer will schedule no fewer than two First-Aid training sessions to be conducted by competent medical professionals. All coaches and managers at all levels of all leagues and in all divisions are required to attend one of these sessions every other year.

The Safety Officer is responsible for creating rosters of all coaches and managers who attend

the training and forward copies to the League President and maintain copies for three (3) seasons. The League President is responsible for certifying to the Safety Officer that all coaches and managers are current in their first-aid training and that each team has a coach or manager who has attended training in the current year.



Exemptions: Licensed medical professionals-doctors, registered nurses, licensed practical nurses, and paramedics-are not required to attend the first aid training.



4. Abuse Awareness Training:

Each year all volunteers will complete Abuse Awareness Training. The League President, in cooperation with the Safety Officer, is responsible for selecting the training method that will be used to conduct the abuse training for all volunteers. Completion of the training will be tracked. Failure to complete the abuse awareness training will result in not being allowed to volunteer/coach. Bergenfield Little League will be using SafeSport to conduct our abuse training.

-Abuse Awareness for Adults / -Abuse Awareness for minors

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

5. Medical Release Forms:

Each manager is required to obtain for each player on his or her team, a completed and properly executed Medical Release form. The form may be downloaded from the Bergenfield Little League website. (See Appendix B for the form as well) Managers shall review these forms to familiarize themselves with any special notations such as medical conditions, allergies (e.g. bee sting and peanut), or medications that pertain to team players. The manager should bring any questions or concerns to the League Safety Officer, who shall help the manager obtain competent medical advice on whether special precautions, such as requiring a player always to have a parent present at league activities, are warranted. Managers are required to have these forms immediately available at every team game, practice, and other official league function at which the players are present.

Policies and Procedures

1. General Responsibilities for Enforcing Little League Rules:

Coaches and managers are expected to set an example for their players in complying with safety rules and procedures, in wearing protective equipment, and teaching safety awareness by mentioning the safety considerations behind techniques, drills, and other aspects of games and practices.

Responsible Adult Presence: Many accidents can be prevented simply by having a responsible

adult on hand to demonstrate common sense, basic leadership, and commitment to Little League safety rules. All members of Bergenfield Little League are expected to perform this function whenever it is needed.

Managers and coaches should establish pre-game and pre-practice routines that include an orderly process for arriving at the field, stowing personal gear, stretching in a designated area unlikely to be affected by errant throws, and keeping players engaged in constructive activities that reduce the likelihood of their engaging in horseplay.

Regardless of the game situation, managers are expected to take responsibility as adults to help youth umpires-in-chief reach the correct decision to suspend play when darkness, lightning, slippery fields, or other conditions are such that it is already or soon may become unsafe to continue play.

2. First-Aid Kits and Ice Packs:

At initial equipment issues, Bergenfield Little League provides every manager with a first-aid kit and three ice packs. In addition, first-aid kits and ice packs have been placed in every snack bar. Managers are responsible for bringing the first-aid kits to every game, practice and other league activity to which they bring their players.

These first-aid supplies are intended to be used, and managers should have no reluctance to consume them even for apparently minor, even superficial, injuries. After using their ice packs or first-aid supplies, managers may obtain replacements by contacting the Safety Officer or any league executive board member. (See Appendix A for the Bergenfield Little League Executive Board Members contact information)

3. Inspection of Facilities and Equipment:

At least once annually, the Fields and Grounds Officer will conduct and complete the League Facility Survey noting field hazards that require correction and implementing a plan for repair or correction. Long- term safety updates will also be noted.

Pre-game Field Inspections: Although Bergenfield Little League Local Rule 3.3.1.1 assigns to the umpire-in-chief the responsibility for conducting pre-game inspections of facilities and equipment, managers are expected to observe the umpire's arrival and ascertain whether the inspections are being conscientiously conducted. If necessary to ensure compliance, managers are expected to take initiative to remind umpires of the requirement, to offer assistance with the inspections, or to insist that they be carried out.

Practices: The manager, or in his or her absence, the first coach arriving to a practice site, is responsible for conducting an inspection of the facilities and equipment that is substantially equivalent to that performed for games. Managers shall ensure that all damaged equipment is immediately removed from service until repaired or replaced, referring all questions to the Safety Officer or any Board Member. (See Appendix A for the Bergenfield Little League Executive Board Members contact information)

Upon receipt of equipment that can be repaired and returned to use (e.g., re-attaching a throat protector to a catcher's mask or replacing a strap on a shin guard) the Safety Officer will use his judgment in conducting the repair himself, providing replacement parts to the manager, or

issuing new equipment.

Upon receipt of damaged or worn equipment that cannot be repaired (e.g., dented bats, cracked helmets), the League Safety Officer is responsible for destroying the equipment or disposing of it in a manner that precludes the possibility of injuring any children who may attempt to salvage it.

4. Sanitation of Shared Equipment:

Bergenfield Little League supplies catcher's equipment (i.e., chest protectors, shin guards, glove, and face masks) and batting helmets (as requested) for each team. This equipment often becomes soiled with sweat and then is later shared with other players. In an effort to improve the sanitary conditions of shared personal equipment and limit potential spread of disease, Bergenfield Little League will implement the following policies:

1. Each season, all shared personal equipment (team helmets, chest shields, chest protectors, face masks) shall be sanitized with antibacterial wipes (e.g., Clorox wipes) by rubbing briskly and allowing air to dry.
2. Bergenfield Little League will provide to each team sanitary wipes which will be used to sanitize shared personal equipment (e.g., a catchers' helmets) as follows:
 - a. Prior to each use, the catcher's helmet should be cleaned by vigorously rubbing the inside pads and any areas that contact skin with a sanitary wipe followed by a period of air drying.
 - b. After each use, and at the conclusion of the game or practice, the catcher's helmet should be cleaned by vigorously rubbing the inside pads and any areas that contact skin with a sanitary wipe and allowed to thoroughly air dry from moisture, sweat etc.

5. Thunder and Lightning Procedures:

Bergenfield Little League local rules 3.3.2 and 3.3.3 set forth the responsibilities for suspending play when thunder is heard, or lightning is sighted and for not resuming play until 30 minutes have passed since the last sound of thunder or sighting of lightning in the vicinity of the playing field. The term "vicinity" shall be interpreted broadly. It is important for managers and coaches to apply the same principles to practices and make the call to suspend activities before a lightning strike looms as an immediate possibility. It is far better to suspend play, conduct an orderly evacuation, and place timely phone calls to parents than to wait until lightning crackles in the immediate vicinity and sends everyone scurrying in a haphazard, dangerous evacuation. Follow the policy which can be easily remembered by this saying "if you hear it you must clear it, if you see it you must flee it". In short, if you hear thunder, you must clear the field. If you see lightning, you should send the players to shelters or cars immediately. See Appendix D for additional information from the NNOA.

The local fields are equipped with lightning detection systems to aid in any judgment call. When any lightning detection alarm sounds, any play is immediately suspended. The lightning detection system has a visual light to indicate that the alarm is still activated. Upon the required amount of time since the last detected lightning activity, the detection system will sound an "all clear" signal, which is audibly different from the initial alarm.

6. Injury Reporting and Follow-up:

Any incident that causes any player, manager, coach, umpires, or volunteer to receive medical treatment and/or first-aid must be reported to the Safety Officer. The terms "medical treatment and/or first-aid" should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. Any incident that: (1) causes a player to miss any practice or game time and/or (2) any event that has the potential to require medical assistance, must be reported promptly.

When uncertain as to whether an injury can warrant being reported, managers are expected to resolve doubtful cases in favor of reporting. Two rules of thumb: (1) If first-aid is required beyond giving the injured person time to regain composure and "shake off" the injury, it should be reported. (2) If the manager feels any need to discuss the incident with a parent after the game or practice, it should be reported.

Managers should report injuries within 24 to 48 hours of when they happen. However, it is better to report an injury late than not to report it at all.

Managers are also encouraged to report near misses, which can be as instructive in improving the safety program as actual accidents are.

Upon receipt of an injury report, the Safety Officer shall review the report. The review shall determine for consideration whether any immediate action is warranted, such as correcting a hazard identified in the report or reinforcing a safety rule that was not followed.

Within 24 to 48 hours of receiving the report, the Safety Officer shall contact the injured party or the party's parents to: (1) Verify the information received; (2) Obtain any other necessary information; (3) Check the status of the injured party; and (4) In the event that the injured party required other medical treatment (e.g., emergency room visit or doctor's visit) advise the parent or guardian of the Bergenfield Little League's insurance coverage and the procedures for submitting claims.

If the extent of the injury is more than minor in nature, the Safety Officer shall periodically call the injured party to: (1) Follow the progress of the recovery; and (2) Ascertain whether any assistance is needed in submitting insurance forms, until the incident is "closed." (i.e., no further claims are expected, or the individual is participating in the league again)

Reporting of all safety incidents and injuries are done by completing the Incident/Injury Tracking Report form. The form may be downloaded from the Bergenfield Little League web site. (See Appendix B for the form as well)

7. Abuse

Bergenfield Little League requires all volunteers to complete the mandatory abuse training each year. As a precaution, at no time shall a volunteer have one-on-one contact with any player participant, with the exception of their own child, during league activity. Any suspicion or awareness of abuse shall be reported to the proper authorities within 24 hours. Bergenfield Little League prohibits any retaliation against good faith reports of abuse.

Codes of Conduct

1. Bergenfield Little League Codes of Conduct:

a) Introduction:

Bergenfield Little League is a community youth baseball activity with the goal of providing our children an opportunity to develop life skills through team play, sportsmanship, competition, and hard work. Our mission is to provide Bergenfield youth the opportunity to play baseball in a recreation league commensurate with their individual ability, potential, and interest. An emphasis on fair play and respect for all participants is a primary element of our league's mission. To better achieve that mission, we provide the following Codes of Conduct for all Bergenfield Little League players, parents, and coaches.

b) Player's Code:

As a Bergenfield Little League player, I will:

1. Show good sportsmanship before, during, and after games. I understand that baseball is a game, and that the players on the other team are my opponents, not my enemies.
2. Be humble and generous when I win and gracious when I lose.
3. Respect the game of baseball and its rules, and play the game fairly.
4. Work for the good of my team and give my best effort at all times.
5. Show respect for the authority of the umpire, even though I will sometimes disagree with his/her calls.
6. Conduct myself with honor and dignity and treat other players as I would like to be treated.
7. Control my temper and not retaliate, even if I believe I have been wronged.
8. Not use or possess tobacco, alcohol, or illegal or performance-enhancing drugs.

c) Parent's Code:

As a parent, you play a special role in the development of your child and of his/her teammates. Your encouragement and good example will do more to ensure good sportsmanship and self-discipline than any other influence. The other team is the opponent, not the enemy, and should be treated with respect. While winning is important, playing well and fairly is the essence of the game.

1. Support your child: Support your child by giving encouragement and showing interest in his/her team. Help your child work toward skill improvement and good sportsmanship in every game. Teach your child that hard work and an honest effort are often more important than victory.
2. Always be positive: Children learn more by example than by criticism. Work to be a positive role model and reinforce positive behavior in others. Applaud good plays by others on your child's team as well as good plays by the opposing team. Do not criticize any child's performance from the sidelines. Accept the results of each game. Teach your child to be gracious in victory and to turn defeat into victory by learning and working toward improvement.
3. Don't be a sideline coach or umpire: Refrain from coaching or umpiring from the sidelines. Parents who shout or scream from the sidelines often give inappropriate advice at the wrong time. The coach should be the only sideline voice. Remain well back from the sidelines and within the spectator area. You and your child will both enjoy the game more if you put some emotional distance between yourself and the field or play. Umpires are symbols of fair play, integrity, and sportsmanship - Do not openly question

their judgment or honesty.

4. Demonstrate a positive attitude toward your opponents and their families: Opponents are not enemies. Never allow yourself to be drawn into a verbal disagreement with opposing parents or coaches. No one has ever regretted letting "cooler heads prevail."
5. Remember that your child wants to have fun: Your child is the one playing baseball, not you. Children must establish their own goals - to play the game for themselves. Take care not to impose unreasonable demands on your child. Let your children experience the fun of playing as well as the challenge of excelling.
 - a. We will not criticize the umpires openly or directly, during or after games. Any criticism shall be done in writing, sent to my coach and not verbally.
 - b. We will give only positive feedback to players.
 - c. We will cheer at all games within the spirit of fair play and shall do our best to cheer the effort regardless of the outcome.
 - d. We shall do our best to teach our players to become students of the game.
 - e. We shall show the quality of our sportsmanship during and after each game and help our children remember to thank the umpire after the game without regard to the result.
 - f. We shall do our very best to have our child prepared for every game.
 - g. We shall support the learning efforts of the players, the coaches, and the umpires by demonstrating our patience.
 - h. We shall leave the coaching to the coach during the game. We shall not give our child instructions during the game.
 - i. We understand that the league can, and will, if necessary, suspend our individual privilege to watch our child play should we behave in a manner that is rude or otherwise offensive.
 - j. We agree to do our best to have as much fun watching the game as the players should have playing the game.

d) Manager/Coach's Code:

The Bergenfield Little League Manager/Coach's Code enumerates basic requirements, organized under four principles. They are: Setting a good example; keeping players safe; ensuring that all participants in Bergenfield Little League have a positive experience; and relating to game umpires in an exemplary manner and encouraging players to do the same.

1. Setting a good example:

The manager/coach's example is powerful. If a manager/coach insists on fair play, concentrates on players' enjoyment of the game and their overall, long-term development, and supports the umpire, players and parents will notice. If a manager/coach discourages (or allows) players to play outside the rules, are overly concerned about the results, and/or criticize the umpire or opposing coach, players and parents will also notice. Above all, children deserve a coach they can respect.

 - a. Manager/Coaches, in all contact with Bergenfield Little League players, parents, officials and coaches, should strive to set an example of the highest ethical and moral conduct. Before, during, and after the game, they should be an example of dignity, patience, and positive spirit.
 - b. Before games, opposing managers should meet and exchange greetings to set the proper tone for the game. After games, the teams and coaches should meet and congratulate each other in a sportsmanlike manner.
 - c. Managers/Coaches should ensure that their players' baseball experience is one of fun and enjoyment, and improvement in skill (winning is only part of it). Players

should never be yelled at, lectured or ridiculed for making mistakes or losing a game. Coaches should be generous with praise when it is deserved.

- d. Managers/Coaches should avoid any conduct which could be construed as physically or verbally abusive.
- e. Managers/Coaches should completely refrain from verbal dissent during a game with an opposing coach.
- f. Managers/Coaches should honor all professional relationships with colleagues, associations, umpires, and the public.

2. *Keeping players safe:*
Managers/Coaches shall always have the safety of the players in their charge as their priority. Coaches should be familiar with the facility(ies) and fields on which their teams practice and play and be mindful of the levels of fitness and skill of each one of their players. Coaches should also be familiar with the Rules of the Game, currently with principles of age-appropriate coaching, aware of applicable existing rules and regulations, and informed of the affairs of Bergenfield Little League.

- a. Managers/Coaches should check players' equipment and playing facilities frequently. They should meet safety standards and be appropriate for the age and ability of players.
- b. Managers/Coaches should follow the advice of a physician when determining when an injured player is ready to play again. During a game, and in an absence of medical advice, coaches should err on the side of caution in permitting an injured player to return to play.

3. *Creating a positive experience:*
Bergenfield Little League wishes to ensure that games are fair, positive, and enjoyable experiences for the children and adults involved. A baseball game should be friendly and unifying - a spirited social and athletic occasion for players, coaches, umpires, and spectators.

- a. Managers/Coaches should require all players and spectators to always adhere to the highest level of sportsmanship. During the game, the manager/coach is responsible for the sportsmanship of the players. If a player is disrespectful, irresponsible, or overly aggressive, the coach should remove the player from the game at least long enough for him/her to calm down. Coaches should explain acceptable behavior to players and parents at a preseason meeting. Encourage parents to make positive comments about good play by either team. Prohibit them from yelling at players and the umpire.

4. *Relating to officials:*
Managers/Coaches should demonstrate respect for the umpire and his/her role. Managers/Coaches can help umpires improve by letting them concentrate on the game, accepting their inevitable, occasional mistakes, and offering constructive post-game comments.

- a. Before a game, managers should introduce themselves to the umpire. During the game, they should address the umpire only as needed to continue play. After the game, they should thank the umpire and ask players to do the same.
- b. Questions about calls should be handled by calling time out, not shouting at the umpire. Once time out is called, the manager can quietly discuss the call between them. Others near and around the field should not be able to hear the discussion.
- c. Small disagreement should be discussed with the umpire calmly after the game.

For major complaints, or if the umpire appeared to be unfair, biased, unfit, or incompetent, report opinions to the Chief Umpire.

e) Other General Codes of Conduct:

1. Speed Limit is 5 mph in roadways and parking lots while attending any Bergenfield Little League function. Watch for small children around parked cars.
2. No alcohol allowed in any parking lot, field, or common areas within a Bergenfield Little League complex.
3. Use crosswalks when crossing roadways. Always be alert for traffic.
4. No Profanity.
5. After each game, each team must clean up trash in the dugout and around stands.
6. Failure to comply with this Code of Conduct may result in expulsion from the complex.

f) Bergenfield Little League Safety Code of Conduct:

The Bergenfield Little League Code of Conduct has been adopted by the Executive Board Members. This Code is enforced by the Safety Officer or any Executive Board Member. All league officers, participants, employees, and volunteers are required to abide by this code. It is the job of the Safety Officer or any Executive Board Members to make any additions and revisions to this Code of Conduct from year to year, as necessary.

1. Responsibility for safety procedures should be that of an adult member of Bergenfield Little League.
2. Arrangements should be made in advance of all games and practices for emergency medical services.
3. Managers, coaches, and umpires should have training in first aid. First-aid kits are issued to each team manager and are located at each concession stand. No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
4. Play areas should be inspected frequently for holes, damage, stones, glass, and any other hazards.
5. All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play".
6. Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
7. Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.
8. Procedures should be established for retrieving foul balls batted out of the playing area.
9. During practice and games, all players should be alert and watch the batter on each pitch.
10. During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
11. Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
12. Batters must wear Little League approved protective helmets during batting practice and games.
13. Catchers must wear a catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporters at all times (males) for all practices and games. NO EXCEPTIONS. Managers should encourage all male players to wear protective cups and supporters for practices and games.
14. Except when a runner is returning to a base, head-first slides are not permitted.

15. During sliding practice, bases should not be strapped down or anchored.
16. At no time should "horse play" be permitted on the playing field.
17. Parents of players who wear glasses should be encouraged to provide "safety glasses."
18. Players must not wear watches, rings, pins or metallic items during games or practices.
19. The catcher must wear a catcher's helmet and mask with a throat guard when warming up pitchers. This applies between innings and in the bullpen during games and practices.
20. Managers and Coaches may not warm up pitchers before or during a game.
21. On-deck batters are not permitted
22. All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus, endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)

g) Concession Stand Sanitation and Safety:

The Concession Manager is required to post checklists enforcing the following procedures at all concession stands:

1. Except for meat and buns, all food and beverages stored and sold at the snack bars must be individually wrapped items delivered to customers in unopened containers or wrappings. Only fully pre-cooked meats may be purchased for snack bar operations.
2. Employees must use disposable sanitary gloves whenever handling meat or buns and must use a fresh pair each time they resume handling food after performing any other task.
3. At the beginning of each shift, employees are required to:
 - a. Wipe down all surfaces with an antibacterial soap solution.
 - b. Visually inspect grills, refrigerators, and ice machines for cleanliness and proper operation.
 - c. Ensure hands are properly washed before touching any food items.
 - d. Maintain cleanliness throughout the shift.
4. At the end of each shift, employees are required to:
 - a. Remove all trash to outdoor containers.
5. Report any equipment malfunctions or safety/sanitation issues to the Concession Manager.
 - a. Ensure grills are safely secured and grilling surfaces are scraped.
 - b. Sweeping floors.
 - c. Wipe down all surfaces with disinfectant wipes.
6. Each snack stand member is responsible for inspecting his or her facility each week and reporting the results to the Concession Manager. The Concession Manager is responsible for training all volunteers on sanitation practices, clean-up procedures, trash disposal, and gas grill safety.
 - a. Any volunteer involved in direct contact of food items for preparation (i.e., cooking) shall have the appropriate Food Handler's Certification. The Concession Manager shall track evidence of any volunteer Food Handler's Certifications.

Appendix A: Bergenfield Little League Executive Board Member Contact Information

<u>Position:</u>	<u>Name:</u>	<u>Contact:</u>
League President:	Sean Wendelken	president@bergenfieldlittleleague.org
League Vice President/ Fundraising Manager:	Daniela Rodriguez	info@bergenfieldlittleleague.org fundraising@bergenfieldlittleleague.org
Safety Officer:	Israel Crespo	safety@bergenfieldlittleleague.org
League Treasurer:	Kevin Mulhern	treasurer@bergenfieldlittleleague.org
League Player Agent:	Eric Sherman	agent@bergenfieldlittleleague.org
Field and Grounds Officer:	Michael Catalan	info@bergenfieldlittleleague.org
Concession Manager:	TBD	info@bergenfieldlittleleague.org
Coaching Coordinator:	Julio Cardenas	info@bergenfieldlittleleague.org
League Secretary:	Damien Lugo	info@bergenfieldlittleleague.org

Appendix B: Bergenfield Little League Safety Forms

1. Claim Form Instructions (Downloadable from the league website)

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.

<https://www.littleleague.org/university/articles/how-to-submit-an-accident-insurance-claim/>

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.

<https://www.littleleague.org/university/articles/how-to-submit-an-accident-insurance-claim/>

2. Accident Claim Form (Downloadable from the league website)



LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

Send Completed Form To:
Little League, International
539 US Route 15 Hwy, PO Box 3485
Williamsport PA 17701-0485
Accident Claim Contact Numbers:
Phone: 570-327-1874

Accident & Health (U.S.)

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name	League I.D.		
Name of Injured Person/Claimant		SSN	PART 1
			Date of Birth (MM/DD/YY)
		Age	Sex
		<input type="checkbox"/> Female	<input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
		()	()
Address of Claimant		Address of Parent/Guardian, if different	

The Little League Master Accident Policy provides benefits in **excess** of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM	<input type="checkbox"/> PM

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in each column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> (NOT GAMES)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	<input type="checkbox"/> (Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> INTERMEDIATE (50/70) (11-13)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TRAVEL FROM	
<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	<input type="checkbox"/> TOURNAMENT	
<input type="checkbox"/> SENIOR (13-16)				

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature

For Residents of California:

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

For Residents of New York:

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

For Residents of Pennsylvania:

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

For Residents of All Other States:

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

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

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

Were you a witness to the accident? Yes No

Provide names and addresses of any known witnesses to the reported accident.

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

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

Does your league use batting helmets with attached face guards? YES NO

If YES, are they Mandatory or Optional At what levels are they used?

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

Date League Official Signature

3. Incident/Injury Tracking Report Form (Downloadable from the league website)

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: <input type="checkbox"/> Male <input type="checkbox"/> Female City: _____ State: _____ ZIP: _____ Home Phone: () _____ Parent's Name (If Player): _____ Work Phone: () _____					
Parents' Address (If Different): _____ City: _____					
Incident occurred while participating in:					
A.) <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger <input type="checkbox"/> TAD B.) <input type="checkbox"/> Challenger <input type="checkbox"/> T-Ball <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Intermediate (50/70) <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Big League C.) <input type="checkbox"/> Tryout <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event <input type="checkbox"/> Travel to <input type="checkbox"/> Travel from <input type="checkbox"/> Other (Describe): _____					
Position/Role of person(s) involved in incident:					
D.) <input type="checkbox"/> Batter <input type="checkbox"/> Baserunner <input type="checkbox"/> Pitcher <input type="checkbox"/> Catcher <input type="checkbox"/> First Base <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Short Stop <input type="checkbox"/> Left Field <input type="checkbox"/> Center Field <input type="checkbox"/> Right Field <input type="checkbox"/> Dugout <input type="checkbox"/> Umpire <input type="checkbox"/> Coach/Manager <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____					
Type of injury: _____					
Was first aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____					
Was professional medical treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____ (If yes, the player must present a non-restrictive medical release prior 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	
<input type="checkbox"/> Base Path: <input type="checkbox"/> Running or <input type="checkbox"/> Sliding <input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted <input type="checkbox"/> Collision with: <input type="checkbox"/> Player or <input type="checkbox"/> Structure <input type="checkbox"/> Grounds Defect <input type="checkbox"/> Other: _____		<input type="checkbox"/> Seating Area <input type="checkbox"/> Parking Area C.) Concession Area <input type="checkbox"/> Volunteer Worker <input type="checkbox"/> Customer/Bystander		<input type="checkbox"/> Travel: <input type="checkbox"/> Car or <input type="checkbox"/> Bike or <input type="checkbox"/> Walking <input type="checkbox"/> League Activity <input type="checkbox"/> 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: _____		

4. Medical Release Form (Downloadable from the league website)



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



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

Player: _____ Date of Birth: _____ Gender (M/F): _____
 Parent (s)/Guardian Name: _____ Relationship: _____
 Parent (s)/Guardian Name: _____ Relationship: _____
 Player's Address: _____ City: _____ State/Country: _____ Zip: _____
 Home Phone: _____ Work Phone: _____ Mobile Phone: _____

PARENT OR GUARDIAN AUTHORIZATION:

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

Family Physician: _____ Phone: _____
 Address: _____ City: _____ State/Country: _____
 Hospital Preference: _____
 Parent Insurance Co.: _____ Policy No.: _____ Group ID#: _____
 League Insurance Co.: _____ Policy No.: _____ League/Group ID#: _____

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

Name	Phone	Relationship to Player

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

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: _____

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

Mr./Mrs./Ms. _____

Authorized Parent/Guardian Signature

Date: _____

FOR LEAGUE USE ONLY:

League Name: _____	League ID: _____
Division: _____	Team: _____
Date: _____	

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

5. Coaching Contract Form (Downloadable from the league website)



Bergenfield Little League Association

P.O. Box 218 Bergenfield, New Jersey 07621

www.bergenfieldlittleleague.org

www.facebook.com/bergenfieldLL

COACHING CONTRACT

If appointed to a Coaching position within the Bergenfield Little League, I will:

- Participate in league activities including coaching clinics, safety meetings, fundraisers and special programs.
- Treat players, players' parents, fellow coaches, umpires, scorekeepers, and league officials with respect at all times.
- Set an example, both on and off the playing field, of good sportsmanship for players.
- Build confidence in my players.
- Demonstrate positive methods for resolving conflicts.
- Provide team with a reasonable number of practices.
- Not use nor allow others to use:
 - Tobacco products of any kind while on Little League grounds.
 - Drugs or alcohol, during or preceding involvement with players in practices and games and during other Little League functions where players may be present.
 - Profanity, abusive, highly critical, or demeaning language.
- Take responsibility for all League equipment entrusted to my team and ensure that all equipment is returned.
- Be a "team" player by acting in the best interests of the League.
- Be knowledgeable about and follow all Little League rules, including Local Rules.
- Attend monthly league membership meetings regularly; a minimum of four meetings annually is required.
- Promptly advise my division representative and Player Agent of significant player related issues
- Assist in field preparation, maintenance and cleanup.
- Prohibit parents and other persons from assuming a coaching role during Little League events without prior Little League approval.

In addition to completing this application, all prospective Managers and Coaches must meet the following requirements to be considered for a position within the League:

- Be a paid member of the BLL in good standing.
- Completion of a Little League Volunteer Application / Submission of State ID for Background Screening.
- Completion/renewal of Rutgers Safety Course certification
- Completion of annual coaching and safety training and clinics.

Only those candidates who complete all aspects of the application process will be considered. I understand that Bergenfield Little League is committed to providing a safe, healthy and positive experience for children while teaching them baseball skills. I understand that failure to live up to any one of these promises may result in dismissal from coaching.

Signature

Date

Print Name

Team Name

6. Player Photo Waiver Form (Downloadable from the league website)



Bergenfield Little League Association
P.O. Box 218
Bergenfield, New Jersey 07621

Bergenfield Little League Photo Waiver

I authorize Bergenfield Little League to publish pictures of my child/ children on their official league website.

I DO NOT authorize Bergenfield Little League to publish pictures of my child/children on their official league website.

Note: Bergenfield Little League will not post the child's name next to their picture to protect the child's identity.

Child's name: _____ Team: _____

Parent/Guardian Signature _____ Date _____

League officer Signature _____ Date _____

Appendix C: Field Address & Postal Mailing Address

Physical Location:

Hickey Field Complex:

Corner of Melrose Avenue and Wildrose Avenue
Bergenfield, NJ 07621

Staunton Field Complex:

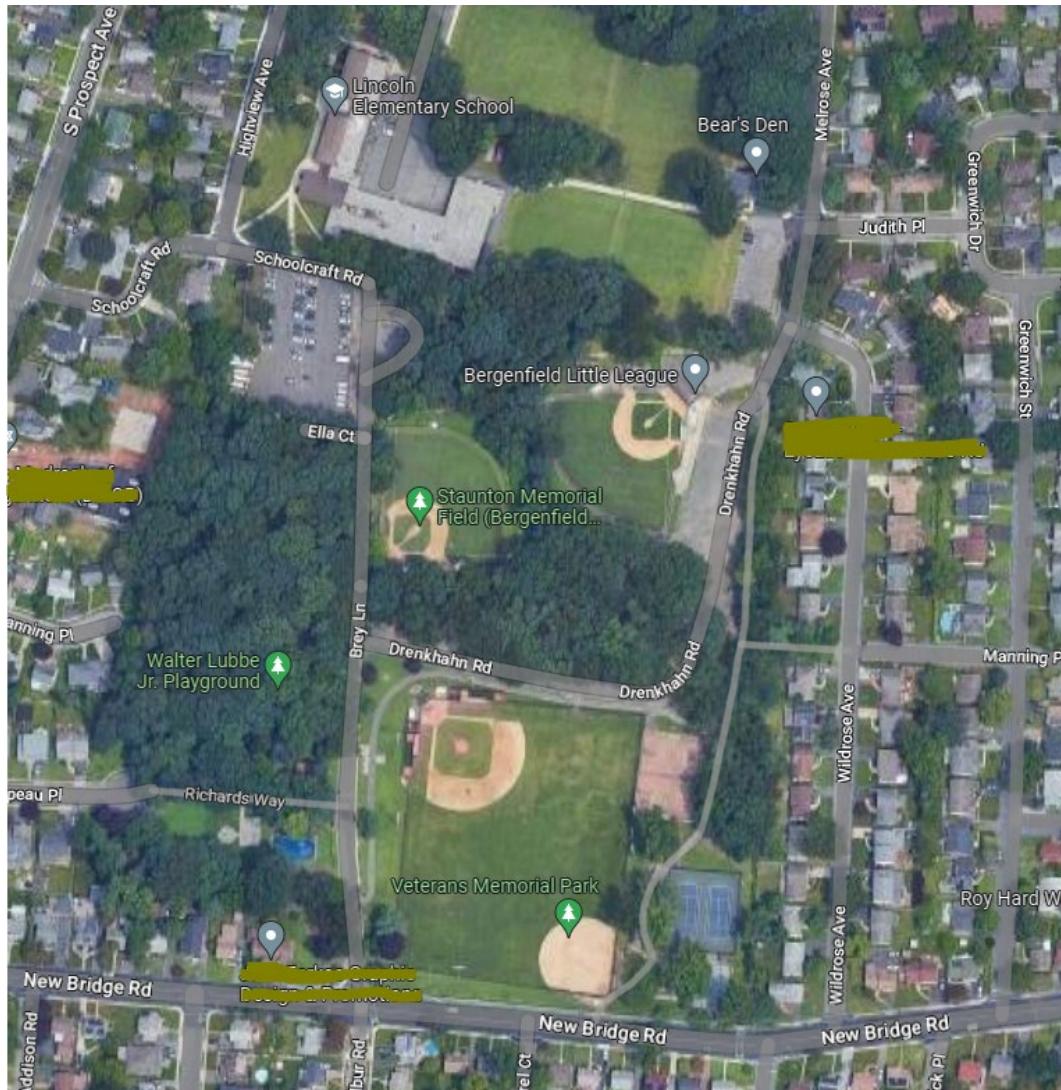
Corner of Brey Lane and Drenkhahn Road
Bergenfield, NJ 07621

Mailing Address:

Bergenfield Little League

PO Box 218

Bergenfield, NJ 07621



Appendix D: NNOA Background: *Avoiding the Risks of Deadly Lightning Strikes*



NOAA *Backgrounder*

Avoiding The Risks of Deadly Lightning Strikes

Lightning is one of the most underrated severe weather hazards, yet ranks as the second-leading weather killer in the United States. More deadly than hurricanes or tornadoes, lightning strikes in America each year kill an average of 73 people and injure 300 others, according to NOAA's National Weather Service.

How Lightning Works

Lightning is caused by the attraction between positive and negative charges in the atmosphere, resulting in the buildup and discharge of electrical energy. This rapid heating and cooling of the air produces the shock wave that results in thunder. During a storm, raindrops can acquire extra electrons, which are negatively charged. These surplus electrons seek out a positive charge from the ground. As they flow from the clouds, they knock other electrons free, creating a conductive path. This path follows a zigzag shape that jumps between randomly distributed clumps of charged particles in the air. When the two charges connect, current surges through that jagged path, creating the lightning bolt.

A WORD ABOUT NOAA. . .

The National Oceanic and Atmospheric Administration (NOAA) conducts research and gathers data about the global oceans, atmosphere, space, and sun, and applies this knowledge to science and service that touch the lives of all Americans.

NOAA warns of dangerous weather, charts our seas and skies, guides our use and protection of ocean and coastal resources, and conducts research to improve our understanding and stewardship of the environment which sustains us all.

A Commerce Department agency, NOAA provides these services through five major organizations: the National Weather Service, the National Ocean Service, the National Marine Fisheries Service, the National Environmental Satellite, Data and Information Service, and Office of Oceanic and Atmospheric Research; and numerous special program units. In addition, NOAA research and operational activities are supported by the Nation's seventh uniformed service, the NOAA Corps, a commissioned officer corps of men and women who operate NOAA ships and aircraft, and serve in scientific and administrative posts.

For further information: NOAA Office of Public Affairs, 14th Street and Constitution Avenue NW, Room 6013, Washington, D.C. 20230. Phone: (202) 482-6090.

The Warning Signs

High winds, rainfall, and a darkening cloud cover are the warning signs for possible cloud-to-ground lightning strikes. While many lightning casualties happen at the beginning of an approaching storm, more than 50 percent of lightning deaths occur after the thunderstorm has passed. The lightning threat diminishes after the last sound of thunder, but may persist for more than 30 minutes. When thunderstorms are in the area, but not overhead, the lightning threat can exist when skies are clear.

Safety Precautions

While nothing offers absolute safety from lightning, some actions can greatly reduce your risks. If a storm is approaching, avoid being in, or near, high places, open fields, isolated trees, unprotected gazebos, rain or picnic shelters, baseball dugouts, communications towers, flagpoles, light poles, bleachers (metal or wood), metal fences, convertibles, golf carts and water. If you can see lightning or hear thunder, the risk is already present. Louder or more frequent thunder means lightning activity is approaching, increasing the

over, please

continued from previous page

risk for lightning injury or death. If the time delay between seeing the lightning and hearing the thunder is less than 30 seconds, you are in danger.

No place is absolutely safe from the lightning threat, however, some places are safer than others. Large enclosed structures are safer than smaller, or open, structures. Avoiding lightning injury inside a building depends on whether the structure incorporates lightning protection and its size. When inside during a thunderstorm, avoid using the telephone, taking a shower, washing your hands, doing dishes, or having contact with conductive surfaces, including metal doors, window frames, wiring and plumbing. Generally, enclosed metal vehicles, with the windows rolled up, provide good shelter from lightning.

Action Plan For Outside Events

Coordinators of outdoor events should monitor the weather and evacuate participants when appropriate. School buses are an excellent lightning shelter, which outdoor event organizers can provide. Consider placing lightning safety tips and/or the action plan in game programs, flyers, scorecards, etc., and placing lightning safety placards around the area. Lightning warning signs are effective means of communicating the lightning threat to the general public and raise awareness.

First Aid for Lightning Victims

Ninety percent of lightning victims survive their encounter with lightning, especially with timely medical treatment. Individuals struck by lightning do not carry a charge, and it is safe to touch them and provide medical treatment. Call 911 and start mouth-to-mouth resuscitation. If the victim has no pulse, begin cardiac compressions. In cold, wet situations put a protective layer between the victim and the ground to lower the risk of hypothermia.

Lightning Quick Facts

- ⌚ 25 million cloud-to-ground lightning strikes occur in the United States each year
- ⌚ The air within a lightning strike can reach 50,000 degrees Fahrenheit
- ⌚ Lightning can heat its path five times hotter than the surface of the sun
- ⌚ One ground lightning stroke can generate between 100 million and 1 billion volts of electricity ☺

**More information about lightning and lightning safety is available online at:
www.lightningsafety.noaa.gov**

June 2001

Appendix E: Little League Bat Guidelines

Rule 1.10 – Baseball

The bat must be a baseball bat which meets the USA Baseball Bat standard (USABat) as adopted by Little League. It shall be a smooth, rounded stick, and made of wood or of material and color tested and proved acceptable to the USA Baseball Bat standard (USABat).

Beginning with the 2018 season, non-wood and laminated bats used in the Little League (Majors) and below Intermediate (50-70) Division, Junior League divisions, and Challenger division shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball's Youth Bat Performance Standard. All BPF - 1.15 bats will be prohibited beginning with the 2018 season. Additionally, starting in 2018, the bat diameter shall not exceed 2 $\frac{5}{8}$ inches for these divisions of play. Bats meeting the Batted Ball Coefficient of Restitution (BBCOR) standard may also be used in the Intermediate (50-70) Division and Junior League divisions. Additional information is available at <http://www.LittleLeague.org/batinfo>.

Tee Ball:

Under the USABat standard, certified Tee Ball bats (26" and shorter) will feature the USA Baseball mark and text which reads ONLY FOR USE WITH APPROVED TEE BALLS.

NOTE: Approved Tee Ball bats may also be used for Coach Pitch/Machine Pitch Minor Divisions only with the use of approved Tee Balls.

Minor/Major Divisions:

It shall not be more than 33 inches in length; nor more than 2 $\frac{5}{8}$ inches in diameter, and if wood, not less than fifteen-sixteenths (15/16) inches in diameter (7/8 inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed sixteen (16) inches from the small end.

NOTE 1: Solid one-piece wood barrel bats do not require a USA Baseball logo.

NOTE 2: Approved Tee Ball bats may also be used for Coach Pitch/Machine Pitch Minor Divisions only with the use of approved Tee Balls.

Little League Challenger Division:

It shall not be more than 33 inches in length; nor more than 2 $\frac{5}{8}$ inches in diameter, and if wood, not less than fifteen-sixteenths (15/16) inches in diameter (7/8 inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed sixteen (16) inches from the small end.

NOTE: Solid one-piece wood barrel bats do not require a USA Baseball logo.

In all divisions, a non-wood bat must have a grip of cork, tape, or composition material, and must extend a minimum of 10 inches from the small end. Slippery tape or similar material is prohibited.

NOTE 1: Whiffle ball type bats are permissible in all Challenger Divisions.

NOTE 2: The traditional batting donut is not permissible.

NOTE 3: Tee Ball bats may be used in the Challenger Divisions. Under the USABat standard, certified Tee Ball bats (26" and shorter) will feature the USA Baseball mark and text which reads ONLY FOR USE WITH APPROVED TEE BALLS.

NOTE 4: Non-wood bats may develop dents from time to time. Bats that have cracks or sharp edges, or that cannot pass through the approved Little League bat ring for the appropriate division must be removed from play. The 2 $\frac{1}{4}$ -inch bat ring must be used for bats labeled 2 $\frac{1}{4}$. The 2 $\frac{5}{8}$ -inch bat ring must be used for bats labeled for 2 $\frac{5}{8}$.

NOTE 5: An illegal bat must be removed. Any bat that has been altered shall be removed from play.

Rule 1.10 – Softball

The bat must be a softball bat which meets Little League specifications and standards as noted in this rule. It shall be a smooth, rounded stick and made of wood or a material tested and proved acceptable to Little League standards. The bat shall be no more than 33 inches (34 inches for Junior/Senior League) in length and no more than two and one-quarter (2 $\frac{1}{4}$) inches in diameter, and if wood, not less than fifteen-sixteenth (15/16) inches in diameter (7/8 inch for bats less than 30 inches) at its smallest part. Non-wood bats shall be printed with a BPF (bat performance factor) of 1.20. Bats may be taped or fitted with a sleeve for a distance not exceeding 16 inches from the small end. Colored bats are acceptable. A non-wood bat must have a grip of cork, tape or composition material, and must extend a minimum of 10 inches from the small end. Slippery tape or similar material is prohibited.

In all divisions, non-wood bats must have a grip of cork, tape, or composition material, and must extend a minimum of 10 inches from the small end. Slippery tape or similar material is prohibited.

NOTE 1: The traditional batting donut is not permissible.

NOTE 2: The use of pine tar or any other similar adhesive substance is prohibited at all levels of Little Lea Baseball and Softball. Use of these substances will result in the bat being declared illegal and removed from play.

NOTE 3: Non-wood bats may develop dents from time to time. Bats that have cracks or sharp edges, or that cannot pass through the approved Little League bat ring for the appropriate division must be removed from play. The 2 $\frac{1}{4}$ -inch bat ring must be used for bats labeled 2 $\frac{1}{4}$. The 2 $\frac{5}{8}$ -inch bat ring must be used for bats labeled for 2 $\frac{5}{8}$.

NOTE 4: An illegal bat must be removed. Any bat that has been altered shall be removed from play. PENALTY – See Rule – 6.06(d).