

Homer Little League



Safety Manual 2023

Little League Charter # 0232-07-03
New York State District 8

Homer Little League Safety Plan Mission Statement

Homer Little League is a non-profit organization run by volunteers whose mission is to provide an opportunity for our community's children to learn the game of baseball in a safe and friendly environment.

2023 Season

Dear Managers and Coaches,

Welcome to another fun and exciting season of Homer Little League baseball. The Homer Little League's Board of Directors has been successful with continuing to implement, and improving safety features to our program. The improvements are part of an ongoing, coordinated capital improvement campaign. Initial improvements will include:

- Batting cage improvements
- Implementing program for regular and seasonal care of fields and improvements

In an effort to help our managers and coaches comply with our safety standards, the Board of Directors puts forth the mandate that all safety rules are to be followed as outlined in this manual.

The commitment to this Safety Manual is proof that we at HLL are dedicated to our cause. Please read it carefully, from cover to cover, as it will familiarize you with safety fundamentals. Use this manual as a powerful reference guide throughout the season.

In closing, remember that safety rests with all of us, the volunteers of Homer Little League. Always use common sense, never doubt what children tell you, and report all accidents or safety infractions when they occur. Now, let's play ball and play it safe!

Very Truly Yours,

Chris Sweeney

HLL President

Ben Morgan

HLL Safety Officer

2023 First Aid, Safety & Fundamentals Training

The coaches of Homer Little League will complete these classes at Griggs Field. (April 23) Each coach or manager must attend once every 3 years.

First Aid, Safety and Fundamentals Training

First Aid and Safety Procedures review – Doug Van Etten

Coaches Clinic – Division Directors

Required First Aid Equipment and Safety Manual

Each team will be issued a Safety Manual and a First Aid Kit at the beginning of the season. The manager or the team will acknowledge the receipt of both by signing in the space provided below when taking possession of these articles.

Two chemical ice packs of physical therapy quality will be issued to each team at the beginning of the season. Bags of ice will also be available at the concession stand.

The First Aid Kit will include the necessary items to treat an injured player until professional help arrives if need be. **First Aid Kit and Safety Manual must be present at all practices and games!**

The concession stand will have a First Aid Kit and a Safety Manual in plain sight at all times.

Homer Little League District/Williamsport Numbers

District Safety Officer:

Ben Morgan (Cell) 607-591-6222

Ben Morgan is our safety officer and is on file with Little League Headquarters.

Williamsport Insurance Claim Office:

(570) 327-1674 or Fax: (570) 326-9280

Emergency Numbers:

Guthrie - Cortland Regional Medical Center

General 607-756-3500

ER 607-756-3740

Cayuga Medical Center 607-277-1600

Fire, EMS or Police Dial 9-1-1

TLC Ambulance Dial 9-1-1

Numbers posted in the concession stand in umpire's room.

2023 Board of Directors			
President	Chris Sweeney	607-836-6143	HomerLL.president@gmail.com
Vice President	Josh Cooley	607-423-8190	joshcooley922@gmail.com
Umpire Scheduler	Shari Ripley	607-591-4536	dsrip1@verizon.net
Treasurer	David Holland	607-745-9305	daholland@gmail.com
Safety Officer	Ben Morgan	607-591-6222	HomerLLsafetyofficer@gmail.com
Concession Stand Manager	Shari Ripley	607-591-4536	dsrip1@verizon.net
Equipment Manager	John Dalola	386-846-1783	jrd386@icloud.com
Director of Fundraising/Capital Campaign	Lisa Matijas	607-745-9338	lgsholar@gmail.com
Player Agent	Alicia Maynard	607-591-6494	HomerLL. playeragent@gmail.com
Information Officer	Tessa Keefe	607-745-4552	HomerLL. information.officer@hllbaseball.com
League Secretary	Jackie Hill	607-316-6369	jackie.hill9@gmail.com
T Ball Divisions Director	Todd Treacy	607-591-9108	ttreacy27@gmail.com
Graphic Artist & Marketing	Amanda Pendock	315-663-5938	amandapendock@gmail.com
Challenger Division	Jason Moore	607-591-2999	HomerLL. challenger@gmail.com
Member at Large	Dustin Darnell	607-267-6639	Dustin9darnell@gmail.com
Member at Large	Steve Foster	607-345-4337	st3foster@gmail.com
Member at Large	Tom Avery	607-423-4975	tavery1221@gmail.com
Member at Large	Bre Teeter	607-423-4628	bre.pepper@gmail.com

Visit us on the web!
www.homerlittleleague.com

HLL Safety Code

Homer Little League (HLL) is committed to safety. Board members, managers, coaches and parents need to ensure that our players have a safe environment to play baseball in. HLL feels that most injuries and accidents can be prevented. Care and thought need to be taken, in respect to safety before the start of and during each game or practice.

A good practice or game plan that takes safety into consideration will help to eliminate accidents or injuries. Proper training of the correct basic playing fundamentals is essential, as well as warming up and protect the League's most valued asset...our players.

Accordingly, HLL has followed Little League Baseball's recommendations in adopting the following guidelines and policies with regards to promoting safety:

- Responsibility for safety procedures belongs to every adult member of the Homer Little League.
- **Only volunteers screened using the Official Little League Volunteer Application form may assist in any league operations.**
- Each player, manager, designated coach, umpire, and team safety officer shall act with reasoning and care to prevent injury to himself/herself and to others.
- Only league approved managers and/or coaches are allowed to hold practices with the teams.
- Only league approved managers and/or coaches are allowed to supervise batting practices.
- Arrangements should be made in advance of all games and practices for emergency response services.
- **Managers, designated coaches and umpires will have mandatory training in First-Aid and in Coaching Fundamentals. All managers and coaches will complete this at least once every 3 years.**
- First Aid kits are issued to each team manager during the pre-season and additional kits will be located at the concession stand. **Kits are to be present at every practice and every game.**
- **Any safety incident will be reported using the accident forms and will be completed and provided to the safety officer within 48 hours of the incident.**
- No games or practices should be held when weather or field conditions are not permitting, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, glass and other hazards.
- **Coaches will walk and inspect the fields prior to practices and games. Umpires will also be required to walk the fields for hazards before each game.**
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play".
- Dugouts and bat racks should be positioned behind screens.
- Only players, managers, coaches and umpires are permitted on the playing field during game play.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a coach or a regular player assigned for this purpose.

- Procedure should be established for retrieving foul balls batted out of the playing area.
- During practice sessions and games, all players should be alert and watching the batter on each pitch.
- During warm up drills, players should be spaced so that they aren't hit by stray balls.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas frequented by, and thus endangering, spectators.
- Equipment should be inspected regularly and fit properly.
- Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by an adult manager or coach.
- Managers will only use the official little league baseballs supplied by HLL for games.
- Once a ball has become discolored it will be discarded. (Umpires decision)
- Batters must wear NOCSAE approved helmets during practice as well as during games in all Divisions.
- All catchers must wear a cup while catching.
- All catchers must wear long model chest protectors with a neck collar, throat guard, shin guards and a catcher's helmet, all of which must meet Little League standards.
- All catchers must wear a mask, "dangling" type throat protector, and catcher's helmet during practice, pitcher's warm-up, and games. **Note:** Skullcaps are not permitted.
- Female catchers must wear either a long or short model chest protector.
- Except when a runner is returning to a base, headfirst slides are not permitted.
- **Bases should not be strapped down. Bases will disengage on all fields.**
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "Sports Glasses".
- HLL recommends that all players wear mouth protection.
- Batting/catcher's helmets should not be painted unless approved by the manufacturer.
- **Regulations prohibit on-deck batters. This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat.**
- Coaches will not warm up pitchers.
- Players who are ejected, ill or injured should remain under supervision of their parent or guardian.
- Shoes with metal spikes or cleats are not permitted. Shoes with molded soles are permitted.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to your condition is permissible and this must be taped in place.
- Players are not allowed to eat food of any kind inside the dugout area or on the playing field. Drinks are allowed in the dugout area only in non-glass containers. If there is a continuous problem with a particular manager, he or she will be brought before the board.
- There will be no artificial noise makers (rattles, drums, horns, etc.) allowed during the games.
- No electronic equipment, walkie-talkies, etc. are permitted in the dugouts during the playing of any game.
- Catchers in Little League and Vosburgh Divisions must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) of any shape, size or weight consistent with projecting the hand. This is optional in the Diamond Division. However, it is encouraged that they at least try to get accustomed to a catcher's mitt.

- Catchers may not catch, whether warming up a pitcher, in practices, or games without wearing a full catcher's mask and an athletic cup as described above.
- Managers will never leave an unattended child at a practice or game.
- Never hesitate to report any present or potential safety hazard to the HLL Safety Officer immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have phones.
- **SPEED LIMIT** is 5 Miles Per Hour in roadways and parking lots.
- No drugs, including alcohol, allowed on the premises at any time.
- **NO MEDICATION** will be taken at the facility unless administered directly by the child's parent. This includes aspirin and Tylenol.
- No playing in the parking lots at any time.
- No playing on or around the lawn equipment, machinery at any time.
- No smoking or use of other tobacco products within park fences, field areas, or bleachers. Smoking allowed only in designated areas. (Your personal vehicle).
- No throwing rocks.
- No climbing fences.
- No pets are permitted on the premises at any time. This includes dogs, cats, etc.
- Observe all posted signs.
- Players and spectators should be alert at all times for foul balls and errant throws.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, gates must be closed and secured!
- Bicycle helmets must be worn properly and at all times when riding bicycles on the premises as well as to and from the premises.
- The Newton Water Works, located adjacent to the facility is off limits at all times.
- No one is allowed on the premises with open wounds at any time. Wounds should be treated and properly bandaged.
- There is no running allowed on or under the bleachers.

I have read or have been read the Homer Little League Safety Code and promise to adhere to its rules and regulations.

Print Name of Manager

Team/Division

Signature of Manager

Date

Coach #1

Coach #2

Coach #3

Coach #4

Player #1

Player #2

Player #3

Player #4

Player #5

Player #6

Player #7

Player #8

Player #9

Player #10

Player #11

Player #12

Player #13

Player #14

Responsibilities

President

The President of HLL is responsible for ensuring that the policies and regulations of the HLL Safety Officer are carried out by the entire membership to the best of their abilities.

HLL Safety Officer

The main responsibility of the HLL Safety Officer is to develop and implement the League's safety program.

The HLL Safety Officer is the link between the Board of Directors of the Homer Little League and its managers, coaches, umpires, team safety officers, players, spectators, and any other third parties on the property in regards to safety matters, rules and regulations.

The HLL Safety Officer's responsibilities include:

- Coordinating the individual Team Safety Officers in order to provide the safest environment possible for all.
- Assisting parents and individuals with insurance claims and acting as the liaison between the insurance company and the parents and individuals.
- Explaining insurance benefits to claimants and assisting them with filing correct paperwork.
- Keeping the First Aid log. This log will list where accidents and injuries occurred, to whom in which division (Little League, Vosburgh, Rookie, at what times, and under what supervision.
- Correlating and summarizing the data in the First-Aid Log to determine proper accident prevention in the future.
- Insuring that each team receives its Safety Manual and First-Aid kit at the beginning of the season.
- Installing a First-Aid kit in the concession stand and re-stocking as needed.
- Make Little League's "No tolerance with Child Abuse" clear to all.
- Inspecting concession stand and checking fire extinguishers.
- Instructing concession stand workers on the use of fire extinguishers.
- Checking fields with Field Director and listing areas needing attention.
- Schedule a First-Aid and Safety Clinic for all managers, designated coaches, umpires, and Team Safety Officers during the pre-season.
- Creating and maintaining all signs on the HLL fields including No Parking signs, No Smoking signs, No Pets Allowed signs, Cautionary signs etc...
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.
- Making spot checks at practices and games to make sure all managers have their First-Aid kits and Safety Manuals.
- Tracking all injuries in order to identify injury trends.
- Visiting other leagues to allow a fresh perspective on safety.
- Making sure that safety is a monthly Board Meeting topic, and allowing experienced people to share ideas on improving safety.

HLL Members

The HLL members will adhere to and carry out the policies as set forth in this Safety Manual.

Managers and Coaches

The Manager is a person appointed by the HLL Board of Directors to be responsible for a team and to represent the team in communications with the umpire and opposing team. The coach is a person who the Manager appointed to be his assistant.

- A. The Manager shall always be responsible for the team's conduct, observance of the respect to the umpires.
- B. The Manager is also responsible for the safety of his/her players. He/she is also ultimately responsible for the actions of designated coaches and the Team Safety Officer (TSO).
- C. If a Manager leaves the field, that Manager shall designate a Coach, as a substitute and such Substitute manager shall have the duties, rights, and responsibilities of the Manager.

Pre-Season-

Manager will:

- Take possession of this Safety Manual and the First-Aid kit supplied by HLL.
- Appoint a volunteer parent as Team Safety Officer (TSO). The TSO must be able to be present at all games and must own or have access to a cell phone for emergencies if games or practices take place off Griggs field.
- Attend a mandatory training session on First-Aid given by the HLL with their designated coaches and TSO (Session date and time to be determined). Little League regulations state one team manager or coach must attend each year and each manager or coach once every three years.
- Meet with all the parents to discuss Little League philosophy and safety issues.
- Cover the basics of safe play with his/her team before starting the first practice.
- Teach the players the fundamentals of the game while advocating safety.
- Notify parents that if a child is injured or ill, he or she cannot return to practice unless they have a note from their doctor. This medical release protects you if that child should become further injured or ill. **THERE ARE NO EXCEPTIONS TO THIS RULE!**
- Encourage players to bring water bottles to practice and games.
- Tell parents to bring sunscreen for themselves and their child.
- Encourage your players to wear mouth protection.

Season Play

Managers will:

- Work closely with Team Safety Officer to make sure equipment is in first rate working order.
- Making sure that telephone access is available at all activities including practices. It is suggested that a cellular phone always be on hand.
- Not expect more from their players than what the players are capable of.
- Teach the fundamentals of the game to players.
 - Catching fly balls.
 - Sliding correctly.
 - Proper fielding of ground balls.
 - Simple pitching motion for balance.
- Be open to ideas, suggestions, or help.
- Enforce that prevention is the key to reducing accidents to a minimum.
- Have players wear sliding pads if they have cuts or scrapes on their legs.
- Always have First-Aid kit and Safety Manual on hand.
- Use common sense.

Pre-Game and Practice

Managers will:

- Make sure that players are healthy, rested and alert.
- Make sure that the players returning from being injured have a medical release form signed by their doctor. Otherwise they can't play.
- Make sure the players are wearing the proper uniform and catchers are wearing a cup.
- Make sure that the equipment is in good working order and safe.
- Walk and inspect the field. Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the President or a duly delegated representative shall make the determination.

During the Game

Managers will:

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment shall be left lying on the field, either fair or foul territory.
- Keep players alert.
- Maintain discipline at all times.
- Be organized.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the proper equipment. Observe Rule 3.09 (Managers and coaches are not allowed to catch pitchers)!
- Encourage everyone to think SAFETY FIRST.
- Observe the "no on-deck" rule for batters and keep players behind screens at all times. No player should handle a bat in the dugout at any time.
- Keep players off fences.

- Get players to drink water or sport drinks often so they do not dehydrate.
- Not play children that are ill or injured.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents or passersby.

****IF A MANAGER HAS NOT APPOINTED A TSO, THEN HE OR SHE MUST ASSUME THOSE RESPONSIBILITIES.**

Post-Game

Mangers will:

- Not leave the field until every team member has been picked up by a known family member or designated driver.
- **Notify parents if their child has been injured** no matter how small or insignificant the injury is. **There are no exceptions to this rule.** This protects you, Little League Baseball Incorporated, and HLL.
- Discuss any safety problems with the Team Safety Officer whether they occurred before, during or after any game.
- If there was an injury, make sure an accident report was filled out and given to the HLL Safety Officer within 48 hours of the incident.
- Return the field to its pre-game condition per HLL policy.

If a manager knowingly disregards safety, he or she will come before the HLL Board of Directors to explain his or her conduct. (Which may result in suspension)

Umpires

Pre-Game

Before a game starts the umpire shall:

- Check equipment in dugouts of both teams. Equipment that does not meet specifications must be removed from the game.
- Make sure catchers are wearing full face masks when warming up pitchers.
- Run hands along bats to make sure there are no splinters.
- Make sure that bats have grips.
- Make sure there are foam inserts in helmets and the helmets meet Little League NOCSAE specifications and bear Little League's seal of approval. (Look for HLL approved seal)
- Inspect helmets for cracks.
- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Check players to see if they are wearing jewelry.
- Check players to see if they are wearing metal cleats.
- Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.
- Secure two (2) Official Little League baseballs for play from the concession stand.
- Use the FIELD & GAME SAFETY CHECKLIST (included in the appendix of this safety manual) to document that all of the above were carried out. **Any violations or hazards must be fixed prior to the start of any game. There are no exceptions!**

During the Game

During the game the umpire shall:

- Govern the game as mandated by Little League rules and regulations.
- Check baseballs for discoloration and nicks and declare unfit for use if it exhibits these traits.
- Act as sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after each suspension; and whether and when a game shall be terminated after such suspension.
- Act as sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- Continue to monitor the field for safety and playability.
- Make calls loud and clear, signaling each call properly.
- Make sure players and spectators keep their fingers out of the fencing.

Post-Game

After a game the umpire shall:

- Check with the managers of both teams regarding safety violations.
- Report any unsafe situations to the HLL Safety Officer by telephone and in writing.

NOTE-Umpires are required to attend **mandatory training session** given by the HLL Director of Umpires. Session date and time to be determined.

Field Maintenance Personnel

The HLL Field Maintenance Personnel are responsible to ensure the fields and structures used by the HLL meet the safety requirement set forth in this manual.

Equipment Director

The HLL Equipment Director is responsible to get damaged equipment repaired or replaced as reported. This placement will happen in a timely manner. The Equipment Director will also exchange equipment if it doesn't fit properly.

Team Safety Officer (TSO)-

The TSO is a:

- Role Model to younger children
- Defender of safety
- Liaison between the team and the HLL Safety Officer
- Hero because taking safety seriously prevents injuries

Pre-Season

In the pre-season, the TSO must:

- Acquire this safety manual from the team manager and read it.
- Call or e-mail the HLL Safety Officer and introduce yourself.
- Attend the First-Aid Clinic with your team manager.
- Inspect the equipment when the Equipment Director issues it to your team and replace any equipment that looks unsafe.
- Get to know the players on your team.
- Talk to the parents, confidentially, and inquire if their child suffers from allergies, asthma, heart conditions, past injuries, etc.
- Find out if a child is taking any kind of medication.
- Report your findings in a written summary and submit it to the HLL Safety Officer for his/her records.

Season

During the season, the TSO will:

- Keep a safety log of all injuries that occur on his or her team.
- Inspect player's equipment for cracks and broken straps on a routine basis.
- Have a 5-minute safety meeting with the team each week.
- Communicate any safety infractions to the HLL Safety Officer or any other Board Member.
- Help managers and designated coaches administer First-Aid if needed.
- Act as a conduit between parents, managers, and the HLL Safety Officer and the kids.
- Fill out accident reports if an injury occurs.
- Report any injury to the HLL Safety Officer. Complete accident report and submit within 48 hours of the occurrence.
- Track the First-Aid inventory and ask the HLL Safety Officer for replacements when needed.

Pre-Game

Before the game starts the TSO will:

- Make sure that this Safety Manual and First-Aid kit are present.
- Greet the players as they arrive and make sure everyone is feeling all right.
- Watch the players when they stretch and do warm up exercises for signs of stress or injury.
- Check equipment for cracks or broken straps.
- Walk the field; remove broken glass or other hazardous materials.
- Be ready to go into action if anyone should get hurt.

During the Game:

During the game the TSO will:

- Watch the players to see that they are alert at all times.
- In case of any injury, help the team manager treat the child until professional help arrives.
- Act as the conduit between the HLL Safety Officer, the team manager, the child and his or her parents.

Post-Game

After the game the TSO will:

- Record any safety infractions or injuries in his/her Safety Log.
- Report any injuries to the HLL Safety Officer. Complete required accident form within 48 hours of the occurrence.
- Fill out any accident investigation report (see appendix) and send a copy to the HLL Safety Office.
- Assist parents if child must go to hospital or to see a doctor.
- Provide insurance documentation to the hospital if necessary (Claim form is in the appendix with necessary insurance information).
- Follow up with parents to make sure the child is all right.

****If a manager has not appointed a TSO, then he or she must assume those responsibilities.**

Post Season Play

All Star Play:

Everybody's responsibilities remain the same throughout the post season. This includes all levels of the Williamsport Tournament.

Insurance Riders:

Insurance riders are needed if any practices, games or events involving baseball, on or off the HLL facility take place before or after the regularly scheduled season and Williamsport post season.

<p style="text-align: center;"> Safety First! Be Alert Check Playing Field Players Must Wear the Proper Equipment Ensure Equipment is in Good Shape Maintain control of the Situation Maintain Discipline Be Organized Know Players' Limits and Don't Exceed Them MAKE IT FUN! </p>
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Equipment

The Equipment Director is an elected HLL board Member and is responsible for purchasing distributing equipment to the team managers or coaches. This equipment is checked and tested when it is issued, but it is the Manager's responsibility to maintain it. Managers should inspect equipment before each game and practice.

The HLL Equipment Director will promptly replace all damaged and ill-fitting equipment.

Furthermore, kids like to bring their own gear. This equipment can only be used if it meets the requirements as outlined in the Safety Manual and the Official Little League Rule Book.

At the end of the season, all equipment must be returned to the HLL Equipment Director. First-Aid Kits and Safety Manuals must be returned with the equipment.

Each team will, at all times have six (6) protective helmets which must meet NOCSAE specifications and standards. If the players use their own helmets, they must also meet the NOCSAE specifications and standards.
Each helmet shall have an exterior warning label. NOTE: The warning label cannot be embossed in the helmet, but must be placed on the exterior portion of the helmet and be visible and easy to read.
Use of a helmet by the player base coach is mandatory.
Use of a helmet by the adult base coach is optional.
Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector. Female catchers must wear either long or short model chest protector.
All catchers must wear chest protectors with neck collar, throat guard, shin guards, and catcher's helmet, all of which must meet Little League specifications and standards.
All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games. Note: Skullcaps are not permitted.
If gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
Bats with dents, or that are fractured in any way, must be discarded.
Only official Little League balls will be used during games. (RS type for regular season). Low impact type balls to be used in Diamond and Rookie Divisions.
Non-wooden bats must be BPF listing of 1.15 or less to be used.
Make sure that the equipment issued to you is appropriate for the age and size of the kids on your team. If not, get replacements from the Equipment Director.
Make sure helmets fit.
Replace questionable equipment immediately by notifying the HLL Equipment Manager.
Make sure the players respect the equipment that is issued.

Weather

Most of our summer days in Central New York are very unpredictable. There are some days when the weather turns bad and creates unsafe weather conditions.

Rain:

If it begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
2. Determine the direction the storm is moving.
3. Evaluate the playing field as it becomes more and more saturated.
4. Stop practice if the playing conditions become unsafe – use common sense. If playing a game, consult with the other manager and umpire to formulate a decision.

Lightning:

The average lightning strike is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second.

The average thunderstorm is 6-10 miles wide and moves at a rate of 265 miles per hour.

Once a leading edge of a thunderstorm approaches within 10 miles, **you are at immediate risk** due to the possibility of lightning strikes coming from the storm's overhanging anvil cloud. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead.

On the average, the thunder from a lightning strike can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached within 3-4 miles!

The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm's leading edge. By the time you feel the wind, the storm is less than 3 miles away!

If you can **HEAR, SEE OR FEEL** a thunderstorm, or **hear the warning siren sound:**

1. Suspend all games and or practices immediately.
2. Stay away from all metal including fences, bleacher, and dugouts.
3. Do not hold metal bars.
4. Get players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not to continue the game or practice. (**Minimum of 30 minutes without lightning being observed.**)

Hot Weather:

Precautions must be taken during hot weather in order to make sure players on your team do not dehydrate or hyperventilate.

1. Suggest players take drinks of water when coming on and going off the field between innings. (Drinking fountain is located by the concession stand; bottles of water are available at the concession stand.)
2. If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade.
3. If a player should collapse as a result of heat exhaustion, call 9-1-1 immediately. Get the player to drink water and use the instant ice bags supplied in your First-Aid kit to cool him/her down until the emergency medical team arrives. (See section on Hydration)

Evacuation Plan

Severe Storms, lightning and fire are all possible at any given moment. For this reason, HLL has put in place the following Evacuation Plan.

An air powered horn has been placed at the concession stand. In the event an emergency should arise that would require evacuation; the horn will sound 3 long blasts. At threat time the following steps should be taken.

1. All players will return to the dugout or designated meeting area and wait for their parents to come and get them.
2. If a player's parent is not attending the game, the Manager will take responsibility for evacuating the child.
3. Once parents have obtained their children, they will proceed to their cars in a calm and orderly manner.
4. In the event of a cancellation, drivers will then proceed slowly and cautiously out of the facility, observing the speed limit.
5. Once outside the facility, drivers will observe the posted speed limits.

Accident Reporting Procedure

What to Report:

An accident that causes any player, manager coach, umpire or volunteer to receive medical treatment and/or first-aid must be reported to the HLL Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

When to Report:

All such incidents described above must be reported to the Safety Officer, Ben Morgan, who can be reached at 607-591-6222 or HomerLLsafetyofficer@gmail.com

The HLL Safety Officer's contact information will be posted at all times outside the concession stand on the message board.

How to Make a Report:

Reporting incidents can come in a variety of forms. Most typically they are telephone conversations. At a minimum, the following information must be provided.

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

Team Safety Officer's Responsibilities:

The TSO will fill out the HLL Accident Investigation Form and submit it to the HLL Safety Officer within 24-48 hours of the incident. If the team does not have a TSO then the Team Manager will be responsible for filling out the form and turning it in to the HLL Safety Officer. (HLL Accident Investigation Form can be found in the Appendix).

Accidents occurring outside the team (i.e., spectator injuries, concession stand injuries and third-party injuries) will be handled directly by the HLL Safety Officer.

HLL Safety Officer's Responsibilities:

Within 24 hours of receiving the HLL Accident Investigation Form, the HLL Safety Officer will contact the injured party or the party's parents and:

- Verify the information received
- Obtain any other information deemed necessary
- Check the status of the injured party
- In the event that the injured party required other medical treatment (i.e. Emergency Room visit, doctor's visit, et.) will advise the parent or guardian of the Homer Little Leagues insurance coverage and the provision for submitting any claims.

If the extent of the injury is more than minor in nature, the HLL Safety Officer shall periodically call the injured party to:

- Check the status of any injuries
- Check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered “closed” (i.e. no further claims are needed and/or the individual is participating in the League again).

Insurance Policies

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball, Incorporated. * Homer Little League Insurance Policy is designed to supplement a parent’s existing family policy. *

Homer Little League, Vosburgh, Diamond or Rookie division participants shall not participate as a Little League Vosburgh, Diamond or Rookie team in games with other teams of other programs or in tournaments except those authorized by Little League Baseball, Incorporated.

Homer Little League, Vosburgh, Diamond and Rookie participants may participate in other programs during the Little League, Vosburgh, Diamond and Rookie regular season and tournament provided such participation does not disrupt the Little League, Vosburgh, Diamond and Rookie season or tournament team.

Unless expressly authorized by the Board of Directors of HLL, games played for any purpose other than to establish a League champion or as part of the international Tournament are prohibited. (See IX-Special Games, pg. 15 in the Rule Book for further clarification)

Explanation of coverage:

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

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

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

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

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

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, date of service, procedure and diagnosis codes for medical services/ supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/ Letter of Denial for each charge directly to Little League International, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment after the 52-week time limit when:
 - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
 - (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment.Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.
No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.
Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

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

Contact HLL Safety Officer for more information.

Concession Stand Safety

- **Menu shall be posted and approved by League President and Safety Officer.**
- **Safety Procedures will be posted at the serving window and in the serving area.**
- No person under the age of sixteen will be allowed behind the counter in the concession stand, unless otherwise permitted with direct supervision of an adult.
- People working in the concession stand will be trained in safe food preparation. Training will cover safe use of equipment. This training will be provided by the Concession Stand Manager or a person who is certified in restaurant safety. This training will be given to all people who will be working at the concession stand prior to the start of the season, or prior to working the concession stand.
- Cooking equipment will be inspected periodically and repaired or replaced if need be. (See Concession Stand Weekly Checklist in the Appendix)
- Propane tanks will be turned off at the grill and at the tank after use.
- Food not purchased by HLL to sell in its concession stand will not be cooked, prepared, or sold in the concession stand.
- Cooking grease will be stored safely in containers away from open flames.
- Carbon Dioxide tanks will be secured with chains so they stand upright and can't fall over. Report damaged tanks or valves to the supplier and discontinue use. (See Concession Stand Weekly Checklist in the Appendix)
- Cleaning chemicals must be stored in a locked container.
- A certified fire extinguisher suitable for grease fires must be placed in sight at all times.
- All concession stand workers are to be instructed on the use of fire extinguishers.
- A fully stocked First-Aid Kit will be placed at the concession stand.
- The Concession Stand main entrance door will not be locked or blocked while people are inside.

Health and Medical – Giving First Aid

What is First Aid

First-Aid means exactly what it implies- it is the first care given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives, (9-1-1 paramedics). At no time should anyone administering first-aid go beyond his or her capabilities. **Know your limits!**

The average response time on 9-1-1 calls is 5-7 minutes. En-route paramedics are in constant communication with the local hospital at all times preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever first-aid you can and wait for the paramedics to arrive.

First-Aid Kits

First-Aid kits will be furnished to each team at the beginning of the season. The HLL Safety Officer's name and phone number are on the inside cover of all first-aid kits. The first-aid kit will become part of the team's equipment package and shall be taken to all practices, batting cage practices, games (whether season or post-season) and to any other HLL event involving players. To replenish materials in the first-aid kit, the manager, designated coach or appointed Team Safety Officer (TSO), must contact the HLL Safety Officer. (See contact information and address in phone number section of the Safety manual, or on the inside cover of the first-aid kit).

First-Aid kits and this Safety Manual must be returned at the end of the season.

The First-Aid kit will contain the following items:

2 Instant Ice Packs
9 Antiseptic Wipes
2 Large Bandages (2 ¼"x 3")
30 Band-Aids (3/4" x 3")
34 Band-Aids (5/8"x 2 1/4")
14 Band-Aids (7/8"x 7/8")
20 Finger & Knuckle bandages
10 Butterfly Closures
4 Antiseptic Cream Packs
1 cloth Athletic Tape
1 Pair of Latex Gloves
1 Pair of Tweezers
10 Sterile Gauze Pads
2 Safety Pins
4 Tylenol Tablets
2 Motrin Tablets
1 Plastic Zip Lock Bag

***If you are missing any of the above items, contact the HLL Safety Officer immediately. ***

The concession Stand will also have a first-aid kit available. **Items from this kit must not be used to replenish team kits,** but rather the kit should be used only in emergency situations.

Permission to Give Care

If the victim is conscious, you must have his or her permission before giving first-aid. To get this permission you must tell the victim who you are, how much training you have, and how you plan to help. Only then can a conscious victim give you permission to give care. Do not give care to a conscious victim who refuses your offer to give care. If the conscious victim is an infant or child, permission to give care should be obtained from a supervising adult when one is available. If the condition is serious, permission is implied if supervising adult is not present. Permission is also implied if a victim is unconscious or unable to respond. This means that you can assume that, if a person could respond, he or she would agree to care.

Treatment at Site some important Do's and Don'ts

Do...

- Access the injury. If the victim is conscious, find out what happened, where it hurts watch for shock.
- Know your limitations.
- Call 9-1-1 immediately if a person is unconscious or seriously injured.
- Look for signs of injury (blood, black and blue, deformity of joint etc.)
- Listen to the injured player describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited chilled.
- Feel gently and carefully the injured area for signs of swelling or grating of broken bone.
- Talk to your team afterwards about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

Don't...

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedure, (i.e., CPR, etc.).
- Transport injured individual except in extreme emergencies.

9-1-1 Emergency Number

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

1. First dial 9-1-1.
2. Give the dispatcher the necessary information. Answer any questions that he or she might have. Most dispatchers will ask:
 - a. The exact location or address of the emergency. Include the name of the city or town, nearby intersections, landmarks, etc. Our address is 26 Hudson Street, Homer NY 13077, and our cross streets are Route 281 and Hudson Street.
 - b. The telephone number from which the call is being made.
 - c. The caller's name.
 - d. What happened – for example, a baseball related injury, bicycle accident, fall, etc.
 - e. How many people are involved?

- f. The condition of the injured person(s) – for example, unconsciousness, chest pains, or severe bleeding.
 - g. Do not hang up until the dispatcher hangs up. The EMS dispatcher may be able to tell you how to test care for the victim.
3. Continue to care for the victim until professional help arrives.
4. Appoint someone to go to the street to look for the **ambulance and fire engine** and flag them down if necessary. This saves valuable time. Remember, every minute counts.

When to Call

If the injured person is unconscious, call 9-1-1 immediately. Sometimes a conscious victim will tell you not to call an ambulance, and you may not be sure what to do. Call 9-1-1 anyway and request paramedics if the victim:

- Is or becomes unconscious.
- Has trouble breathing or is breathing in a strange way.
- Has chest pain or pressure.
- Is bleeding severely.
- Has pressure or pain in the abdomen that does not go away.
- Is vomiting or passing blood.
- Has seizures, a severe headache, or slurred speech.
- Appears to have been poisoned.
- Has an injury to the head, neck or back.
- Has possible broken bones.

Also call 9-1-1 for any of these reasons:

- Fire or explosion.
- Downed electrical wires.
- Swiftly moving or rapidly rising waters.
- Presence of poisonous gas.
- Vehicle collisions.
- Vehicle/bicycle collisions.
- Victims who cannot be moved easily.

Prescription Medicine

DO NOT, at any time, administer any kind of prescription medicine! This is the parent's/guardian's responsibility and HLL does not want to be held liable, nor do you, in case the child has an adverse reaction to the medicine.

Asthma and Allergies

Many children suffer from asthma and /or allergies. Allergy symptoms can manifest themselves to look like the child has a cold or flu, while children with asthma usually have difficult time breathing when they become active. Allergies are usually treated with medication. If a child is allergic to stings/bites or certain types of food, you must know about it because these allergic reactions can become life threatening. Parents must fill out the HLL personal Health and Medical History form. Become familiar with any player who may need special care, have certain allergies, or have an asthmatic condition.

Map to Griggs Field



Directions to Griggs Field

From the North

(Route 281) Take Route 281 south through the intersection of Route 41 and route 281. After passing this intersection Hudson Street is the first right hand turn. Once on Hudson Street, Griggs is about 500 feet on the right.

(Route 81) Take route 81 south to exit 12. Once off the exit get into the left hand lane marked Route 281 Ithaca. At the traffic light bear to your right onto Route 281 North. Go past the traffic light intersection with Route 90. Hudson Street will be the third left hand turn past this intersection. Griggs will be approximately 500 feet on the right.

From the South

(Route 281) Take route 281 North to the traffic light at the Route 81 exit. Go straight through the light. Go past the traffic light intersection with Route 90. Hudson Street will be the third left hand turn past this intersection. Griggs will be approximately 500 feet on the right.

(Route 81) Take Route 81 north to exit 12. Once off the exit get into the left hand lane marked Route 281 Ithaca. At the traffic light bear to your right onto Route 281 North. Go past the traffic light intersection with Route 90. Hudson Street will be the third left hand turn past this intersection. Griggs will be approximately 500 feet on the right.

Map to Local Hospitals

Guthrie Cortland Medical Center
134 Homer Ave, Cortland, NY 13045
Phone: 607-756-3500



Cayuga Medical Center
101 Dates Dr, Ithaca, NY 14850
Phone: 607-274-4376



Volunteer Application

Volunteers will submit information to be considered as a volunteer, pending clearance by registering through the league web site at www.homerlittleleague.com

Little League International Insurance Policy

Can also be found at <https://www.littleleague.org/>

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

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

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

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, date of service, procedure and diagnosis codes for medical services/ supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/ Letter of Denial for each charge directly to Little League International, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment after the 52-week time limit when:
 - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
 - (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment.

Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.

No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.

Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

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

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.



LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

Send Completed Form To:
Little League, International
539 US Route 15 Hwy, PO Box 3485
Williamsport PA 17701-0485
Accident Claim Contact Numbers:
Phone: 570-327-1674

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

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

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

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

Date of Accident	Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM	Type of Injury
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Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in **each** column:

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

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> 01 1ST <input type="checkbox"/> 02 2ND <input type="checkbox"/> 03 3RD <input type="checkbox"/> 04 BATTER <input type="checkbox"/> 05 BENCH <input type="checkbox"/> 06 BULLPEN <input type="checkbox"/> 07 CATCHER <input type="checkbox"/> 08 COACH <input type="checkbox"/> 09 COACHING BOX <input type="checkbox"/> 10 DUGOUT <input type="checkbox"/> 11 MANAGER <input type="checkbox"/> 12 ON DECK <input type="checkbox"/> 13 OUTFIELD <input type="checkbox"/> 14 PITCHER <input type="checkbox"/> 15 RUNNER <input type="checkbox"/> 16 SCOREKEEPER <input type="checkbox"/> 17 SHORTSTOP <input type="checkbox"/> 18 TO/FROM GAME <input type="checkbox"/> 19 UMPIRE <input type="checkbox"/> 20 OTHER <input type="checkbox"/> 21 UNKNOWN <input type="checkbox"/> 22 WARMING UP	INJURY <input type="checkbox"/> 01 ABRASION <input type="checkbox"/> 02 BITES <input type="checkbox"/> 03 CONCUSSION <input type="checkbox"/> 04 CONTUSION <input type="checkbox"/> 05 DENTAL <input type="checkbox"/> 06 DISLOCATION <input type="checkbox"/> 07 DISMEMBERMENT <input type="checkbox"/> 08 EPIPHYSES <input type="checkbox"/> 09 FATALITY <input type="checkbox"/> 10 FRACTURE <input type="checkbox"/> 11 HEMATOMA <input type="checkbox"/> 12 HEMORRHAGE <input type="checkbox"/> 13 LACERATION <input type="checkbox"/> 14 PUNCTURE <input type="checkbox"/> 15 RUPTURE <input type="checkbox"/> 16 SPRAIN <input type="checkbox"/> 17 SUNSTROKE <input type="checkbox"/> 18 OTHER <input type="checkbox"/> 19 UNKNOWN <input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	PART OF BODY <input type="checkbox"/> 01 ABDOMEN <input type="checkbox"/> 02 ANKLE <input type="checkbox"/> 03 ARM <input type="checkbox"/> 04 BACK <input type="checkbox"/> 05 CHEST <input type="checkbox"/> 06 EAR <input type="checkbox"/> 07 ELBOW <input type="checkbox"/> 08 EYE <input type="checkbox"/> 09 FACE <input type="checkbox"/> 10 FATALITY <input type="checkbox"/> 11 FOOT <input type="checkbox"/> 12 HAND <input type="checkbox"/> 13 HEAD <input type="checkbox"/> 14 HIP <input type="checkbox"/> 15 KNEE <input type="checkbox"/> 16 LEG <input type="checkbox"/> 17 LIPS <input type="checkbox"/> 18 MOUTH <input type="checkbox"/> 19 NECK <input type="checkbox"/> 20 NOSE <input type="checkbox"/> 21 SHOULDER <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	CAUSE OF INJURY <input type="checkbox"/> 01 BATTED BALL <input type="checkbox"/> 02 BATTING <input type="checkbox"/> 03 CATCHING <input type="checkbox"/> 04 COLLIDING <input type="checkbox"/> 05 COLLIDING WITH FENCE <input type="checkbox"/> 06 FALLING <input type="checkbox"/> 07 HIT BY BAT <input type="checkbox"/> 08 HORSEPLAY <input type="checkbox"/> 09 PITCHED BALL <input type="checkbox"/> 10 RUNNING <input type="checkbox"/> 11 SHARP OBJECT <input type="checkbox"/> 12 SLIDING <input type="checkbox"/> 13 TAGGING <input type="checkbox"/> 14 THROWING <input type="checkbox"/> 15 THROWN BALL <input type="checkbox"/> 16 OTHER <input type="checkbox"/> 17 UNKNOWN
Does your league use batting helmets with attached face guards? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, are they <input type="checkbox"/> Mandatory or <input type="checkbox"/> 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		

Field and Game Safety Checklist

Team	Division	Inspected By	Date
Field Condition	Yes	No	
Backstop Repair			
Home plate Repair			
Bases Secure			
Bases Repair			
Pitcher's Mound			
Batter's Box Level			
Grass Surfaces Even			
Gopher Holes			
Infield Fence Repair			
Outfield Fence Repair			
Foul Ball Net Repair			
Foul Lines Marked			
Warning Track			
Coaches Box level			
Coaches Box Marked			
Dirt Needed			
Dugouts	Yes	No	
Fencing needs repair			
Bench Needs Repair			
Bat Racks			
Trash Cans			
Clean Up Needed			
Spectator Areas	Yes	No	
Bleachers Need Repair			
Hand Rails Need Repair			
No Smoking			
Parking Area Safe			
Protective Screens OK			
Bleachers Clean			
Catcher's Equipment	Yes	No	
Shin Guard OK			
Helmets OK			
Face Masks OK			
Throat Protector OK			
Catchers Cup (boys)			
Chest Protector			
Catcher's Mitt (boys)			
Safety Equipment	Yes	No	
First-Aid Kit Each Team			
Medical Release Forms			
Ice for Injuries			
Blanket for Shock			
HLL Safety Manual			
Injury Report Forms			
Players Equipment	Yes	No	
Batting Helmets OK			
Jewelry Removed			
Bats Inspected			
Shoes Checked			
Uniforms Checked			
Athletic Cups (boys)			
Little League Patch			
Other Notes:			

Concession Stand Weekly Checklist

A) DELIVERIES

Date: _____ Date: _____ Date: _____

Yes	No

- 1 All Products meet visual quality standards and have no off odors (no spoilage).
- 2 All Packaging is in good condition-no wet, no stain, leaks, holes, tears or crushing.
- 3 Items put away in proper order (frozen, refrigerated, dry storage); in 30 minutes or less.
- 4 Code dates within code

B) FOOD TEMPERATURE AND SPECIFICATIONS

Thermometer

Date _____ Date: _____ Date _____

Note: Ensure that thermometer kit meter and probes are calibrated prior to taking temperatures. (Use ice and cold water procedure for probes, temperature reads 32 +/- 2 F. All refrigerators and freezers must have a properly functioning thermometer in place.

Drink Machine

Date _____ Date _____ Date _____

Yes	No

- 5 Soft drink, Ice machine and Ice bin are free of soil.
- 6 Temperature of coffee/tea water is > or = 180 F.
- 7 Cup and lid dispensers are clean and in good repair. Cup and lid holders are clean.
- 8 Ice machine is clean, and sanitized. There is not standing water.
- 9 Water filter follower needle is not in the red zone.
- 10 Ensure that syrup tanks are flushed, cleaned, and sanitized.
- 11 Carbon Dioxide canisters are chained and locked in the upright position.

Freezer/Food Storage

Date _____ Date _____ Date _____

Yes	No

- 12 Freezer interior is cleaned and sanitized.
- 13 Temperature of freezer is < or = 20 F.

Refrigerator/Food Storage

Date _____ Date _____ Date _____

Yes	No

- 14 Refrigerator interior is clean and sanitized.
- 15 Temperature of refrigerator is 33-43 F.
- 16 Interior light is working and is properly shielded.
- 17 Shelving is clean, free of rust and is in good repair.
- 18 All items stored correctly on shelves (covered and a minimum of 6" off the floor).

Fryer Area

Date _____ Date _____ Date _____

Yes	No

- 19 All stainless and walls above the fryer are clean.
- 20 No excessive grease buildup under the fryers.
- 21 Fryer hood filters are in place and clean.
- 22 Light(s) working and properly shielded.
- 23 Cooking grease is stored safely in containers away from the open flames.

Grill Area

Date _____ Date _____ Date _____

Yes	No

- 24 All time and countertops around grill are clean and sanitized.
- 25 Propane tanks are properly connected.
- 26 Fuel lines from propane tank to grill have been inspected for leaks.
- 27 All air vents, Venturi vents and valves are clear of obstructions (i.e. cobwebs).

		28	All grease is cleaned from under and around grill.
		29	Propane tank valves are turned off when not in use.

C) SANITATION

Date _____ Date _____ Date _____

Yes	No	
		30 Proper dishwashing method used.
		31 Hand sanitizer dispensers are mounted and in use.
		32 Personal items stored correctly (medication, drinks, food, clothing, etc).
		33 Floors clean, Floor drains unobstructed; proper drainage flow, no leaks or opening around pipe/plumbing.
		34 No signs of pest infestation (insects, rodents, etc.).
		35 All trash is emptied from the inside containers.
		36 Dumpster enclosure and surrounding area are clean and free of debris.
		37 Dumpster is closed.

D) CHEMICALS

Date _____ Date _____ Date _____

Yes	No	
		38 Chemicals stored in locked containers and not on the same shelf or the shelf above food ingredients, product packaging materials, food storage pans or tables where food is prepared.
		39 Maintain manufacturer's labels on or label containers accordingly.

E) OTHER

Date _____ Date _____ Date _____

Yes	No	
		40 Concession stand workers (Concession Stand Managers and Parents) have gone through HLL's initiation safety and food preparation training before working in the concession stand.
		41 Children under 16 are not allowed in the concession stand or in other areas where food is prepared.
		42 A fire extinguisher with current certification is in plain sight.
		43 A fully stocked First-Aid Kit and an HLL Safety Manual are in plain sight.

Corrective Action Report

If any item on this check list is marked "NO" then complete the steps below.

- STOP** The person, food, process, or use of equipment as appropriate.
- DETERMINE** If the product(s) or ingredient(s) are not safe to serve (for example, cross contamination has occurred, or ingredient is undercooked). If not safe, discard the item!
- IDENTIFY** Source of problem.
- TAKE** Corrective action, as appropriate...
- Troubleshoot equipment problem
 - Re-train concession stand workers.
 - Wash and sanitize hands.
 - Wash and sanitize counter/equipment.
- NOTIFY** Concession Stand Manager on duty, or an HLL Board Member if the problem cannot be resolved.
- NOTE** Corrective action below (include number identification of infraction):



HLL Preliminary Accident Report

Name: (injured) _____ Date: _____
Address: _____ Phone: _____
City: _____ Zip: _____
Team: _____ Manager: _____

DIVISION IN WHICH ACCIDENT OCCURRED

Little League ☐ Vosburgh ☐ Diamond ☐
No treatment needed ☐ First Aid at field ☐ To doctor ☐ To Hospital ☐ Other ☐

Struck by:

1. Pitched Ball _____
2. Batted Ball _____
3. Thrown Ball _____
4. Bat _____

Collided with

5. Fence _____
6. Backstop _____
7. Hit dirt too hard by sliding _____
8. Umpire, Manager, Coach _____

Other

9. Tripped _____
10. Fell _____
11. Over exertion _____
12. Pre-existing Med. Cond. _____

UNSAFE CONDITIONS?

1. Uneven field surfaces such as holes, humps, etc.
2. Foreign objects, such as glass, rakes, stones, etc.
3. Congestion during practice or games
4. Weather conditions, such as rain, sun, darkness
5. Lack of poor fitting, protective equipment

Yes

No

6. Other _____

UNSAFE ACTS?

Yes No

1. Mishandled ball _____
2. Mishandled bat _____
3. Poor evasive action _____
4. Incorrect sliding form _____
5. Not watching the ball _____
6. Awkward position _____
7. Player out of position _____
8. Lack of grip on bat _____

9. Poor running form _____
10. Wild pitch _____
11. Wild throw _____
12. Wild swing _____
13. Distracted _____
14. Lack of attention _____
15. Horseplay _____
16. Other _____

Yes No

BRIEF STATEMENT OF WHAT HAPPENED _____

Note: This form is for Little League purposes only. When an accident happens, obtain as much information as possible. Send a copy of this form to the HLL Safety Officer and he or she will forward it on to Little League Headquarters in Williamsport and the District Safety Officer.

The reason for this form is to establish a record of all accidents prior to any lawsuits and to provide Little League Baseball, Incorporated and Homer Little League with advanced information.

Little League Organization

