

Little League SAFE

Safety Plan 2026

League Version

WOODLAWN LITTLE LEAGUE	
City: Alexandria	State: VA
LEAGUE ID #: 3460903	

Compliant with Little League SAFE Program Requirements
Effective for the 2026 Season

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1. Mission Statements

WLL Safety Mission Statement

To provide all participants with a safe and positive baseball experience through prevention, education, and immediate response to injuries.

Little League SAFE Mission Statement

To increase awareness of the opportunities to provide a safer environment for children, volunteers, and all Little League participants through the four pillars of Child Protection, Physical Safety, Mental Well-Being, and Risk Management.

2. Key Personnel & Emergency Contacts

League Safety Officer on file with Little League Headquarters: Pastor Puna

Contact	Information
League Safety Officer	Pastor Puna, 571-221-3618
League President	Sarah Ranck, 703-608-5689
Emergency	911
Local Police (non-emergency)	703-691-2131
Local Hospital	Inova Mount Vernon Hospital ER 2501 Parkers Ln, Alexandria, VA 22306
Poison Control	1-800-222-1222

3. Little League SAFE Four Pillars

Woodlawn Little League is committed to the four pillars of the Little League SAFE program:

Pillar	Description
Child Protection	Background checks, Abuse Awareness Training, and policies protecting children from harm.
Physical Safety	Preventing injuries through safe fields, safe equipment, and prepared volunteers.
Mental Well-Being	Creating positive environments where every child is respected and supported.
Risk Management	Strengthening policies, planning, and leadership for responsible league operation.

4. Required Training & Certification

All volunteers must complete and submit the Official Little League Volunteer Application.

Background Checks (Annual Requirement)

- **All managers, coaches, board members, umpires, and volunteers with repetitive access to children must complete an annual background check through JDP (J.D. Palatine).**
- Background checks must be completed BEFORE any volunteer assumes duties.
- The background check cycle runs October 1 through September 30 each year.
- Virginia state clearances may be required in addition to the JDP check.

Abuse Awareness Training (Annual Requirement)

- **Every volunteer must complete Little League's Abuse Awareness Training course annually before assuming any duties.**
- Free course available at LittleLeague.org/Training.
- All volunteers are considered mandated reporters under federal law.

Diamond Leader Training (Tournament Requirement)

- **Required for all tournament (All-Star) managers and coaches.**
- One-time 30-minute course focusing on mental, social, and emotional well-being.
- Must be completed BEFORE being named to any tournament roster.

Coaches and Managers

- Fundamentals training (minimum one coach per team)
- First aid training (renewed every 3 years)
- Concussion awareness certification (CDC HEADS UP)
- SafeSport completion required

Umpires

- Annual rules review
- Basic first-aid awareness
- Background checks required annually

Fundamentals Training

- **WLL requires at least one Manager or coach from each team to attend Fundamentals Training annually, and every manager or coach will attend at least once every three years.**
- Next Fundamentals Training: March 2026 (date TBD)
- Fundamentals Training POC: Pastor Puna, 571-221-3618

First Aid Training

- **WLL requires at least one Manager/Coach from each team to attend First Aid Training annually.**
- Next First Aid Training: March 2026 (date TBD)
- First Aid Training POC: Pastor Puna, 571-221-3618
- Doctors, nurses, LPNs, and paramedics are exempt from this requirement.

Concussion Awareness Training

All managers, coaches, and umpires will complete the CDC's HEADS UP Concussion in Youth Sports training online at heads.up.cdc.gov before the start of the season. Proof of completion must be forwarded to the League Safety Officer at info@woodlawnll.org before the start of the season.

5. Equipment Safety

Regular Inspections

- **Pre-season equipment inspection**
- Weekly field condition checks
- Monthly facility safety audit
- Regular fence and backstop inspection

The League Safety Officer will inspect all equipment during the pre-season and will inspect new equipment to ensure it complies with Little League Rules and this safety plan. All equipment used by WLL will comply with Rules 1.09 through 1.17 of the Official Regulations and Playing Rules.

Important 2026 Change: Team managers are now fully responsible for ensuring all equipment is legal and proper. The plate umpire confirms with both managers at the plate conference that equipment meets standards.

Required Equipment

- NOCSAE-approved helmets with permanent certification seal
- Athletic cups for all male players
- Complete catcher's gear (NOCSAE helmet, dangling throat guard, chest protector with neck collar, shin guards)
- **First aid kits at all fields**
- Working AED on premises

Batting Helmet Requirements

- Must display permanent "Meets NOCSAE Standard" seal on rear
- Exterior warning label required
- Helmets may NOT be repainted or contain tape (voids certification)
- Stickers/decals permitted if not excessive or offensive
- Minimum 6 helmets for Minor/Major Division; 7 for Junior/Senior

Bat Standards by Division

Division	Standard	Max Diameter
Tee Ball through Major	USABat (USA Baseball logo required)	2 $\frac{5}{8}$ "
Intermediate/Junior	USABat OR BBCOR	2 $\frac{5}{8}$ "
Senior League	BBCOR only (drop-3)	2 $\frac{5}{8}$ "

Note: All BPF 1.15 bats remain completely banned. Pine tar, batting donuts, and other modifications are prohibited.

Each Team will be issued an updated First Aid Kit, which must be available at every practice and game. A more robust First Aid Kit will be maintained in the storage shed near Fields 1, 2, and 3.

6. Safety Procedures

Pre-Game and Practice

- **Field inspection for hazards**
- Equipment check (manager responsibility)
- Weather assessment
- **First aid kit verification**
- Emergency phone availability

During Games

- No on-deck batters
- Proper catcher's equipment at all times
- Coaches must remain in the dugout
- Only authorized personnel on the field
- Lightning safety protocol (see Section 8)

Woodlawn Little League requires all teams to enforce all Little League Rules, including providing proper catcher equipment. Additional rules include: no on-deck batters; coaches will not warm up pitchers; bases will disengage in all fields; any player "shagging" balls near a coach or player handling a bat will wear a catcher's helmet.

Post-Game

- Equipment storage
- Field cleanup
- Incident report completion, if needed
- Parent notification of any injuries

7. Medical & Emergency Procedures

Injury Response

- Immediate play stoppage
- Initial assessment by coach
- Parent notification
- Emergency services if needed (call 911)
- Incident documentation through the online reporting system

Concussion Protocol (Mandatory)

- **If ANY official, coach, manager, umpire, or parent determines a player MAY have sustained a concussion, that player must be removed for the REMAINDER of that day—no exceptions.**
- Return to play requires: (1) compliance with Virginia concussion laws, (2) written clearance from a physician, and (3) written acknowledgment from parents.
- If a healthcare provider confirms a concussion, a minimum 7-day graduated return protocol under medical supervision is required.

Required Documentation

- Medical release forms for all players
- Incident report forms
- Insurance claim forms
- Contact information cards

Incident Reporting Timeline

Action	Deadline
Report to League Safety Officer	Within 24-48 hours
Submit Accident Notification Form to LLI	Within 20 days
Initial medical/dental treatment	Within 30 days of accident
Submit itemized bills to insurer	Within 90 days (no later than 12 months)

Each team is responsible for reporting any incident to the Safety Officer. The manager, coach, and parents should handle all emergencies appropriately. All injuries and hazards shall be reported to the Safety Officer within 48 hours. The Safety Officer is responsible for informing the District 9 Safety Director of reported incidents and their outcome.

8. Weather Safety

Lightning Protocol

Little League's core policy: "If you hear it – clear it" and "If you see it – flee it"

- Clear field immediately if lightning is visible OR thunder is heard
- If time between lightning and thunder is 30 seconds or less, evacuate immediately
- **30-minute wait after the last lightning/thunder before resuming**
- Safe locations: substantial buildings with wiring/plumbing, hard-topped metal vehicles
- **DUGOUTS AND RAIN SHELTERS ARE NOT SAFE**

Heat Safety

- Regular water breaks (every 15-20 minutes in high heat)
- Modified practice in extreme heat
- **No activities above 104°F heat index**

9. Facility Safety

WLL has completed and uploaded our 2026 Annual Facility Survey through the Little League Data Center.

Field Requirements

The WLL Safety Officer and Board will ensure the following:

- Maintained fencing
- Protected dugouts
- Clear emergency vehicle access
- Working scoreboard
- Clean restrooms
- Adequate lighting

All fields will conform to Rules 1.04 through 1.08 of the Official Regulations and Playing Rules. WLL will request an on-site inspection by the District 9 Safety Director of all fields utilized during the season.

The Safety Officer will advise the Chief Umpire to instruct all umpires and managers to “walk the field” before all scheduled games to ensure that no hazards exist or have developed. Any safety or potential hazards that are not immediately fixed shall be reported to the Safety Officer.

Parking Lot Safety

- Designated crosswalks
- Speed limit signs
- Adequate lighting
- Emergency vehicle access

10. Concession Stand Safety

Food Safety Requirements

- Food handler certification required
- Temperature monitoring of all potentially hazardous foods
- Regular cleaning schedule
- Strict hand washing protocol
- **No one under 18 may operate fryers, grills, or hot beverage dispensers**

11. Safety Equipment

WLL will have each of the following available at the concession stands and each dugout:

- Fire extinguisher (Class B for concession stand)
- First aid kit
- Posted emergency procedures

12. Personal Health Safety Measures

Prevention

- Follow current CDC guidelines
- Equipment sanitization
- Hand sanitizer stations available
- Symptom screening as needed

Response

- Exposure notification plan
- Follow CDC or local health department guidelines when necessary
- Return to play guidelines

13. Insurance Coverage

Little League's group insurance program through AIG provides bundled coverage to all chartered leagues.

2026 Coverage Levels

- **Accident Medical Insurance: Up to \$250,000 per claim (increased from \$100,000)**
- General Liability Insurance: \$1,000,000 single limit
- Directors & Officers Liability included
- Cyber Liability and Equipment coverage included

SAFE Program Benefit: Leagues completing the SAFE Summary Builder and Annual Facility Survey by May 1, 2026 qualify for a 15% AIG insurance credit.

14. Annual Review & Updates

- Safety plan review each season
- Update emergency contacts
- Review incident reports
- Equipment replacement schedule
- Training renewal tracking

15. Distribution & Communication

- Safety plan copies to all coaches
- Parent Safety Orientation meeting
- Posted emergency procedures at all fields
- Online access to safety documents
- Regular safety reminders via email

Initial registration data has been uploaded. Final Woodlawn Little League Manager/Coach and Player rosters will be uploaded via the Little League Data Center following the close of registration and conduct of the league's draft.

The league will distribute copies of the attached CDC concussion awareness flyers to all parents, coaches, and umpires before the start of the season.

Appendix A: WLL Lightning Policy

1. Lightning poses a serious threat during the regular and tournament seasons. In the United States, lightning activity picks up during the spring and peaks during the summer. Having a plan and knowing what to do when lightning approaches is important for player and fan safety.
2. Annually, about 25 million cloud-to-ground lightning strikes occur in the United States. Lightning kills an average of 20 people each year in the United States and injures hundreds more.
3. Managers and coaches should monitor the weather on game day. If inclement weather is expected, it is recommended to use lightning tracking smartphone apps.
4. According to the National Oceanographic and Atmospheric Administration, lightning can strike up to 10 miles from a thunderstorm. All thunderstorms produce lightning, and each lightning strike is a potential killer.
5. Any observed lightning or thunder will halt play or practice immediately. Even if no lightning is seen or no thunder heard, a lightning strike detected within 10 miles of the playing field will halt play or practice immediately.
6. Prior to the start of a game, any official—manager, coach, umpire, or board member—who sees a lightning bolt or hears thunder may implement these procedures. After the game begins, technically only the umpire may suspend the game, but umpires are directed to halt the game immediately when lightning is reported.
7. When a lightning delay is declared, all players and other minor children must evacuate the playing field and seek shelter in hard-topped automobiles. Dugouts and storage sheds are not safe haven from lightning strikes.
8. Adults are strongly encouraged to seek shelter as well. Any adult who remains outside at a Woodlawn-permitted facility during a lightning delay does so at his or her own risk.
9. Children will remain in their vehicles for 30 minutes after the last observed lightning strike. The 30-minute clock resets with every observed lightning strike.
10. If the lightning activity continues long enough to prevent the continuation of the game, the umpire will declare the game suspended and play will resume from that point at the next scheduled meeting of those two teams.
11. If there is no scheduled future game between those two teams, managers may coordinate with the board of directors to schedule a date to resume play.

Appendix B: WLL Facility and Field Inspection Checklist

Facility Name: _____ Date: _____

Inspector: _____ Time: _____

Inspection Items:

- ☐ Holes, damage, rough or uneven spots
- ☐ Slippery areas, long grass
- ☐ Glass, rocks, other debris & foreign objects
- ☐ Damage to screens, fences edges or sharp fencing
- ☐ Unsafe conditions around backstop, pitcher's mound
- ☐ Warning track condition
- ☐ Dugouts condition before and after games
- ☐ Ensure telephones/cell service are available
- ☐ Areas around bleachers free of debris
- ☐ General garbage clean-up
- ☐ Condition of restrooms and restroom supplies
- ☐ Concession stand inspection
- ☐ First aid kit stocked and accessible
- ☐ AED present and operational

Notes/Hazards Observed:

Signature: _____ Date: _____

Appendix C: WLL Concession Stand Safety Procedures

A. Notification to Health Department

The League shall notify the Director of the Fairfax County Department of Health of the original date of the operation of the concession stand at least ten days prior to beginning operation. Such notification shall include a menu of the food items to be served.

B. Permit Display

The Fairfax County Youth Athletic Concessions permit shall be posted in a conspicuous place for public view.

C. Responsible Person

There shall be at least one person present at the site of the concession stand who is responsible for ensuring safe food handling is practiced by food handlers, and who is in possession of a valid Food Safety Certificate.

D. Preparation of Potentially Hazardous Foods

Potentially hazardous foods that require preparation before service shall be prepared and/or cooked on site at the concession stand. Potentially hazardous food prepared in a private home may not be used or offered for human consumption at the concession stand.

E. Use of Disposable Gloves

Disposable gloves shall be provided and used at all times when handling food. Barehand contact with ready-to-eat foods is prohibited.

F. Food Sources

All food shall be obtained from sources that comply with the law or are otherwise acceptable to the Director of the Fairfax County Department of Health.

G. Food Thermometers

Food thermometers shall be available at the stand and used to monitor temperatures of potentially hazardous foods.

H. Hand Washing Facilities

Hand washing facilities shall be provided and easily accessible for use by food handlers. Food handlers shall frequently and thoroughly wash their hands and the exposed portions of their arms with soap and water before handling food.

I. Health of Food Handlers

Persons with acute respiratory infections, symptoms of vomiting, diarrhea, or jaundice, or persons with communicable diseases shall not handle food and must be excluded from food preparation and service.

J. Eating and Tobacco Use

Eating and the use of tobacco products is prohibited in the food preparation area.

K. Temperature Control Equipment

Adequate hot and cold holding equipment must be provided to maintain the temperatures of potentially hazardous foods at either 41°F or below, or 135°F or above.

L. Tableware

Tableware, such as plastic forks, knives, spoons, and paper or foam plates, if provided to the consumer, shall be single-service and disposable.

M. Drinking Water

Drinking water is provided by the outside filter system (when operational) and with the purchase of bottled water from the concession stand. Hoses shall not be used for drinking water.

N. Food Storage

Food shall be stored off the ground.

O. Non-Potentially Hazardous Baked Goods

Non-potentially hazardous baked good items (such as cookies, brownies, and cupcakes) may be prepared in the homes of volunteers provided a clearly visible sign is posted stating: "Consumer Notice - Baked Good items were prepared in a kitchen that is not subject to inspection by the Health Department."

P. Fire Safety

Whenever propane or charcoal grills are in operation, a functional Class B fire extinguisher shall be kept where it can be reached quickly in case of fire. No one under the age of 18 will operate a gas or charcoal grill at any time.

Appendix D: WLL Accident Tracking Form

Injured Person Information

Name: _____
Date of Birth: _____ Phone: _____
Address: _____
Parent/Guardian (if minor): _____

Incident Details

Date of Incident: _____ Time: _____
Location: _____
Activity at time of incident: _____
Description of Incident: _____

Injury Information

Type of Injury: _____
Body Part Affected: _____
First Aid Administered: ☐ Yes ☐ No
If yes, describe: _____
Emergency Services Called: ☐ Yes ☐ No
Transported to Hospital: ☐ Yes ☐ No Which hospital: _____

Witnesses

Witness 1: _____ Phone: _____
Witness 2: _____ Phone: _____

Report Completed By

Name: _____ Role: _____
Phone: _____ Date: _____
Signature: _____

Submit this form to the League Safety Officer within 48 hours of incident.

Note: Little League SAFE Requirements

Items shown in **bold red text** throughout this document indicate Little League SAFE program requirements.

For the 2026 season, Little League International has replaced the ASAP (A Safety Awareness Program) with the new Little League SAFE program. This plan has been updated to reflect all current requirements under the new framework.

Key 2026 Changes:

- SAFE Summary Builder replaces manual safety plan uploads
- Four-pillar framework: Child Protection, Physical Safety, Mental Well-Being, Risk Management
- Abuse Awareness Training required annually for ALL volunteers
- Diamond Leader Training required for tournament staff
- Equipment inspection responsibility shifted to team managers
- Accident medical insurance coverage increased to \$250,000
- 15% insurance credit available for completing SAFE requirements by May 1, 2026