



Harveys Lake Little League

Safety Manual

2026 Safety Plan

League ID 238-16-25



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LETTER FROM THE PRESIDENT

Dear Managers, Coaches, Board Members, and Concession Stand Volunteers,

Welcome to the 2026 baseball and softball season of Harvey's Lake Little League. We anticipate a safe, fun, and successful season.

Little League International continues to partner with JD Palatine and the JDP Quick App for background checks, who supplies each league (including HLLL) access to 125 background checks for all coaches, board members, and volunteers as per the safety plan. These background checks are a key part of our safety plan.

Safety comes first at Harvey's Lake Little League. We rely on your commitment to a safe and fun environment for all our little league players.

Sincerely,

Charles Crane

2026 President, Harvey's Lake Little League



Harveys Lake Little League Objective

The objective of the Local League shall be to implant firmly in the children of the community, the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

Harveys Lake Little League Safety First

1. HLLL requires all coaches and recommends all volunteers to complete the Basic First Aid training, available through usadevelops.com.
2. All managers will be issued a standard issue medical kit. Please have these kits available during practice and games. Medical kits and ice are also available in the concession stand located on the wall adjacent to the stairs.
3. Parents commonly drop their children off at the fields for practice or games and then leave the area. Please advise the parents that if it is necessary for them to leave the area the need to provide two contact numbers in case of an emergency.
4. Please ensure players are wearing protective cups during practice and games.
5. All catchers must wear proper catchers gear to include a dangling throat protector.
6. Ensure players and coaches are properly hydrated during practice and games.
7. Over the years, there have been several incidents where a child was hit on the head with a baseball bat. Managers are to provide or assign direct supervision during practice and games to ensure these accidents do not happen. Please limit physical possession of baseball bats during games to the on deck and in the hole batters. If possible, have the first five batters wear their helmets and stand in line while waiting to bat. If an injury occurs notify the safety officer immediately.
8. Bat boys and bat girls are not allowed. Have your next batter retrieve the discarded bat from the previous batter.
9. Please be aware of your surroundings and report any suspicious activities to the police or league officials. Please do not let a child go to the restroom unattended.
10. Use common sense.
11. Please refer to the Little League manual for all other safety issues.



HLLL Board of Directors

The Board of Directors will ensure that a roster of all kids playing at Harveys Lake Little League, as well as all adult volunteers coaching at Harveys Lake Little League, are uploaded, and updated in the Little League database.

Members

Chuck Crane	cec2mgc@gmail.com	President
Megan Crane	Megangwen@hotmail.com	Secretary
Kevin Yurko	kevin.p.yurko@gmail.com	Treasurer
Chris Layaou	clayaou03@gmail.com	Safety Officer
Nichole Garinger	nichole.garinger@gmail.com	Softball Coordinator
Mindy Grossman	mindygrossman@comcast.net	Concession Manager
Jeanette Hoyt	midnight082383@yahoo.com	Player Agent
Jennifer Johnson	Somejenshine@gmail.com	Sponsorship/Fundraising Manager
Thomas Johnson	tjohnson3098@gmail.com	Grounds/Maintenance
Alysia Jones	alysiayjones@gmail.com	Marketing/PR Manager
Ian Jones	trishieldfan@gmail.com	Baseball Vice President, League Softball Vice President
Rich Peiffer	richp72@aol.com	Umpire-in-Chief



District 16/31 Little League

Harveys Lake Little League resides within and participates within district tournaments in PA District 31. Roughly 10 to 20 leagues in each area usually comprise a district. The District Administrator is an experienced volunteer elected by the constituent leagues to provide leadership to each league and serve as the liaison between the leagues and the Regional Director. These individuals are great resources for more information on the Little League offerings in your area. The District Administrator also organizes the District Tournament.

While Little League has evolved and expanded considerably since 1939, the one constant that will always remain is the organization's commitment to strengthening communities while providing an opportunity for kids to play and have fun with new and old friends.

Emergency Phone Numbers & Information

Police / Fire / Medical Emergency – 911

President – Charles Crane, 570-709-3501

Safety Officer – Chris Layaou 570-417-2101

District 16/31 in conjunction with Wilkes University has developed a system of field identification in case of emergency. The system uses GPS and ID numbers for participating leagues. In case of emergency, dial 911 and tell the dispatcher the field identification number. For the HLLL complex the field identification numbers are:

108 – Tee-ball/Coach Pitch field

107 – Majors/Minors

105 – Softball field (at Lake-Noxen Elementary School)

Neighboring Hospitals

Commonwealth Health Wilkes Barre General Hospital (16.3 miles)

575 N River St, Wilkes-Barre, PA 18764

+15708298111

Geisinger Wyoming Valley Medical Ctr (19.6 miles)

1000 E Mountain Dr, Wilkes-Barre, PA 18711

+15708087300



Geisinger Medical Center (50.8 miles)
100 N Academy Ave, Danville, PA 17821
+15702716211

Background Checks

Pennsylvania District 16/31 requires proof from all leagues that you have conducted annual background checks. Each league must provide a copy of the paperwork for each volunteer that is background checked to District 16/31. Background checks should be completed prior to April 1 of each year or prior to any practice. Little League International requires all leagues and districts in the United States to conduct background checks that utilize JDP Background Screening in accessing background check records for sex offender registry data and criminal records. For those leagues that have satisfied this regulation in past seasons by utilizing JDP, there are no additional expectations, since the JDP background check currently meets that standard. The JDP National Criminal File database that contains more than 450 million records, including criminal and sex offender registry records covering 50 states and the District of Columbia, meets the current regulation requirement. Leagues are not required to use the JDP website but may also use alternate resources. However, the alternate resources must equal or exceed the services provided by JDP. A local league or district official is strongly encouraged to check additional criminal records that may provide more information regarding the criminal case of individuals whose crimes do not require that they be listed on a sex offender registry. For example, convictions for assault, battery, theft or drug offenses would not result in a report on the sex offender registry. Details can be found at JDP.

Concussion Protocol Training

Volunteers will be directed to the USABDevelops.com website where they can find “Basic First Aid”, a self-paced, online training designed to help coaches and other volunteers on how to identify, communicate and treat concussion and other head related injuries.

Coaches Meeting

There will be a mandatory coaches meeting, skills training. At that time, the coaches will meet their division liaisons and go over the rules of each division. The league president will also go over the Coaches Code of Conduct. This year, the coaches meeting and player draft will take place on Saturday, March 22, 2025. Time and location TBD.



Little League Volunteer Application



Little League® Volunteer Application – 2024

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



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

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

All RED fields are required.

Name _____ Date _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

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

1. Do you have children in the program? Yes No
If yes, list full name and what level? _____

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

3. Do you have a valid driver's license? Yes No
Driver's license#: _____ State _____

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?
If yes, describe each in full: _____ Yes No
(If volunteer answered yes to Question 4, the local league must contact Little League International.)

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes No
If yes, describe each in full: _____
(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes No
If yes, describe each in full: _____
(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

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

If yes, explain: _____
(If volunteer answered yes to Question 7, the local league must contact Little League International.)

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

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

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

Name/Phone

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

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

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

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

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

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

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

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

OR

National Criminal Database check U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List

National Sex Offender Registry

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

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

Proof of completion of Abuse Awareness Training for Adults provided to league



Harveys Lake Little League Volunteers,

Volunteers new to Harveys Lake Little League should fill out this volunteer Application (page 10). If you are a returning volunteer in the fall to Harveys Lake Little League, please see page 11 of Safety Plan for the Volunteer "Basic" Application. Remember ALL Managers, Team Parents, Assistant Coaches, General Volunteers and Scorekeepers NEED to fill out a Volunteer Application and uploaded it to <https://clubs.bluesombrero.com/harveyslakeball> with a copy of their photo ID, so a background check can be completed. If you have any questions please contact our Safety Officer, Chris Layaou at clayaou03@gmail.com NOTE: Every Spring this Volunteer Application needs to be filled out.

***Please Note that since 2025, volunteer applications are now completed online via the Sports Connect registration site.**





Little League® "Basic" Volunteer Application – 2024

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



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

All RED fields are required.

Name _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone _____

Work Phone: _____ E-mail Address: _____

Driver's License#: _____

1. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?
 If yes, describe each in full: _____ Yes No
 (If volunteer answered yes to Question 1, the local league must contact Little League International.)
 2. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes No
 If yes, describe each in full: _____
 (Answering yes to Question 2, does not automatically disqualify you as a volunteer.)
 3. Do you have any criminal charges pending against you regarding any crime(s)? Yes No
 If yes, describe each in full: _____
 (Answering yes to Question 3, does not automatically disqualify you as a volunteer.)
 4. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? Yes No
 If yes, explain: _____
 (If volunteer answered yes to Question 4, the local league must contact Little League Security International.)
5. In which of the following participate? (Check one Coach
 would you like to or more.) Umpire
 League Official Field Maintenance

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

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

Occupation: _____

Employer: _____

Address: _____

Special professional training, skills, hobbies: _____

Special Certifications (CPR, Medical, etc.): _____

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

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

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

- Manager _____
- Scorekeeper _____
- Concession Stand _____
- Other _____

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

Applicant Name (please print or type) _____

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

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

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked):
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JDP (Includes review of the U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)*
OR _____

National Criminal Database check U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List

National Sex Offender Registry

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

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

Proof of completion of Abuse Awareness Training for Adults provided to league



Little League Volunteer “Basic” Application

Harveys Lake Little League Volunteers,

Returning volunteers to Harveys Lake Little League should fill out this Volunteer “Basic” Application. If you are a new volunteer to Harveys Lake Little League please see page 10 of Safety Plan for the Volunteer Application. Remember ALL Managers, Team Parents, Assistant Coaches, General Volunteers and Scorekeepers NEED to fill out a Volunteer Application and uploaded it to <https://clubs.bluesombrero.com/harveyslakeball> with a copy of their photo ID so a background check can be completed. If you have any questions please contact our Safety Officer, Chris Layaou at clayaou03@gmail.com

***Please Note that since 2025, volunteer applications are now completed online via the Sports Connect registration site.**



Pregame Field Inspection Checklist

FIELD CONDITION	YES	NO	SAFETY EQUIPMENT	YES	NO	SPECTATOR AREA	YES	NO
Backstop Intact			First Aid Kit			Bleachers Need Repair		
Home Plate Intact			Medical Release Forms			Protective Screens Okay		
Bases Secure			Ice Pack/ Ice			Bleachers Clean		
Pitchers Mound Safe			Safety Manual			Bleachers Safe		
Batter Box Lined/ Level			Injury Report Forms			Parking Area Safe		
Infield Need Repairs								
Outfield Need Repairs			CATCHERS EQUIPMENT	YES	NO	DUGOUTS	YES	NO
Foul Lines Marked			Hockey Catchers Helmet			Fencing Needs Repairs		
Infield Need Repairs			Dangling Throat Guard			Bench Needs Repairs		
Outfield Need Repairs			Helmets			Trash Cans		
Warning Trac			Catchers Mitt			Cleanup is needed		
Coaches Box Lined			Shin Guards					
Free of Foreign Objects			Chest Protector					
Grass Surface Even								
PLAYER EQUIPMENT	YES	NO						
Batting Helmets								
Jewelry Removed								
Shoes Inspected								
Bats Inspected								
Proper Cleats								
Athletic Cup								
Full Uniform								

Report any problems to the Safety Officer Chris Layaou clayaou03@gmail.com

Inspection of Equipment

- Managers and coaches shall inspect league equipment on a regular basis.
- Unsafe equipment should not be given in team equipment bags.
- Managers, Coaches, and Umpires shall inspect equipment before each use for any damage and make sure it meets Little League standards.



- Bad Equipment must be removed and destroyed to prevent children from attempting to play with it.

HLLL Umpire Guidelines

Before the Game

- Arrive at the field 20 minutes prior to game time.
- Inspect the field for unsafe conditions.
- Walk through the dugouts and inspect the equipment for any damage and make sure it meets Little League standards.
- Check players for jewelry.

Meet at Home Plate

- Have the plate meeting 5 minutes prior to game time
- Introduce yourself
- Get the official lineup cards
- Go over local league rules
- Three coaches per dugout
- Discuss coach, player and spectator conduct
- Get one new baseball from each team
- Give the official game time

During the Game

- Make sure catcher has proper catching equipment
- Keep game moving one minute between innings
- Make calls loud and clear
- No on deck batters in Majors and below
- Keep a sharp eye out for any safety violations
- Be in position to make the calls
- Have good communication, with your partner
- Drink plenty of water between innings

After the game

- Report any ejections or problems to the Umpire in Chief



Umpire Questionnaire:

Game Date: _____

Umpire: _____

Game Time: _____

Field Number: _____

Did Managers give you a line up?		YES	NO
	Home:		
	Visitor:		
Did the Manager give you substitution Changes? (Major Division)		YES	NO
	Home:		
	Visitor:		
Did Manager give you pitching changes?		YES	NO
	Home:		
	Visitor:		
Did either Manager have a copy of the Local Little League Rules for your review at the plate meeting?		YES	NO
	Home:		
	Visitor:		
Did Managers follow the Rule 1.09? (60 Diamond) On deck batters are not permitted on the 60 inch diamond. Only the batter of each half inning will be allowed outside the dugout.		YES	NO
	Home:		
	Visitor:		
Did Managers follow Rule 1.17? A. All male catchers must wear athletic support & cup B. All catchers must wear dangling throat protector C. On the 60' diamond the catcher must use the extended tail on the chest protector		YES	NO
	Home:		
	Visitor:		
Did Managers Follow Rule 3.9? Managers and Assistant Coaches must NOT warm up a pitcher at home plate, in the bullpen or elsewhere at anytime?		YES	NO
	Home:		
	Visitor:		



Concession Stand Guidelines

Each league has the option to provide snack bar facilities. Some suggestions to boost league profits include Dinner-themed nights (i.e. lasagna night, baked potato night, etc.) wherein dinner meals are provided to the spectators at a bulk price. Candies, snacks, and drinks should be kept at a price where players and families can afford to purchase. If a league spikes prices at the snack bar, these higher prices will drive away business equating to loss of league profits. Leagues can also sell league-specific gear such as league t-shirts, blankets, hats, pins, etc. All of these things will help to contribute to the league's profits. If your league snack bar does not "break even", the league should closely inspect the operations of the snack bar to determine any discrepancies with league policy. All leagues should be able to, at a minimum, earn the league \$5,000 in annual profit. Relying on and harnessing the efforts of local volunteers is an important element to earning a profit through the league snack bar. Snack bars should make a profit of 2-1. Example annual expenses \$2,000; total gross \$4000 leaving the league with a profit of \$2,000. Each league should have clear instructions on daily totals and expenditures. Little league prides itself as a volunteer organization; paid workers are not covered under Little League Insurance. Children under the age of 15 should not be allowed to work in the snack bar, either paid or volunteer. Every worker must be instructed on these guidelines before they are allowed to work.

Wash your hands regularly:

- Use soap and warm water
- Rub your hands vigorously as you wash them
- Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails.
- Rinse hands well
- Dry hands well with paper towels
- Turn off water with paper towel instead of using bare hands

Wash your hands in this fashion before you begin work and especially after performing any of these activities:

- After touching bare human body parts other than clean hands and clean exposed portions of arms.
- After using restroom
- After caring for or handling animals
- After coughing, sneezing, using a handkerchief or disposable tissue
- After touching soiled surfaces
- After drinking, using tobacco, or eating
- During food preparation
- When switching from raw to ready to eat foods
- After engaging in activities that contaminate hands



Basic Concession Rules:

- Menu- smaller is better. No salads, cut up fruit or vegetables, no food prepared at home.
- Cook food thoroughly. Use a meat thermometer. Keep hotdogs and burgers at 41 degrees when cold and cook to 155 degrees or above.
- Rapidly reheat foods to 165 degrees. Slow cooking devices may activate bacteria and never reach killing temperatures.
- All foods that require refrigeration must be cooled to 41 degrees as quickly as possible and held there until ready to use. To cool foods quickly, use the ice water bath (60% ice and 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches deep and refrigerate. Pans should not be stored one atop the other and lid should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. **DO NOT LEAVE FOOD OUT AT ALL!**
- Frequent and thorough hand washing is required.
- Only healthy people should prepare and serve food. Anyone with any symptoms of illness (cramps, nausea, fever, vomiting, diarrhea, cough, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers' clothes should be clean, and they should not smoke in the concession area. Hair restraints are recommended.
- Food handling: avoid hand contact with raw food, ready-to-eat foods, and food contact surfaces. Use a utensil and/or gloves.
- Use disposable utensils for food service. Keep your hands away from food contact surfaces and never reuse disposable dishware. Ideally utensils should be washed in a four-step method:
 - 1) hot soapy water
 - 2) rinsing in clean water
 - 3) chemical or heat sanitizing
 - 4) air drying.
- Ice that is used to cool cans bottles should not be used in cup beverages. Should be stored separately. Use scoop to dispense ice, never use hands.
- Wiping cloths should be rinsed and stored in a bucket of sanitizer (1 gallon of water and 2 teaspoon chlorine bleach). Change the solution every 2 hours.
- Keep foods covered to protect from insects. Store pesticides away from food. Place garbage and paper waste in a refuse container with a lid that fits tightly. Dispose of all water in the restrooms, do not pour outside. All water that is used should be potable from an approved source.
- Keep food stored off the floor at least 6 inches. After your event is finished, clean the concession and discard any unusable food. Do not save food for reheating.



The top six causes for illness:

- Inadequate cooling and cold holding
- Preparing food too far in advance of service
- Poor personal hygiene and infected personnel
- Inadequate reheating
- Inadequate hot holding
- Contaminated raw foods and ingredients

District Safety Officer Responsibilities

- Answer any questions on putting together leagues safety manuals
- Review each leagues safety manual
- Provide any information deemed necessary
- Verify each league is following the safety rules and regulations
- Put safety manual together for District 16/31
- Distribute the district safety manual to all District 16/31 Presidents/Safety Officer and District Staff League Safety Officer Responsibilities
- Harveys Lake Little League shall have a safety manual emailed to the District 16/31 Safety Officer and uploaded to Little League International official website (www.littleleague.org) for review.
- Email each team a copy of the safety manual.
- Provide each team with a well-stocked first aid kit.
- **Within 48 hours of receiving a report, the Safety Officer will contact the injured party or the party's parents/ guardian and...**
 - Verify the information received
 - Obtain any other information deemed necessary
 - Check on 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, etc.), will advise the parent or guardian of the Little League Insurance coverage and the provisions for submitting claims. If the extent of the injuries is more than minor in nature, the safety Officer shall periodically call and check on the status of the injuries and to check if any other assistance is necessary in areas such as submission of insurance forms until such items as the incident is considered "closed".



Accident Reporting Procedures

What To Report: An incident that causes a player, manager, coach, or umpire to receive medical treatment or first aid must be reported to the League safety Officer.

When To Report: All such incidents described above must be reported to the League Safety within 48 hours of the incident.

Every Manager, Board Member and Team Parent will receive an electronic copy of the Safety Manual made available to them prior to Opening Day.

The HLL Safety Officer is Chris Layaou clayaou03@gmail.com

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 is needed:

- Name and address of the injured person
- Date, time, and location of the incident
- As detailed of a description of the incident as possible
- The preliminary estimation of the extent of the injury
- The name and phone number of the person making the report
- Names and phone numbers of any witnesses

In your safety packet you will find the injury report form. If your team safety officer is there, he/she can assist you in getting the front of the form filled out. Then a call is to be made to the Safety Officer reporting the incident within 48 hours. Little League insurance is a supplemental insurance to the insured's own insurance. There is a \$50 deductible.

How to Replace the Injury Report Form (page 32): The forms can be replaced by the safety officer or downloaded from the league's website: <https://www.littleleague.org/university/articles/how-to-submit-an-accident-insurance-claim/>

First Aid Kits

League will provide each team with a league issued first aid kit. Each kit with the following:

- 1 instant cold compress
- 2 antibiotic ointment
- 18 alcohol prep pads



- 15 adhesive bandages (3/4 in x 3 in)
- 20 adhesive bandages (3/8 in x 1-1/2 in)
- 1 adhesive tape roll (0.5 in x 2.5 yd)
- 4 sterile gauze pads (2 in x 2 in)
- 2 sterile gauze pads (4 in x 4 in)
- 10 cotton tip applicators
- 2 nitrile gloves
- 5 butterfly closures
- 4 finger splints

First Aid Kits will be distributed to each team during their equipment issue date or at their Coaches clinic. If you are unable to send someone from your team to pick up your teams first aid kit at this time please contact our Safety Officer, Chris Layaou at clayaou03@gmail.com to schedule another time to receive your first aid kit.

Communicable Disease Procedures

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (Provided in first aid kit);
- Immediately wash hands and other skin surfaces if contaminated with blood.
- Clean all blood contaminated surfaces and equipment.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

District 16/31 Code of Conduct

Failure to comply with these rules will result disciplinary actions by the District.

- No alcohol allowed in any parking lot field or common area within a city or county field or complex. No playing in parking lots at any time.
- No profanity please.
- No swinging bats or throwing baseballs at any time within the walkways and common area of playing fields.
- No throwing balls against dugouts or backstops.
- Catchers must use helmets for all batting practice sessions.



- No throwing of rocks.
- No climbing fences
- Extreme care must be used when holding a bat. No warm-up swings or on deck batters at Majors and below. Juniors and above must be alert of the area around them when swinging a bat.
- Players and spectators should be alert at all times for foul balls and errant throws.
- During a game, all players must remain in the dugout area in an orderly fashion at all times.
- There must be a coach in charge of the dugout and the players at all times.
- After each game and practice, each team is responsible for cleaning up the dugout and playing area.

HLLL Safety Code

- Responsibility for the safety procedures should be that of an elected Safety Officer on the board.
- Managers, coaches, and umpires should have training in first aid. First aid kits are issued to each team manager and are located at each concession stand.
- No game or practice should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected: frequently for holes, stones, glass and other foreign objects.
- All team equipment should be stored within the team dugout or behind screens and not within the area defined by the umpires as "in play".
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or team's manager and coaches.
- Procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within that are frequented by and thus endanger spectators.
- Equipment should be inspected regularly for the condition of equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets during batting practice and games. No paint or stickers may be added to helmets.



- Catcher must wear catcher's helmet mask, throat guard, long model chest protector, shin guards, and protective cup with athletic supporter for all practices and games.
- Majors and below, headfirst slides are only permitted when returning to base.
- During sliding practice bases should not be strapped down or anchored.
- At no time should horse play be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide safety glasses.
- Player must not wear watches, rings, pins, or metallic items during games or practices.
- The catcher must wear catcher's helmet and mask with throat guard when warming up pitchers. This applies between innings and in the bull pen during a game and during practices.
- Managers and coaches may not warm up pitchers before or during a game.
- On deck batters are not permitted in Majors and below.
- Metal cleats are allowed for juniors and above.

Some Friendly Rule Reminders

- All volunteers must have a volunteer application filled out and on file with the Little League. Our league will provide annual background checks.
- No laminated bat shall be used (rule I.10).
- The traditional batting donut is not permissible (rule 1.10).
- A pitcher shall not wear any items on his/her hands, wrists or arms which may be a distraction to the batter. White long sleeve shirts are not permitted (rule 1.11).
- Pitcher shall not wear sweat bands on his/her wrists (rule 1.15).
- Players must not wear jewelry (rule 1.11).
- Catcher must wear a catcher's mitt (rule 1.12).
- All batters must wear protective batting helmets. All helmets must bear the NOCAE stamp.
- No painting or stickers on helmets (rule 1.16).
- All male players must wear athletic supporters.
- Male catchers must wear the metal, fiber or plastic type protective cup.
- Majors and below catchers must have the extended tail on the chest protector.
- Catcher's helmet must have the dangling type throat protector and catcher's helmet must be worn infield/outfield practice, pitcher warm-up and games.
- Skull caps are not permitted (rule I.17).
- Each team is allowed three coaches in the dugout.



- Coaches are encouraged to discourage horseplay.
- No on deck batters are allowed in majors and below (rule 1.0).

Catchers Helmet

- Catchers MUST wear at least helmet, face mask, chest protector and throat guard to warm up pitchers in bullpen for pitcher warm up.
- Catchers MUST have dangling throat guards, even if they have a “hockey style” helmet.
- Skull caps NOT permitted
- Coaches cannot catch to warm up pitcher, another player may as long as catcher gear in on.
- Catchers Helmet

Important Do's and Don'ts

Do's

- Reassure and aid children that are injured, frightened or lost.
- Provide or assist in obtaining medical attention for those who require it.
- Contact parents immediately when a problem occurs that requires medical attention.
- Know your limitations.
- Carry your first aid kit to all practices and games.
- Make sure it is replenished when needed. Contact the safety officer or your division rep.
- When administering first aid remember to:
 - Look for signs of injury (blood, bruised, deformity of bone).
 - Listen to the injured person describe what happened and what hurts. Before questions you may have to calm and soothe an excited child.
 - Feel gently and carefully the injured area for signs of swelling or grating of broken bone.
- Make sure you have your player's medical release forms at every game and practice.
- Assign a parent who is at all the games to be your safety representative. This person should have a cellular phone and can assist you in case of an accident.
- Have plenty of water available for players at the games and practices.

Don'ts

- Administer any medications.



- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedure.
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at practice or game.
- Hesitate to report any present or potential safety hazard to the Safety Officer or League President immediately.

Storage Procedures

The following applies to the entire storage sheds used by the League and applies to anyone who has been issued a key to use those sheds.

- All individuals are aware of their responsibility for the orderly and safe storage of rakes, shovels, and bases.
- Before you use any equipment located in the sheds please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in the sheds shall be properly marked and labeled as to its contents.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

Lightning Facts and Procedures

Consider the following facts:

- The average lightning strike is 6-8 miles long.
- The average thunderstorm is 6-10 miles wide and travels about 25 miles per hour.
- On average, thunder can only be heard over a distance of 3-4 miles depending on humidity, terrain and other factors. This means that by the time you hear the thunder, you are already in the risk for lightning strikes. Rule of Thumb: The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager or coach who feels threatened should contact the head umpire and recommend stopping play and clearing the field. In our league the umpire makes the decision as to whether or not play is stopped. Once play is stopped, take the kids to safety until play resumes or the game is called. Only an umpire can call a game.

Where To Go: No place is absolutely safe from a lightning threat, but some places are safer than others. Constructed buildings are usually the safest. Most people will find shelter in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area, put your feet together, crouch down and put your hands over your ears to prevent eardrum damage.

Where Not To Go: Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers, fences and water.



First Aid for a Lightning Victim

- Call 911 immediately.
- Typically the lightning victim has similar symptoms as that of someone having a heart attack, consider if moving will cause anymore injury.
- If the victim is in a high-risk area, determine if movement is necessary.
- Lightning does strike twice in the same place.
- If you are not at risk, and moving is a viable option, you should move the victim.
- If the victim is not breathing, start mouth to mouth resuscitation.
- If it is decided to move the victim, give a few quick breaths prior to moving the victim.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.
Note: CPR should only be administered by a person knowledgeable and trained in the technique.

Hydration

- Players are encouraged to bring bottled water or sports drinks to each practice and game.

Tips to Prevent Heat Illness:

- Know that once you are thirsty you are already dehydrated.
- Drink before you become thirsty.
- Drink plenty of liquids like water or sports drinks every 15 minutes.
- Water seems to be the preferred beverage.
- Water has many critical functions in the body that are important for performance such as carrying oxygen and nutrients to exercising muscles. Do not drink beverages with caffeine before practice or games. Caffeine can increase the rate of dehydration.
- Do not exercise vigorously during the hottest time of the day.
- Practice in the morning and during the latter part of the evening.
- Wear light color loose fitting clothes.
- Use sunscreen to prevent sunburn.
- If you begin to feel faint or dizzy, stop your activity and cool off by sitting in the shade, air-conditioned car, or use a wet rag to cool you off.

How Is It Treated?

Emergency medical treatment is necessary. If you think someone has heat stroke, call 911 or a doctor immediately. In the meantime, give first aid as follows:

- Move the person to a shady area.



- Cover the person with a wet sheet and keep the sheet wet for cooling from evaporation.
- Fan the person with paper or an electric fan.
- Sponge down the body, especially the head, with cool water.
- Continue giving first aid until the body feels cool to the touch.
- If the person is conscious, let them sip water, fruit juice, or a soft drink.

HLLL Reminders

Before the Season Starts

- Familiarize yourself with the safety materials.
- Appoint a safety parent for your team. It needs to be someone who is at all the games and has a cellular phone. It can be an assistant coach.

Prior to Each Game

- Complete a field safety checklist. Report any problems to your commissioner or to the League Safety Officer.
- Check the team equipment for any problems. Report any equipment problems to the equipment manager.
- Check the contents in your team's first aid kit. Contact the League Safety Officer for any items that need to be replaced.

If Medical Attention is Needed

- Utilize communicable disease procedures.
- Utilize emergency safety procedures.
- Notify parents/guardians.
- Always have medical release forms with you.
- Complete accident notification form.
- Fill out and have parent/guardian sign the form. Notify the Safety Officer within 48 hours.
- Do it while the accident is fresh on your mind.



For Local League Use Only

Activities/Reporting

**A Safety Awareness Program's
Incident/Injury Tracking Report**

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____
 Field Name/Location: _____ Incident Time: _____
 Injured Person's Name: _____ Date of Birth: _____
 Address: _____ Age: _____ Sex: Male Female
 City: _____ State _____ ZIP: _____ Home Phone: () _____
 Parent's Name (If Player): _____ Work Phone: () _____

 Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

A.) Baseball Softball Challenger TAD
 B.) Challenger T-Ball Minor Major Intermediate (50/70)
 Junior Senior Big League
 C.) Tryout Practice Game Tournament Special Event
 Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

D.) Batter Baserunner Pitcher Catcher First Base Second
 Third Short Stop Left Field Center Field Right Field Dugout
 Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____

Was professional medical treatment required? Yes No If yes, what: _____
 (If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

Type of incident and location:

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

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: (____) _____
 Signature: _____ Date: _____



Little League® Baseball & Softball CLAIM FORM INSTRUCTIONS

WARNING — It is important that parents/guardians and players note that: Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball. To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims. The National Union Fire Insurance Company of Pittsburgh, Pa. (NUFIC) Accident Master Policy acquired through Little League® contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first. The Accident Claim Form must be fully completed, including a Social Security Number, for processing. To help explain insurance coverage to parents/guardians refer to What Parents Should Know on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time. If injuries occur, initially it is necessary to determine whether claimant's parents/guardians or the claimant has other insurance such as group, employer, Blue Cross and Blue Shield, etc., which pays benefits. (This information should be obtained at the time of registration prior to tryouts.) If such coverage is provided, the claim must be filed first with the primary company under which the parent/guardian or claimant is insured. When filing a claim, all medical costs should be fully itemized and forwarded to Little League International. If no other insurance is in effect, a letter from the parent/guardian or claimant's employer explaining the lack of group or employer insurance should accompany the claim form. The NUFIC Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, a Pennsylvania Insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC Number 19445. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the Policy, the Policy shall govern. The current insurance rates would not be possible without your help in stressing safety programs at the local level. The ASAP manual, League Safety Officer Program Kit, is recommended for use by your Safety Officer.

TREATMENT OF DENTAL INJURIES

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



CHECKLIST FOR PREPARING CLAIM FORM

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

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

1. The adult claimant or parent(s)/guardian(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.	
Name of Injured Person/Claimant	SSN	DATE OF BIRTH (MM/DD/YY)	Age Sex
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
Address of Claimant		Address of Parent/Guardian, if different	

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

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

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

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

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

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

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (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)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	<input type="checkbox"/> (Submit a copy of your approval from Little League Incorporated)
<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? Yes No
Provide names and addresses of any known witnesses to the reported accident.

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

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

Does your league use batting helmets with attached face guards? YES NO
If YES, are they Mandatory or Optional At what levels are they used?

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

Date	League Official Signature
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Bat Rules Little League International Rulebook Bat Information:

Little League International has assembled an online resource page dedicated to baseball bat information, that includes the latest bat information, current Little League Baseball rules and regulations governing bats, and a series of frequently asked questions. As of January 1, 2018, the new USA Baseball Bat Standard was implemented. USABat Standard bats must be used in the Little League Major Baseball Division and below. Either USABat Standard bats or BBCOR bats must be used at the Intermediate (50/70) Baseball and Junior League Baseball Divisions. At the Senior League Baseball Division, all bats must meet the BBCOR standard. Little League-approved baseball bats that were approved for use for the 2017 will no longer be acceptable for use in any Little League game or activity as of January 1, 2018. For more information on the USABat standard and a complete list of bats approved through the USABat Standard, visit usabat.com. Important Note: These changes only affect baseball divisions and don't affect any divisions of softball.

Rule 1.10 – Baseball

The bat must be a baseball bat which meets the USA Baseball Bat standard (USABat) as adopted by Little League. It shall be a smooth, rounded stick, and made of wood or of material and color tested and proved acceptable to the USA Baseball Bat standard (USABat). Beginning with the 2018 season, non- and laminated bats used in the Little League (Majors) and below, Intermediate (50-70) Division, Junior League divisions, and Challenger division shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball's Youth Bat Performance Standard. All BPF – 1.15 bats will be prohibited beginning with the 2018 season. Additionally, starting in 2018, the bat diameter shall not exceed $2\frac{5}{8}$ inches for these divisions of play. Bats meeting the Batted Ball Coefficient of Restitution (BBCOR) standard may also be used in the Intermediate (50-70) Division and Junior League divisions. Additional information is available at LittleLeague.org/batinfo.

Tee Ball:

Under the USABat standard, certified Tee Ball bats (26" and shorter) will feature the USA Baseball mark and text which reads ONLY FOR USE WITH APPROVED TEE BALLS. All Tee Ball bats must feature the USA Baseball mark and accompanying text. Tee Ball bats that were produced and/or purchased prior to the implementation of the new standard can be certified using an Approved Tee Ball Sticker via the USA Baseball Tee Ball Sticker Program (USABaseballShop.com) beginning September 1, 2017. NOTE: Approved Tee Ball bats may also be used for Coach Pitch/Machine Pitch Minor Divisions only with the use of approved Tee Balls.

Minor/Major Divisions:

It shall not be more than 33 inches in length; nor more than $2\frac{5}{8}$ inches in diameter, and if wood, not less than fifteen-sixteenths ($\frac{15}{16}$) inches in diameter ($\frac{7}{8}$ inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed sixteen (16) inches from the small end. NOTE 1: Solid one-piece wood barrel bats do not require a USA Baseball logo. NOTE 2: Approved Tee Ball bats may also be used for Coach Pitch/Machine Pitch Minor Divisions only with the use of approved Tee Balls.

Intermediate (50-70) Division and Junior League:

It shall not be more than 34" inches in length; nor more than $2\frac{5}{8}$ inches in diameter, and if wood, not less than fifteen-sixteenths ($\frac{15}{16}$) inches in diameter ($\frac{7}{8}$ inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed eighteen (18) inches from the small end.



NOTE 1: Solid one-piece wood barrel bats do not require a USA Baseball logo. NOTE 2: Also, permitted for the Intermediate (50-70) Division and Junior League Division are bats meeting the BBCOR performance standard, and so labeled with a silkscreen or other permanent certification mark. The certification mark shall be rectangular, a minimum of a half-inch on each side and located on the barrel of the bat in any contrasting color. Aluminum/alloy and composite bats shall be marked as to their material makeup being aluminum/alloy or composite. This marking shall be silkscreen or other permanent certification mark, a minimum of one-half-inch on each side, and located on the barrel of the bat in any contrasting color.

Senior League:

It shall not be more than 36 inches in length, nor more than $2\frac{3}{8}$ inches in diameter, and if wood, not less than fifteen-sixteenths ($15/16$) inches in diameter ($7/8$ inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed eighteen (18) inches from the small end. The bat shall not weigh, numerically, more than three ounces less than the length of the bat (e.g., a 33-inch-long bat cannot weigh less than 30 ounces). All bats not made of a single piece of wood shall meet the Batted Ball Coefficient of Restitution (BBCOR) performance standard, and such bats shall be so labeled with a silkscreen or other permanent certification mark. The certification mark shall be rectangular, a minimum of a half-inch on each side and located on the barrel of the bat in any contrasting color. Aluminum/alloy and composite bats shall be marked as to their material makeup being aluminum/alloy or composite. This marking shall be silkscreen or other permanent certification mark, a minimum of one-half-inch on each side, and located on the barrel of the bat in any contrasting color.

Little League Challenger Division:

It shall not be more than 33 inches in length; nor more than $2\frac{3}{8}$ inches in diameter, and if wood, not less than fifteen-sixteenths ($15/16$) inches in diameter ($7/8$ inch for bats less than 30") at its smallest part. Wood bats taped or fitted with a sleeve may not exceed sixteen (16) inches from the small end. NOTE: Solid one-piece wood barrel bats do not require a USA Baseball logo.

Pitching Rules Little League International Rulebook

The eligibility of a player to pitch in a Little League baseball game is governed by a tiered pitch count that is tied to the number of pitches thrown in a game. The pitch count determines how many days of rest are required before said player may pitch again in a Little League game. Below you will find a breakdown of the regular season pitching rules for Baseball and Softball.

Regular Season Pitching Rules – Baseball

VI – PITCHERS

1. Any player on a regular season team may pitch. (NOTE: There is no limit to the number of pitchers a team may use in a game.) Exception: Any player who has played the position of catcher in four (4) or more innings in a game is not eligible to pitch on that calendar day.
2. A pitcher once removed from the mound cannot return as a pitcher. Intermediate (50-70), Junior, and Senior League Divisions only: A pitcher remaining in the game, but moving to a different position, can return as a pitcher anytime in the remainder of the game, but only once per game. A player who played the position of catcher for three (3) innings or less, moves to the pitcher position, and delivers 21



pitches or more (15- and 16-year-olds: 31 pitches or more) in the same day, may not return to the catcher position on that calendar day. EXCEPTION: If the pitcher reaches the 20-pitch limit (15- and 16-year-olds: 30-pitch limit) while facing a batter, the pitcher may continue to pitch, and maintain their eligibility to return to the catcher position, until any one of the following conditions occur: (1) that batter reaches base; (2) that batter is retired; or (3) the third out is made to complete the half-inning or the game.

3. The manager must remove the pitcher when said pitcher reaches the limit for his/her age group as noted below, but the pitcher may remain in the game at another position:

League Age:

Age	Daily Max (Pitches in Game)
7-8	50
9-10	75
11-12	85
13-14	95
15-16	95

0 Days Rest	1 Days Rest	2 Days Rest	3 Days Rest	4 Days Rest	5 Days Rest
1-20	21-35	36-50	N/A	N/A	N/A
1-20	21-35	36-50	51-65	66+	N/A
1-20	21-35	36-50	51-65	66+	N/A
1-20	21-35	36-50	51-65	66+	N/A
1-30	31-45	46-60	61-75	76+	N/A

Exception: If a pitcher reaches the limit imposed in Regulation VI (c) for his/her league age while facing a batter, the pitcher may continue to pitch until any one of the following conditions occurs:

1. That batter reaches base;
2. That batter is put out;
3. The third out is made to complete the half-inning.



NOTE: If a pitcher reaches 40 pitches while facing a batter, the pitcher may continue to pitch, and maintain their eligibility to play the position of catcher for the remainder of that day, until any one of the following conditions occurs: (1) that batter reaches base; (2) that batter is retired; or (3) the third out is made to complete the half-inning or the game. The pitcher would be allowed to play the catcher position provided that pitcher is moved, removed, or the game is completed before delivering a pitch to another batter. If a player delivers 41 or more pitches, and is not covered under the threshold exception, the player may not play the position of catcher for the remainder of that day.

Pitchers league age 14 and under must adhere to the following rest requirements:

- If a player pitches 66 or more pitches in a day, four (4) calendar days of rest must be observed.
- If a player pitches 51-65 pitches in a day, three (3) calendar days of rest must be observed.
- If a player pitches 36-50 pitches in a day, two (2) calendar days of rest must be observed.
- If a player pitches 21-35 pitches in a day, one (1) calendar days of rest must be observed.
- If a player pitches 1-20 pitches in a day, no (0) calendar day of rest is required.

Exception: If a pitcher reaches a day(s) of rest threshold while facing a batter, the pitcher may continue to pitch until any one of the following conditions occurs: (1) that batter reaches base; (2) that batter is retired; or (3) the third out is made to complete the half-inning or the game. The pitcher will only be required to observe the calendar day(s) of rest for the threshold he/she reached during that at-bat, provided that pitcher is removed or the game is completed before delivering a pitch to another batter.”

NOTE: If a pitcher reaches 30 pitches while facing a batter in the first game, the pitcher may continue to pitch, and maintain their eligibility to pitch in the second game on that day, until any one of the following conditions occurs: (1) that batter reaches base; (2) that batter is retired; or (3) the third out is made to complete the half--inning or the game. The pitcher would be allowed to pitch in a second game provided that pitcher is moved, removed, or the game is completed before delivering a pitch to another batter. If a player delivers 31 or more pitches in the first game, and is not covered under the threshold exception, the player may not pitch in the second game that day);

Pitchers league age 15-16 must adhere to the following rest requirements:

- If a player pitches 76 or more pitches in a day, four (4) calendar days of rest must be observed.
- If a player pitches 61-75 pitches in a day, three (3) calendar days of rest must be observed.
- If a player pitches 46-60 pitches in a day, two (2) calendar days of rest must be observed.
- If a player pitches 31-45 pitches in a day, one (1) calendar days of rest must be observed.
- If a player pitches 1-30 pitches in a day, no (0) calendar day of rest is required.

Exception: If a pitcher reaches a day(s) of rest threshold while facing a batter, the pitcher may continue to pitch until any one of the following conditions occurs: (1) that batter reaches base; (2) that batter is retired; or (3) the third out is made to complete the half-inning or the game. The pitcher will only be required to observe the calendar day(s) of rest for the threshold he/she reached during that at-bat, provided that pitcher is removed or the game is completed before delivering a pitch to another batter.



Each league must designate the scorekeeper or another game official as the official pitch count recorder. The pitch count recorder must provide the current pitch count for any pitcher when requested by either manager or any umpire. However, the manager is responsible for knowing when his/her pitcher must be removed. The official pitch count recorder should inform the umpire-in-chief when a pitcher has delivered his/her maximum limit of pitches for the game, as noted in Regulation VI (c). The umpire-in-chief will inform the pitcher's manager that the pitcher must be removed in accordance with Regulation VI (c). However, the failure by the pitch count recorder to notify the umpire-in-chief, and/or the failure of the umpire-in- chief to notify the manager, does not relieve the manager of his/her responsibility to remove a pitcher when that pitcher is no longer eligible. Violation of any section of this regulation can result in protest of the game in which it occurs. Protest shall be made in accordance with Playing Rule 4.19. A player who has attained the league age of twelve (12) is not eligible to pitch in the Minor League.

(See Regulation V – Selection of Players)

A player may not pitch in more than one game in a day.

NOTES:

1. The withdrawal of an ineligible pitcher after that pitcher is announced, or after a warm-up pitch is delivered, but before that player has pitched a ball to a batter, shall not be considered a violation. Little League officials are urged to take precautions to prevent protests. When a protest situation is imminent, the potential offender should be notified immediately.
2. Pitches delivered in games declared "Regulation Tie Games" or "Suspended Games" shall be charged against pitcher's eligibility.
3. In suspended games resumed on another day, the pitchers of record at the time the game was halted may continue to pitch to the extent of their eligibility for that day, provided said pitcher has observed the required days of rest.

Example 1: A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes on the following Thursday. The pitcher is not eligible to pitch in the resumption of the game because he/she has not observed the required days of rest.

Example 2: A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes on Saturday. The pitcher is eligible to pitch up to 85 more pitches in the resumption of the game because he/she has observed the required days of rest.

Example 3: A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes two weeks later. The pitcher is eligible to pitch up to 85 more pitches in the resumption of the game, provided he/she is eligible based on his/her pitching record during the previous four days.

(EXCEPTION: Junior and Senior League: If a pitcher reaches 30 pitches while facing a batter in the first game, the pitcher may continue to pitch, and maintain their eligibility to pitch in the second game on that day, until any one of the following conditions occurs: (1) that batter reaches base; (2) that batter is retired; or (3) the third out is made to complete the half-inning or the game. The pitcher would be allowed to pitch in a second game provided that pitcher is moved, removed, or the game is completed



before delivering a pitch to another batter. If a player delivers 31 or more pitches in the first game, and is not covered under the threshold exception, the player may not pitch in the second game that day).

Note: The use of this regulation negates the concept of the “calendar week” with regard to pitching eligibility