



Appleton Little League 2024 ASAP Safety Plan



By participating in **ASAP** (A Safety Awareness Program) Appleton Little Leagues, Inc. is dedicated to providing a safe environment for all its players, volunteers, parents, and spectators.

Little League Charter ID: 149-02-01



www.AppletonLittleLeague.org



Updated April 15, 2024

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Emergency Phone Numbers

All Emergencies

9-1-1

Appleton Police Department 920-832-5500

Appleton Fire Department 920-832-5810

Outagamie County Sheriff 920-832-5605

Ascension NE Wisconsin - St. Elizabeth Hospital 920-738-2000

ThedaCare Regional Medical Center - Appleton 920-738-6300
formerly Appleton Medical Center

Wisconsin Poison Center 800-222-1222

Fox Crossing Police *(for Palisades Park)* 920-720-7109

Fox Crossing Fire Department *(for Palisades Park)* 920-720-7125

Sam Adams, Safety Officer 920-701-3109 (cell/text)

Kevin Kostecky, President 920-378-8888 (cell/text)

Chris Swartout, Vice President – Operations 920-277-1880 (cell/text)

Kyle Sargent, Vice President – Softball 920-858-8736 (cell/text)

Chris Swartout (interim), Vice President – Baseball 920-277-1880 (cell/text)

**Contact the Safety Officer, President, or a Vice President as soon as possible –
no later than within 24 hours of the injury/emergency occurrence.**

Little League Pledge

*I trust in God
I love my country
And I will respect its laws
I will play fair
And strive to win
But win or lose
I will always do my best.*

Welcome

Dear Managers, Coaches, Umpires, Parents, Spectators, Board of Directors Members, and all Appleton Little League Participants:

Welcome to another year of fun and exciting baseball and softball with Appleton Little League! This is Appleton Little League's "A Safety Awareness Plan" (ASAP) for the 2024 baseball and softball seasons. This plan was developed to ensure the youth of Appleton Little League have the opportunity to play and learn the game of baseball and softball in a safe setting. This plan has been approved by the Appleton Little League Board of Directors and submitted to our District Administrator and Little League International for approval. This plan will be updated and revised on an annual basis, to ensure the safety of everyone involved with Appleton Little League.

Reading and acknowledging this plan is critical and mandatory for all managers. This plan will also be shared with coaches, parents, umpires, and concession stand and field maintenance workers. The plan is also available on our website at: www.AppletonLittleLeague.org, under [Forms](#) menu.

Your feedback and suggestions are welcome and an important part of our safety efforts. Please feel free to contact any Board member or me, Sam Adams, Licensed Practical Nurse and Appleton Little League Safety Officer, by phone or text at 715-701-3109 or e-mail Safety@AppletonLittleLeague.org.

We look forward to an exciting and safe Appleton Little League season!

Sam Adams
Safety Officer
Safety@AppletonLittleLeague.org
715-701-3109 cell/text

Kevin Kostecky
President
President@AppletonLittleLeague.org
920-378-8888 cell/text

Chris Swartout
Vice President - Operations & Safety Director
VicePresident@AppletonLittleLeague.org
920-277-1880

ASAP - What Is It?

In 1995, ASAP (A Safety Awareness Program) was introduced, with the goal of reemphasizing the position of Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball". This manual is offered as a tool to place some important information at a Manager's or Coach's fingertips.

In 2010, Little League International made it mandatory to have an approved ASAP in place for hosting tournaments beyond the District level.

Safety Officer

The Safety Officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to Little League International through the ASAP system.

The Appleton Little League Safety Officer is the link between town staff, league managers, coaches, umpires, players, spectators, and any other third parties on the Appleton Little League grounds and the Appleton Parks & Recreation Department regarding safety matters, rules and regulations.

Other Safety Officer duties include, but are not limited to:

- Update and submit for approval, the Appleton Little League ASAP plan each year
- Coordinate the team managers, to provide the safest environment possible
- Inspect, along with the Appleton Little League Equipment Director, all league-provided equipment prior to the season
- Within 24-48 hours of receiving an injury notification, contact the parents and team's Manager, to verify received information and add any additional information needed
- Assist parents and individuals with insurance claims, and act as the liaison between the insurance company, parents, and individuals
- Explain insurance benefits to claimants and assist them with filing the correct paperwork
- Provide follow-up calls until the injury incident is considered "closed"
- Keep the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which divisions, at what times, under what supervision, etc.
- Correlate and summarize the data in the First-Aid Log, to determine proper accident prevention in the future and for tracking of injury hot-spots
- Ensure that each team receives their ASAP at the beginning of the season
- Provide first-aid kits in the field equipment boxes, field sheds and/or concession stand, and restock the kits as needed
- Inspect applicable concessions operation and check any fire extinguishers
- Instruct any concession stand workers on the use of fire extinguishers
- Check fields with the Field Managers and Appleton Little League Diamonds and Facilities Director; list areas that need attention
- Schedule a first-aid clinic for all managers, designated coaches, umpires, and Player Agents during the preseason
- Act immediately in resolving unsafe or hazardous conditions, once a situation has been brought to his/her attention
- Make spot-checks at practices and games, to ensure all managers have their ASAP
- Making spot-checks at games, to ensure the umpiring crew has performed their pregame safety checklist
- Provide safety tip suggestion box(es)
- Provide ASAP news and updates on the league web site and in league-wide communications

2024 Board of Directors – Appleton Little Leagues, Inc.

(as of April 15, 2024) Current list available at www.AppletonLittleLeague.org/Board

Position(s)	Name	Email Address
President	Kevin Kostelecky	President@AppletonLittleLeague.org
Vice President – Operations	Chris Swartout	VicePresident@AppletonLittleLeague.org
Vice President – Softball	Kyle Sargent	Softball@AppletonLittleLeague.org
Vice President – Baseball	(open as of 4/15/2024)	Baseball@AppletonLittleLeague.org
Secretary	(open as of 4/15/2024)	Secretary@AppletonLittleLeague.org
Treasurer	Karen Ruel	Treasurer@AppletonLittleLeague.org
Safety Officer	Sam Adams	Safety@AppletonLittleLeague.org
Player Agent	Taryn Kohl	PlayerAgent@AppletonLittleLeague.org
Information Officer	Mike Navin	Webmaster@AppletonLittleLeague.org
Registration & Communications	Audrey Kalbes	Registration@AppletonLittleLeague.org
Social Media	Mysti Haager	SocialMedia@AppletonLittleLeague.org
Coaching Coordinator	Chris Fowler	Coaching@AppletonLittleLeague.org
Sponsorship	Amanda Skinner	Sponsorship@AppletonLittleLeague.org
Equipment & Uniforms	Zac Bryner	Equipment@AppletonLittleLeague.org
Volunteering	Liz Glowcheski	Volunteering@AppletonLittleLeague.org
Diamonds and Facilities	Nick Kelly	Diamonds-Facilities@AppletonLittleLeague.org
Events	Dawn Gilbert-Biechler	Events@AppletonLittleLeague.org
Fundraising	Ashley Hermans	Fundraising@AppletonLittleLeague.org
Capital Projects	Dustin Mack	CapitalProjects@AppletonLittleLeague.org
Umpire In Chief	Craig Lutz	Umpire@AppletonLittleLeague.org
Concessions	Kayla Schwartz	Concessions@AppletonLittleLeague.org
Safety Director	Chris Swartout	Safety@AppletonLittleLeague.org
Commissioner Softball – Major/Minor	(open as of 4/15/2024)	MajorMinorSB@AppletonLittleLeague.org
Commissioner Baseball – Major	Chris Olsen	MajorBB@AppletonLittleLeague.org
Commissioner Baseball – Minor	Josh Drewa	MinorBB@AppletonLittleLeague.org
Commissioner Softball – Rookie/Tee Ball	Nate Kropuenske	RookieTB-SB@AppletonLittleLeague.org
Commissioner Baseball – Rookie	Zeb Winkler	RookieBB@AppletonLittleLeague.org
Commissioner Baseball – Tee Ball	Josh Sobota	TeeBallBB@AppletonLittleLeague.org


Appleton Little League Volunteer Application

Appleton Little League has volunteers who have regular service to the league or repetitive access to children complete a form online or like below and provide a copy of a government-issued photo identification; then, a criminal background check is conducted using J.D. Palatine (JDP). Suggested guidelines by Little League International will be followed for each background check, including the check for convictions or guilty pleas for sexual abuse/assault. The Volunteer Application must be completed and approved annually, or the volunteer will be unable to be a league member. The League President will retain the confidential forms for the year of service.



Appleton 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? ☐ Yes ☐ No
If yes, describe each in full: _____
(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.)

Email completed/signed application and copy of photo ID to VolApp@AppletonLittleLeague.org

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.)

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

<input type="checkbox"/> JDP (Includes review of the U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)*	OR
<input type="checkbox"/> National Criminal Database check	<input type="checkbox"/> U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List
<input type="checkbox"/> National Sex Offender Registry	

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

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

Last Updated: 10/25/23

Forms

Each Manager should have the following completed forms, for each member of their team each year. These forms are available on our web site, www.AppletonLittleLeague.org.

(See Appendix I)

- Little League Medical Release
- Player Code of Conduct
- Parent/Manager/Coach Code of Conduct

(See Appendix II)

- Concussion Form (Coach and Parent/Player)

Coaches must keep the player's medical release with them at practices and games to ensure emergency contact information is attainable in the case of an emergency. **Recommend cell phone numbers of parents or guardians be obtained, to allow the quickest possible notification.**

Safety Committee Members

Parents and volunteers are encouraged to become safety committee members. All individuals checking interest in this committee at registration – or any other time – will be contacted and invited to all upcoming meetings and trainings. A meeting will be held at the beginning of the season to review the Safety Plan and at the end of the season, to review any incident trends and make recommendations for safety improvements for the following season.

Everyone is encouraged to submit safety tips and recommendations!!!

Safety Improvements

All Minor and Major Softball players wear a batting helmet with face guard, since 2008. All 3rd base softball players wear a fielding mask, since 2009. All Softball pitchers are provided the opportunity to wear a fielding mask, since 2010. Baseball implemented a program in 2010, starting at the Rookie level, with 2 helmets with facemask per team. Tee Ball has at least one helmet with facemask per team. Progressive years may include doing so at the Minor and Major levels of play.

Little League made mandatory in 2008, that all bases must be able to disengage on all fields. This applies to all fields owned and operated by Appleton Little League.

Safety/Fundamentals Training

This is an annual training class that will be coordinated by Appleton Little League. At least one Manager/Coach from each team must attend the training. Every Manager/Coach will attend this training at least once every 3 years.

Dates: **Tuesday, March 12, 2024** – Major/Minor BB/SB & Board of Directors' Executive Committee
Tuesday, April 16, 2024 – Rookie/Tee Ball BB/SB & Board of Directors' Executive Committee

Abuse Awareness and Training



- All volunteers of Appleton Little League are mandated reporters and could face criminal charges if the league chooses to ignore, or not report to the proper authorities, any witnessed act of child abuse, including sexual abuse, within 24 hours
- Under Wisconsin law, Appleton Little League is required to immediately report known or suspected child abuse to the county Department of Children and Families, a welfare agency, or local sheriff by telephone or in person
- Appleton Little League will not retaliate against any person who reports any suspected child abuse in good faith
- Limit 1-on-1 contact with players on your team
- All interactions with player should be in plain view of all other participants and coaches
- No 1-on-1 visits to bathrooms
- Coaches should not bring any other players to games other than their own child/children
- If you have direct, regular contact with players you shall complete USA Baseball Abuse Awareness Training or must have completed a similar training within the last year. It is the discretion of Appleton Little League if any training other than USA Baseball Abuse Awareness Training will be accepted; if not, then the USA Baseball Abuse Awareness Training will be required to complete.

First Aid

Each team will be issued a First Aid Manual, First Aid Kit, and ice packs at the annual safety and first aid training. Chris Swartout, Registered Nurse and Appleton Little League Safety Director has graciously offered to conduct the first aid training portion of the meeting. Managers will return a signed acknowledgement to the Safety Officer, indicating they received their first aid manual, first aid kit, and ice packs. The form will be kept on file with the league for the current season. The ASAP is available online at www.AppletonLittleLeague.org, under [Forms](#) menu. Anyone needing a printed copy will receive one at their request. **(See Appendix II)**

The Safety Manual includes the following items: emergency phone numbers, phone number for all Board of Directors members, and the dos and don'ts of treating injured players. The First Aid Kit and First Aid Manual include the necessary items to treat an injured player until professional help arrives, if need be.



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

First Aid-Kits

First Aid Kits, Manuals and Ice Packs will be furnished to each team: Major and Minor teams, at annual tryouts; Rookie and Tee Ball teams, at annual safety meeting. The First Aid Kit will become part of the Team's equipment package and shall be taken to all practices, batting cage practices, games (whether regular season or postseason), and any other Little League event where children's safety could be at risk.

Several fields may also have an additional safety kit, usually located in a lockable storage box with other field equipment. Contact your Commissioner or Diamonds & Facilities Director if you need assistance with the lockable storage boxes.

To **replenish materials** in the Team First Aid Kit, the Manager or Coach must contact the Commissioner, Safety Officer, Vice President, or President.

First Aid (continued)

Treatment At Site -

Do . . .

Access the injury. If the victim is conscious, find out what happened, where it hurts, watch for shock.

Know your limitations.

Call 9-1-1 immediately if person is unconscious or seriously injured.

Look for signs of *injury (blood, black-and-blue, deformity of joint etc.)*

Listen to the injured player describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.

Feel gently and carefully the injured area for signs of swelling or grating of broken bone.

Contact the parents if they are not at the scene.

Talk to your team afterwards about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

Notify league Safety Officer by phone within 24 hours.

Complete an Appleton Little League Accident/Injury Report Form, and hand deliver within 24 hours to the Safety Officer. A copy of this form is included in this manual (**See Appendix IV**), as well as on our web site, www.AppletonLittleLeague.org, under [Forms](#)

Insurance Appleton Little League insurance supplements your own insurance policy. Claims must be filed with the League Safety Officer.

Don't . . .

Administer any medications.

Provide any food or beverages (other than water).

Hesitate in giving aid when needed.

Be afraid to ask for help if you're not sure of the proper procedure (i.e., CPR, etc.)

Transport injured individual, except in extreme emergencies.

Bloodborne Pathogens

Bloodborne pathogens are disease-causing organisms found in the blood or body fluids of an infected person. When dealing with blood or other body fluids, 3 bloodborne pathogens are of special concern:

- Human Immunodeficiency Virus (HIV)
- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)

There is a vaccine to protect you against Hepatitis B. HIV, HBV, and HCV are all transmitted in the same way: through contact with an infected person's blood or body fluid containing visible blood. To actually contract HIV, HBV, or HCV, the virus must get inside your body.

Your skin provides a natural protective barrier against bloodborne pathogens. To get through your skin, the virus needs a "doorway" into the body, such as through cut/scratch, razor nick, skin abrasion, dermatitis, sunburn, or acne. The other way bloodborne pathogens can get inside your body is when contaminated blood or body fluid gets in your eyes, nose, or mouth, through the mucous membranes.

Standard Precautions - Protecting Yourself from Exposure

Always place a barrier between you and another individual's body fluids. Examples of barriers include latex or vinyl gloves, eyewear, and a rescue-breathing mask.

Always use disposable gloves. Never reuse disposable gloves. Remove the gloves properly by carefully peeling one glove from the top of the wrist to the fingertips, and then hold it in the gloved hand. With the exposed hand, peel the second glove off, tucking the first glove inside the second. Dispose of the glove and never touch the outside of the glove with your bare skin.

If Exposed...

Immediately wash exposed skin with non-abrasive soap and water. If none available, use an alcohol-based hand sanitizer. If infectious material gets in your eyes, nose, or mouth, flush with large amounts of water.

Disinfection should be done with a bleach and water solution. Have **water with a 10% bleach solution** available to clean up the fluids and then wash the entire area.

Remember, being exposed to infectious material does not automatically mean you are infected.

Communicable Diseases

Pertaining to COVID, influenza, or any other communicable diseases – either current infection or exposure – CDC guidelines or Appleton Area School District guidelines may be used to ascertain any quarantine or isolation requirements. Please contact the Safety Officer or President with any known exposures to any communicable diseases for guidance.

SAFETY FIRST!

Appleton Little League Safety Code

Our Goals are Education and Prevention

- Responsibility for safety procedures should be that of an adult member of the local league
- Make arrangements for emergency medical services in advance of all games and practices
- Train managers, coaches and umpires in first aid and CPR
- No games or practices should be held when weather or field conditions are not good – particularly when field lighting is inadequate
- Only players, managers, coaches, and umpires are permitted on the playing field during games and practice sessions
- Establish procedure for retrieving foul balls batted out of the playing area
- All players should be alert and watching the batter on each pitch during practice and games
- Inspect equipment regularly and make sure it fits properly
- Catcher must wear catcher's helmet, mask, throat protector, shin guards, long model chest protector and protective supporter (boys) at all times. This also applies between innings and in the bullpen.
- Head-first sliding is prohibited, except when a runner is returning to a base

- During sliding practice, bases should not be strapped down
- "Horse play" is not permitted on the playing field at any time
- Parents of players who wear glasses should be encouraged to provide "safety glasses"
- Enforce safety rules at practices and games

Ten Commandments of Safety

- I. BE ALERT
- II. CHECK PLAYING FIELD FOR SAFETY HAZARDS
- III. WEAR PROPER EQUIPMENT
- IV. ENSURE EQUIPMENT IS IN GOOD SHAPE
- V. ENSURE FIRST AID IS AVAILABLE
- VI. MAINTAIN CONTROL OF THE SITUATION
- VII. MAINTAIN DISCIPLINE
- VIII. SAFETY IS A TEAM SPORT
- IX. BE ORGANIZED
- X. HAVE FUN!!!



REMEMBER

Safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the **Safety Officer, President, or any Board of Directors member immediately**. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. Check your team's equipment often.

Weather

These are the steps to take to determine to delay or stop practice or play:

RAIN: If it begins to rain, the Manager or Coach should evaluate the strength and direction of the storm and evaluate the playing field as it becomes more saturated with water. Stop the practice if the playing conditions become unsafe. In a game situation, consult with the other Manager and umpires to formulate a decision.

LIGHTNING: If you HEAR, SEE, or FEEL a thunderstorm, **suspend play immediately**. Stay away from metal objects. Do not hold metal bats. Have players walk – not run – to their parent's or designated driver's car and await a decision on whether to continue play. A rule of thumb: suspend play/practice for 30 minutes. It is the umpire's call on when to start the game.



LIGHTNING FACTS AND SAFETY PROCEDURES



CONSIDER THE FOLLOWING FACTS:

The average lightning stroke is 6-8 miles long.

The average thunderstorm is 6-10 miles wide and travels at a rate of 25 miles per hour.

Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lighting strokes coming from the storm's overhanging anvil cloud (for example, the lighting that injured 13 people during a concert at RFK occurred while it was sunny and dry)

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 area for lighting strikes.

FLASH-BANG METHOD

One way of determining how close a recent lighting strike is to you, is called the "flash-bang" method. With the "flash-bang" method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it. Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

RULE OF THUMB

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a Manager, Coach, or umpire who feels threatened by an approaching storm should stop play and get the players to safety.

WHERE TO GO?

No place is absolutely safe from the lighting threat, but some places are safer than others. Large enclosed shelters are the safest (such as the Scheels USA Youth Sports complex bathrooms). For the majority of participants, the best area to seek shelter is in a fully enclosed vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car or building, put your feet together, crouch down, and put your hands over your ears (to try to prevent eardrum damage).

Lightning Facts and Safety Procedures (continued):

WHERE NOT TO GO!!

Avoid high places and open fields, isolated trees, unprotected picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

FIRST AID TO A LIGHTNING VICTIM

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 9-1-1, the rescuer should consider the following:

- The first tenet of emergency care is “make no more casualties”. If the victim is in a high-risk area (open field, isolated trees, etc.) the rescuer should determine if movement from that area is necessary – lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- 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 them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

Note: only a person knowledgeable and trained in the technique should administer CPR

Enclosed in this safety plan is a Coach's & Sports Official's Guide to Lightning Safety by the National Weather Service (See Appendix IV).



LIGHTNING RULES

*Lightning is the #2 cause of death
by weather phenomena*

⚡ WHEN YOU HEAR IT – CLEAR IT

⚡ WHEN YOU SEE IT – FLEE IT

Reporting Accidents

All accidents and injuries shall be reported to the Appleton Little League Safety Officer within 24 hours. After notification, the Safety Officer will notify the Appleton Little League President, record all information, complete the proper forms, and mail to the insurance representative. If the Safety Officer is unavailable, the President is to be notified of the accident or injury. If the President and Safety Officer are unavailable, then any board member can be notified of the accident or injury (see list of phone numbers located on page 3 and page 6 of this Safety Plan). The Accident/Injury Report is located in **(See Appendix V).**

ACCIDENT REPORTING PROCEDURE

What to report –

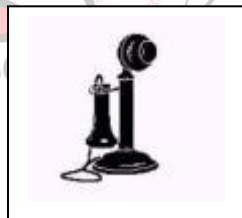
An incident that causes any player, manager, coach, umpire, spectator or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When to report –

All such incidents described above must be reported to the Safety Officer within 24 hours of the incident. **The Safety Officer, Sam Adams, can be reached at the following:**

Cell/Text: 715-701-3109

Email: Safety@AppletonLittleLeague.org



Safety Preliminaries

A Facility Survey will be conducted on an annual basis. The 2017 Facility Survey is enclosed with this report **(See Appendix VI)**.

Review Mower/Equipment Safety Rules with facility maintenance staff **(See Appendix VII)**.

COACHES: AT THE BEGINNING OF EACH GAME OR PRACTICE YOU NEED TO...

- ✓ WALK the field and check for debris and foreign objects
- ✓ INSPECT the helmets, bats and catcher's gear
- ✓ FIRST AID KIT is available on the field
- ✓ CHECK the conditions of the fences, backstops, bases and warning track
- ✓ CELL PHONE is available at the field
- ✓ HOLD a warm-up drill

REMEMBER

Safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report any hazardous conditions to the **Safety Officer, your Commissioner, Equipment Director, President, or another Board member immediately**. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. Check your team's equipment often.

IMPORTANT SAFETY REMINDERS

- ! There is no on-deck area allowed
- ! No donuts or weights are to be used on bats
- ! No one but coaches and the team are allowed in the dugout or near the benches
- ! "Catchers must wear a mask, 'dangling' type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up and games." **Little League Rule No. 1.17**

All managers, and/or coaches and/or umpires are required to walk the entire field to identify any safety hazards and ensure the field is safe, prior to using for games or practices. Any hazards should be eliminated prior to start of play. Please copy this form and use it regularly. If repairs are needed, please turn this form into the Division Representative and provide a copy to the Safety Officer. Never discard damaged equipment, but rather destroy or make it unusable, and stop another from using improper equipment (contact Equipment Director if doing so).

Field Safety Checklist

An umpire, manager or coach is responsible for checking field safety conditions before each game

Date: _____ Field: _____ Completed By: _____

Repairs needed?			Repairs needed?		
<i>Field Condition</i>	<i>Yes</i>	<i>No</i>	<i>Catcher's Equipment</i>	<i>Yes</i>	<i>No</i>
Backstop repair			Shin guard OK		
Home plate repair			Helmets OK		
Bases (secure)			Face masks OK		
Bases repair			Throat protector OK		
Pitcher's mound			Catcher's cup (boys)		
Batter's box level			Chest protector		
Batter's box marked			Catcher's mitt (BB)		
Grass surface (even)					
Gopher holes			Safety Equipment	Yes	No
Infield fence repair			First aid kit each team		
Outfield fence repair			Medical Release forms		
Foul ball net repair			Ice for injuries		
Foul lines marked			Blanket for shock		
Sprinkler condition			APPLETON LL Safety Manual		
Warning track			Injury report forms		
Coaches boxes level					
Coaches box marked			Players Equipment	Yes	No
Dirt Needed			Batting helmets OK		
			Jewelry removed		
Dugouts	Yes	No	Bats inspected		
Fencing needs repair			Shoes checked		
Bench needs repair			Uniforms checked		
Roof needs repair			Athletic supporter		
Bat racks			Little League patch		
Helmet racks					
Trash cans					
Clean up needed					
Spectator Areas	Yes	No			
Bleachers needs repair					
Handrail needs repair					
Parking area safe					
Protective screen OK					
Bleachers clean					

Notify any hazards needed for repair to the Safety Officer, your Commissioner, or Diamonds & Facilities Director

Recommended Player Equipment List

Appleton Little League suggests that each player come to each practice/game with some type of bat/gym carry bag, including the following (as needed):

- **Baseball glove** (mandatory)
- **Baseball hat or visor** (mandatory)
- **Baseball “cup” supporter for boys** (mandatory)
- **Mouth guard** (optional, but strongly recommended)
- **Batting helmet with face guard** (optional)
- **Batting glove** (optional)
- **Bat** (optional)
- **“Protective” eyeglasses** (optional and must meet LL rules)
- **Eyeglasses strap** (optional)
- **Rubber baseball cleats**
- **Tennis shoes**
- **Sweatshirt and/or windbreaker**
- **Baseball practice pants or sweatpants**
- **Water bottle / sports drink**

Equipment Director Responsibilities

The Equipment Director is a President-appointed and Board-approved Appleton Little League Board Member, responsible for purchasing and distributing equipment to the individual teams. This equipment is checked and tested when it is issued, but it is the Manager's responsibility to maintain, in coordination with their Commissioner. Managers should inspect equipment before each game and each practice. The Equipment Director will promptly replace damaged and ill-fitting equipment. Furthermore, many players like to bring their own gear. Their equipment can only be used if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book.

At the end of the season, all league-owned equipment must be returned to the Equipment Director. First-Aid kits must also be turned in with the equipment.

Equipment Specific Rules

Each team, at all times in the dugout, shall have four (4) protective helmets which must meet NOCSAE specifications and standards. These helmets will be provided by Appleton Little League at the beginning of the season. If players decide to use their own helmets, they must meet NOCSAE specifications and standards. Each helmet shall have an exterior warning label.

NOTE: The warning label cannot be embossed in the helmet but must be placed on the exterior portion of the helmet and be visible and easy to read.

- ✓ Use of a helmet by the batter and all base runners is mandatory
- ✓ Use of a helmet by a player/base coach is mandatory
- ✓ Use of a helmet by an adult base coach is optional
- ✓ All male players must wear athletic supporters
- ✓ Male catchers must wear a metal, fiber, or plastic type cup and a long model chest protector
- ✓ Female catchers must wear long or short model chest protectors.
- ✓ All catchers must wear chest protectors with neck collar, throat guard, shin guards, and catcher's helmet, all of which must meet Little League specifications and standards
- ✓ All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games

NOTE: Skullcaps are not permitted

- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired
- Bats with dents, or that are fractured in any way, must be discarded
- Only official Little League balls will be used during practices and games
- Make sure that the equipment issued to you is appropriate for the age and size of the players on your team; if it is not, contact the Equipment Director to get replacements
- Make sure helmets fit
- Replace questionable equipment immediately by notifying the Equipment Director
- Make sure that players respect the equipment that is issued

Zac Bryner
Equipment Director, Appleton Little League
Equipment@AppletonLittleLeague.org
920-810-2338

Concussion Awareness

The Sidelined for Safety Act became Wisconsin state law on April 2, 2012. The law requires the development of guidelines to inform and educate pupil athletes, their parents or guardians, and coaches of the nature and risk of concussion in youth athletic activities. It requires youth athletic leagues to distribute a concussion and head injury information sheet annually to each coach and each participating athlete, which must be signed by a parent or guardian and returned prior to participation. It also requires the removal of a youth athlete by a coach, official, or health care provider, if it is determined that that person exhibits signs and symptoms of concussion or head injury and if a concussion is suspected. The athlete may not return until evaluated by a licensed health care professional and receives written clearance to return. Coaches, officials, or volunteers are immune from civil liability, unless an omission rises to the level of gross negligence or wanton or willful misconduct.

The Wisconsin law called the “Sidelined for Safety Act” can be found at section 118.293 of the Wisconsin Statutes (W.S.A. Section 118.293). This law is under the Public Instruction statutes and General School Operations: <https://docs.legis.wisconsin.gov/statutes/statutes/118/293>.

Informational sheets and signature pages are provided to parents/guardians at the time of registration.

All information can also be downloaded from the [Appleton Little League web site](#), under [Forms](#) menu.

For more information on concussions, refer to Marshfield Clinic’s concussion information and guidelines page: www.marshfieldclinic.org/specialties/sports-medicine/concussion-guidelines.



Conditioning and Stretching

Warming up, stretching, and cooling down are essential components of every training session or competition. Warmups are an important role in reducing the risk of injury. Warmups provide the following:

- Helps prepare the mind and body for exercise
- Helps increase body and muscle temperature
- Increases the blood and oxygen supply to the working muscles
- Increases flexibility

Baseball and Softball players should have 5-10 minutes of light activity – such as jogging – incorporating dynamic and static stretching. This is followed by specific skills such as running or training drills, and then finally, throwing. An indication of an effective warmup is a light sweat, without fatigue. The effect of a warmup lasts approximately 30-40 minutes, so it is important not to warm up too early.

There is nothing in baseball that will set a player back any more than a sore arm, which is why adequate time must be spent warming up arms properly. During the early part of training, the arm must be protected from stress that would slow down a young person's progress. Players must be discouraged from throwing full speed without a gradual build up program.

Players should be encouraged to spend at least 7-8 minutes every practice warming up their arms prior to any type of defensive work. During these throwing sessions, players should be encouraged to work on good throwing mechanics. It is so important that a coach impress upon his players, that these warm-up sessions can be used to help them not only strengthen their arms, but also, to work on their mechanics and throwing accuracy.

Hydration

In the summer months we usually think of dehydration. It does not matter if it is January or July, coaches and players must be encouraged to drink fluids, even when they do not feel thirsty. As coaches, we must remember that when children become physically active, their muscles generate heat, thereby increasing their body temperature. As these temperatures rise, the cooling mechanism – sweat – kicks in. When sweat evaporates, the body is cooled. If these fluids are not replaced, children can become overheated.

Managers and coaches should schedule water breaks every 30 minutes during practices on hot days and should encourage fluid intake between every inning. Water is an excellent fluid; however, sports drinks and fruit juices can encourage children to drink more during events. Sports drinks and fruit juices should contain between 6-8% carbohydrates (15-18 grams per cup). If the concentrations are higher, then the sports drink or juice should be diluted with water on a 1:1 ratio. If drinks are high in carbohydrates, they may cause stomach cramps, nausea, and diarrhea when the child becomes active. Caffeine contained in tea, coffee, and sodas should also be avoided, because it can dehydrate the body further.

CONCESSION STAND

SAFETY

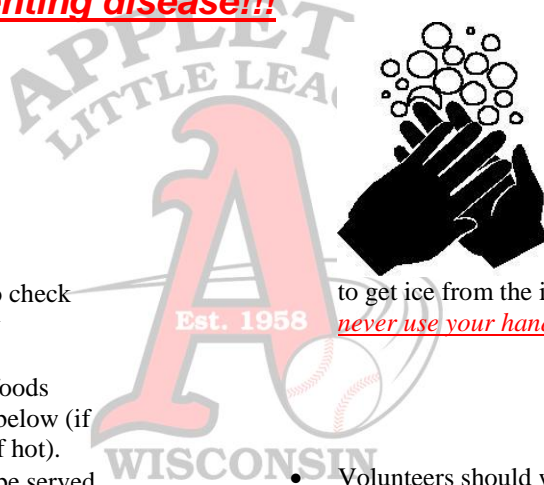
“Snack Bar”

The following information will provide you with basic food handling procedures, tips, and suggestions for keeping a healthy environment in our snack bar.

The procedures for opening and closing the snack bar, and the “Concession Stand Safety” procedures are posted in the snack bar, in clear view, next to the register. Volunteers working in the snack bar will be trained in safe food preparation and handling. NO persons under the age of fifteen are allowed to handle food.

Tips for safe food handling:

Hands will be thoroughly washed prior to beginning and routinely throughout your shift. Prior to handling any food you are required to wash your hands. Clean hands are the best defense in preventing disease!!!



- Use a food thermometer to check temperatures of potentially hazardous foods. (meats)
- All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot).
- Foods that are required to be served cold must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. All food will be returned immediately to the refrigerator once you've finished serving.
- Keep foods covered to protect them from insects.
- Keep foods stored off the floor.
- Only healthy volunteers should prepare and serve food. Anyone who shows signs of being sick or who has open sores on the hands shall not be allowed in the snack bar.
- Ice used to cool cans/bottles shall not be used for drinks. Use a scoop to get ice from the ice machine, never use your hands.
- Volunteers should wear clean clothes.
- No smoking is permitted.
- The use of hair restraints/nets are recommended to prevent hair from ending up in the food.
- Use disposable utensils for food service.
- Never reuse disposable dishware.
- Store pesticides away from foods.
- Place waste in trash cans.
- All cleaning chemicals will be stored in a separate area from the food.
- A Certified Fire Extinguisher is located at the west entrance. Clearly marked and accessible.
- A fully stocked First Aid Kit is available in the first aid cabinet.

Concessions Committee Representative will review these safety items and safe food handling with volunteers.

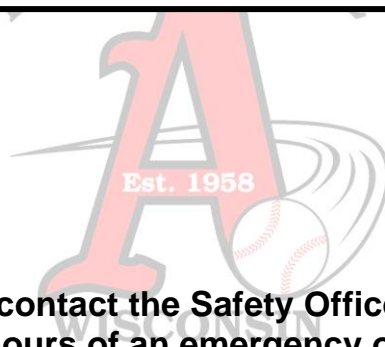
Having A Safe Season



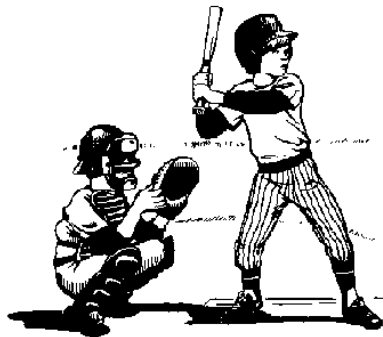
Safety is everyone's responsibility.

Prevention is the key to reducing incidents. Never play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped, especially batters and catchers. Check your team's equipment often. Report all hazardous conditions to the Safety Officer or another Board of Director immediately. When in doubt, check it out and Appleton Little League will have a safe season!

Thank You!



Remember to contact the Safety Officer or President within 24 hours of an emergency occurrence.



Appendix I

League Forms





Little League® Baseball and Softball MEDICAL RELEASE



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

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

PARENT OR LEGAL GUARDIAN AUTHORIZATION: _____ Email: _____

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

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

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

Name	Phone	Relationship to Player
_____	_____	_____
_____	_____	_____

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

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: _____

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

Mr./Mrs./Ms. _____
Authorized Parent/Guardian Signature _____ Date: _____

FOR LEAGUE USE ONLY:

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

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

Appleton Little League Player Code of Conduct

1. I understand that being allowed to play baseball or softball in Appleton Little League is a privilege, and that I am expected to follow this Code of Conduct at all times.
2. I will treat my fellow teammates, opposing players, Managers, Coaches, officials, and all team parents with RESPECT AND DIGNITY.
3. I will offer positive encouragement and assistance to my teammates.
4. I will refrain from using profane language, obscene gestures, taunting or yelling at teammates, opposing players, Managers, Coaches, officials, or parents AT ALL TIMES.
5. I will strive to be the best baseball or softball player that I can be, both in games and practices. This means I will be attentive to my Manager's and Coaches' instructions and respect the time spent by the Managers and Coaches to help me improve as a baseball or softball player.
6. I understand that TEAM SPIRIT does not just happen: it comes with hard work and commitment from me and to my team. I will work hard and commit myself to my team and its success by attending all practices and games, giving my best effort whenever I involve myself with the team. If I cannot attend a game or practice, I will notify my Manager or Coach of my absence.
7. I understand that failure to abide by this Code of Conduct could result in my suspension or expulsion from the team or Appleton Little League. "Zero" tolerance is the policy of Appleton Little League for any abusive behavior towards any official, Manager, Coach, opponent, parent, or teammate. Respect your team; respect yourself.

By my signing of this Code of Conduct, I hereby pledge to provide a positive attitude and be responsible for my behavior while participating in Appleton Little League, by following the Appleton Little League Player Code of Conduct.

Player Signature: _____

Player Name (printed): _____

Date: _____

Sport Parent Code of Conduct

We, the _____ Little League, have implemented the following Sport Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in our league.

Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness,
- Respect,
- Responsibility,
- Fairness,
- Caring, and
- Good Citizenship.

The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.

7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

Parent/Guardian Signature

Appendix II

Concussion Forms



Coach's Agreement

As a Coach it is important to recognize the signs, symptoms, and behaviors of concussions. By signing this form, you are stating that you understand the importance of recognizing and responding to concussions and head injuries per the guidelines set forth by the Department of Public Instruction and Statute 118.293.

Coaches Agreement:

I _____ have read the Coaches Concussion and Head Injury Information and understand what a concussion is and how it may be caused. I also understand what the signs, symptoms, and behaviors are and agree to remove the athlete from practice/play if exhibited and/or a concussion is suspected.

I understand that it is my responsibility to inform the parents/guardian if I suspect a concussion or if a suspected concussion is reported to me and that the athlete cannot return to practice or play before providing me with written clearance from an appropriate health care provider.

I understand the possible consequences of the athlete returning to practice/play too soon.

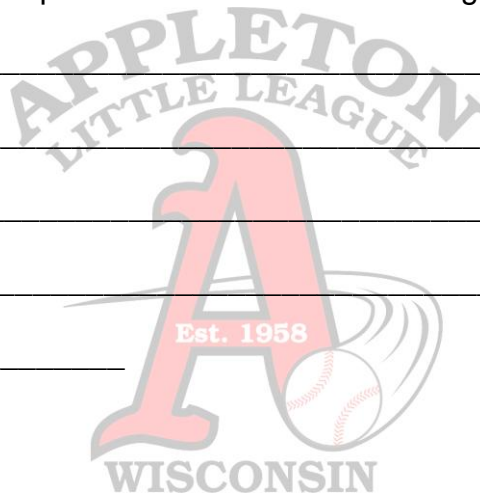
Coach Signature _____ Date _____

Sport _____

School/District _____

Team/League _____

Division _____



Parent and Athlete Agreement

As a Parent and as an Athlete it is important to recognize the signs, symptoms, and behaviors of concussions. By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury.

Parent Agreement:

I _____ have **read** the Parent Concussion and Head Injury Information and **understand** what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected.

I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me.

I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach.

I understand the possible consequences of my child returning to practice/play too soon.

Parent/Guardian

Signature _____ Date _____

Athlete Agreement:

I, _____ have **read** the Athlete Concussion and Head Injury Information and **understand** what a concussion is and how it may be caused.

I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian.

I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must provide written clearance from an appropriate health care provider to my coach before returning to practice/play.

I understand the possible consequence of returning to practice/play too soon and that my brain needs time to heal.

Athlete Signature _____ Date _____

Questions and Contact Information

Name _____ Date _____

Address _____

City _____ Zip _____ County _____

Phone _____ Email _____

Age _____ School _____ School District _____

Check all that apply
I participate in:

<input type="checkbox"/> Football	<input type="checkbox"/> Baseball/Softball	<input type="checkbox"/> Basketball	<input type="checkbox"/> Hockey
<input type="checkbox"/> Soccer	<input type="checkbox"/> Golf	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Wrestling
<input type="checkbox"/> Track & Field	<input type="checkbox"/> Cross Country	<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Skiing/Snowboarding
<input type="checkbox"/> Gymnastics	<input type="checkbox"/> Tennis	<input type="checkbox"/> Swimming & Diving	
<input type="checkbox"/> Other _____			

Name of Current Team _____

1. Have you ever had a concussion? _____, if yes, how many? _____

2. Have you ever experienced concussion symptoms? _____ Did you report them? _____

Emergency Contacts:

Name: _____ Relationship: _____

Phone Number: _____

Name: _____ Relationship: _____

Phone Number: _____

Please complete this form and return to the person operating the youth athletic activity.

Appendix III

First Aid Kit Form



Safety Manual and First Aid Kit Signature Form

Dear Manager or Team Representative:

You agree by signing below that you have received two (2) of the following:

_____ **One (1) First Aid Kit – or –**
_____ **Reuse Last Year's First Aid Kit**

_____ **Two (2) Chemical Ice Packs**
_____ **One (1) Safety Plan (ASAP)**

Please write you team name and circle which sport and league, your name, and your title (manager, coach, parent representative, etc.).

You also acknowledge that this kit is to be kept in your team's equipment bag and used for the benefit of Appleton Little League players.

Thank you for attending the annual safety meeting.

Sincerely,

Danica Noskey
Safety Officer, Appleton Little League

Softball | Baseball

SBTB | BegTB | AdvTB | Rookie | Minor | Major

TEAM: _____

NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

Appendix IV

Lightning Safety Guide



What to do if someone is struck by lightning

- ▶ **Lightning victims do not carry an electrical charge, are safe to handle, and need immediate medical attention.**
- ▶ **Call for help.** Have someone call 9-1-1 or your local ambulance service. Medical attention is needed as quickly as possible.
- ▶ **Give first aid.** Cardiac arrest is the immediate cause of death in lightning fatalities. However, some deaths can be prevented if the victim receives the proper first aid immediately. Check the victim to see that they are breathing and have a pulse and continue to monitor the victim until help arrives. Begin CPR if necessary.
- ▶ **If possible, move the victim to a safer place.** An active thunderstorm is still dangerous. Don't let the rescuers become victims. Lightning CAN strike the same place twice.



NOAA

STAY INFORMED

Listen to NOAA Weather Radio for the latest forecast and for any severe thunderstorm WATCHES or WARNINGS. Severe thunderstorms produce winds of 58 mph or greater, or hail 3/4 of an inch or larger in diameter.

A severe thunderstorm WATCH is issued when conditions are favorable for severe weather to develop.

A severe thunderstorm WARNING is issued when severe weather is imminent. National Weather Service personnel use information from weather radar, satellite, lightning detection, spotters, and other sources to issue these warnings.



NOAA WEATHER RADIO IS THE BEST WAY TO RECEIVE FORECASTS AND WARNINGS FROM THE NATIONAL WEATHER SERVICE.

Remember that all thunderstorms produce lightning and all lightning can be deadly to those outside.

Lightning Safety Awareness Week is the last full week of June. For additional information on lightning or lightning safety, visit NOAA's lightning safety web site:

<http://www.lightningsafety.noaa.gov>

or contact us at:

**National Weather Service
P.O. Box 1208
Gray, Maine 04039**

GYX 0301 (August 2003) - Revised

Coach's and Sports Official's Guide to Lightning Safety...



NOAA

LIGHTNING... the underrated killer!

A SAFETY GUIDE

**U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION**

**NATIONAL WEATHER
SERVICE**

Gray, Maine



This safety guide has been prepared to help coaches and sports officials recognize the dangers of lightning and take appropriate safety precautions.

Appendix V

Incident/Injury Tracking Report Form



NOTE: extra copies of the form are available on our web site, www.AppletonLittleLeague.org, under Forms menu

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 being allowed in a game or practice.)

Type of incident and location:

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

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: _____

Appendix VI

Facility Survey and Planning



LITTLE LEAGUE BASEBALL® & SOFTBALL **NATIONAL FACILITY SURVEY**

2022



League Name: **Appleton Little League**
District #: **District 2**
ID #: **0149-02-01 Appleton American**
ID #: **0149-02-02 Appleton National**

City: Appleton State: Wisconsin

President: Kevin Kostelecky

Address: P.O. Box 234

City: Appleton

State: Wisconsin ZIP: 54912

Safety Officer:

Address: P.O. Box 234

Address:

City: Appleton

State: Wisconsin ZIP: 54912

Phone (cell): 920.378.8888

Email: President@AppletonLittleLeague.org

Email: Safety@AppletonLittleLeague.org

PLANNING TOOL FOR FUTURE LEAGUE NEEDS

What are league's plans for improvements?	Indicate number of fields in boxes below.		
	Next 12 mos.	1-2 yrs.	2+ yrs.
a. New fields	0	0	1
b. Basepath/infield	2	0	0
c. Bases	0	0	0
d. Scoreboards	0	0	0
e. Pressbox	0	0	0
f. Concession stand	1	0	0
g. Restrooms	0	0	0
h. Field lighting	0	0	0
i. Warning track	0	0	0
j. Bleachers	0	0	0
k. Fencing	2	0	0
l. Bull pens	2	0	0
m. Dugouts	2	0	0
n. Other (specify):			

2016 LL Season

SPECIFIC BALLFIELD QUESTIONS


- Please list all fields by name.

Field Identification (List your ballfields 1-20) Use additional forms if more than 20 fields.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ASAP - A Safety Awareness Program Limited Edition 10-year Pin Collection This survey can assist in finding areas of focus for your safety plan. During your annual field inspections, please complete this form and return along with your qualified safety plan. In return, we'll send you the 2016 Disney® character collector's pin shown at right featuring Swat at third base. Or enter data online at: http://facilitysurvey.musco.com for your league. Check your email for your league identification and password.		Name: USA 1	Name: USA 2	Name: Einstein Park	Name: Einstein Middle North	Name: Einstein Middle South	Name: Kiwanis Park	Name: Highlands Elementary North	Name: Highlands Elementary South	Name: Memorial Park #1	Name: Memorial Park #2	Name: Memorial Park #3	Name: Memorial Park #4	Name: Memorial Park #5	Name: Memorial Park #6	Name: Memorial Park #7	Name: Wilson Middle	Name: Roosevelt Middle	Name: Franklin Elementary	Name: Huntley Elementary	Name: Linwood Park
Please answer the following questions for each field:		Field #																			
GENERAL INVENTORY		(For the following questions, if the answer is "No" please leave the space blank.)																			
1. How many cars can park in designated parking areas?	None						X												X	X	X
	1-50																X				
	51-100															X					
	101 or more	X	X	X	X	X		X	X	X	X	X	X	X	X	X					
2. How many people can your bleachers seat?	None/NA				X	X		X										X	X		
	1-100	X	X				X	X		X	X	X	X	X	X	X	X				X
	101-300																				
	301-500																				
	501 or more																				
3. What material is used for bleachers?	Wood	X	X														X				
	Metal			X			X	X		X	X	X	X	X	X	X	X				X
	Other																				
4. Metal bleachers: Ground wire attached to ground rod?	Yes																				
5. Wood bleachers: Are inspected annually for safety?	Yes	X	X																		
6. Is a safety railing at the top/back of bleachers?	Yes			X			X			X	X	X	X	X	X	X	X				X
7. Is a handrail up the sides of bleachers?	Yes									X	X	X	X	X	X	X	X				
8. Is telephone service available?	Permanent									X	X	X	X	X	X	X	X				
	Cellular	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9. Is a public address system available?	Permanent																				
	Portable	X	X																		
10. Is there a pressbox?	Yes																				
11. Is there a scoreboard?	Yes	X	X	X			X														X
12. Adequate bathroom facilities available?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					X
13. Permanent concession stands?	Yes	X	X							X	X	X	X	X	X	X					
14. Mobile concession stands?	Yes																				

2016 LL Season

SPECIFIC BALLFIELD QUESTIONS

- Please list all fields by name.

Field Identification (List your ballfields 1-20) Use additional forms if more than 20 fields.		21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
ASAP - A Safety Awareness Program Limited Edition 10-year Pin Collection This survey can assist in finding areas of focus for your safety plan. During your annual field inspections, please complete this form and return along with your qualified safety plan. In return, we'll send you the 2016 Disney® character collector's pin shown at right featuring Swat at third base. Or enter data online at: http://facilitysurvey.musco.com for your league. Check your email for your league identification and password.																					
Please answer the following questions for each field:		Field #																			
GENERAL INVENTORY		(For the following questions, if the answer is "No" please leave the space blank.)																			
1. How many cars can park in designated parking areas?	None				X			X	X												
	1-50	X	X																		
	51-100			X		X	X			X	X	X									
	101 or more												X	X							
2. How many people can your bleachers seat?	None/NA		X				X														
	1-100	X		X	X	X		X	X	X	X	X									
	101-300																				
	301-500																				
	501 or more																				
3. What material is used for bleachers?	Wood	X									X	X									
	Metal			X	X	X		X	X	X	X	X									
	Other																				
4. Metal bleachers: Ground wire attached to ground rod?	Yes																				
5. Wood bleachers: Are inspected annually for safety?	Yes																				
6. Is a safety railing at the top/back of bleachers?	Yes			X	X	X		X	X												
7. Is a handrail up the sides of bleachers?	Yes																				
8. Is telephone service available?	Permanent																				
	Cellular	X	X	X	X	X	X	X	X	X	X	X	X	X							
9. Is a public address system available?	Permanent																				
	Portable																				
10. Is there a pressbox?	Yes																				
11. Is there a scoreboard?	Yes			X				X	X		X	X									
12. Adequate bathroom facilities available?	Yes	X		X	X			X	X	X	X	X	X								
13. Permanent concession stands?	Yes																				
14. Mobile concession stands?	Yes																				

2016 LL Season

	Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
FIELD																					
15. Is field completely fenced?	Yes	X	X	X			X			X	X	X	X	X	X	X					
16. What type of fencing material is used?	Chainlink	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Wood																				
	Wire																				
17. What base path material is used?	Sand, clay, soil mix	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Ground burnt brick																				
	Other:																				
18. What is used to mark baseline?	Non-caustic lime	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Spray paint																				
	Commerc'l marking																				
19. Is your the infield surface grass?	Yes	X																			
20. Does field have conventional dirt pitching mound?	Yes	X																			
21. Does field have a temporary pitching mound?	Yes																				
22. Are there foul poles?	Yes	X	X	X						X	X	X	X	X	X	X					X
23. Backstop behind home plate?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PERFORMANCE AND PLAYER SAFETY																					
24. Is there an outfield warning track?	Yes																				
24.a. If yes, what width is warning track? Please specify:	(Width in feet)																				
25. Batter's eye (screen/covering) at center field?	Yes																				
26. Pitcher's eye (screen/covering) behind home plate?	Yes																				
27. Are there protective fences in front of the dugouts?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28. Is there a protected, on-deck batter's area? (On-deck areas have been eliminated for ages 12 and below.)	Yes																				
29. Do you have fenced, limited access bull pens?	Yes	X	X																		
30. Is a first aid kit provided per field?	Yes	X	X	X			X	X			X				X			X			X
31. Do bleachers have spectator foul ball protection?	Overhead screens																				
	Fencing behind	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32. Do your bases disengage from their anchors? (Mandatory since 2008)	Yes	X	X																		
33. Is the field lighted?	Yes	X								X	X	X	X	X	X	X					
34. Are light levels at/above Little League standards? (50 footcandles infield/30 footcandles outfield)	Yes																				
	Don't know	X								X	X	X	X	X	X	X					
35. What type of poles are used? (Wood poles have not been allowed by Little League for new construction of lighting since 1994)	Wood*																				
	Steel	X								X	X	X	X	X	X	X					
	Concrete									X	X	X	X	X	X	X					
36. Is electrical wiring to each pole underground?	Yes	X								X	X	X	X	X	X	X					
37. Ground wires connected to ground rods on each pole?	Yes	X								X	X	X	X	X	X	X					
38. Which fields were tested/inspected in the last two years? Please indicate month/year testing was done (example: 3/10)	Electrical System																				
	Light Levels																				
39. Fields tested/inspected by qualified technician?	Electrical System																				
	Light Levels																				

	Field #	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
FIELD																					
15. Is field completely fenced?	Yes			X					X		X	X									
16. What type of fencing material is used?	Chainlink	X	X	X	X	X	X	X	X	X	X	X	X	X							
	Wood																				
	Wire																				
17. What base path material is used?	Sand, clay, soil mix	X	X	X	X	X	X	X	X	X	X	X	X	X							
	Ground burnt brick																				
	Other:																				
18. What is used to mark baseline?	Non-caustic lime	X	X	X	X	X	X	X	X	X	X	X	X	X							
	Spray paint																				
	Commerc'l marking																				
19. Is your the infield surface grass?	Yes																				
20. Does field have conventional dirt pitching mound?	Yes																				
21. Does field have a temporary pitching mound?	Yes																				
22. Are there foul poles?	Yes			X				X	X		X	X	X								
23. Backstop behind home plate?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X							
PERFORMANCE AND PLAYER SAFETY																					
24. Is there an outfield warning track?	Yes																				
24.a. If yes, what width is warning track? Please specify:	(Width in feet)																				
25. Batter's eye (screen/covering) at center field?	Yes																				
26. Pitcher's eye (screen/covering) behind home plate?	Yes																				
27. Are there protective fences in front of the dugouts?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X							
28. Is there a protected, on-deck batter's area? (On-deck areas have been eliminated for ages 12 and below.)	Yes																				
29. Do you have fenced, limited access bull pens?	Yes																				
30. Is a first aid kit provided per field?	Yes	X		X		X		X	X		X										
31. Do bleachers have spectator foul ball protection?	Overhead screens																				
	Fencing behind	X	X	X	X	X	X	X	X	X	X	X	X	X							
32. Do your bases disengage from their anchors? (Mandatory since 2008)	Yes																				
33. Is the field lighted?	Yes																				
34. Are light levels at/above Little League standards? (50 footcandles infield/30 footcandles outfield)	Yes																				
	Don't know																				
35. What type of poles are used? (Wood poles have not been allowed by Little League for new construction of lighting since 1994)	Wood*																				
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2016 LL Season

	Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
FACILITY MANAGEMENT																					
40. Which fields have the following limitations:																					
a. Amount of time for practice?	Yes																				
b. Number of teams or games?	Yes																				
c. Scheduling and/or timing?	Yes																				
41. Who owns the field?	Municipal						X			X	X	X	X	X	X	X					X
	School			X	X	X		X	X								X	X	X	X	
	League	X	X																		
42. Who is responsible for operational energy costs?	Municipal						X			X	X	X	X	X	X	X					X
	School			X	X	X		X	X								X	X	X	X	
	League	X	X																		
43. Who is responsible for operational maintenance?	Municipal						X			X	X	X	X	X	X	X					X
	School			X	X	X		X	X								X	X	X	X	
	League	X	X																		
44. Who is responsible for purchasing improvements for the field - ie bleachers, fences, lights?	Municipal						X			X	X	X	X	X	X	X					X
	School			X	X	X		X	X								X	X	X	X	
	League	X	X																		
	Other																				
45. What divisions of baseball play on each field?	T-Ball & Minor	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Major	X	X	X			X			X	X	X	X	X	X	X					X
	Jr., Sr. & Big																				
	Challenger																				
	50 - 70																				
46. What divisions of softball play on each field?	T-Ball & Minor	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Major	X	X	X			X			X	X	X	X	X	X	X					X
	Jr., Sr. & Big																				
	Challenger																				
47. Do you plan to host tournaments on this field?	Yes	X	X																		

2016 LL Season

	Field #	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
FACILITY MANAGEMENT																					
40. Which fields have the following limitations:																					
a. Amount of time for practice?	Yes																				
b. Number of teams or games?	Yes																				
c. Scheduling and/or timing?	Yes																				
41. Who owns the field?	Municipal	X		X	X			X	X	X	X	X									
	School		X			X	X						X	X							
	League																				
42. Who is responsible for operational energy costs?	Municipal	X		X	X			X	X	X	X	X									
	School		X			X	X						X	X							
	League																				
43. Who is responsible for operational maintenance?	Municipal	X		X	X			X	X	X	X	X									
	School		X			X	X						X	X							
	League																				
44. Who is responsible for purchasing improvements for the field - ie bleachers, fences, lights?	Municipal	X		X	X			X	X	X	X	X									
	School		X			X	X						X	X							
	League																				
	Other																				
45. What divisions of baseball play on each field?	T-Ball & Minor	X	X	X	X	X	X	X	X	X	X	X	X	X							
	Major			X				X	X												
	Jr., Sr. & Big																				
	Challenger																				
	50 - 70																				
46. What divisions of softball play on each field?	T-Ball & Minor	X	X	X	X	X	X	X	X	X	X	X	X	X							
	Major			X	X			X	X	X	X	X									
	Jr., Sr. & Big																				
	Challenger																				
47. Do you plan to host tournaments on this field?	Yes																				

2016 LL Season

FIELD DIMENSION DATA

Please complete for each field. Use additional space if necessary.

Field No.	Height of outfield fence	Distance from home plate to:				Foul territory distance from:					
		Outfield fence			Back stop	Left field line to fence at:			Right field line to fence at:		
		Left	Center	Right		Home	3rd	Outfield foul pole	Home	1st	Outfield foul pole
1	6	198	240	199	29	28	26	28	29	28	28
2	6	197	207	198	28	27	30	30	28	32	30
3	5	197	224	199	31	26	26	9	27	27	10
4					26	22	24		22	23	
5					29	26	26		24	20	
6	5	195	194	195	25	26	27	9	27	27	10
7					20	20	24		20	23	
8					15	15	19		15	20	
9	6	275	275	275	25						
10	6	275	275	275	25						
11	6	275	275	275	25						
12	6	275	275	275	25						
13	6	275	275	275	25	24	27		24	27	
14	6	275	275	275	25	25	27		25	28	
15	6	275	275	275	25	25	28		25	28	
16					33	33			37	31	
17					15	17	15		16	17	
18					25	23	23		22	24	
19					21	20	21		21	22	
20	5	197	197	197	20	23	23		23	23	

FIELD DIMENSION DATA

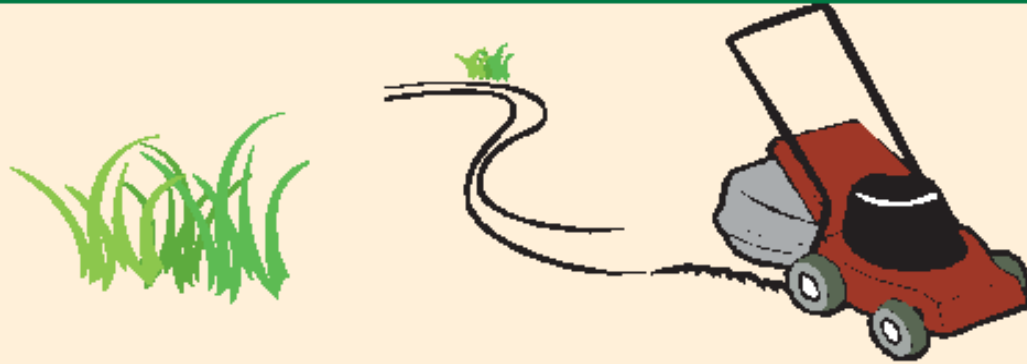
Please complete for each field. Use additional space if necessary.

Field No.	Height of outfield fence	Distance from home plate to:				Foul territory distance from:					
		Outfield fence			Back stop	Left field line to fence at:			Right field line to fence at:		
		Left	Center	Right		Home	3rd	Outfield foul pole	Home	1st	Outfield foul pole
21					20	20	24		20	24	
22											
23	5	194	193	196	25	26	27	26	26	26	24
24	5	189	189	189	20	19	22		19	20	
25					29	26	25		19	20	
26					19	18	19		17	18	
27	5	201	203	203	21	23	29		24	30	
28	5	195	191	194	22	23	26		24	26	
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											

Appendix VII – Mower/Equipment Safety



Mower/Equipment Safety Rules



1. Never make adjustments or repairs with the engine running.
2. Be sure the area is clear of other people before mowing. **STOP** if anyone enters the area.
3. Never carry passengers.
4. Do NOT mow in reverse.
5. ALWAYS look down and behind **BEFORE** and **WHILE** backing.
6. Remove rocks, tree limbs, cans, etc. before mowing.
7. Always check the oil in the mowers before use.
8. ONLY adults operate mowers. NO children/others allowed to ride along with operator of riding mowers.
9. Please report damage or trouble with the mowers so they can be repaired.
10. You **MUST** wear safety glasses when using weed eater.



Modified from Peru, Ind., Little League safety plan



*** Change to #8, effective June 9, 2019:** 14- & 15-year-olds are allowed to cut grass with riding lawn mower with adult supervision; minors with driver license allowed without adult supervision.