

# Pearland Little League

5522 Fite Road / P.O. Box 1193  
Pearland, Texas 77588

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## Safety Manual For Managers and Coaches

# 2012

**“A Commitment to Safety”**

### League ID Numbers:

**03431502 (Maroon Division)**

**00161442 (White Division)**



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## **Introduction - ASAP - What is it?**

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In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing 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". In order to be an ASAP-compliant league, a Little League approved Safety Plan must be filed with Williamsport. Copies of ASAP Newsletters shall be distributed to Managers and Coaches periodically via email by the Director of Safety.

## **Pearland Little League Mission Statement**

Pearland Little League's mission is to provide an opportunity for our children to participate and learn the game of baseball in a safe and friendly environment.

## **Pearland Little League Safety Plan**

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The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, Pearland Little League also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan. During PLL monthly board meetings, the long range facility plan for safety improvements are discuss and evaluated for completed and future projects.

The Safety Plan, by reference, includes the Pearland Little League's Safety Code, the Pearland Little League's Code of Conduct, and the Pearland Little League's Safety Manual. The combination of these documents outlines specific safety issues and the Pearland Little League's policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents. These documents can be found on the PLL website, the four field concession stand, the pony field concession stand and/or contacting the Safety Director, (Brad M. Porterfield) at [pllsafety@gmail.com](mailto:pllsafety@gmail.com). A copy of this manual should be printed by Managers and issued to all parents and/or volunteers at the beginning of the season. The beginning of each year this plan is submitted to the district Safety Coordinator for review. Any recommendations shall be addressed and/ or corrected.

## **Director of Safety**

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One of the elected members on this Board is the Director of Safety. For the 2012 season, the elected Director of Safety is Brad M. Porterfield, CSHO (Certified Safety & Health Official). This individual acts as Pearland Little League's primary point of contact for the creation and enactment of the Safety Plan. The Director of Safety authors or modifies the League's Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary. These documents are then presented to the Board for approval and ratification (usually in January or February) for the upcoming season.

The ultimate responsibility for ensuring compliance of the Safety Plan lies with the Director of Safety. Because of the size of Pearland Little League, and to provide more width to the enforcement of the plan, the entire Board of Directors are tasked with ensuring the overall Safety Plan compliance with respect to the level-of-play specified below.

## Rules Committee

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This committee, consisting of the League President, Vice President, Safety Director and a variety of League Directors, is responsible for drafting any proposed new or modified Local Rules for Pearland Little League. Areas such as competitive balance, player participation, speed of play, and safety are discussed and any changes or additions are presented to the Board for discussion and/or ratification. Each and every year, this committee evaluates existing Local Rules and considers any necessary changes and/or additions to these rules.

## Volunteer Background Check

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All Volunteers in Pearland Little League shall give permission for the Little League organization to conduct a background check using the Little League Volunteer Application, which includes a review of criminal and child abuse records maintained by governmental agencies. All volunteers understand that if appointed, their position is conditional upon the league receiving no inappropriate information on their background. Every volunteer shall 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. It is of the understanding that regardless of previous positions, prospect volunteers may not be appointed to a volunteer position. If approved all volunteers are subject to suspension by the President and/or the Safety Director and removal by the Board of Directors.

The 2012 volunteer application and volunteer application assistance guide is available on Pearland Little League's website ([www.pearlandlittleleague.com](http://www.pearlandlittleleague.com)) under the "Handouts" tab.

## Emergency Phone Numbers

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<b>Ambulance</b> – Pearland EMS	<b>911</b>
<b>Fire</b> – Pearland Fire Department	<b>911</b>
<b>Police</b> – Pearland Police Department	<b>911</b>

## Non-Emergency Phone Numbers

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<b>Ambulance</b> – Pearland EMS	281-997-4100
<b>Fire</b> – Pearland Fire Department	281-997-4100
<b>Police</b> – Pearland Police Department	281-997-4100
<b>Poison Center</b> – Texas Poison Control	800-764-7661 800-Poison-1

## Safety Director Contact Information

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Brad M. Porterfield	Certified Safety & Health Official
Voice	281-839-8044
E-Mail	<a href="mailto:pllsafety@gmail.com">pllsafety@gmail.com</a>

## 2012 PLL Board of Directors

Board:	Position:	Email:	Phone:
Erik Brown	President	pearlandll.ebrown@gmail.com	832-429-4362
John Gorman	Vice President	jrgkls@yahoo.com	281-734-7854
Mike Orlando	Senior Vice President	mikeorlando8@yahoo.com	
Barb Minarelli	Player Agent	bmingarelli@comcast.net	281-744-3104
Vikki Toler	Treasurer	svtoler@sbcglobal.net	281-734-9065
Nicole Sebok	Secretary	nicolesebok@sbcgloval.net	281-413-1430
Jeff Bettencourt	Senior Major Director		
Jamie Scaffidi	Senior Minor Director	jsbuckeye@gmail.com	281-541-8818
Jill Scaffidi	Sponsor Director	rbuckeye@gmail.net	832-453-1401
Vince Gabino	Major Director	vgabino@sbcglobal.net	281-704-3571
Erik Romo	Pee Wee Director	erikromo1@gmail.com	281-543-0111
Narcisco Lira	Machine Pitch Director	narcicolira@comcast.net	832-373-7577
Scott Roberts	Challenger Director	sdtkroberts@att.net	281-996-7622
OPEN	Fall Ball Director		
Scott Blik	Minor Director	sblik7@yahoo.com	713-436-5496
Valle Kauniste	Instr. Tee Ball Director	brewed@vallensons.com	281-705-4063
Kent Sanders	Tee Ball Director	captksand@yahoo.com	281-705-7727
Brad Porterfield	Safety Director	pllsafety@gmail.com	281-839-8044
Cristina Scott	Booster Club Director	pllboosterdirector@gmail.com	832-978-3196
Tanya Roblyer	Concessions Director	troblyer@gmail.com	713-299-9773
Ronnie Donley	Maintenance Director	ronnie.donley@albemarle.com	-----
Danny Rhodes	Sr. Maintenance Director		713-545-6096
Keith Brown	Maintenance Director	keith.brown@psm.com	561-542-4305
Michael D Davis	Purchasing Director	mddpll@gmail.com	713-906-8683
Tom Cabler	Scheduler	tomcabler@gmail.com	832-282-6636
OPEN	Mangaer/Coaches Rep White		
Don Smith	Manager/Coaches Rep Maroon	pearlandpanthers@yahoo.com	281-450-3856
Mike Newman	Information Officer	mike@bubbleup.net	713-201-2945

# Code of Conduct

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The Pearland Little League Code of Conduct has been adopted by the Board of Directors. The Director of Safety, the League President, and entire Board of Directors are responsible for the enforcement of this Code. All league officers, participants, spectators, employees and volunteers are required to abide by this code. It is the job of the Director of Safety to author and/or make any revisions to this Code of Conduct from year to year, as necessary.

## Pearland Little League Code of Conduct

- Speed limit 10 mph in roadways and parking lots while attending any PLL function. Watch for small children around parked cars.
- No alcohol allowed in any parking lot, field, or common areas within the Pearland Area Dad's Club complex during any PLL function.
- No playing in parking lots at any time.
- No playing on and around lawn equipment.
- PLL is a "No Smoking" facility other than the parking lot. Signs will be posted when entering and within the complex. Smoking is only permitted in the parking lot area.
- Always be alert for traffic. Do not allow children to run unescorted within the parking lot.
- No profanity (in any fashion) shall be tolerated at any PLL function.
- There is no swinging of bats at any time within the walkways and common areas of the Dad's Club complex during PLL functions.
- There is no throwing of baseballs at any time within the walkways and common areas of the Dad's Club complex during PLL functions.
- There is no throwing of balls against dugouts or any stationary wall within the walkways and common areas of the Dad's Club complex during PLL functions.
- All gates to the fields must remain closed at all times. After players have entered or left the playing field, all gates should be closed and secured.
- There is no throwing of rocks or climbing fences at any time within the PLL Facility.
- No horse play in walkways at any time.
- Use handrails when walking up or down bleachers. Back guardrails and handrails are to be used for everyone's safety.
- No pets are permitted at team practices or within the PLL facility unless specified for handicap or medical reasons.
- Only a player on the field and/or at bat may swing a bat (Age 5 - 12). Sr. Minor and Sr. Major may have one on the field at bat and one on deck. Both players shall be wearing head protection during these times. Be alert of the area around you when swinging bats while in the on deck position.
- Observe all posted signs. Players and spectators must be alert at all times for foul balls and errant throws. Nettings are installed at backstops and over bleachers for your safety.
- During games, players must remain in the dugout in an orderly fashion at all times.
- After each game, "HOME" team must clean up trash in dugout and around stands, whereas the "VISITORS" conduct field maintenance.

Failure to comply with this Code of Conduct may result in expulsion from PLL activities.

# Safety Code

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The Pearland Little League Safety Code has been adopted by the Board of Directors. The Director of Safety, the League President, and entire Board of Directors are responsible for the enforcement of this Code. All league officers, participants, spectators, employees and volunteers are required to abide by this code.

It is the job of the Director of Safety to make any revisions to the Safety Code from year to year, as necessary.

## Pearland Little League Safety Code

- Responsibility for safety procedures should be that of all adult members of PLL.
- Managers, coaches and umpires should have training in CPR, AED, and First Aid. All current Board Members shall have current CPR, AED and First Aid Training. First-aid kits are issued to each team manager and should be present during ALL practices and games. Please contact the Purchasing Director for first aid kits replacements.
- No games or practices should be held when weather or field conditions are not safe, particularly when lighting is inadequate (*See Lightning Evacuation procedures page 21*)
- Managers, coaches and/or umpires will inspect and check play area before practices and games for holes, damage, stones, glass and other foreign objects. Ensure yellow covers are installed at all fence tops for safety.
- 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. During PLL games, managers and coaches that are on defense shall remain within three (3) feet of the dugout.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player or dug out coach assigned by the manager.
- Procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- Managers and/or Coaches shall be required to inspect equipment regularly for the condition of the equipment as well as for proper fit.
- During practices and the throughout the season it is the responsibility of the managers to inspect their team's equipment and request replacements from the Purchasing Board Director for the equipment that is not meeting standards.
- In the off-season it is the responsibility of the League Equipment / Purchasing Board Member to insure all equipment not meeting standards is replaced.
- Batters must wear Little League approved protective helmets during batting practice and games. ITB, TB, MP, PW are required to wear full face guards on batting helmets. Minor, Major, Sr. Minor and Senior Majors shall be required to have half face shield installed on batting helmets
- Catchers warming up pitchers must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. This also applies between innings and in the bull-pen during a game. NO EXCEPTIONS.

## Safety Code – Continued 2 of 2

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- Managers should encourage ALL male players to wear protective cups and supporters for practices and games.
- Except when runner is returning to a base, head first slides are not permitted.
- At any time, bases should not be strapped down or anchored. Disengage-able bases shall be used.
- 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, necklaces or metallic items during games and practices.
- On-deck batters are not permitted (except in the Sr. Minor and Sr. Major Divisions).
- Instruction Tee Ball players shall use low impact baseballs during all games and practices
- Warning tracks on all fields shall be maintained to assist players of outfield walls.

All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus, endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)

## Concussions in Youth Athletes

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Governor Perry signed HB 2038 into law on June 17, 2011 addressing concussions in interscholastic activities. The text of the bill can be viewed online at;

<http://www.capitol.state.tx.us/BillLookup/History.aspx?LegSess=8R&Bill=HB2038>

Pearland Little League takes player injuries very seriously and strives to make parents, managers, coaches and other volunteers aware of the signs, symptoms and dangers associated with concussions. This type injury can have long term impacts on our players such as their memory, learning, and overall health. Recognizing and responding properly to a possible concussion when the first occur can help prevent further injury or even death.

### Understanding Concussions

Concussion injuries can not be identified such as bruises, broken bones, etc. Concussion is a type of traumatic brain injury due to a blow, bump, or jolt to the head or body that causes the head and brain to rapidly move back and forth. The bouncing of the brain causes chemical changes in the brain. These chemical changes make the brain more vulnerable to further injury and is more sensitive. Most first responder can be fooled which would seem like a simple blow to the head without the person losing consciousness. On the other hand, the blow could be quite serious!

### Signs and Symptoms of Concussions

#### Signs

Appears dazed or stunned  
Confused about instruction or his/her position  
Not sure of the score, game, date, etc.  
Moves clumsily  
Answers questions slowly  
Losses (briefly) consciousness  
Cannot recall hit or fall

#### Symptoms

Headache or “Pressure” in head  
Nausea or vomiting  
Balance problems or dizziness  
Double or Blurry vision  
Sensitive to light  
Confusion  
Feeling “sluggish” or “groggy”



## **Danger Signs of Concussions**

Pearland Little League shall immediately contact 911 or have the child transported to the nearest medical emergency center if **one or more** of the following **DANGER** signs.

*One Pupil is larger than the other*  
*Drowsiness or Inability to wake up*  
*Headache that gets worse or does not go away.*  
*Weakness, Numbness, or Decreased Coordination*  
*Repeated Vomiting or Nausea*

*Convulsions or Seizures*  
*Inability to recognize places or people*  
*Increased Confusion, Restlessness or Agitation*  
*Unusual Behavior*  
*Loss of Consciousness (even brief loss)*  
*Slurred Speech*

Any player, child, etc. that incurred a concussion at Pearland League shall not participate in practice or games unless a Licensed Professional Medical Doctor has evaluated the injured player and documented a full release to resume activities. This documentation shall be provided to the Pearland Little League Board Safety Director before the injured player is to return to participate in practice or schedule/ non-scheduled games.

# Emergency Procedures

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## In Case of Emergency:

1. Give first aid and have someone call “911” immediately if an ambulance is necessary (e.g., severe injury, neck or head injury, not breathing – Always be on the side of caution).
2. Notify parents immediately, if they are not on scene.
3. Have someone find the Director on duty as soon as possible.
4. Notify league safety director (Brad M. Porterfield – 281-839-8044) within 24-hours and log injury in the “Accident Notification Manual” located with first aid kits. (See injury reporting section for additional details.)
5. In the Accident Notification Manual has individual packets containing claim forms and instructions. Provide a packet to the injured party, parent or guardian. The packet must be completed and sent to the Safety Director at [pllsafety@gmail.com](mailto:pllsafety@gmail.com).
6. Talk to your team 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.
7. Talk to anyone in the Pearland Little League you feel will be helpful (i.e. Safety Director or any Board Member)

Pearland Little League insurance is supplementary to your own insurance policy. Claims must be filed with the League Safety Director.

**An AED & First Aid kit are located in the 4-field side concession stand, field 5 & 6 Concession stand and the Senior Field concession stand**

## First Aid Kit Content Guide

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- Two pairs of Latex, or other **sterile gloves** (if you are allergic to Latex).
- **CPR Barrier**
- **Sterile dressings** to stop bleeding.
- **Cleansing agent/soap** and antibiotic towelettes to disinfect.
- **Antibiotic ointment** to prevent infection.
- **Burn ointment** to prevent infection.
- **Adhesive bandages** in a variety of sizes.
- **Eye wash solution** to flush the eyes or as general decontaminant.
- **Prescription medications** you take every day such as insulin, heart medicine and asthma inhalers. You should periodically rotate medicines to account for expiration dates.
- **Prescribed medical supplies** blood pressure monitoring equipment and supplies.
- Cell Phone
- Scissors
- Tweezers
- Tube of petroleum jelly or other lubricant

# Injury Reporting Procedures

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The following reporting procedures should be used by all managers, coaches, parents, umpires, and volunteers concerning injuries.

## What to report

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

## When to report

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All such incidents described above must be reported to the Director of Safety *within 24 hours* of the incident. The Director of Safety for **2012, Brad M. Porterfield** or Assistant Safety Director **Kevin Martinez** can be reached at the following:

Brad Porterfield: **281-839-8044**

Kevin Martinez: **713-391-5780**

Email: [pllsafety@gmail.com](mailto:pllsafety@gmail.com)

## How to make the report

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Reporting incidents can come in a variety of forms. During practices, Managers, coaches, volunteers need to contact the Safety Director or Assistant Safety Director via telephone. At a minimum, the following information must be provided:

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

During scheduled games at the Pearland Little League Baseball Park, the director on duty **MUST** care for the injured party first! Secondly, he or she shall contact the Safety Director or Assistant Safety Director and log the incident into the Accident Notification Manual located with the first aid kits in either the pony field concession stand or the four field concession Stand. An accident claim packet is provided in the Manual under the tab "Accident Form" and should be distributed to the injured party, parent or guardian.

# Activities / Reporting

## Incident/Injury Tracking Report

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### 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 (5-8)     Minor (7-12)     Major (9-12)     Junior (13-14)  
        Senior (14-18)     Big League (16-18)  
 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:

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

Please give a short description of incident: \_\_\_\_\_  
 \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

This form is for Little League purposes only, to report 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 claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Accident Notification Form Instructions



**LITTLE LEAGUE BASEBALL®  
ACCIDENT NOTIFICATION FORM  
INSTRUCTIONS**  
For claims occurring after January 1, 2005

Send Completed Form To:  
Little League Baseball, Incorporated  
539 US Route 15 Hwy, PO Box 3485  
Williamsport PA 17701-0485  
Accident Claim Contact Numbers:  
Phone: 570-327-1674 Fax: 570-326-2951

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.

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

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

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

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

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

Check all applicable responses in each column:

- |   |   |   |   |   |
|---|---|---|---|---|
| <input type="checkbox"/> BASEBALL         | <input type="checkbox"/> CHALLENGER (5-18)    | <input type="checkbox"/> PLAYER               | <input type="checkbox"/> TRYOUTS          | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES)  |
| <input type="checkbox"/> SOFTBALL         | <input type="checkbox"/> T-BALL (5-8)         | <input type="checkbox"/> MANAGER, COACH       | <input type="checkbox"/> PRACTICE         | <input type="checkbox"/> SPECIAL GAME(S) (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> CHALLENGER       | <input type="checkbox"/> MINOR (7-12)         | <input type="checkbox"/> VOLUNTEER UMPIRE     | <input type="checkbox"/> SCHEDULED GAME   |   |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12) | <input type="checkbox"/> PLAYER AGENT         | <input type="checkbox"/> TRAVEL TO        |   |
|   | <input type="checkbox"/> JUNIOR (13-14)       | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM      |   |
|   | <input type="checkbox"/> SENIOR (14-16)       | <input type="checkbox"/> SAFETY OFFICER       | <input type="checkbox"/> TOURNAMENT       |   |
|   | <input type="checkbox"/> BIG LEAGUE (16-18)   | <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., an AIG Company, or its representative, any and all such information. 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

# Accident Claim Form Instructions

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Little League, Baseball & Softball  
**CLAIM FORM INSTRUCTIONS**  
For claims occurring after January 1, 2005



**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 AIG Accident Master Policy acquired through Little League contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

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 Headquarters. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The AIG 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, Pa., with its principal place of business in New York, NY. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions.

With your league's cooperation, insurance rates have increased only three times since 1965. This rate stability would not have been 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. In 2000 the State of Virginia was the first state to have its accident insurance rates reduced by high participation in ASAP and reduction in injuries. In 2002, seven more states have had their accident insurance rates reduced, as well. They are Alaska, California, Delaware, Idaho, Montana, Washington, Wisconsin.

## 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 occurs.

# Insurance Claim Form

## General Liability Claim Form

Send Completed form to:  
 539 US Route 15 Hwy  
 P.O. Box 3485  
 Williamsport, Pennsylvania 17701  
 ( 570 ) 326-1921 Fax ( 570 ) 326-2951

Telephone immediate notice to Little League Baseball International (LEXINGTON USE ONLY)  
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<b>Insured</b>	Name of League		League I. D. Number (Used as location code)	
	Name of League Official (please print)		Position in League	
	Address of League Official (Street, City, State, Zip)		Phone No. (Res.)	
			Phone No. (Bus.)	
Time and Place of Accident	Date of Accident	Hour	<input type="checkbox"/> AM	Accident occurred at (Street, City, State, Zip)
	Arising out of Operations conducted at		<input type="checkbox"/> PM	
	Was Police Report made? If yes, where?			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Description of Accident	State cause and describe facts surrounding accident (Use reverse side if needed)			
	Who owns Premises		Person In charge of Premises	

<b>Coverage Data</b>	Limits		Elevator:	Products:	Cont.
	BI / PD:	Med. Pay: None	Yes	Yes	Yes
	Policy Number:		Policy Dates: Begin:		End:
	Is there any other insurance applicable to this Risk?				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				

<b>Property Damage</b>	Name of Owner		Description of Property		
	Address (Street, City, State, Zip)		Name of Insurance Co.		
			Nature and Extent of Damages and Estimate of Repairs		

<b>Insured Person and Injuries:</b>	Name		Phone No. (Res)		
	Address (Street, City, State, Zip)		Occupation	Age	<input type="checkbox"/> Married
			Phone No. (Bus)		<input type="checkbox"/> Single
	Employers Name and Address				
	Did you provide or authorize medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No		Attending Doctor's Name and Address		
Description of Injury					
Where was the injured taken after accident?				Probable length of Disability	

**Witnesses:**

Name, Address, Phone Number

Name, Address, Phone Number

Name, Address, Phone Number

Date of Report:	Signature of League Official:	Position in League:
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## Director of Safety's Responsibilities

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The Director of Safety will receive this injury report and will enter it into the league's safety database. Within 48 hours of receiving the incident report, the Director of Safety will contact the injured party or the party's parents and

2. Verify the information received;
3. Obtain any other information deemed necessary;
4. Check on the status of the injured party; and
5. 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 Pearland Little League's insurance coverage's and the provisions for submitting any claims for reimbursement.

If the extent of the injuries is more than minor in nature, the Director of Safety shall periodically call the injured party to

1. Check on the status of any injuries, and
2. To check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).



## Some Important Do's and Don'ts

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### Do...

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- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices.
- Allow for more frequent breaks for water and rest when temperature extremes rise. Use shade and liquids to replenish your players.
- Keep your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with your first-aid kit.
- Assist those who require medical attention - and when administering aid, remember to ...
  - ✓ **LOOK** for signs of injury (Blood, Black-and-blue deformity of joint etc.).
  - ✓ **LISTEN** to the injured 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.
- Have your players' Medical Clearance Forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

### Don't...

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- 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 procedures (i.e., CPR, etc.)
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game

Hesitate to report any present or potential safety hazard to the Director of Safety immediately.

# General Health

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## Physical Exams

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With regard to the general health of its participants, Pearland Little League includes the following wording in its Registration Booklet:

*"While physical exams are not required by league policy, National Little League strongly recommends that participants be in good general health. If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your leagues' Player Agent. Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem."*

## Medical Approval and Release

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Although not required, the Medical Approval and Release form is provided to all managers. This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (i.e. allergies, etc.). Managers are strongly encouraged to obtain a completed Release for each of the players on their team and are instructed to have these forms with them for every practice and game.

# Medical Release Form



**Little League Baseball®**

## Medical Release



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

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

League Name: \_\_\_\_\_ I.D. Number: \_\_\_\_\_

Parent or Guardian Authorization:

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

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

In case of emergency contact:

\_\_\_\_\_  
Name Phone Relationship to Player

\_\_\_\_\_  
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

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.

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

Mr./Mrs./Ms. \_\_\_\_\_

Authorized Parent/Guardian Signature

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

Little League Baseball does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

my documents/league supplies/medical release form

## Communicable Disease Procedures

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While the risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution of household bleach or other disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Managers, coaches, umpires, and volunteers with bleeding or oozing skin should refrain from all direct athletic care until condition is resolved.
- Contaminated towels should be disposed of or disinfected properly.

Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings and other articles containing body fluids.

## Storage Shed Procedures

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The following applies to all of the storage sheds used by the League and apply to anyone who has been issued a key or code by The League to use those sheds. All individuals with keys or codes to the League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the *orderly and safe storage of rakes, shovels, bases, etc.*

Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment. No one under the age of the manufactures recommendations shall drive or operate equipment. In addition, no additional riders shall be allowed on any equipment unless a seat and belt restraint (if applicable) is provided.

All chemicals or organic materials stored in the League sheds shall be properly marked and labeled as to its contents. All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers. Any witnessed “loose” chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.

# Parking Lot - Vehicle Security

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Although Pearland Little League uses the local emergency services (Police, Fire & Emergency) at times it is imperative that our volunteers, children and spectators are aware in regards to protecting their property while in the facility. Most cars are taken by amateurs who can be stopped fairly easily. You can increase your protection against this type of crime by taking the following sensible precautions:

## Lock Up

- An unlocked car is an open invitation to a car thief. *Lock up when you leave your car and take the keys with you.*
- Lock the truck or tailgate.
- Close all windows--professional thieves have tools that unlock cars through the smallest openings.
- Be sure vent or wind-wing windows are shut tight.
- When you park the car, remove cellular phones, cassette players and other valuable possessions.
- Do not leave gift-wrapped packages or cameras lying on the seat. Lock all valuables in your trunk or take them with you.
- Lock your car even if you are making a quick stop at the gas station, convenience store or mini-mall.

## Carjacking

This violent, random form of auto theft is on the rise. A driver of any vehicle can be a target of someone with a weapon. It can happen anywhere, day or night. Here are some precautions:

- Keep your doors locked.
- Park in well-lit, busy areas.
- Be alert of your surroundings, of people approaching your vehicle.
- Stick with the traffic, avoid lightly traveled streets, especially after dark.
- Keep car and house keys on separate key chains.
- Keep the garage door opener in your purse or briefcase.
- When stopped in traffic, always leave enough room to make an emergency getaway.
- If someone is threatening you with a weapon, **give up the vehicle - it's not worth your life.**

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## PLL Lightning Evacuation Procedures

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Pearland Little League takes Storm warning very serious for the safety of everyone! When a storm warning is reported or identified the Director on Duty shall obtain, carry and closely monitor the lightning detector. The lightning detector shall beep when there is any threat of a storm up to 50 miles. However, the Director on duty shall implement the Pearland Little Leagues Evacuation Procedure if the following occurs.

**You may locate our Lightning Detector device in the Four Corners Field Concession stand.**

### **Lightning Detector**

- ✓ The lightning detector illustrates a storm within 15 miles

### **Absence of Lightning Detector or Malfunctions**

- ✓ The Director on Duty visually sees any lightning strikes
- ✓ The Director on Duty sees potential lightning on the horizon that has a flash bang within 15 seconds.

### **Implementing the PLL Lightning Evacuation Procedure**

- The Director on Duty shall notify any Director Assistants to contact each umpire at the occupied field to suspend game(s) including the Pony Field side. During the same time, the Director on Duty shall announce over the MASTER PA system (above the four corner concession stand) that all games are temporarily suspended pending the local storm.
- Ball Park occupants shall be advised to gather their belongings and wait inside their cars in the parking lot until an announcement is made that it is safe to return. Instruct the Ball Park occupants to walk; don't run to car and wait for a decision on whether or not to continue the game or practice.
- ***IMPORTANT:*** Director on Duty shall explain during his announcement that players or teams that leave the ball park and competition play is allowed to resume, the team without the required amount of player may be forced to forfeit the game.
- Games cannot be continued for at least 45 minutes after the storm has exceeded the 15 mile mark on the lightning detector. If there is a malfunction with the lightning detector, the Director on Duty shall wait a minimum of 45 minutes from the last flash/bang within a 15 second count.
- Once the storm has past the 15 mile distance, the Director on Duty shall make another announcement that games may be resumed if the suspended game is still within the division's time limit of play.

**Notes:** If any game is suspended after 4 and cannot resume shall be deemed a complete game and a rainout make-up game is not required. If any game does not reach the 4<sup>th</sup> inning and time has expired due to the suspended rain-out, the game shall be continued on a later date determined by the Board Scheduler. In both cases, if all clear has been provided by the Director on Duty and there is time left within the Division time limit, games shall resume where they left off.

# Lightning Facts and Safety Procedures

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WHEN YOU HEAR IT - CLEAR IT

WHEN YOU SEE IT - FLEE IT

- Stop Game/Practice.
- Stay away from metal fencing (including dugouts)!!
- Do not hold a metal bat.
- Walk, don't run to car and wait for a decision on whether or not to continue the game or practice.

Consider the following facts:

- The average lightning strike 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 high risk due to the possibility of lightning strikes coming from the storm's overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK during 1999 occurred while it was sunny and dry).

On the 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 lightning strikes.

## **“Flash-Bang” Method**

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One way of determining how close a recent lightning 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**

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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 kids to safety - regardless of whether or not the lightning detector goes off, or if the “flash-bang” proximity measure applies. When in doubt, the following rule of thumb should be applied:

# Lightning Evacuation Procedures – Continued 2 of 2

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## Where To Go

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No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest (like our snack bars and press boxes). For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

## Where Not To Go!

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

## First Aid to a Lightning Victim

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Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, 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 tree, 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: CPR should only be administered by a person knowledgeable and trained in the technique.

Pearland Little League has installed a *NEW* scrolling marquee located at the entrance of the little league park. This marquee serves along with our website by providing valuable information for the public and anyone who enters the facility. Messages such as rainout information, evacuation alerts, rules and regulations shall be posted to better inform the community.





**Class A Extinguishers** will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.



**Class B Extinguishers** should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.



C

**Class C Extinguishers** are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.



**Class D Extinguishers** are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.

# Keep It Clean: Concession Stand Tips

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## '12 Steps to Safe and Sanitary Food Service Events'

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The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of food borne illness. This information was provided by District Administrator John Chadwick, and is excerpted from "Food Safety Hints"

1. **Menu:** Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. *Complete control over your food, from source to service, is the key to safe, sanitary food service.*
2. **Cooking:** Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most food borne illnesses from temporary events can be traced back to lapses in temperature control.
3. **Reheating:** Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. *Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.*
4. **Cooling and Cold Storage:** Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. *Allowing hazardous foods to remain un-refrigerated for too long has been the number ONE cause of food borne illness.*
5. **Hand Washing:** Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!
6. **Health and Hygiene:** Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaunt-dice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.
7. **Food Handling:** Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. *Touching food with bare hands can transfer germs to food.*

## Keep It Clean: Continued 2 of 3

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8. **Dishwashing:** Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. *Ideally*, dishes and utensils should be washed in a four-step process:
  - Washing in hot soapy water;
  - Rinsing in clean water;
  - Chemical or heat sanitizing; and
  - Air drying.
9. **Ice.** Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. *Ice can become contaminated with bacteria and viruses and cause food-borne illness.*
10. **Wiping Cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. *Well sanitized work surfaces prevent cross-contamination and discourage flies.*
11. **Insect Control and Waste.** Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.
12. **Food Storage and Cleanliness.** Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food

# Keep It Clean: Continued 3 of 3

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## Top Six Problems

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From past experience, the US Centers for Disease Control and Prevention (CDC) list these circumstances as the most likely to lead to illness. Check this list to make sure your concession stand has covered these common causes of food borne illness.

1. Inadequate cooling and cold holding.
2. Preparing food too far in advance for service.
3. Poor personal hygiene and infected personnel.
4. Inadequate reheating.
5. Inadequate hot holding.
6. Contaminated raw foods and ingredients.

## Clean Hands for Clean Foods

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Since the staff at concession stands may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- 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 your hands well.
- Dry hands with a paper towel.
- Turn off the water using a paper towel, instead of your bare hands.
- **Wash your hands** in this fashion before you begin work and frequently during the day, 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 the restroom.
  - After caring for or handling animals.
  - After coughing, sneezing, using a handkerchief or disposable tissue.
  - After handling soiled surfaces, equipment or utensils.
  - After drinking, using tobacco, or eating.
  - During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
  - When switching between working with raw food and working with ready-to-eat food.
  - Directly before touching ready-to-eat food or food-contact surfaces.
  - After engaging in activities that contaminate hands.

# Manager's Expectations

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## What Do I Expect from My Players?

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- Be on time for all practices and games.
- Always do their best whether in the field or on the bench.
- Be cooperative at all times and share team duties.
- Respect not only others, but themselves as well.
- Be positive with teammates at all times.
- Try not to become upset at their mistakes or those of others ... we will all make our share this year and we must support one another.
- Understand that winning is only important if you can accept losing, as both are important parts of any sport.

## What Can You and Your Child Expect from Me?

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- Be on time for all practices and games.
- Be as fair as possible in giving playing time to all players.
- Do my best to teach the fundamentals of the game.
- Be positive and respect each child as an individual.
- Set reasonable expectations for each child and for the season.
- Teach the players the value of winning and losing.
- Be open to ideas, suggestions or help.
- Never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

## What Do I Expect from You as Parents and Family?

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- Come out and enjoy the game. Cheer to make all players feel important.
- Allow me to coach and run the team.
- Try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.

# Safety & Skills Training

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## Safety Training

Pearland Little League requires at least one manager/coach from each team to attend our annual Safety and First Aid Awareness class which includes a detail overview of the 2011 Pearland Little League Safety Manual. In addition PLL will hold a CPR, AED, and First Aid course which will be open to all Managers, Coaches, and Volunteers free of charge. PLL Board of Directors will be required to attend and complete the certified training course. In addition, throughout the year the Safety Director shall continue to inspect and identify any hazards or injury risks around the baseball park which also may include team practices. Unsafe conditions identified shall be discussed with the team's manager and the President of Pearland Little League immediately. Periodic emails shall be sent to Board Members and Division Directors addressing safety issues to maintain or increase awareness in and/or around our league. Director will in turn, send these safety awareness topics/tips to the team managers throughout the league.

**All managers and coaches are required to attend a safety and a fundamentals training once every three years.**

For 2012 this course(s) will be held at the following location(s) and date(s):

- **CPR, AED, and First Aid Class**  
December 1, 2011 at the Dad's Club from 6:30 pm - 9:30 pm
- **CPR, AED, and First Aid Class**  
January 12, 2012 at the Dad's Club from 6:30 pm - 9:30 pm
- **Coaches Safety Clinic (Safety and First Aid Awareness class)**  
February 15, 2012 at the Dad's Club from 8:00 pm - 9:30 pm (ITB, TB, MP,PW)  
February 16, 2012 at the Dad's Club from 8:00 pm - 9:30 pm (Minor, Major, Seniors)

## Skills Training

Pearland Little League appreciates ALL the volunteers that help with the league. Each year we provide a baseball skills clinic for new or experience managers to increase their training skills.

- **Baseball Skills Fundamental Clinic**  
Located at: *PJH West Auditorium*  
January 19, 2012 – Coaches for Instructional Tee ball, Tee-ball, Pee Wee, Minor, Major and Senior.

# Protecting Young Pitching Arms

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January 5, 2007

Dear Little League Volunteers:

The new publication, "Protecting Young Pitching Arms: The Little League Pitch Count Regulation Guide for Parents, Coaches, and League Officials," is being printed and bound. Each league worldwide will receive 20 free copies of the 16-page publication in the next few weeks. District Administrators will receive five copies each.

However, you don't have to wait for your copy. The entire publication is now available for downloading, free of charge, at [http://www.littleleague.org/media/pitch\\_count\\_publication.pdf](http://www.littleleague.org/media/pitch_count_publication.pdf)

Just click on the link to view it as a PDF file. The publication can be saved onto your computer, and can be printed at will for others in your league.

The publication includes great information on the best ways to implement the Pitch Count Regulation in your league, as well as tips on the care and conditioning of the pitching arm, sample forms, and much more.

Little League International wishes to thank the thousands of volunteers and hundreds of local Little Leagues that took part in the Pitch Count Pilot Program during the past two seasons. Your input helped make this publication possible!

Sincerely,  
Little League International  
P.O. Box 3485  
539 US Route 15 Hwy  
Williamsport, PA 17701-0485  
Phone: 570-326-1921  
Fax: 570-326-1074

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## Some Gentle Reminders

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- Pearland Little League goes to great lengths to provide as much training and instruction as possible. Attend as many of the clinics as possible.
- Check the Pearland Little League Home Page ([www.eteamz.com/pearland](http://www.eteamz.com/pearland)) frequently. Lots of information and a complete league calendar can be found there and can be a very valuable resource.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum.

Don't play on a field that is not safe or with unsafe playing equipment. Report all hazardous conditions to the Director of Safety or another Board member immediately. Be sure your players are fully equipped at all times, especially catchers and batters. And check your team's equipment often.



# Pearland Little League Volunteer Application Procedures

Volunteer applications can be downloaded from the Pearland Little League Website at:

- <http://www.eteamz.com/pearland/handouts/>

The volunteer application must be completed in full! Please provide your official name (first, middle and last) on the application. Missing information such as driver license, social security number, falsification of criminal activity or authorization signature shall forfeit the submitted application. If you know your child's division and team name, please write this on your application.

The Volunteer Application MUST be scanned and emailed along with a **CLEAR** copy of your driver's license to:

- [pllsafety@gmail.com](mailto:pllsafety@gmail.com)

Background checks are conducted through \*Nexislexis (Choice Point). Once your background check has been submitted by the Safety Director to Choice Point's Website, the results will be posted within the website in a secure database (Pearland's ID and Password) and retrieved only by the Safety Director. Please be aware that Choice Point will mail applicants a copy of the findings if there is any information associated with the applicant's name and month/day of birth. Please **DO NOT** be alarmed when you get a letter and see information that is not associate to your history! This situation is very common when applicants have general names such as John Smith or Jesus Gonzalez. Therefore, the Safety Director shall review the information and determine if the applicant and the information is a match. Any situations where accurate criminal activity is found by the Safety Director, he/she shall contact the President of Pearland Little League for a final decision whether to approve the prospective volunteer's application. In turn, the President will contact the applicant to advise them of the status of their application. Any accurate background check that illustrates any type of criminal activity towards a child will be automatically revoked. NO EXCEPTIONS!

***\*NOTE\* Pearland Little League, Board Members, volunteers, etc. will not be responsible for lost or unsecured information if applicants choose to provide their volunteer application and personal information by alternative means other than the league's safety email or by hand delivery directly to the Safety Director.***

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## **Frequently Asked Questions:**

### **How do I know if the Safety Director got my information I scanned and emailed?**

The Safety Director shall reply back to the email verifying receipt.

### **What happens with my application and information once the Safety Director has approved my application?**

All applications are kept in a locked file cabinet in his/her home office until the end of Fall Baseball. Once Fall Baseball is completed all applications are shredded.

### **If I had a background check done in 2011, do I have to complete another for 2012?**

YES, background checks are completed annually and expire December 31st.

### **How do I know if my application is approved or disqualified?**

If your application is approved you will be put on a Master list obtained by current board members and coaches. If your application is disqualified, you will be notified by the President of Pearland Little League.

### **What happens if I choose not to provide information such as my social security number or drivers license?**

Failure to submit required background check information will disqualify the application. A return email or phone call will be sent to the applicant advising them of the discrepancy.

### **How long does it take for Choice Point to return my background history results?**

Depends on how common your name is! John Smith may take up to two weeks. A very original name can take up to two minutes. Therefore, PLL recommends not waiting until the last minute to submit your application.

### **I am really concerned about others knowing my background history. How do I know everyone is not going to know my personal business?**

The Applicant's background and information is CONFIDENTIAL! The Safety Director shall not discuss any applicant's information other than with the President of Pearland Little League.



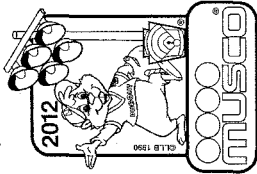


**SPECIFIC BALLFIELD QUESTIONS**

• Please list all fields by name. For more than 20 fields, copy this form or request additional forms from ASAP (800/811-7443 or asap@musco.com).

Field Identification (List your ballfields 1-20) Use additional forms if more than 20 fields.

**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 2012 Disney® character collector's pin shown at right featuring Dugout at first base. Or enter data online at: <http://facilitysurvey.musco.com> for your league. Check your email for your league identification and password.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>GENERAL INVENTORY</b>	<b>Please answer the following questions for each field:</b>																			
1. How many cars can park in designated parking areas?	(For the following questions, if the answer is "No" please leave the space blank.)																			
	None																			
	1-50																			
	51-100																			
	101 or more																			
	None/NA																			
2. How many people can your bleachers seat?	1-100																			
	101-300																			
	301-500																			
	501 or more																			
3. What material is used for bleachers?	Wood																			
	Metal																			
	Other <u>ALUMINUM</u>																			
4. Metal bleachers: Ground wire attached to ground rod?	<input checked="" type="checkbox"/> Yes																			
5. Wood bleachers: Are inspected annually for safety?	<input checked="" type="checkbox"/> Yes																			
6. Is a safety railing at the top/back of bleachers?	<input checked="" type="checkbox"/> Yes																			
7. Is a handrail up the sides of bleachers?	<input checked="" type="checkbox"/> Yes																			
8. Is telephone service available?	Permanent																			
	Cellular																			
	Permanent																			
	Portable																			
10. Is there a pressbox?	<input checked="" type="checkbox"/> Yes																			
11. Is there a scoreboard?	<input checked="" type="checkbox"/> Yes																			
12. Adequate bathroom facilities available?	<input checked="" type="checkbox"/> Yes																			
13. Permanent concession stands?	<input checked="" type="checkbox"/> Yes																			
14. Mobile concession stands?	Yes <u>NO</u>																			

**A FIELDS UPGRADED**

Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>FIELD</b>																				
15. Is field completely fenced?	Yes																			
16. What type of fencing material is used?	Chainlink																			
	Wood	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	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
	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
	Spray paint																			
	Commercial marking																			
19. Is your the infield surface grass?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20. Does field have conventional dirt pitching mound?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21. Does field have a temporary pitching mound?	Yes																			
22. Are there foul poles?	Yes																			
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
<b>PERFORMANCE AND PLAYER SAFETY</b>																				
24. Is there an outfield warning track?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24.a. If yes, what width is warning track? Please specify:	(Width in feet) 5 FT																			
25. Batter's eye (screen/covering) at center field?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26. Pitcher's eye (screen/covering) behind home plate?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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
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	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30. Is a first aid kit provided per field?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31. Do bleachers have spectator foul ball protection?	Overhead screens	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Fencing behind																			
32. Do your bases disengage from their anchors? (Mandatory since 2008)	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33. Is the field lighted?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34. Are light levels at/above Little League standards? (50 footcandles infield/30 footcandles outfield)	Yes	X	X	X	X	X	X	X	X	X	X	X	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)	Don't know																			
	Wood*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Steel																			
	Concrete																			
36. Is electrical wiring to each pole underground?	Yes	X	X	X	X	X	X	X	X	X	X	X	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	X	X	X	X	X	X	X	X	X	X	X
38. Which fields were tested/inspected in the last two years?	Electrical System																			
	Light Levels																			
	Electrical System																			
	Light Levels																			
<b>Please indicate month/year testing was done (example: 3/10).</b>																				
39. Fields tested/inspected by qualified technician?	Electrical System																			
	Light Levels																			
	Light Levels																			

WIND SCREEN ATTACHED

INFIELD  
OUTFIELD

ALL WITH PROTECTION PADDING

MAINTENANCED ANNUALLY

HIGH FENCE

SR. MAJOR TO BE UPGRADED 2012

6/11

**FACILITY MANAGEMENT**

40. Which fields have the following limitations:

- a. Amount of time for practice?
- b. Number of teams or games?
- c. Scheduling and/or timing?

Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

41. Who owns the field?

Municipal

School  
League

PEARLAND DAD'S CLUB

42. Who is responsible for operational energy costs?

Municipal

School  
League

43. Who is responsible for operational maintenance?

Municipal

School  
League

44. Who is responsible for purchasing improvements for the field - ie bleachers, fences, lights?

Municipal

School  
League

PEARLAND LITTLE LEAGUE

45. What divisions of baseball play on each field?

T-Ball & Minor

Major  
Jr., Sr. & Big  
Challenger

46. What divisions of softball play on each field?

N/A

T-Ball & Minor  
Major  
Jr., Sr. & Big  
Challenger

47. Do you plan to host tournaments on this field?

Yes

X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

# 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	5	123	152	123	21	24	24	24	24	24	24
2	5	123	152	123	24	24	24	24	24	24	24
3	6.5	140	165	140	24	24	24	24	24	24	24
4	6.5	196	196	196	24	24	24	24	24	24	24
5	6.5	194	200	194	24	24	24	24	24	24	24
6	8	194	204	196	24	24	24	24	24	24	
7	10	196	218	189	24	24	24	24	24	24	
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

**Return completed survey with safety program registration and supporting materials by April 13, 2012 to:**

Mailing address:  
 Little League International  
 PO Box 3485  
 Williamsport, PA 17701

Shipping address:  
 Little League International  
 539 US Route 15 Hwy.  
 South Williamsport, PA 17702