

West Hills Little League 2021 Safety Plan



West Hills Little League Safety Plan

Dear Managers, Coaches, Umpires, Parents, Guardians and Friends:

Welcome to another year of fun, and exciting baseball at West Hills Little League. We are dedicated to improving our safety program with each successive year. Our Board of Directors continues to establish safety goals by providing the necessary support and funding to reach these goals.

In an effort to assist our volunteers this season, we have assembled this safety manual with information that will help you to understand various roles and responsibilities related to safety and the Little League program. We hope that our demonstrated adherence to a "safety plan" is an indication of our commitment to yourself, your children, and our West Hills Little League goals. Please read this plan carefully, as it will better familiarize you with safety fundamentals.

Remember that safety rests with all of us. If you see an unsafe condition, please attempt to immediately remedy the problem. Always use common sense while reporting all safety incidents when they occur to our Safety Officer, Rudy Trevino, to me, or to any available board member.

Sincerely,

Javier Castaneda
West Hills Little League President

2020-2021 WHLL Board of Directors

Name	Position	Phone #	Email Address
Javier Castaneda	President	619-301-1831	westhillsllpresident@gamil.com
Patrick Runk	1st Vice President	619-861-6950	prunk9352@att.net
Eric Richards	2nd Vice President	619-306-6066	ericrichards27@gmail.com
Kim Mildenstein	Secretary	619-647-6532	mildensk@yahoo.com
Kelly Castaneda	Parliamentarian	619-244-4530	whocarze7429@hotmail.com
Rudy Trevino	Safety Officer	619-246-3533	whllsafetyofficer@gmail.com
JP Jones	Information Officer	858-525-2647	jpiones92019@gmail.com
Valerie Trevino	Lower Division Player Agent	619-888-4674	westhillslllowerplayeragent@gmail.com
Jessica Hamand	Upper Division Player Agent	858-967-3015	westhillsllupperplayeragent@gmail.com
Joe Carey	Equipment Manager	858-437-7423	whll.equipmanager@gmail.com
Robert Chassar	Field Maintenance Coordinator	619-971-1671	rjconcreteconst@gmail.com
Andrea Carey	Auxiliary President	619-972-2056	Aelcarey@gmail.com
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Charlie Rosolino	Manager Coordinator	619-991-0407	crosolino@cox.net
Anthony Roman	Member at Large	619-410-7971	anthonyjroman@gmail.com
Eric Kingery	Member at Large	619-571-6281	ekingery2@gmail.com
Chris Hamand	Member at Large	619-723-9597	chamand44@cox.net
Mike DeLamarter	Member at Large	619-241-5039	m_delamarter@yahoo.com
Chris Diaz	Member at Large	619-655-0333	chrisgd@ahern.com
Kelly DeLamarter	Member at Large	619-992-4203	kellydelamarter86@yahoo.com
Mike McEwen	Member at Large	619-990-8487	mcewenmike@gmail.com
Alfredo Winter	Member at Large	786-942-1826	avwinter22@gmail.com
Jason Jervis	Member at Large	619-249-8535	jason.r.jervis@gmail.com
Jeremy Smith	Member at Large		jrmy12@hotmail.com
Brett DeLong	Member at Large		brettd@cox.net
Lara Kulak	Member at Large	619-508-0145	poprcks@yahoo.com

Important Phone Numbers

Little League

District 41 President- Kim Mowrey (619) 670-5524
District 41 Safety Officer - Jeremy Amison (760) 908-7646

Williamsport Insurance Claim Office (570) 327-1674

Local

Children's Hospital (858) 576-1700
Grossmont Hospital (619) 740-6000
Santee Sheriff's Station (619) 956-4000
Santee Fire Department (619) 258-4100
Emergency 9-1-1

For Maintenance Issues at City Facility

Public Services (normal working hours) (619) 258-4100
ext 304

On call staff (non working hours, holiday) (619) 228-4100
ext 222

Responsibilities

President: The President of West Hills Little League (WHLL) is responsible for ensuring that the policies and regulations of the WHLL Safety Plan and Little League Baseball rules and regulations are carried out by the entire membership to the best interest of his/her abilities and to obtain background checks (at minimum a nationwide applicable government sex offender registry check) of all volunteers using completed 2018 Volunteer Applications. All Volunteer Applications must be retained by the President. In order to protect the children of WHLL the following league personnel are required to consent to a background check pursuant to Little League regulations (c) 8 and 9 and the league is required to conduct annual background checks on the individuals prior the applicants assuming their duties for the current season:

- Managers
- Coaches
- Main Board Members
- Any other persons, volunteers and /or hired workers who provide regular service to the league and/or have repetitive access to, or contact with the players or teams.

Safety Officer: The Safety Officer of West Hills Little League is responsible for the development and implementation of the League's Safety Plan. The Safety Officer is the link between the Main Board of WHLL and its managers, coaches, umpires, players, parents, spectators, and any other parties regarding safety matters, rules and regulations.

The responsibilities of the Safety Officer include:

- Submit a qualified Safety Plan registration form along with the league's Safety Plan to Little League Headquarters
- Submit team roster data, which includes players, coaches, managers and team volunteers to Little League Data Center.
- Insuring that each team receives a copy of the Safety Plan at the beginning of the season

- Use funds in the safety budget to print safety plans and purchase safety and first aid items as needed.
- Provide fundamental training for all managers and coaches (i.e. hitting, fielding, throwing, sliding etc.). This training may also be delegated and conducted by an experienced umpire, High school, college or experienced league manager, coach or official. **JJ training will provide manager and player clinics April 3, 2021 (subject to change due to covid regulations)**
- Installing First Aid Kits in the concession stand and equipment storage buildings at the playing fields.
- Install and maintain AED defibrillator and locating signage
- Properly display “911 Emergency Signs” listing field address along with non-emergency Sheriff phone #
- Inspect concession stand fire extinguishers and instruct concession stand workers on the use of fire extinguishers.
- Check field, lighting and facility conditions with the Field Maintenance Manager, listing areas that need attention. Complete the ANNUAL Little League Facility Survey.
- Require that First Aid training certification be on file with the WHLL President & District Safety Officer from the manager/coach or designated representative for each team. One team rep is required to attend above meetings each year (manager meets requirement); managers/coaches are required to attend once every 3 years. **First Aid training to be held April 6, 2021 on an online training forum.**
- Act immediately to resolve unsafe or hazardous conditions that are brought to his/her attention.
- Inspect protective fence top padding for any safety hazard.

- Make spot checks at practices and games to insure that all teams are adhering to safety practices set forth in this plan and Little League Baseball rules and regulations.
- Track all injuries and “near misses” in order to identify injury trends.
- Will ensure that the Equipment Manager issues pitch counters to all major and minor managers. Caps has limited player pitching, the scorekeeper and manager shall keep track of the pitches. Rookies and T-ball are coach pitch or tee play.
- The Safety Officer shall investigate any violation of the pitch count regulation and track multiple occurrences for action by the Main Board.
- Make sure that safety is a topic of discussion at each monthly Main Board meeting, sharing incidents, ideas while encouraging safety improvement.

Main Board: All members of the West Hills Little League Main Board will adhere to and carry out the policies as set forth in this Safety Plan and Little League Baseball rules and regulations.

Information Officer: The Information Officer of the West Hills Little League is responsible for maintaining and updating the safety information on a weekly basis.

Managers and Coaches: The Manager is a person appointed by the President of West Hills Little League to be responsible for the team’s actions on the field, and to represent the team in communications with the umpire, opposing manager and league officials.

The Manager is responsible for the team’s conduct at all times at the Little League complex, both on and off the field of play, for

observance of official rules and regulations and deference to the umpires.

The manager is also responsible for the safety of his/her players. He/She is also responsible for the actions of his/her designated coaches or volunteers.

If the Manager leaves the field that Manager shall designate a Coach as a substitute and that person shall have the rights, duties and responsibilities of the Manager.

The responsibilities of the Managers include:

- Have a copy of this Safety Plan and knowledge of the location of First Aid Kits & defibrillator.
- Ensure that all players have submitted a signed medical release form. Managers must have this form at each practice and game.
- Cover the basics of safe play with all players prior to starting the first practice.
- Return signed Volunteer Code of Conduct for manager and all coaches, and the Sport Parent Code of Conduct from each player's parents to the Safety Officer.
- Ensure that all team Coaches and Volunteer Parents have completed a Volunteer Application and have passed a background check.
- Teach players the fundamentals of the game while advocating safety, including the enforcement of regulations regarding the use of proper equipment.
- Notify parents that if a child is injured, he/she cannot return to practice or game unless they have a release from their doctor. This medical release protects the manager and WHLL if that child should become further injured or ill. There shall be no exception to this rule. If the player does not have

a medical release they cannot play. Casts may not be worn during a game.

- Encourage players to bring water bottles to practices and games.

During season play, Managers shall:

- Make sure that they have telephone access at all activities. It is suggested that a cellular phone always be on hand. (except where prohibited in rule 3.17) There is a telephone in the concession stand that is accessible during operational hours.
- Not expect more from a player than what the player is capable of.
- Always have a First Aid Kit and Safety Plan on hand.
- Use common sense.
- Make sure equipment is in good working order. If not, contact the Equipment Manager.
- Agree with the opposing manager on the fitness of the playing field. Walk the field and check for hazards before each game. In the event that the two managers cannot agree, the league President or duly delegated board representative shall make the determination. Their decision shall be final.
- Adhere to Regulation VI of Little Rules regarding pitch count. (See details in Safety Rules) Managers who willfully and/or persistently violate the pitch count rule can be disciplined, suspended or removed by the Main Board.

During each game, Managers shall:

- Keep players alert.

- Maintain discipline at all times.
- Ensure that the manager, coach or a designated parent is in the dugout at all times.
- Be organized.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game. All players not on the field of play shall be in the dugout or behind the fenced areas of the field.
- Make sure catchers are wearing all proper protective equipment.
- Observe the "no on deck batter" rule and keep players behind the screens at all times. No players should handle a bat in the dugout at any time.
- Bat boys/girls are not permitted.
- Ensure that traditional bat doughnuts are not used.
- Not lose focus by engaging in conversation with parents or other spectators.
- Not play children that are ill or injured in a game.
- Attend to children that become injured.
- Encourage everyone to think Safety First.

After each game the Manager shall:

- Not leave the field until every team member has been picked up by a known family member or designated driver.

- Notify parents if their child has been injured, no matter how slight the injury. There are no exceptions to this rule. This protects the managers and WHLL.
- If a child suffered an injury, make sure an accident/injury report is filled out and given to the Safety Officer or designated Board member within 24-48 hours.
- Return the field to its pre-game condition, per WHLL policy.

If a Manager knowingly disregards safety, he or she will be required to answer to the WHLL Main Board regarding their conduct.

Umpires: Umpires are responsible for the conduct of the game in accordance with WHLL and Little League Baseball rules and for maintaining discipline and order on the playing field. Umpires have the authority to order a player, coach, manager or league official to do or refrain from doing anything that affects the administering of WHLL and Little League Baseball rules.

The Umpire, before each game begins, shall:

- Check equipment in the dugouts of both teams. Equipment that does not meet specifications must be removed from the playing field.
- Make sure that catchers are wearing all proper protective equipment. In game conditions and when warming up pitchers in a crouched position, catchers must wear all protective equipment, otherwise catchers must wear a face mask/helmet and stand up when warming up a pitcher.
- Walk the field to check the condition of the field, checking for hazards or obstructions.

- Check players for jewelry, metal cleats, proper equipment and uniforms.

The Umpire, during the game, shall:

- Govern the game as mandated by Little League Baseball rules.
- Check baseballs for discoloration and blemishes and declare a ball unfit for use if it exhibits these traits.
- Act as sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather or an unfit condition of the playing field.
- Act as sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- With assistance from the Official Scorekeeper, enforce the pitch count limit regulation.
- Enforce the rule that no spectators shall be allowed on the playing field during a game.
- Make sure catchers are wearing proper protective equipment and other equipment specifications are being met.

Field Maintenance Manager: The West Hills Little League Field Maintenance Manager is responsible for ensuring that the fields and structures used by WHLL meet the safety requirements outlined in this Safety Plan. The Field Maintenance Manager is required to complete the Little League National Facility Survey regarding the playing fields and facilities.

Concession Stand Manager: The West Hills Little League Concession Stand falls under the direction of the Auxiliary President. As such, that position shall be responsible for ensuring

that Concession Stand Volunteers are trained in the safety procedures outlined in this Safety Plan.

Equipment Manager: The West Hills Little League Equipment Manager is responsible for ensuring that all teams have their proper safety equipment and for getting damaged/defective equipment replaced or repaired. This replacement must be made in a timely manner to ensure the safety of the players.

West Hills Little League Code of Conduct

The conduct and actions of all Players, Managers, Coaches, Umpires and WHLL Officials must be above reproach.

No League Official, Manager, Coach, Player, Umpire or Spectator shall:

- At any time, lay a hand upon, push, shove, strike, physically attack or threaten to strike any League Official, Manager, Coach, Player, Umpire or Spectator.
- At any time, verbally or physically abuse any official for any real or imaginary belief of a wrong decision or judgment.
- Demonstrate objectionable dissent at an official's decision by throwing gloves, helmets, hats, bats, balls, or any other equipment in a forceful display of unsportsmanlike conduct.
- Use unnecessarily rough tactics in the play of the game against the body of another opposing player.
- Use profanity, obscene or vulgar language or gestures at any time.
- Be in possession of any alcoholic beverage at any portion of the WHLL complex.
- Be intoxicated at any time while at any portion of the WHLL complex. Intoxicated will be defined as having an odor of an alcoholic beverage or behavior associated with intoxication.
- Gamble upon any play or outcome of any game with anyone at anytime.
- Use tobacco in any form on the premises of the WHLL complex. Tobacco usage shall be permitted at the entrance to the fields, adjacent to the parking lot.

- Discuss publicly with spectators in a derogatory or abusive manner any play, decision or personal opinion of any player during a game.
- As a Manager or Coach, mingle with or fraternize with spectators during the course of the game.
- Speak disrespectfully to any League Official, Umpire, Manager, Coach, Player or Spectator.
- Tamper with or manipulate any league roster, schedule, draft position or selection, official score book, ranking, financial record or procedure.
- Challenge an umpire's authority. Umpires have the authority and discretion during a game to penalize offenders accordingly, based on the infraction, up to and including removal from the game. If removed from the game, players, managers or coaches must leave the game site immediately and must not be present at the game site for the remainder of that game.

The West Hills Little League Main Board will review all infractions of the WHLL Code of Conduct. Depending on the seriousness or frequency of the infraction, the Board may assess additional disciplinary action up to and including expulsion from the league.

West Hills Little League Safety Code

- The responsibility for safety procedures belongs to every member of West Hills Little League.
- Each Player, Manager, Coach, and Umpire shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only WHLL approved Managers and/or Coaches are allowed to practice teams.
- Only WHLL approved Managers and/or Coaches are allowed to supervise batting cages.
- First Aid Kits shall be located at the WHLL complex in the concession stand and equipment storage buildings adjacent to the fields. A defibrillator will be located in the concession stand marked by an AED sign. Teams practicing or playing games at locations other than the WHLL complex must have a first aid kit present as part of their issued team equipment.
- No games or practices will be held when weather or field conditions are poor, unsafe or when lighting is inadequate.
- The playing field will be inspected prior to each game or practice for holes, damage, stones, glass, foreign objects or other unsafe condition.
- Team equipment shall be stored within the dugout or screened areas and not within the area defined as “in play”.
- Only Players, Managers, Coaches and Umpires are permitted on the field of play or in the dugouts during games or practices.

- Foul balls batted out of the playing field shall be returned to the snack bar or placed in the ball return. Foul balls are not to be thrown over the fence back onto the playing field.
- Equipment should be inspected regularly for condition.
- All pre-game warm-ups should be conducted within the confines of the playing field and not within areas that would endanger spectators.
- Batters must wear Little League Baseball approved protective helmets that bear the NOCSAE seal at all times while batting at practice and games. Runners and player base coaches must also wear protective helmets.
- Effective January 1, 2018, Little League baseball will adhere to the new USABat standard. No bats previously approved in Little League play will be permitted to be used in any Little League game, practice, try out or other Little League function or activity.
- Beginning in the 2008 season, all divisions will utilize bases that disengage at their anchor.
- Parents of players who wear glasses should be encouraged to have the children wear safety type glasses.
- On deck batters are not permitted.
- Managers and Umpires will use only official Little League Baseball approved balls supplied by WHLL.
- All male players will wear athletic supporters and/or cups during games. Male catchers must wear a metal, fiber or plastic type cup and long model chest protector.
- Female catchers must wear a long or short model chest protector.

- All catchers must wear a chest protector with neck collar, throat guard, shin guards and catchers helmet, all of which meet Little League Baseball specifications.
- All catchers must wear a mask, with dangling type throat protector, and catchers helmet during infield/outfield practice, pitcher warm-up and games.
- Catchers must wear a catcher's mitt (not a first baseman's mitt or fielders glove) of any shape, size or weight consistent with protecting the hand.
- Catchers may not catch from a crouched position, whether warming up a pitcher, in practices or games without wearing full protective equipment including a protective cup.
- Managers and Coaches are not permitted to catch a pitcher (rule 3.09).
- Shoes with molded cleats are permitted; metal spiked shoes are not permitted.
- All Managers and Coaches, while participating in practice or games, shall wear footwear which covers the entire foot. Sandals, thongs, slip-on shoes are not permitted.
- No food or drink is allowed in the dugout except for bottled water or Gatorade type drinks. Water is also available from the drinking fountains.
- Never hesitate to report any present or potential unsafe condition or safety hazard to the WHLL Safety Officer or other League Official.
- No alcoholic beverages or drugs are permitted on the premises of the WHLL complex at any time.
- All pets or animals must be on leash and properly supervised by a responsible adult.

- Players and spectators should be alert at all times for hit or thrown balls.
- Riding of bicycles, skateboards, scooters, or skates are not allowed on the premises of the WHLL complex at any time during games.
- There is no running or horseplay allowed in or around the bleachers.
- **Pitch Count and Rest Period Rules must be adhered to:**
 - The manager must remove the pitcher when said pitcher reaches the limit for his/her age group, but the pitcher may remain in the game at another position with the exception of catcher.
 - NOTE: A pitcher who delivers 41 or more pitches in a game cannot play the position of catcher for the remainder of that day.
 - Pitch limits:

▪ League age 11-12	85 pitches per day
▪ League age 9-10	75 pitches per day
▪ League age 7-8	50 pitches per day
 - Exception: If a pitcher reaches his/her pitch limit while facing a batter, the pitcher may continue to pitch until that batter reaches base or is put out.
 - There is no limit to the number of pitchers a team may use in a game.
 - Rest requirements: A player may not pitch in consecutive games unless the players “pitch count” was 20 pitches or less during the previous game.
 - If a player pitches 66 or more pitches in a day, four (4) calendar days of rest must be observed.

- If a player pitches 51-65 or pitches in a day, three (3) calendar days of rest must be observed.
 - If a player pitches 36-50 pitches in a day, two (2) calendar days of rest must be observed.
 - If a player pitches 21-35 pitches in a day, one (1) calendar day of rest must be observed.
 - If a player pitches 1-20 pitches in a day, no (0) calendar day of rest must be observed.
- The league must designate the scorekeeper or another game official as the official pitch count recorder. The pitch count recorder must not only keep track of balls and strikes but foul balls batted with two strikes. The pitch count is computed by adding the number of balls and strikes, the number of foul balls hit with two strikes, and the number of fair batted balls.
 - The pitch count recorder must provide the current pitch count for any pitcher when requested by either manager or any umpire. **However, the manager is responsible for knowing when his/her pitcher must be removed.**
 - The official pitch count recorder should inform the umpire when a pitcher has delivered his/her maximum limit of pitches for the game. The umpire will inform the pitcher's manager that the pitcher must be removed as a pitcher. However, the failure of the pitch count recorder to notify the umpire and/or the failure of the umpire to notify the manager, does not relieve the manager of his/her responsibility to remove the pitcher when that pitcher is no longer eligible.
 - A player may not pitch in more than one game in a day, under any circumstances, including finishing a continuation game before a regularly scheduled game.

Concession Stand Safety

- No person under the age of fifteen will be allowed behind the counter in the concession stand.
- People working in the concession stand will be trained in safe food preparation. Training will cover the safe use of equipment. This training will be provided by the Auxiliary President and/or appropriate Auxiliary Board members.
- Cooking equipment will be inspected regularly and repaired or replaced as needed.
- Propane tanks will be turned off at the grill and at the tank after use.
- Food not purchased by WHLL to sell in its concession stand will not be cooked, prepared, or sold in the concession stand.
- Cooking grease will be stored safely in containers away from open flames.
- Carbon Dioxide tanks will be secured with chains so they stand upright and cannot fall over.
- Cleaning chemicals must be stored in a lockable container.
- A fully charged fire extinguisher rated for grease fires must be placed in plain sight at all times.
- All concession stand workers are to be instructed in the use of fire extinguishers.
- A complete First Aid Kit will be present in the concession stand.
- The Concession Stand main entrance door will not be locked or obstructed while people are inside.

Attachments

- 1. Little League Baseball Medical Release Form**
- 2. Injury Tracking/Reporting Form**
- 3. Little League Baseball Accident Notification Form**
- 4. Claim Form Instructions**
- 5. What Parents Should Know About Little League Insurance**
- 6. General Liability Claim Form**
- 7. Accident reporting Procedure**
- 8. 2018 Little League Volunteer Application**
- 9. 2019 Little League Returning Volunteer Application**
- 10. Concussion Information Sheet**



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

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:

- 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
 Parking Area
C.) Concession Area
 Volunteer Worker
 Customer/Bystander
- D.) Off Ball Field
 Travel:
 Car or Bike or
 Walking
 League Activity
 Other: _____

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: _____



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. **Unlimited** 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	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> PM	

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

Check all applicable responses in each column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (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)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (7-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	(Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	
	<input type="checkbox"/> 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

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.

It is suggested this memo should be reproduced on your league's letterhead over the signature of your president or safety officer and distributed to the parents of all participants at registration time.

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

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE INSURANCE

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits.

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

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

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

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

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

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

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

General Liability Claim Form

Send Completed form to:
 539 US Route 15 Hwy
 P.O. Box 3485
 Williamsport, Pennsylvania 17701-0485
 (570) 326-1921 Fax (570) 326-2951

Telephone immediate notice to Little League, International

(LEXINGTON USE ONLY)
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Insured	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 <input type="checkbox"/> PM	Accident occurred at (Street, City, State, Zip)	
	Arising out of Operations conducted at				
	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			
Coverage Data	Limits	Elevator:	Products:	Cont.	
	BI / PD:	Med. Psy: None	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				
Property Damage	Name of Owner		Description of Property		
	Address (Street, City, State, Zip)		Name of Insurance Co.		
	Nature and Extent of Damages and Estimate of Repairs				
Insured Person and Injuries:	Name		Phone No. (Res)		
	Address (Street, City, State, Zip)		Occupation	Age <input type="checkbox"/> Married <input type="checkbox"/> Single	
	Employers Name and Address		Phone No. (Bus)		
	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:		

USE REVERSE SIDE FOR DIAGRAM AND ANY OTHER INFORMATION OF IMPORTANCE IN REPORTING THE ACCIDENT



ACCIDENT REPORTING PROCEDURE

What to report

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the League Safety Officer.

When to report

All such incidents described above must be reported to the Safety Officer within 24 hours of the incident. The **Safety Officer, Rudy Trevino**, can be reached by cell phone at (619) 246-3533. You may also reach him by email at rtrevino11@yahoo.com.

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

How to make a report

Reporting incident can come from a variety of ways. Most typically, they are telephone conversations. At a minimum, the following must be provided:

- The name and phone number of the injured person.
- The date, time, and location of the incident.
- A detailed description of the incident
- A preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.

Accident and injury reports can be found inside the Safety Manual as well as at the concession stand.

All accidents occurring, unrelated to a player and/or team (spectator injuries, concession injuries, 3rd party injuries) shall be handled directly by the Safety Officer of the League President.