



Beverly Hills Little League



2020

2020



League # 0122-04-02



2020

Safety Plan & Reference

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7.1



Section 1 - Organization

Mission Statement

Beverly Hills Little League has offered a fun environment for children in Beverly Hills and its surrounding communities to learn the fundamentals of baseball and softball for over fifty years.

The Beverly Hills Little League shall help the children of the community learn the ideals of good sportsmanship, teamwork, honesty and respect for authority, while learning the fundamentals of baseball and softball.

Our primary objectives are to have fun and develop player skills and all Directors, Coaches, Parents and Players will be encouraged to participate in support of these aims.

To provide a safer environment for kids and all participants of Little League Baseball through education and training.

BHLL will distribute a copy of this Safety Manual to all Managers, Coaches, League Volunteers and the District Administrator and it will be posted on the BHLL website.



2020

2020 Board of Directors

Position	Name	Phone Number	Email
President	Aaron Olds	248.379.3014	aaron.olds@gmail.com
Treasurer	Bryan Hughes	248.862.2770	bryanhughes78@gmail.com
Communications Director	Shannon Lamb	586.295.0413	shannondlamb@gmail.com
Minors Director	Andy Robinson	678.654.4729	arobinson@stout.com
Youth Director	Benjamin McKinney	248.321.7252	benjaminmckinney@hotmail.com
T-Ball Director	Phil Short	734.789.2066	shortp@wbsdweb.com
Equipment and Fields Director	Scott Summers	248.346.5592	tim.dwyer@dwyer-marble.com
Sponsorship Coordinator	Shannon Lamb	586.295.0413	shannondlamb@gmail.com

* League Safety Officer, Shannon Lamb, is on file with Little League Headquarters.



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Volunteer Application and Background Checks

Requirement

Managers, coaches, board members and any other volunteer, who provide regular services to the league and/or have repetitive access to or contact with players or teams **must fill out an application form as well as provide a government-issued photo identification card for ID verification. BHLL will use the Official Little League Volunteer Application Form 2018 (Attachment 1).**

Responsibility

The League President will be responsible for the collection and verification of all Volunteer Application Forms from all applicable volunteers.

The League President will conduct a search of the Department of Justice's nationwide sex offender registry on all applicable volunteers.

Anyone refusing to fill out a Volunteer Application is ineligible to participate in any volunteer capacity,

The League President must retain these confidential forms for the year of service and destroy them thereafter.



2020

Training Requirements & Status

FUNDAMENTALS TRAINING

Requirement: Provide coaches with fundamentals training, with at least one coach from each team attending. Fundamentals training will include warm-ups, conditioning, hitting, sliding, fielding, proper throw, pitching, pitch count, arm fatigue, etc. ALL coaches will be asked to attend the training. A minimum of one coach from each team is required each year to attend the training. Training qualifies a volunteer for three years.

The President (or designate) will arrange for training and monitor adherence to policy and report results to the Safety Officer for recording in the Safety Manual. Attendance will be documented. A schedule will be maintained on an annual basis for each participating coach.

2020 Results

Number of teams represented: 17

Required training will be completed by: 04/01/2020

Fundamentals Training will be conducted at the Guts Training Facility.

FIRST AID TRAINING

Requirement: Provide coaches with first-aid training, with at least one coach from each team attending. The first-aid training will include how to recognize and treat potential baseball-related injuries such as scrapes, sprains, cuts, bruises, heat stress, and concussions. ALL coaches will be asked to attend the training. A minimum of one coach from each team is required each year to attend the training. Training qualifies a volunteer for three years.

The Safety officer will arrange for needed training and monitor adherence to policy and report results to the President. Attendance will be documented. A schedule will be maintained for each participating coach.

2020 Results

Number of teams represented: 17

Required First Aid training will be completed by: 04/01/2020

First Aid Training will be conducted by a registered nurse at the Lutheran Church of the Redeemer 1800 W Maple Rd Birmingham, MI 48009.

BHLL DOES NOT OWN OR OPERATE A CONCESSION STAND



Section 2 – Emergency Procedures & Accident Reporting

Emergency Procedures

It is the responsibility of the head coach of each team to maintain a copy of the Safety Plan (ASAP) at every practice and game.

The Emergency Contacts & Procedures sheet shall be maintained in the Safety Plan or posted in the dugout at every practice or game so that it is immediately available in the event of an emergency. It will also be posted on the inside of the equipment box lid.

An incident that causes any player, manager, coach, umpire or spectator to receive medical treatment and/or first aid ***must be reported to the Safety Officer within 24 hours***. The incident must be documented on the Incident/Injury Tracking Form (**Attachment 2**) and submitted to the Safety Officer within 24 hours.

Before the children take the field for the first time, the Little League Baseball and Softball Medical Release Form shall be provided to the parents and completed for each player. This form must be available for emergency medical professionals in the event of a medical emergency. Most hospitals will not treat a player who does not have a life-threatening injury without a Medical Release Form. The Medical Release Form (**Attachment 3**) shall be maintained in the Safety Plan (ASAP) which must be in the dugout for each practice or game.

If a coach suspects that an athlete has a concussion, follow the steps outlined in the Heads Up Concussion Action Plan (**Attachment 4**).

As required by the State of Michigan, the Parent & Athlete Concussion Information Sheet (**Attachment 4**) shall be reviewed and signed by both a parent and the athlete before the season begins.



Emergency Contacts & Procedures

The most important help you can provide to a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure that you or another caller follows these steps.

EMERGENCY 911
Beverly Hills Police-Fire 248-540-3400

- 1) **First Dial 911**
- 2) Give field location. This is _____
- 3) Your name
- 4) What happened
- 5) How many people are involved
The condition of the injured (unconscious, chest pains, bleeding)
- 6) What help is being given (first aid, CPR etc.)
- 7) Appoint someone to go to the street or parking lot
to look for the ambulance or fire truck and flag them down if necessary.

An incident that causes any player, manager, coach, umpire or spectator to receive medical treatment and/or first aid ***must be reported to the Safety Officer within 24 hours.*** This includes passive treatments.

Safety Officer: **Shannon Lamb** 586.295.0413

President: **Aaron Olds** 248.379.3014

Accident Reporting Procedures

What should be reported?

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

Near Misses should also be reported.

When should this be reported?

All such incidents described above must be reported to the Safety Officer *within 24 hours* of the incident. (See contact information)

How is this information reported?

All accident reports are to be reported on the "Incident/Injury Tracking Reporting form" located in the storage box at each field and as **Attachment 2**. In some cases you may contact the safety officer directly. At a minimum, the following information must be provided.

- The name and phone number of the individual(s) involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- A preliminary estimate of the extent of the injury.
- A description of any treatment given.
- The name and phone number of the person reporting the incident.
- Either deliver the report to the Safety Officer or place completed Injury Report in the folder and inform the Safety Officer that an incident occurred. The Safety Officer will record incidents and file such reports with the league/district and national offices.

When you encounter a "near miss" please fill out the injury report form and identify at the top of the page that a near miss occurred. You may contact the Safety Officer at any time to discuss injuries or near misses.

Section 3 – Coaching Guidelines

Coaching

Mission statement:

The Beverly Hills Little League shall help the children of the community learn the ideals of good sportsmanship, teamwork, honesty and respect for authority, while learning the fundamentals of baseball / softball.

Our primary objectives are to have fun and develop player skills, and all Directors, Coaches, Parents, and Players will be encouraged to participate in support of these aims.



A Note to Managers and Coaches:

Thank you for volunteering to manage a team or be an assistant coach. The BHLL could not exist without you and the time you give. This manual has been assembled to help you get started and be used as a reference throughout the season. It includes a player welcome letter, sample practice schedules, a line-up template, basic fundamentals, and a list of drills.

All coaches are asked to become familiar with the contents within this manual to promote consistency in instruction through the teams and levels within BHLL. Managers and coaches of Majors and Junior level teams will likely want to seek out additional resources for more detail techniques and strategy. Your comments and suggestions are welcome and encouraged, as your collective experiences captured year after year will truly benefit future teams and ball players.

BHLL is about having fun, but other things go along with the enjoyment. At the end of the season we hope the kids all had fun but they also learned a little more about good sportsmanship, teamwork, honesty, respect for authority, and fundamentals of baseball / softball. As managers and coaches you will be the primary instructors and example setters of these ideals. You are encouraged to seek out help from parents to assist with coaching, score keeping, snack schedules, and other tasks. Feel free to share this manual or pages from this manual with the volunteers helping you.

Have a great season.



Guidelines for Managers, Coaches, Spectators and Parents

The Managers and Coaches:

- Reflect an understanding of the age group they supervise.
- Are aware that they are an example to those with whom they work.
- Demonstrate that they have an appreciation of the philosophy of Little League, and cooperate with others in making the program of mutual benefit to all children.
- Exercise their leadership role adequately but leave the ball game in the hands of the players.
- Within the regulations of their own league and Little League, provide an opportunity for each child to participate.
- Encourage their players at every opportunity. Familiarize themselves with the home background of the children and their families.
- Instill a desire to win and improve, striving to impart as much baseball or softball knowledge as possible to each player.
- Are instrumental in shaping acceptable behavior patterns whether the team wins or loses.
- Know the playing rules and regulations of Little League and be able to interpret them correctly. Play by the rules and adhere to their intent, instilling in the players a respect for the rules of the game.
- Are well acquainted with the player selection system used in their league, and select players for the team according to their abilities.
- Are cautious and use sound, reasonable judgment in protect situations.

The actions of players, managers, coaches, umpires and league officials must be above reproach. Any player, manager, coach, umpire or league representative who is involved in a verbal or physical altercation, or an incident of unsportsmanlike conduct, at the game site or any other Little League activity, is subject to disciplinary action by the Local League Board of Directors.

Spectators and Parents:

- Are made aware of the rules, regulations, policies and philosophy of Little League.
- Are positive in any criticism of the program and are willing to volunteer their services to improve it. Present their opinions and criticisms to officers of league in a constructive manner.
- Clearly understand the tryout system (where applicable) and the method of player selection.
- Demonstrate that they recognize the effort expended by the volunteer personnel by refraining from unsportsmanlike conduct and “grandstand” managing.
- Realize that the umpire is closest to the play and that each umpire calls them as he or she sees them.
- Recognize that Little Leaguers are children, not professional players, and need encouragement, not criticism.
- Applaud good plays; ignore errors. Encourage a greater effort, initiative and hustle. Congratulate the winner; encourage the loser.

Coaching style and sportsmanship:

Don Marsh (author of 101 Things You Can Teach Your Kids About Baseball) says that teaching baseball to kids demands a person of emotional makeup with equal parts George Patton and Mr. Rogers. Without the former, the learning process is lost in the fog of confusion. Without the latter, it ceases to be fun, and therefore of little value at all.

“The manager should always be involved in teaching ideals of sportsmanship, in developing attitudes toward winning and losing, and prompting good behavior on the field. It will take a few reminders, especially at practice, but the message will get through if the manager is firm enough” ¹.

Good sportsmanship rules strongly encouraged and supported by BHLL that help teach respect for other and self:

- Players are not allowed to yell anything at each other in practice or in games unless it is encouragement
- Yell nothing at all - at the opposing players or the umpire
- Players are to devote his/her full energy to every action on the field
- Take victory and defeat in stride
- All players should be on the bench during a game when not on the field
- Line up after the game and congratulate the other team



BHLL believes that the respect for authority is a key ideal and is essential in creating an effective environment for learning the fundamentals of baseball / softball while having fun. Below are scenarios you may face and examples of responses to those situations.

“A positive attitude is extremely important in baseball, for coaches as well as players. Pats on the back are an integral part of building confidence. Players cannot control whether or not a player on the other team will make a good play in the field, but they should always receive encouragement for doing their job. If a player hits a hard line drive that is caught, the coach should compliment that player on a good hit. If a player flies out, but the base runners tagged up and advanced, the player should receive praise for moving the runners along”.¹

“A manager succeeds best when the players give him their full energies because they want to and because they are enjoying themselves”.¹

“Aggressive kids can be a disruptive influence on the team. They often want greatly to compete in baseball and if they do not follow the rules the manager can withhold that privilege if necessary to keep them from disrupting the rest of the team. This can range from doing push-ups, running laps, and sitting them down away from the team. An aggressive kid is easy to identify, for one thing the manager can easily hear him or her sounding off. The manager will have to control this child from the start or there will be trouble”.¹

“Organized sports are not democratic nor should they be”. “The Little League manager should have a command presence. When he sets down the rules, he should act as if it had never occurred to him that they would be questioned or disobeyed”. “Discipline is essential in organized athletics”.¹

“Strong leadership does not mean rigid leadership. Manager must control his players; teach by example, but most of all he must try to understand them. Know when to be forceful and when to be good humored and understanding”.¹

You probably are more Mr. Rogers and less George Patton for the youth teams of course. Remember, it's only a game.

¹ These are excerpts from *Baseball and Your Boy* by Al Rosen.



Section 4 – Facilities & Equipment

SAFETY RULES & PROCEDURES

BHLL requires all teams to comply with and enforce all Little League Rules.

Safe Playing Areas

Before and during each game the coaches and umpires are responsible to walk/check the playing areas for:

- Holes, damage, rough or uneven spots, slippery areas and long grass
- Glass, rocks and foreign objects
- Damage to screens or fences, including holes, sharp edges, or loose edges
- Ensure the yellow fence tops are in place
- Unsafe conditions around backstop, pitcher's mound or dugouts
- Report any unresolved safety issues to the Safety Officer.
- If damage or unsafe conditions are observed, a coach from either team shall document it in the Facility and Field Inspection Checklist (**Attachment 5**) and submit to the Safety Officer.

Safe Equipment

All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. Managers, coaches and umpires should:

- Be sure that all equipment is LL approved
- Inspect all bats, helmets and other equipment on a regular basis and repair or dispose of unsafe equipment properly. Ensure that bad equipment is destroyed so it cannot be used inadvertently.
- Reduced impact balls will be used in the T-Ball and Youth Baseball Divisions.
- All bases will disengage from their anchors
- Keep loose equipment stored properly and out of the playing area
- Have all players remove personal jewelry
- Parents should be encouraged to provide safety glasses for players who wear glasses

Safety Rules & Procedures

Managers and coaches must:

- Have all players' Medical Release forms (**Attachment 3**) at every practice and game
- Have a first aid kit accessible at every practice and game
- Have access to a telephone in case of emergencies
- Know where the closest emergency shelter is in case of severe weather
- Ensure warm-up procedures have been completed by all players



Safety Rules & Procedures (continued)

Safety Rules & Procedures

- Ensure that the catcher is in proper attire at all times when catching pitched balls
- Stress the importance of paying attention, no “horse playing allowed”
- Instruct the players on proper fundamentals of the game to ensure safe participation
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Have two coaches present at each practice, in case of emergency
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by spectators
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches
- Except when runner is returning to a base, head-first slides are **not** permitted.
- Coaches may **not** catch pitchers before or during a game (Rule 3.09).
- On-deck batters are **not** permitted.
- No games or practices should be held when weather or field conditions are bad.
- BHLL will enforce Little League pitch count rules for the Minors and Majors Baseball Divisions.
- The Safety Officer will post the Safety Plan on the league’s web page and distribute hard copies of the applicable safety manual to volunteers.

Weather Conditions

Before the Storm

- Check the weather forecast before leaving for a game or practice
- Watch for signs of an approaching storm
- Postpone outdoor activities if storms are imminent

Approaching Thunderstorm

- Take caution when you hear thunder. If you hear thunder, you are close enough to get struck by lightning.
- During the game the umpire will clear the field in the event of an approaching storm.
- Move to a safe environment immediately. Do **not** go under a tree or go in a dugout.
- If lightening is occurring and there is not sturdy shelter near, get inside a hard top automobile and keep the windows up.
- See “Lightning Safety” procedures (**Attachment 6**).

First Aid Kits

Location: Stored at each field in locked storage box with each team coach having access during every practice and game.

Contents: First aid guide
Contents card
Disposable gloves
Bandages: sheer-flexible, soft gauze, 2 inch elastic & triangular
Non-stick pads-assorted sizes
Antiseptic wipes
First aid cream
***Instant cold packs (MINIMUM OF 6)* -**
Oval eye pads
Hypo-allergenic first aid tape in dispenser
Scissors, tweezers
Tylenol extra strength caplets
Emergency contact information

Responsibility: Items used are to be reported to the Safety Officer.
Extra first aid kits are available from the Safety Officer for travel games.

Inspections: Required pre-season, post-season and at least once in between.



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ATTACHMENTS



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ATTACHMENT 1



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ATTACHMENT 2



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ATTACHMENT 3



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ATTACHMENT 4



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ATTACHMENT 5



2020

ATTACHMENT 6



Little League® Volunteer Application - 2020

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

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

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

Name _____ Date _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

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

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

1. Do you have children in the program? Yes ☐ No ☐

If yes, list full name and what level? _____

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

3. Do you have a valid driver's license? Yes ☐ No ☐

Driver's License#: _____ State _____

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? Yes ☐ No ☐

If yes, describe each in full: _____

(If volunteer answered yes to Question 4, the local league must contact the Little League International Security Manager.)

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes ☐ No ☐

If yes, describe each in full: _____

(Answering yes to question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes ☐ No ☐

If yes, describe each in full: _____

(Answering yes to question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs? Yes ☐ No ☐

If yes, explain: _____

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

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

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

Name/Phone

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

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

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

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

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____
 on _____

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

Regulation 1(c)(9) Mandates all checks include criminal records and sex offender registry records

* JDP ☐ Sex Offender Registry Data and National Criminal ☐
 Records check, as mandated in the current season's
 official regulations

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

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

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: ☐ Male ☐ Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

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

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

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

Type of injury: _____
_____**Was first aid required?** ☐ Yes ☐ No If yes, what: _____**Was professional medical treatment required?** ☐ Yes ☐ No If yes, what: _____
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)**Type of incident and location:**

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

Please give a short description of incident: _____
_____**Could this accident have been avoided? How:** _____

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

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

Signature: _____ Date: _____



Little League® Baseball and Softball M E D I C A L R E L E A S E



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

Player: _____ Date of Birth: _____ Gender (M/F): _____

Parent (s)/Guardian Name: _____ Relationship: _____

Parent (s)/Guardian Name: _____ Relationship: _____

Player's Address: _____ City: _____ State/Country: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

PARENT OR LEGAL GUARDIAN AUTHORIZATION:

Email: _____

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

Family Physician: _____ Phone: _____

Address: _____ City: _____ State/Country: _____

Hospital Preference: _____

Parent Insurance Co: _____ Policy No.: _____ Group ID#: _____

League Insurance Co: _____ Policy No.: _____ League/Group ID#: _____

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

Name	Phone	Relationship to Player
------	-------	------------------------

Name	Phone	Relationship to Player
------	-------	------------------------

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

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: _____

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

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

FOR LEAGUE USE ONLY:

League Name: _____ League ID: _____

Division: _____ Team: _____ Date: _____

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

HEADS UP CONCUSSION ACTION PLAN



IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

▶ **"IT'S BETTER TO MISS ONE GAME, THAN THE WHOLE SEASON."**



CONCUSSION SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall

[INSERT YOUR LOGO]

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PARENT & ATHLETE CONCUSSION INFORMATION SHEET



WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.



SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Michigan Department
of Community Health



Rick Snyder, Governor
James K. Haveman, Director



**"IT'S BETTER TO MISS ONE GAME
THAN THE WHOLE SEASON"**

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

STUDENT-ATHLETE NAME PRINTED

STUDENT-ATHLETE NAME SIGNED

DATE

PARENT OR GUARDIAN NAME PRINTED

PARENT OR GUARDIAN NAME SIGNED

DATE

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Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

MEDICAL CLEARANCE: CONCUSSION – RETURN TO FULL ATHLETIC ACTIVITY

The State of Michigan requires that all youth athletes removed from physical participation in an athletic activity because of a suspected concussion¹ must undergo a medical evaluation by an appropriate health professional, and must receive written clearance² before returning to full physical participation in an athletic activity. **(Public Acts 342 and 343 of 2012)**

This form may be used to document medical clearance to return to full athletic activity after a concussion or suspected concussion.

Student Name: _____ DOB: ____/____/____

School/Organization: _____ Date of Injury: ____/____/____

Before clearing an athlete to return to full unrestricted physical participation in athletic activity after a concussion, the health professional should verify that the athlete has:

- A. Has returned to full activities of daily living.
- B. Has returned to performing their regular school activities.
- C. Has completed a graduated exertional protocol and sport specific drills.

If an athlete that has been released to return to full athletic participation experiences a return of symptoms, please be advised that the athlete should be re-evaluated by an appropriate health professional. This is important to ensure the safety and well-being of the athlete.

I HEREBY AUTHORIZE THE ABOVE NAMED STUDENT TO RETURN TO FULL ATHLETIC ACTIVITY WITHOUT RESTRICTION.

Print Health Professional Name: _____ Title: _____

Note: An "Appropriate health professional" means a health professional who is licensed or otherwise authorized to engage in a health profession and whose scope of practice within that health profession includes the recognition, treatment, and management of concussions.

Address: _____

_____ Phone Number: _____

Signature: _____ Date: ____/____/____

¹ A "Concussion" is a type of traumatic brain injury as recognized by the Centers for Disease Control and Prevention. A concussion may cause a change in a person's mental status at the time of the injury including, but not limited to feeling dazed, disoriented, or confused, and may or may not include a loss of consciousness. A concussion may be caused by any type of accident or injury including, but not limited to the following: a fall, blow, bump or jolt to the head or body, the shaking or spinning of the head or body, or the acceleration and deceleration of the head.

² The organizing entity shall maintain this written clearance in a permanent file for the duration of that youth athlete's participation in athletic activity sponsored by or operated under the auspices of that organizing entity or until the youth athlete is 18 years of age.



Facility and Field Inspection Checklist

Facility Name _____

Inspector _____

Date _____ **Time** _____

- ☐ Holes, damage, rough or uneven spots
- ☐ Slippery Areas, long grass
- ☐ Glass, rocks and other debris & foreign objects
- ☐ Damage to screens, fences edges or sharp fencing
- ☐ Unsafe conditions around backstop, pitchers mound
- ☐ Warning Track condition
- ☐ Dugouts condition before and after games
- ☐ Make sure telephones are available
- ☐ Area's around Bleachers free of debris
- ☐ General Garbage clean-up
- ☐ Who's in charge of emptying garbage cans
- ☐ Conditions of restrooms and restroom supplies
- ☐ Concession Stand inspection

NOTES/ HAZARDS

Signature _____

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Lightning Safety Outdoors

(Printer Friendly Page)

The capricious nature of thunderstorms makes them extremely dangerous, however, following proven lightning safety guidelines can reduce your risk of injury or death. You are ultimately responsible for your personal safety. You have the responsibility to act when threatened by lightning.

This document has two main sections: lightning safety [outdoors when a safe location](#) is nearby and when a [safe location is NOT close](#).

No place is absolutely safe from lightning; however, some places are much safer than others. The safest location during lightning activity is an enclosed building. The second safest location is an enclosed metal vehicle, car, truck, van, etc., but NOT a convertible, bike or other topless or soft top vehicle.

Safe Buildings

A safe building is one that is fully enclosed with a roof, walls and floor, such as a home, school, office building or a shopping center. Even [inside](#), you should take precautions. Picnic shelters, dugouts and other partially open structures are **NOT** safe.

Enclosed buildings are safe because of wiring and plumbing. If lightning strikes these types of buildings, or an outside telephone pole, the electrical current from the flash will typically travel through the wiring or the plumbing into the ground. This is why you should stay away from showers, sinks, hot tubs, etc., and electronic equipment such as TVs, radios, and computers.

Lightning can damage or destroy electronics so its important to have a proper lightning protection system connected to your electronic equipment. The [American Meteorological Society](#) has tips for protecting your electronics from lightning.

Unsafe Buildings

Examples of buildings which are unsafe include car ports, covered but open garages, covered patio, picnic shelters, beach shacks/pavilions, golf shelters, camping tents, large outdoor tents, baseball dugouts and other partially open structures.

Safe Vehicle

A safe vehicle is a hard-topped car, SUV, minivan, bus, tractor, etc. (soft-topped convertibles are not safe) . If you seek shelter in your vehicle, make sure all doors are closed and windows rolled up. Do not touch any metal surfaces.

If you're driving when a thunderstorm starts, pull off the roadway. A lightning flash hitting the vehicle could startle you and cause temporary blindness, especially at night.

Do not use electronic devices such as HAM radios or cell phones during a thunderstorm. Lightning striking the vehicle, especially the antennae, could cause serious injury if you are talking on the radio or holding the microphone at the time of the flash. Emergency officials such as police officers, firefighters, security officers, etc., should use extreme caution using radio equipment when lightning is in the area.

Your vehicle and its electronics may be damaged if hit by lightning. Vehicles struck by lightning are known to have flat tires the next day. This occurs because the lightning punctures tiny holes in the tires. Vehicles have caught fire after being struck by lightning; however, there is no modern day documented cases of vehicles "exploding" due to a lightning flash.

Bolts from the Blue

There are times when a lightning flash can travel horizontally many miles away from the thunderstorm cloud itself and then strike the ground. These types of lightning flashes are called "[Bolts from the Blue](#)" because they seem to come out of a clear blue sky. Although these flashes are rare, they have been known to cause fatalities.

When a Safe Location is Nearby

When a safe location is nearby, follow the "**30/30 Rule**."

- Seek safe shelter when you first hear thunder, see dark threatening clouds developing overhead or lightning. Count the seconds between the time you see lightning and hear the thunder. You should already be in a safe location if that time is less than 30 seconds.
- Stay inside until 30 minutes after you last hear thunder.

[Click here to calculate how far lightning is away from you](#)

Plan Ahead! Your best source of up-to-date weather information is a [NOAA Weather Radio \(NWR\)](#). Portable weather radios are handy for outdoor activities. If you don't have NWR, stay up to date via internet, TV, local radio or cell phone. If you are in a group, make sure all leaders or members of the group have a lightning safety plan and are ready to use it.

Determine how far you are from a [safe enclosed building](#) or a [safe vehicle](#). As soon as you hear thunder, see lightning or see dark threatening clouds, get to a safe location. Then wait 30 minutes after the last rumble of thunder before you leave the safe location. If you are part of a group, particularly a large one, you will need more time to get all group members to safety. NWS recommends having professional lightning detection equipment so your group can be alerted from significant distances from the event site.

When groups are involved, the time needed to get to safety increases. So you need to start leaving sooner. Your entire group should already be in a safe location when the approaching storm reaches within 5 miles from your location.

Here some two common scenarios with suggestions on how to safely respond.

Coach of Outdoor Sports Team

You are a manager of a little league team and have a game this evening at the local recreational park. The weather forecast for the day calls for a partly cloudy skies, with a chance of thunderstorms by early evening. You arrive in your vehicle while the kids arrive with their parents. Once arriving at the park, you notice the only buildings are the the restrooms, an enclosed building. Shortly after sunset, the skies start to cloud up and you see bright flashes in the sky to the west. The local radio station mentions storms are on the way.

In this case, the safest locations are the [vehicles](#) the kids came in or the [rest rooms](#). You should have a choice of allowing the kids to go back to their vehicles or bring everyone into the restrooms. It is important **NOT** to stay in the dugouts as they are not safe place during lightning activity. Once at a safe place, wait 30 minutes after the last rumble of thunder before going back outside.

Family at the Beach

You plan to go to the beach or lake later this morning with the kids. The weather forecast calls for a nice morning followed by a 30 percent chance of afternoon thunderstorms. You decide to head for the beach in your minivan. The beach is about 5 minutes from the parking lot. The only nearby buildings are picnic shelters. By early afternoon you notice the skies darkening and hear distant thunder. What would be your lightning safety plan of action?

In this case, the best place to go is your [car](#). Do NOT seek shelter under the beach [picnic shacks](#) because these are not safe in lightning storms. Wait 30 minutes until after the last thunder crack before going back to the beach or driving home.

When a Safe Location Is Not Nearby

The lightning safety community reminds you that there is NO safe place to be outside in a thunderstorm. If you absolutely can't get to safety, this section is designed to help you lessen the threat of being struck by lightning while outside.

Being stranded outdoors when lightning is striking nearby is a harrowing experience. Your first and only truly safe choice is to get to a safe building or vehicle. If are [camping](#), [climbing](#), on a [motorcycle or bicycle](#), [boating](#), [scuba diving](#), or enjoying other outdoor activities and cannot get to a safe vehicle or shelter, follow these last resort tips.

- Do **NOT** seek shelter under tall isolated trees! The tree may help you stay dry but will significantly increase your risk of being struck by lightning. Rain will not kill you, but the lightning can!
- Do **NOT** seek shelter under partially enclosed buildings
- Stay away from tall, isolated objects. Lightning typically strikes the tallest object. That may be you in an open field or clearing.
- Know the weather patterns of the area. For example, in mountainous areas, thunderstorms typically develop in the early afternoon, so plan to hike early in the day and be down the mountain by noon.
- Know the weather forecast. If there is a high chance of thunderstorms, curtail your outdoor activities.
- Do not place your campsite in an open field on the top of a hill or on a ridge top. Keep your site away from tall isolated trees or other tall objects. If you are in a forest, stay near a lower stand of trees. If you are camping in an open area, set up camp in a valley, ravine, or other low area. A tent offers NO protection from lightning.
- Wet ropes can make excellent conductors. This is BAD news when it comes to lightning activity. If you are mountain climbing and see lightning, and can do safely, remove unnecessary ropes extended or attached to you. If a rope is extended across a mountain face and lightning makes contact with it, the electrical current will likely travel along the rope, especially if it is wet.
- Stay away from metal objects, such as fences, poles and backpacks. Metal is an excellent conductor. The current from a lightning flash will easily travel for long distances (See Figure 1)



Figure 1 Dead cows lined up along a metallic fence. Lightning struck the fence, and the current traveled along the fence killing the cows. *Photo Courtesy Ruth Lyon-Bateman*

If lightning is in the immediate area, and there is no safe location nearby, get into the lightning desperation position. Crouch down but do NOT lay down. Bend your knees down while [keeping your feet together](#) (see Figure 2).



Figure 2: Lightning Desperation Position

Motorcyclist/Bicyclist

- Carry a portable NWR or listen to the radio.
- If you see threatening skies in the distance and you are passing a safe location, pull over and wait 30 minutes after the last thunder crack.
- If you can turn around and get away from the storm, do so!
- DO NOT ride into a lightning storm!

If you absolutely cannot get to a safe building or vehicle, here are some last resort choices:

- Wait out the storm below an overpass. DO NOT touch steel girders. Move away from your bike. Remain on the dry surfaces if possible. Overpasses are engineered structures and are likely to be properly grounded. Although an overpass is likely to be higher than the surrounding landscape, if it is struck by lightning, the electrical current will likely be channeled safely into the ground.
- Look for a bridge. Stay away from water. Stay away from any metal surfaces. Be alert for rapidly rising water if under a bridge.
- High tension wires: If high voltage electrical tension wires cross the road, you may want to seek shelter directly underneath these wires. Do not get too close to the large metal towers which hold up these wires. Stay at least 50 feet away. Electric companies design these high tension wires for lightning strikes. If lightning should strike the wires or towers, the current is designed to safely go deep into the ground.

IMPORTANT: These recommendations are a last resort. You are NOT safe in these places just marginally safer than in the open.

- If you are caught in the open and lightning is occurring within 5 miles, **STOP** riding, get off of your motorcycle/bicycle, find a ditch or other low spot and get into the lightning desperation position.
- Motorcyclists should move at least 50 feet away from their bike. Bicyclist should lay their bikes on the ground.
- [Click here to read a story about a motorcyclist killed while riding in lightning.](#)

On the Water

The vast majority of lightning injuries and deaths on boats occur on [small boats with NO cabin](#). It is crucial to listen to the weather on a small aquatic vessel without a cabin. If thunderstorms are forecast, don't go out or remain relatively close to land. If you are out on the water and skies are threatening on the horizon, get back to land and find a safe building or vehicle.

Boats with cabins offer a safer but not perfect environment. Safety is increased further if the boat has a properly installed lightning protection system. If you are inside the cabin, stay away from metal and all electrical components. **STAY OFF THE RADIO UNLESS IT IS AN ABSOLUTE EMERGENCY!**

What should you do if you are on a small vessel and lightning becomes a threat? If the vessel has an anchor, then you should properly anchor the boat then get as low as possible.

Large boats with cabins, especially those with lightning protection systems properly installed or metal marine vessels are relatively safe. Remember to stay inside the cabin and away from any metal surfaces.

Scuba Divers

If the boat you are in does not have a safe cabin to be in during lightning activity, then you are safer diving deep into the water for the duration of the storm or as long as possible. Your first choice is to head in and get in safe building or vehicle.

[Overview](#), [Science](#), [Outdoors](#), [Indoors](#), [Medical](#), [Teachers](#), [Survivor Stories](#),
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