

# 2024 ASAP Safety Plan

CYA LITTLE LEAGUE (03461005)  
[www.CYALL.org](http://www.CYALL.org)



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## CYA Little League Safety Mission Statement

CYA Little League is a community- based athletic organization dedicated to developing superior citizens. CYA Little League provides a safe, inclusive, and positive environment that focuses on developing the core values of teamwork, discipline, respect, and citizenship in all our youth athletes through the game of baseball. We strive to instill these values and engender a life-long love of the game by encouraging our players to:

- Develop and continually improve upon positive character traits, including courage, loyalty, and selflessness, which will serve them throughout their lives, not just on the field of play.
- Participate as an integral member of his or her team, believing that love of the game will be greatly enhanced through their active involvement.
- Have fun playing and practicing, while improving their physical well-being; and
- Continue to refine and develop baseball skills and knowledge through their active participation in our baseball program.

We are committed to maintaining a positive culture in which coaches, parents, fans, umpires, and players work together to achieve our mission.

## CYA Little League Safety Mission Statement

### **“Safety is Everyone's Responsibility”**

CYA Little League's highest priority is for the safety of our kids. Prevention is the key to reducing accidents. CYA Little League is committed to encouraging and providing a safe environment. To succeed we need the commitment of parents, coaches, umpires, and board members to become our Safety Advocates for CYA Little League.

CYA Little League is actively participating in Little Leagues “A Safety Awareness Program” (ASAP), whose mission is "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball." An important part of participating in ASAP is the development of a Safety Manual.

The purpose of this manual is to provide important safety information to stakeholders in the CYA Little League program. While specifically written for Managers, and Coaches, the information contained in this document can be a useful resource for all participants of CYA Little League. Please take the time to review this manual in its entirety. We request your assistance, and guidance in making CYA Little League a great program. For additional information, or if you have any concerns, or suggestions for improvement, please visit our web site at [www.cyall.org](http://www.cyall.org). We want to hear from you! Thank you for your commitment to CYA Little League.

## **Requirement 1 - Active Safety Officer**

CYA Little League has an active safety officer. The League Safety Officer is an elected Member of the CYA Little League Board of Directors and serves in a dedicated position. This individual is the primary point of contact for the safety issues and is responsible to review, modify and communicate the League's Safety Plan each year. The Safety Officer is identified in Section 3 of this document and is on file with Little League International.

## **Requirement 2 - Distribute a Safety Manual**

The CYA Little League Safety Manual will be published online at [www.cyall.org](http://www.cyall.org). An electronic version will be distributed by the safety manager to all appropriate and applicable volunteers at the beginning of each season during equipment handout or as requested. A printed copy of the safety plan will be issued to the concession stand (common area), and made available to concession workers, facilities crew, volunteers, etc.

A complete copy of the Safety Plan will be kept for CYA Little League, and a copy will be sent to the appropriate District Administrator or District Safety Officer.

## **Requirement 3 - Post Board and Emergency Numbers**

Emergency and Key Officials' contact information is provided as part of the Safety Plan. All managers and coaches shall use "911" for all on field emergencies requiring fire, police, or ambulance. Managers and coaches shall always keep a player roster with emergency contact information with them and have a working cell phone during practice and games. Emergency Contact procedures and CYA Little League Site Map are included in the Safety Plan as Appendix A.

## CYA Little League Emergency Contact Phone List

FAIRFAX COUNTY POLICE DEPARTMENT	
• Emergency	911
• Non-emergency	703-691-2131
• Fair Oaks Station	703-591-0966
FAIRFAX COUNTY FIRE AND RESCUE	
• Emergency	911
• Non-emergency	703-691-2131
• Fair Oaks Station	703-591-0966
• Sully District Station	703-814-7000
FAIR OAKS HOSPITAL	
	703-391-3600

## CYA Little League 2024 Board of Directors

NAME	POSITION	EMAIL
DelaCruz, Giselle	Director of Community Relations / Snack Shack GM	<a href="mailto:the.dacruz.crew@gmail.com">the.dacruz.crew@gmail.com</a>
Ferragamo, Chris	Field Ops	<a href="mailto:cferragamo@jackscamp.com">cferragamo@jackscamp.com</a>
Giannini, Carmen	Dir. Field Maintenance	<a href="mailto:cgiannini18@gmail.com">cgiannini18@gmail.com</a>
Im, David	Travel Coordinator	<a href="mailto:imdavidim@gmail.com">imdavidim@gmail.com</a>
Johnston, David	Player Agent	<a href="mailto:djohnston07@gmail.com">djohnston07@gmail.com</a>
Leisey, Leslie	Social Media/PR/Secretary	<a href="mailto:laneandlesie@gmail.com">laneandlesie@gmail.com</a>
Mezzetti, David	President	<a href="mailto:president@cyall.org">president@cyall.org</a>
Nava, Frank	Vice President	<a href="mailto:frjnava@gmail.com">frjnava@gmail.com</a>
Osborne, Shannon	TB/CP Coordinator	<a href="mailto:shannon.osborne97@gmail.com">shannon.osborne97@gmail.com</a>
Perkins, Nathan	Safety	<a href="mailto:cyall.social@gmail.com">cyall.social@gmail.com</a>
Phillips, Thomas	MP Coordinator	<a href="mailto:tphillips@kcbp.com">tphillips@kcbp.com</a>
Rhodes, Nick	Dir of Fundraising	<a href="mailto:nickrhodes22@gmail.com">nickrhodes22@gmail.com</a>
Rose, John	League Scheduler	<a href="mailto:jrose05@verizon.net">jrose05@verizon.net</a>
Sammler, Ed	Treasurer	<a href="mailto:edsammler@cox.net">edsammler@cox.net</a>
Scheid, Jon	Umpire in Chief	<a href="mailto:jfs10101@gmail.com">jfs10101@gmail.com</a>
Schneider, Jason	Equipment Manager	<a href="mailto:schneider.joseph.jason@gmail.com">schneider.joseph.jason@gmail.com</a>
Taggart, Johnny	Coach Coordinator	<a href="mailto:johnntag@gmail.com">johnntag@gmail.com</a>
Vives, Mike	Player Development	<a href="mailto:vives_fam@live.com">vives_fam@live.com</a>

## **Requirement 4 - Use Little League Volunteer Application Form and Check for Sexual Abuse**

CYA Little League utilizes the JDP Quick App online per Little League Regulation 1(c)9 and checks for sexual abuse history as well as criminal background.

CYA Little League requires all managers, coaches, board members, and any other person, volunteers or hired workers, who provide regular services to the league or who have repetitive access to or contact with the players or teams to complete the Little League Volunteer Application form as well as provide a government issued photo identification card for ID verification each spring.

The League President, with assistance from the Safety Officer, is responsible for conducting a background check on each applicant. Anyone refusing to fill out a volunteer application is ineligible to be a league member. The League President is required to retain these confidential forms for one year.

### Required Abuse Awareness Training for Adults

In 2018, the “Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017” became Federal law. As part of SafeSport, abuse awareness training has been highly encouraged for participants and volunteers in the Little League program.

Beginning in 2024, this training will now be a required part of the annual Little League Volunteer Application, along with the annual background check. The training must be completed before any individual can assume any duties for the current season, including District Administrators and Assistant District Administrators. CYA Little League will utilize Abuse Awareness training provided by USA Baseball and SafeSport.

## Little League® “Basic” Volunteer Application - 2020

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

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

**All fields are required.**

Name \_\_\_\_\_  

First
Middle Name or Initial
Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

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

**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.

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

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

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Special professional training, skills, hobbies: \_\_\_\_\_

Special Certifications (CPR, Medical, etc.): \_\_\_\_\_

Special Affiliations (Clubs, Services Organizations, etc.): \_\_\_\_\_

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

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

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

Applicant Name (please print or type) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Last Updated: 10/10/2019

## Requirement 5 - Provide Fundamentals Training

**CYA Little League will look to provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, fielding, pitching, etc...). The League will strive to provide additional training such as Positive Coaching Alliance clinics.**

**The League will conduct Umpire in Chief Field Training prior to the end of April 2024:**

Training	Location	Dates	Attendees
Umpire in Chief Field Training	Chantilly Park	March 17, 2024	TBD

**\* All coaches and managers are required to attend at least one coaching clinic.**



## Requirement 6 - Require First Aid Training

Basic first aid training will be provided for all Managers and Coaches. At least one (1) coach/manager from each team is required to attend each year.

This mandatory training is scheduled for the following location and date:

Training & Location	Dates	Attendees
<b>Safety Training</b>		
CYA Fieldhouse 14810 Murdock St. Chantilly, VA 20151	3/14/24 8pm	Managers, Coaches, Parents, Board Members
<b>Concussion Training</b>		
<a href="https://nfhslearn.com/courses/61064/concussion-in-sports">https://nfhslearn.com/courses/61064/concussion-in-sports</a>	Online	Managers, Coaches
<b>First Aid</b>		
NFHS Learn   Interscholastic Education, Made Easy	Online	Managers, Coaches

Managers are provided access to a Medical Release form via the league website. Managers are strongly encouraged to request all players and volunteers fill out the Medical Release form in case of injury. Managers are expected to keep all submitted Medical Release forms accessible during Little League related activities. The Medical Release form can be found in Appendix C of this document.

Managers and Coaches will follow these First Aid procedures when an injury occurs:

- Make sure managers/coaches stop all play to protect the player from further injury, as well as those not being closely monitored due to the focus on the injured player.
- Check player's breathing, pulse and alertness to immediately judge the seriousness of the injury:
- If necessary, send someone to call 9-1-1 or get an ambulance or EMS;
- Call the player's parents;
- Send someone to nearest intersection to direct emergency services to your location; and
- Review the Medical Release form for any important information warnings about medical conditions the player may have.
- Evaluate the injury:
- Can player be moved off field?

- If not, clear area around player and begin examination.
- If so, move player to sideline for closer examination; and
- Determine if player can return to play or needs first aid.
- Give the appropriate first aid for the injury.
- Turn over care to professionals when they arrive and help as directed.
- If parents are not available, go with player to treatment center with ambulance; turn over team to an authorized coach.
- If emergency medical treatment isn't required, urge player and parents to see a doctor for a proper diagnosis and treatment plan.
- Record the injury on an injury report.
- Follow up with the player until injury is healed and player can return to play.
- Get medical release prior to allowing player to return if formal treatment was required.

Additional First Aid Clinic outline information is provided in this Safety Plan as Appendix C.

## **Requirement 7 - Walk Fields for Hazards Prior to Play**

Coaches and umpires are required to walk the fields for hazards before use. Rain/Mud- Playing on muddy fields with wet equipment places the players at risk and creates ruts and holes that can be a hazard. Coaches and Umpires will make game time decisions and reassess during game play regarding playing or rescheduling the game based on field conditions.

- Managers will be responsible for reporting any safety related facilities issues to the Safety Officer.
- Prior to each practice and each game, the coach/manager will be responsible for safety measures including.
- Walk field for debris/foreign objects.
- Inspect helmets, bats, and catchers' gear.
- Ensure First Aid Kit is available.
- Check conditions of fences, backstops, bases, warning tracks.
- Ensure working telephone is available.
- Warm-up players.

Managers, Coaches, and Umpires are responsible for game safety. A list of recommended pre-game and game-play activities is provided in the Safety Plan as Appendix D.

## **Requirement 8 - Complete Annual Little League Field Survey**

CYA Little League does not own or operate any of fields that are used for league functions. CYA Little League maintains fields jointly with Fairfax County Parks Authority (FCPA) to ensure the fields and facilities are in good working and safe condition. The annual little league field survey is completed prior to practices starting each year.

The Little League Facility Survey for CYA Little League is submitted as part of the Qualified Safety Program Registration. A copy of the Little League Facility Survey for CYA Little League is included in this Safety Plan as Appendix E.

## **Requirement 9 - Safety Procedures for Concessions / Cooking**

CYA Little League operates a concession stand at the Chantilly Park (CP) field complex. The Director of Concessions is responsible for the operations and maintenance of Concession activities. The Director of Concessions is an elected member of the CYA Little League Board of Directors. This individual is the primary point of contact for Concession related activities, and is responsible to review, communicate, and enforce the League's Safety Plan each year with specific regard to Requirement 9 – Safety procedures for Concessions/Cooking. The Director of Concessions is identified in Section 3 of this document and is on file with Little League International.

The following safety procedures are in place for operations of the concession stand:

- At a minimum, the Concession Manager or representative will be trained in safe food handling/prep and procedures.
- Keep floors clean and dry- Be sure to clean up spills immediately.
- Never stand on chairs or equipment.
- Locate heavier and bulkier materials on lower shelves.
- Keep aisle ways free of obstructions.
- Close all doors and drawers immediately.
- Return working utensils to their proper place immediately after use.
- Unplug all electrical appliances after use and before cleaning.
- Follow posted procedures for correct use of each appliance in concession stand.
- Keep fire extinguisher and first aid kit readily available and be certain all workers know where they are located.
- Wear food handler's gloves whenever handling food.
- Volunteers must be healthy and free of any skin infections or irritations.

A Food Safety manual has been developed to address the handling of Concession items. The Food Safety manual provides instruction for cooked products and will be posted in concession areas. The Food Safety manual is included in the Safety Plan as Appendix F.

## **Requirement 10 - Inspect and Replace Equipment**

CYA Little League has an active Equipment Manager. The League Equipment Manager is an elected Member of the CYA Little League Board of Directors. This individual is the primary point of contact for equipment issues and is responsible to review and support Requirement 10 of the League's Safety Plan. The Equipment Manager is identified in Section 3 of this document and is on file with Little League International.

The Equipment Manager is responsible for the management of all equipment. The Equipment Manager inspects all equipment prior to distribution to the managers. Defective and/or badly worn catcher's equipment and bats will be replaced. Equipment issues should be reported to Equipment Manager. Any equipment found to be defective shall be replaced by the Equipment Manager. Managers and Coaches are also responsible for equipment management. Managers and Coaches will ensure that proper equipment is used, and equipment is used properly for all CYA Little League related activities including but not limited to practices and games. All equipment and use of equipment must comply with Little League Regulations.

- Inspection- Inspect equipment regularly and make sure it fits properly, is in acceptable condition, and is fit for use.
- Catcher- Catchers must wear catcher's helmet, mask, throat protector, shin guards, long model chest protector, and protective cup always.
- Pitchers Warm-Up - Catchers must wear catcher's helmet, mask, throat protector, shin guards, long model chest protector, and protective cup when warming up pitchers.
- Glasses- Parents should be encouraged to provide safety glasses for their children wearing glasses.
- Helmets - Batters must wear Little League approved batting helmets when batting or base running during practice or a game.
- Face Guards/Cups- Parents are encouraged to provide mouth guards. All players are encouraged to wear cups. Male catchers must wear catcher's helmet (no skull caps), mask with a dangling throat guard, long model chest protector, shin guards and protective cup with athletic supporter always for practices and games. **NO EXCEPTIONS.**
- Safety Bases – All coaches must use safety bases which are installed on the fields.
- Bats – All bats must comply with Little League International Regulations.

**All coaches and umpires are responsible for ensuring players wear helmets as required.**

### **Catchers' helmet and "dangling" throat guard**

- Warming up a pitcher
- Playing position of catcher during games or practices (with chest protector, shin guards, and cup for males)
- Note: Skull caps not permitted

### **Batting Helmet (facemask optional)**

- Batting practice (anywhere on field or in batting cage)
- Batting in games
- Running bases
- Pitching practice (when in batter's box)
- Players coaching 1st or 3rd bases in coaches' box

- Optional: Adults coaching 1st or 3rd bases in coaches' boxes

## **Requirement 11 - Implement Accident Reporting Procedures**

CYA Little League has implemented prompt accident reporting and tracking procedures. These procedures follow Little League guidelines and use Chantilly Youth Association Incident/Injury Tracking Report. A copy of the Incident/Injury Tracking Report is available in this Safety Plan as Appendix G.

**What to Report** – Any incident that causes a player, manager, coach, umpires, or volunteers to receive treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest required. Track “near-misses” as a proactive tool to evaluate practices and avoid future injuries. Share information on accidents and “near-misses” with District Staff.

**When to Report**

All such incidents described above must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer and contact information for the Safety Officer for time period covered under this Safety Manual is identified in Section 3 of this document.

**How to Report**

All incidents should be reported to the Safety Officer by the Manager or Coach within 24 hours of an incident. An initial Incident Report may be provided via Email to the Safety Officer.

- The following information must be provided:
- Name and phone number of the individual involved.
- Date, time and place of the incident.
- A detailed description of how the incident occurred.
- Preliminary estimate of the extent of the injury.
- Name and phone number of the person reporting the incident.

In the event of an incident resulting in injury, the Manager or Coach will provide a formal report to the Safety Officer using the Chantilly Youth Association Incident Report form provided in Appendix G of this document. If the event that an Injury/Incident occurs during a game, it must also be reported in the Online Game Report, located at the CYA baseball website at [www.cyall.org](http://www.cyall.org).

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or his/her parents and (1) verify the information received; (2) obtain other information as necessary; (3) check on the status of the injured party; and (4) if the injured party required other medical attention (i.e., emergency room visit, doctor’s visit, etc.) will advise the parent or guardian of the CYA Little League’s insurance coverage and procedures for submitting claims. Safety Officer will keep a record of all accident reports for a period of no less than one (1) year. The following Accident Procedures are in place in the event of an incident/injury:

- Secure First Aid Kit.
- Administer First Aid to the level of your training. Call 911 if necessary.
- Reassure the injured party and spectators.
- Contact the injured part's parent or guardian. If unavailable, contact the emergency contact listed on the registration form.
- Control the crowd.
- Talk to your team about the situation. Often players are upset and worried when a teammate is injured. They need to feel safe and understand why the injury occurred.
- Consult your First Aid Booklet for return to play guidelines. Any injury requiring professional medical care will need a physician's clearance prior to returning to play. Contact your league Safety Officer by phone within 24 hours of the incident.

## **Requirement 12 - First Aid Kits at Games & Practices**

First Aid Kits will be stored in equipment boxes located at each field. Every manager and coach will always have access to a first aid kit (games and practices) located in field equipment boxes. The Safety Officer is responsible for the coordination of the safety equipment with the Equipment Manager. The Safety Officer is responsible for working with the Equipment Manager to make sure that every manager and coach has access to a first aid kit which is fully stocked. The Safety Officer is responsible for working with the Equipment Manager to ensure the first aid kits are resupplied when needed. First Aid Kits will be commensurate with the Little League First Aid Kit identified in Appendix C.

## **Requirement 13 - Enforce Little League Rules Including Equipment**

Managers, coaches, and umpires are expected to be thoroughly familiar with the current Little League Rule Book. The CYA Little League Board of Directors is responsible for enforcing the existing Little League rules. A Little League Rule Book for the current year will be provided to Managers and coaches. Little League rules will be enforced at practices as well as games.

Rules include but are not limited to:

- Ensure players have required equipment at all times, even catchers warming up during infield.
- Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.
- Reinforce that coaches are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting or pre-game infield

practice.

## **Requirement 14 - League Player Registration Data**

CYA Little League has an active President. The League President is an elected Member of the CYA Little League Board of Directors and serves in a dedicated position. This individual is the primary point of contact for League Registration issues, and is responsible to review, modify and communicate the League's registration status each year. The League President is identified in Section 3 of this document and is on file with Little League International.

The President, with the assistance of other Board members, will be responsible for the management of League Player Registration Data or Player Roster Data, Coach and Manager Data will be submitted via the Little League Data Center.

## **Requirement 15 - Safety Idea implemented**

Installed Jox boxes in batter's boxes and pitcher's mound to help prevent depressions in the ground that could injure a player. The Jox boxes provide level footing for both the pitchers and the batters.

## **Requirement 16 - Qualified Safety Plan Registration Form**

A Qualified Safety Plan Registration form will be completed and submitted in accordance with Little League guidelines. The Qualified Safety Plan Registration form will be submitted with the Safety Plan and Facility Survey for all fields. The Qualified Safety Plan Registration form is included in this Safety Plan as Appendix H.

## **Other Safety Information**

In addition to those explicitly called out in the Little League Requirements, the following safety rules apply to all participants in CYA Little League activities:



## General Rules

- Speed Limit 5 mph on roadways and parking lots while attending any Little League function. Watch for small children around parked cars.
- No Alcohol allowed in any parking lot, field, or common areas within the Little League complex, Fairfax County Park, or Fairfax County School grounds.
- No SMOKING or Tobacco products of any kind (including spit tobacco) allowed in any common areas within the Little League complex.
- No Playing in parking lots at any time.
- No Playing on and around lawn/maintenance equipment.
- No Profanity allowed in any parking lot, field, or common areas within the Little League complex.
- No Swinging Bats or throwing baseballs at any time within the walkways and common areas of the Little League complex.
- No throwing balls against dugouts or against backstop.
- No throwing rocks and no climbing fences.
- No hitting balls into fences.
- Only a player on the field and at bat, may swing a bat (Ages 5 - 12).
- Observe all posted signs.
- Players and spectators should be always alert for Foul Balls and Errant Throws.
- During game, players must remain in the dugout area.
- After each game, each team must clean up trash in dugouts, on field, and around stands/spectator areas.
- All gates to the field must always remain closed.
- After players have entered or left the playing field, gates should be closed and secured.
- No children under the age of 16 are to be permitted in the Snack Shack.
- Young children must be properly supervised at all times.
- Pets must be kept on a leash.
- Failure to comply with the above may result in expulsion from the Little League field or complex.

## Player Rules

- Players are not allowed to wear jewelry, except for medic-alert bracelets or necklace.
- Uniforms must be in good repair.
- Equipment must be in good repair.
- On-Deck Circle is NOT allowed.
- Pitchers only warm up in designated areas
- Catchers warming up pitchers will wear appropriate gear.
- Benches and dugouts are for managers, coaches and players only. If not on the field of play, all players (except warm-up pitchers and catchers) must remain within the benches/dugout area.

## Weather Related Safety Information

- **Lightning** - To avoid exposing athletes and spectators to the risk of lightning, postpone activities if thunderstorms are imminent. In the event a game or practices is in progress,
- If lightning is seen in the vicinity of the playing field, do the following:
  - Stop the game or practice.
  - Get out of dugouts and stay away from metal fencing.
  - Do not hold metal bats. Walk, don't run to cars.
  - The field will be cleared for 20 minutes after observing a lightning strike.
  - Wait for a decision from coaches or umpires to continue.
- **Heat** - Heat exhaustion is a serious illness caused by heat. It is often brought on by overexertion or profuse sweating in a hot, humid, poorly ventilated environment. Coaches, Umpires, players, and parents should be aware of the signs and symptoms of heat exhaustion, and treatments.

Symptoms	Treatments
<ul style="list-style-type: none"> <li>● Feeling weak, faint, or dizzy, with an accompanying headache or nausea.</li> <li>● Cold, clammy skin with ashen pallor.</li> <li>● Dry tongue and thirst.</li> <li>● Severe muscle fatigue.</li> <li>● Loss of appetite.</li> <li>● Profuse sweating.</li> <li>● Physical collapse, with muscle fatigue and sometimes cramping.</li> </ul>	<ul style="list-style-type: none"> <li>● Move the person into a cool place out of the sun.</li> <li>● Loosen any tight-fitting clothing and remove any extra layers of clothing.               <ul style="list-style-type: none"> <li>● Offer the person fluids such as water, fruit or vegetable juices, or sports drinks. Do not offer drinks that contain alcohol or caffeine. Encourage the person to drink about a half glass of fluid every 15 to 20 minutes.</li> </ul> </li> <li>● Help the person cool off by sponging him or her with cool water, or applying cool, wet cloths such as towels or sheets.</li> </ul>

## Concussion Awareness

**A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Concussions can also result from a fall or from players colliding with each other or with obstacles even if they do not directly hit their head. To help recognize a concussion, you should watch for**

the following two things among your athletes:

- **A forceful blow to the head or body that results in rapid movement of the head.**
- **Any change in the athlete's behavior, thinking, or physical functioning. (See the signs and symptoms of concussion.)**

<b>Concussion Signs and Symptoms</b>	
<p><b>Observed symptoms</b></p> <ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets sports plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows behavior or personality changes</li> <li>• Can't recall events prior to hit or fall</li> <li>• Can't recall events after hit or fall</li> </ul>	<p><b>Symptoms reported by athlete</b></p> <ul style="list-style-type: none"> <li>• Headache or "pressure" in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light</li> <li>• Sensitivity to noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Does not "feel right"</li> </ul>
<p><b>What to do if a concussion is suspected</b></p> <ul style="list-style-type: none"> <li>• Remove the athlete from play. Look for the signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. When in doubt, keep the athlete out of play.</li> <li>• Ensure that the athlete is evaluated right away by an appropriate health care professional. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury: <ul style="list-style-type: none"> <li>• Cause of the injury and force of the hit or blow to the head</li> <li>• Any loss of consciousness (passed out/knocked out) and if so, for how</li> <li>• Any memory loss immediately following the injury</li> <li>• Any seizures immediately following the injury</li> <li>• Number of previous concussions (if any)</li> </ul> </li> <li>• Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion awareness. Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.</li> <li>• Allow the athlete to return to play only with permission from a health care professional with experience in evaluating for concussion. A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems. Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.</li> </ul>	

**We encourage all parents and coaches to visit the concussion awareness page on our website (<http://www.chantillybaseball.org/Joomla25/concussion-awareness>) and review the links provided for especially useful materials.**

## Communicable Disease Procedures

These procedures, also printed in each of the Official Regulations and Playing Rules, should be understood and followed by all managers, coaches, and umpires. While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood, as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

- The bleeding must be stopped, the open wound covered, and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
- Contaminated towels should be properly disposed of or disinfected.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthguards, and other articles containing body fluids.

## Codes of Conduct

It is the mission of CYA Little League to provide a safe, inclusive, and positive environment that focuses on developing the core values of teamwork, discipline, respect, and citizenship in all our youth athletes through the game of baseball. In support of this mission, the safety plan communicates codes of conduct for players, coaches, and parents (spectators). It is the responsibility of all coaches, players and parents to understand and participate in a manner consistent with the codes of conduct. Failure to abide by the rules and guidelines may result in disciplinary action levied by the CYA Little League Board of Directors that could include but is not

**limited to the following:**

- **Verbal warning.**
- **Written warning.**
- **Player suspension for games.**
- **Player being expelled from the league.**

**The CYA Little League Codes of Conduct are included in the Safety Plan as Appendix I.**

# Appendix A

## Emergency Contact Procedures & Facility Maps

# Emergency Contact Procedures

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## For Chantilly Little League



Police



Fire



Rescue



Sheriff

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.

### 1) First dial 9-1-1.

### 2) Give the dispatcher the necessary information. Answer any questions that he or she might ask.

Most dispatchers will ask:

- **The exact location or address of the emergency?** Include the name of the city or town, nearby intersections, landmarks, etc. as well as the field name and location of the facility, if applicable.

Our address is:

---

Cross-streets are :

---

- **The telephone number from which the call is being made?**
- **The caller's name?**
- **What happened** — i.e., a baseball-related accident, bicycle accident, fire, fall, etc.?
- **How many people are involved?**
- **The condition of the injured person** — i.e., unconscious, chest pains, or severe bleeding?
- **What help is being given** (first aid, CPR, etc.)?

### 3) Do not hang up until the dispatcher hangs up.

The dispatcher may be able to tell you how to best care for the victim.

### 4) Continue to care for the victim until professional help arrives.

### 5) Appoint someone to go to the street and look for the ambulance or fire engine and flag them down if necessary. This saves valuable time. Remember, every minute counts.

*(From the 2003 Unicoi County Little League, Erwin, Tenn. Safety Plan)*

## CYA Little League Site Maps

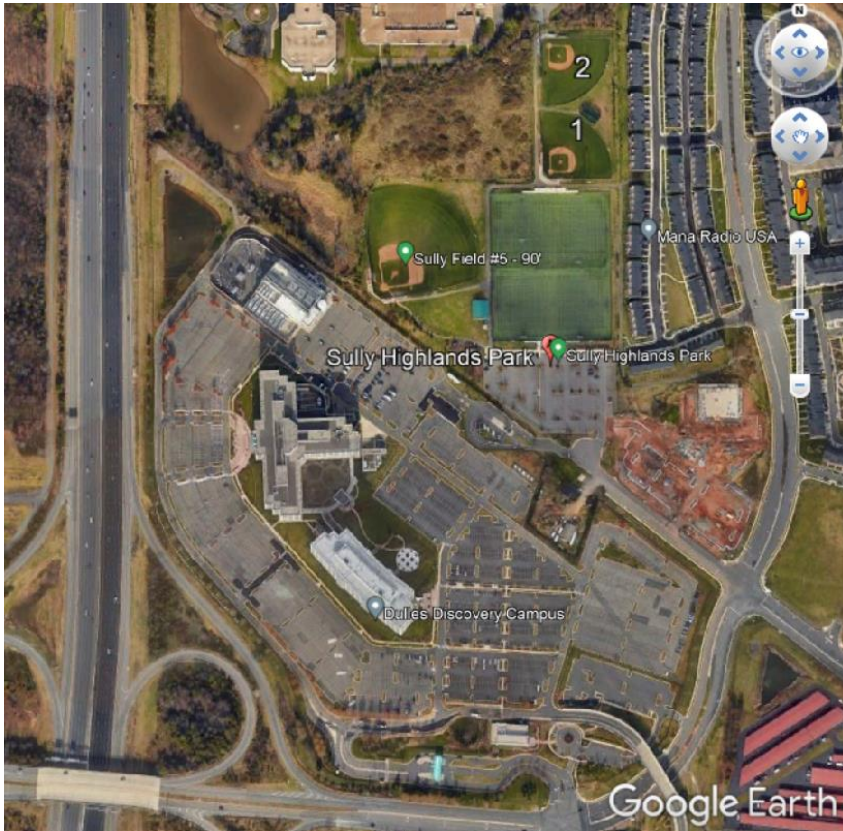


Greenbriar2  
4601 Stringfellow Road  
Chantilly, Virginia, 20151



Chantilly Park (1,2,3)  
4200 Stringfellow Road  
Chantilly, Virginia 20151





Sully Highlands (1,2)  
Wall Road  
Chantilly, Va. 20120

# Appendix B - First Aid Clinic Outline

## First Aid Clinics

### Requirement 6

"Thanks for getting back to me in a timely fashion. The outline would be great!!! I think I will have had the clinic by the time the next newsletter comes out. As far as format and instructors, I am all set. One of the local firefighters is also an EMT. He did the clinic last year. It was a HUGE success. Stoughton Little League has been around for nearly 50 years and we have never had a safety plan. It is amazing how we survived without it! Kudos to Williamsport and Musco Lighting for ASAP's success. I should be able to formulate a clinic with whatever outline you send."

Thank You,  
Paul McKeen  
Stoughton, MA  
District 8

First, you should know Little League is phasing out the Emergency Management Training Program. However, even without the Emergency Management Training Program, you can put together a quality first aid training class to meet the requirements of first aid training for your coaches and managers. You don't have to follow the specifics of any set program, just get the PRICES – Protection, Rest, Ice, Compression, Elevation, and Support (or RICE or PRICE, whatever you use) – idea into participants' heads and talk about the specifics of first aid and injury prevention for specific baseball/softball injuries.

Start with basic terminology (contusion, laceration, etc.), and give the most up-to-date techniques for preventing sports injuries. Help attendees understand and differentiate between mild, moderate and severe injuries and the appropriate actions to take in each category. Teach appropriate first aid techniques for the injuries they will encounter.

**Basic issues with baseball/softball would be:**

- Contusions
- Muscle pulls and strains

- Over-use injuries
- Sprains
- Fractures
- Injuries to small joints
- Facial injuries
- Injuries to teeth
- Eye injuries
- Insect bites and stings
- Heat illness
- Triage and Emergency Management

Help design an emergency plan for your league when severe injuries occur, and tell the managers/coaches what their role is in that plan:

- Make sure managers/coaches stop all play to protect the player from further injury, as well as those not being closely monitored due to the focus on the injured player.
- Check player's breathing, pulse and alertness to immediately judge the seriousness of the injury:
  - If necessary, send someone to call 9-1-1 or get an ambulance or EMS.
  - Call the player's parents
  - Send someone to nearest intersection to direct emergency services to your location
  - Review the Medical Release form for any important information/warnings about medical conditions the player may have
- Evaluate the injury:
  - Can player be moved off field?
  - If not, clear area around player and begin examination;
  - If so, move player to sideline for closer examination;
  - Determine if player can return to play or needs first aid.
- Give the appropriate first aid for the injury.
- Turn over care to professionals when they arrive and help as directed.
- If parents are not available, go with player to treatment center with ambulance; turn over team

to authorized coach.

- If emergency medical treatment isn't required, urge player and parents to see a doctor for a proper diagnosis and treatment plan.
- Record the injury on an injury report.
- Follow up with the player until injury is healed and player can return to play.
- Get medical release prior to allowing player to return, if formal treatment was required.

You should have medical professionals available either on-site or at most a phone call away — as well as a method to reach them, by cell phone or phone at the field — for severe or life-threatening injuries.

And finally, help the coaches/managers to understand specific techniques to determine whether an injured player is ready to practice and play again; in some cases this may require a doctor's release. The evaluation process involves determining whether injuries are mild, moderate or severe, and should address what to do in each case. The evaluation includes classifying injuries using symptoms and signs, with appropriate looking, listening and careful feeling and, if appropriate, moving of the injured part.

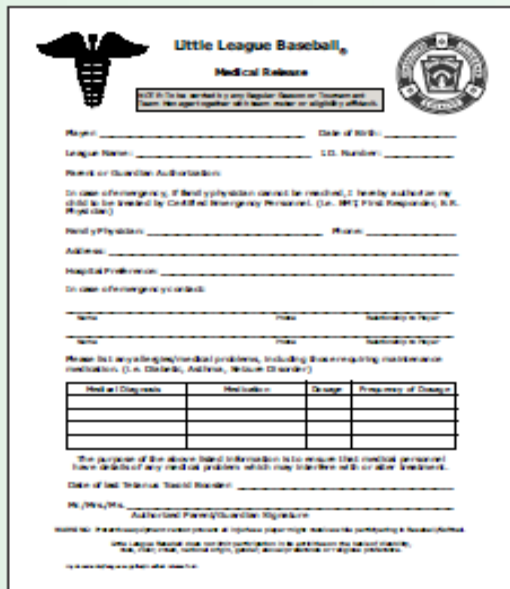
**In evaluating fresh injuries, remember the three types of motion:**

- Active motion – Player is able to move the part themselves,
- Active assistive motion – Player is able to move with a little help from you; watch for warning signs like the player telling you it hurts to move), and
- Passive motion – the player's injured part is moved by someone else; be especially cautious with passive motion that you do not make the injury worse.

Look for disability (the player can't use injured part); this is the most serious injury. If a player sprains his ankle, but can still limp around, it may be mild or moderate; if he can't get up, it is probably severe. Look for swelling, the

## Appendix C – LL Medical Release Form

# Medical Release Form



**Little League Baseball, Inc.**  
**Medical Release**

THIS FORM IS TO BE COMPLETED BY THE PLAYER'S PARENTS OR GUARDIAN AND RETURNED TO THE LEAGUE OFFICE TOGETHER WITH THE PLAYER'S REGISTRATION CARD.

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
League Name: \_\_\_\_\_ U.S. Number: \_\_\_\_\_  
Parent or Guardian Authorization:  
In case of emergency, if medical attention cannot be reached, I hereby authorize the club to be treated by Certified Emergency Personnel. (i.e. 911 First Responders, E.M.T., Paramedics)  
Name of Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Hospital/Physician:  
In case of emergency contact:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Please list all pre-existing medical problems, including those requiring medication, (i.e. Diabetes, Asthma, Heart Disease):  

Med. or Diagnosis	Medication	Dosage	Frequency of Dosing

The purpose of the above listed information is to ensure that medical personnel have details of any medical problems which may interfere with or alter treatment.  
Date of last tetanus shot: \_\_\_\_\_  
By (Print/Sign) \_\_\_\_\_ Authorized Parent/Guardian Signature  
THIS FORM IS NOT VALID UNLESS SIGNED BY THE PLAYER'S PARENTS OR GUARDIAN AND RETURNED TO THE LEAGUE OFFICE TOGETHER WITH THE PLAYER'S REGISTRATION CARD.  
© 2010 Little League Baseball, Inc. All rights reserved. For more information, visit www.littleleague.org.

Whether regular season or tournament games or practices, your managers need to carry all their players' Medical Releases. While just as critical for teams in tournament play, the forms are just as important during the regular season.

Most hospitals will not treat a player who does not have a life-threatening injury without one. Imagine if your manager has to accompany a player with a broken leg to the hospital because the parents weren't at the game or practice. Without a Medical Release it's likely to be a long wait with a suffering player as the manager tries frantically to reach them to approve medical treatment.

Make sure your league has all players' Medical Releases, and the manager carries the team's forms with him or her everywhere. Then if a parent isn't at the field when an accident happens, the only call that will really matter is to 9-1-1.

## First Aid Clinics Outline continued from page 2

more immediate and large the swelling, the more serious the injury, because swelling on outside means bleeding on inside. Also, a noticeable deformity means a serious injury. If the body part doesn't look the way it did before the accident, something's wrong. Consider unconsciousness or any eye injury as a serious situation, in the category of severe injuries, until you are assured otherwise by a medical professional.

Use the PRICES guide for treating injuries:

- P – Protection
- R – Rest
- I – Ice
- C – Compression
- E – Elevation
- S – Support

In conclusion, ask for managers/coaches to consider how to prevent injuries:

- Pre-participation health screenings (at least through a health questionnaire/medical release form asking for health concerns and medications);
- Proper maintenance of playing site (game and practice facilities);
- Pay close attention to playing conditions (heat and humidity as well as severe weather);
- Make sure players know basics of good nutrition (especially water replacement on hot days);
- Proper athletic conditioning (stretching, strengthening and endurance, as well as agility and coordination drills);
- Avoid over use (pay special attention to activities outside of Little League, to allow rest to avoid over-use injuries);
- Consistent and proper use of all protective equipment;
- Close coach supervision and

organization of warm-ups, practices and games;

- Careful compliance with all Little League rules, especially those having to do with safety.

This summarizes 62 pages into just a few hundred words, so you're going to want to elaborate on all the proper techniques in dealing with the different injury types and how to treat them effectively, as well as what NOT to do in any given circumstances. And remember, if anyone is ever in doubt to the nature or seriousness of an injury, they should NOT attempt treatment; a health care professional should be consulted immediately.

Finally, remind all managers and coaches to carefully evaluate all injuries and ensure the child does not require professional care. It's not worth risking a child's health just to continue the game.



# Little League. Baseball and Softball MEDICAL RELEASE



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

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

### PARENT OR 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: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

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

Parent Insurance Co: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co: \_\_\_\_\_ Policy No.: \_\_\_\_\_ League/Group ID#: \_\_\_\_\_

### If parent(s)/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.

<http://www.eteamz.com/valldist10/files/MedicalReleaseForm.pdf>

# First Aid Kits: What goes in them?

## Requirement 12

*"Hello, I need a list of what to put in a team first aid kit as well as the big first aid kits kept at the fields. I have a sponsor willing to fill this need. I just need to give them a list of what we need and how many."*

Thanks,  
Marc Paladino  
(via email)

A team's first aid kit should contain ice in bags; these will be used almost anytime you have an injury to help reduce the pain and potential swelling. If using chemical cold packs, be cautious using around the face in case of leaks. Also, bandages, both large and small, gauze, some kind of dressing material like an Ace wrap or elastic wrap to hold gauze in place, or athletic tape. You should also provide water or a cleanser (antiseptic wipes, etc.) to clean abrasions or cuts. Check local expectations for first aid kits, as some states do not allow these cleansers other than at home or by health care professionals.

Also, don't forget latex or rubber gloves and some kind of small bag to properly dispose of blood and blood-soiled items like wipes or towelettes; blood-borne pathogens should be an important part of your safety training, so people do not put their health and future safety at risk dealing with unknown risks.

Finally, each team should have some kind of emergency telephone (mobile or land-line) to call an ambulance as well as a map or written directions to the area medical facilities anyone evacuated by medical professionals would be taken to. In an emergency, people need all the help they can get. Check the November/December 2003 ASAP News for some examples of that kind of information.

**NOTE:** Individual leagues decide what they need in a first aid kit. These give a good idea of fully-stocked kits. Items any kit should contain: A good supply of ice, drinking water, and personal items

or medications; emergency phone numbers; coins for pay phones; and directions and/or a map to/from emergency medical facilities.

**ALSO:** Keep a list of original supplies in your first aid kit, so it can be stocked and replenished! If managers or coaches use any first aid supplies, replace them before the next time the team meets.

**Here are three good examples of a well-stocked first aid kit:**

### LLB's Emergency Management and Training Program

Little League's EMTP manual recommends your first aid kit include:

Ice bags  
- Plastic bags of crushed ice

Elastic bandages  
- 3, 4 and 6 inch widths

Sterile dressings  
- 3 by 3 inch individual gauze  
- 2 to 3, 5 by 9 inch pads  
- Telfa or non-stick dressings  
- Eye patches

Adhesive bandages  
- 3/4, 1 and 2 inch widths

Bandages  
- Triangular shape and in rolls

Adhesive tape  
- 1/2, 1 and 1 1/2 inch widths

Eye shields

Small flashlight

Scissors

Antiseptic soap

Splints  
- Inflatable, cardboard or wooden, for arm and leg (large enough for your largest player)

Petroleum jelly

Safety pins

First aid manual

Towels

Blanket

Small pocket notebooks and pencils

Water for drinking and plenty of paper cups. (Water and paper cups can also do double duty in some first aid applications.)

### Fyrst USA Sport Medical Kits

A new first aid kit, available both in a team size and a league size, is offered by Fyrst USA. It was developed specifically for sports injuries. A unique feature: resupplies can be ordered by phone and to you in 5-7 days. Call 800/782-1355 or go to [www.fyrstusa.com](http://www.fyrstusa.com) to order.

1 Reusable ice bag: 9 inches  
4 Instant cold packs: 6 by 10 inches  
1 Blister Kit  
20 Bandages: 1- by 3-inches  
6 Large bandages: 2 by 4 1/2 inches  
1 Elastic wrap  
1 Scissors  
20 Antimicrobial skin wipes  
10 Blood-off cloth towelettes  
20 Latex gloves  
1 Antiseptic hand cleaner: 4 ounces  
2 Rolls of athletic tape  
1 Roll of pre-wrap  
3 Sport wound care kits  
FYRST USA now carries the SAVE-A-TOOTH Preservation System (with ADA Seal of Acceptance)

### Little League First Aid Kit

The first aid kit produced by Johnson & Johnson, is available through the equipment and supplies catalog.

Bandages — sheer and flexible  
Non-stick pads — assorted sizes  
Soft-Gauze bandages  
Oval eye pads  
Triangular bandage  
Hypo-allergenic first aid tape in dispenser  
2-inch elastic bandage  
Antiseptic wipes  
First aid cream  
Instant cold pack  
Tylenol® extra-strength caplets  
Scissors  
Tweezers  
First aid guide  
Contents card  
Disposable gloves





## Appendix D

### Coach & Umpire Guidelines

#### Before the Game — Meet at home plate

- Introduce plate and base umpires, managers/coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, etc.)
- Discuss the strike zone
- Discuss unsportsmanlike conduct by the players
- Discuss the innings pitched by a pitcher rule
- Clarify calling the game due to weather or darkness
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions or balks, if needed
- Discuss no head-first slides, no on-deck circle rules
- Get two game balls from home team
- Be sure players are not wearing any jewelry
- Be sure players are in uniform (shirts in, hats on)
- Inspect equipment for damage and to meet regulations
- Ensure that games start promptly

#### During the Game — Umpires and Coaches

- Encourage coaches to help speed play by having catchers and players on the bench prepared and ready to take the field with two outs
- Make sure catchers are wearing the proper safety equipment
- Continually monitor the field for safety and playability
- Pitchers warming up in foul territory must have a spotter and catcher with full equipment
- Keep game moving — one minute or eight pitches to warm up the pitcher between innings or in case of mid-inning replacement
- Make calls loud and clear, signalling each properly
- Umpires should be in position to make the call
- No protesting of any judgment calls by the umpire
- Managers are responsible for keeping their fans and players on their best behavior
- Encourage everyone to think “Safety First!”



# **Appendix E**

## **Facility Survey**

<https://s3.amazonaws.com/files.leagueathletics.com/Text/Documents/20058/99093.pdf>



## Appendix F- Food Safety Manual

# Concession Stand Tips

# SAFETY FIRST

### Requirement 9

#### 12 Steps to Safe and Sanitary

*Food Service Events: The following information is intended to help you run a healthful concession stand.*

*Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.*

#### 1. Menu

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

#### 2. Cooking

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F; poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

#### 3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

#### 4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

#### 5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

#### 6. Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

#### 7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

#### 8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

#### 9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

#### 10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

#### 11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

#### 12. Food Storage and Cleanliness.

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

#### 13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

*Safety plans must be postmarked no later than May 1st.*

## **Appendix G**

# **Incident/Accident Injury Claim Form**

<http://www.chantillybaseball.org/Docs/CHANT-1 2014 CLAIM PACKET.pdf>

# **Appendix H**

## **Codes of Conduct**

### **Coach Code of Conduct**

[http://www.chantillybaseball.org/Docs/CYA\\_Baseball\\_Coach\\_Code\\_of\\_Conduct\\_021014.pdf](http://www.chantillybaseball.org/Docs/CYA_Baseball_Coach_Code_of_Conduct_021014.pdf)

### **Parent Code of Conduct**

[http://www.chantillybaseball.org/Docs/CYA\\_Baseball\\_Parent\\_Code\\_of\\_Conduct\\_021014.pdf](http://www.chantillybaseball.org/Docs/CYA_Baseball_Parent_Code_of_Conduct_021014.pdf)

### **Player Code of Conduct**

[http://www.chantillybaseball.org/Docs/CYA\\_Baseball\\_Player\\_Code\\_of\\_Conduct\\_021014.pdf](http://www.chantillybaseball.org/Docs/CYA_Baseball_Player_Code_of_Conduct_021014.pdf)