

*Lower Perkiomen
Little League*

Safety Manual
2009 Edition

INTRODUCTION

For years, the safety of our players has been one of our primary concerns at Lower Perkiomen Little League. As our programs continue to develop, so does our focus on safety. With the rapid growth in our area, and thus in the size of our league, we have seen perhaps one of the greatest influxes of new families into the league. This manual has been developed to provide our rookie members with a handy reference to Lower Perk's safety policies and procedures. It also provides the "veterans" with some useful tools to help ensure a safe playing environment for our kids. Should you need an additional copy of this manual, it is available through our league's website.

The Officers and Board of Directors are your first point of contact if you have questions, suggestions, or comments regarding the League's safety policies and procedures. While you may discuss your concerns with them at any convenient time, the best forum for discussion is during one of the League's general meetings.

Who are they?

President	Kirk Kirkman
Vice President - Baseball	Paul Farnsworth
Vice President – Softball	Dan Carroll
Treasurer	Chris Martin
Secretary	Stephen Rentz
Player Agent	David Bubb
Safety Officer	Stephen Smith
Picture Day Coordinator	Mark Brown
Snack Bar	Adam Brush
Director	Dawn DellaBarba
Equipment Manager	Ben Dove
Registrar	Joe Elgin
Master Scheduler	Dan Gansz
Snack Bar/Staffing	Lisa Grande
Tournament Coordinator/Staffing	Tavio Hunsicker
Player Development - Baseball	Karl Kaechelin
Facilities Manager	Peter Litak
Information Officer	Charles Lofton
Player Development - Softball	Maureen Martin
Opening Day Coordinator	Jim McCarthy
Umpire-in-Chief	Bruce Pluta
Manager/Coach Development	Tim Tyson
Uniforms	Keca Ward

The phone numbers for the Board of Directors are provided to each family upon registration. Extra copies are available at the Snack Bar and are posted, along with emergency telephone numbers, by each league phone. As noted above, Bruce Pluta is the senior umpire in charge of scheduling. Bruce is an excellent point of contact for questions pertaining to interpretation of rules.

KEYS TO PLAYER AND SPECTATOR SAFETY

Most people who step onto the complex assume that it is a safe environment. The truth is, it is only safe because a lot of people have worked hard to make and keep it that way. The keys to keeping Lower Perk a safe and fun place to play and watch baseball are:

- **Awareness** of the policies and procedures that are designed to keep the kids safe.
- **Training** of the players, parents, coaches, and umpires. This starts by being familiar with this manual and reviewing the key elements with your children.
- **Enforcement** of the policies. This is the responsibility of each member of the Lower Perk family. If you see an unsafe condition or action, try to fix it. If it is beyond your means at the time, report the condition so it can be given the proper attention.
- **Maintenance** of the facility. While the field maintenance team does a tremendous job, there is more work than staff and time. We rely on each member of Lower Perk to pitch in on their team's assigned day, and as often as they can, during the scheduled maintenance periods (Saturday mornings at 8 AM during the season).

KEY SAFETY RULES AND REGULATIONS

Lower Perkiomen Supplemental Safety Rules

- 1) Two adults must be present at each LPLL activity (e.g., practice or game) at all times. This may include a member of the coaching staff and a parent / guardian.
- 2) The First-aid kit must be in the dugout of the HOME team during all games, and returned to the equipment room following the game.
- 3) All equipment must be kept off the playing area at all times.
- 4) For obviously serious injuries, (sprain or broken bone...), DO NOT MOVE THE PLAYER. Contact the league official on duty via the league official cell phone (215-510-1598) or can be reached via the complex's Public Address system. Call 911! Report all injuries to league officials.
- 5) All male players must wear athletic supporters. Catchers must wear the metal, fiber, or plastic CUP type. At a minimum, catchers must also wear a MASK (with throat protector) and a catcher's helmet during infield/outfield practice and while warming up pitchers. During batting practices and games catchers must also wear long model Chest Protector, shin guards, and a catcher's helmet.
- 6) Managers should be especially alert to prevent players from wearing watches, jewelry, etc., at any time during practices or games. "MEDICAL ALERT" bracelets must be taped to the players wrist.
- 7) A HEAD-FIRST slide into any base in an AUTOMATIC OUT, unless the slide is back into a base already attained.

Little League Baseball Key Regulations and Rules

III(b) ...Batboys and/or batgirls are not permitted.

1.08 ...The on-deck position is not permitted.

1.11(h) Shoes with metal spikes or cleats are not permitted.

1.11(j) Players must not wear watches, rings, pins, jewelry or other metallic items.

1.11(k) Casts may not be worn during the game.

1.12 The catcher must wear a catcher's mitt (not a first baseman's mitt or a fielder's glove) of any shape, size or weight consistent with protecting the hand.

1.16 Each league shall provide in the dugout or bench of the offensive team six (6) protective helmets which must meet NOCSAE specifications and standards. Use of helmet by the batter, all base runners and coaches is mandatory. Use of a helmet by adult base coach is optional.

1.17 All male players must wear athletic supporters. Male catchers must wear the metal, fibre, or plastic type cup, and a long-model chest protector. Female catchers must wear long or short model chest protectors. All catchers must wear chest protectors with neck collar, throat guard, shin guard and catchers helmet...All catchers must wear a mask, "dangling" type throat protector, and catchers helmet during infield/outfield practice, pitcher warm-up and games. NOTE: Skull caps are not permitted.

7.08(a)(4) Any runner is out when the runner slides head first while advancing.

* No parent will warm up the pitcher

* As of 2008 Little League has mandated the exclusive use of break away bases

* Abide by 2009 Pitching regulations

GETTING READY

One important way to prevent injuries is proper preparation. This applies to both the physical environment and the players themselves.

The Physical Environment refers to the condition of the field, dugouts, spectator areas, and players' equipment.

A series of field safety checklists have been developed to help ensure a safe physical environment. These checklists are presented in Appendix I.

The Pre-Game Checklist was developed for use by the managers and umpires to ensure that the playing field and players' equipment is suitable for use. This checklist should be used as a reminder of the key items that should be inspected before each game. With the heavy use of all of the playing facilities at Lower Perk, it is important that these items be reviewed before every game.

Player Preparation is critical towards ensuring an injury free season. While volumes can (and have been) written on preventing sports injuries among children, some common elements emerge.

Proper nutrition is obviously needed for good health - a key for any athletic activity. Rather than noting the basic food groups, it's more critical to focus on the need for water. Particularly during the warmer portion of the playing season, dehydration and heat stress can lead to dangerous results. Some ideas to keep in mind, particularly on the warmer days:

- Make sure the player drinks plenty of water (at least a glass) before they even leave for the field - in addition to what they make drink with a normal meal.
- Make sure the player has a full water bottle for use during the game or practice.
- Coaches: on warm days, bring extra water for team use. In addition to drinking, wetting down a towel (or towels) for the players, particularly the pitchers and catchers, to place on their heads and necks helps to prevent any heat associated problems. Be sure each player drinks often - whether they are thirsty or not. The more the player sweats, the more they need water.

Warm-ups and stretching are key throughout the season, not just in cool weather, to avoid strains and pulls. Many coaches, even at the professional level, won't let the players pick up a ball or bat before they are properly warmed up. Not a bad idea. Even if your coach doesn't adhere to this philosophy, each player, with their parents' encouragement, can ensure they are properly warmed-up before stepping onto the diamond. The warm-up drills taught during the pre-season coaches' clinic (Appendix II) ensure that each major muscle group is properly warmed-up.

Avoid overuse. A lot of us admire the kids with the abilities to play several sports or on several teams at the same time. What many people ignore is the physical stress that this may put on many kids. This stress leads to injuries indicated by pain and/or discomfort. The bottom line is, whether your player plays on one or three teams, **take any complaints of pain seriously** and make sure they get the proper rest and medical attention. Better to sit out a practice or game or two than to lose a season or a career.

HEAT ILLNESS

Heat illness is the most preventable sports injury

Before activity: Drink 8oz. immediately before exercise

During activity: Drink at least 4 oz. every 20 minutes

After activity: Drink 16 oz. For every pound of weight lost

Early signs of dehydration:

- Fatigue
- Loss of appetite
- Flushed skin
- Light-headed
- Dark urine with strong odor

What to do if heat illness occurs:

- Stop exercising
- Get out of heat/sun
- Remove extra clothing
- Drink fluids

Severe signs of dehydration:

- Muscle spasms
- Clumsiness
- Sunken eyes/dim vision
- Delirium

Thirst is not a good indicator of dehydration! Source: ASAP News. Vol. 4 No. 5, May 1997

PARKING LOT SAFETY

If you haven't seen it already - you will! The main parking lot can be a pretty busy place. To further reduce the possibility of injury:

1. Walk to the fields only along the grass areas - don't walk through the parking lot (little kids are tough to see - especially when they're behind vans and trucks).
2. Drive slowly - if your speed registers on your speedometer, you're going too fast.

WHEN LIGHTNING STRIKES

Lower Perk utilizes a lightning detector that allows for the implementation of a consistent policy regarding the suspension of games with the approach of lightning. The following procedures have been developed which consider thunderstorm and lightning statistics and the limitations of our detector.

- 1) On days when a storm is anticipated, the lightning detector will be turned on and monitored by the announcer or the snack bar staff. In the event that the announcer is not available or the snack bar is not open, the league official on duty will be responsible.
- 2) When a lightning storm approaches within 8 - 20 miles, umpires and managers on all fields will be alerted by either the league official on duty or two short blasts sounded on an air horn by the snack bar staff.
- 3) When lightning storm approaches within 3 - 8 miles, umpires and managers on all fields will be alerted by either the league official on duty or a single long blast sounded on an air horn by the snack bar staff. **All games will be immediately suspended.** Players and spectators should immediately proceed to the safest place possible. In general, this means the family car. **UNDER NO CIRCUMSTANCES SHOULD ANY INDIVIDUAL REMAIN BY THE PLAYING FIELDS OR TOUCH ANY FENCING.**
- 4) Any individual who does not have access to a car should report to the snack bar / conference room until the storm passes or a ride home is arranged.
- 5) Games may be resumed once the storm has passed and moved to at least 8 - 20 miles from the complex. It should be clear that the storm is moving away from the complex and has moved beyond the 3 - 8 mile radius for at least 15 minutes. The decision to resume games will be made by the umpires assigned to the day's game in consultation with the league official on duty.

SNACK BAR OPERATIONS

General Safety Rules

1. The Snack Bar manager shall receive training in safe food handling, including food preparation, and proper use and care of food preparation equipment.
2. A member of the Snack Bar Staff who is familiar with the safety and operational procedures will be on duty at all times.
3. All staff and volunteers will wash their hands following the procedure posted in the bathroom before handling food and after handling money.
4. Always wash hands in the bathroom sink, never the kitchen sink.
5. All food handlers must wear clean clothes and can not be demonstrating any signs of illness.
6. **No children** are permitted in the kitchen area. Individuals 12 years of age and older are permitted to serve as volunteers with the permission of the snack bar supervisors, however, no one under the age of 18 is permitted to prepare hot foods or work in the area of the fryers and oven.
7. **No smoking** is permitted in the kitchen area.
8. Spills must be cleaned up promptly and thoroughly.
9. Dishes must be washed following the three-step method. Be sure to use the proper amount of sanitizing solution (Clorox bleach).
10. Wipe counters using antibacterial solution.
11. Remove garbage and sweep floor at the end of the shift.

Special Fryer and Oven Rules

1. All appliances are to be turned on and off by a member of the snack staff.
2. No loose clothing is to be worn near the fryer and oven.
3. Use extra care when using these appliances; be sure not to rush.
4. Know the location of the nearest fire extinguisher.

EMERGENCY SAFETY PROCEDURES

In case of a medical emergency:

1. Give first aid and have someone call 911 immediately if trained professional assistance or an ambulance is necessary (i.e., severe injury, neck or head injury, severe allergic reaction, not breathing - *error on the side of caution*).
2. Notify parents immediately if they are not at the scene.
3. Execute the “Incident Reporting Procedures” which are detailed in the following section.
4. Talk to your team about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.
5. Little League insurance is supplemental to your own insurance policy. Claims must be filed with the League President.

Adapted from the “Antioch Little League Safety Manual”, ASAP League Safety Office Program Kit

INCIDENT REPORTING PROCEDURES

Lower Perk Little League has developed incident reporting procedures to reduce the possibility of similar future occurrences - we need to learn from our mistakes. The procedures are in place to make sure unsafe conditions or methods are identified and corrected.

The reporting procedures **must** be followed whenever there is an accident or injury that requires medical attention. This applies to players, coaches, volunteer workers, and spectators both at the complex and at offsite practice locations. The reporting procedures should also be followed to report “minor” injuries (those where medical attention is not required) and conditions that require the attention of the maintenance staff and work parties.

Who is responsible for reporting?

1. Any injury to a player that occurs during a game or practice must be reported by the **player’s manager**. Injuries to non-players occurring as a result of a player’s actions must also be reported by the player’s manager.
2. All injuries not involving players should be reported to the League **officer on duty** who will be responsible for completing the incident report.
3. All incidents or conditions which may represent a safety hazard (e.g., broken bleacher seats, damaged player benches, etc.) can be reported by any member of the League (parent, player, or volunteer).

4. Injuries occurring in the snack bar must be reported staff member on duty at the time of the occurrence.

How do I report an accident or unsafe condition?

The procedure is simple:

1. For injuries requiring medical attention that involve a player, supply the cognizant manager with the necessary information. The manager must notify a member of the League executive board either in person or via telephone within 24 hours of the accident.

A written incident report must be filed within 24 hours. Forms are available at the mailboxes in the equipment rooms. Completed reports should be placed in the designated mailbox.

2. For injuries requiring medical attention that DO NOT involve a player, supply the league officer on duty with the necessary information. The officer on duty will complete and file the incident report.
3. To report any other injuries or unsafe conditions, complete an incident report form and place it in one of the designated mailboxes or leave it with the snack bar staff, who will forward it to the officer on duty.
4. Unsafe conditions may also be reported on the “Safety Message Board” on the league’s website (www.eteamz.com/lowerperkll).

Incident reporting and tracking forms are available in the equipment rooms, snack bar, and in Appendix III of this manual.

SAFETY RESPONSIBILITIES

Parents:

- Make sure your kids follow the League's safety policies (e.g., no on-deck batter), team safety policies (e.g., no ball playing until properly warmed up), and common sense (e.g., don't swing bats when others are near you or not paying attention, no horseplay on the bleachers).
- Be extra careful driving in the parking lot and drive areas.
- Set a good example.
- Encourage safe actions.
- Participate in your scheduled field maintenance activities - correct unsafe conditions for both players and spectators. Volunteer extra time if you can.

Managers / Coaches:

- Same responsibilities as parents - but now you have a dozen "foster" kids entrusted to you as well.
- Attend mandatory Coaches Clinic, Managers' Meetings, and First Aid Training.
- Inspect your team's equipment prior to each use to ensure it is in sound condition and make sure your players know how to properly use it.
- Know and enforce both Little League's and Lower Perk's rules - especially those that are safety related.
- Check field conditions prior to practice and games to ensure that unsafe conditions do not exist.
- Be prepared: Make sure you have a first aid kit and ice for practices and games; encourage parents with cell phones to have them at practices and games; make sure you and / or your assistants have first aid training.
- Teach proper playing techniques; encourage / reward execution.

League Commissioners

- Make sure all managers and coaches know and follow Little League and Lower Perk rules.
- You are to "champion" all maintenance efforts on the field you play on. At least weekly conduct an independent inspection of the field to identify any potential safety concerns. Ensure that teams assigned to weekly work parties are aware of their assignments and notify them of any special concerns pertaining to your field.

Umpires:

- Know and enforce both Little League's and Lower Perk's rules - once the game starts, you are the reigning authority.
- Check field conditions prior to each game to ensure that unsafe conditions do not exist.

Equipment Manager(s):

- Ensure that all teams are issued the proper equipment and it is good working order.
- Provide timely replacement of all damaged and worn equipment.

Facility Maintenance Crew:

- At least weekly, the supervisor shall conduct an independent inspection of the facilities to identify any potential safety concerns. Those that cannot be corrected immediately should be included on the maintenance list for the next work party.
- Immediately notify the president and/or player agent of any condition that would prevent the safe use of a field or any portion of the facility.
- Work with the individual league commissioners to ensure that required work is appropriately prioritized and assigned.
- Notify any member of the executive committee of any potentially unsafe condition occurring at the facility that may require long term or expensive corrective actions.
- Ensure that Facility Lighting Surveys are conducted per Little League requirements.

Board of Directors:

- Establish and enforce Lower Perk's safety policies and procedures.
- Enforce the policies and rules of Little League Baseball.
- Put safety, fun, learning, and sportsmanship ahead of winning - if these are in place, winning will follow.

Executive Committee of the Board of Directors:

- Routinely review Lower Perk's safety policies and procedures and their enforcement.
- Evaluate and propose new policies, or revisions of existing policies, that will enhance the safety of our players, fans, and volunteers.
- Enforce the policies and rules of Little League Baseball.
- Put safety, fun, learning, and sportsmanship ahead of winning - if these are in place, winning will follow.

League Safety Officer:

- Serve as the focal point for all safety-related issues and champion the creation / maintenance / improvement of Lower Perk's Safety Program
- Act as the League's liaison with Little League Baseball in Williamsport
- Routinely review Lower Perk's safety policies and procedures and their enforcement.
- Evaluate and propose new policies, or revisions of existing policies, that will enhance the safety of our players, fans, and volunteers.
- Enforce the policies and rules of Little League Baseball.

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE INSURANCE

The CNA Little League Insurance program is designed to afford protection to all participants at the most economical cost to the local league. It can be used to supplement other insurance carried under a family policy or insurance provided by a parent's employer. If there is no other coverage, CNA Little League insurance - which is purchased by the league, not the parent - takes over and provides benefits, after a \$50 deductible per claim, for all covered injury treatment costs up to the maximum stated benefits.

This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

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

1. File claim initially under insurance carried by the family: Blue Cross, Blue Shield or any other insurance protection available.
2. Should your family insurance plan not fully cover the injury treatment, the Little League CNA Insurance Policy will help pay the difference, after a \$50 deductible per claim, up to the maximum stated benefits of the policy.
3. If your child is not covered by any family insurance, the Little League Insurance Policy becomes primary and will provide benefits for all covered injury treatment costs, after a \$50 deductible per claim, up to the maximum stated benefits of the policy.
4. Treatment of dental injuries can extend beyond the normal 52 week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at time treatment is given, even though it may be some years later. Maximum dollar benefit is \$500 for eligible dental treatment after the normal 52 week period subject to the \$50 per claim deductible.

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

LPLL CHILD PROTECTION PROGRAM

Lower Perkiomen Little League Board of Directors adopted its 2008 Child Protection Program to be fully compliant with Little League Baseball and to establish basic parameters defining how the Little League Baseball program will be implemented

The LPLL Program

1. Lower Perkiomen Little League (LPLL) shall be fully compliant with the policies, regulations, and recommendations of Little League Baseball International as they apply to volunteer applications and background checks. This program is being implemented to maintain Little League as a safe environment and to protect our children from those who would seek to do them harm.

2. AS OF 2007 LITTLE LEAGUE MANDATES NEW NATIONWIDE CHECKS AGAINST THE NATIONAL SEX OFFENDER REGISTRY. It has been decided that state-only SOR checks are not enough in today's mobile society. The league must conduct a nationwide criminal background check through the Little League provided tool.
 - ◇ a "Little League Volunteer Application" must be completed and submitted annually by all managers, coaches, and members of the Board of Directors;
 - ◇ annual background checks will be conducted of all individuals required to submit a "Little League Volunteer Application" prior to the applicants assuming their duties for the current season;
 - ◇ the league must conduct a search of the applicable government operated statewide sex offender registry. If no sex offender registry exists in the state [as is the case in Pennsylvania], the league must conduct a state-wide criminal background check through the appropriate governmental agency [Pennsylvania State Police].
 - ◇ any person with a conviction for a crime against or involving minors cannot participate in league activities;
 - ◇ any other persons, volunteers and/or hired workers who provide regular service to the league and/or have repetitive access to, or contact with, players or teams must also annually complete and submit a "Little League Volunteer Application" prior to assuming their duties;
 - ◇ refusal to annually submit a fully completed "Little League Volunteer Application" shall result in immediate dismissal of the individual from the league;
 - ◇ these regulations apply to any individual who provides assistance to the manager and coaches at practices and /or games and have repetitive access to or contact with players or teams; and,
 - ◇ the president must maintain the applications, at a minimum, for the duration of the applicant's service to the league for that year.

3. The Board of Directors of LPLL has specifically identified the following additional positions where "Little League Volunteer Applications" must be submitted, and background checks conducted: Team Parent; Umpire Staff (those individuals whose primary duties involve officiating games and who officiate at more than five games / season); and Supervisory

Snack Bar Staff. Other positions for which background checks must be conducted may also be identified at the Board's discretion.

4. The background check process shall be overseen and executed by the president, vice-president, and one member of the Board of Directors as assigned by the president. The results of the background check shall remain confidential at all times.

Appendix I
Field Safety Checklists

MANAGER / UMPIRE PRE-GAME CHECKLIST

Field Condition

- Bases secure
- Field lined
- Infield level / free of ruts and holes
- Holes in outfield filled
- Field free of debris (rocks, bottles, etc.)

Safety Equipment

- First aid kit present
- Ice available for injuries
- Drinking Water (warm weather)
- Batting helmets with face shields (minor leagues)
- Batter's jacket available (minor leagues)
- Drinking Water (warm weather)

Players / Equipment

- Sufficient number / size batting helmets
- Jewelry removed
- Male players wearing cups / supporters
- Uniforms checked
- Catchers' equipment in good condition:
 - shin guards fit properly
 - helmet / face mask / throat guard
 - chest protector
 - catchers wearing cups (boys)
- All equipment properly "secured" in dugout

Miscellaneous

- Dugout walkways free of loose gear
- Only authorized persons in dugout

NOTE: Prior to each game, the managers and umpires should review the condition of the field and the readiness of the players to ensure a safe playing environment

FACILITY SAFETY CHECKLIST

For Week Ending: _____ Field Name: _____

Condition of Fields

- ___ Infields level / free of ruts and holes
- ___ Bases fit secure and level with playing field
- ___ Holes in outfields filled
- ___ Fields free of debris (rocks, bottles, etc.)
- ___ Pitchers' mounds / batters' boxes level / holes filled
- ___ Infield mix in "sliding zones" conducive to sliding (adequate loose material / mix not compacted)
- ___ Backstops / fences in good condition
- ___ Fence gates close properly (pay particular attention to gates in dugout areas)

Dugouts

- ___ Benches in good condition
- ___ Fencing secure
- ___ Roofs in good condition
- ___ Bat racks in place
- ___ Batting cage batters' boxes level / holes filled in
- ___ Equipment properly stored in equipment and rake rooms; areas are free of debris
- ___ All loose maintenance / training equipment properly stored (e.g., hoses wrapped, trash cans in proper locations, etc.)

___ Helmet racks in place and secure

___ Trash cans in place and emptied

Spectator Areas

- ___ Bleachers in good repair
- ___ Grandstand in good repair; steps / handrail in good condition
- ___ Areas clean
- ___ Parking area in good condition (potholes filled / barriers in place)

Miscellaneous

- ___ Batting cage nets in good condition / tears repaired

Week's Work Party Activities:

NOTE: This checklist is designed to be used by field maintenance personnel and league commissioners. The condition of the facilities should be reviewed weekly with the commissioners focusing on their respective fields.

Appendix II

Recommended Warm-Up Routine

Stretching and Warming Up

Prior to stretching, you should have a short warmup. Select one or both of the following:

1. Running in place - 1 to 2 minutes
2. Have players take one or two laps around the bases

Stretching Exercises

Upper Body:

1. Arms across chest - Opposite arm pulls the arm to stretch the shoulder
2. Elbow behind the head - Pull elbow back with opposite hand on elbow
3. Elbow forearm stretch - Arm straight out and pull fingers down, palm up
4. Torso Twist with bat behind back

Lower Body:

1. Spread legs, shoulder width, bend at waist touching glove laying on ground in front
2. Move glove to the front of the right foot and repeat
3. Move glove to the front of the left foot and repeat
4. Move glove between legs and rear and repeat

Appendix III

Incident Reporting and Tracking Forms

The following incident reporting and tracking forms should be used to report **any** injury or serious discipline problems.

Lower Perkiomen Little League

Incident Report

Check nature of incident: Discipline _____ Injury _____ Umpire _____

Date of incident:

League:

Baseball: T-Ball ___ Pony ___ AAA ___ National East ___ National West ___ American ___ Major _____

Softball: Rookie ___ Minor ___ Major _____

Jr./Sr. Baseball ___ Jr./ Sr. Softball _____ Challenger _____

Name(s) of involved parties:

Details (be specific):

Action taken:

Follow up requested:

Print name of person filing report

Signature

Original to: **Discipline** - Player Agent; **Injury** - President (copy Safety Officer); **Umpire** - Umpire-in Chief

Date Received:

Notes:

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Appendix IV

The Lower Perkiomen Little League Safety Program

Lower Perkiomen Little League Safety Program

Lower Perk has a strong tradition of incorporating safety into every aspect of our program. Particularly in recent years, our concern with the physical and mental well being of the kids, along with the improvement of our baseball and softball programs, has guided the growth and evolution of our League.

The following provides a sketch of the activities related to safety that have been made a part of the Lower Perk program through 2003.

I. Activities

A. Education

1. Provide clinics for all managers / coaches illustrating proper playing and training techniques, as well as planning practices (proper training helps prevent injuries).
2. At coaching clinics and pre-season league meetings, review safety policies and procedures.
3. Provide first aid training for managers, coaches, and umpires.
4. Hold safety poster contest or similar activity to increase safety awareness.
5. During meetings of the general membership and Board of Directors, the Safety Officer shall report on any information, recommendations, or advisories received from Little League Headquarters, as well as any information developed at Lower Perk. Any incident reports pertaining to safety issues will also be discussed.
6. Include safety-related articles in the League newsletter on a routine basis. This is particularly emphasized for those issues distributed immediately before and during the playing season.
7. Develop and annually review a Lower Perk Safety Manual which will provide a point of reference for safety guidelines and all Lower Perk safety-related policies.

B. Compliance

1. All managers, umpires, commissioners, and the Board of Directors are charged with ensuring that Lower Perk's rules and policies are followed.
2. The Lower Perk Safety Manual and Supplemental Rules are readily available to the entire league on the league website. Hard copies of the documents are available to all managers, umpires, and commissioners, as well as the general membership, on request

C. Reporting

1. Procedures for reporting safety-related incidents are detailed in the Lower Perk Safety Manual.
2. Copies of all safety-related incident reports will be provided to the League Safety Officer. Pertinent details of the incidents (injury, cause, outcome, etc.) shall be tracked and reported during the appropriate meetings. Recommended corrective measures and any action taken shall also be reported.

II. Equipment

A. Education

1. The equipment managers inspect all equipment prior to issuance; managers inspect all equipment prior to acceptance.
2. Managers and coaches inspect all equipment prior to each practice and game to ensure that it is suitable for use.
3. Managers ensure that a sufficient number of batting helmets and batting vests are present at the field for each practice and game (batting helmets with face shields are mandatory for the National

Leagues).

4. Managers and coaches shall instruct their team in the proper care and use of all equipment.

B. Compliance

1. All equipment in disrepair is either repaired or replaced prior to issuance.
2. During the season, any damaged equipment shall be repaired or replaced as necessary.

C. Reporting

1. The equipment manager is to be notified of any damaged equipment in order to facilitate repair or replacement.

III. Facilities

A. Education

1. Prior to each season, the field maintenance supervisor and the Board of Directors shall identify and prioritize required repairs and improvements to the facility.
2. Prior to each practice, the manager is to inspect their assigned field to ensure it is safe and suitable for play. Prior to each game, the managers and umpires shall inspect their field to ensure it is safe and suitable for play.
3. During the season, the league commissioners shall inspect the fields for which they are responsible for at least weekly to identify any maintenance issues and identify activities for that week's work party.
4. The designated Snack Bar Supervisor shall inspect the snack bar and storage areas each day of operation to ensure that is in compliance with all appropriate health codes and to ensure no safety hazards exist.

B. Compliance

1. An annual facility survey, including lighting audit, is conducted prior to the start of each season.
2. Weekly work parties are conducted during the season to improve, replace, or repair the facility.
3. Routine maintenance is performed throughout the year, with daily activities occurring during the playing season.

C. Reporting

1. The field inspection forms shall be the primary vehicle for reporting unsafe conditions noted at the facility. Forms noting conditions that should be brought to the field maintenance supervisor should be placed in the supervisor's mailbox.
2. Required maintenance and improvement activities shall be posted in the maintenance garage so they can be addressed either by the field crew or the weekly work party.

Appendix V

The Lower Perkiomen Little League Code of Conduct

LOWER PERKIOMEN LITTLE LEAGUE CODE OF CONDUCT

For the players...

- I will set an example by showing respect at all times to my teammates, my coaches, the umpires, the volunteers and the fans.
- I will always behave in a sportsmanlike manner, knowing that it is not important to win or lose, but to always try to do my best.
- I will follow the rules that are established for my team, for Lower Perkiomen Little League, and Little League Baseball and I will appreciate the equipment and facilities that I have use of.

For the Coaches...

- I will make Sportsmanship and Safety my watchwords when dealing with my fellow coaches, umpires, volunteers and parents.
- I will always show a positive example, knowing that my players are only children who learn by example.
- I will treat others with the respect that I myself deserve.

For the Parents...

- I will remember that Lower Perk is a VOLUNTEER organization and will be considerate of those who give freely of their time.
- I will support the efforts of the coaches, umpires, and volunteers, knowing that without them our League would not flourish.
- I will be the positive role model that our children seek to exemplify.