

2024 Dr. Phillips Little League Safety Plan



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REQUIREMENT 1 - SAFETY OFFICER

The Dr. Phillips Little League Safety Officer will be kept updated in the Little League Data Center. For the 2024 season, the League Safety Officer on file with Little League International is: Marek Bullion, 407-982-9534, dpllsafety@gmail.com

SAFETY OFFICER RESPONSIBILITY

Dr. Phillips Little League *Safety Officer*:

The Safety officer is a member of the League Board of Directors. The Safety Officer of Dr. Phillips Little League is responsible for developing and implementing the League's safety program. The Dr. Phillips Little League Safety Officer is the link between the Dr. Phillips Little League Staff and its managers, coaches, umpires, team safety officers, players, spectators, and any other third parties on the complex regarding the safety matters, rules, and regulations.

The Dr. Phillips Little League Safety Officer's responsibilities include:

- Coordinating the individual team's Safety Officers to provide the safest environment possible for all. The Team Safety Officer shall be the team's Manager.
- Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals as well as explaining insurance benefits to claimants.
- Keeping the First Aid Log which will list where accidents and injuries are occurring, to whom, in which divisions (seniors, juniors, major, minor, tee ball and softball), at what times, under what supervision.
- Correlating and summarizing the data in the First Aid Log to determine proper accident prevention in the future.
- Ensuring that each team receives its Safety Manual and that teams operating off premises receive their First Aid Kits at the beginning of the season.
- Installing First Aid Kits in the concession stand and restocking the kits as needed.
- Make Little League's "no tolerance with child abuse" clear to all.
- Inspecting concession stand and checking the fire extinguisher and obtaining annual inspection of the portable defibrillator.
- Ensuring all Managers and Umpires check field conditions before practice and games and periodically checking the fields and listing areas needing attention.

- Scheduling a First Aid clinic class for all managers designated coaches, umpires, and designated league officials during the preseason.
- Creating and maintaining all signs on the LL complex including, No Smoking Signs, No Pets Allowed, cautionary signs etc.... not to include sponsor signage
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention
- Making spot checks at practices and games to make sure all managers are in adherence with safety policies.
- Tracking all injuries and “near misses” in order to identify injury trends.
- Completing and submitting the Annual Little League Facility Survey (submitted directly to LL Data Center).
- Making sure that safety is a recurring Board Meeting topic and allowing experienced people to share ideas on improving safety.
- Ensuring all relevant volunteers complete and submit an electronic version of the Little League Volunteer Application through the JD Palatine system.
- Completing background checks in accordance with Little League guidelines using JD Palatine or equivalent system, and any state guidelines on all volunteers submitting forms.
- Maintaining copies of volunteer applications and background checks for two (2) years, through an active account on JD Palatine website.

SAFETY POLICY/SAFETY MISSION STATEMENT

Dr. Phillips Little League is a non-profit organization operated by volunteers committed to provide an opportunity for our community's children to learn baseball and sportsmanship in a safe and friendly environment.

The goal of adherence to this Safety Manual is to raise safety awareness and make it "safer for the kids" now and into the future. The league's success is measured not in dollars spent on safety or by becoming the "perfect league", but by improving our current situation.

SAFETY CODE

The Board of Directors of Dr. Phillips Little League has mandated the following *Safety Code*. All managers and coaches will read this *Safety Code* and then read it to the players on their team. Signatures are required in the spaces provided below acknowledging that the manager, coach and players understand and agree to comply with the *Safety Code*. Parents and umpires shall read and acknowledge as well. Such acknowledgements may be alternatively completed by checking the box during registration on the website.

- Responsibility for safety procedures belong to every adult member of Dr. Phillips Little League.
- Each player, manager, designated coach, and umpire shall use proper reasoning and care to prevent injury to him/her and to others.
- Only league approved managers and/or coaches are allowed to practice teams.
- Only league approved managers and/or coaches will supervise batting cages.
- Arrangement should be made in advance of all games and practices for emergency medical services.
- Managers, designated coaches, and umpires will have mandatory training in First Aid and Coaching Fundamentals.
- First Aid Kits are issued to each team manager and additional first aid materials will be located at the concession stand.
- No games or practices will be held when, at the sole discretion of the Director on Duty, weather or field conditions are poor, particularly when lighting is inadequate.
- Play areas must be inspected by the Manager before games and practices for holes, damage, stones, glass, and other foreign objects.
- Team equipment should be stored within the team dugout or behind screens and not within the area defined by the umpires as "in play".
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and designated coaches.
- Foul balls batted out of the playing area will be returned to the field using the installed ball returns.
- During practices and games, all players should be alert and watching the batter on each pitch.

- During warm up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warmups should occur within the confines of the playing field and not within areas that are frequented by and thus endangering spectators. (i.e. playing catch, pepper, swinging bats etc.)
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practices and games. Softball, T-ball, A, and AA division batters will wear a face cage mounted to the batter's helmet. AAA shall have the option of wearing either the face cage or a "C" flap. Majors batters shall have the option to forego the face cage and "C" flap. If a player opts to utilize a "C" Flap, it must be approved for use with the player's helmet. The player must have a copy of the letter from the manufacturer approving the "C" Flap for use with their helmet. That letter must be presented upon request of any umpire or league official.
- Except when a runner is returning to a base, headfirst slides are not permitted (Per LL rulebook Appendix B, this rule does not apply to Junior Division).
- During sliding practice, bases shall not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.
- On-deck batters are not permitted on the field of play.
- Managers will only use the official Little League balls. (Reduced impact balls will be used in Tee Ball and Single A/Machine Pitch levels)
- Once a ball, by the umpire's judgement, has become damaged or significantly discolored it will be discarded.
- All male players will wear athletic supporters or cups during games. Catchers must wear a cup. Managers should encourage that cups be worn at practices.
- Male catchers must wear the metal, fiber or plastic type cup and long model chest protector, short is optional for Junior and above.
- Female catchers must wear long model chest protectors.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, dangling type throat protector and catcher's helmet during practice, pitcher warm-ups and games. Note: Skullcaps are **NOT** permitted.

- Shoes with metal spikes or cleats are **NOT** permitted below the Junior level. Shoes with molded cleats are permissible.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- No food or drink at any time in the dugouts. (Exceptions: plastic bottled water, Gatorade and water from drinking fountains in plastic bottles/jugs/thermoses.)
- Catchers must wear a catcher's mitt (not a first baseman or fielder's glove) of any shape, size or weight consistent with protecting the hand (Exception applies to Single A level and below).
- Managers will never leave an unattended child at a practice or game.
- No children under the age of 16 are permitted in the Concession Stand without adult supervision unless approved by the DPLL Director on Duty (DOD).
- A cellular phone shall be available at all practices and games.
- Speed limit is 5 miles per hour in roadways and parking areas.
- No alcohol or drugs allowed on the premises at any time.
- No medication will be taken at the facility unless administered directly by the child's parent. This includes aspirin and Tylenol.
- No playing in the parking lots at any time.
- No playing in construction areas, this includes sand bins.
- No playing on and around field equipment or machinery.
- No smoking allowed in or adjacent to the complex, including the parking lot.
- No swinging of bats or throwing baseballs within the walkways and common areas of the complex.
- No throwing rocks or dirt.
- No climbing fences, trees, or swinging on gates.
- No climbing on dugout roofs.
- No running is allowed around bleachers and the concession stand.
- No skateboards, roller blades, roller skates or scooters are allowed.
- No pets are allowed on the premises, with the exception of K-9 police officers and properly identified service animals. This includes dogs, cats, etc.
- All gates to the fields and dugouts must remain closed at all times. After the players have entered or left the playing field, gates should be closed and secured.

- Players and spectators should be alert at all times for foul balls and errant throws.
- Bicycle helmets must be worn at all times when riding bicycles on the premises as well as to and from the premises.
- Use crosswalks when crossing roadways, always be alert for traffic.
- No one is allowed on the complex with open wounds, wounds should be treated and properly bandaged.
- Observe all posted signs.
- Never hesitate to report any present or potential safety hazard to the Dr. Phillips Little League Safety Officer immediately.

REQUIREMENT 2 – SAFETY MANUAL DISTRIBUTION

This Safety Manual will be provided to each player agent and made available to each team by their respective player agents or the league Safety Officer. In addition, a copy will be kept in the main concession stand and a copy is posted on the League website at www.dpll.org. This Safety Manual will also be e-mailed, or a link to the website post of the Manual will be e-mailed to all pertinent personnel.

All League personnel will have access to the League's safety manual including all board members, coaches, managers, concession workers and facilities crew.

Upon submission to the Little League Data Center, a copy of this Safety Manual will be provided to the District Administrator.

REQUIREMENT 3 – EMERGENCY PLAN

EMERGENCY PHONE & CONTACT NUMBERS

Emergency Numbers

Police/Fire Department - Emergency	911
County Sheriff - Non-Emergency	407-254-7000
Dr. Phillips Hospital	407-351-8500
Health Central Hospital	407-296-1000

Little League Phone Numbers

Williamsport Insurance Claim Office	570-327-1674
District 14	407-832-8506
Southern Region LL	478-971-7070

LEAGUE OFFICIALS

President	Andria Estrella-Roa	321-946-4714	andriaroa@gmail.com
VP	Brian Wimberly	407-312-4722	btwimberly34@gmail.com
COO	Bryan Strasburger	407-676-1079	bdstras@gmail.com
Treasurer	Emille Fleming	321-228-4183	emille.r.fleming@gmail.com
Secretary	Karla Carman	407-982-9471	karlacarman31@gmail.com
Safety	Marek Bullion	407-982-9534	dpllsafety@gmail.com
UIC	Lucas Morris	904-716-8876	lmorris82@gmail.com

Player Agents

Juniors:	James Parr	505-270-7435	james@pro4mer.com
Majors/Grapefruit:	Andre Williams	407-340-6312	andre@sdap.com
AAA/Southern:	James Messinger	508-846-4315	james.messinger@me.com
AA/Cactus:	Adam Liszewski	443-875-9253	adam.f.liszewski@gmail.com
A/Rookie:	Lucious Kirkley	609-865-1961	lukirk@icloud.com
Tee-Ball:	Matthew Jantomaso	407-729-4724	mattjbills@gmail.com
Softball:	Lisa Coe	619-884-7695	lisamcoe11@gmail.com

REPORTING OF ACCIDENTS

Any accident resulting in injury shall be reported to the Team Safety Officer (Team Manager), League Safety Officer and Player Agent for the applicable division. Accidents are to be reported immediately so the appropriate accident report may be completed.

Accident reports will be kept as part of this plan on the league website as well as hard copies kept in the concession stand.

REQUIREMENT 4 - VOLUNTEER APPLICATION

All Managers, coaches, board members, and any other persons, volunteers or hired workers who provide regular service to the league and/or have repetitive access to or contact with players or teams must fill out an application online through the JDP website and provide a government-issued photo identification card for ID verification through the DPLL registration process. The League shall check name spellings and numbers for accuracy. All application details will be cross checked against the government issued photo identification to confirm the correct name, address, and date of birth for purposes of performing required background screening.

Anyone refusing to fill out a Volunteer Application is ineligible to be a league member.

The League will conduct a mandatory background check on all persons completing a volunteer application. The League will utilize JD Palatine (JDP <https://www.jdpalatine.net/>) for the nationwide background screening. The League will comply with all requirements of Florida Statutes regarding disqualification of applicants. In the case of any background check findings resulting in disqualification, or potential disqualification, the League Safety Officer shall inform the League President and a decision will be made regarding how to proceed. In addition, the league shall also use the NSOPW website database (<https://www.nsopw.gov/en-US/Home/DruSjodin>) to perform a search for possible sexual predator/sexual offenders.

REQUIREMENT 5 - FUNDAMENTALS TRAINING

Fundamentals Training will be organized by the League and will be assisted by the Coaching Coordinator. At Fundamentals Training all attendees will be provided training on general coaching techniques and advised of local rules. For the Spring, 2024 season, Fundamentals Training will be held on February 9, 2024 at the Managers Meeting with additional training as part of the Safety/Umpire Clinic held on the same day.

REQUIREMENT 6 - FIRST-AID TRAINING

First aid training will be held on February 9, 2024. At that time, the following will be discussed:

Safety is Job One. Before winning, before anything else. Safety goes beyond your team. You see anything going on, say something. No climbing trees, no climbing on dirt piles in parking lot, no playing in parking lot, etc.

The Field

1. You are to inspect the field before the game – identify any hazards – let DOD know
2. Dugouts – use Bat Racks – no bats swinging in dugout
3. Players and coaches MUST remain fully within dugout
4. NO ON DECK CIRCLE – One batter at start of inning (Majors and below)
5. All gates must remain closed
6. Players are not to leave field during game without notifying umpire
7. Tarps and sandbags stowed during practices and games and replaced if no practice or game follows yours
8. No standing on benches in dugout or climbing fences
9. No food in dugout other than seeds

Batting Cages

1. Batting helmets, even for soft toss
2. No adults hitting
3. No teen to teen hitting
4. Must have registered coach

Playing

Majors and below – no headfirst slides except returning to base. No batting helmets and gloves outside dugout, no metal spikes (majors and below), no horseplay. One adult in dugout at all times.

Pitch counts – adhere to all local rules. Young arms should not hurt. If they do, get them out. – Your responsibility to keep track of pitches and make sure no one exceeds the rules.

Dr. Phillips Little League will adhere to the Little League Baseball Pitch Count Rules (or any more stringent pitch count rules set by the Board of Directors and published as Local Rules) for each age group. Such pitch count rules shall apply in both regular and practice games.

Each Manager shall keep track of each pitcher's pitch count and keep them at a safe level for the child. Once the Little League Baseball pitch counts (or any higher standard imposed by the Board of Directors) are reached, the pitcher will be replaced.

Children should not be encouraged to "play through pain". Pain is a warning sign of injury. Ignoring it can lead to greater injury.

Equipment

You'll be asked if your team is properly equipped. Your responsibility is to know.

Bats - All bats must be approved for use in Little League.

Softball, Tiny Tots, Tee Ball, Single A, Double A - Batting Helmets – All batting helmets must be certified by NOCSAE and MUST be fitted with a full face cage – NO EXCEPTIONS.

AAA and up can use C-flap – MUST BE APPROVED FOR USE WITH HELMET AND MUST HAVE LETTER PRINTED SHOWING APPROVAL FOR USE FROM LITTLE LEAGUE WEBSITE

Majors and above can forego mask or c-flap

Helmets that have been modified in any way (painted, decals applied, written on, stickers applied, holes drilled, adhesives applied, etc.) are NOT PERMITTED.

Softball Fielding Masks – Fielding masks are MANDATORY at all levels of DPLL Softball for any players playing the following positions: Pitcher, First Base, and Third Base. Fielding masks are optional for all other positions.

Catchers - All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards. All catchers must wear a mask, dangling type throat protector and catcher's helmet. Note: Skullcaps are NOT permitted.

Volunteers

All volunteers must be registered for this season. Anyone stepping onto the field must be registered and background cleared.

Don't leave child unattended. If practice ends, you don't go until all kids have left with parent(s)/guardian(s).

Injuries

Injuries requiring professional medical attention must be reported and an accident report completed. Accident reports in the concession stand and must be reported to the Team Safety Officer (Team Manager), League Safety Officer and Player Agent for the applicable division

First Aid Kit

Each team gets one today, additional stocked kit is in concession stand.

First Aid Training

1. Don't just rub dirt on it.
2. Are you a doctor? If so, you can diagnose. If not, you can't.
3. Ice pack in your kit, more in concession.
4. If child is hurt, notify parent. You control the situation, not the parent. You can send the player home. Parent cannot choose to keep practicing/playing.
5. If you need 911 – call. Notify assistant coach to go to parking lot entrance to wave down ambulance, otherwise they go to the YMCA. Notify DOD ASAP. Stay calm – you're the adult. Parent will be panicking.
6. If Loss Of Consciousness – call 911. Do not try to move child.
7. Any indication of neck/spine injury don't move child.
8. Perform appropriate first aid care. If in doubt, seek a medical professional's assistance.

Hydration

Managers and Coaches should schedule drink breaks every 15 to 30 minutes during practice on hot days and should encourage players to drink between innings and before practice. Caffeinated beverages (tea, coffee, and sodas) should be avoided because they are diuretics and can dehydrate the body further. Avoid carbonated

drinks, which can cause gastrointestinal distress and may decrease fluid volume. Be aware of signs and symptoms of overheating and dehydration. If player exhibits any symptoms, including lethargy, dizziness, lack of sweating, vomiting, loss of skin color, disorientation, etc., cool the player down and seek necessary medical care.

Thunderstorms / Lightning

If You Hear, See or Feel a Thunderstorm:

- Suspend all games and practices immediately.
- Stay away from metal including fencing and bleachers.
- Do not hold metal bats.
- Get players to walk, not run to their parent's or designated driver's care and wait for a decision on whether to continue the game or practice.
- DODs should track approaching storms using a reputable Weather app, or other online lightning detector.
- Using the lightning meter in the concession stand is also recommended as a second check.
- If there are lightning strikes within **8 miles**, the DOD must suspend all activities and start prepping to evacuate the facility by informing teams playing and anyone else at the facility to remove all players and coaches from the fields.
- Players and coaches are not allowed back on the fields until **30 minutes** have passed with no more lightning strikes seen or recorded.
- If there are lightning strikes within **4 miles** the DOD must ask all players, coaches, and parents to seek cover in their cars.
- Players and coaches are not allowed back on the fields until **30 minutes** have passed with no more lightning strikes seen or recorded within an **8 mile** radius.
- It is up to the DOD to determine if conditions warrant waiting for lightning to clear the area or to call the game.
- See Appendix A in the Little League Rule Book for more details.

Hot Weather

Precautions must be taken to make sure the players on your team do not dehydrate or hyperventilate.

- Suggest players take drinks of water before coming to the fields, and when coming on and going off the field between innings.
- Plan for multiple water breaks during practice.
- If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout immediately.
- If a player should collapse as a result of heat exhaustion, call 911 immediately. Get the player to drink water and use the instant ice bags supplied in the First Aid Kits to cool him/her down until the emergency medical teams arrive. (See section on Hydration)

Ultra-Violet Ray Exposure

Dr. Phillips Little League recommends the use of sunscreen with a SPF (sun protection factor) of at least 30 or higher, as a means of protection from damaging ultraviolet light.

Concession Stand

No one under 16 in the concession stand unless approved by the DOD.

General

1. No smoking, vaping, etc. including parking lot
2. No warming up, swinging bats, etc. in common areas and walkways
3. No throwing rocks/dirt
4. No climbing fences, trees, dugouts etc.
5. No pets. With the exception of Police K-9's or Service animals as they are not considered "pets." ADA sets forth that service animals are different from emotional support animals. Under Florida Law, services animals must be allowed at the facility however, emotional support animals are not required to be allowed. DPLL does not allow emotional support animals at its facility.

CONCUSSION PROTOCOLS

When in doubt sit them out

1. Playing baseball and softball contain risks of injury including the risk of concussion. Continuing to play, practice, tryout, workout or other physical activity after concussion or head injury also contains risks. The Dr. Phillips Little League is

dedicated to the safety of its participants and their protection regarding concussion and head injury.

2. All parents/guardians of a participant who is a candidate for participation in Dr. Phillips Little League must sign (digital signature as part of application is sufficient) an informed consent that explains the nature and risk of concussion and head injury, including the risk of continuing to play after concussion or head injury, each year before participating in athletic competition or engaging in any practice, tryout, workout, or other physical activity associated with the participant's candidacy for an athletic team.

3. All managers and coaches MUST complete the CDC's "Heads Up" Concussion training.

<https://www.cdc.gov/headsup/youthsports/training/index.html>

4. At the conclusion of the training the manager and coaches shall be able to print a certificate showing completion of the course. Each manager and coach MUST submit a copy of the certificate to their player agent who shall send the certificates to the league safety officer and league president.

5. All managers must have a copy of the Clipboard Concussion Information Sheet which is available at <https://www.cdc.gov/headsup/youthsports/coach.html>

6. No athlete should return to play or practice on the same day of a suspected concussion. "When in doubt, sit them out!"

7. Any participant who exhibits signs, symptoms, or behaviors consistent with a concussion including, but not limited to, loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the activity and shall not return to play until cleared by an appropriate health-care professional.

8. A participant who has been removed from any activity due to a suspected concussion shall not return to practice or competition until the parent or guardian of the participant submits to the Manager and League a written medical clearance to return stating that the participant no longer exhibits signs, symptoms, or behaviors consistent with a concussion or other head injury. Medical clearance must be authorized by the appropriate health care practitioner trained in the diagnosis,

evaluation, and management of concussions as defined by the Sports Medicine Advisory Committee of the Florida High School Athletic Association. The Manager shall send a copy of any medical clearance to the League President and League Safety Officer.

9. Any athlete who has sustained a concussion must be medically cleared by an appropriate health-care professional (as defined above) prior to resuming participation in any practice or competition.

10. Upon receiving medical clearance, the player shall be gradually returned to play in a step-wise fashion to allow the player to adjust to increased activity.

REQUIREMENT 7 - CHECK FIELD CONDITIONS

For games and practices, managers/coaches from both home and away teams and umpires will walk the fields to check for hazards before use, document/repair any hazards. Foreign objects/debris will be removed. All sandbags and tarps/field coverings shall be removed from the field and placed in storage areas adjacent to fields. In case of any issue requiring repair, the DOD shall be notified.

REQUIREMENT 8 - FACILITY SURVEY

The Little League Facility Survey shall be updated on the Little League Data Center annually. The Facility Survey is not attached to the safety manual uploaded by the league.

REQUIREMENT 9 - CONCESSION STAND SAFETY

- No person under the age of 16 will be allowed in or behind the counter in the concession stand unless approved by the DOD.
- People working in the concession stands will be trained in safe food preparation and safe use of equipment. Gloves will be placed in the concession stand for use by persons handling food.
- The Board Member in charge of Concession Stand will be trained in food handling/prep and procedures.
- Signage will be placed to instruct volunteer workers regarding food handling/prep and procedures.
- Cooking equipment will be inspected periodically and repaired or replaced if needed.
- Propane tanks will be turned off at the grill and at the tank after use.
- Food not purchased or obtained by Dr. Phillips Little League, or its authorized representatives, to sell in its concession stands will not be cooked, prepared, or sold in the concession stand.
- Cooking grease will be stored safely in containers away from open flames
- Cleaning chemicals will be available to concession workers for proper cleanup of the concession stand. A Certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.
- All concession stand workers are to be instructed on the use of fire extinguishers.
- All concession stand workers will be provided information regarding the *Heimlich maneuver*.
- A fully stocked First Aid Kit will be placed in the Concession Stand.
- The concession stand main entrance door *shall not* be locked or blocked while people are inside.
- All heating appliances will be shut off and unplugged at the close of the Concession stand.

REQUIREMENT 10 - EQUIPMENT CHECK

Managers shall periodically and regularly inspect both team and player's equipment during the season for signs of wear and tear or unsuitability for use and shall promptly ensure repair or replacement of same. Equipment that cannot be repaired will be destroyed to prevent use. Umpires shall be vigilant during games regarding proper and serviceable equipment including, but not limited to, the use of Little League Approved bats only. To the extent that new equipment is needed, the Board will, as necessary source and obtain all required new/replacement equipment.

REQUIREMENT 11 - ACCIDENT REPORTING

ACCIDENT REPORTING PROCEDURE

What to report:

An incident that causes any player, manager, coach, and umpire or volunteer to receive medical treatment and/or first aid must be reported to the League Safety Officer for further reporting if necessary to the Florida District 14 Safety Officer. This includes even passive treatments such as the evaluation and diagnoses of the extent of the injury.

When to report:

All such incidents described above must be reported to the Dr. Phillips Little League Safety Officer within 24 hours of the incident. The Dr. Phillips Little League Safety Officer's contact information will be posted at all times inside the Concession Stand.

How to make a report:

Reports of incidents or near misses shall be emailed to the League Safety officer and at a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The time, date, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person that is reporting the incident.

Manager's Responsibility:

The Manager will immediately notify the league Safety Officer and Player Agent for the applicable division and fill out the *Accident Notification Form* and submit it to the Appropriate Safety Officer for the Individual League Safety Officer ***within 72 hours of the incident.*** (Accident Notification Forms can be found in the Appendix)

Accidents occurring outside the team (i.e. spectator's injuries, concession stand injuries and third party injuries) shall be handled directly by the Director on Duty in consultation with and reporting to the League Safety Officer.

Dr. Phillips Little League Safety Officer's Responsibilities:

Within 72 hours of receiving the Accident Notification Form, the Dr. Phillips Little League Safety Officer will contact the injured party or the party's parents and:

- Verify the information received.
- Obtain any other information deemed necessary.
- Check the status of the injured party.
- In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Dr. Phillips Little League Insurance Coverage and the provision for submitting any claims.
- If the extent of the injuries is more than minor in nature, the Dr. Phillips Little League Safety Officer shall periodically contact the injured party or the party's parents to check on the status of the injuries. Check if any other assistance is necessary in the areas such as submission of insurance forms, etc. until such incident is considered closed (i.e., no further claims are expected and/or the individual is participating in the League again.

REQUIREMENT 12 - FIRST AID KITS

The League shall provide First Aid Kits for each team at the safety meeting. It is the responsibility of the Managers/Coaches who fail to attend the safety meeting to arrange for a time to meet with the Safety Officer to undergo safety training and obtain their first aid kit. The First Aid Kits provided for the season will contain the following:

This multi-purpose First Aid Kit includes:

- 6 Antiseptic Towelettes
- 12 Alcohol Wipes
- 2 Antibiotic Ointment Packets 0.9 g (1/32 oz)
- 10 Cotton Tip Applicators
- 1 Instant Cold Compress
- 1 First Aid Guide
- 20 Adhesive Bandages – ¾ in x 3 in (1.9 cm x 7.62 cm)
- 30 Adhesive Bandages – 3/8 in x 1 ½ in (.95 cm x 3.81 cm)
- 1 Adhesive Tape Roll – 0.5 in x 5 yd (1.27 cm x 5.08 cm)
- 5 Butterfly Closures
- 4 Wooden Finger Splints
- 4 Gauze Pads – 2 in x 2 in (5.08 cm x 5.08 cm)
- 2 Gauze Pads – 4 in x 4 in (10.16 cm x 10.16 cm)
- 2 Examination Gloves

Additional first aid materials are available in the concession stand.

REQUIREMENT 13 - ENFORCE LITTLE LEAGUE RULES

Most Little League rules have a basis in safety, therefore they must be enforced. The League shall make all reasonable efforts to enforce all Little League rules. Coaches and managers shall enforce rules at practices as well as games. The League has provided bases that disengage as required by Little League rules.

CODE OF CONDUCT

The Board of Directors of Dr. Phillips Little League has mandated the following Code of Conduct. All Coaches, Managers and Parents will read this Code of Conduct and sign in the space provided below as part of in person registration (or check the box during on-line registration) acknowledging that he or she understands and agrees to comply with the Code of Conduct. In the case of a non-Dr. Phillips Little League team utilizing the complex for practices or games, the Manager and Coaches of such team shall sign below, and such signature includes the responsibility to explain the Code of Conduct to all associated with his or her team who will enter the complex.

Dr. Phillips Little League Code of Conduct

No Board Member, Manager, Coach, Player or Spectator shall:

- At any time, lay a hand upon, push, shove, strike, feint to throw a punch or threaten any individual.
- Be guilty of heaping personal verbal or physical abuse upon any official or player for any real or imaginary belief of wrong decision or judgement.
- Be guilty of objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsman-like action.
- Be guilty of using unnecessarily rough tactics in the play of a game and/or against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official manager, coach, player, or spectator.
- Be guilty of the use of profane, obscene, or vulgar language or gestures in any manner at any time.

- Appear on the field of play, stands, or anywhere on the LL complex while in an intoxicated state at any time. Intoxicated will be defined as an either odor or behavior issue in the sole discretion of the Director on Duty.
- Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- Smoke anywhere within or adjacent to the Dr. Phillips Little League complex.
- Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision, or a personal opinion on any players during the game.
- As a manager or coach, be guilty of mingling with or fraternizing with spectators during the course of the game.
- Speak disrespectfully to any manager, coach, official or representative of the League.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records, or procedures.
- Shall challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including the removal from the game.

The Executive Committee of the Board of Directors will review all infractions of the Dr. Phillips Little League Code of Conduct. Depending on the seriousness of frequency, the committee may assess additional disciplinary action up to and including expulsion from the league.

REQUIREMENT 14 - PLAYER/COACH DATA

All player and coach data shall be uploaded to the Little League Data Center

REQUIREMENT 15 - ANSWER SURVEY QUESTION

How many background checks did your league perform?

At the time of submission of this safety plan, background screens were still being performed. As of the time of submission, at least 40 background checks had been completed and an anticipated additional 45-50 will be performed.

How did you conduct your background checks?

Background checks were performed utilizing JDP for the nationwide criminal screening and national sex offender registry. In addition, the NSOPW website is checked to determine if any volunteer matches any findings on that site.

APPENDIX

Accident Notification Form

Accident Notification Form



**LITTLE LEAGUE® BASEBALL AND SOFTBALL
ACCIDENT NOTIFICATION FORM
INSTRUCTIONS**

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

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. *Limited* deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

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

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

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

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

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> PM	

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

Check all applicable responses in each column:

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> BASEBALL | <input type="checkbox"/> CHALLENGER (4-18) | <input type="checkbox"/> PLAYER | <input type="checkbox"/> TRYOUTS | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES) |
| <input type="checkbox"/> SOFTBALL | <input type="checkbox"/> T-BALL (4-7) | <input type="checkbox"/> MANAGER, COACH | <input type="checkbox"/> PRACTICE | <input type="checkbox"/> SPECIAL GAME(S) |
| <input type="checkbox"/> CHALLENGER | <input type="checkbox"/> MINOR (6-12) | <input type="checkbox"/> VOLUNTEER UMPIRE | <input type="checkbox"/> SCHEDULED GAME | (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12) | <input type="checkbox"/> PLAYER AGENT | <input type="checkbox"/> TRAVEL TO | |
| | <input type="checkbox"/> INTERMEDIATE (50/70) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM | |
| | <input type="checkbox"/> JUNIOR (12-14) | <input type="checkbox"/> SAFETY OFFICER | <input type="checkbox"/> TOURNAMENT | |
| | <input type="checkbox"/> SENIOR (13-16) | <input type="checkbox"/> VOLUNTEER WORKER | <input type="checkbox"/> OTHER (Describe) | |
| | <input type="checkbox"/> BIG (14-18) | | | |

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature