



2024 A.S.A.P

(A Safety Awareness Program)

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OTLL Contacts Page**Police / Fire / EMS****911****ME State Police - Troop E Bangor****(207) 973-3700**

OTLL Safety Office - Chad Lothian*

(207) 478-5546

* Contact Chad Lothian to Track/Report Injuries

Executive Board of Directors	Name	Phone
President	Chad Lothian	1-207-478-5546
Vice President	Pat Wilson	1-207-478-2511
Player Agent	Sara Wilson	1-424-200-1896
Secretary	Jenn Salls	1-207-249-3398
Treasurer	Matt Ketch	1-207-827-6282
Safety Officer	Chad Lothian	1-207-478-5546
Coaching Coordinator	Brad Goody	1-207-944-2259

Board Division Directors

Umpire in Chief	Aaron Sucy	1-207-852-1201
VP of T-Ball	Amanda King	1-207-949-4031
VP of Farm League	Amanda King	1-207-949-4031
VP of Minor League	Pat Wilson	1-207-478-2511

Board Managers

Information/social media	Chris Shorette	1-207-949-6449
Field Maintenance	Brad Goody	1-207-944-2259
Equipment Manager	DJ Whitmore	1-207-356-6614
Field Scheduler	Kendall Emerson	1-207-949-2629

League Email:

oldtownlittleleague@gmail.com

League Address:

Old Town Little League

PO Box 425

Old Town, Maine 04468

OTLL Fields

Tee-Ball // Farm League

Location: Old Town Elementary School Fields

Address: 576 Stillwater Ave, Old Town, ME 04468

Notes: Closest parking to fields is on the Hannaford side of the school. Please be respectful to the school and clean up after yourselves, remove any trash/litter and keep the fields clean. Thank you.

Minors // Majors Divisions

Location: Old Town YMCA Field

Address: 500 Stillwater Ave, Old Town, ME 04465

Notes: Parking behind the YMCA is limited; additional parking is available in front of the building as well as at the Elementary School. Please be respectful of neighboring businesses and do not park behind them. Please make sure all trash/litter is picked up and dugouts are cleaned before leaving the field.

Location: OTLL K.C. Field

Address: 5 Gilman Falls Ave, Old Town, ME 04468

Notes: Limited Parking is available at the field and along the grass edge of the Milligan's Landing parking lot. **DO NOT part along the side or in front of the Milligan's Building at any time.** Please respect our neighbors and keep their parking lot clean. Additional parking is available down Fourth Street at the Elks Club and the Town Boat Launch.

JR. // SR. Leagues

Location: Leonard Middle School

Address: 156 oak St., Old Town, ME 04468

Notes: Plenty of Parking is available in the School Lots. Please be respectful of the School and its Facilities, all trash should be removed or placed in proper receptacles, dugouts must be cleaned and swept, and any equipment stored.

Location: Old Town High School

Address: 203 Stillwater Ave, Old Town, ME 04468

Notes: Plenty of Parking is available in the School Lots. Please be respectful of the School and its Facilities, all trash should be removed or placed in proper receptacles, dugouts must be cleaned and swept, and any equipment stored.

*Coaches may opt to use additional fields in the event of a scheduling conflict, Coaches will provide additional field information to players and parents at that time.

OTLL Safety Code

- ❖ Responsibility for safety procedures should be that of an adult member of the league (Board Member, Manager, Coach or Volunteer)
- ❖ Each team will be assigned a Managers Binder with safety procedures as well as a fully stocked First Aid Kit
- ❖ Managers and Coaches are responsible for having the Managers Binder, First Aid Kit and a charged cell phone at all practices and games.
- ❖ Games should not be held if weather or field conditions are not safe – includes inadequate lighting.
- ❖ Play area will be inspected by coaches and umpires prior to all games. Coaches will inspect fields prior to all practices. League Safety Officer and Field Maintenance will be notified of any problems.
- ❖ All equipment will be stored in dugouts or behind fences – not in areas umpire deems “in play.”
- ❖ Only Players, Managers, Coaches and Umpires will be allowed on the playing field or in dugouts during games and practices.
- ❖ Responsibility of keeping bats and loose equipment off the field should be that of a designated player or team manager/coach. Designated player should be wearing a batting helmet during this task.
- ❖ During games or practice all players should be alert and watching the batter each pitch
- ❖ During warm-ups all players should be spaced appropriately to avoid being hit by wild throws or missed catches
- ❖ All player warmups will be confined to the field – not in areas frequented by spectators.
- ❖ All equipment will be inspected prior to team assignment. Coaches should regularly inspect team and player equipment for proper fit and function. Equipment failing inspection shall be removed and replaced.
- ❖ Batters must wear Little League approved batting helmets; face guard are recommended.
- ❖ Players may act as base coaches during games but are required to wear a League Approved Batting Helmet. Parents, Volunteers and Coaches are not required but recommended to wear batting or base coach helmets.
- ❖ Per Little League Rules – Batting Donuts are not permitted.
- ❖ Per Little League Rules – The use of Pine Tar and other adhesive substances is prohibited at all levels of play – Use of these substances will result in the bat being declared illegal and removed.
- ❖ All Bats must display legible certification markings to be deemed legal for play (refer to Little League Rulebook for details)
- ❖ Per Little League Rules - All male athletes must wear athletic supporters.
- ❖ All Catchers must wear a Catchers helmet, Chest Guard, Throat Guard, shin Guards, as well as an athletic supporter and cup (hard plastic or composite) during practices and game – No Exception
- ❖ Except when a runner is returning to base, headfirst slides are prohibited.
- ❖ During practice and games all bases should be of break-away style and never strapped or anchored.
- ❖ Parents of players who wear glasses should be encouraged to provide “safety glasses.”
- ❖ Players may not wear pins, rings, necklaces, bracelets or any metal objects.
- ❖ Sleeves are permitted but pitchers may not wear white sleeves that may camouflage the ball.
- ❖ On deck batters are not permitted (except for Junior/Senior Leagues)
- ❖ Horseplay will not be tolerated on or off the field – includes swinging bats, wrestling, climbing fences, throwing stones, etc.

- ❖ All gates to the field will be closed while games are in progress.
- ❖ No playing on or with field equipment
- ❖ No swinging bats or throwing balls at any time in a common area.
- ❖ No throwing baseballs at dugouts or backstop
- ❖ Observe all posted signs.
- ❖ No children under the age of 16 will be allowed inside the snack shack.
- ❖ All Players, Coaches, and Spectators will be respectful to umpires and officials before, during and after all games. Anyone asked to leave must vacate the field and parking areas immediately.
- ❖ Aggressive or violent behavior or remarks by any player, coach or spectator will not be accepted at any time before, during or after any OTLL Game. Anyone asked to leave must vacate the field and parking areas immediately and may not return for the remainder of that game.
- ❖ No Alcohol, tobacco or vape product are allowed in any OTLL parking lot, field or common area.
- ❖ All volunteers will submit an application and be subject to a voluntary background check and complete all required training.
- ❖ Any volunteer who fails to submit to a background check or complete required training will be ineligible.
- ❖ League safety Office will complete a facility safety inspection for all OTLL Facilities, inspection will be presented to the board, submitted to regional safety officer. Any required repairs will be handled before scheduled games can commence.

General Safety Information and League Policy's

The Do's and Don'ts of First Aid:

DO....

- Know your limitations.
- Provide assistance in obtaining medical attention for those who require it.
- Reassure and aid children or adult who are injured, frightened, or lost.
- Carry your first aid kit and managers binder to all games and practices.
- Have your players Medical Release Forms, Accident Reports and any other safety documentation at all practices and games.
- Have a charged Cell Phone at all practices and games.
- Assist those who require medical attention, Remember to:
 - LOOK for signs of injury (blood, bruising, deformity of joint, etc.)
 - LISTEN to the injured describing what happened, what hurts, if conscious; before questioning you may have to calm and sooth an excited child.
 - FEEL gently and carefully the injured are for signs of swelling or grating of broken bone.

DON'T.....

- Administer any medications.
- Provide any food or beverages (other than water)
- Hesitate to provide aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedure (e.g., cpr, first aid, etc)
- Leave unattended child at a practice or game.
- Hesitate to report any present or potential safety hazards to the Safety Officer or League President immediately.

Communicable Disease Procedure

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Gloves must be worn while assisting to prevent exposure when blood or bodily fluids are present.
3. Immediately wash hands and other body surfaces that may have come in contact with blood or bodily fluids.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressing, equipment and other articles containing body fluids.

Concussion Protocol and Return to Play

A Concussion is an invisible injury that disrupts the function of the brain. It may be caused by any blow, bump, or jolt to the head or by a fall that jars the brain. Concussions may or may not involve the loss of consciousness (knocked out). Ultimately all concussions are serious injuries and must be handled accordingly.

How do I know if my athlete may have a concussion?

Physical Symptoms: Headache, dizziness, balance problems, nausea or vomiting, fatigue, sensitivity to light and sensitivity to sound.

Cognitive symptoms: mentally foggy, feeling or acting slowed down, difficulty concentrating, difficulty remembering, difficulty focusing.

Emotional Symptoms: irritability, sadness, nervousness, unusual emotional reactions

In the event of a head injury during a game or practice the athlete must be pulled from play immediately and evaluated by the team manager or coach. Evaluation should be thorough and may require the athlete to remain in the dugout until they can be cleared.

Light to Mild concussions may not present immediate symptoms but the athlete is still at risk and should stay out of the game and be monitored. If you are unsure or believe the athlete has sustained a concussion the athlete should remain off the field or be given into the care of their parent or guardian and taken for medical attention or concussion evaluation by a medical professional.

Return to Play:

1. A signed note from a medical professional should be turned in to the Team Manager and all recommendations must be followed.
2. Athlete must be returned to all normal activities such as school, prior to returning to play.
3. Being slow – light aerobic activity, walking, jogging but nothing excessive and still monitor for adverse side effects. No batting/fielding activities where another blow to head may occur.
4. Moderate activity – continue to increase athletes heart rate and head movement while still protecting them from potential head impacts.
5. Heavy Activity (non-Contact) – the athlete is nearing the point of 100% participation, full running and drill work while protecting them from head impacts.
6. Full Practice– Athlete is back to 100% and cleared for full activity by a medical professional.
7. Competition – Athlete has been cleared by a medical professional to participate, they have completed a full practice and no longer exhibit any symptoms of the concussion and are ready to compete.

Return to play is going to be different for every athlete depending on the recommendations of their health care professional, the severity of the concussion and their body's ability to heal. Managers and Coaches should never try to rush the athletes return to play, concussions may not be as dramatic and visible as a broken bone or severe cut, but they are injuries to the brain and can have negative impacts on the athletes life in the long term. Managers and Coaches should continue to monitor the athlete after they return to play and be aware that repeat concussions are possible and may require an athlete to end their season to allow for full recovery or prevent another injury.

Protecting Children from Abuse

Child abuse is defined as “the physical or emotional injury of a child by a person who is responsible for the child’s welfare” OTLL is focused on protecting all players from child abuse. Managers and Coaches should be on alert for any abuse that may be occurring away from the field and report their suspicions to the proper authorities and League President or Safety Officer within 24 hours.

The following are some guidelines for OTLL Managers, Coaches and Volunteers to protect players from external threats:

1. Rides – Children dropped off too early or picked up late are targets, please set arrival time expectations and arrive on time. After games or practice stay with your team until every child is picked up safely.
2. Access – Controlling access to areas children are present – such as the dugout – protects them from harm by outsiders.
3. Toilet Facilities – always utilize the “Buddy System” whenever possible or have parents assist with supervision of players leaving the field or dugout to use toilet facilities. Assign a team representative to ensure that children return in a timely manner from the facilities.

Zero Abuse Policy

Bullying - Old Town Little League will not tolerate bullying of any Manager, Coach, athlete, umpire or spectator – Bullying can occur in a physical, emotional or verbal manner, in-person or online and can have immediate and long-lasting impacts on the victim.

Hazing will not be tolerated in any manner – Managers and Coaches are responsible for monitoring the team and protecting players from any form of hazing. Parents who suspect hazing has occurred should report their concerns to the League President or Safety Officer.

Emotional or Physical Misconduct – Managers and Coaches can play an important role in an athlete’s life but no matter how close the bond there needs to be clear boundaries. The relationship between these two parties can never cross the line into emotional or physical territory. If misconduct of this nature is suspected or divulged by a player, it must be reported immediately.

Reporting Child Abuse

As Manager or Coach, it is your responsibility to take note of the health and wellbeing of every player in your care. If you would like to discuss or suspect child abuse, you should call The Office of Child and Family Services at 1-800-452-1999. This line is staffed 24 hours a day, 7 days a week including holidays. Additionally, you should notify the League President and Safety Officer.

Reporting Child Abuse within the League

Anyone can report abuse within the League. Managers, Coaches, players, and parents should all feel that they can be a whistle blower without repercussion.

Victims of abuse may not feel they can come forward if the abuser is a parent or coach but may say something to a fellow player – players should be encouraged to speak up if they hear about abuse of another player. *

Reporting should be Immediate – Within 24 Hours of hearing or suspecting abuse even if that abuse occurred far in the past. The report can be made to the Police if you feel the player is in immediate Danger, The Office of Child, and Family Services at 1-800-452-1999, and a report should be made to the League President and Safety Officer. If it is determined that a person had knowledge of abuse and failed to report that abuse there may be consequences, including Fines and Jail time.

*OTLL also recommends that all players complete the USA Baseball Abuse Awareness for Minors training

League Response to Abuse

All Reports of Abuse in any form will be investigated.

Abuse in the form of bullying or hazing between players will be reviewed by the Board of Directors and consequences will be determined and enforced.

If Adult abuse allegations are substantiated, consequences will be in the hands of the proper authorities additionally our internal policy is to ensure the perpetrator has no further contact with the children in this league.

Active Shooter protocol

Because an Active shooter incident requires rapid response the best time to consider how to react is in advance. Familiarize yourself with your surroundings (especially in away game situations) and possible routes of escape.

The Three Options to consider if faced with an Active Shooter incident: **Run, Hide** or as a last resort **Fight**.

RUN – If there is a way to escape the threat and you are reasonably sure you can do so without being harmed, do it. This is your first and best options and can be paired with options 2 – Hide.

- have escape routes in mind.
- If in the open Drop to the ground and cover head, crawl towards cover.
- if running advise players to “Scatter” in the safest direction to avoid group target
- run towards shelter – Buildings, vehicles, trees. Dugouts do not provide adequate shelter.
- leave all belongings behind – only bring your cell phone to contact 911.
- help other escape, especially those in need.
- make sure everyone is moving away from the area the active shooter(s) are located.
- follow instructions of law enforcement
- keep hands visible when approached by law enforcement.
- call 911 when it is safe to do so and provide the following information.
 - **your name and location**
 - **location of the incident (be as specific as possible)**
 - **Number of shooters (if known)**
 - **Number of persons who may be involved**
 - **Follow instructions of law enforcement**
 - **Keep hands visible**

HIDE – If evacuation is not possible find a place to hide where active shooter is less likely to find you, choose best location that is available quickly.

Your Hiding place should:

Be out of the view of the active shooter

Provide protection is shots are fired in your direction

Not trap or restrict your options for movement

To Stay Safe while hiding:

- Remain quiet
- Stay small behind cover
- Do not respond to voice commands or move from cover until you are absolutely sure that commands are coming from Police
- If you can speak to a dispatcher without being overheard by the assailants, dial 911 to alert police to the situation
- If you cannot speak, mute the speaker and leave the line open so the dispatcher can listen.

FIGHT – if you cannot evacuate or hide effectively, or have been discovered, be ready to fight

Take steps to incapacitate the active shooter:

- Act Aggressively as possible against him or her
- Throw any items available at the intruder(s) to distract them (rocks, balls, etc.)
- Use weapons at your disposal – Bats, sticks, bags, balls
- Fight Dirty, there are no rules
- Yell
- Commit to your actions

Safety to and from the Field

1. All passengers are required to wear seatbelts.
2. Vehicles should be in safe operating condition.
3. Observe traffic regulations.
4. Drive defensively.
5. Do not hitch rides.
6. use street or highway crossings whenever possible.
7. Don't let children run between parked cars.
8. Parking lot speeds limited to 5mph during Little League Activities

Please note: Baseballs are hit out of the playing field, OTLL is not responsible for any damage that may occur to vehicles parked near the field.

Lightening Safety

“If you can hear it, clear it, if you can see it, flee it”

Where to go? No place is 100% safe from lighting threat, but some places are safer than others. Inside building are the safest but limited at most fields, for most participants the safest shelter will be inside a fully enclosed metal vehicle with the windows rolled up.

If you are stranded in the open and cannot make shelter, put your feet together, crouch down and put your hands over your ears.

Where not to go! Avoid high places, open fields, isolated trees, unprotected gazebos, dugouts, flagpoles, light poles, bleachers, metal fences and water.

If lighting should strike, call 911 and move the victim to a lower risk area, if at all possible. CPR should be administered by trained personnel.

Communication Policies

Communication is a vital component of Managing/Coaching a Baseball team, but communications must be conducted in an appropriate manner.

Phone/Texting – Communication by phone is likely the easiest way, Managers and Coaches are recommended to have a “group” text thread for communication to parents. Direct Phone calls and texts may be used for sensitive information for individual parents. Coaches should never phone/text directly to a player’s phone. For older Divisions (JRs/SR League) communication by phone may be allowable but only for group texts on whole team information.

Email – Email is an acceptable form of communication, emails should be used for team communication and sharing of files (schedules, practice plans). Managers and Coaches should refrain from using email to communicate with individual players, if the need arises the players parents must be copied on the email.

Social Media and Private messaging apps – These are not appropriate or acceptable methods for communication. Examples of these apps: Facebook, X, Instagram, WhatsApp, Etc.

Managers and Coaches are advised to set any social media applications to Private.

Managers and Coaches must Never initiate or accept any friend request from a player.

Managers and Coaches must never Initiate or respond to any private message to or from a player.

Field Maintenance and Storage Shed Procedures

1. No person under the age of 18 is allowed to operate OTLL equipment or handle any chemicals.
2. All individuals using equipment or entering equipment sheds (managers, coaches) are aware of their responsibility for the orderly and safe storage of rakes, shovels, bases, etc.
3. Before using any machinery located in storage sheds the individuals should understand the proper operating procedures for that equipment
4. Any witnessed “loose” chemicals or organic material within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

Batting Cage Procedures

1. A maximum of two children are allowed in batting cages during live hitting exercises – A batter with a proper batting helmet and a catcher in full gear, if desired.
2. No more than 3 children are allowed in batting cage while performing Tee Work into close into nets under coach supervision – all batters are required to wear helmets.
3. Hitting into the outside of the net is prohibited while pitchers/batters are inside the cage.
4. No children are allowed to stay behind the screen with the adult throwing batting practice.
5. No players should be swinging a bat outside the cages unless in a designated warm up area.
6. Spectators, on deck batters and coaches must stay at least 3 Feet away from nets while batting practice is happening.
7. It is recommended that coaches assisting in the cage wear a helmet.

Heat Stress awareness

Make sure to allow practice breaks that provide adequate fluid consumption and shade from the sun.

Signs and Symptoms:

- Mild – sweating, irritability, heat cramps
- Moderate (Heat Exhaustion) – excessive sweating, dizziness, weakness, pale, cold or clammy skin
- Severe (Heat Stroke) – Lack of sweat or hot dry skin, headaches, nausea, dizziness or confusion, rapid pulse rate.

Get immediate help if moderate or severe cases are suspected.

Covid Protocol

OTLL will follow all State and Local Guidelines and protocols that may be issued.

OTLL supports the wearing of Masks at any time by Managers, Coaches, Players, Volunteers and Spectators if they wish to do so.

No Manager or Coach may ask to or physically remove a mask from a player unless it is a medical emergency.

All Managers, Coaches, Volunteers, Players and Spectators are asked to be aware of their personal health conditions and not attend games or events if they are currently sick or testing positive for Covid, Flu, RSV, Etc. or have been sick or running a fever in the past 24 hours.

Accident Reporting:

All significant accidents need to be reported to the League Safety Officer within 24 hours by filling out the accident reporting form included in this ASAP.

Reports may be turned into Team Managers or the safety officer, they can also be emailed to: SafetyOfficer_OTLL@Gmail.com

Cuts, scratches, bumps and bruises are normal in baseball and don't require an accident report, Managers and Coaches should use their best judgment but as a general rule if the athlete needs to be transported for medical attention whether by family member or ambulance, an accident report needs to be turned in.

Any Head Injury where a concussion is suspected, even if it ends up being ruled out, needs to have an accident report turned in.

Background Checks and Training

Managers and Coaches – All Managers and Coaches will be submitted to a full background check and required to complete the following Training every season.

1. Little League Diamond Leader
2. USA Baseball Abuse Awareness for Adults*

A copy of the Certification of Completion for the above courses should be submitted to the League Safety Officer for Filing. It is highly recommended that all managers and coaches take a first aid and CPR training course, if already certified please submit a copy of certification to the league safety officer.

There may be additional training required by the League Coaching Coordinator.

Volunteers – All volunteers in the league will be submitted to a full background check and are required to complete the following training each season:

1. USA Baseball Abuse Awareness for Adults*

*OTLL also recommends that all players complete the USA Baseball Abuse Awareness for Minors training

Umpires – All Umpires in the league must meet the following requirements:

1. Be a member in good standing of at least one of the seven umpires' associations.
2. A Background Check and Fingerprinting are mandatory and must be renewed every five years.

Every official must pass a mandatory background check before being assigned a game.

Concession Stand Safety Policies

Concession Stands are a great way to improve the atmosphere at the baseball field and actively raise funds to support the League, but concession stands that are run by volunteer staff are particularly susceptible to food safety issues – the following rules must be followed at all times to keep volunteers and customers safe.

A Fully stocked First Aid kit will be in the Concession stand at all times, Additionally Ice will be available if needed for an on-field injury where a chemical ice pack may not be enough.

The Basics:

1. Keep the Menu Simple
 - a. Prepackaged or sealed product will always be the safest item on the menu.
 - b. Prepared foods should be simple to prepare and serve for any volunteer no matter their experience as a cook.
2. Cooking – the most experienced cook should handle the cooking and continually monitor the serving temperature of all products.
3. Avoid reheating prepared foods – Example: a chili made a day in advance and reheated in a crock pot the afternoon of game day may not fully heat to a bacterium killing temperature.
4. Hand Washing – Hand must be washed frequently and thoroughly during a shift in the concession stand. It is recommended that all volunteers wear disposable gloves to provide an additional barrier from contamination.
5. Health and Hygiene – Volunteers must be completely healthy to work in the concession stand. Anyone who shows or have had symptoms (cramps, nausea, fever, vomiting, diarrhea, jaundice, Etc.) within the last 24 hours may not work the stand. Additionally, anyone with open sores or infected cuts on their hands are not allowed in the concession stand. Volunteers must wear clean outer garments. Smoking is prohibited in or around the concession stand. Volunteers are strongly urged to utilize hair restraints or hair nets while working the concession stand.
6. Money Handling – One volunteer should be designated as the money handler. It is recommended that the money handler wear disposable gloves. The Designated Money Handler must not handle any food items unless they have changed roles, disposed of gloves and thoroughly washed hands otherwise only food prep volunteers may handle food items.
7. Food Handling – Food Handlers must be cautious not to touch raw food and prepared food items to avoid cross contamination. All served food must be verified to be at proper serving temperatures. At all times the food handlers should use clean, acceptable dispensing utensils to serve food. Food handlers should avoid touching food with bare hands, bare hands can transfer germs.
8. Dishwashing – use disposable items whenever possible, for serving utensils or cooking implements follow proper dishwashing guidelines:
 - a. Wash with Hot, Soapy Water
 - b. Rinse in Clean Water
 - c. Chemical or heat sanitizing
 - d. Air Dry

9. Ice – The ice used to cool cans, bottles or food items must NEVER be used in cups or served beverages. Beverage ice should be stored in a separate, clearly marked container with a dedicated serving scoop to dispense ice – Never use bare hands to dispense ice.
10. Wiping cloths – Cloths should be rinsed and store in a dedicated bucket with sanitizer solution (example: 1 gallon of clean water with ½ Teaspoon of Chlorine bleach). Solution should be changed every 2 hours. Proper sanitation of work surfaces will prevent cross contamination and discourage flies.
11. Insect Control and waste – keep foods covered and protected from insects. Store any pesticides away from food and food prep areas. Place Garbage in a covered refuse container preferably outside the concession stand. Dispose of wastewater in approved manner. Remove trash to dumpsters at the end of every shift.
12. Food storage and cleanliness – keep food stored off the floor by at least 6 inches. Keep food in appropriate sealed or covered containers at proper temperatures. Make sure after the event is over all refuse has been removed, food sealed and stored properly, and all work surfaces are cleaned and sanitized.
13. Minimum Age – Nobody under the age of 16 will be allowed inside the concession stand while the stand is operational. Teams may be encouraged to assist with stocking the stand prior to opening but should never operate, prepare, or serve food.

Hand Washing:

Volunteers are required to wash their hands:

1. At the beginning of the shift
2. After returning from the bathroom facilities
3. After touching raw food stuff
4. After touching money or any item from outside the concession stand
5. After touching any item that is not involved in food prep (answering telephone, touching a door or drawer handle)
6. After Eating
7. After touching soiled packaging, plates, utensils, or equipment
8. After taking out the trash
9. After touching face, nose, mouth, or any body part
10. After any Sneeze or Cough blocked by hands

It is strongly recommended that all volunteers always interacting with food prep or service wear disposable gloves.

Concession Stand Volunteer Tips

Keep Clean: Wash hands with soap and hot water frequently.

Handle Food Safely: Use gloves, tongs, utensils, etc. – never touch food with bare hands.

Stay Away if Sick: Do not work when you are or have been sick recently.

Cover Cuts and Wounds: any cut or wound must be properly bandaged and a disposable glove worn – if a cut or wound is infected the volunteer must leave the concession stand.

Clean Appearance – wear clean clothing and tie back or cover hair.

No Eating in the Concession stand – do not eat while working and keep all drinks away from food prep areas.

Follow Food Safety Guidelines – Understand and follow all food safety principles, temperature guidelines and serving procedures.

Temperature Guidelines

The Danger Zone for bacterial growth in food is between 40-140 Degrees Fahrenheit

Hot foods must be served above 140 Degrees. Cold Foods must be stored and served below 40 Degrees. Any food item falling in the danger zone must be properly heated, cooled or disposed of.

Refer to temperature chart included in this document for specific guidelines.

Food Contamination

Food Contamination is anything harmful or poisonous that is not naturally occurring in the food itself and can pose a threat to human health or cause illness. Because contaminated food becomes hazardous, food contaminants may also be referred to as Food Hazards.

Examples of Food Contaminants:

Biological Hazards: Bacteria, Viruses and parasites are all types of biological hazards. Bacteria and Viruses tend to be responsible for the majority of foodborne illness and are the biggest threat to food safety.

Chemical Hazards: Chemical hazards include natural toxins and chemical contaminants (cleaning agents, sanitizers, natural toxins, drugs, food additives, industrial chemicals)

Allergens: Food allergens are considered a subcategory of chemical hazards as they are often a naturally occurring toxin. Some people may have sensitivities in varying degrees to certain proteins in food. The Top 8 food allergens are: Milk, Eggs, Fish, crustacean shellfish (Lobster, crab, shrimp), wheat, soy, peanuts, and tree nuts. Concession stand volunteers should try to familiarize themselves with the menu and products to best help customers avoid potentially food allergens.

Physical Hazards: Physical hazards are foreign objects which may include Glass, Metal, Bone Chips, Hair, Insects, Pest droppings and other undesirable particles or objects.

If a concession stand volunteer believes food has been contaminated in any way, it should be immediately disposed of.

Concerns

If anyone has health or safety concerns in regard to any OTLL concession stands they should contact the Board President and Safety Officer. Concerns will be investigated and addressed.

Category	Food	Temperature (°F)	Rest Time
Ground Meat & Meat Mixtures	Beef, Pork, Veal, Lamb	160	None
	Turkey, Chicken	165	None
Fresh Beef, Veal, Lamb	Steaks, roasts, chops	145	3 minutes
Poultry	Chicken & Turkey, whole	165	None
	Poultry breasts, roasts	165	None
	Poultry thighs, legs, wings	165	None
	Duck & Goose	165	None
Pork and Ham	Fresh pork	145	3 minutes
	Fresh ham (raw)	145	3 minutes
	Precooked ham (to reheat)	140	None
Eggs & Egg Dishes	Eggs	Cook until yolks and whites' firm	None
	Egg dishes	160	None
Leftovers & Casseroles	Leftovers	165	None
	Casseroles	165	None
Seafood	Fin Fish	145 or cook until flesh is opaque and separates easily with a fork.	None
	Shrimp, lobster, and crabs	Cook until flesh is pearly and opaque.	None
	Clams, oysters, and mussels	Cook until shells open during cooking.	None
	Scallops	Cook until flesh is milky white or opaque and firm.	None

Inspection

Fields

OTLL Safety Officer will conduct a full field audit prior to the start of the season. All audit findings will be submitted to Little League District.

Any significant safety concerns will be addressed before the start of the season.

Other field concerns will be addressed by OTLL Field maintenance in a timely manner.

Lighting

OTLL Currently has no lighting structures at any of its fields, if this changes in the future the inspection policy will be updated accordingly.

Equipment (league issued)

The OTLL Equipment Manager and/or Safety Officer will inspect all league issued equipment:

Bats: should be of approved diameters and bearing all required Logos per Little League Rules. No cracks, dents or peeling paint and grips are intact.

Batting Helmets: Check for discoloration, cracks, dents or any other defect.

Catchers Equipment: Make sure equipment is properly fitting, has no significant dents, cracks or damage that warrants replacement and meets all Little League Rule Requirements.

Equipment (Dugout Inspections)

OTLL will require its Managers/Coaches to inspect the following during the season*:

Bats: should be of approved diameters and bearing all required Logos per Little League Rules. No cracks, dents or peeling paint and grips are intact.

Batting Helmets: Check for discoloration, cracks, dents or any other defect.

Catchers Equipment: Make sure equipment is properly fitting, has no significant dents, cracks or damage that warrants replacement and meets all Little League Rule Requirements.

*additionally – Umpires can and will review equipment, if violations are found the equipment in question must be removed from play immediately.

Equipment (Parents Inspections)

OTLL asks all parents to inspect their players gear before and during the baseball season

Bats: should be of approved diameters and bearing all required Logos per Little League Rules. No cracks, dents or peeling paint and grips are intact.

Batting Helmets: Check for discoloration, cracks, dents or any other defect. Helmets should be inspected after throughout the season, especially if impacted by a pitch or the ground during play.

Catchers Equipment: Make sure equipment is properly fitting, has no significant dents, cracks or damage that warrants replacement and meets all Little League Rule Requirements.

Gloves: make sure the glove fits, is properly broken in and all lacing is intact and knots are firm.

Other: Per Little League Rules all male players must wear an athletic Supporter. Catchers must wear Protective Cups made of hard plastic or composite. It is recommended but not required that all male players wear protective cups.

Cleats: Cleats should fit comfortably, have good laces and per Little League Rules not have metal spikes.

Pants: long pants should be worn at all practices and games unless the Manager/Coach has said otherwise.

For Specific rules on Bats please consult the Little League Rule book or visit:

<https://www.littleleague.org/playing-rules/bat-rules/#baseball>

Pitching Regulations

Old Town Little League will abide ball all pitching rules as they are presented in the Little League Rule Book. To read a full description of all Little League Pitching Rules please visit:

<https://www.littleleague.org/playing-rules/pitch-count/#baseball>

Rules:

1. All players on the team are eligible to pitch.
 - a. See Rule book for specific rules involving catchers.
2. Once Removed from the mound the player may not return as a pitcher.
 - a. Jr/SR League- a pitcher may return after playing another defensive position but only once per game.
3. The Manager/Coach must remove a pitcher once they have reached their pitch limit for their age group. Pitcher may stay in game but must move to another position. Please reference the Little League rule book for specifics on pitch count.

League Age	
Age:	Pitches per Day:
6-8	50
9-10	75
11-12	75
13-16	95

OTLL Managers must monitor and document pitch count and ensure all pitchers are taking their required rest periods before entering a game as pitcher again.

OTLL Managers will adjust a players training schedule to allow adequate rest between games and prevent arm fatigue or injury.

<u>Pitcher Rest Days: age 14 and Under</u>	
Pitches:	Rest Days
1-20	0
21-35	1
36-50	2
51-65	3
66+	4
<u>Pitcher Rest Days: Age 15 and 16</u>	
Pitches	Rest Days
1-30	0
31-45	1
46-60	2
61-75	3
76+	4

Coaches Code of Conduct

The function of a coach is to ensure a positive baseball experience for all players regardless of ability. Coaches serve as an advisor, mentor, lifeline, or simply as a person to lend an ear and listen. The role that a coach can have on a player's life is significant in youth development. The sports field offers a place to develop both as an athlete and individual, and lessons learned on that field will be carried throughout life. Each player should be treated with the utmost respect, and his or her welfare should be always considered in decisions by the coach.

CONDUCT AND ETHICS

- I will be a positive role model for the athletes I coach and demonstrate fair play and sportsmanship to all my players.
- I will act professionally and take responsibility for my actions.
- I am aware that I have a tremendous influence, for either good or ill, on the education of the player and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.
- I will exert my influence to enhance sportsmanship by my assistant coaches, players, parents, and those associated with my team with special emphasis on respecting the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators.
- I will respect and support contest officials. I will not indulge in conduct which would incite players or spectators against the officials.
- I will place the emotional and physical wellbeing of my players ahead of a personal desire to win.
- I will ensure my language, manner, punctuality, preparation and presentation demonstrate high standards.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability.

HEALTH AND SAFETY

- I will adhere to all pitch count rules and in the absence of rules act in the best interest player health and longevity regardless of situation.
- I will provide a physically and emotionally safe environment for practices and competition.
- I will exhibit sound injury and risk management practices and will encourage athletes to seek medical advice when required.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will ensure that all equipment is safe and ready for play.

COACHING

- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will be fair, considerate, and honest with athletes and communicate with athletes using simple, clear language.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will seek continual improvement through performance evaluation and ongoing coach education.
- I will be knowledgeable in the rules of any event or any applicable tournaments as appropriate and I will teach and explain these rules to my players.
- I will remain fair and impartial during player evaluations.
- After due process should I be asked by the Old Town Little League Baseball Board to step down as a coach I will willingly do so and without incident.

Players Code of Conduct

- ✓ I will treat all players, coaches, umpires, parents, and spectators with dignity and respect, as I would like to be treated, using appropriate language in appropriate tones when interacting with them.
- ✓ I will arrive on time for practices, meetings, and games.
- ✓ I will seek to become the best athlete I can be by practicing appropriately, trying my hardest on the field, and concentrating on the play of the game. I will learn to take correction as a compliment.
- ✓ I will win and lose graciously, demonstrating good sportsmanship throughout games and practices.
- ✓ I will be honest and take responsibility for my actions and results.
- ✓ I will not use any form of intimidation or bullying against another player, coach or umpire.
- ✓ I will play for the team, not myself.
- ✓ I will support my teammates and have a positive impact on my team.
- ✓ I will encourage and assist my teammates, giving encouragement and support in success and struggle.
- ✓ There is no such thing as a "right" to play Youth Baseball. Youth Baseball events are considered a "privilege" and will conduct myself accordingly.
- ✓ I will support and cheer for all players and enjoy the skill and competition and will not to intimidate or ridicule the other team or its fans.
- ✓ I will learn the rules of the game, so that I may understand and appreciate why certain situations take place.
- ✓ I will show respect for all players, coaches, spectators, and support groups.
- ✓ I will respect the integrity and judgment of the game umpires, understand that they are doing their best to help promote the youth baseball athletes, and admire their willingness to participate in full view of the public.
- ✓ I will recognize and show appreciation for an outstanding play by either team.
- ✓ I will only use cheers that support the teams involved.

Name (printed) _____

Signature: _____ Date _____

OTLL Parents Code of Conduct

We, The Old Town Little League, have implemented the following Parents Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand, and sign this form prior to their children participating in our league.

Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause multiple game suspensions, or the season forfeiture of the privilege of attending all games.

Preamble:

The essential elements of charter-building and ethics in sports are embodied in the concept of sportsman ship and six core principles:

- Trustworthiness,
- Respect,
- Responsibility,
- Fairness,
- Caring, and
- Good Citizenship

The highest potential of sports is achieved when competition reflects these “six pillars of character.”

I Therefor agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be positive role models for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every practice and game.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parents such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behavior or practices that would endanger the health and wellbeing of the athletes.
8. I will reach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
10. I will teach my child that doing one's best is more important that winning so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard and make my child feel like a winner every time.

12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practice and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.
18. I understand that everyone working with OTLL is a volunteer, unpaid and donating their time, and deserve to be treated with respect. I also understand that I can volunteer to help.

Signature of Parent

Printed Name

Date Signed

Dugout Etiquette

All Players will store their gear in an organized manner inside the dugout to prevent tripping hazards and injuries.

While on Offense all players will sit on the bench in their batting order prepared to play – as players Bat and return to the dugout they will move to the end of the bench. Players are allowed to stand and move around; they can stand and cheer but must be aware of their place in batting order and not delay the game by being distracted. Player's batting in the incorrect batting order can be called out by the Umpire if the error is detected.

All Players and coaches will remain inside the dugout until the ball has been declared dead or the side is retired. This excludes: Batters, On Deck Batter, base runners, base coaches and the nine defensive players.

Players outside of the dugout that are not on the field must wear a helmet.

It is recommended that Coaches outside the dugout wear a helmet.

Everyone inside the dugout – players and coaches must wear the same uniform.

Unnecessary items will be stored outside of the dugout, away from field of play.

Players will be always calm and courteous while inside the dugout – Horseplay, foul language, insults to our team or our opponents and chanting of any kind is prohibited. Violation of these rules can result in Warnings, Expulsion from the Game and Forfeiture of the game.

Friendly, sportsmanlike cheering is encouraged at reasonable volumes not detrimental to the game.



Facility and Field Inspection Checklist

Facility Name _____

Inspector _____

Date _____ Time _____

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

NOTES/ HAZARDS

Signature _____



dent & Health (U.S.)

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.	
PART 1			
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	

Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible 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

☐ AM ☐ 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) (Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	
<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)	

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 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

For Residents of California:

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

For Residents of New York:

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

For Residents of Pennsylvania:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

For Residents of All Other States:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)

Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official	Position in League	
Address of League Official	Telephone Numbers (Inc. Area Codes) Residence: () Business: () Fax: ()	
Were you a witness to the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No Provide names and addresses of any known witnesses to the reported accident.		

Check the boxes for all appropriate items below. At least one item in each column must be selected.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards? ☐ YES ☐ NO
If YES, are they ☐ Mandatory or ☐ Optional At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date _____ League Official Signature _____



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)/Legal Guardian Name: _____ Relationship: _____

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

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

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

PARENT OR LEGAL GUARDIAN AUTHORIZATION: Email: _____

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

Family Physician: _____ Phone: _____

Address: _____ City: _____ State/Country: _____

Hospital Preference: _____

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

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

If Parent(s)/Legal Guardian cannot be reached in case of emergency, contact:

Name	Phone	Relationship to Player
_____	_____	_____
_____	_____	_____

Name	Phone	Relationship to Player
_____	_____	_____
_____	_____	_____

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

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: _____

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

Mr./Mrs./Ms. _____
Authorized Parent/Legal 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.



Little League® Baseball and Softball School Enrollment Form



The District and the local league will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career, unless the school enrollment changes. A II(d) would then be required.

To Be Filled Out By Parent/Legal Guardian

Date: _____

League Name: _____

League ID#: _____

Player/Student Name: _____

Date of Birth: _____

Division: (Check One)	<input type="checkbox"/> Baseball <input type="checkbox"/> Softball	Level: (Check One)	<input type="checkbox"/> Tee Ball <input type="checkbox"/> Minors	<input type="checkbox"/> LL (Majors) <input type="checkbox"/> Intermediate	<input type="checkbox"/> Junior <input type="checkbox"/> Senior
---------------------------------	--	------------------------------	--	---	--

Parent/Guardian Address: _____
(Street) (City/State) (Zip)

(Print Name of Parent/Legal Guardian) (Signature of Parent/Legal Guardian) (Date)

To be filled out by School Administrator, Principal, or Vice Principal

I, _____ of _____ School, located at
(Print Name) (Print School Name)

_____; _____ hereby verify that
(Physical Address) (School Phone Number)

_____ has enrolled and is attending the above named school for the _____
(Print Student Name) (Year)

academic year prior to October 1st, of the current academic year.

This student has been enrolled as of _____
(Date)

(Signature) (Date) Title (School Administrator, Principal, or Vice Principal)

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding school enrollment/attendance now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient, then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials, and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

Last Updated: 6/21/2017

Volunteers Must Wash Hands

HOW



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.

Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand

when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

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