



## **League Mission Statement**

The objective of Citrus Little League shall be to implement firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority so that they may be well adjusted, stronger and happier children and will grow to be good, honest, decent, healthy and trustworthy citizens.

## **Importance of Safety**

The purpose of this Safety Plan is to emphasize the importance of safety in the Citrus Little League and to identify important safety issues of which all participating individuals should be aware.

The following safety plan refers to play at Citrus Little League Baseball field(s) located at 7484 Vineyard Avenue, Rancho Cucamonga, CA 91730 (Red Hill Park) and 9345 Golden Oak Road, Rancho Cucamonga, CA 91730 (Golden Oak Park).

### **1- Safety Officer:**

The Citrus Little League maintains a Safety Officer on file with Little League Headquarters. The Safety Officer for the 2022 season is:

Michelle Burgett- Moreno  
[Michelle.burgett-moreno@citrusll.com](mailto:Michelle.burgett-moreno@citrusll.com)  
(909)913-1368

Any questions regarding this safety plan and/or Citrus Little League safety can be directed to the above Safety Officer or the Citrus Little 2022 League President:

Desarae Lopez  
[president@citrusll.com](mailto:president@citrusll.com)  
(909)319-9610

### **2- Safety Plan:**

This document has been created by Citrus Little League to provide an overview of the procedures, policies and activities that have been instituted by the league to provide a safe and healthy environment for all those participating in our Little League Program.

This document shall be distributed via email to all league officers and volunteers active during the 2022 season. It will also be posted on the Citrus Little League website for reference by all volunteers, parents and players of Citrus Little League. A printed copy will be available at the snack bar at Red Hill Park and the equipment room at Golden Oak Park.

Emergency Information:

The emergency contact information sheet\* (provided in this manual containing contact information for all Citrus Little League officers) will be posted at the Red Hill Park snack bar as well as the equipment room at Golden Oak Park.

\*A copy of this form is included in Appendix A.

**3- Background Checks for ALL Volunteers:**

All Managers, Coaches, Board Members, and any other volunteers who provide a “regular” service to Citrus Little League and/or have repetitive contact with players or teams shall be required to fill out a 2022 Little League Volunteer Application form\* and include a photocopy of a government issued identification card. Citrus Little League will conduct a nationwide background check based upon this volunteer application.

\*A copy of this form is included in Appendix D.

Any refusal to fill out the Volunteer Application form will make that individual ineligible to be a Citrus Little League volunteer.

Additionally, volunteers will complete any additional requirements per District guidance and in accordance with CA Assembly Bill No. 506.

**4- Fundamentals Training (Coaches):**

It is the intent of Citrus Little League that all Managers, Coaches and Assistant Coaches attend and participate in at least one Fundamentals Coaching Training sessions. It is required that at least one (1) member of each coaching staff attend one of the sessions that is being offered by our league.

Citrus Little League Clinic  
TBD  
Golden Oak Park

Citrus Little League Coaches Training  
TBD  
Red Hill Park – Rose Field

## **5- First Aid Training**

Version A - Citrus Little League intends for all Managers, Coaches, and Assistant Coaches or Team Volunteer to attend a basic first aid training prior to the start of the season. It is our goal that at least one adult volunteer for each team will have current first aid training via league-sponsored training (or equivalent).

All managers will be provided a First Aid kit per Little League recommendations, and a printed copy of the Incident / Injury Tracking Report Form\*.

\*A copy of this form is included in Appendix H.

All Managers and Coaches are required to complete an online concussion training course. This course MUST be completed prior to holding any practices or games. A copy of the training certificate will need to be emailed to the Safety Officer. Link to CDC concussion training course:

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

Please contact Citrus Little League Safety Officer or League President with any questions.

## **6- Field**

Inspections: The City of Rancho Cucamonga Parks and Recreation Department inspects the fields used by Citrus Little League every year before the season begins for any conditions that they deem unsafe. All fields and league buildings are also to be inspected by league officials on a regular basis. Citrus Little League Managers, Coaches and Umpires shall be required to inspect all fields prior to starting game(s) to look for any conditions that may be unsafe, such as; holes, rocks, foreign objects, broken glass, overgrown grass, etc.

Any field areas to be used for practices shall be inspected by team Manager and Coaches prior to starting practice.

## **7- Facility**

Survey: Citrus Little League shall conduct a formal Facility Survey that shall be updated on an annual basis and submitted to the Little League Headquarters as part of this Safety Plan. Safety Officer or any Citrus Little League may be contacted for a copy or access to the facility if needed.

## **8- Snack Bar/Concession Stands**

Citrus Little League operates a snack bar between the 60' and 90' fields at Red Hill Park and a small snack bar at the field at Golden Oak Park. These concession stands (snack bar) consist of primarily pre-packaged food, drinks and snacks. There will also be an outdoor grill that will be used for preparation of some menu items.

Volunteers who operate the snack bar(s) shall be provided with instructions by the Snack Bar Manager. A copy of the Citrus Little League Concession Stand Policy shall be available in the snack bar(s) and as part of this Safety Plan.

## **9- Equipment Inspection**

Regular inspection of all equipment is necessary to ensure our players safety. Replacement of all defective or unsafe equipment must be immediately reported by contacting the Equipment Manager or any league official.

As of January 1, 2020, the new USA Baseball Bat Standard was implemented. For more information on the USABat standard and a complete list of bats approved through the USABat Standard, visit [usabat.com](http://usabat.com). All bats used by Citrus Little League players should be inspected to ensure they bear the USA Baseball Logo:



Equipment checks shall be done on a regular basis by:

- a- Equipment Manager at the beginning and end of every season and periodically throughout the season.
- b- Manager and Coaches at practice and beginning of games.
- c- Umpires during the course of the game.

## **10- Accident Reporting and Tracking**

An incident that causes any player, manager, coach, umpire or volunteer to receive medical treatment and/or first aid must be reported to the league Safety Officer within 24 hours of incident. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. The league Safety Officer will log all reported incidents and track as noted below.

How to Make a Report: Citrus Little League will provide a hard copy of the Incident / Injury Tracking Report Form\* with all First Aid kits that are provided to every team as part of the standard issue equipment. This will allow teams to have the form with them when traveling to other fields. In addition, copies of this form will be kept in the snack bar at Red Hill Park and equipment room at Golden Oak Park.

\*A copy of this form is included in Appendix H.

A coach or league official must complete an incident/injury tracking report as soon as possible after the incident occurs and notify the league Safety Officer via telephone or email of the incident. The coach or official may either deliver the form to the Safety Officer or leave the form in the snack bar at Red Hill Park in a location designated in advance by the Safety Officer so that he/she can receive this information in a timely manner.

Within 48 hours following the incident, the Safety Officer will contact the injured party or the party's parents and:

- (a) Verify the information received;
- (b) Obtain any other information deemed necessary;
- (c) Check on the status of the injured party; and
- (d) 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 Citrus Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured party to:

- (a) Check on the status of any injuries, and
- (b) Determine if any other assistance is necessary in areas such as submission of insurance forms, etc.

The Safety Officer will continue this process until such time as the incident is considered “closed” (i.e., no further claims are expected and/or the individual is participating in the league again). An Accident Notification Form will be generated and sent to Little League Headquarters and reported to the District Safety Officer when required. All incidents, accidents, and safety violations should be reported to the Safety Officer within 24 hours of the incident. Timely reporting of safety violations is a key factor in promptly dealing with safety issues including preventative measures or corrections that may protect a child from harm in the future.

## **11-First Aid Kits**

A First-Aid kit is required to be on hand for every game and practice. Citrus Little League supplies each team a First-Aid kit with the team equipment bag. In addition, First-Aid kits and supplies are located at the snack bar at Red Hill Park for use as needed. If supplies are depleted during the course of the season, contact Safety Officer or any other league official for replacement.

## **12- Little League Rules**

Citrus Little League Managers, Coaches, Umpires and League Officials are required to enforce Little League rules at all games and practices, including proper equipment.

### Citrus Little League Code of Conduct – Coaches ARE Role Models

- Speed Limit is 5 mph in roadways and parking lots while attending any Citrus Little League function. Watch for parents and small children around the parking lot and between parked cars. No parking in Fire Lane at any time.
- No Playing in parking lots at any time.
- No Alcohol allowed in any parking lot, field or common area at any facility during a Citrus Little League game, practice or event.
- No Smoking or Tobacco products of any kind (including chewing tobacco) allowed in any parking lot, field or common areas at any facility during a Citrus Little League game, practice or event.
- No Playing on or around maintenance equipment – No climbing fences or backstops.
- No Profanity is allowed in any parking lot, field or common areas at any facility during Citrus Little League games, practice or event.
- No Swinging Bats or Throwing Baseballs at any time within walkways and common areas around snack bar and/or scorekeepers table.

- No Skateboarding, Riding Bicycles or Scooters at any time within walkways and common areas around snack bar and/or scorekeepers table. No Horseplay is allowed in bleachers during games or hours of operation.
- Parental Codes of Conduct must be strictly enforced, includes, but not limited to all forms of social media (Facebook, IG, et.)
- All dogs must be on a leash with the owner in control of the leash at all times (may not tie leash to tree or fence) No dogs are allowed on any school district fields or campuses.

### Field and Dugout Safety

- A list of Emergency numbers and non-emergency numbers as well as league contact information shall be posted at the Red Hill Park snack bar as well as the Golden Oak Park equipment room.
- A first-aid kit and supplies are located at the snack bar at Red Hill Park as well as the Golden Oak equipment room. There is also a first-aid kit in all team equipment bags.
- No games or practices should be held under severe weather conditions (especially lightning) or when field conditions are unsafe. The City of Rancho Cucamonga has the authority to close all fields if conditions are deemed to be unsafe.
- All fields and surrounding areas shall be inspected on a regular basis. The field shall be reviewed prior to the start of each game by umpire and team managers to identify and correct any unsafe conditions. Any field area used for practice shall also be inspected prior to beginning practice.
- Only players, managers, coaches and umpires are permitted on the field during games or practices.
- All bats and loose equipment must be kept off of the playing fields. Bat racks are provided in dugouts. Organized equipment may prevent tripping hazard.
- Ensure players have ALL required equipment at all times.
- Coaches MAY NOT “warm up” pitchers.
- All fields use bases that disengage from anchors, as required by Little League rules.
- Players will follow our social distancing guidelines implemented by coaches and managers.

### Player Safety



- Managers and Coaches shall inspect player's equipment on a regular basis, ensuring proper fit and working order. Broken or improper equipment can be replaced by contacting Equipment Officer or any other league official.
- Batters MUST wear approved protected helmets during games or practices.
- Catchers MUST wear a catcher's helmet with face mask and throat guard, chest protector and shin guards.
- Warm-up catchers must wear a catcher's helmet/mask with a throat guard while warming up pitchers. Coaches MAY NOT warm-up pitchers
- Rule 7.08a (sections 3 & 4): A player must slide or avoid a fielder who has the ball and is waiting to make the tag. Except when returning to base, No head-first slides are permitted. Coaches shall instruct all players in safe sliding techniques as well as how to avoid a pitched ball.
- Players must not wear watches, rings, pins, jewelry or other metallic items by Little League baseball rule.
- Parents of players who wear prescription glass should be encouraged to provide "safety glasses"
- No on-deck batters are allowed. No player should handle a bat until it is his/her turn at bat.
- Players who are ejected, ill or injured should remain under coach supervision until released to parent/guardian.
- After a game or practice, coaches shall not leave the area until all players have been picked up.
- Players shall be instructed in proper stretching and general sports health maintenance procedures, including proper throwing, fielding and hitting techniques to limit the potential for injury.
- All injuries shall be reported immediately per Citrus Little League's Accident Reporting and Tracking procedures as outlined in this Safety Plan.

### **13-League Registration Data Reporting**

Each year, Little League Baseball requests player rosters as well as manager and coach listings to be submitted to the Little League Data Center. Citrus Little League will submit all such player, manager and coach data upon the completion of registrations for the 2022 season. Open registration dates for Citrus Little League's 2022 season are as follows:

Registration Start: November 22, 2021

Registration End: December 31., 2021

Late registration: January 1, 2022

Ends: TBD

**List of Appendices:**

- A - Emergency / League Officer Contact Information Sheet
- B - Emergency Contact Procedures
- C - Lightning Safety and Information
- D - Little League Volunteer Form(s)
- E - JDP – Background Checks Information
- F - Little League Child Protection Program
- G - AIG Accident Notification Form
- H - Incident/Injury Tracking Report
- I - Little League Claim Form Instructions
- J - How to Handle an Injured Player
- K - Concussion – Coaches Fact Sheet
- L - California Concussion Protocols
- M - CDC/Heads Up - Batter's Helmet Safety
- N - Citrus Concussion Signs & Symptoms Acknowledgement Form
- O - Concession Stand/Snack Bar Policy
- P - Parent Code of Conduct

A- Citrus Little League Emergency Contact Information:

**IN CASE OF  
EMERGENCY  
DIAL 9-1-1**



**CITRUS LITTLE LEAGUE SAFETY PLAN**

**POLICE – FIRE – EMERGENCY 9-1-1**

Poison Control Centers	EMERGENCY	800.222.1222
Rancho Cucamonga Police	NON-Emergency	909.941.1488
Rancho Cucamonga Fire	NON-Emergency	909.477.2770

Rancho Cucamonga Parks NON-Emergency 909.477.2780

San Antonio Regional Hospital / Emergency Room  
 999 San Bernardino Rd, Upland, CA 91786; Phone 909.985.2811

Rancho San Antonio Medical Plaza  
 7777 Milliken Ave., Rancho Cucamonga, CA 91730; Phone 909.948.8000

2022 Citrus Little League Board Contact Information:

<b>Position</b>	<b>Name</b>	<b>Phone Number</b>	<b>Email</b>
President	Desarae Lopez	909.319.9610	<a href="mailto:Desarae.lopez@citrusll.com">Desarae.lopez@citrusll.com</a>
Vice President/Coaching Coordinator	Danny Lopez	909.319.9611	<a href="mailto:Danny.lopez@citrusll.com">Danny.lopez@citrusll.com</a>
Upper Div VP/Fundraising	Melissa Pinnell	909.969.0605	<a href="mailto:Melissa.pinnell@citrusll.com">Melissa.pinnell@citrusll.com</a>
Secretary/Webmaster	Shane Pinnell	909.581.2429	<a href="mailto:Shane.Pinnell@citrusll.com">Shane.Pinnell@citrusll.com</a>
Treasurer	Dan Lougheed	909.374.4336	<a href="mailto:Dan.Lougheed@citrusll.com">Dan.Lougheed@citrusll.com</a>
Umpire in Chief	Patrick Woosley	909.730.0264	<a href="mailto:Patrick.woosley@citrusll.com">Patrick.woosley@citrusll.com</a>
Player Agent	Vanessa Moreno	909.816.8994	<a href="mailto:Vanessa.moreno@citrusll.com">Vanessa.moreno@citrusll.com</a>
Safety Officer	Michelle Burgett-Moreno	909.913.1368	<a href="mailto:Michell.burgett-moreno@citrusll.com">Michell.burgett-moreno@citrusll.com</a>
Information Officer	David Martinez	844.222.8245	<a href="mailto:David.martinez@citrusll.com">David.martinez@citrusll.com</a>

## B- Citrus Little League Emergency Contact Procedures:

The most important help you can provide to a person who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone.

Be sure that you or another caller follows these steps:

**1) First dial 9-1-1.**

**2) Give the dispatcher the necessary information. Answer any questions that they might ask.**

Most dispatchers will ask: The exact location or address of the emergency? Include the town name, nearby intersections, landmarks, etc. as well as the field name and location of the person(s) needing care, if applicable.

### **Our address(s) are:**

Red Hill Park – 7484 Vineyard Ave, RC, Ca 91730

Golden Oak Park – 9345 Golden Oak Road, RC, Ca 91730

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

**3) Do not hang up until the dispatcher hangs up. The dispatcher may be able to tell you how to best care for the victim.**

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

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

C- Lightning Safety Information:



**WHEN THUNDER ROARS, GO INDOORS!**

Each year in the United States, there are about 25 million cloud-to-ground lightning flashes and about 300 people struck by lightning. Of those struck, about 30 people are killed and others suffer lifelong disabilities. Most of these tragedies can be prevented. When thunderstorms threaten, get inside a building with plumbing and electricity, or a hard-topped metal vehicle!

The National Weather Service collects information on weather-related deaths to learn how to prevent these tragedies. Many lightning victims say they were "caught" outside in the storm and couldn't get to a safe place. Other victims simply waited too long before seeking shelter. With proper planning, similar tragedies can be avoided.

Some people were struck because they went back outside too soon. Stay inside a safe building or vehicle for at least 30 minutes after you hear the last thunder. While 30 minutes may seem like a long time, it is necessary to be safe.

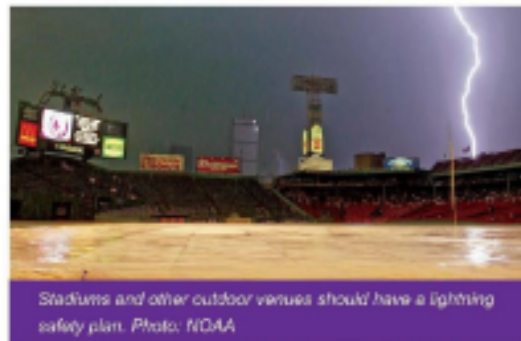
Finally, some victims were struck inside homes or buildings while they were using electrical equipment or corded phones. Others were in contact with plumbing, outside doors, or window frames. Avoid contact with these electrical conductors when a thunderstorm is nearby!

**AVOID THE LIGHTNING THREAT**

- ✓ **Have a lightning safety plan.** Know where you'll go for safety and ensure you'll have enough time to get there.
- ✓ **Postpone activities.** Consider postponing activities if thunderstorms are forecast.
- ✓ **Monitor the weather.** Once outside, look for signs of a developing or approaching thunderstorm such as towering clouds, darkening skies, or flashes of lightning.
- ✓ **Get to a safe place.** If you hear thunder, even a distant rumble, seek safety immediately. Fully enclosed buildings with wiring and plumbing are best. A hard-topped metal vehicle with the windows closed is also safe. Stay inside until 30 minutes after the last rumble of thunder. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning.
- ✓ **If you hear thunder, don't use a corded phone except in an emergency.** Cordless phones and cell phones are safe to use.
- ✓ **Keep away from electrical equipment and plumbing.** Lightning can travel through the wiring and plumbing if your building is struck. Don't take a bath or shower, or wash dishes during a storm.



Lightning discharge on a golf green. Photo: E. Philip Krider



Stadiums and other outdoor venues should have a lightning safety plan. Photo: NOAA

For more information, visit [weather.gov/safety/lightning](https://www.weather.gov/safety/lightning)



# National Weather Service

## WHAT YOU MIGHT NOT KNOW ABOUT LIGHTNING

- ✓ **All thunderstorms produce lightning and are dangerous.** Fortunately, people can be safe if they follow some simple guidelines when thunderstorms are forecast.
- ✓ **Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall.** Many lightning strikes occur ahead of storms before any rain arrives or after storms have seemingly passed and the rain has ended.
- ✓ **If you can hear thunder, you are in danger.** Don't be fooled by blue skies. If you hear thunder, lightning is close enough to pose an immediate threat.
- ✓ **Lightning leaves many victims with permanent disabilities.** While only about 10 percent of lightning victims die, many survivors must live the rest of their lives with intense pain, neurological disabilities, depression and other health problems.



### ORGANIZED OUTDOOR ACTIVITIES

It's essential that people in charge of organized outdoor activities understand the dangers of lightning and have a lightning safety plan. Don't be afraid to ask. If you hear thunder, it's time to get to a safe building or vehicle. Speak up!

### DON'T GET CAUGHT OUTSIDE

No place outside is safe when a thunderstorm is in the area. Get inside as soon as you hear thunder. Run to a substantial building or hard-topped metal vehicle as fast as you can. If you can't get to a safe building or vehicle:

- ✓ **Avoid open areas.** Don't be the tallest object in the area.
- ✓ **Stay away from isolated tall trees, towers or utility poles.** Lightning tends to strike the taller objects in an area.
- ✓ **Stay away from metal conductors such as wires or fences.**  
Metal does not attract lightning, but lightning can travel long distances through it.
- ✓ **If you are with a group of people, spread out.** While this actually increases the chance that someone might get struck, it tends to prevent multiple casualties, and increases the chances that someone could help if a person is struck.

### IF SOMEONE IS STRUCK

Cardiac arrest is the primary cause of death for those who die. Lightning victims do not carry an electrical charge and may need first aid immediately.


- ✓ **Call for help. Call 9-1-1.**
- ✓ **Give first aid. Begin CPR if you are trained.**
- ✓ **Use an Automatic External Defibrillator if one is available.**  
These units are lifesavers!
- ✓ **Don't be a victim.** If possible, move the victim to a safer place. Lightning CAN strike twice.


For more information, visit [weather.gov/safety/lightning](https://www.weather.gov/safety/lightning)









E: JDP Little League Background Check Information:




 **LITTLE LEAGUE®**  
**BACKGROUND CHECKS**  
Provided by JDP

**Ensure Safety For Everyone In Your League.**  
Easily screen your League coaches and volunteers.

**Round the Bases with 4 Steps to Safety and Success!**

-  **Step 1: Register**  
Complete the registration form online at <https://www.littleleague.org/player-safety/child-protection-program/> or call JDP at 855.799.8753. Make sure you have everything you need to register. There is a registration checklist on the back of this sheet.
-  **Step 2: Receive Your User Name & Password**  
When you receive your user name and password via e-mail, you are ready to start! For a user guide please visit [www.jdp.com/littleleague-backgroundcheck/](http://www.jdp.com/littleleague-backgroundcheck/).
-  **Step 3: Order Background Checks**  
Begin screening your volunteers. The first 125 screens are free to the district and local Little League, paid for by Little League International. Each additional screen will be at a minimal cost.
-  **Step 4: Reports**  
Visit [www.jdp.com/littleleague-backgroundcheck/](http://www.jdp.com/littleleague-backgroundcheck/) to login and view your reports!

For more information on Little League® Background Checks visit <https://www.littleleague.org/player-safety/child-protection-program/>

 **JDP** 301 Grant St. #4300 Pittsburgh, PA 15219 • T (855) 799-8753 • E [littleleague@jdp.com](mailto:littleleague@jdp.com)  
Visit [www.jdp.com/littleleague-backgroundchecks/](http://www.jdp.com/littleleague-backgroundchecks/) to get started.



## LITTLE LEAGUE® BACKGROUND CHECKS

Provided by JDP

### Registration Checklist

Make sure to have the following information available when you begin the registration process.

- Your League ID\*
- You will not be asked for a credit card until your 125th search.
- Details of the person requesting access to submit backgrounds

We have extended our phone support hours to better assist you. Call the support line Mon-Fri from 7:30 AM to 6:00 PM EST.

If you do not know your league ID, please call 570-328-1921 for assistance.

### For Returning Presidents with Existing Accounts

If you are a returning league president with an active account, we can help with any account questions you may have for the upcoming season. Call 855.799.8753

- Reset passwords
- Update credit card information
- Get account number help
- Learn more about the service

### For New Presidents with Existing Accounts

If you are a new president and need to update the contact information associated with an existing account for your league, please complete and submit the online "Information Change Form" that can be found at [www.littleleague.org/background](http://www.littleleague.org/background). Look on the right-hand side, bottom FAQ question, "I am a new League President . . ." Your change request will be reviewed and completed within 5 to 7 business days.

### Additional Information

- Q Who in the local league should be responsible to process the background check information?
- A Little League International recommends the board of directors appoint the local league president and two other individuals to handle the background checks. These individuals may be from the board or individuals outside the board. For instance, the board of directors may appoint individuals who have significant professional background in this area, such as law enforcement officers or individuals with a legal background.
- Q What type of offenses are we screening for when we conduct a background check?
- A Local leagues are conducting a National Criminal File database that includes criminal records and sex offender registry records across 50 states. An individual who has been convicted or pled guilty to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work or volunteer.
- Q How do volunteers get copies of their background report?
- A Volunteers may receive a copy of their full report or dispute a criminal record associated with their report by contacting the JDP Consumer Disclosure team at 855.799.8753 or by emailing [littleleague@jdp.com](mailto:littleleague@jdp.com). If a negative record is reported on a volunteer's background report, they will automatically receive a copy via email or U.S. Mail. Local Little League will supply the volunteer with a copy of the report if they intend to take adverse action based on the information in the background report.

For more information on Little League® Background Checks visit <https://www.littleleague.org/player-safety/child-protection-program/>



301 Grant St. #4300 Pittsburgh, PA 15219 • T (855) 799-8753 • E [littleleague@jdp.com](mailto:littleleague@jdp.com)  
Visit [www.jdp.com/littleleague-backgroundchecks/](http://www.jdp.com/littleleague-backgroundchecks/) to get started.

## F- Little League Child Protection Program:



## QUESTIONS AND ANSWERS ABOUT THE CHILD PROTECTION PROGRAM

(REVISED MARCH 2018)

### **1. What do we, as a league, have to do to comply so that we can be chartered for the next season?**

Since 2003, the local league has been required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to or contact with players or teams to fill out the Little League Official Volunteer Application. Additionally the league has been and is required to conduct a background check on each of these individuals.

**As of 2017-** A local Little League must conduct a nationwide background check utilizing JDP or another provider that is comparable to JDP in accessing background check records for sex offender registry data and other criminal records. Little League Baseball and Softball will require each league to sign an agreement on the charter application that they will comply with Regulation I (b) and I(c) 8 & 9. The leagues are also required to sign a statement on the tournament enrollment form verifying that the process under the regulation has been completed and implemented. Failure to sign the agreement on the charter application will result in the league not being chartered and failure to fulfill the requirement of the regulations will result in the league's status being referred to the Charter/Tournament committee for action to revoke the league's charter and all privileges.

### **2. What type of background check is required by the new regulations?**

**As of 2017-** A local Little League must conduct a nationwide background check utilizing JDP or another provider that is comparable to JDP in accessing background check records for sex offender registry data and other criminal records. This criminal records check may provide additional, important information regarding the criminal records of individuals whose crimes do not require that they be listed on a sex offender registry. The background check provider for United States leagues is JDP, which can be accessed by going to [LittleLeague.org/Background](http://LittleLeague.org/Background). More information on the Little League Child Protection Program can be obtained by going to [LittleLeague.org/childprotection](http://LittleLeague.org/childprotection). The first 125 checks through JDP are paid for by Little League International and are free to each chartered Little League. If additional checks are necessary, they will cost the league only \$.95 per background check conducted.

### **3. What type of offenses are we screening for when we conduct a background check?**

Local leagues are conducting a nationwide background check that includes sex offender registry data and other criminal records for anyone who has committed any type of offense involving minors. An individual who has been convicted of or plead guilty to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work or volunteer.

### **4. Why is Little League changing the background check minimum requirement?**

A background check that includes millions of criminal files in addition to national sex offender registry data will provide those individuals making personnel decisions that much more information in determining whether an applicant is acceptable and fit to volunteer, work or participate in any manner within their local league program.

## **5. Why JDP?**

**As of 2018** - Little League has partnered with JDP to provide local Little League programs a criminal background check tool that is easy to use and provides a QuickApp solution that allows individuals to upload their own personal information and complete the Volunteer Application online. Through this partnership, each league and District is given 125 free background checks (paid for by Little League International) and any additional checks will only cost \$.95 per check. The JDP National Criminal File database contains more than 450 million records which include criminal records and sex offender registry records across 50 states and the District of Columbia. This program continues to be a great resource and value to local leagues.

## **6. Our League is required by the property owner (city, town, municipality, county, etc.) where we play our games and practices to conduct background checks approved by them on all of our volunteers and/or hired workers before we can use their fields. Are these checks acceptable and do they meet Little League's minimum requirements of Regulation I (c) 8 and 9?**

No. Most checks required by these entities are local or state only checks which do not meet the Little League requirements. Also, the local league is responsible for conducting and reviewing the background check data and making their own personnel decisions per the regulations. Although the property owner has the right to determine who uses their facility, any decision they make as a property owner may or may not meet the Little League Regulations.

**As of 2017**-A local Little League must conduct a nationwide background check utilizing JDP or another provider that is comparable to JDP in accessing background check records for sex offender registry data and other criminal records. Background checks must be completed on all Board Members, managers, coaches and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to players or teams.

## **7. Who in the local league should be responsible to process the background check information?**

Little League Baseball and Softball recommends the board of directors appoint the local league president and two other individuals to handle the background checks. These individuals may be from the board or individuals outside the board. For instance, the board of directors may appoint individuals who have significant professional background in this area, such as law enforcement officers or individuals with a legal background.

## **8. What if an individual has previously had a background check?**

Each league must conduct its own background check on the appropriate individuals annually.

## **9. What will result in termination of a volunteer under these regulations?**

Any background check that reveals a conviction or guilty plea for any crime involving or against a minor must result in immediate termination from the league. Additionally, volunteers who refuse to submit a fully completed Little League Volunteer Application, including their Social Security Number and a government issued photo ID, must be immediately terminated or eliminated from consideration for any position.

## **10. What if offenses involving or against minors are pending prior to or after appointment to a position in the local league?**

We suggest the individual not be appointed or should be suspended from his/her current position pending the outcome of the charges.

## **11. What if there are convictions or other offenses NOT involving or against minors?**

Even though convictions or other offenses may not be against a minor, the local league board of directors still may deem these individuals as inappropriate and/or unfit and may prohibit him/her from working as a hired worker or volunteer within the league.

## **12. Who is to be made aware of the information found on the background check?**

The local league president shall only share personal information contained in the volunteer application, background check or other information obtained through the screening process with other members of the board of directors in order to make personnel decisions. If the information obtained through the background check is public record and causes an individual to not be appointed or to be terminated, Little League Baseball and Softball recommends this information be shared with the parents/guardians of the children who have had contact with the individual previously.

## **13. Where should these records be maintained and for how long?**

The local league president shall retain each volunteer application, background check information, and any other documents obtained on file and maintain the record of a volunteer for at least 2 years after the volunteer is no longer in the league. When it comes time to dispose of these records, they should be destroyed as they contain sensitive information. All actions concerning these records must comply with any applicable laws. Leagues should also maintain records in the case that the league has taken action or made a decision based upon the information contained in the records. The records should be maintained in a locked and secure area, such as the league president's home and not a club house or similar facility. The JDP system also allows board members conducting the background checks to send a link to their volunteers to complete the Little League Volunteer Application online. A league board member can enter the volunteer's information, name and email address, on the JDP website under "Quick App." This will allow the league volunteer to complete their own volunteer application, including the social security number. The Little League Volunteer Application is tied with the background check and can be viewed on the leagues JDP Portal.

## **14. What is the timetable for completing the screening of each individual?**

The league must complete the annual screening process prior to the individual assuming his/her duties for the current season. This would include the individual submitting a completed volunteer application and the league completing an appropriate background check. The applicant must also submit a government issued photo ID, usually a driver's license, in order for the league to verify that the information on his/her volunteer application is correct, i.e., spelling of name, address, date of birth, etc.

## **15. What resources are available through Little League Baseball and Softball to assist this process?**

The current Little League Official Volunteer Application is available at [LittleLeague.org/VolApp](http://LittleLeague.org/VolApp).

**NEW FOR 2017-**A local Little League must conduct a nationwide background check utilizing JDP or another provider that is comparable to JDP in accessing background check records for sex offender registry data and other criminal records. The first 125 checks conducted through JDP are paid for by Little League International and are free to each chartered Little League. If additional checks are needed, they will cost the league only \$.95 per background check conducted. JDP can be accessed by going to [LittleLeague.org/Background](http://LittleLeague.org/Background).

## **16. What will it cost my league to implement this initiative?**

The first 125 checks conducted through JDP are paid for by Little League International and are free to each chartered Little League. If additional checks are needed, they will cost the league only \$.95 per check.

## **17. When should local leagues begin to conduct background checks on volunteers and hired workers?**

In accordance with Little League Regulation I (c) 8 & 9, local leagues must conduct background checks on all volunteers and hired workers prior to the applicant assuming his or her duties for the season. Background checks must be completed on all individuals who are required to complete the "Little League Official Volunteer Application" and who provide a regular service to the league and/or have repetitive access to, or contact with, players and teams. This includes, but is not limited to, managers, coaches, Board of Director members, and other persons or hired workers.

**18. Does this initiative also apply to those individuals that assist the manager and coaches at practices or games?**

Yes. Any individual who provides regular service to the league and/or has repetitive access to or contact with players or teams must fill out the Volunteer Application with a Social Security Number, provide a copy of a government issued photo ID, and go through the background check process.

**19. Who is going to coach the team if a screened manager or coach is no longer able to fulfill his/her duties?**

Any permanent replacement cannot assume their duties until the volunteer application and background check has been completed. The league may temporarily assign a board member or another screened individual to fill the vacancy until the proper process and appointment has been made.

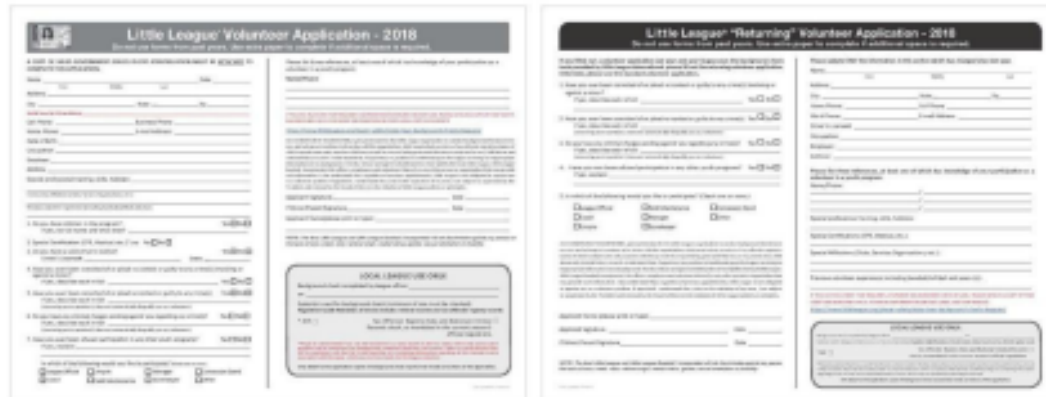
**20. Should our league wait until the entire screening process has been completed to submit our Charter Application and Insurance Enrollment Form?**

No. The appropriate league officers must sign the statement on the form agreeing to adhere to the new regulations requiring the use of the new volunteer application and background screening process as outlined in Regulations I (b) and I (c) 8 & 9. Once this section is completed the balance of the charter application can be completed and submitted to Little League Baseball and Softball.

**21. As the league president or an official of the local league, how do I explain the need for this initiative?**


These requirements were implemented in 2002 by Little League and your local league to:

- 1) Protect our children and maintain Little League as a hostile environment for those who would seek to do them harm.
- 2) Protect individuals and leagues from possible loss of personal or league assets because of litigation.
- 3) Take advantage of current technology and laws that have made background check information accessible to your local league.



This is an example of the revised, mandatory Little League Volunteer Application and Returning Volunteer Application. A version that can be filled out electronically and printed from your computer is available at [LittleLeague.org](http://LittleLeague.org).

## G- Little League Accident Notification Form:



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

Accident & Health (U.S.)

**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	<input type="checkbox"/> SPECIAL GAME(S) (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 (10/11)	<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 (15-18)	<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 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

**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 fact 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
------	---------------------------





## I- Little League Claim Form Instructions:

### Little League® Baseball & Softball CLAIM FORM INSTRUCTIONS



**WARNING** — It is important that parents/guardians and players note that: *Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball.*

To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims.

The National Union Fire Insurance Company of Pittsburgh, Pa. (NUFIC) Accident Master Policy acquired through Little League® contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

The Accident Claim Form must be fully completed, including a Social Security Number, for processing. To help explain insurance coverage to parents/guardians refer to *What Parents Should Know* on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

If injuries occur, initially it is necessary to determine whether claimant's parents/guardians or the claimant has other insurance such as group, employer, Blue Cross and Blue Shield, etc., which pays benefits. (This information should be obtained at the time of registration prior to tryouts.) If such coverage is provided, the claim must be filed first with the primary company under which the parent/guardian or claimant is insured.

When filing a claim, all medical costs should be fully itemized and forwarded to Little League International. If no other insurance is in effect, a letter from the parent/guardian or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The NUFIC Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, a Pennsylvania Insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC Number 19445. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the Policy, the Policy shall govern.

The current insurance rates would not be possible without your help in stressing safety programs at the local level. The ASAP manual, **League Safety Officer Program Kit**, is recommended for use by your Safety Officer.

## J- How to Handle an Injured Player:

If a Little Leaguer® is injured during a game, practice, or other league-approved activity that may or may not require medical attention, league officials (manager/coach, Safety Officer, Player Agent, etc.) should follow these steps:

Administer any initial first aid treatment (if necessary)

Be sure to have the player's medical release onsite or easily accessible so anyone who may treat the player is aware of any allergies or special conditions

Contact the player's parent or legal guardian if they are not onsite at the time of the incident Document the incident with as much detail as possible using any league-created form or utilize the [ASAP Incident/Injury Tracking Report](#).

If medical attention is needed, be sure to have [Accident Notification Claim Forms](#) on hand to provide to the family (only for those leagues enrolled in the AIG Accident coverage for Little League) and explain the local league's Accident Insurance, whether they have it through the AIG group program for Little League or through another source.

If a player misses seven (7) or more continuous days of participation, a physician or other accredited medical provider must give written permission for a full return to baseball/softball activity.

In cases involving a possible concussion, the league must adhere to their respective state law with respect to removal of the player and return to play protocols after being released by a physician. It is recommended a player suspected of sustaining a concussion be removed for at least the remainder of that day and then comply with their respective state law for return to play guidelines.

All injuries are to be taken seriously, and volunteers serving as managers and coaches are responsible for making the health and safety of the players the top priority. During all Little League functions, where a team of players is participating as a group, it is the responsibility of the manager and coaches to be advocates for safe behavior for each of the players on their team.

During Little League games, if a player sustains an injury and is removed from the game, a team manager is not permitted to return said player to the game without first having a medical professional at the game site clear the player. If the player does return to the game after being removed due to injury, he/she is required to complete [mandatory play](#), if applicable.

The [Little League A Safety Awareness Program](#) (ASAP) was created to assist local leagues in [developing a plan](#) that promotes a safe and healthy experience for all participants.

K- Concussion – Coaches Fact Sheet:

## A FACT SHEET FOR Youth Sports Coaches



Below is information to help youth sports coaches protect athletes from concussion or other serious brain injury, and to help coaches know what to do if a concussion occurs.

### What is a concussion?

A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

### What is a subconcussive head impact?

A subconcussive head impact is a bump, blow, or jolt to the head that does not cause symptoms. This differs from concussions, which do cause symptoms. A collision while playing sports is one way a person can get a subconcussive head impact. Studies are ongoing to learn about subconcussive head impacts and how these impacts may or may not affect the brain of young athletes.

### How can I keep athletes safe?

As a youth sports coach, your actions can help lower an athlete's chances of getting a concussion or other serious injury. Aggressive or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury.<sup>3</sup> Here are some ways you can help:

**Talk with athletes about concussion:**

- Set time aside throughout the season to talk about concussion.
- Ask athletes about any concerns they have about reporting concussion symptoms.
- Remind athletes that safety comes first and that you expect them to tell you and their parent(s) if they think they have experienced a bump, blow, or jolt to their head and "don't feel right."

**Focus on safety at games and practices:**

- Teach athletes ways to lower the chances of getting a hit to the head.
- Enforce rules that limit or remove the risk of head impacts.
- Tell athletes that good sportsmanship is expected at all times, both on and off the field.
- Bring emergency contact information for parents and healthcare providers to each game and practice in case an athlete needs to be seen right away for a concussion or other serious injury.

### Multiple concussions

Athletes who have ever had a concussion have a higher chance of getting another concussion. A repeat concussion can lead to more severe symptoms and longer recovery.<sup>1,2</sup>

### Coach's to-do list:

- ✓ Talk with athletes about concussion.
- ✓ Teach athletes ways to lower their chances of getting a hit to the head.
- ✓ Encourage concussion reporting among your athletes.
- ✓ Know what to do if you think an athlete has a concussion.
- ✓ Learn how to help an athlete safely return to play after a concussion.



[cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)

## Make sure athletes do not perform these unsafe actions:

- Use their head or helmet to contact another athlete.
- Make illegal contact or check, tackle, or collide with an unprotected opponent.
- Try to injure another athlete.

## Stay up to date on concussion information:

- Review your state, league, and organization's concussion plans and rules.
- Take a training course on concussion. The Centers for Disease Control and Prevention (CDC) offers free concussion training at [cdc.gov/HEADSUP](http://cdc.gov/HEADSUP).
- Download CDC's HEADS UP app or another resource that provides a list of concussion signs and symptoms.

## Check equipment and sports facilities:

- Make sure all athletes wear a helmet that is appropriate for the sport or activity; ensure that the helmet fits well and is in good condition.
- Work with the game or event manager to fix any concerns, such as tripping hazards or goal posts without proper padding.

One study found that nearly 70% of athletes continued to play with concussion symptoms.<sup>4</sup>



## How can I spot a possible concussion?

Athletes who show or report one or more of the signs and symptoms listed below—or who simply say they just “don’t feel right”—after a bump, blow, or jolt to the head or body may have a concussion or other serious brain injury. Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not show up for hours or days.

### Signs coaches or parents may observe:

- Seems confused
- Forgets an instruction or is unsure of the game, position, score, or opponent
- Moves clumsily
- Answers questions slowly or repeats questions
- Can't remember events before or after the hit, bump, or fall
- Loses consciousness (even for a moment)
- Has behavior or personality changes

### Symptoms athletes may report:

- Headache
- Nausea or vomiting
- Dizziness or balance problems
- Bothered by light or noise
- Feeling foggy or groggy
- Trouble concentrating or problems with short- or long-term memory
- Does not “feel right”

### Signs of a more serious brain injury

In rare cases, a concussion can cause dangerous bleeding in the brain, which puts pressure on the skull. Call 9-1-1 if an athlete develops one or more of these danger signs after a bump, blow, or jolt to the head or body:

- A headache that gets worse and does not go away
- Significant nausea or repeated vomiting
- Unusual behavior, increased confusion, restlessness, or agitation
- Drowsiness or inability to wake up
- Slurred speech, weakness, numbness, or decreased coordination
- Convulsions or seizures (shaking or twitching)
- Loss of consciousness (passing out)

### Some athletes may not report a concussion because they don't think a concussion is serious.

They may also worry about:

- Losing their position on the team or losing playing time during a game,
- Putting their future sports career at risk,
- Looking weak,
- Letting down their teammates or the team, and/or
- What their coach or teammates think of them.<sup>5,7</sup>

## What should I do if an athlete has a possible concussion?

As a coach, if you think an athlete may have a concussion, you should:

### Remove the athlete from play.

**When in doubt, sit them out!** Record and provide details on the following information to help the healthcare provider or first responders assess the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out) and for how long
- Any memory loss right after the injury
- Any seizures right after the injury
- Number of previous concussions (if any)

### Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a healthcare provider.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess an athlete for a possible concussion and decide when it is safe for the athlete to return to play.

### Inform the athlete's parent(s) about the possible concussion.

Let parents know about the possible concussion and give them the CDC HEADS UP fact sheet for parents to help them watch the athlete for concussion signs and symptoms at home.

### Ask for written instructions from the athlete's healthcare provider on return to play.

This should include information about when the athlete can return to play and steps you should take to help the athlete safely return to play. Athletes who continue to play while having concussion symptoms have a greater chance of getting another concussion. A repeat concussion that occurs before the brain has fully healed can be very serious and can increase the chance for long-term problems. It can even be fatal.

### Offer support during recovery.

An athlete may feel frustrated, sad, angry, or lonely while recovering from a concussion. Talk with them about it, and allow an athlete recovering from a concussion to stay in touch with their teammates, such as cheering on their team at practices and competitions.



## What steps should I take to help an athlete return to play?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a healthcare provider. When available, be sure to also work closely with your team's certified athletic trainer.

There are six gradual steps to help an athlete safely return to play. These steps should not be done in one day, but instead over days, weeks, or months. **An athlete should move to the next step only if they do not have any new symptoms at the current step.**

**Step 1:** Return to non-sports activities, such as school, with a greenlight from the healthcare provider to begin the return-to-play process

**Step 2:** Light aerobic exercise

- Goal: Increase the athlete's heart rate
- Activities: Slow to medium walking or light stationary cycling

**Step 3:** Sport-specific exercise

- Goal: Add movement
- Activities: Running or skating drills; no activities with risk for contact

**Step 4:** Non-contact training drills

- Goal: Increase exercise, coordination, and thinking
- Activities: Harder training drills and progressive resistance training

**Step 5:** Full-contact practice

- Goal: Restore confidence and have coaching staff assess functional skills
- Activities: Normal training activities

**Step 6:** Return to regular sports activity

**Remember:** It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's activities, particularly after each increase in activity. If an athlete's concussion symptoms come back, or if he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is working too hard. The athlete should stop these activities, and the athlete's parent should contact the healthcare provider. After the athlete's healthcare provider says it is okay, the athlete can begin at the step before the symptoms started.



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4. Rivara FP, Schiff MA, Chrisman SP, Chung SK, Ellenbogen RG, Herring SA. The effect of coach education on reporting of concussions among high school athletes after passage of a concussion law. *Am J Sports Med*. 2014;42(5):1197-1203.

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*The information provided in this fact sheet or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.*

Revised August 2019

To learn more,  
go to [cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)



## L- California Concussion Protocols:

### **California Concussion Protocols**

The California Law is titled “Youth Sports Concussion Protocols,” and is found in the California Health Safety Code under the section referencing “Adolescent Health” (Cal Health and Safety Code §124235).

Section 124235 applies to “youth sports organizations” which includes any organization, business, non-profit entity or local government agency that sponsors or conducts amateur sports competitions, training camps, or clubs in which persons seventeen (17) years of age or younger participate: youth sports organizations are required to immediately remove an athlete who is suspected of sustaining a concussion or other head injury in an athletic activity for the remainder of the day. The athlete shall not be permitted to return to the athletic activity until being evaluated by, and receiving written clearance to return to athletic activity from, a licensed health care provider. An athlete who has sustained a concussion shall complete a graduated return to play protocol of not less than seven (7) days in duration under the supervision of a licensed health care provider. If an athlete seventeen (17) years of age or younger has been removed from athletic activity due to a suspected concussion, the youth sports organization shall notify a parent or a guardian of that athlete of the time and date of the injury, the symptoms observed and any treatment provided to that athlete for the injury. On an annual basis, a youth sports organization shall provide a concussion and head injury information sheet to each athlete. The information sheet shall be signed and returned by the athlete and, if the athlete is seventeen (17) years of age or younger, shall also be signed by the athlete’s parent or guardian before the athlete initiates practice or competition. The information sheet may be sent and returned through an electronic medium including, but not limited to, facsimile or electronic mail. On a yearly basis, the youth sports organization shall offer concussion and head injury education, or related educational materials or both, to each coach and administrator of the youth sports organization. Each coach and administrator shall be required to successfully complete the concussion and head injury education offered at least once, either online or in person, before supervising an athlete in an activity of the youth sports organization.

Additional California concussion law is found under the California Education Code (Cal. Educ. Code Section 35179.1 (c)(6), known as the 1998 California High School Coaching Education and Training Program) and requires coaches be certified in CPR and first aid and have a basic understanding of the signs and symptoms of concussions and the appropriate response to concussions. The California law is found at sections 38131(6) and 49475 of the Education Code. (Cal. Educ. Code §35179.1(c)(6), § 38131(b)(6)), and §49475.6.

Section 49475 of the California Educational Code provides that if a school district, charter school or private school offers an athletic program, any athlete who is suspected of sustaining a concussion must be removed immediately from the activity for the rest of the day. The athlete is not permitted to return to activity until evaluated and cleared in writing by a licensed health care professional who is trained in the management of concussions and acting within the scope of their practice. Parents/guardians of any student wishing to participate in an athletic activity and the athlete are required to annually sign a concussion information sheet before the student can participate. If a licensed health care provider determines that an athlete has sustained a concussion, the athlete shall complete a graduated return to play protocol of not less than seven (7) days under the care of a licensed health care provider. Section 38131(b)(6) provides that youth sports league activities taking place on school facilities or on school grounds are at the discretion of the governing board for the school district and subject to terms and conditions as the board may deem proper. Section 49475.6 requires that any school offering an athletic program shall maintain and collect data on pupils sustaining a traumatic brain injury or concussion during interscholastic athletic activity.



## M - CDC/Heads Up - Batter's Helmet Safety:

### GET A HEADS UP ON Batter's Helmet Safety



While there is no concussion-proof helmet, a batter's helmet can help protect your athlete from a serious brain or head injury.

The information in this handout will help you learn what to look for and what to avoid when picking out a helmet for your baseball or softball player.

#### Start with the Right Size:

##### BRING THE ATHLETE

Bring your athlete with you when buying a new helmet to make sure that you can check for a good fit.

##### HEAD SIZE

To find out your athlete's head size, wrap a soft tape measure around the athlete's head, just above their eyebrows and ears. Make sure the tape measure stays level from front to back. (If you don't have a soft tape measure, you can use a string and then measure it against a ruler.)

##### SIZES WILL VARY

Helmet sizes often will vary from brand-to-brand, so it's important to check out the helmet brand's fit and sizing charts to find out what helmet size fits your athlete's head size.

#### Get a Good Fit:

##### GENERAL FIT

A batter's helmet should fit snugly all around, with no spaces between the pads and the athlete's head. Your athlete should NOT wear anything under his or her batter's helmet. *This includes a baseball hat!*

##### ASK

Ask your athlete how the helmet feels on their head. While it needs to have a snug fit, a helmet that is too tight can cause headaches.

##### HAIRSTYLE

An athlete should try on the helmet with the hairstyle he or she will wear for practices and games. Helmet fit can change if the athlete's hairstyle changes considerably. For example, a long-haired player who gets a very short haircut will need to adjust the fit of the helmet.

##### COVERAGE

A batter's helmet should not sit too high or low on their head. To check, make sure the ear holes line up with the athlete's ears. When the athlete is looking straight forward, the bill of the batter's helmet should be parallel to the ground. Also, the bottom of the pad inside the front of the helmet should be 1 inch above the athlete's eyebrows.

##### VISION

Make sure you can see the athlete's eyes and that he or she can see straight forward and side-to-side.

## Take Care of the Helmet:

### CHECK FOR DAMAGE

DO NOT allow your athlete to use a cracked or broken helmet or a helmet that is missing any padding or parts. Check for missing or loose padding before the season and regularly during the season. Parents or athletes should not attempt to repair helmet damage on their own.

### CLEANING

Clean the helmet often inside and out with warm water and mild detergent. DO NOT soak any part of the helmet, put it close to high heat, or use strong cleaners.

### PROTECT

DO NOT let anyone sit or lean on the helmet.

### STORAGE

Do not store a batter's helmet in a car. The helmet should be stored in a room that does not get too hot or too cold and where the helmet is away from direct sunlight.

### DECORATION

DO NOT decorate (paint or put stickers on) the helmet without checking with the helmet manufacturer, as this may affect the safety of the helmet. This information may also be found on the instructions label or on the manufacturer's website.



<sup>1</sup> National Operating Committee on Standards for Athletic Equipment: [www.nocsaee.org](http://www.nocsaee.org)

<sup>2</sup> National Athletic Equipment Reconditioning Association: [www.naera.net](http://www.naera.net)

## Look for the Labels:

### LOOK FOR A BATTER'S HELMET WITH LABELS THAT:

Say "MEETS NOCSAE Standard®"<sup>1</sup> as certified either by the manufacturer or by SEP. That label means that the helmet model has been tested and meets NOCSAE performance and protection standards.

- State whether the helmet can be recertified. If not, look for the label that specifies when the certification to the NOCSAE standard expires.
- Specify how frequently the helmet must be reconditioned and recertified.
- Have the date of manufacture. This information will be helpful if the manufacturer has: specified a useful life of the helmet; specified that the helmet may not be reconditioned and recertified; or if there is ever a recall on that particular model or year.

If the helmet is not new, you should also look for a label that includes the date the helmet was expertly repaired and approved for use (reconditioned/recertified).

## Know When to Replace a Batter's Helmet:

### CHECK THE LABEL

Be sure to follow safety labels on the helmet on when to replace the helmet. Some batter's helmets have a label that says that it should not be reconditioned. Helmets with this label will also include how long the helmet can be used. However, some of these helmets may need to be replaced sooner, depending upon wear and tear.

### RECONDITIONING AND RECERTIFICATION

Reconditioning involves having an expert repair a used helmet by: fixing cracks or damage, replacing missing parts, testing it for safety, and approving it for use. Helmets should be reconditioned regularly by a licensed NAERA<sup>2</sup> member. DO NOT allow your athlete to use a used helmet that has not been recently recertified for use by a NAERA reconditioner.

TO LEARN MORE, GO TO  
[WWW.CDC.GOV/HEADSUP](http://WWW.CDC.GOV/HEADSUP)



## N - Citrus Concussion Signs & Symptoms Acknowledgement Form:

Concussion Signs and Symptoms Acknowledgment form.

Children and teens who show or report one or more of the signs and symptoms listed below, or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body, may have a concussion or more serious brain injury.

### Concussion Signs Observed

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

### Concussion Symptoms Reported

- Headache or "pressure" in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not "feeling right," or "feeling down".

Signs and symptoms generally show up soon after the injury. However, you may not know how serious the injury is at first and some symptoms may not show up for hours or days. For example, in the first few minutes your child or teen might be a little confused or a bit dazed, but an hour later your child might not be able to remember how he or she got hurt. You should continue to check for signs of concussion right after the injury and a few days after the injury. If your child or teen's concussion signs or symptoms get worse, you should take him or her to the emergency department right away.

By signing our Citrus Little League "Signs and Dangers of Concussions" means you have received and read information about the signs and dangers of concussions and understand all the potential hazards that are associated with it.

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Registered child's name

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Parent/Guardian Signature

O - Concession Stand/Snack Bar Policy:

Citrus Little League Concession Stand Policy

- 1- Adult supervision must be in effect at all times.
- 2- Only adults are allowed to operate or be near grill.
- 3- Outdoor grills will be placed in an area away from spectators.
- 4- ALL volunteers will wash their hands on hands on regular basis.
- 5- Un-wrapped food must be handled with paper towels or plastic wrap
- 6- Everything must be cleaned up and put away at the end of each shift.
- 7- A complete first-aid kit will be kept in snack bar/concession stand.
- 8- A fire extinguisher shall be kept in the snack bar/concession stand for emergency use.
- 9- A list of emergency phone numbers will be posted in the snack bar/concession stand.
- 10- All covid 19 guidelines will be followed no exceptions at all.

# Volunteers Must Wash Hands

## HOW

**Wet**  
warm water



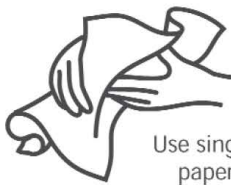
**Wash**  
20 seconds  
Use soap



**Rinse**



**Dry**  
Use single-service  
paper towels



**Gloves**



## 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.**

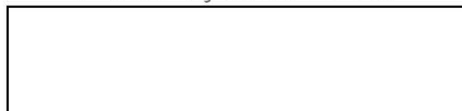
when you have a cut or sore on your hand  
when you can't remove your jewelry

**If you wear gloves:**

- ▶ wash your hands before you put on new gloves

**Change them:**

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



P – Parent Code of Conduct:

## Sport Parent Code of Conduct

We, the \_\_\_\_\_ Little League, have implemented the following Sport Parent 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 a multiple game suspension, or the season forfeiture of the privilege of attending all games.

**Preamble**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship 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 therefore 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 a positive role model 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 game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.

7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach 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 than 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 practices 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 well-being 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.

\_\_\_\_\_  
Parent/Guardian Signature