

2023 Safety Manual

MISSION STATEMENT:

Rye Little League (RLL) is committed to the safety and well-being of its players, volunteers, and spectators with the ultimate goal of providing the safest playing and learning environment possible. We will ensure that policies and practices are developed and adopted that will best protect our players, our volunteers, our facilities, and our resources.





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Introduction

The Rye Little League Safety Program is developed to establish safety awareness during league games and practices. The major components of the program are to address medical emergencies, first aid, and general safety guidelines. This Safety Manual is made available to each volunteer member of Rye Little League. All members are encouraged to read and to practice its instruction during all Rye Little League events.

Rye Little League encourages its Team Managers to review this manual. The Code of Conduct, Guidelines for Preventing Injury, and Safety Code sections are valuable resources for reviewing safety concerns with parents and players.

With the children's safety the League's utmost concern, Rye Little League is required by the Little League Child Protection Program to conduct annual background checks on all adult volunteers active in our League programs. All Board Members, Managers, Coaches and other volunteers must complete this background check prior to opening day. No League may allow any person to participate in any manner, whose background check reveals a conviction for any crime involving or against a minor. The Child Protection Program section details additional information related to Rye Little Leagues commitment to the Players' safety around the League volunteers.



ASAP – A Safety Awareness Program



ASAP was created from the grassroots of Little League.
A focus group of volunteers shaped the Safety Officer's mission:
*"To create awareness, through education and information,
of the opportunities to provide a safer environment for kids
and all participants of Little League Baseball."*



The Goal of ASAP (A Safety Awareness Program) is to raise safety awareness and make it safer for players and fans. Continuous improvement of safety procedures and protocol will create a successful program.

ASAP is the communication link to a national network of safety officers, allowing them to share ideas on providing a safer environment. Instead of starting from scratch, a new safety officer can see what leagues across the country are doing to raise safety awareness and prevent injuries.



‘Play It Safe’ 4 E’s

Play It Safe

The purpose of ‘Play It Safe’ is to provide information and counsel to Little League personnel on carrying out basic safety policies and making Little League a safer and more enjoyable activity. The four cornerstones for building an effective safety program are known as the ‘4-Es’:

Education	Equipment	Enthusiasm	Enforcement
Suitable safety precautions in instructions, training, communications, drill work, and follow-up.	Safe upkeep and use of physical property, fields, personal protective equipment, bleachers, bats, balls, etc.	Selling this important ingredient called safety, which can prevent painful and disabling accidents	Incentive for safe and skillful ball playing rather than disciplinary action. Far better results can be obtained by praise and recognition than by forcing players into a line. Tactful guidance must be backed by firmness and justly used discipline.

Safety Manual – The responsibility for safety procedures should be that every adult member of Rye Little League. All RLL members shall adhere to, and carry out, the policies as set forth in this Safety Manual.

Team Managers – RLL primarily relies on each Team Manager as an essential part of the RLL Safety Program because they are directly involved with the players, the parents/guardians and the day-to-day activities. They are expected to carry out the safety guidelines described herein. Therefore, this Safety Manual is provided by RLL to all Team Managers. It is also available to any RLL member upon request.

President – The President of Rye Little League is responsible for ensuring that the policies and regulations of RLL are carried out by the entire membership to the best of his/her abilities.



Roles & Responsibilities

SAFETY OFFICER - As a member of the League Board of Directors, the primary responsibility of the Safety Officer shall be to develop and implement the RLL Safety Program. The responsibilities of the RLL Safety Officer include:

- Ensuring that each Team Manager receives this Safety Manual and a First Aid Kit
- Provide basic First Aid training and support to the Managers, Coaches, and League Volunteers, if requested
- Keeping the First Aid Log, a list where accidents and injuries are occurring, to whom, in which division, at what times, under what supervision.
- Assisting parents and individuals with insurance claims
- Checking the Fields with the Fields Coordinator and listing areas needing attention
- Completing the Annual Little League Facility Survey

TEAM MANAGERS - Each Team Manager shall take possession of this Safety Manual, and the responsibilities of each Team Manager include:

- The safety of their players
- Performing ongoing field and equipment inspections
- The team's conduct
- Observance of the official rules
- Deference to the umpires
- The actions of designated coaches

ASSISTANT COACHES - Each team will select at least one Assistant Coach, who, in addition to other duties involved in assisting the Team Manager, shall also be responsible for supporting the Team Manager in the accomplishment of the safety related





Safety Manual and First Aid Kits

A copy of this manual is provided to, and inspected by, the staff of The Eastern Regional Little League and all required filings are made with Little League Baseball Headquarters.

SAFETY MANUAL AND FIRST AID KITS

The manager/head coach of each team will be sent an electronic version of our Safety Manual, and multiple First Aid Kits will be placed at each field at the beginning of the season. The manager or the team will acknowledge the receipt of the safety manual either by signing in the space provided below when taking possession of these articles or by replying to the e-mail containing the electronic version.

Chemical ice packs will also be placed at the fields at the beginning of the season. Additional ice packs will be available at all times in the equipment room at our main field. Additionally, all umpires will be issued copies of the Safety Manual, if they request one.

The Safety Manual will include phone numbers for emergency services. It will also contain a link to maps and/or directions to local hospitals and other emergency services, the Rye Little League Code of Conduct, Do's and Don'ts of treating injured players. The First Aid Kit will include the basic items to treat an injured player until professional help arrives if need be (*see First Aid section*).

I have received my Safety Manual and First Aid Kit and will have them both present at all practices, batting cage practices, games (season games and post-season games) and any other event where team members could become injured or hurt.

Print Name of Manager

Signature of Manager



Team Name and Division

Date

Tear on the above dotted line and give to the RLL Safety Officer upon signing.



Training

Managers Meeting:

All RLL managers and coaches must attend a mandatory meeting before each season starts. This meeting is conducted by the RLL Board of Directors. A review of the Little League rules and regulations is conducted. For 2023, this meeting is tentatively scheduled for April 12, 2023.

Manager and coach registration data along with player roster data will be submitted via the Little League Data Center at www.LittleLeague.org prior to opening day.

Fundamentals Training for Managers and Coaches:

Each year fundamental skills training is offered to managers and coaches via detailed practice plans. The RLL Coaching Coordinator could also conduct clinics to the extent requested, with direct participation and support by various RLL Board Members.

RLL, with the support of Rye Recreation, will also attempt to continuously improve its facilities with safety in mind.

LITTLE LEAGUE CONTACT INFORMATION 2023:

Eastern Regional Director
East Region Headquarters

Aaron Weber: aweber@littleleague.org
860-585-4730



2023 Rye Little League Contact Info

Board Position	Name	Email
President	Ben Bubeck	president@ryelittleleague.com
Treasurer	Danny McCarthy	treasurer@ryelittleleague.com
Registration Coordinator	John Louis	registration@ryelittleleague.com
Director of Sponsorship & Marketing	Heather Stein	
Majors Commissioner	Ben Bubeck	majorscommissioner@ryelittleleague.com
Intermediate Commissioner	Ben Bubeck	intermediatescommissioner@ryelittleleague.com
Minors Commissioner	Jay Mercurio	minorscommissioner@ryelittleleague.com
Equipment Manager	Billy Draddy	
Safety Officer	Ben Bubeck	
Website Consultant	Jon Ivers	
Umpire Coordinator	John Louis	
Parade Coordinator	Jason Yacavone	
2023 Rye Recreation Fields Coordinator	Richard DiRago	rdirago@ryeny.gov

Medical Information

Immediately Dial 911 for Medical Emergencies
Ambulance • Fire & Rescue • Paramedics & Police
If emergency services are needed, please call for help.



NON-EMERGENCY

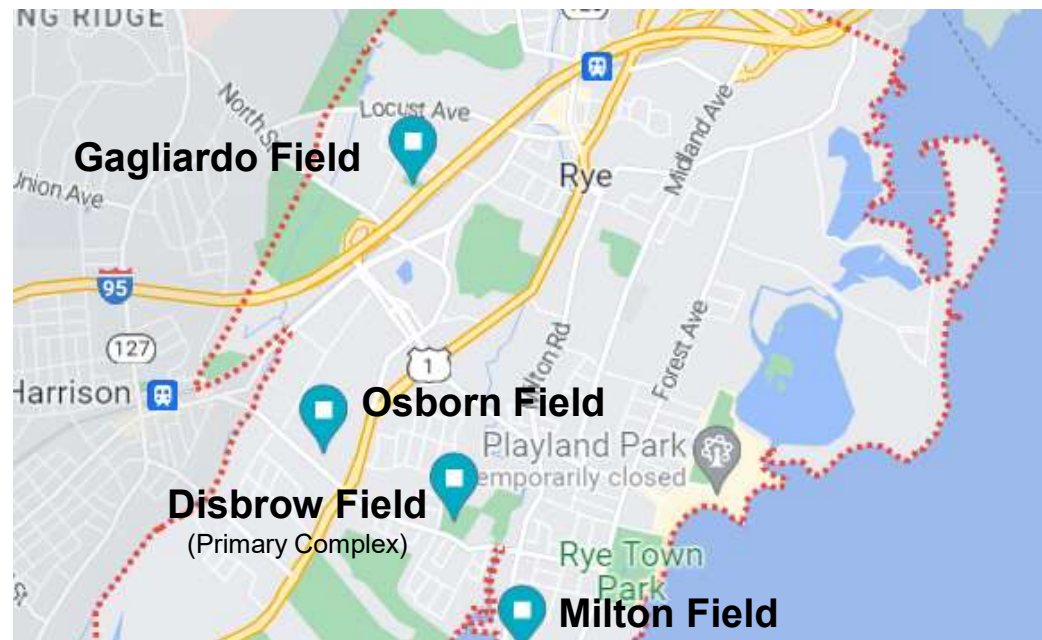
City of Rye Police Department 914-967-1234
City of Rye Fire Department 914-967-4731
Greenwich Hospital: www.greenwichhospital.org



SAFETY IS A RESPONSIBILITY MAKE IT YOURS TOO!
BE RESPONSIBLE FOR SAFETY

Field Locations

- The Rye Little League primary fields complex is located at Disbrow Park on Oakland Beach Avenue.
- In addition, Rye Little League also uses the fields at: Gagliardo, Milton School, and Osborn School.
- Directions to all fields are located on our website: www.ryelittleleague.com
- Additional news and updates can also be obtained via the Little League website.



Thunder and Lightning / Inclement Weather Guidelines

Thunder and Lightning:

- If thunder and/or lightning can be heard and/or seen, stop activity and seek protective shelter immediately.
- The best shelter is indoors, the next best is in a car and if that is not possible avoid standing under tall trees or poles.
- In situations where thunder and /or lightning may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position – *drop to your knees, place your hands/arms on your legs and lower your head. Do not lie flat. This phenomenon means you are in immediate danger of a lightning strike.*



Timing to Resume Play After Thunder and Lightning:

- In the event that either situation should occur, allow 30 minutes to pass after the last sound of thunder and/or lightning strike prior to resuming play. If after waiting a period of time you hear thunder or see lightning the clock must be reset to 30 minutes.

Precautions / Avoidance:

The National Weather Service has stated that lightning can strike up to a distance of 10 miles, with storms traveling at a speed exceeding 50 miles per hour. However, thunder can be heard only within a distance of 8 miles. Therefore, if you hear thunder and/or see lightning, you are in immediate danger and should seek protective shelter in an indoor facility at once! An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile or school bus is a relatively safe alternative. If neither of these is available, the following guidelines are recommended.

- Avoid standing under large trees and telephone poles.
- If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill.
- As a last alternative, find a ravine or valley.



Thunder and Lightning / Inclement Weather General Info

In all instances outdoors, assume the aforementioned crouched position. Avoid standing water and metal objects at all times (i.e., steering wheel, metal bleachers, metal cleats, umbrellas, etc.).

The most dangerous storms give little or no warning: thunder and lightning are not heard or seen. Up to 40% of all lightning is not accompanied by thunder and 20-40% of thunder cannot be heard because of atmospheric disturbances, thus the term "silent killer." At times, the only natural forewarning that might precede a strike is feeling your hair standing on end and skin tingle. At this point, you are in imminent danger of being struck by lightning and should drop to the ground and assume the aforementioned crouched position immediately. Do not lie flat. Should a ground strike occur near you, lying flat increases the body's surface area that is exposed to the current traveling through the ground.

The National Weather Service recommends that 30 minutes should pass after the last sound of thunder is heard and/or lightning strike is seen before resuming play. This is sufficient time to allow the storm to pass and move out of lightning strike range.

A perilous misconception that it is possible to see lightning coming and have time to act before it strikes could prove to be fatal. In reality, the lightning that we see flashing is actually the return stroke flashing upward from the ground to the cloud, not downward. When you see the lightning strike, it already has hit. It is a fact that you will never see the bolt that hits you. If used immediately, the information provided can be used to minimize the risk of injury or death from lightning.





First Aid

What is First-Aid?

First-Aid means exactly what the term implies – the **first care** given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives; (i.e. 9-1-1, paramedics). At no time should anyone administering first-aid go *beyond* his or her capabilities. **Know your limits!**

First-Aid Kits

- At the beginning of the season, First-Aid Kits and guides will be placed in the equipment bins at each field, and basic first-aid training and support will be offered to the Team Manager and Coaches at the required Manager Meeting prior to the start of the season.
- The Safety Officer will ensure that first aid kits remain stocked at all fields where teams practice or play games. Additional first-aid kits will be available in our storage room at Disbrow Park.



Communicable Disease Procedures

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids anticipated (provided in first-aid kit).
- Immediately wash hands and other skin surface if contaminated with blood.
- Clean all blood contaminated surfaces and equipment.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- Follow accepted guidelines in the immediate control of bleeding and disposal of soiled materials.

First Aid – Important Do's and Don't



DO...

- Reassure and aid children who are injured, frightened, or lost.
- Provide or assist in obtaining medical attention for those who require it.
- Carry your first-aid kit to all games and practices.
- Look for signs of injury.
- Listen to the injured describe what happened, and what hurts, if conscience.
- Feel the injured area gently and carefully for signs of swelling or broken bones.
- Have players' medical form with you at all times during the season.

DON'T...

- Administer any medications.
- Provide food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you are not sure of the proper procedures (i.e., CPR, etc.)
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at any time.
- Hesitate to report any present or potential safety hazard to the Safety Officer.



Safety Code of Conduct

- **No Alcohol allowed** in any parking lot, field or common areas within a RLL complex.
- **No Playing in parking lots** at any time.
- **No Playing on and around** lawn equipment.
- **No Profanity.**
- **No Throwing Balls** against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- **No throwing rocks.**
- **No horseplay** at any time.
- **No climbing** fences.
- **No pets** are permitted at RLL games or practices.
- **Observe all posted signs.** Players and spectators should be alert at all times for Foul Balls and Errant Throws.
- **During games,** players must remain in the dugout area in an orderly fashion at all times.
- **After each game, each team must clean up trash** in dugout and around stands.
- **Watch** for small children around parked cars.
- **Use Cross walks** when crossing roadways. Always be alert for traffic.

Failure to comply with the RLL Code of Conduct may result in expulsion from the RLL field or complex.



Guidelines for Preventing Injury



General

- Safety is the responsibility of every adult.
- Managers and coaches should be aware of the location of first-aid kits at all times.
- There will be a first-aid kit and guide at all fields at all times.
- Managers and coaches shall enforce all Little League Official Regulations and playing Rules, and all RLL Playing Rules and Regulations for games and practices.

Dehydration

- Requesting a parent to volunteer to bring water to games and practices and encourage players to bring water to games and practices.
- For ultra violet ray exposure, players should be encouraged to wear sunscreen and caps.
- Players should dress appropriately for games and practices.

Games and Practice Sessions

- No games or practices will be held when weather or field conditions are poor.
- Paying attention at all times during practice sessions and games is a must.
- Playing area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during the games.
- All team and players equipment should be stored within the team dugout, or behind screens, and not in the playing area.
- Responsibility for keeping bats and loose equipment off the field of play is that of manager or a designated player or coach of that team.
- During practice and games, all players should be alert and watching the batter on each pitch.



Guidelines for Preventing Injury Cont.

Games and Practice Sessions Cont.

- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swing bats, etc.).
- Batters must wear Little League approved protective helmets during practice and games. Painted helmets void the warranty.
- Catchers must wear catcher's helmet, mask, throat guard, long model chest protector with flap down, shin guards and protective cup with athletic supporter at all times (males), and something comparable for females, during practices and games. **NO EXCEPTIONS.**
- Managers should encourage all male players to wear protective cups and supporters for practices and games.
- All players should wear some kind of protective cup and supporter at all times.
- No running into streets after foul balls.
- No jewelry should be worn to practices or games.
- On deck batters are not permitted.
- No head first sliding except when runner is returning to a base.
- During sliding practice, bases should not be strapped down or anchored.
- At no time is "horse play" permitted on the playing field.
- Players who wear glasses should be encouraged to wear "safety glasses."
- Keep fingers out of the fencing during games and practices.
- Teach Bat Safety by instructing players to carry their bat on the trademark to discourage swinging. Players are not to swing bats unless they are instructed to by the manager or coach. Players are not to throw the bat while running to first base.





Guidelines for Preventing Injury Cont.

Equipment

- Equipment must be inspected regularly and maintained in good condition. Reduced impact balls will be provided and used in the Minors Division to reduce chance of ball-hit injuries.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpire as “in play.”
- The RLL first-aid kit and safety manual will become part of the team’s on site equipment package, as equipment boxes at each field will be stocked with sufficient first-aid kits and ice packs.

Fields & Parking

Perimeter signs will be posted at the complex strictly prohibiting the following:

- Alcoholic beverages
- Walking of dogs
- Loitering
- Bike riding or skateboarding
- Unorganized handball or golfing
- Use of profane, loud, and/or abusive language
- Prior to each practice and game, the managers of each team using the field, along with Rye Recreation, are required to prepare the field for the game and restore the field after the game for next day use. This action requires that the field be inspected for hazards.





Rye Little League Code of Conduct – Managers and Coaches

Managers and Coaches

- I believe that each player is unique, valued and respected, that each player has the right to respect, consideration and dignity, and have the responsibility to provide the same to others.
- I will place the emotional and physical well-being of my players ahead of a personal desire to win. I will treat each player as an individual remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I respect, trust, and am proud of my players. I value fair play, recognition, and integrity.
- The have the highest respect for each other and his or her performance.
- 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 use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach and that the game is for the children – not adults!



Rye Little League Code of Conduct – Parents and Spectators

Parents and Spectators

I pledge to provide positive support, care, and encouragement for my child participating in youth sports by practicing the following principles:

- I believe that each player is unique, valued and respected. That each player has the right to respect, consideration and dignity, and has the responsibility to provide the same to others.
- I will encourage good sportsmanship by demonstrating positive support for players, coaches, and officials at every game, practice and other youth sports event and ask my child to do the same.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will demand 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 insist on a safe playing situation for my child.
- I will lead by example in demonstrating fair play and sportsmanship for my child. I will value fair play, recognition, integrity, and have the highest respect for coaches and officials.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all the kids.
- I will remember that the game is for the children – not adults!
- I will do my very best to make youth sports fun for my child.



Accident Reporting Procedures

What to report:

An incident that causes any player, manager, coach, and umpire or volunteer to receive medical treatment and/or first-aid must be reported to the Director of Safety. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. "LITTLE LEAGUE BASEBALL ACCIDENT NOTIFICATION FORM" is included with this manual.

When to report:

All such incidents described above must be reported to the Director of Safety *within 24 to 48 hours* of the incident.

How to make the report:

Reporting incidents come in a variety of forms. Typically, they are *telephone conversations*. Provide the following information:

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

Safety Officer's Responsibilities:

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party's parents or guardians and

- 1) Verify the information received
- 2) Obtain any other necessary information
- 3) Check the status of the injured party, and
- 4) 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 RLL insurance coverage and provisions for submitting any claims.



Accident Report

Managers and Coaches are responsible for submitting this *LITTLE LEAGUE BASEBALL ACCIDENT NOTIFICATION FORM* to Director of Safety *within 24 to 48 hours* of the incident.

For Local League Use Only	A Safety Awareness Program's Incident/Injury Tracking Report
Activities/Reporting	
League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____	
Field Name/Location: _____ Incident Time: _____	
Injured Person's Name: _____ Date of Birth: _____	
Address: _____ Age: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
City: _____ State _____ ZIP: _____ Home Phone: () _____	
Parent's Name (If Player): _____ Work Phone: () _____	
Parents' Address (If Different): _____ City _____	
Incident occurred while participating in:	
A.) <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger <input type="checkbox"/> TAD	
B.) <input type="checkbox"/> Challenger <input type="checkbox"/> T-Ball <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Intermediate (50/70)	
<input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Big League	
C.) <input type="checkbox"/> Tryout <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event	
<input type="checkbox"/> Travel to <input type="checkbox"/> Travel from <input type="checkbox"/> Other (Describe): _____	
Position/Role of person(s) involved in incident:	
D.) <input type="checkbox"/> Batter <input type="checkbox"/> Baserunner <input type="checkbox"/> Pitcher <input type="checkbox"/> Catcher <input type="checkbox"/> First Base <input type="checkbox"/> Second	
<input type="checkbox"/> Third <input type="checkbox"/> Short Stop <input type="checkbox"/> Left Field <input type="checkbox"/> Center Field <input type="checkbox"/> Right Field <input type="checkbox"/> Dugout	
<input type="checkbox"/> Umpire <input type="checkbox"/> Coach/Manager <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____	
Type of injury: _____	
Was first aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____	
Was professional medical treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____	
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)	
Type of incident and location:	
A.) On Primary Playing Field	
<input type="checkbox"/> Base Path: <input type="checkbox"/> Running or <input type="checkbox"/> Sliding	
<input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted	
<input type="checkbox"/> Collision with: <input type="checkbox"/> Player or <input type="checkbox"/> Structure	
<input type="checkbox"/> Grounds Defect	
<input type="checkbox"/> Other: _____	
B.) Adjacent to Playing Field	
<input type="checkbox"/> Seating Area <input type="checkbox"/> Travel:	
<input type="checkbox"/> Parking Area <input type="checkbox"/> Car or <input type="checkbox"/> Bike or	
C.) Concession Area <input type="checkbox"/> Walking	
<input type="checkbox"/> Volunteer Worker <input type="checkbox"/> League Activity	
<input type="checkbox"/> Customer/Bystander <input type="checkbox"/> Other: _____	
D.) Off Ball Field	
Please give a short description of incident: _____	

Could this accident have been avoided? How: _____	
<small>This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.</small>	
Prepared By/Position: _____ Phone Number: (____) _____	
Signature: _____ Date: _____	

CPR Guidelines

There is an AED located outside the front door of the DPW main office building next to Grainger Field at Disbrow Park. RLL is exploring installing AEDs at other locations, including Gagliardo, but there are currently none at our other fields.

+ CPR GUIDELINES

TIMING IS CRITICAL

IT IS IMPORTANT TO TAKE IMMEDIATE ACTION

1 CHECK THE VICTIM FOR RESPONSIVENESS

- Do NOT move the victim unless absolutely necessary!
- Tap and shout to see if the victim responds.



- If the victim is unresponsive, not breathing, or not breathing normally, call 911.



2 CALL 911

- If someone besides you is present, they should call 911 immediately.
- If you are alone with an adult victim (any person over the age of 18), try to call for help prior to starting CPR.
- If you are alone with a child or infant victim, give about 5 cycles of compressions and ventilations (about 2 minutes) before leaving them to phone 911.

3 FOLLOW ALL INSTRUCTIONS GIVEN TO YOU BY THE 911 DISPATCHER. IF YOU ARE UNABLE TO REACH A 911 DISPATCHER, BEGIN ADMINISTERING CPR.

CPR TIMELINE

0-4 minutes - brain damage unlikely
 4-6 minutes - brain damage possible
 6-10 minutes - brain damage probable
 >10 minutes - probable brain death

EMERGENCY NUMBERS: 911

Ambulance: _____
 Fire: _____
 Poison: _____
 Physician: _____

COMPRESSIONS

- Position victim on their back while supporting head and neck.



Locate the correct hand position.

- **Adults:** Place two fingers at the sternum (the spot where the lower ribs meet) then put the heel of your other hand next to your fingers. Place one hand on top of the other and interlock the fingers. Lock your elbows and using your body's weight, compress the victim's chest.
- **Children:** Use 1 or 2 hands and compress at the nipple line.
- **Infants:** Compress with 2 fingertips on the breastbone just below the nipple line.

AIRWAY

- Tilt head back and lift the chin, to open the airway.



BREATHING

- If the victim is not breathing, gently support chin so as to keep it lifted up and the head tilted back.
- Pinch victim's nose with your fingertips to prevent air from escaping.
- Place your mouth over the victim's creating a tight seal.
- Give 2 slow NORMAL one second breaths (not deep breaths) just enough to make the victim's chest rise.



- If the victim's chest does not rise when the first rescue breath is delivered, tilt the head and lift the chin again before giving the second breath.

- Try not to over-inflate the victim's lungs as this may force air into the stomach, causing them to vomit. If this occurs, turn the person's head to the side and sweep any obstructions out of the mouth before proceeding.
- Between each breath allow the victim's lungs to relax. Watch for their chest to fall as they exhale and place your air near their mouth and listen for air to escape.

Continue the cycle of 30 compressions followed by 2 breaths until help arrives. Check for responsiveness after each cycle.

This CPR Guideline is used as a guide and an informational resource. It cannot replace real CPR or First Aid training. Please try to attend a CPR training course in your community and be ready to help save a life.

SAFETY

WS-CPRFS-E
 Reprint - 06/16/2011 AHA

Heimlich Maneuver Guidelines

The Heimlich Maneuver

The Heimlich Maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation.

When approaching a choking person, one who is still conscious, ask: "Can you cough? Can you speak?"

If the person can speak or cough, do not perform the Heimlich Maneuver or pat them on the back. Encourage them to cough.

To perform the Heimlich:

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person's **breastbone** (sternum), but above the naval;
- Wrap second hand firmly over this fist;
- Pull the fist firmly and abruptly into the top of the **stomach**.

It is important to keep the fist below the chest bones and above the naval (belly button).

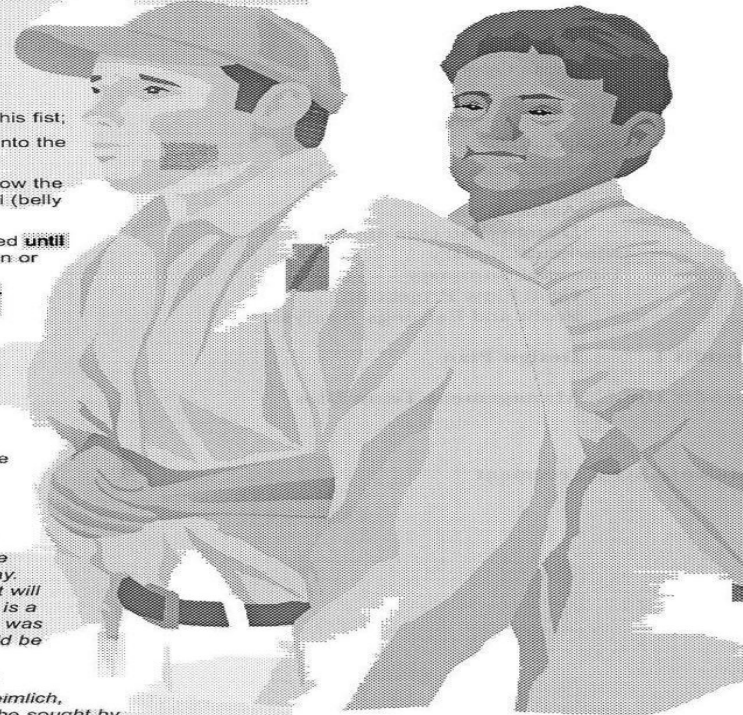
The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp). These will be violent thrusts, as many times as it takes.

For a child:

- Place your hands at the top of the pelvis;
- Put the thumb of you hand at the pelvis line;
- Put the other hand on top of the first hand;
- Pull forcefully back as many times as needed to get object out of the child becomes limp.

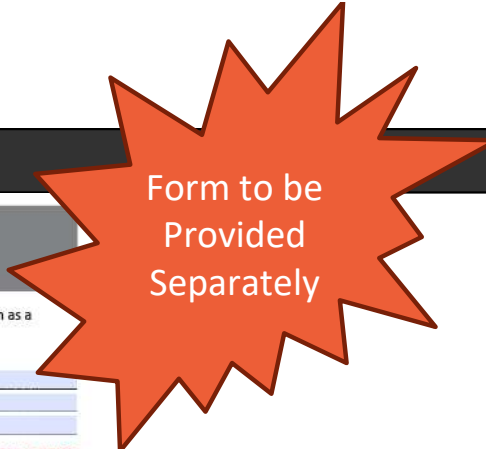
Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought.

If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought by calling 911 or going to the local emergency room.





Volunteer Application and Background Check



Little League® Volunteer Application - 2023

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

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name Date

First Middle Name or Initial Last

Address

City State Zip

Social Security # (mandatory)

Cell Phone Business Phone

Home Phone: E-mail Address:

Date of Birth

Occupation

Employer

Address

Special professional training, skills, hobbies:

Community affiliations (Clubs, Service Organizations, etc.):

Previous volunteer experience (including baseball/softball and year):

1. Do you have children in the program? Yes No
If yes, list full name and what level?
 2. Special Certification (CPR, Medical, etc.)? (list) Yes No
 3. Do you have a valid driver's license? Yes No
Driver's License#: State
 4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes No
If yes, describe each in full:
 5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes No
If yes, describe each in full:
(Answering yes to question 5, does not automatically disqualify you as a volunteer.)
 6. Do you have any criminal charges pending against you regarding any crime(s)? Yes No
If yes, describe each in full:
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)
 7. Have you ever been refused participation in any other youth programs? Yes No
If yes, explain:
- In which of the following would you like to participate? (Check one or more.)
- | | | | |
|--|--|--------------------------------------|---|
| <input type="checkbox"/> League Official | <input type="checkbox"/> Umpire | <input type="checkbox"/> Manager | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Field Maintenance | <input type="checkbox"/> Scorekeeper | <input type="checkbox"/> Other <input type="text"/> |

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

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

Applicant Signature Date

If Minor/Parent Signature Date

Applicant Name (please print or type)

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

LOCAL LEAGUE USE ONLY:

Background check completed by league officer on

System(s) used for background check (minimum of one must be checked):
Regulation [(c)(9)] Mandates all checks include criminal records and sex offender registry records

* JDP Sex Offender Registry Data and National Criminal Records check, as mandated in the current season's official regulations

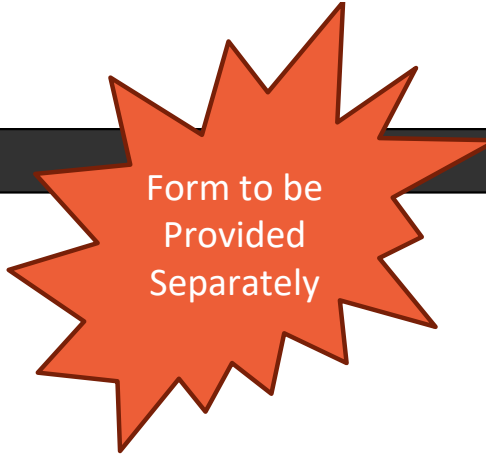
*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

Last Updated: 11/25/2018



Safety Program Registration Form



2023 Qualified Safety Program Registration Form



Registering your qualified safety plan is as easy as 1, 2, 3!
 1) Complete all four sides of this Registration Form;
 2) Complete the 2022 Facility Survey for all fields your league uses (DO NOT copy last year's form);
 3) Submit **both** forms with your complete safety plan — including all 16 minimum requirements clearly detailed — online or with a **postmark** no later than **April 16, 2022**. This will register your safety program with Little League International (see pages 2.1-2.3 for more information). Due to the volume of plans received, plans may be submitted starting Jan. 1, 2022.

Safety plans approved prior to the posted deadline will win your league a credit award based on the number of teams your safety plan covers, if your league participates in the AIG Group Accident Insurance for local Little Leagues. In addition, your program will automatically be entered in the 2021 ASAP Awards!

District Administrators: To earn the district incentive for ASAP participation, a district's league plans must be received and approved by *Little League International* by April 2. This is different than the league deadline and requirement. Districts with **88%** or better of their leagues that LLI received an approved and qualified safety plan by April 2 will earn a **\$350** credit. Districts with 70%-87% of their leagues that LLI received an approved and qualified safety plan by April 2 will earn a **\$150** credit.

This Registration Form MUST Accompany Safety Plan Submission

League Name: Rye Little League	League I.D. # 232-20-19
City Rye State NY	League I.D. # _____ (if board operates more than one charter, please list all: League I.D. # _____)

League Safety Officer: Ben Bubeck	League President: Ben Bubeck
Address: 55 Reymont Ave.	Address: 55 Reymont Ave
City: Rye	
State: NY Zip Code: 10580	City: Rye State N Y Zip Code 10580
917-293-5682	917-293-5682
president@ryelittleleague.com	president@ryelittleleague.com

Items included with this application form:
 # of pages of league's safety program outline: 29
 # of non-returnable photographs: 0

Person submitting application (if different from above):

Name _____ Title _____

Address _____ City _____

State _____ Zip Code _____ Telephone () _____

Signature Ben Bubeck 3/20/2022

Name and signature of professional photographer to be credited and granting permission for reproduction of photographs (if applicable)

Return this form and 2022 Little League Facility Survey, along with supporting safety manual, to:

Mailing Address: ASAP Award Program	Shipping Address: ASAP Award Program
Little League International	Little League International
P.O. Box 3485	530 U.S. Route 15 Hwy.
Williamsport, PA 17701	So. Williamsport, PA 17702

Returned & Approved by April 2 for D.A. incentive or no later than April 16 for basic approval

Qualified Safety Plan Requirements



Making It "Safer For The Kids"

These two pages contain the 16 minimum requirements for your safety plan to qualify for the cash award if you take Little League AIG player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. *This form does not constitute a safety program. Please submit the safety manual that was distributed to league personnel, this form and your facility survey*, as well as any other supporting pieces illustrating your safety program. Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.).
Judging: All judging will be conducted based on the material submitted. *Non-original safety plans will not be considered for the awards.*

• Please list dates when training was/will be held; and where each requirement can be found in your plan.

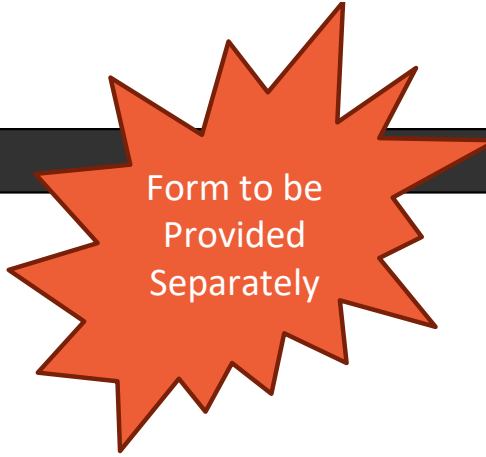
- 1. Have active safety officer on file with Little League International**
- 2. DISTRIBUTE a paper or electronic copy of the applicable safety manual to volunteers**
 - The intent is to distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
 - While safety plans may be posted on the internet, individuals must be provided with electronic copies to be able to access them in the areas where their duties are performed.
 - Samples can be found in the example safety manuals on the LL web site.
 - Include all relevant material for coaches, including these minimum standards.
 - Keep a copy for your league. Send a copy to your D.A. or District Safety Officer. Little League International does not keep copies for leagues' future use.
- 3. Post and distribute emergency and key officials' phone numbers**
 - Include emergency procedures for handling injuries and who to contact to track/report them.
 - Include emergency phone numbers for ambulance, police, fire department, etc.
 - Include league president and safety officer, consider head umpire, board members.
- 4. Use 2021 Volunteer Application Form**
 - Managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams may fill out application form as well as provide a government-issued photo identification card for ID verification. Check name spellings and numbers for accuracy.
 - However, they must conduct a nationwide background check utilizing First Advantage or another provider that is comparable to First Advantage in accessing background check records for sex offender registry data and other criminal records.
 - Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website.
 - May conduct a supplemental criminal background check using resources such as First Advantage.
 - Anyone refusing to fill out Volunteer Application is ineligible to be a league member.
 - League president must maintain access to these confidential forms for the year of service.
 - Send an uncompleted, blank copy of league's application form from correct year.
 - When using First Advantage for background checks, Social Security numbers are required. You must enter these numbers into the database and then redact the social security number and/or other personal information from the paper copy for added protection.
- 5. Provide fundamentals training to at least one coach or manager from each team (fundamentals including hitting, fielding, pitching, etc.)**
 - It is not necessary for the training to be held before the Safety Plan is sub-mitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.
 - Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use. Intent is to provide training to ALL coaches and managers; minimum of one participant per team.
 - Training qualifies volunteer for 3 years, but one team representative still required each year.
 - High school, college, or experienced league coaches can be great resources.
 - Districts can assist by providing training sessions on a district-wide basis.
 - Training should be modified annually to meet the local needs of players and their facilities.

* Please List Page Number Where Each Item Below Is Located In Your Safety Plan

- | | |
|----------------------------|---|
| 1. Page 9 | 2. Page: Yes |
| Do you have a website? YES | Is your Safety Plan posted on your website? YES |
| 3. Page: 10 | 4. Page: 23 |
| 5. Page: 8 | 5. Date Was/ Will Be Held: April 7, 2022 |



Safety Program Registration Form



Qualified Safety Plan Requirements

Making It "Safer For The Kids"

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| <p>6. Offer first-aid training for coaches and managers, with at least one coach or manager from each team attending</p> <ul style="list-style-type: none"> • It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement. • Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training. • Other individuals who attend various outside first aid training and courses are not exempt. • Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use to show that they have had training in past three years. Again, the intent is to provide training to ALL coaches/managers; minimum of one participant per team. • Training qualifies volunteer for 3 years, but one team representative still needed each year. <p>7. Require coaches/umpires to walk fields for hazards before use</p> <ul style="list-style-type: none"> • Recommend leagues use form to track and document any facility issues needing to be fixed. • Common sense activity — look for rocks, glass, holes, etc. • Specify who is responsible for doing this — home coach, visitors, umpire, or all? <p>8. Complete the 2022 ANNUAL Little League Facility Survey</p> <ul style="list-style-type: none"> • A requirement each year, can help leagues find and correct facility concerns. • Provided in the ASAP section on the Little League website — facilitiesurvey.musco.com or email asap@musco.com • DO NOT simply make copy of past year's facility survey; physically review fields for changes and needs from prior year's survey; and record changes/needs on 2022 form. • Keep a copy on file for future needs; Little League does not maintain copies of surveys. <p>9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures</p> <ul style="list-style-type: none"> • Local restaurant operators are good resources for training assistance. • Training should also cover safe use, care and inspection of equipment. • See concession suggestions available on Little League's website. <p>10. Require regular inspection and replacement of equipment</p> <ul style="list-style-type: none"> • Inspect equipment before each use by coaches and umpires. • Don't just discard bad equipment; destroy it or make it unusable to stop children from attempting to "save it" from waste. • Recommend use form to remind coaches and to track equipment needs. <p>11. Implement prompt accident reporting, tracking procedure</p> <ul style="list-style-type: none"> • Accident forms to safety officer within 24-48 hours of incident is common. • Forms are available through Little League website. • Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries. • Share information on accidents and "near-misses" with District staff. <p>12. Require a first-aid kit at each game and practice</p> <ul style="list-style-type: none"> • Many leagues have a complex, but each team needs access to some form of first-aid kit for all practices or league/tournament games. • Local hospitals and medical supply companies are good sources. • If necessary, fund through special drive. <p>13. Enforce Little League rules including proper equipment</p> <ul style="list-style-type: none"> • Most Little League rules have some basis in safety — follow them. • Ensure players have required equipment at all times, even catchers warming up during infield. • Make sure coaches and managers enforce rules at practices as well as games. • Make sure all fields have all bases that disengage from their anchors, as required starting in 2008. • Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice. <p>14. Submit league player registration data or player Roster data and coach and manager data</p> <p style="font-size: small;">League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at LittleLeague.org. This is a requirement for an approved ASAP plan.</p> <p>15. Submit an idea you implemented to help promote or improve your safety plan</p> <p>16. Submit a qualified safety plan registration form with your ASAP plan</p> | <p>6. Page: 8</p> <p>7. Page: 6</p> <p>8. Page: 6</p> <p>9. Page: 6</p> <p>10. Page: 6</p> <p>11. Page: 21-22</p> <p>12. Page: 7</p> <p>13. Page: 4-5</p> <p>14. Page: 29</p> <p>15. Page: 16</p> <p>16. Page: 28</p> |
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Will be held: 4/7/22

2020 Qualified Safety Program Registration Form

Highly Recommended Ideas

Looking to improve your program? Here are ideas pulled from the leading safety plans in the country:

- | | |
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| <p>ORGANIZATION</p> <p>16. Conduct supplemental criminal checks on all applicable personnel (i.e., thru First Advantage)</p> <p>17. Have your safety plan reviewed by your DA or DSO</p> <p>18. Include the safety officer as a board position</p> <p>19. Have team safety representatives (i.e. team parents)</p> <p>20. Have player safety representatives (i.e. team safety officers)</p> <p>21. Allocate part of annual budget for safety</p> <p>22. Distribute ASAP News newsletters within league</p> <p>23. Use local safety resources (i.e. police, fire dept., hospital staff)</p> <p>24. Have league safety mission statement</p> <p>TRAINING</p> <p>25. Provide CPR/AED training to coaches, managers, board members, parents</p> <p>26. Review concussion laws in your state and provide training to coaches, managers, board members, parents if necessary</p> <p>27. Provide bicycle and traffic training to players</p> <p>28. Provide drug education training to players and volunteers</p> <p>29. Provide Parent Orientation Program on Code of Conduct</p> <p>30. Teach coaches/managers about heat illnesses, warning signs</p> <p>31. Teach coaches/managers about stopping play, breaks for weather:</p> <ul style="list-style-type: none"> • Stop play for lightning; take breaks between innings for water, shade in high heat <p>32. Teach coaches/managers about sports fundamentals, like:</p> <ul style="list-style-type: none"> • Proper warm-ups, running safe practices and games <p>33. Involve umpires in safety training and safety importance</p> <p>FACILITIES AND EQUIPMENT</p> <p>34. Complete annual LL Lighting Safety Audit for lighted fields</p> <p>35. Complete a long-range facility plan for safety improvements</p> <p>36. Use reduced impact balls, especially for younger ages</p> <p>37. Use disengage-able bases (mandatory starting in 2008) for ALL fields</p> <p>38. Use double-first base to avoid collisions of fielders, runners at first</p> <p>39. Use warning tracks in the outfield to protect outfielders</p> <p>40. Use protective/padded fence tops to protect fielders</p> <p>41. Use fencing or netting to protect spectators from foul balls</p> <p>42. Have a telephone available to all fields even for practices</p> <p>43. Have back guard rails and side rails on taller bleachers</p> <p>44. Have an AED (automatic external defibrillator) available for use</p> <p>45. Have electronic weather detector to alert for approaching storms</p> <p>46. Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.)</p> <p>47. Control speed and flow of traffic in and around facilities</p> <p>ACTIVITIES</p> <p>48. Encourage league input through 'Safety Suggestion Box'</p> <p>49. Provide continuous safety messages through:</p> <ul style="list-style-type: none"> • Bulletin boards, newsletters, emails, meetings <p>49. Encourage and recognize safety efforts from players:</p> <ul style="list-style-type: none"> • Safety poster contest, safety tips, player team safety officer <p>51. Require/Encourage use of protective cups for players, esp. infielders</p> <p>52. Require/Encourage use of mouth guards for players, esp. infielders</p> <p>53. Require/Encourage use of face guards on batting helmets</p> <p>54. Encourage all adults to sign up for Little League E-News</p> | <p>16. Page: _____</p> <p>17. Page: _____</p> <p>18. Page: _____</p> <p>19. Page: _____</p> <p>20. Page: _____</p> <p>21. Page: _____</p> <p>22. Page: _____</p> <p>23. Page: _____</p> <p>24. Page: _____</p> <p>25. Page: _____</p> <p>26. Page: _____</p> <p>27. Page: _____</p> <p>28. Page: _____</p> <p>29. Page: _____</p> <p>30. Page: _____</p> <p>31. Page: _____</p> <p>32. Page: _____</p> <p>33. Page: _____</p> <p>34. Page: _____</p> <p>35. Page: _____</p> <p>36. Page: _____</p> <p>37. Page: _____</p> <p>38. Page: _____</p> <p>39. Page: _____</p> <p>40. Page: _____</p> <p>41. Page: _____</p> <p>42. Page: _____</p> <p>43. Page: _____</p> <p>44. Page: _____</p> <p>45. Page: _____</p> <p>46. Page: _____</p> <p>47. Page: _____</p> <p>48. Page: _____</p> <p>49. Page: _____</p> <p>50. Page: _____</p> <p>51. Page: _____</p> <p>52. Page: _____</p> <p>53. Page: _____</p> |
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