



Where Safety Comes First!

Safety Manual

2009 Edition

TEN COMMANDMENTS OF SAFETY

- I. BE ALERT!**
- II. CHECK PLAYING FIELD FOR SAFETY HAZARDS.**
- III. WEAR PROPER EQUIPMENT.**
- IV. ENSURE EQUIPMENT IS IN GOOD SHAPE.**
- V. ENSURE FIRST AID IS AVAILABLE.**
- VI. MAINTAIN CONTROL OF THE SITUATION.**
- VII. MAINTAIN DISCIPLINE**
- VIII. SAFETY IS A TEAM SPORT.**
- IX. BE ORGANIZED.**
- X. HAVE FUN!**

Safety Program Introduction

The 2009 Bellaire Little League season marks our sixth year of ASAP (A Safety Awareness Program). The purpose of the program is to substantially reduce the occurrence of baseball related injuries and to train managers and coaches in proper first aid training. Players and parents will be actively involved in the league safety training and prevention program. Because baseball carries significant inherent risk of injury, we cannot eliminate all injuries to our children. But we can, with proper training, substantially reduce injuries from occurring. With all of us working together, our kids will be safer. Thanks in advance for your cooperation.

Bellaire Little League Phone Numbers

Bellaire Police Dept.
(non-emergency)
713/ 668-0487

Bellaire Fire Dept
(non-emergency)
713/ 662-8202

Bellaire Little League Safety Officer

Safety Officer:
Greg Stocks
713-432-1679 home
713-817-7276 cell
Address:
4919 Valerie Street
Bellaire, TX 77401

Bellaire Little League Emergency Safety Procedures

MANAGERS MUST HAVE ONSITE ALL ORIGINAL
PLAYER MEDICAL RELEASE FORMS AT ALL TIMES

In case of a medical emergency:

1. Give first aid and have someone call **911** immediately if an ambulance is necessary (i.e., severe injury, neck or head injury, not breathing - err on side of caution.)
2. Notify parents immediately if they are not at scene.
3. Notify league safety officer by phone within 24 hours.
4. Fill out a Bellaire Little League Incident Report Form and hand deliver it to the Safety Officer within 24 hours. Copies of this form are included in this manual.
5. Talk to your team about the situation. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

REMEMBER:

Safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to Bellaire Little League Safety Officer or a committee member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. Check your team's equipment often.

SAFETY CODE FOR LITTLE LEAGUE

Our injury and accident procedures are primarily the responsibility of our League Safety Officer.

Managers, coaches and umpires should have some basic training in first aid. First aid kits are located in the shed in each batting cage at each field.

No games or practices should be conducted when weather or field conditions are potentially hazardous to our children, particularly in situations of severe weather or when lighting is inadequate. See attached Severe Weather Policy below.

Play 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 during play and practice sessions.

Players and coaches should be diligent in keeping bats and loose equipment off the field of play.

Procedure should be established for retrieving foul balls batted out of the playing area.

During practice and games, all players should be alert and watching the batter on each pitch.

During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.

Equipment should be inspected regularly. Make sure it fits properly.

Safety goggles are strongly recommended for those players who wear prescription glasses.

Batting helmets with face masks are mandatory for all Texas League batting and running players and for the pitcher-position player at all times. Batting helmets with face masks are mandatory for those in the Minor and Major divisions. **Batting helmets may not have paint or stickers applied to them – the acrylics in these products weaken the strength of the helmet.**

Catcher must wear catcher's helmet, mask, dangling throat protector (even when using a "hockey" style mask), long model chest protector, shin guards, and male catchers must wear a protective cup at all times.

Catchers must wear catcher's helmet, mask with a dangling throat protector, and long-model chest protector when warming up pitchers. This applies between innings and in the bull pen.

Cups are mandatory for all male catchers in all divisions of play.

Cups are recommended for all males in the Texas, Minor, and Major divisions.

Mouth guards are highly recommended for all players.

Long hair must be pulled back off the face and in a pony tail.

Except when runner is returning to a base, head first slides are prohibited.

During sliding practice, bases should not be strapped down and should be located away from the base anchoring system.

At no time should horseplay be permitted on the playing field.

Players may not wear watches, rings, pins or other metallic items. Players with pierced ears may wear simple studs.

VOLUNTEER APPLICATION and SEX ABUSE

Bellaire Little League requires all personnel who could have contact with the players in the league to submit a Volunteer Application as well as a copy of their driver's license. All applicants will undergo a background check as well as a query of the statewide sex offender registry. Any person who refuses to submit a Volunteer Application is ineligible to participate in Bellaire Little League as a volunteer or member of the Board of Directors. These confidential applications are maintained by the league for the year of service. Bellaire Little League requires that each volunteer submit a Volunteer Application for each year of service and therefore each volunteer is screened annually.

FUNDAMENTAL TRAINING FOR ALL COACHES and MANAGERS

Bellaire Little League strongly encourages the teaching and development of the principle fundamentals that are necessary to play the game of baseball. The league provides its managers and coaches with at least three independent sources of fundamental training. In addition to the principles outlined in the annual Safety Manual each manager/coach is required to attend the mandatory managers meeting held by the League's Director of Player Development prior to the initiation of sanctioned practice sessions. This meeting is held in late January or early February (see attached League calendar for specific date and time). Roll is taken to assure manager/coach attendance. During 2009 the League will also provide each manager with additional sources of training at coaching clinics conducted by the Bellaire High School ("BHS") varsity baseball staff and by Dr. Jimmy Disch, Professor of Kinestheology, Rice University, Houston, Texas. The League will also provide numerous player development opportunities including pre-season player workouts (held in the form of clinics during mid-late January), team instruction by BHS coaches, and various player instructional clinics in February taught by BHS coaches and by Dr. Disch. Check the League website for specific dates and times for these events. Dr. Disch will also conduct weekly team training sessions/team practices for the Coach Pitch and T-Ball divisions throughout the 2009 season.

MANAGER and COACH FIRST-AID TRAINING

A review of the basic principles of first-aid is provided to the managers and coaches of Bellaire Little League each year by members of the City of Houston or City of Bellaire fire departments. Bellaire Little League assures manager and coach attendance by holding this review during the mandatory managers meeting where roll is taken. See the attached League calendar for specific date, time and location of this meeting.

FIRST-AID KITS

A well-stocked first-aid kit is located in the storage sheds in each batting cage adjacent to each Bellaire Little League field. This ensures that a first-aid kit is present at each team practice and/or game. Should supplies be used the manager must notify the league Safety Officer to replace the supplies as they are replaced by Bellaire Little League. Each first-aid kit is evaluated and stocked annually by the Safety Officer to assure its contents and completeness.

LITTLE LEAGUE RULES OF PLAY and GROUND RULES

Each manager is given an official Little League Baseball Rules Book. The League's Ground Rules are contained in the League Manager/Coach Handbook (available on the League website). Bellaire Little League substantially follows the rules of play set out in the Little League Rules, with a few local rules exceptions specified in the League Ground Rules. These exceptions have been adopted due to specific conditions unique to Bellaire Little League at the T-Ball, Coach Pitch, and Texas League and Minors levels of play. Play at the Majors Division level follows the official little league rules, including permitted elections available under the Official Rules.

SAFETY INSPECTION

Regular safety inspection of the field, batting cages, concession stand, field house and all permanent and temporary structures, ball playing equipment and personal protective equipment is the best way to determine whether unsafe conditions exist or require correction. The managers, coaches, umpires, parents and grounds keepers should work together to ensure serious accident exposures are corrected promptly! It is good experience in safety training to have the players take part in these inspections.

The following list will be of assistance in determining conditions that cause accidents. Prompt action must be taken on all serious hazards. Some examples are:

1. Unsafe field conditions such as holes, ditches, rough or uneven spots, slippery areas and long grass.
2. Foreign objects like stones, broken glass, pop bottles, rakes, etc.
3. Incomplete or defective screening, including holes, sharp edges and loose edges.
4. Wire fencing should be checked regularly for similar defects which could injure a participant.
5. The dugout should be clean and free of debris.
6. Dugouts and bleachers should be free of protruding nails, sharp edges and wood splinters.
6. Home plate, batter's box, bases and the area around the pitcher's plate should be checked periodically for tripping and stumbling hazards.
7. Loose equipment, such as bats, gloves, masks, balls, helmets, etc., must be kept off the ground and off the playing field.

8. Constant attention must be given by managers, coaches and umpires to the possible lack or poor fit of personal protective equipment.
9. Proper safety equipment must be worn.
10. Personal jewelry, badges, pencils, etc., can be a hazard to the wearer and are not permitted during games or in practice, with the exception of small studs for pierced ears.
11. Long hair must be off the face pulled back into a pony tail.
12. Bats should be inspected for orderly storage, secure grips and free of cracks. Cracked or broken bats must be removed and may never be used.
13. Safety should be the major factor when making a decision on canceling a practice or game, whether because of severe weather or darkness.
14. The greatest, although the least frequent, hazard in connection with severe weather conditions is exposure to lightning. Chances of surviving being struck by lightning are so slight that managers and umpires must not take any chances on continuing a practice or game when an electrical storm is approaching. At the first indication of lightning and/or electrical storm, everyone should leave the playing field. See our ***Threatening Weather Policy*** for specific procedures you are required to follow.
15. Correct fitting and well kept appearance of uniforms has the indirect benefit of contributing to pride and morale, which indirectly encourages our primary safety objective of reducing accidents by increasing skill in performance.

BEFORE THE GAME

Umpires and Coaches meet at plate:

Introduce plate umpire, base umpires, managers and coaches.

Receive official lineup cards from each team.

Discuss any local playing rules (time limit, playing boundaries, etc.)

Discuss the strike zone.

Discuss unsportsmanlike conduct by the players, coaches and fans.

Discuss the pitch-count rule for pitchers.

Clarify calling the game due to darkness or weather (rain, lightning, etc.)

Inspect playing field for unsafe conditions.

Discuss legal pitching motions and illegal pitches.

Obtain game balls from the field house or one from each team (as applicable).

Be sure players are not wearing any jewelry or metallic objects.

Be sure players are in full uniform - shirts tucked in and hats on.

Umpires inspect equipment for damage and to meet regulations.

Ensure games start promptly (on time). Note when game began.

DURING THE GAME

Umpires and Coaches:

Make sure players are wearing and using proper equipment.

Encourage everyone to think "Safety First".

Continue to monitor field for safety and playability.

Pitchers warming up in foul territory must have a spotter and catcher with helmet, chest protector and glove.

Warm-Up Drills

The subject of warming up before a practice session is a means of safeguarding youngsters, at least to a degree, from poor physical condition and lack of limbering up. Additional warm up drills include batting and ball handling drills and practice, not merely calisthenics. These drills pose serious threat of injury from misdirected balls and by being struck by bats.

Misdirected Balls

The following will reduce the danger of being struck by a misdirected ball.

1. All unauthorized people should remain off the field during drills.
2. Stress that eyes must be kept on the ball. This practice should be drilled into both adults and youngsters so continuously that it becomes a reflex action.
3. The danger of being struck by a ball can be further minimized by the following plan:
 - (a) Throwing and catching drills should be set up with players in two lines facing one another, with sufficient distance between each set of players to avoid being struck by an on-coming ball from another pair of players.
 - (b) Random throwing should be permitted only to designated players.
4. Use of a properly fitting batter's helmet is required in every division of play. In the Texas League, the batter's helmet must have a face mask. In the Majors and Minors, the helmet must have a facemask or C-flap. However, having batters wear helmets does not justify permitting a potential pitcher from throwing to an inexperienced batter until control is demonstrated.

Safe Handling of Bats

A review of the batter's potential for causing injuries to others points up the following:

1. The most easily prevented type of accident is the too frequent fault of beginners throwing the bat while running to first base. This unthinking act may be corrected through individual instruction to drop the bat safely by:
 - (a) Having the player hand the bat to the coach will serve as a reminder before each ball is pitched.
 - (b) Having the player drop the bat in a marked off circle near where running starts.
 - (c) Counting the player out in practice whenever the player fails to drop the bat correctly.
 - (d) Providing bats with grips that are not slippery.
2. Coaches and umpires should be on the alert to correct batters that have a tendency to step into the catcher as they swing.

A Dangerous Situation

We use this heading to note the seriousness of an accident exposure that may sound impossible but one which has caused several very serious accidents. The preceding precautions apply to the actions of individuals who should have control over the bat they are using.

A more serious injury is waiting for the absent-minded youngster who unconsciously walks into the swing of the coach's bat when the coach is hitting flies, or the equally unwary player who walks into the swing of a player. These situations demonstrate the need for everyone to become safety-minded, for their own good and for the safety of others. The following precautions are suggested:

1. The player, usually a catcher, assigned to catching balls for the coach hitting flies should be given the specific assignment of warning away anyone who comes too close.
2. There is no "on-deck" circle permitted in Little League (Majors and below). However, all players and adults should be made aware of the area in which the first batter in each half-inning is permitted to take "warm up" swings prior to the start of the half-inning, irrespective of whether a batter is using the area. The ingrained safety habit of keeping clear may save someone a painful injury.
3. Serious injury can occur when a player swings the bat in the dugout or while in line awaiting batting practice. The manager and coaches must monitor these settings and not allow any bats to be swung in the dugout or while awaiting batting practice.

Collisions

Collisions cause a significant proportion of injuries in baseball. They are usually caused by errors in judgment or lack of teamwork between fielders. It is important to establish zones of defense to avoid collisions between players. It is particularly important when players are chasing high fly balls. Once the zones are established, play situation drills should be held until these zones and patterns become familiar to the players. The responsible player should call out the intention in a loud voice to warn others away. Here are some general rules to follow:

1. The fielder at third base should catch all balls that are reachable hit between third base and the catcher.
2. The fielder at first base should catch all balls reachable hit between first base and the catcher.
3. The shortstop should catch all balls reachable hit behind third base.
4. The fielder at second base should catch all balls reachable hit behind first base.
5. The shortstop has the responsibility for fly balls hit in the center of the diamond and in the area of second base. Since in most instances the shortstop's glove is on the left hand it is easier for the shortstop than the second base fielder to catch fly balls over second base.
6. The center fielder has the right of way in the outfield and should catch all balls that are reachable. Another player should field the ball if it is not reachable by the center fielder.
7. Outfielders should have priority over infielders for fly balls hit between them.

8. Priorities are not so easy to establish on ground balls but most managers expect their third base player to field all ground balls they can reach, cutting in front of the shortstop on slow hit grounders.
9. The catcher is expected to field all topped and bunted balls that can be reached except when there is a force play or squeeze play at home plate.

The foregoing are general rules that are suggested and encouraged by the League. However, the unpredictable nature of the game in and of itself and the physical, mental ability, and maturity of the players on the field will effect the overall implementation of these practices.

Sliding Safety

As is the case with other baseball fundamentals, a correct slide is also a safe one. Correctly executed slides will help lessen potential injuries, collisions, and players being struck by thrown balls as the player slides. **Under Little League Rules steel spikes may not be worn at any time.** You can make sliding instruction safer by implementing the following:

1. Instruction in sliding techniques and the player's initial attempts at sliding should be performed on the outfield grass utilizing an unanchored base.
2. Sliding shorts or pads are recommended for all players.
3. The player should make approaches at half speed and keep constantly in mind that hands and feet should be in the air in the "slide." The slide should occur on the back of the thigh, buttocks and lower back, not the knee. Once committed to slide, the player must not change strategy. Last minute hesitation causes most sliding injuries.
4. Tennis shoes are suggested for beginning sliding and tagging practice to avoid injury to both the offensive and defensive player.
5. If the ground along the baselines becomes soft on a rainy day, such weather offers an excellent opportunity to have sliding drills.
6. **Headfirst sliding is not permitted** for ages 12 and below, except when returning to base.

Batter Safety

A batter's greatest accident exposure is from the unsafe acts of others, namely wild pitches, which account for a major portion of all accidents. Again, the best defense is an alert, confident concentration on the ball. This type of injury is more prevalent in Majors than in Minor League play. Since the danger is increased as pitchers learn to throw with greater force and as more games are played, it is doubly important to take whatever counter-measures necessary to offset this exposure.

1. A well-fitted helmet is the first requirement. In the Texas League, the batter's helmet must be fitted with a face mask. In the Major and Minor League the batting helmet must be fitted with either a C-flap or a facemask. **Under Little League Rules (2005) no helmet may be painted or have any tape or stickers of any kind affixed, other than stickers placed on the helmet by the**

helmet manufacturer. Parents are advised to mark their child's name on the player's personal helmet with permanent marker on the padding inside the helmet (not on the plastic of the helmet, interior or exterior). Helmets fitted with a "C-flap" must be the player's own helmet. The League does not supply helmets with "C-flaps." Personal helmets may NOT be shared; players may use only a team helmet or their own personal helmets. **NOTE TO PARENTS - head lice occasionally cause problems when helmets or other headgear are worn by more than one player in the league. Although the league seeks to provide clean equipment at the start of each season, no assurance can be made that common-use headgear remains free from lice. Accordingly, the league recommends use of personal helmets (not shared with any other player) or the use of the player's baseball hat under the helmet any time a team helmet is used.**

2. The development of the novice batter's ability to take evasive action can be improved by getting the player to relax and concentrate on the ball from the time the pitcher starts delivery until it lands in the catcher's mitt. Players with slow reflexes can also be helped by stimulated batting and ducking practice with a tennis ball.
3. The unsportsmanlike practice of crowding the plate or jumping around to rattle the pitcher must not be tolerated. This could endanger the batter if it causes the pitcher to lose control. Umpires should stop such actions.
4. Painful finger and hand injuries can be reduced by making sure the batter holds the bat correctly when bunting. Youngsters have a tendency to lean too far over the plate and not keep the ball well out toward the end of the bat. This should be corrected.
5. When the batter becomes a base runner, that player should be taught to run outside the foul lines when going from home plate to first and from third to home, to reduce the chance of being hit by a thrown ball.

Catcher Safety

1. The catcher, as might be expected from the amount of action involved, has more accidents than any other player. Statistics show that the severity of injuries is lower in Majors than in Minor League play. Again, this bears out the fact that the more proficient the player, the lower the risk of injury. Assuming the catcher is wearing the required protection, the greatest exposure is to the ungloved hand. The catcher must learn to:
 - (a) Keep the throwing hand relaxed.
 - (b) When possible have the throwing hand behind your back.
2. The catcher should also be taught to throw the mask and catcher's helmet in the direction opposite the approach in going for a high fly.
3. As the catcher learns to play this difficult position, a good habit is to keep a safe distance back from the swinging bat. Estimate this as one foot farther from the batter than the ends of the outstretched fingers.
4. To repeat, the best protection is keeping the eye on the ball.

General Inattention

Going one step back to the whys of most ball handling accidents, it appears that inattention due to inaction or boredom is an underlying accident cause with which we must deal. This situation can be partly offset by using idle time to practice basics of skillful and safe play, such as:

- a. Otherwise idle fielders should be encouraged to talk it up. Plenty of chatter encourages hustle and enthusiasm.
- b. Players waiting for a game or practice to start can pair off and play catch to improve their basic eye-on-the-ball technique.
- c. Practice should include plenty of variety in drill work.
- d. Put a time limit on each drill and do not hold the total practice for more than two hours, or less if interest begins to lag.

ACCIDENT REPORTING

Which Accidents to Analyze

Good judgment must be used in determining which accidents to analyze. The severity of the injury should not be the only basis of deciding to determine reasons for an accident and what can be done to reduce the chance of reoccurrence. Reducing the possibility of similar and more severe accidents in the future should be the primary motive for getting at the causes and taking suitable corrective action.

After an incident occurs and the procedures outlined in the safety plan are performed, the manager of the team on which the player(s) involved should evaluate the need to report the incident to the League Safety Officer and the appropriate League Representative. Examples of cases that probably would not require detailed investigation would be a “strawberry” from sliding or minor strains or bruises, not associated with serious unsafe acts or conditions. If there is any question about whether a case rises to the level of reporting, the manager should err on the side of conservatism and report. The League Safety Officer, with the input from the League Representative, will investigate further to determine whether an Injury Tracking Report should be completed. If an Injury Tracking Report is deemed necessary, the Safety Officer will complete the form based upon input from the parties involved in the incident. The Safety Officer will also complete the notification and claim forms for insurance purposes, if the circumstances of the incident dictate. Forms of the Injury Tracking Report, Accident Notification Forms, and Insurance Claim Forms are included in Appendix B.

Other Uses for Accident Reports

The need for corrective measures, of course, is most evident when an injury is severe enough to require professional services. In addition to the need for immediate preventive action, it is very important to have accurate information to complete the insurance claim report. This report should be completed by the Safety Officer.

As in any organized endeavor, communications among teams in a league and leagues in a district is important. The safety program can be effective for everyone if each adult with safety oversight or management responsibility is given a brief report on serious or unusual hazards and the corrective action that has been taken to counteract them. In order to accomplish this, the League Safety Officers and the District Safety Officer must be kept informed about all significant accident cases.

Further Follow-up on Accident

Even after corrective measures have been put into effect, responsible adults should continue to check back to make sure that unsafe habits have not been resumed and conditions are not allowed to recur. **We advise youngsters to keep their eye on the ball. Let’s do the same with safety precautions.**

COMMUNICABLE DISEASE PROCEDURES

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not be limited to the following:

1. Bleeding must be stopped, the open wound covered and if there is any excessive amount of blood on the uniform, it must be changed before an athlete may compete.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skins surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (Center for Disease Control recommends 1 part bleach to 100 parts water or other disinfectant) before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainer/coaches with bleeding or oozing skin should refrain from all direct athletic care until condition resolves.
8. Contaminated towels should be disposed of or disinfected properly.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles containing body fluids.

THREATENING WEATHER POLICY

According to the NOAA – National Weather Service lightning hits ball fields during little league and soccer games every year. Many games are not called until the rain begins, and yet it is not the rain that is dangerous. Ball fields provide many potential lightning targets such as poles, metal fences, and metal bleachers. The fields themselves are wide open areas where players are often the tallest objects around. Believe it or not, lightning kills an average of 85 and injures 250 people each year across the nation. Most could have been prevented. The basic rule of thumb is "If you can hear thunder, you are close enough to the storm to be struck!" Thunderstorms extend 5 to 10 miles into the atmosphere. Winds aloft can blow the upper portion (anvil) of the storm many miles downstream. Lightning can come out of the side or "anvil" of the storm striking the ground 10 to 15 miles away from the rain portion of the cloud.

Threatening Weather Safety/Evacuation Procedures

1. At the first sound of nearby thunder or any sighting of visible lightning, the game or practice must be stopped immediately:
 - If prior to the beginning of a game, the opposing managers will make the decision whether to begin play after the storm has ended.
 - After a game starts, the umpire-in-charge will in his/her discretion determine when/whether to suspend play and when/whether to resume play after the storm has ended. If the threatening condition(s) do not clear within a reasonable period of time, the game should be called/suspended and completed at a later date per League ground rules.
 - If during a practice, the manager will make the decision whether to resume practice after the storm has ended.
 - In all cases there shall be a delay of game/practice of not less than thirty (30) minutes after the last visual sighting of lightning or hearing thunder.
2. Seek shelter in a non-metal building or a fully enclosed vehicle with the windows completely shut and wait for a decision on whether to continue the game or practice.
3. Stay away from metal objects such as fencing and metal bats. Avoid high ground and open spaces. Avoid the dugouts - they are not safe from lightning. Avoid going underneath trees. Trees "attract" lightning.
4. If no shelter is available and lightning is striking nearby, you should:
 - Avoid direct contact with other people.
 - Remove all metal objects from your person.
 - Crouch down, with feet together and hands on knees.
5. If a nearby person is injured from lightning, give first aid procedures if you are qualified to do so. An injured person does not carry an electrical charge and can be handled safely. Send for help immediately.

Appendix A

Accident Reporting Forms

Bellaire Little League

Incident/Injury Tracking Report

Accident Notification Form

Claim Form Instructions

What Parents Should Know about Little League Insurance

Activities/Reporting

A Safety Awareness Program's Incident/Injury Tracking Report

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: Male Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

A.) Baseball Softball Challenger TAD

B.) Challenger T-Ball (5-8) Minor (7-12) Major (9-12) Junior (13-14)
 Senior (14-18) Big League (16-18)

C.) Tryout Practice Game Tournament Special Event
 Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

D.) Batter Baserunner Pitcher Catcher First Base Second
 Third Short Stop Left Field Center Field Right Field Dugout
 Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____

Was professional medical treatment required? Yes 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

Base Path: Running or Sliding
 Hit by Ball: Pitched or Thrown or Batted
 Collision with: Player or Structure
 Grounds Defect
 Other: _____

B.) Adjacent to Playing Field

Seating Area
 Parking Area
C.) Concession Area
 Volunteer Worker
 Customer/Bystander

D.) Off Ball Field

Travel:
 Car or Bike or
 Walking
 League Activity
 Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report 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 claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: (____) _____

Signature: _____ Date: _____



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

For claims occurring after January 1, 2005

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 Fax: 570-326-2951

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 International 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 International, 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 International within the year of injury.

League Name		League I.D.	
PART 1			
Name of Injured Person/Claimant	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 <input type="checkbox"/> AM <input type="checkbox"/> PM	Type of Injury
------------------	---	----------------

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 (5-18) | <input type="checkbox"/> PLAYER | <input type="checkbox"/> TRYOUTS | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES) |
| <input type="checkbox"/> SOFTBALL | <input type="checkbox"/> T-BALL (5-8) | <input type="checkbox"/> MANAGER, COACH | <input type="checkbox"/> PRACTICE | <input type="checkbox"/> SCHEDULED GAME |
| <input type="checkbox"/> CHALLENGER | <input type="checkbox"/> MINOR (7-12) | <input type="checkbox"/> VOLUNTEER UMPIRE | <input type="checkbox"/> TRAVEL TO | <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 FROM | |
| | <input type="checkbox"/> JUNIOR (13-14) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TOURNAMENT | |
| | <input type="checkbox"/> SENIOR (14-18) | <input type="checkbox"/> SAFETY OFFICER | <input type="checkbox"/> OTHER (Describe) | |
| | <input type="checkbox"/> BIG LEAGUE (16-18) | <input type="checkbox"/> VOLUNTEER WORKER | | |

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., an AIG Company, or its representative, any and all such information. 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

rev. Feb. '05.1

Little League, Baseball & Softball
CLAIM FORM INSTRUCTIONS
For claims occurring after January 1, 2005



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 AIG Accident Master Policy acquired through Little League contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

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 Headquarters. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The AIG 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, Pa., with its principal place of business in New York, NY. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions.

With your league's cooperation, insurance rates have increased only three times since 1965. This rate stability would not have been 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. In 2000 the State of Virginia was the first state to have its accident insurance rates reduced by high participation in ASAP and reduction in injuries. In 2002, seven more states have had their accident insurance rates reduced, as well. They are Alaska, California, Delaware, Idaho, Montana, Washington, Wisconsin.

TREATMENT OF DENTAL INJURIES

Deferred Dental Treatment for claims or injuries occurring in 2002 and beyond: If the insured incurs injury to sound, natural teeth and necessary treatment requires that dental treatment for that injury must be postponed to a date more than 52 weeks after the date of the injury due to, but not limited to, the physiological changes occurring to an insured who is a growing child, we will pay the lesser of the maximum benefit of \$1,500.00 or the reasonable expense incurred for the deferred dental treatment. Reasonable expenses incurred for deferred dental treatment are only covered if they are incurred on or before the insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.



WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball / Softball.

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

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

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. 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 a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial 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 after the 52-week time limit when: (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained. (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment. Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs. No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons. Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy. We hope this brief summary has been helpful in a better understanding of an important aspect of the operation of the Little League endorsed insurance program.

I hope this information is helpful. If you have any questions please contact me.

**Greg Stocks, MD
Safety Officer
Bellaire Little League**