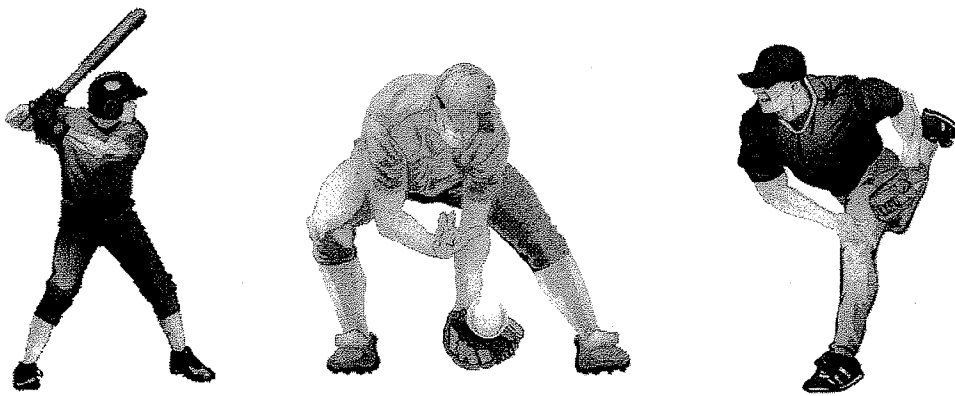


# Schuylkill Valley Little League

## 2011 Safety Manual



**League ID # 238-08-00**

130679

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## **Schuylkill Valley Little League Mission Statement**

The SVLL provides an opportunity for all players, coaches, volunteers and Board members within our league to participate in learning the game of baseball in a safe, constructive and friendly environment. A opportunity for all children to focus on growing and developing proper baseball techniques, good sportsmanship with special attention to development, feelings of growth and camaraderie throughout the season.

## RESPONSIBILITIES

- President:** President will be responsible for ensuring all policies and regulations of the safety manual are carried out by the entire organization to the best of his abilities.
- Safety Director:** Safety director will be responsible to ensure the safety manual is distributed to all coaches, board members, umpires and concession stand manager. All said policies and regulations will conform with Little League standards and known safety standards to the best of his/her abilities. Complete annual Little League Facilities survey.
- SVLL Members:** All members of the SVLL organization will adhere to the policies as set forth by this manual. Should situations arise during the course of their involvement they should either be immediately corrected or directed to the Safety Director for discussion or attention.
- Coaches:** Coaches will have the overriding responsibility to ensure the safety and well being of all children under their direction. They will need to make themselves familiar with the policies set forth in this manual and will abide by them at all times. Sign off of all managers is a requirement to confirm receipt and have ensure they have read and under the safety practices and procedures as set forth in this manual.
- All managers and coaches are required to attend annual training sessions as outlined by SVLL. They are to ensure that all facilities, equipment and play of players conform to SVLL policy. Annual clinic held on March 5,2011 9AM-1PM at SV High School LGI room. First aid training included.

**Umpires:** Umpires will have the responsibility to ensure that they and all players conform to protective equipment requirements during the course of a game. They will ensure game proceeds with safe playing conditions including field conditions, weather conditions, and player, parent/spectator and SVLL member conduct. They retain the right to suspend any game if they deem unsafe conditions exist. In addition they have the right to eject any spectator for improper conduct.

**Concession Mgr:** Manager is responsible to ensure that safe practices are followed as set forth in this manual.

## Important Contact Information and Numbers

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### President

Rich Bagenstose  
1222 Fox Rd Leesport Pa 19533  
610-451-4685

**Bags42@comcast.net**

### Player Agent

Mark Emes  
422 Nichols St., Leesport Pa 19533  
(h)610-916-9888 (c) 484-832-1970

**Msel5@epix.net**

### Vice President

Jonathan Gabel  
529 W. Reeser St. Leesport Pa 19533  
(h)610-743-3042 (c)610-763-8540

**Goinfishin26@comcast.net**

### Safety Officer

Sue Bevans  
360 McCoy Ln. Leesport Pa 19533  
(h)610-926-7181 (c)610-413-3917

**Rainbow\_exp@comcast.net**

### Secretary

Holly Hoffman  
3366 Bellemans Church Rd. Mohrsville Pa 19541  
(484)256-4577

**lvhoffman@comcast.net**

### League Information Officer

Marie G K Perry  
190 Eagleview Dr, Mohrsville, Pa 19541  
(h)610-916-8009 (c)732-979-1146

**mperry@meriadesigns.com**

### Treasurer

Paul Becker  
Leesport Pa  
610-451-8832

**Pbecker1010@live.com**

### Equipment Officer

Bob Kline  
1216 Fox Rd Leesport PA 19533  
484-332-9299

**Bobkline1216@gmail.com**

### Umpire Coordinator

Scott Rieckert  
312 Miriam Ave, Leesport Pa 19533  
610-926-3851

**Landmac1@comcast.net**

### Concessions Manager

Sue Bevans  
360 McCoy Ln. Leesport Pa 19533  
(h)610-926-7181 (c)610-413-3917

**Rainbow\_exp@comcast.net**

## League Contact List

### District 8 Director

James Stonaha

326 Fairview Rd  
Reading, Pa 19606  
(H) 610-582-1091  
(C) 610-780-4932  
(W) 610-374-4040 x2277  
[Stonaha@bluetruck.net](mailto:Stonaha@bluetruck.net)  
[D8ll@ptd.net](mailto:D8ll@ptd.net)

### District 8 Board Umpire

Steve Dymeck

### School Administration

Shirley Krick  
610-916-0957

Steph Diebler  
610-626-1706

### Girls Softball

Linda Roshong  
610-926-4335

### Leesport Borough

Po Box 710  
Leesport Pa 19533-0710  
Sandra Weiser Pascavage Secretary Treasurer  
Shawn McMurty-Mayor  
610-926-2115

## Emergency Contact Procedures

The most important help you can provide to a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferable from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure to either follow or advise the caller to follow these steps:

- 1.) DIAL 911
- 2.) Make sure to provide the dispatcher with all the necessary information. Answer any and all questions they may ask. Be prepared to provide them with
  - a. Exact location or address of emergency
  - b. Telephone number from which the call is being placed.
  - c. Your name
  - d. What happened brief description of accident
  - e. How many are involved
  - f. Condition of injured parties(unconscious, chest pains, allergic reaction, uncontrolled bleeding broken bones)
  - g. What type of care/help currently being administered.
- 3.) Do Not hang up until the dispatcher does.
- 4.) Continue to provide care for the victim until professional help arrives.
- 5.) If you suspect neck, head or back injuries do not move the person until properly trained help and equipment arrives.
- 6.) Have someone go to the street and direct ambulance to the location of the victim.

# **Emergency telephone numbers**

**Leesport fields 911**

**Leesport non emergency Berks Radio 610-655-4911**

**Bern Township Fields 911**

**Greenfields Fire Station 610-374-9283**

**Mohrsville Fields 911**

# Important Actions When Dealing with Injuries

## Do's:

Carry your first aid kit to all games and practices. Be sure to replace used items.

Report any injury to the safety officer that you feel is important enough. Especially if there is a need for more than ice (ie bleeding, head or bone trauma, broken bones etc)

Know your limitations when dealing with emergencies and when to call for help.

Have your players medical clearance forms with you at all games and practices

Provide and/or assist in obtaining medical attention for those who require it.

Make arrangements to have access to any individual who has a cellular phone.

Reassure and aid children who are injured, frightened and lost.

## Don't

Move or transport unconscious or severely injured person unless absolutely necessary. **Call 911.**

Hesitate in giving aid calling for help if you feel it necessary.

Be afraid to ask for help with administering first aid if you are uncomfortable or unsure.

Administer any medications. If a child would need medication during the course of practice or a game make sure a parent or person responsible person for the player is present (bee stings, asthma)

Provide any food or beverage other than water to the injured player.

Hesitate to report any present or potential safety hazard to the safety officer.

# Communicable Disease Procedure

Bleeding must be controlled by any means appropriate, the wound is to be covered and any uniform changed if there is a large contamination

Those giving aid should routinely use gloves when administering care to open areas, mucous membrane or when contacting blood and/or bodily fluids.

Immediately wash hands or other areas that have contacted blood or bodily fluids with soap and water or waterless cleaner.

Clean all blood contaminated surfaces and equipment

Managers, Coaches, and volunteers with open wounds should refrain from direct contact with blood and bodily fluids until their condition resolves.

Any significant exposure(i.e.: blood splatter in eyes, or open wounds, or exchange in mucous membranes) MUST be reported immediately to the Safety Officer.

## Communicable Disease Procedures

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood born infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids.

Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may continue to participate.
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 skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves as well.
4. Clean all contaminated surfaces and equipment with appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needle sticks, 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 trainers/coaches with bleeding oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthguards, and other articles containing body fluids.

# Accident Reporting Procedures

## What to report

Any incident that causes a player, manager, coach, umpire, volunteer, visitor or spectator to receive medical treatment or first aid **MUST BE REPORTED TO THE SAFETY OFFICER.**

## When and how to report an incident:

All incidents/occurrences no matter how incidental they may seem. They are to be reported within 24 hours of the injury directly to the safety officer!

### **Safety Officer: Sue Bevans**

Home 610-926-7181

Cell 610-413-3917

Most incidents can be reported over the phone. The Safety officer will fill out the required paperwork with a few questions and answers from you.

**The reporting party must also complete an accident report form(attached in the manual with additional blank copies in the equipment shed on the left side by the light switch and baseballs.**

If the safety officer does not respond back within 48 hours of initial notification, please report the incident to another board member. This will ensure/assure proper reporting in the event the safety office is unavailable.

### **After receiving report of an injury, Safety Officer will:**

Verify reported information or ascertain additional information

Check on the status of the individual who was injured by directly speaking with the parents of the injured person or the injured person themselves.

Advise the players parent/guardian or individual the process of reporting claims. Little League coverage is excess over any primary coverage the injured party has in place.

Notify league President and insurance company of potential claim

If a player, coach, manager or volunteer is injured to a degree that requires medical treatment (ie severe injury, fracture or concussion) a medical release may be requested by the safety officer prior to return to activity by their attending physician or health care practitioner. Safety officer will save a copy of all reports, track injuries to determine root cause and evaluate for trends and ways to control the exposures generating the loss activity.

It is up to each coach to ensure he/she has a fully stocked first aid kit prior to commencement of any play. There is no excuse to not have ice packs, band aids gloves and the like, especially when our teams are traveling!

## 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 (14-16)  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 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  
 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: \_\_\_\_\_

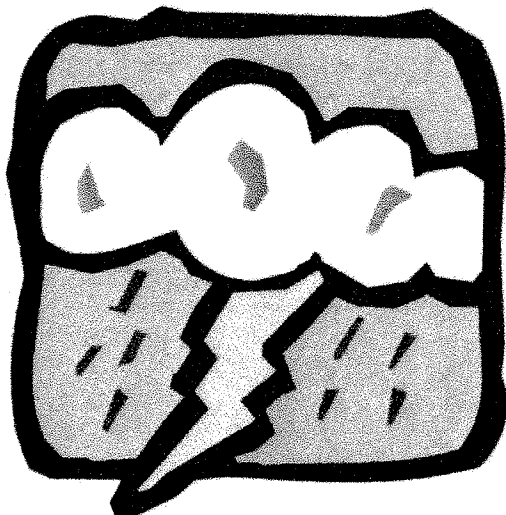
Could this accident have been avoided? How: \_\_\_\_\_

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: \_\_\_\_\_

# **If You See It, Flee It; If You Hear It, Clear It**



## **REMEMBER:**

- **Track approaching storms the best way possible: Internet radar websites, dedicated storm warning system at field, or other storm warnings**
- **Evacuate fields when storms are about 10 miles away: Have players and spectators go to enclosed building or to cars with windows rolled up**
- **Clear fields immediately after thunder has been heard or lightning seen!**

## **PLEASE WAIT!**

- **Wait 30 minutes before returning to play after last sign of lightning activity in your area**
- **Cars shouldn't leave until the game is called, so all players can be accounted for**

*Guidelines from the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service*

# LIGHTNING KILLS

## Play It Safe!

Each year in the United States, more than four hundred people are struck by lightning. On average, about 70 people are killed and many others suffer permanent neurological disabilities. Most of these tragedies can be avoided if proper precautions are taken. When thunderstorms threaten, coaches and sports officials must not let the desire to start or complete an athletic activity hinder their judgment when the safety of participants and spectators is in jeopardy.

### *It is important for coaches and officials to know some basic facts about lightning and its dangers*

All thunderstorms produce lightning and are dangerous. In an average year, lightning kills more people in the U.S. than either tornadoes or hurricanes.

Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall. Many deaths from lightning occur ahead of storms because people wait too long before seeking shelter, or after storms because people return outside too soon.

If you hear thunder, you are in danger. Anytime thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat to your location.

Lightning leaves many victims with permanent disabilities. While only a small percentage of lightning strike victims die, many survivors must learn to live with

### *To avoid exposing athletes and spectators to the risk of lightning take the following precautions*

▶ **Postpone activities if thunderstorms are imminent.** Prior to an event, check the latest forecast and, when necessary, postpone activities early to avoid being caught in a dangerous situation. Stormy weather can endanger the lives of participants, staff, and spectators.

▶ **Plan ahead.** Have a lightning safety plan. Know where people will go for safety, and know how much time it will take for them to get there. Have specific guidelines for suspending the event or activity so that everyone has time to reach safety before the threat becomes significant. Follow the plan without exception.

▶ **Keep an eye on the sky.** Pay attention to weather clues that may warn of imminent danger. Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.

▶ **Listen for thunder.** If you hear thunder, immediately suspend your event and instruct everyone to get to a safe place. Substantial buildings provide the best protection. Once inside, stay off corded phones, and stay away from any wiring or plumbing. Avoid sheds, small or open shelters, dugouts, bleachers, or grandstands. If a sturdy building is not nearby, a hard-topped metal vehicle with the windows closed will offer good protection, but avoid touching any metal.

▶ **Avoid open areas.** Stay away from tree towers, and utility poles. Lightning tends to strike the taller objects.

▶ **Stay away from metal bleachers, backstops and fences.** Lightning can travel long distances through metal.

▶ **Do not resume activities until 30 minutes after the last thunder was heard.**

▶ **As a further safety measure, officials at outdoor events may want to have a tone alert NOAA Weather Radio.** The radio will allow you to monitor any short-term forecasts for changing weather conditions and the tone-alert feature can automatically alert you in case a severe thunderstorm watch or warning is issued. To find your nearest NOAA weather radio transmitter to <http://www.nws.noaa.gov/nwr/> and click on "Station Listing and Coverage."

### *If you feel your hair stand on end (indicating lightning is about to strike)*

▶ **Crouch down on the balls of your feet, put your hands over your ears, and bend your head down.** Make yourself as small a target as possible and minimize your contact with the ground.

▶ **Do not lie flat on the ground.**



NWSAA

## Code of Conduct

Safety is the responsibility of all adult volunteer members of SVLL

Speed limit in the parking areas to be maintained at 10 MPH. Watch for all pedestrians and especially small children. They seem to love running for those errant foul balls, so you never know what may fall from the sky or run out in front of you unexpectedly.

No playing on or around lawn care equipment, fences, parking area, adjacent railroad tracks or concession stand.

Anyone walking or riding bike to any practice or game should only cross the adjacent railroad tracks at designated crossings with gates or lights.

Profanity will not be tolerated on any level.

Smoking/tobacco products are prohibited except where designated. Smoking and use of any other type tobacco products and drugs of any kind is not permitted on the playing fields, in the dugouts, buildings, bleachers or concession stand at any time.

Weapons of any type are prohibited unless carried by a duly sworn peace officer.

Respect all neighbors and their property at all times.

Pets are permitted however they must remain leashed at all times and owners must clean up after them immediately.

Coaches and umpires are required to attend pre-season coaches training/clinic on proper baseball mechanics/fundamentals and first aid. Clinic to be held March 12, 2011 at the SV High School.

First aid kits are issued to each team manager and MUST be taken to each and every practice and game.

Each kit should contain the following items:

- 2 absorbent compress dressings (5 x 9 inches)
- 1 box of adhesive bandages (assorted sizes)
- 1 adhesive cloth tape (10 yards x 1 inch)
- 5 antibiotic ointment packets (approximately 1 gram)
- 5 antiseptic wipe packets
- 1 blanket (space blanket)
- 1 breathing barrier (with one-way valve)
- 3 instant cold compress small size
- 3 instant cold compress large size
- 2 hydrocortisone ointment packets (approximately 1 gram each)
- Scissors
- 1 roller bandage (3 inches wide)
- 1 roller bandage (4 inches wide)
- 5 sterile gauze pads (3 x 3 inches)
- 5 sterile gauze pads (4 x 4 inches)
- Tweezers
- Hand Sanitizer

It is up to the team manager to ensure compliance with the first aid kits.

Ice packs are located in the shed, in addition there are reusable ice packs located in the concession stand please return them so they remain available for all to use.

Please call the safety officer if you notice supplies are low or you need to add to items that have been used in your kits.

Safety is the duty of all players and participants of SVLL. However an adult responsible for the supervision and fair, safe play must be in attendance at each event.

Arrangements should always be made in advance of all games and practices for emergency medical treatment/services. Pay telephones are not available at all playing fields, therefore it is the manager/coaches responsibility to coordinate with others there be at least one working cellular phone if no pay phone is available.

No games, practice or events are to be held or continue when weather or field conditions are poor and especially when lighting is poor or thunderstorms are present. Play must be suspended at the first sight of lightening and may not resume until 30 minutes after the last thunder/lightening is observed.

All playing surfaces should be inspected frequently for holes, damages, stones, glass, or other foreign objects that may present injury hazards. The home team coach is responsible for verifying the playing area is free from hazards prior to start of each game as well as practice. Each game manager should complete the pregame safety checklist and submit to the safety director for documentation of conditions. Copy of form included additional in shed.

All team equipment should be stored in the dugouts or behind approved screens. Not in or around the areas the Umpire deems as Play Area.

Equipment is to be inspected regularly for condition as well as proper fit. Equipment in need of repair or replacement should be removed from play and reported to the equipment manager. Equipment that cannot be repaired is to be destroyed.

Only Little League approved composite bats will be allowed in play. Coaches are to verify via approved list from LL. Copy included.

**PLAYERS, COACHES AND UMPIRES ARE THE OBNLY  
INDIVIDUALS PERMITTED ON THE PRACTICE FIELD OR  
IN THE DUGOUTS DURING GAMES AND PRACTICE  
SESSIONS!**

Every player of each team will be responsible for keeping playing equipment off the field of play. Ultimately the coach shall be responsible for compliance.

Warmup drills, players should be spaced far enough apart so no is injured by errant balls.

All pregame warms up should be performed within the confines of the playing field and with with area's that are frequented by or will endanger spectators. During a game a spare pitcher may still warm up in the designated off-field warm up location .

**No coach,umpire or volunteer is to accompany a player alone to any private or remote area alone. Always practice the 2-deep philosophy. Players are encouraged to use the buddy system when going to remote areas of the complex or associated fields.**

Players and spectators must be alert for potential foul or errant balls. Spectators must remain in spectator areas.

Procedures should be in a place at each game or practice for retrieving foul and out of play balls on public roadways or railroad tracks. This should be discussed with teams prior to the start of play.

Only players who are on the field may swing a bat during practice. All players are to be aware of these areas and they should be monitored closely by a coach at all times.

**On deck batters are not permitted! The batter may ask for practice swing before approaching the plate. There is no warm up swings permitted per Little League guidelines. Disciplinary actions will be enforced on individuals and teams who continually disregard this rule. Coaches are responsible for monitoring and enforcing.**

**During play all players are to remain in the dugout/bench area at all in and maintain an orderly manner. There will be no climbing on the dugouts, fences, or horseplay in and around the dugout area while the game is progressing. Fingers will not be thru or wrapped around dugout fences at any time.**

After every game, practice, or special event it is the responsibility of the teams or individuals using the field to assure that all equipment has been picked up and bases are properly stored, if required. All trash is to be removed from the dugout area upon leaving.

Gates to all fields of play are to remain closed at all times during active play.

Batters must wear Little League approved protective helmets during practice and games.

All male players are strongly encouraged to wear protective athletic supporters.

Catchers must wear catchers helmet, **dangling throat guard or equivalent**, long model chest protector, shin guards, and protective cup at all times **no exceptions, during games and practice. It will be expected that coaches will confirm all protective equipment is in place prior to allowing a participant to partake in the position.**

Except when a runner is returning to a base, headfirst slides are not permitted for all divisions of play.

During sliding practice bases should not be anchored

At no time should horse play be permitted on the field

Parents of players who wear glasses should be encouraged to provide safety glasses and players are encouraged to wear mouth guards.

Players may not wear jewelry or metallic items during games and practice. Exception jewelry that alerts to medical conditions may be worn. Casts may not be worn during the game.

The catcher must wear a catchers helmet and mask with throat protector during infield practice and while warming up pitchers. This applies during games and practices regardless of on field or in the bullpen.

**Coaches may not warm up pitchers before or during a game per Little League guidelines.**

Coaches shall assure that each player on their team has a responsible adult present during all practices and games. In any condition, coaches should remain until all players have left the area with appropriate transportation.

Safety and fair play is the primary focus of our league. It is everyone's duty to adhere to and enforce these codes. Failure to comply may result in suspension or expulsion of the league.

All volunteers, managers, coaches, umpires, and board members who have contact with players or teams must complete and submit the 2011 Little League Volunteer Application to the SVLL President. A criminal records check will be conducted using information collected on the form thru Pa State Police. SVLL will incur all costs associated with background checks

It is our mission to create and promote an environment of solid sportsmanship, team building, learning and camaraderie. All players are expected to control themselves at all time. Behavioral issues that becoming distracting to games and

or practices can no longer be tolerated or condoned. No physical outbreaks will be tolerated by our league. We have a zero bullying policy as well. These behavioral issues are not only a distraction to the team however they place coaches, adults ,volunteers and other teammates in uncomfortable and possibly harmful situations. Any coach player or SVLL member is expected to behave in a manner that positively represents the league. If there are any issues the board will address the actions that may be enforced based upon our constitution,

## **Storage Shed, Lawn Care & Maintenance Procedures**

The following procedure applies to all storage facilities and lawn care equipment owned and operated by SVLL,

Storage sheds are the responsibility of the members of the League who have authorized access to them. Anytime an unauthorized member accesses a storage shed, it is his/her responsibility that all equipment is properly stored and secured prior to locking up.

If a coach fails to lock up they will be called to return to the field to properly lock up and secure the facilities.

Individuals using equipment should be familiar with its operation and limitation by reading the owners manual or being instructed by the field maintenance coordinator.

All chemical or organic materials stored must be properly labeled with its content. It must be properly stored to avoid unnecessary exposure to others unfamiliar with its hazards.

Individuals under the age of 18 will not use hazardous materials(ie most weed killers in large quantities). Materials such as fertilizer, lime, or other materials for distribution on the fields may be used by those under 18, but not under the age of 12 providing there is adequate knowledgeable supervision by an adult.

When using equipment of an extremely loud nature or when there is the potential for thrown debris, the proper clothing, hearing and eye protection must be worn.

Appropriate professional advice or assistance will be used for electrical, plumbing and structural alterations to the complex as needed.

A fire extinguisher will be maintained in the storage shed.

## Concession Stand Procedures

Procedures will be posted at all times in the food prep area opening and closing procedures, safety and proper food handling and storage.

The Concession Stand Manager shall be responsible for proper procedure and conduct regarding the concessions area.

The Concession Manager will train parent volunteers to operate the concession stand. This will include facility layout, proper grill operations and other cooking equipment, fire extinguisher, first aid kit, and proper hygiene practices.

The Concession Stand Manager will check the fire extinguisher and emergency first aid kit weekly as well as reusable ice pack supply.

Concession Stand manager will check refrigeration weekly to assure proper operation and temperatures are maintained

Refrigerated items will be removed from refrigerator only as needed and will be promptly returned to the refrigerator.

After each session, cooking utensils, grills, sink and counter tops will be cleaned with proper solutions, floors will be swept, grease traps and trash will be emptied.

All food preparation personnel will perform proper hand washing techniques.



# Little League Volunteer Application - 2011

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

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

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_  
Occupation \_\_\_\_\_  
Social Security # (mandatory upon request or with LexisNexis) \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Special professional training, skills, hobbies: \_\_\_\_\_

Community affiliations (Clubs, Service Organizations, etc.): \_\_\_\_\_  
Previous volunteer experience (including baseball/softball and year): \_\_\_\_\_

Do you have children in the program? Yes  No  If yes, list full name and what level? \_\_\_\_\_  
Special Certification (CPR, Medical, etc.): \_\_\_\_\_

Do you have a valid driver's license: Yes  No   
Driver's License#: \_\_\_\_\_ State \_\_\_\_\_  
Have you ever been convicted of or plead guilty to any crime(s): Yes  No   
If yes, describe each in full: \_\_\_\_\_

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes  No  If yes, describe each in full: \_\_\_\_\_

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.)  
League Official  Coach  Umpire  Field Maintenance   
Manager  Scorekeeper  Concession Stand  Other

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct a background check on me, which may include a review of sex offender registries, 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 \_\_\_\_\_

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.

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_

System(s) used for background check (minimum of one must be checked):  
Sex Offender Registry  Criminal History Records  \*LexisNexis

\*Please be advised that if you use LexisNexis 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 directly from LexisNexis 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.**

# SCHUYLKILL VALLEY LITTLE LEAGUE MEDICAL CLEARANCE FORM

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Do any of the following conditions apply to your child?

Asthma? Yes            No

Bee sting allergy? Yes            No

If yes, describe reaction \_\_\_\_\_

Heart condition? Yes            No

Seizures? Yes            No

Recent bone/joint/muscle/tendon injury? Yes            No

If yes, describe \_\_\_\_\_

Heat-related illness? Yes            No

Poor vision in one or both eyes? Yes            No

Diabetes? Yes            No

If yes, on insulin? Yes            No

Down's Syndrome? Yes            No

Please list any other medical condition of concern: \_\_\_\_\_

Does your child use any of the following medications?

Epipen? Yes            No

Anakit? Yes            No Asthma

inhaler? Name \_\_\_\_\_ Yes            No

Other prescription medication? Yes            No

If yes, please name \_\_\_\_\_

*Any child who uses an Epipen, Anakit or asthma inhaler for rescue is required to have it available at all times or he/she may not participate in practices or games.*

Doctor \_\_\_\_\_ Telephone \_\_\_\_\_

Dentist \_\_\_\_\_ Telephone \_\_\_\_\_

Applicable Custody Information \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_







## **TOP TEN LIST FOR SAFETY**

- 1. BE ALERT**
- 2. CHECK PLAYING FIELDS FOR SAFETY HAZARDS**
- 3. WEAR PROPER PROTECTIVE EQUIPMENT**
- 4. ENSURE EQUIPMENT IS IN GOOD CONDITION**
- 5. ENSURE FIRST AID IS AVAILABLE**
- 6. MAINTAIN CONTROL OF THE SITUATION**
- 7. MAINTAIN DISCIPLINE**
- 8. SAFETY IS A TEAM SPORT**
- 9. BE ORGANIZED**
- 10. MOST OF ALL BE SURE TO HAVE FUN!!!!**



## **HAVE YOU:**

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-  **Walked field for debris/foreign objects**
-  **Inspected helmets, bats, catchers' gear**
-  **Made sure a First Aid kit is available**
-  **Checked conditions of fences, backstops, bases and warning track**
-  **Made sure a working telephone is available**
-  **Held a warm-up drill**



**WHEN IT'S HOT,  
DRINK BEFORE  
YOU'RE THIRSTY.**

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### **Drinking Guidelines For Hot Day Activities**

**Before:** Drink 8 oz. immediately before exercise

**During:** Drink at least 4 oz. every 20 minutes

**After:** Drink 16 oz. for every pound of weight lost

**Dehydration signs:** Fatigue, flushed skin, light-headed

**What to do:** Stop exercising, get out of sun, drink

**Severe signs:** Muscle spasms, clumsiness, delirium

