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**INTRODUCTION**

For years, the safety of our players has been one of our primary concerns at Lower Perkiomen Little League. As our programs continue to develop, so does our focus on safety. With the rapid growth in our area, and thus in the size of our league, we have seen perhaps one of the greatest influxes of new families into the league. This manual has been developed to provide our rookie members with a handy reference to Lower Perk’s safety policies and procedures. It also provides the “veterans” with some useful tools to help ensure a safe playing environment for our kids. Should you need an additional copy of this manual, it is available throughout league’s website.

 **The Officers and Board of Directors** are your first point of contact if you have questions, suggestions, or comments regarding the League’s safety policies and procedures. While you may discuss your concerns with them at any convenient time, the best forum for discussion is during one of the League’s general meetings.

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**Qualified Safety Plan Requirements -2021**

1. League Safety Officer: **Matt Lewullis** is on file with Little League Headquarters.
2. Lower Perkiomen Little League will keep a paper copy of this Safety Manual in a weatherproof folder in each field bin so that a hard copy is available to all managers/coaches and league volunteers. Copies are also available upon request. A copy will also be kept at the concession stand, as well as an electronic copy will be made available on the LPLL.org Web site for download. A paper copy will also be provided to the District Administrator.
3. **Emergency Phone Number**: **911**

\*Please see page “Introduction Page” for list of all Board Members’ information. A copy of this list will be in kept in a folder in each field bin, at the concession stand, and on the LPLL.org Web site for quick reference.

1. Lower Perkiomen Little League will use the Official Little League Volunteer

 Application form, which is utilized online during registration to screen all of our

 volunteers.

1. Fundamentals Training: March 14, 2021. A manager or coach from each team must attend training. Training is made available annually at the pre-season manager’s meeting utilizing the Lower Perkiomen Little League Coaches Manual, which is also available for download on the LPLL.org Web site. \*Copy of manual is enclosed.
2. First Aid/CPR Training: Date TBD. Lower Perkiomen Little League will require at least one manager/coach from each team to attend. This training is conducted annually. Cheryl Tansky, CRNP, will provide overview on common injuries/treatment recommendations. A handout will be provided to all who attend the meeting, in each field bin, as well as will be made available online via LPLL.org Web site. Concussion handouts from the Center for Disease Control will be available in each field bin for quick reference, as well as made available on the LPLL.org Web site. \*Copy of form is enclosed.
3. Coaches will be required to walk/inspect the fields prior to practices and games. Umpires will also be required to walk the fields for hazards before each game. A field safety checklist will be available for review and several copies will be available in each field bin. \*See enclosed form.
4. Lower Perkiomen Little League has completed and updated our 2020 Facility Survey on-line.
5. Concession Stand Safety: A snack bar operations reference guide will be posted in the concessions stand and will be available for all snack bar volunteers. \*Copy of this guide is enclosed.
6. The designated Equipment Manager –Vinny Morrell – will inspect all equipment pre-season prior to distribution. Managers/coaches will inspect equipment prior to each game. Umpires will also inspect equipment prior to each game.
7. Implement Prompt Accident Reporting: The League will use the provided incident tracking form from the LL Web site and will provide completed accident forms to the Safety Officer or Officer on Duty within 24-48 hours of the incident. Please see copy of accident reporting form. These forms will be available in each field bin, at the concession stand, and on the LPLL.org Web site.
8. First aid kits will be available in all field bins for easy access for use during all practices/games. Supplies will be checked by safety officer weekly to verify need for replenishment. Extra ice packs will be available at the concession stand. Each manager is encouraged to bring a cooler of ice to all practices/games.
9. Lower Perkiomen Little League will require ALL TEAMS to enforce ALL LITTLE LEAGUE RULES. \*See enclosed rules list.
10. Qualified Safety Plan Registration form for 2021 is submitted with this Safety Plan.
11. League Player Registration Data or Player Roster Date and Coach and Manager Data will be submitted via the Little League Data Center at www.LittleLeague.org.

**LPLL Manager and Coaches Safety Reference Sheet**

**EMERGENCY SAFETY PROCEDURES**

**In case of a medical emergency:**

* Give first aid and have someone call 911 immediately if trained professional assistance or an ambulance is necessary (i.e., severe injury, neck or head injury, severe allergic reaction, not breathing - *err on the side of caution*).
* Notify parents immediately if they are not at the scene.
* Execute the “Incident Reporting Procedures” which are detailed in the following section.
* Talk to your team about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.
* Little League insurance is supplemental to your own insurance policy. Claims must be filed with the League President.

**INCIDENT REPORTING PROCEDURES**

Lower Perk Little League has developed incident reporting procedures to reduce the possibility of similar future occurrences - we need to learn from our mistakes. The procedures are in place to make sure unsafe conditions or methods are identified and corrected. **Incident reporting and tracking forms are available in the equipment rooms, snack bar, and in Appendix III of this manual.**

The reporting procedures **must** be followed whenever there is an accident or injury that requires medical attention. This applies to players, coaches, volunteer workers, and spectators both at the complex and at offsite practice locations. The reporting procedures should also be followed to report “minor” injuries (those where medical attention is not required) and conditions that require the attention of the maintenance staff and work parties.

**Who is responsible for reporting?**

* Any injury to a player that occurs during a game or practice must be reported by the **player’s manager**. Injuries to non-players occurring as a result of a player’s actions must also be reported by the player’s manager.
* All injuries not involving players should be reported to the League **officer on duty** who will be responsible for completing the incident report.
* All incidents or conditions which may represent a safety hazard (e.g., broken bleacher seats, damaged player benches, etc.) can be reported by any member of the League (parent, player, or volunteer).
* Injuries occurring in the snack bar must be reported staff member on duty at the time of the occurrence.
* All incidents involving violations of our Little League Code of Conduct should handled on-site by the officer on duty. Escalation to an executive board member may be necessary if the violation cannot be rectified by the officer on duty. If any violations involve an immediate threat to the safety of our members, the local police should be called (911) immediately for assistance. All violations should be documented via an incident report and submitted to the Player Agent.

**How do I report an accident or unsafe condition?**

1. For injuries requiring medical attention that involve a player, supply the cognizant manager with the necessary

 information. The manager must notify a member of the League executive board either in person or via telephone

 within 24 hours of the accident.

2. A written incident report must be filed within 24 hours. Forms are available at the mailboxes in the equipment rooms.

 Completed reports should be placed in the designated mailbox.

3. For injuries requiring medical attention that DO NOT involve a player, supply the league officer on duty with the

 necessary information. The officer on duty will complete and file the incident report.

 4. To report any other injuries or unsafe conditions, complete an incident report form and place it in one of the designated

 mailboxes or leave it with the snack bar staff, who will forward it to the officer on duty.

5. Unsafe conditions may also be reported on the “Safety Message Board” on the league’s website

 ([www.eteamz.com/lowerperkll](http://www.eteamz.com/lowerperkll))

 **Lower Perkiomen Little League**

***Basic First Aid Guide for Coaches***

**Practice Common Sense!**

There’s been an accident – one of your players is hurt! What do you do?

***Keep Calm*** – try not to panic.

***Provide Reassurance*** – a hand on the shoulder and some encouraging words help.

***Be Prepared*** – have your 1st aid kit with you. Know what’s in it.

***Do No Harm*** – when in doubt call 9-1-1.

**Common Injuries / Illnesses Seen on the Baseball Field**

1. **Sprains and Strains**

***Sprains*** are injuries to the ligaments around joints. They typically result from severe

twisting or outside forces bending a joint in an opposite direction of its normal function.

The most common sprains are those of the knee, ankle, wrist, fingers, and toes.

**Signs and Symptoms**

* Pain in or over the affected joint
* Swelling and tenderness to touch
* Bruising (typically develops after a period of time)
* Loss or limited motion or ability to bear weight

**Treatment**

* Rest – remove player from game
* Ice – apply ice pack to affected area
* Compression – apply ace wrap to limit swelling and pain
* Elevation – to limit swelling and pain
* See MD if pain and swelling is severe, or if player is unable to move joint in typical
* range of motion.

***Strains*** are injuries to muscles that typically result from overuse or stretching a muscle

group beyond normal parameters. The most common strains are those of the shoulder

(especially in pitchers), groin muscle, hamstring, thigh, lower back, and rib cage. The

best way to prevent a strain is to ensure players stretch and warm up gradually before

games and workouts.

**Signs and Symptoms**

* Pain in the affected area typically described as “burning” or a “dull ache”
* Tenderness to touch
* Loss or limited motion or ability to bear weight

**Treatment**

* Rest – remove player from game
* Ice – apply ice pack to affected area
* Compression – apply ace wrap to limit swelling and pain
* Elevation – to limit swelling and pain
* See MD if pain is severe, or if player is unable to move affected area in typical range

of motion.

1. **Fractures and Dislocations**

***Fractures*** are breaks in a bone due to blunt trauma or severe twisting. Common

fractures seen in baseball are those to the bones in the ankle, arm, fingers, toes, and face.

Often these injures result from a hard slide into a base, a collision with another player, a

diving attempt by player to field a ball, or being struck by a pitched or batted ball.

**Signs and Symptoms**

* Pain in or over the affected bone
* Swelling and tenderness to touch
* Deformity
* Bruising (typically develops after a period of time)
* Loss or limited motion or ability to bear weight

**Treatment**

* Stabilize the bone (splint or physically hold the area)
* Cover any open wounds with a sterile dressing and control bleeding
* Rest – remove player from game
* Ice – apply ice pack to affected area
* Compression – apply ace wrap to limit swelling and pain
* Elevation – to limit swelling and pain
* Transport to MD or Emergency Room ASAP.

***Dislocations*** are injuries to joints that cause the joint to lose its ability to move.

Common dislocations are those joints in the fingers, the ankle and patella (kneecap).

**Signs and Symptoms**

* Pain in or over the affected joint
* Swelling and tenderness to touch
* Deformity
* Loss or limited motion or ability to bear weight
* Tingling of numbness in area distal to injury

**Treatment**

* Stabilize the injury (splint or physically hold the area)
* Rest – remove player from game
* Ice – apply ice pack to affected area
* Compression – apply ace wrap to limit swelling and pain
* Elevation – to limit swelling and pain
* Transport to MD or Emergency Room ASAP.
1. **Bleeding and Open Wounds**

Open wounds either take the form of a laceration that results from a sharp object, like a

cleat on a shoe, or an abrasion, which is a scraping injury typically resulting from contact

with turf when sliding or diving.

***Lacerations*** are cuts or jagged tears in the skin that can either be deep or superficial.

Deep lacerations and those to the head and face often bleed quite a bit.

**Treatment**

* Control bleeding – apply sterile bandage and direct pressure to site
* Ice – apply ice pack to affected area – this can help slow bleeding and reduce pain
* Compression – apply compression dressing after bleeding is controlled
* Elevation – to limited swelling and pain
* Transport to MD or Emergency Room if suturing is required.

***Abrasions*** are superficial skin injuries – a.k.a. raspberries, typically caused by sliding or

diving on the ground or infield. The treatment is essentially the same as for lacerations

with one additional word to the wise – CLEAN THE WOUND! The biggest problem

with abrasions is the potential for infection. Cleansing the wound as soon as possible

with soap and water and applying a sterile bandage to prevent the wound from

contamination can prevent this. If infection results (pain, swelling, yellow discharge), see

MD.

1. **Head Injuries**

Helmets are designed to prevent serious head injuries but that does not mean they are

100% protection. Anyone who has been hit by a fastball in the helmet knows this. Head

injuries can and will occur despite helmets. Here are some signs to watch for and things

to consider when dealing with head injuries.

**Any head injury that results in a “change in the level of consciousness” should be**

**considered significant.** Changes in the level of consciousness can occur immediately

after the injury or days later. Things to look for commonly referred to as ***Head Injury***

***Precautions*** include:

* Confusion
* Disorientation
* Unconscious or delayed responsiveness to voice or physical stimulus

**Other signs and symptoms to watch for:**

* Nausea / vomiting
* Dizziness or blurred vision
* Unstable balance / gait
* Unequal pupils

**Treatment**

* ***If unconscious – DO NOT MOVE – CALL 9-1-1***
* Keep player warm
* Watch for vomiting
* **SERIOUS HEAD INJURIES MAY ALSO INDICATE NECK/SPINE INJURY!**
* ***If conscious*** – watch for level of consciousness changes – check player every 15 minutes
* Remove player from game
* Get player out of the sun
* Ice to any contusion
* Do not give fluids unless stable for 30 minutes
* Any head injury that results in a change in the level of consciousness should be evaluated

by a physician and head injury precautions communicated to parents or caregivers.

1. **Heat Related Problems**

Under normal conditions a healthy body can manage exertion in high temperatures by

perspiring. As long as fluids are maintained and exposure is not prolonged, most of us

can cope. When the conditions include little breeze and high humidity, the normal

control mechanisms may fail resulting in either Heat Exhaustion or Heat Stroke.

***Heat Exhaustion*** can occur after excessive perspiration is combined with inadequate

fluid intake. The best way to prevent heat exhaustion is to simply replace fluids and

electrolytes by drinking water, Gatorade, or diet soda. If heat exhaustion should develop

the following symptoms often present suddenly.

**Signs and Symptoms**

* Dizziness, lightheadedness
* Nausea
* Rapid breathing and heart rate
* Cool, clammy skin
* Pale skin color
* Abdominal or other large muscle cramps

**Treatment**

* Remove player from sun – put in the shade or air conditioned area
* Allow player to lay down, slightly elevate feet and legs
* Loosen any restrictive clothing
* Provide cool water, Gatorade, or diet soda in small, frequent drinks
* Watch for any changes in players level of consciousness
* **If confusion /disorientation develop – CALL 9-1-1**

**KEYS TO PLAYER AND SPECTATOR SAFETY**

Most people who step onto the complex assume that it is a safe environment. The truth is, it is only safe because a lot of people have worked hard to make and keep it that way. The keys to keeping Lower Perk a safe and fun place to play and watch baseball are:

* **Awareness** of the policies and procedures that are designed to keep the kids safe.
* **Training** of the players, parents, coaches, and umpires. This starts by being familiar with this manual and reviewing the key elements with your children.
* **Enforcement** of the policies. This is the responsibility of each member of the Lower Perk family. If you see an unsafe condition or action, try to fix it. If it is beyond your means at the time, report the condition so it can be given the proper attention.
* **Maintenance** of the facility. While the field maintenance team does a tremendous job, there is more work than staff and time. We rely on each member of Lower Perk to pitch in on their team’s assigned day, and as often as they can, during the scheduled maintenance periods (Saturday mornings at 8 AM during the season).

**KEY SAFETY RULES AND REGULATIONS**

***Lower Perkiomen Supplemental Safety Rules***

1) Two adults must be present at each LPLL activity (e.g., practice or game) at all times. This may include a member of the coaching staff and a parent / guardian.

2) The First-aid kit must be in the field bin during all games and replenished as needed.

3) All equipment must be kept off the playing area at all times.

4) For obvious serious injuries (head injury, broken bone, etc.), **DO NOT MOVE THE PLAYER. CALL 911!** Contact the league officer on duty via the officer on duty’s personal cell number which is listed at the snack bar, or contact via the complex’s Public Address system. Report all injuries to league officials.

5) **All male players must wear athletic supporters/cups**. Catchers must wear the metal, fiber, or plastic CUP type. At a minimum, catchers must also wear a MASK (with throat protector) and a catcher's helmet during infield/outfield practice and while warming up pitchers. **During batting practices and games catchers must also wear long model chest protector, shin guards, and a catcher's helmet.**

6) Managers should be especially alert to prevent players from wearing watches, jewelry, etc., at any time during practices or games. "MEDICAL ALERT" bracelets must be taped to the player’s wrist.

7) A HEAD-FIRST slide into any base in an AUTOMATIC OUT, unless the slide is back into a base already attained.

8) **Softball players must wear a fielder’s mask while playing the positions of pitcher, first or third base.** It is HIGHLY RECOMMENDED that all infielders wear a facemask during play.

**Little League Baseball Key Regulations and Rules**

III(b) ...Batboys and/or batgirls are not permitted.

1.08 ...The on-deck position is not permitted.

1.11(h) Shoes with metal spikes or cleats are not permitted.

1.11(j) Players must not wear watches, rings, pins, jewelry or other metallic items.

1.11(k) Casts may not be worn during the game.

1.12 The catcher must wear a catcher’s mitt (not a first baseman’s mitt or a fielder’s glove) of any shape, size or weight consistent with protecting the hand.

1.16 Each league shall provide in the dugout or bench of the offensive team six (6) protective helmets which must meet NOCSAE specifications and standards. Use of helmet by the batter, all base runners and coaches is mandatory. Use of a helmet by adult base coach is optional.

1.17 All male players must wear athletic supporters. Male catchers must wear the metal, fibre, or plastic type cup, and a long-model chest protector. Female catchers must wear long or short model chest protectors. All catchers must wear chest protectors with neck collar, throat guard, shin guard and catchers helmet...All catchers must wear a mask, “dangling” type throat protector, and catchers helmet during infield/outfield practice, pitcher warm-up and games.

NOTE: Skull caps are not permitted.

7.08(a)(4) Any runner is out when the runner slides head first while advancing.

\* No parent will warm up the pitcher

\* As of 2008 Little League has mandated the exclusive use of break-away bases

\* Abide by the most recent Little League International Pitching regulations

**LPLL LIGHTS**

*Since the 2011 season, LPLL is proud to have lights on Field 1. With this in mind, the following procedures are noted:*

* Evening Games will begin at 5:45 p.m. and 7:45 p.m. Games must begin PROMPTLY.

* On nights of a SCHEDULED LPLL doubleheader, no inning of the 5:45 game may begin after 7:15 p.m. and the game will be considered a “called game.” Little League rules will dictate if the game is a “regulation game” (rules 4.10 and 4.11).

* No inning of the 7:45 game will begin after 9:20 p.m. and the game will be considered a “called game.” Little League rules will dictate if the game is a “regulation game” (rules 4.10 and 4.11).

* The clock at the press box represents the OFFICIAL time for curfews. If this clock is not functioning, the Plate Umpire will be responsible for curfew decisions.

**GETTING READY**

One important way to prevent injuries is proper preparation. This applies to the both the physical environment and the players themselves.

The **Physical Environment** refers to the condition of the field, dugouts, spectator areas, and players’ equipment. A series of field safety checklists have been developed to help ensure a safe physical environment. These checklists are presented in Appendix I.

The **Pre-Game Checklist** was developed for use by the managers and umpires to ensure that the playing field and players’ equipment is suitable for use. This checklist should be used as a reminder of the key items that should be inspected before each game. With the heavy use of all of the playing facilities at Lower Perk, it is important that these items be reviewed before every game.

**Player Preparation** is critical towards ensuring an injury free season. While volumes can (and have been) written on preventing sports injuries among children, some common elements emerge. Proper nutrition is obviously needed for good health - a key for any athletic activity. Rather than noting the basic food groups, it’s more critical to focus on the need for water. Especially during the warmer portion of the playing season, dehydration and heat stress can lead to dangerous results. Some ideas to keep in mind, particularly on the warmer days:

* Make sure the player drinks plenty of water (at least a glass) before they even leave for the field; in addition to what they make drink with a normal meal.
* Make sure the player has a full water bottle for use during the game or practice.
* Coaches: on warm days, bring extra water for team use. In addition to drinking, wetting down a towel (or towels) for the players, particularly the pitchers and catchers, to place on their heads and necks helps to prevent any heat associated problems. Be sure each player drinks often - whether they are thirsty or not. The more the player sweats, the more they need water.

Warm-ups and stretching are key throughout the season, not just in cool weather, to avoid strains and pulls. Many coaches, even at the professional level, won’t let the players pick up a ball or bat before they are properly warmed up. Not a bad idea. Even if your coach doesn’t adhere to this philosophy, each player, with their parents’ encouragement, can ensure they are properly warmed-up before stepping onto the diamond. The warm-up drills

taught during the pre-season coaches’ clinic (Appendix II) ensure that each major muscle group is properly warmed-up.

Avoid overuse. A lot of us admire the kids with the abilities to play several sports or are on several teams at the same time. What many people ignore is the physical stress that this may put on many kids. This stress leads to injuries indicated by pain/discomfort. The bottom line is, whether your player plays on one or three teams, **take any complaints of pain seriously** and make sure they get the proper rest and medical attention. Better to sit out a practice or game than to lose a season or career.

**HEAT ILLNESS**

*Heat illness is one of the most preventable sports injuries.*

**Before activity:** Drink 8 oz. of water immediately before exercise.

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

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

**Early signs of dehydration:**

* Fatigue
* Loss of appetite
* Flushed skin
* Light-headedness
* Dark urine with strong odor

**What to do if heat illness occurs:**

* Stop exercising
* Get out of heat/sun
* Remove extra clothing
* Drink fluids

**Severe signs of dehydration:**

* Muscle spasms
* Clumsiness
* Sunken eyes/dim vision
* Delirium

**Thirst is not a good indicator of dehydration!**

**CONCUSSION**

A concussion is an injury that changes how the cells in the brain normally work. It is caused by a blow to the head or body that causes the brain to rapidly inside the skull. Even a “ding, getting your bell run,” or what seems to be a mild bump or blow to the head can be serious. To help recognize a concussion, watch for the following two things among your players:

* A forceful blow to the head or body that results in rapid movement of the head.
* Any change in the player’s behavior, thinking, or physical functioning. Please see concussion specific information located in Appendix VI of this manual. This reference is from the CDC and outlines symptoms and a four-step action plan when a concussion when a concussion is suspected. A copy of this information is in each field’s bin.

**FIRST AID**

Bins located on each field contain first aid kits. Extra ice packs and ice are available at the snack stand. It is, however, recommended that all managers/coaches bring a cooler with ice/ice packs to all practices and games. This can also be assigned to a “team parent.” Having ice readily available for injury is important.

**LPLL BATTING CAGES**

Since 2012, LPLL is proud to have batting cages available for warm-up activities. **We cannot stress enough the importance of monitoring children with bats and making sure they are not swinging bats in the undesignated hitting or warm-up areas!**

All batting cage exercises must be supervised by an LPLL manager/coach. Players should wear sneakers or turf shoes in the batting cage, not cleats. Batting helmets must be worn.

**PARKING LOT SAFETY**

If you haven’t seen it already – you will! The main parking lot can be a pretty busy place. To reduce the possibility of injury:

* Walk to the fields only along the grass areas – don’t walk through the parking lot (little kids are tough to see, especially when they’re behind vans/trucks.
* Drive slowly – if your speed registers on your speedometer, you’re going too fast!

**WHEN LIGHTNING STRIKES**

Lower Perk utilizes a lightning detector that allows for the implementation of a consistent policy regarding the suspension of games with the approach of lightning. The following procedures have been developed which consider thunderstorm and lightning statistics and the limitations of our detector.

1) On days when a storm is anticipated, the lightning detector will be turned on and monitored by the announcer or the snack bar staff. In the event that the announcer is not available or the snack bar is not open, the league official on duty will be responsible.

2) When a lightning storm approaches within 8 - 20 miles, umpires and managers on all fields will be alerted by either the league official on duty or two short blasts sounded on an air horn by the snack bar staff.

3) When lightning storm approaches within 3 - 8 miles, umpires and managers on all fields will be alerted by either the league official on duty or a single long blast sounded on an air horn by the snack bar staff. All games will be immediately suspended. Players and spectators should immediately proceed to the safest place possible. In general, this means the family car. **UNDER NO CIRCUMSTANCES SHOULD ANY INDIVIDUAL REMAIN BY THE PLAYING FIELDS OR TOUCH ANY FENCING.**

4) Any individual who does not have access to a car should report to the snack bar / conference room until the storm passes or a ride home is arranged.

5) Games may be resumed once the storm has passed and moved to at least 8 - 20 miles from the complex. It should be clear that the storm is moving away from the complex and has moved beyond the 3 - 8 mile radius for at least 15 minutes. The decision to resume games will be made by the umpires assigned to the day’s game in consultation with the league official on duty.

**SNACK BAR OPERATIONS – GENERAL SAFETY RULES**

* The Snack Bar manager shall receive training in safe food handling, including food preparation, and proper use and care of food preparation equipment.
* A member of the snack bar staff who is familiar with the safety and operational procedures will be on duty at all times.
* All staff and volunteers will wash their hands following the procedure posted in the bathroom before handling food and after handling money.
* Always wash hands in the bathroom sink, never the kitchen sink.
* All food handlers must wear clean clothes and cannot be demonstrating any signs of illness.
* **NO CHILDREN ARE PERMITTED IN THE KITCHEN AREA**. Individuals 12 years of age and older are permitted to serve as volunteers with the permission of the snack bar supervisors; however, no one under the age of 18 years is permitted to prepare hot foods or work in the area of the fryers and oven.
* **NO SMOKING is permitted in the kitchen area.**
* Spills must be cleaned up promptly and thoroughly.
* Dishes must be washed following the three-step method. Be sure to use the proper amount of sanitizing solution (Clorox bleach).
* Wipe counters using antibacterial solution.
* Remove garbage and sweep floor at end of shift.

**Special Fryer, Grill, and Oven Rules**

* All appliances are to be turned on and off by a member of the snack bar staff.
* No loose clothing is to be worn near the fryer, oven, or grill.
* Use extra care when using these appliances; be sure not to rush.
* Know the location of the nearest fire extinguisher.

**SAFETY RESPONSIBILITIES**

Parents:

* Make sure your kids follow the League’s safety policies (e.g., no on-deck batter), team safety policies (e.g., no ball playing until properly warmed up), and common sense (e.g., don’t swing bats when others are near you or not paying attention, no horseplay on the bleachers).
* Be extra careful driving in the parking lot and driveway areas.
* Set a good example.
* Encourage safe actions.
* Participate in your scheduled field maintenance activities - correct unsafe conditions for both players and spectators. Volunteer extra time if you can.

 Managers / Coaches:

* Same responsibilities as parents - but now you have a dozen “foster” kids entrusted to you as well.
* Attend mandatory Coaches Clinic, Managers’ Meetings, and First Aid Training.
* Inspect your team’s equipment prior to each use to ensure it is in sound condition and make sure your players know how to properly use it.
* Know and enforce both Little League’s and Lower Perk’s rules - especially those that are safety related.
* Check field conditions prior to practice and games to ensure that unsafe conditions do not exist.
* Be prepared: Make sure you have a first aid kit and ice for practices and games; encourage parents with cell phones to have them at practices and games; make sure you and /or your assistants have first aid training.
* Teach proper playing techniques; encourage/reward execution.

League Commissioners:

* Make sure all managers and coaches know and follow Little League and Lower Perk rules.
* You are to “champion” all maintenance efforts on the field you play on. At least weekly conduct an independent inspection of the field to identify any potential safety concerns. Ensure that teams assigned to weekly work parties are aware of their assignments and notify them of any special concerns pertaining to your field.

Umpires:

* Know and enforce both Little League’s and Lower Perk’s rules - once the game starts, you are the reigning authority.
* Check field conditions prior to each game to ensure that unsafe conditions do not exist.

Equipment Manager(s):

* Ensure that all teams are issued the proper equipment and it is good working order.
* Provide timely replacement of all damaged and worn equipment.

Facility Maintenance Crew:

* At least weekly, the supervisor shall conduct an independent inspection of the facilities to identify any potential safety concerns. Those that cannot be corrected immediately should be included on the maintenance list for the next work party.
* Immediately notify the president and/or player agent of any condition that would prevent the safe use of a field or any portion of the facility.
* Work with the individual league commissioners to ensure that required work is appropriately prioritized and assigned.
* Notify any member of the executive committee of any potentially unsafe condition occurring at the facility that may require long term or expensive corrective actions.
* Ensure that Facility Lighting Surveys are conducted per Little League requirements.

Board of Directors:

* Establish and enforce Lower Perk’s safety policies and procedures.
* Enforce the policies and rules of Little League Baseball.
* Put safety, fun, learning, and sportsmanship ahead of winning - if these are in place, winning will follow.

Executive Committee of the Board of Directors:

* Routinely review Lower Perk’s safety policies and procedures and their enforcement.
* Evaluate and propose new policies, or revisions of existing policies, that will enhance the safety of our players, fans, and volunteers.
* Enforce the policies and rules of Little League Baseball.
* Put safety, fun, learning, and sportsmanship ahead of winning - if these are in place, winning will follow.

League Safety Officer:

* Serve as the focal point for all safety-related issues and champion the creation/ maintenance/improvement of Lower Perk’s Safety Program
* Act as the League’s liaison with Little League Baseball in Williamsport
* Routinely review Lower Perk’s safety policies and procedures and their enforcement.
* Evaluate and propose new policies, or revisions of existing policies, that will enhance the safety of our players, fans, and volunteers.
* Enforce the policies and rules of Little League Baseball.

**WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE INSURANCE**

The group insurance program provided by member insurance companies of American International Group, Inc. (“AIG”) for chartered Little League® programs is specifically designed to create affordable protection for all eligible participants and lower program costs to local leagues.

Leagues may purchase their insurance from any outside source, but the Accident Insurance and General Liability Insurance must, at a minimum, include comparable limits and scope of coverage to that provided by the AIG group insurance program for Little League. AIG provides the following types of insurance coverage for local Little League programs:

Accident Insurance

The Player Accident Policy, underwritten by National Union Fire Insurance Company (a member company of AIG), 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 an employer for the claimant. The policy is subject to a $50 deductible that is the responsibility of the claimant. If a covered injury requires necessary treatment in the form of medical services or supplies provided by a physician, nurse, therapist, or other medical professional within 30 days after the date of the accident, the Insurer will pay the reasonable expenses incurred, subject to all policy language, provisions and exclusions.

Such reasonable expenses must be incurred within 52 weeks after the date of the injury to be considered (subject to any deferred benefits). The maximum accident medical expense benefit is $100,000 for any one injury to any one Insured.

This accident insurance covers eligible participants (players, appointed/approved managers and coaches, volunteer umpires, scorekeepers, player agents, and safety officers) while traveling directly, without delay, to and from the field as well as during Little League practice sessions and games. Coverage also extends to league volunteers involved in authorized league activities. No coverage is in effect until the league has submitted their Charter Application and Insurance Enrollment form and the premium has been paid in full. This is a brief description of coverage.

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

1. File claim initially under insurance carried by the family: Blue Cross, Blue Shield or any other insurance protection available.

2. Should your family insurance plan not fully cover the injury treatment, the Little League AIG Insurance Policy will help pay the difference, after a $50 deductible per claim, up to the maximum stated benefits of the policy.

3. If your child is not covered by any family insurance, the Little League Insurance Policy becomes primary and will provide benefits for all covered injury treatment costs, after a $50 deductible per claim, up to the maximum stated benefits of the policy.

**LPLL CHILD PROTECTION PROGRAM**

Lower Perkiomen Little League is fully compliant with Little League International to establish basic parameters defining how the Child Protection Program shall be enforced.

The LPLL Program:

1. LPLL shall be fully compliant with the policies, regulations, and recommendations of Little League International as they apply to volunteer applications and background checks. This program is being implemented to maintain LPLL as a safe environment and to protect our children from those who would seek to do them harm.
2. AS OF 2007, LITTLE LEAGUE HAS MANDATED NATIONWIDE CHECKS AGAINST THE NATIONAL SEX OFFENDER REGISTRY. The league must conduct a nationwide criminal background check through the Little League provided online tool.
* Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out an application form as well as provide a government-issued photo identification card for ID verification. Names, spellings, and numbers must be checked for accuracy.
* Social Security numbers will be required in order to conduct the background checks.
* A search of the Department of Justice's nationwide sex offender registry ([www.nsopr.gov](http://www.nsopr.gov)) must be done using Volunteer Application Forms, on all applicable volunteers.
* Any person with a conviction of a crime against or involving minors cannot participate in league activities.
* Refusal to annually submit a fully completed “Little League Volunteer Application” shall result in immediate dismissal of the individual from the League.
* The League President must maintain the applications, at a minimum, for the duration of the applicant’s service to the League for that year.

The background check process shall be overseen and executed by the president, vice-president, and one other member of the Board of Directors assigned by the president. **The results of the background check shall remain confidential at all times.**

**APPENDIX I.**

**Pre-game and Facility Safety checklists**

**MANAGER / UMPIRE PRE-GAME CHECKLIST**

**Field Condition**

\_\_ Bases secure

\_\_ Field lined

\_\_ Infield level / free of ruts and holes

\_\_ Holes in outfield filled

\_\_ Field free of debris (rocks, bottles,

 etc.)

**Safety Equipment**

\_\_ First aid kit present

\_\_ Ice available for injuries

\_\_ Drinking Water (warm weather)

\_\_ Batting helmets with face cages (per Little League age-requirements)

\_\_ Batter’s jacket available (minor leagues)

\_\_ Drinking Water (warm weather)

**Players / Equipment**

\_\_ Sufficient number / size batting helmets

\_\_ Jewelry removed

\_\_ Male players wearing cups /supporters

\_\_ Uniforms checked

\_\_ Catchers’ equipment in good

 condition:

 - shin guards fit properly

 - helmet / face mask / throat guard

 - chest protector

 - wearing cups (boys)

\_\_ All equipment properly “secured” in

 dugout

\_\_ Fielding masks available for Softball Pitcher, 1st Base and 3rd Base

**Miscellaneous**

\_\_ Dugout walkways free of loose gear

\_\_ Only authorized persons in dugout

NOTE: Prior to each game, the managers and umpires should review the condition of the field and the readiness of the players to ensure a safe playing environment.

**FACILITY SAFETY CHECKLIST**

For Week Ending:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Field Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conditions of Fields**

**\_\_** Infields level/free of ruts and holes

\_\_ Bases fit secure and level with playing field

\_\_ Holes in outfield filled

\_\_ Field free of debris (rocks, sticks, bottles, etc.)

\_\_ Pitchers’ mounds/batters’ boxes level/holes filled

\_\_ Infield mix in “sliding zones” conducive to sliding (adequate loose material/mix not

 compacted)

\_\_ Backstops/fences in good condition

\_\_ Fence gates close properly (pay particular attention to gates in dugout areas)

**Dugouts**

\_\_ Benches in good condition

\_\_ Fencing secure

\_\_ Roofs in good condition

\_\_ Bat racks in place (if applicable)

\_\_ Batting cage batters’ boxes level/holes filled in (if applicable)

\_\_ Equipment properly stored

\_\_ All loose maintenance/training equipment properly stored (e.g. hoses wrapped, trash cans in

 proper locations, etc.)

\_\_ Helmet racks in place and secure (if applicable)

\_\_ Trash cans in place and emptied

**Spectator Areas**

\_\_ Bleachers in good repair

\_\_ Grandstand in good repair; steps/handrails in good condition

\_\_ Areas clean

\_\_ Parking area in good condition (potholes filled/barriers in place)

**Miscellaneious**

\_\_ Batting cage nets in good condition/tears repaired

**Note:** This checklist is designed to be used by field maintenance personnel and league commissioners. The condition of the facilities must be reviewed weekly with the commissioners focusing on their respective fields.

**APPENDIX II.**

**Recommended Warm-Up Routine**

**Stretching and Warming Up**

Prior to stretching, you should have a short warm-up. Select one or both of the following:

1. Running in place - 1 to 2 minutes

2. Have players take one or two laps around the bases

**Stretching Exercises**:

Upper Body:

1. Arms across chest - Opposite arm pulls the arm to stretch the shoulder.

2. Elbow behind the head - Pull elbow back with opposite hand on elbow.

3. Elbow forearm stretch - Arm straight out and pull fingers down, palm up.

4. Torso Twist with bat behind back.

Lower Body:

1. Spread legs, shoulder width, bend at waist touching glove laying on ground in front

2. Move glove to the front of the right foot and repeat.

3. Move glove to the front of the left foot and repeat.

4. Move glove between legs and rear and repeat.

**APPENDIX III.**

**Incident Reporting and Tracking Form**

**APPENDIX IV.**

**The Lower Perkiomen Little League Safety Program**

**Lower Perkiomen Little League Safety Program**

Lower Perk has a strong tradition of incorporating safety into every aspect of our program. Particularly in recent years, our concern with the physical and mental well-being of the kids, along with the improvement of our baseball and softball programs, has guided the growth and evolution of our League.

The following provides a sketch of the activities related to safety that have been made a part of the Lower Perk program through 2021.

I. Activities

1. Education

1. Provide clinics for all managers/coaches illustrating proper playing and training techniques, as well as planning practices (proper training helps prevent injuries).
2. At coaching clinics and pre-season league meetings, review of safety policies and procedures.
3. Provide first aid training for managers, coaches, and umpires.
4. Hold safety poster contest or similar activity to increase safety awareness.
5. During meetings of the general membership and Board of Directors, the Safety Officer shall report on any information, recommendations, or advisories received from Little League Headquarters, as well as any information developed at Lower Perk. Any incident reports pertaining to safety issues will also be discussed.
6. Include safety-related articles in the League newsletter on a routine basis. This is particularly emphasized for those issues distributed immediately before and during the playing season.
7. Develop and annually review a Lower Perk Safety Manual which will provide a point of reference for safety guidelines and all Lower Perk safety-related policies.

1. Compliance

1. All managers, umpires, commissioners, and the Board of Directors are charged with ensuring that Lower Perk’s rules and policies are followed.
2. The Lower Perk Safety Manual and Supplemental Rules are readily available to the entire league on the league website. Hard copies of the documents are available to all managers, umpires, and commissioners, as well as the general membership, upon request.
3. All managers/coaches are provided with a quick reference sheet for emergency situations and reporting.

1. Reporting
2. Procedures for reporting safety-related incidents are detailed in the Lower Perk Safety Manual.
3. Copies of all safety-related incident reports will be provided to the League Safety Officer. Pertinent details of the incidents (injury, cause, outcome, etc.) shall be tracked and reported during the appropriate meetings. Recommended corrective measures and any action taken shall also be reported.

II. Equipment

1. Education
2. The equipment managers inspect all equipment prior to issuance; managers inspect all equipment prior to acceptance.
3. Managers and coaches inspect all equipment prior to each practice and game to ensure that it is suitable for use.
4. Managers ensure that a sufficient number of batting helmets are present at the field for each practice and game.
5. Managers ensure that softball players in the positions of pitcher, 1st and 3rd bases are wearing face masks.
6. Managers and coaches shall instruct their team in the proper care and use of all equipment.

1. Compliance
2. All equipment in disrepair is either repaired or replaced prior to issuance.
3. During the season, any damaged equipment shall be repaired or replaced as necessary.
4. Reporting
5. The equipment manager is to be notified of any damaged equipment in order to facilitate repair or replacement.

III. Facilities

1. Education
2. Prior to each season, the field maintenance supervisor and the Board of Directors shall identify and prioritize required repairs and improvements to the facility.
3. Prior to each practice, the manager is to inspect their assigned field to ensure it is safe and suitable for play. Prior to each game, the managers and umpires shall inspect their field to ensure it is safe and suitable for play.
4. During the season, the league commissioners shall inspect the fields for which they are responsible for at least weekly

to identify any maintenance issues and identify activities for that week’s work party.

1. The designated Snack Bar Supervisor shall inspect the snack bar and storage areas each day of operation to ensure that is in compliance with all appropriate health codes and to ensure no safety hazards exist.
2. Compliance
3. An annual facility survey, including lighting audit, is conducted prior to the start of each season.
4. Weekly work parties are conducted during the season to improve, replace, or repair the facility.
5. Routine maintenance is performed throughout the year, with daily activities occurring during the playing season.

1. Reporting
2. The field inspection forms shall be the primary vehicle for reporting unsafe conditions noted at the facility. Forms noting conditions that should be brought to the field maintenance supervisor should be placed in the supervisor’s mailbox.
3. Required maintenance and improvement activities shall be posted in the maintenance garage so they can be addressed either by the field crew or the weekly work party.

**APPENDIX V.**

**The Lower Perkiomen Little League Code of Conduct**

**LOWER PERKIOMEN LITTLE LEAGUE**

**CODE OF CONDUCT**

***For the Players...***

* I will set an example by showing respect at all times to my teammates, my coaches, the umpires, the volunteers and the fans.

* I will always behave in a sportsmanlike manner, knowing that it is not important to win or lose, but to always try to so my best.

* I will follow the rules that are established for my team, for Lower Perkiomen Little League, and Little League International and I will appreciate the equipment and facilities that I have use of.

***For the Coaches...***

* I will make Sportsmanship and Safety my watchwords when dealing with my fellow coaches, umpires, volunteers and parents.

* I will always show a positive example, knowing that my players are only children who learn by example.

* I will treat others with the respect that I myself deserve.

***For the Parents...***

* I will remember that Lower Perk is a VOLUNTEER organization and will be considerate of those who give freely of their time.

* I will support the efforts of the coaches, umpires, and volunteers, knowing that without them our League would not flourish.

* I will be the positive role model that our children seek to exemplify.

**APPENDIX VI.**

**Concussion Information**

Manager / Coaches Meeting

March 14rd, 2021

I have received, or will download from the league website, the LPLL Manager and Coaches Safety Reference Sheet for 2021. This sheet is to be kept with the manager’s and/or coaches materials at all practices and games.

At today’s meeting, safety procedures and first aid basics were outlined with participants.

I understand that the entire LPLL Safety Manual is available on the LPLL website for reference and review.

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

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

League/Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LPLL COVID INFORMATION

**What to Expect in Green - Game Day**

**PRIOR TO THE GAME**
- Players are to put their gear in the dugout prior to the game. Please stagger this so everyone is not in the dugout at the same time. No bags are to be in the dugout at all. Players are to leave their bag outside of the dugout.
- Players and coaches in the dugout are to wear a face cover. Neck gaiters are highly suggested for players and coaches as they are easier to use than a mask (more to come on this with a possible LP store).
 \* Players WILL be allowed to wear their neck gaiters or mask on the field if they want.
- Areas will be needed outside of the dugout for players who don't fit in the dugout.
 \* Teams should have "Team Parents" to stand with the kids who are outside of the dugout (each dugout has a red dot where kids can sit).
 \* Fans are NOT allowed to sit in the bleachers. Bleachers are for players and team parent
 \* Field 6 benches are for PLAYERS only or team parent

**DURING THE GAME**
- Each dugout should have hand sanitizer. All players should use this prior to the game and if they sneeze, etc.
- Each field will have game balls available.
 \* Balls are to be "dead" after each half inning. To be clear- the "dead" ball is to be cleaned with the LP cleaning product prior to being put    back into action.
 \* Any foul ball that leaves the field of play is to be dead until cleaned.
- Chewing gum, seeds, etc. is not allowed.
- Catching equipment is allowed to be shared but must be cleaned prior to a second person wearing it.
 \* Catching equipment must be cleaned after as well
 \* Helmet - quick spray / wipe down
 \* Glove - clean hand prior to and after wearing
- No player may steal home in any division.
- Field 1 Announcers Booth
 \* Children may not enter the announcers booth.
 \* No more than 2 adults may enter the booth. Face coverings needed for the 1 or 2 people in the booth.
 \* Wipe equipment with Clorox wipes

**AFTER THE GAME**
- Glove slap after the game with the other team.
- Each coach will spray their dugout prior to leaving.
- No team meeting on the field. Please exit the dugout ASAP so the next game can happen.