



# *Ladera Little League* **2024**

## **ASAP Safety Plan**

(A Safety Awareness Program)



### Emergency Phone Numbers

#### **Emergency 9-1-1**

L.A. County Sheriff's Department: DIRECT TO DISPATCH (213) 974-8000

Marina Del Rey Sheriff's Department: NON-EMERGENCY (310) 482-6000

Fire Department Station 58: NON-EMERGENCY (323) 291-8392

Ladera Little League Safety Officer: Briana Balthazar (323) 529-7919

## ***SAFETY IS EVERYONE'S RESPONSIBILITY***

If you note an unsafe condition or practice, make it your responsibility to correct the situation and/or report the problem to the LLL Safety Officer or another league official immediately.

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## 2024 BOARD of DIRECTORS

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Tracie Washington	Coaching Coordinator	323-691-5596	Traciejerome@yahoo.com
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Derek Balthazar	Member at Large	909-935-5214	Coachd4kids@gmail.com
Irving Norwood	Member at Large	323-895-9344	ldntwo@gmail.com
Ebony Owens	Co-Sponsors & Fundraising	323-707-8637	ebbegirl1@yahoo.com



## ***Ladera Little League Safety Message***

It is imperative that Ladera Little League provide a safe environment for everyone involved in baseball and softball. To create and maintain a safe environment, we require the commitment from all League Officials and Volunteers including Directors, Commissioners, Managers, Coaches, and other Ladera LL volunteers. All volunteers must familiarize themselves with and ensure compliance with all safety-related policies, procedures, codes of conduct, and other information contained within this Safety Manual. All registration data, along with coach and manager information is submitted to the Little League Data Center.

The 2024 Ladera Little League Safety Manual will be distributed to all League Officials and volunteers and will be maintained in common areas as well as posted on the Ladera LL website at [www.laderalittleleague.org](http://www.laderalittleleague.org). A copy of Ladera Little League's "A Safety Awareness Plan" (ASAP) and Qualified Safety Plan Registration Form will be forwarded to the District 25 Administrator, Marty Hoy, District 25's Safety Office, and to Little League International for review and approval. The ASAP manual is also available upon request and will be posted on the League's website. The Ladera Little League Board of Directors has approval authority over this Safety Manual.

Thank you for your assistance in ensuring that safety is always a priority at Ladera Little League.

***Briana Balthazar***

Safety Officer



# Ladera Little League Safety Procedures



## In case of emergency:

1. Provide first aid and have someone call 9-1-1 immediately if an ambulance is necessary.
2. Notify parents immediately if they are not present. Managers shall carry a Little League Medical Release Form at practices and games for each player to ensure medical treatment can be provided when parents are not present.
3. Talk to the rest of your team, they will probably be upset and worried about their teammate.
4. Notify the League Safety Officer AND the President within 24 hours. If you do not have access to email, then you can notify them by phone.
5. Complete a LLL Injury Report Form and forward to the LLL Safety Officer within 24-48 hours of accident/injury. (A copy of this form is included on page 25 of this manual).

## Accident Notification and Insurance Claims

Managers are required to complete the Injury Report form for any incidents involving anyone getting hurt at the Ladera Little League facility. A copy of this form is included at the end of this manual. Copies of the Injury Report form along with the Little League Accident notification forms are kept in a binder in the Snack Bar. A Little League Accident Notification form is required to be completed for injuries to any player or volunteer affiliated with Ladera LL. Managers and coaches are required to complete and file the accident forms with the LLL Safety Officer within 24-48 hours of an incident. The LLL Safety Officer will ensure that these forms are completed and forwarded to the Little League Headquarters within 20 days of the accident/injury. A General Liability Claim form is required.

for injuries or damages to anyone not affiliated with LLL that are caused by LLL activities. The LLL Safety Officer will make telephone notification to Little League Headquarters immediately for any General Liability Claims. The LLL Safety Officer will ensure that a General Liability Claim form is forwarded to Little League as soon as possible.

## **LLL Emergency Safety Procedures**

### **Communicable Disease Procedures**

1. Any bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue to play.
2. Use vinyl or latex gloves to prevent exposure when contact with blood or other body fluids are anticipated.
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment with a disinfectant or bleach solution.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when hauling bloody dressings, mouth guards, and other articles containing body fluids.

### **First Aid Kits**

It is the policy of Ladera Little League to supply all teams with a first aid kit. Managers and coaches are required to have the first aid kit present at all games and practices. Managers and coaches may contact the LLL Safety Officer if there are any problems with first aid kits, which need to be replaced or replenished.

### **Automated External Defibrillator**

Managers and designated coaches shall seek to achieve training in First-Aid and basic understanding of how to locate and operate an AED (located, until further notice, in the LLL Office/Shed and, during games, in the LLL Snack Shack).

## **Small Group Workouts**

1. One coach or coach assistant per every 5 participant-youths.
2. Face coverings to be worn by participant youths, coaches, support staff and nearby workout-related observers at all times.
3. Participants (youths, coaches, support staff and workout-related observers) to maintain at least 6 feet distance.
4. No sharing of drink bottles and other personal items and equipment.
5. All participants are asked before practice about potential symptoms, including but not limited to, coughs, fever, shortness of breath, chills, etc.)
6. Participants with symptoms will not be allowed to participate that day.

# Coaches and Managers Training



## BASEBALL FUNDAMENTALS TRAINING

Ladera Little League will provide, on a yearly basis, training of managers and coaches in the fundamentals of baseball including, but not limited to, hitting, throwing, sliding, fielding, and pitching. All managers are required to attend the District 25 managers and coaches clinic. There must be at least one representative from each team attending each year and each manager and coach must attend this training at least once every three years.



## FIRST AID TRAINING

Ladera Little League will provide, on a yearly basis, training of managers and coaches in first aid procedures. There must be at least one representative from each team attending each year and each manager and coach must attend this training at least once every three years. One representative from each team is required to attend the District 25 managers and coaches clinic which includes a first aid component. At a minimum, the training will address the **P.R.I.C.E.** principle guide for treating injuries, which teaches that most acute sports injuries can be treated safely at home using the P.R.I.C.E. principle. The acronym stands for:

- P**     **PROTECTION**
- R**     **REST**
- I**     **ICE**
- C**     **COMPRESSION**
- E**     **ELEVATION**

Additional training will be scheduled as needed.

## Summary Volunteer Requirements

**As an appreciated volunteer, we know you understand the importance of keeping our players safe. Following is a summary of the requirements necessary to be cleared to volunteer both legally and safely at Ladera Little League.**

1. All volunteers need to be registered with an account on the [Ladera Little League website](#), and sign up for a volunteer role.
2. A recent bill (AB 506) passed by the State of California added all Youth Service Organizations to the list of organizations whose regular volunteers and staff (volunteers who have more than 16 hours in a month or least 32 hours during the year) must complete training in child abuse and neglect reporting, become mandated reporters, and complete Live Scan background checks.

The league has received authorization from the CA DOJ to run volunteer Live Scans. Volunteers will only have to complete their Live Scan background check once. Ladera Little League will receive subsequent notifications of any future background check items. Follow the link to access information on [Live Scan locations](#) throughout the state. AB 506 also requires that 2 persons who have completed both a Live Scan and child abuse and neglect reporting training described below to be present while conducting any Ladera LL activities with youth. *A single volunteer cannot be alone with players at any time while performing Ladera LL volunteering duties. This includes the beginning or end of practice or individual coaching sessions.*

3. All volunteers need to complete the **Little League International required background check administered by JD Palatine ("JDP")**. You will receive an email from Ladera Little League inviting you to complete the background check. *JDP does not provide notification of subsequent arrest after the background check is completed, therefore the national Little League background checks must be completed annually.*

Pursuant to California State Law, Article 3 (commencing with Section 11100) of Chapter 1 of Title 1 of Part 4 of the Penal Code, criminal history information is used internally. Confidential criminal history information is not disclosed to the public.

4. All volunteers must complete **online mandated reporter training** in child abuse and neglect. The 2 hour training provided by the [Child Abuse Mandated Reporter Training Project](#) provides free training for all mandated child abuse reporters so they may carry out their responsibilities properly. Please download the completion certificate provided at the end of the training as proof of compliance.
5. California law requires that all managers/coaches, administrators and officials complete an **online concussion training** at least once before supervising youth athletes. Other volunteers may complete this training as well, but it is not required. A certificate from a prior season is valid for the current season. It takes only about 30 minutes to complete the training. Follow the link to the [CDC HEADS UP to Youth Sports](#) online training. Please print out or download the certificate once you complete the training and quiz as proof of compliance.

**6. Sudden Cardiac Arrest Prevention Protocol: (Required once by CA law) AB 379** requires that the same protocols used for concussions in youth and high school sports to be used to help protect young athletes participating in school and community youth sports organizations from sudden cardiac arrest—the #1 killer of young athletes. Community youth sports organizations include an organization, business, nonprofit entity, or a local governmental agency that sponsors or conducts amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate. The 20-minute online [Sudden Cardiac Arrest Prevention Training](#) need only be taken once. Please download the completion certificate provided at the end of the training as proof of compliance.

## **Batting Cage and Pitching Machine Policies and Procedures**

**Please read this document in its entirety and sign the accompanying release and waiver and release waiver and signature page reflects your understanding of policies and procedures all members of your group are required to sign this release and waiver in order to utilize the batting cage facility and equipment. Members of your group under the age of 18 must have parental consent.**

It is the goal of Ladera Little League to ensure that everyone is well served and has a positive experience. Please direct all questions, concerns and suggestions to the board of Ladera.

### **COURTEOUS TO OTHERS**

\* In the spirit of being courteous and considerate of all guests please promptly exit the cages. When you're batting cage time has expired. There will often be another team following your assigned time.

\* Be courteous to the patrons who use the facility before and after you. If you have any concerns or problems, please contact the Ladera board at your earliest convenience so that we can try to resolve any issues.

### **PITCHING MACHINE - Setting up the Pitching Machine**

1. Prior to using the pitching machine inspect the power cord and all the mechanical assemblies for damage. Do not use the machine if it is not in good working order and be sure to inform the staff of any problems.

2. Place the pitching machine on the ground being careful not to damage the feeder chute. The machine must be placed on top of the mat to keep it from scraping the ground and damaging the pitching machine. To adjust legs on the pitching machine, use the middle pushpins, adjust to desired height and allow the pushpins to snap into the openings.

3. Choose the correct ball feeder for the type of balls you're using large feeders for softballs the smaller feeder is for baseballs. Match the ball feeder bracket holes with the holes on the pitching machine. Put bolts in place and tighten.



4. Find the correct settings on the side of the pitching machine for the type of all you will be using place the bracket incorrect setting position and secure it in place by typing the bolts.

### CARE OF PITCHING MACHINES

1. Do not roll the pitching machine tire on the surfaces. This may damage the tire. If the tire becomes deformed, flat or damaged do not use it.
2. Abuse of the equipment may cause the ball shoot to weaken, crack or break. **DO NOT STAND PITCHING MACHINE ON THE CHUTE END.** Always hand check the ball chute before use. Do not use if there is a problem.
3. Do not allow the pitching machine to fall this may damage it.

### PITCHING MACHINE RULES AND GUIDELINES

1. Adjust the speed on the pitching machine being careful to match the machine ball speed to the batter's ability or level refer to the battingcage manual for dial setting/ speeds.
2. Allow the pitching machine to warm-up for approximately 1 min. before using it. After the warm-up test the positioning of that machine by feeding balls into it without a batter. Adjust the height and speed of the ball as needed before calling the first batter to the plate to bat.
3. It is **EXTREMELY IMPORTANT** that the operator makes sure that the area in front of the pitching machine and all the way to the target is cleared before feeding the machine.
4. The pitching machine operator must first signal the batter and establish eye contact before inserting the ball into the pitching machine. The operator should hold the ball the same way each time with feeding the ball into the machine. Operator should hold the ball high into the air where the batter can see the ball. Very Important: Before placing the ball into the feeding shoot the operator must look at the batter is watching and is ready to receive the pitch. He/she should then bring the ball down to the chute simulating live action so that the batter can see the ball correctly. The operator should watch the ball into the wheel, and then look up to see batter.

5. Do not put hands or fingers into the ball chute.
6. Do not throw high hopping grounders with the pitching machine
7. Keep hands and loose clothing away from moving tires on the pitching machine. Severe physical harm will result if tires catch body parts or clothing
8. Never let anyone except the adult supervisor or coach come behind the protective screen near the pitching machine.
9. Soft mushy or wet balls will affect accuracy of pitching and must not be used. Mixing different types of balls such as leather rubber etc. will affect consistency of pitching so for best accuracy throw only one type of ball at a time.
10. **DO NOT USE BALLS WITH THREADS!** They will "eat" the tire on the pitching machine any of these balls will not be permitted.
11. The pitching machine should never be left unattended when it is plugged in. Unplugged the machine from the outlet when it is not in use and before putting on taking off or adjusting parts.

### **STORAGE OF MACHINES**

1. The pitching machine is located in the large storage shed at the upper parking lot, along with the protective screen.
2. The pitching machine protective screen specific use balls and other batting cage equipment are to be obtained from the staff of **Ladera Little League** only.

### **SETTING UP BATTING CAGES**

Batting cage users who damage the equipment due to miss use will be responsible for full cost of damages and replacement. Batting cage supervisors/managers/coaches are responsible for making sure that those helping them to set up the cage do not in any way damage it.

## **BATTING CAGE SUPERVISION**

1. The manager or coach must always be present whenever the batting cage is in use.
2. Only two people are permitted in the cage at a time that batter and the pitching machine operator.
3. The batter must wear a helmet inside the batting cage.
4. Spectators must remain at least 3 feet away from the batting cage fence
5. No one is permitted to pull, hang, put their hands into or do anything to the batting cage netting that would in any way result in damaging it.

## **SECURING AND CLOSING UP: BATTING CAGES**

All equipment must be returned to its proper place when you have finished using the batting cage unless the group followings you will use the same equipment. Communicate with the staff to determine use once you have finished your session in the batting cage. If not, it is your responsibility to put supplies and the equipment away.



## **Field Inspections**

It the policy of Ladera Little League to conduct at least an annual inspection of all fields and to complete the Little League Facility Survey. In addition to the annual inspection of all fields, it is the responsibility of all managers, coaches, and umpires to inspect the field before all practices and games. At a minimum the inspection will include walking the field and checking for debris, foreign objects, and holes or unlevel ground. Additionally, the condition of fences, backstops, bases and the warning track will be inspected. Any dangerous conditions, or conditions which require repairs, should be reported to both the LLL Safety Officer and the LLL Fields Director.



## Equipment Inspections

It is the responsibility of all managers and coaches to inspect all equipment before all practices and games. At a minimum, the inspection will include checking the condition of helmets, bats, and catcher's gear. The availability of a fully stocked first aid kit and a working telephone will also be checked. Any dangerous conditions or conditions which require replacement or repairs should immediately be reported to the Ladera Little League Equipment Director.

## Facility Inspections

The Ladera Little League Safety Officer is responsible for ensuring that a Little League Facility Survey is conducted, and the results are submitted to Little League headquarters on an annual basis.



## Concession Stand Safety

- People working in the concession stands will be trained in safe food preparation training will cover the safe use of the equipment food handling and hygiene.
- Concession stand workers will wash their hands with soap and warm water before preparing food and as often as needed.
- Cooking equipment will be inspected periodically and repaired or replaced if need be.
- Natural gas or propane will be turned off at the grill and at the shut off valve after use.
- Cooking grease will be stored safely in containers away from open flames.

- Cleaning chemicals must be stored in a locked container.
- A certified fire extinguisher suitable for grease fires must be placed in plain sight at all times.
- All concession stand workers are to be instructed on the use of fire extinguishers.
- A fully stocked first aid kit will be placed in each concession stand.
- The concession stand main entrance door will not be locked or blocked while people are inside.
- Concession stand workers will be a minimum of 14 years of age at least one adults will be in the concession stand at all times; two adults if a minor is present.

## **Ladera Little League Safety Code**

- Managers and coaches should be familiar with training in first aid and a first aid kit should be carried at all times.
- Ensure that a cellular phone is available at all games and practices in case of an emergency.
- No games or practices shall be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play areas should be inspected frequently for holes, damages, glass, and other foreign objects.
- Only players, managers, coaches, and umpires are permitted on the playing field during games and practice sessions.
- All players should be alert and watching the batter on each pitch during practices and games.
- Inspect the equipment regularly and make sure it fits properly.

- Catchers must wear catcher's helmets, masks, throat protectors, shin guards, long model chest protectors, and protective support (male) at all times.
- Headfirst sliding is prohibited except when returning to a base.
- During sliding practice, bases should not be strapped down.
- "Horseplay" is not permitted on the playing field at any time.
- Parents of players who wear glasses should be encouraged to provide safety glasses.
- Catchers must wear catcher's helmets and masks with throat protectors when warming up pitchers. This applies to between innings and in the bullpen.
- Managers and coaches may not warm up pitchers before or during a game.
- On deck batters are not permitted except in junior and senior league divisions.
- Batters must wear Little League-approved helmets during batting practices and games.
- All gates to the field must remain closed at all times.
- Ensure players have removed jewelry or metal objects.
- Any spilled materials shall be cleaned as soon as possible.
- Keep safety in mind at all times and encourage all to think **SAFETY FIRST!**

# THE LITTLE LEAGUE TEN COMMANDMENTS OF SAFETY

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1. BE ALERT!
2. CHECK PLAYING FIELD FOR SAFETY HAZARDS.
3. WEAR PROPER EQUIPMENT.
4. ENSURE EQUIPMENT IS IN GOOD SHAPE.
5. ENSURE FIRST AID KIT IS AVAILABLE.
6. MAINTAIN CONTROL OF THE SITUATION.
7. MAINTAIN DISCIPLINE.
8. SAFETY IS A TEAM SPORT.
9. BE ORGANIZED.
10. HAVE FUN!

**REMEMBER, A SAFE LADDERA LITTLE LEAGUE SEASON DEPENDS ON YOU.**

## **10 Health Tips Youth Baseball Coaches Should Know**

*By: Jim Rogers, Certified Athletic Trainer, Temple University Hospital's Sports Medicine Center)*

1. The number one tip coaches should remember is that children are not adults and should not be treated as such. This may seem obvious but many adults do not realize children's bodies cannot take the same amount of physical stress that adult bodies can take. That is because children are still growing and therefore are more susceptible to injury.
2. Stretching the muscles related to the activity is very important for example if a child is pitching he should concentrate on stretching his arm and back muscles. If a child is catching the focus should be on the legs and back.
3. A good warm up is just as important as stretching. A warm-up can involve light calisthenics or a short jog. This helps raise the core body temperature and prepares all the body's muscles for physical activity.



4. Children should not be encouraged to "play through pain". Pain is a warning sign of injury. Ignoring it can lead to greater injury.
5. Swelling with pain and limitation of motion are two signs that are especially significant in children - do not ignore such symptoms. They may mean the child has a more serious injury than initially suspected.
6. Rest is by far the most powerful therapy in youth sports injuries. Nothing helps an injury heal faster than rest.
7. Children who play on more than one team are especially at risk for overuse injuries. Overuse injuries are caused by repetitive stress put on the same part of the body over and over again.
8. Injuries that look like sprains in adults can be fractures in children. Children are more susceptible to fractures, because their bones are still growing.
9. Children's growth spurts can make for increased risk of injury. A particularly sensitive area in a child's body during a growth spurt is the growth plate - the area of growth in the bone. Growth plates are weak spots in a child's body and can be the source of injury if the child is pushed beyond his limit athletically.
10. Ice is a universal first-aid treatment for minor sports injuries. Ice packs should be available at all games and practices. Ice controls the pain and swelling caused by common injuries such as sprains, strains and contusions.

For additional Little League safety tips please see their website at:  
<http://www.littleleague.org>

## CONCUSSION IN YOUTH SPORTS

Information for Parents



### SIGNS & SYMPTOMS

*If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:*

#### SIGNS OBSERVED BY PARENTS OR GUARDIANS

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

#### SYMPTOMS REPORTED BY THE ATHLETE

- Headache or "pressure" in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

**IT'S BETTER TO MISS ONE GAME  
THAN THE WHOLE SEASON.**



January 2021

### WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAD A CONCUSSION?

- 1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- 2. Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- 3. Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

#### IMPORTANT PHONE NUMBERS

FILL IN THE NAME AND NUMBER OF YOUR LOCAL HOSPITAL(S) BELOW:

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

Hospital Phone: \_\_\_\_\_

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

Hospital Phone: \_\_\_\_\_

**For immediate attention, CALL 911**

For more information, visit [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP)

# Sudden Cardiac Arrest

## Fact Sheet for Parents & Student Athletes



**This sheet has information to help protect your student athlete from Sudden Cardiac Arrest**

### Why do heart conditions that put student athletes at risk go undetected?

While a student athlete may display no warning signs of a heart condition, studies do show that symptoms are typically present but go unrecognized, unreported, missed or misdiagnosed.

- Symptoms can be misinterpreted as typical in active student athletes
- Fainting is often mistakenly attributed to stress, heat, or lack of food or water
- Student athletes experiencing symptoms regularly don't recognize them as unusual – it's their normal
- Symptoms are not shared with an adult because student athletes are embarrassed they can't keep up
- Student athletes mistakenly think they're out of shape and just need to train harder
- Students (or their parents) don't want to jeopardize playing time
- Students ignore symptoms thinking they'll just go away
- Adults assume students are OK and just "check the box" on health forms without asking them
- Medical practitioners and parents alike often miss warning signs
- Families don't know or don't report heart health history or warning signs to their medical practitioner
- Well-child exams and sports physicals do not check for conditions that can put student athletes at risk
- Stethoscopes are not a comprehensive diagnostic test for heart conditions

### Protect Your Student's Heart

Educate yourself about sudden cardiac arrest, talk with your student about warning signs, and create a culture of prevention in your school sports program.

- Know the warning signs
- Document your family's heart health history as some conditions can be inherited
- If symptoms/risk factors present, ask your doctor for follow-up heart/genetic testing
- Don't just "check the box" on health history forms—ask your student how they feel
- Take a cardiac risk assessment with your student each season
- Encourage student to speak up if any of the symptoms are present
- Check in with your coach to see if they've noticed any warning signs
- Active students should be shaping up, not breaking down
- As a parent on the sidelines, know the cardiac chain of survival
- Be sure your school and sports organizations comply with state law to have administrators, coaches and officials trained to respond to a cardiac emergency
- Help fund an onsite AED

### What happens if my student has warning signs or risk factors?

- State law requires student athletes who faint or exhibit other cardio-related symptoms to be re-cleared to play by a licensed medical practitioner.
- Ask your health care provider for diagnostic or genetic testing to rule out a possible heart condition.

**Electrocardiograms (ECG or EKG) record the electrical activity of the heart. ECGs have been shown to detect a majority of heart conditions more effectively than physical and health history alone. Echocardiograms (ECHO) capture a live picture of the heart.**

- Your student should be seen by a health care provider who is experienced in evaluating cardiovascular (heart) conditions.
- Follow your providers instructions for recommended activity limitations until testing is complete.

### What if my student is diagnosed with a heart condition that puts them at risk?

There are many precautionary steps that can be taken to prevent the onset of SCA including activity modifications, medication, surgical treatments, or implanting a pacemaker and/or implantable cardioverter defibrillator (ICD). Your practitioner should discuss the treatment options with you and any recommended activity modifications while undergoing treatment. In many cases, the abnormality can be corrected and students can return to normal activity.

**What is Sudden Cardiac Arrest?** Sudden Cardiac Arrest (SCA) is a life-threatening emergency that occurs when the heart suddenly stops beating. It strikes people of all ages who may seem to be healthy, even children and teens. When SCA happens, the person collapses and doesn't respond or breathe normally. They may gasp or shake as if having a seizure, but their heart has stopped. SCA leads to death in minutes if the person does not get help right away. Survival depends on people nearby calling 911, starting CPR, and using an automated external defibrillator (AED) as soon as possible.

### What CAUSES SCA?

SCA occurs because of a malfunction in the heart's electrical system or structure. The malfunction is caused by an abnormality the person is born with, and may have inherited, or a condition that develops as young hearts grow. A virus in the heart or a hard blow to the chest can also cause a malfunction that can lead to SCA.

### How COMMON is SCA?

As a leading cause of death in the U.S., most people are surprised to learn that SCA is also the #1 killer of student athletes and the leading cause of death on school campuses. Studies show that 1 in 300 youth has an undetected heart condition that puts them at risk.

### Factors That Increase the Risk of SCA

- ✓ Family history of known heart abnormalities or sudden death before age 50
- ✓ Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- ✓ Family members with known unexplained fainting, seizures, drowning or near drowning or car accidents
- ✓ Family members with known structural heart abnormality, repaired or unrepaired
- ✓ Use of drugs, such as cocaine, inhalants, "recreational" drugs, excessive energy drinks, diet pills or performance-enhancing supplements

# FAINTING IS THE #1 SYMPTOM OF A HEART CONDITION

## RECOGNIZE THE WARNING SIGNS & RISK FACTORS

Ask Your Coach and Consult Your Doctor if These Conditions are Present in Your Student

### Potential Indicators That SCA May Occur

- ▶ Fainting or seizure, especially during or right after exercise
- ▶ Fainting repeatedly or with excitement or startle
- ▶ Excessive shortness of breath during exercise
- ▶ Racing or fluttering heart palpitations or irregular heartbeat
- ▶ Repeated dizziness or lightheadedness
- ▶ Chest pain or discomfort with exercise
- ▶ Excessive, unexpected fatigue during or after exercise

## Cardiac Chain of Survival

Their life depends on your quick action!  
CPR can triple the chance of survival.

Start immediately and use the onsite AED.



**CALL**



**PUSH**



**SHOCK**

**KeepTheirHeartInTheGame.org**



# Fact Sheet for Parents & Student Athletes



**This sheet has information to help protect your student athlete from Sudden Cardiac Arrest**

To learn more, go to [KeepTheirHeartInTheGame.org](http://KeepTheirHeartInTheGame.org)

Get free tools to help create a culture of prevention at home, in school, on the field and at the doctor's office.

Discuss the warning signs of a possible heart condition with your student athlete and have each person sign below.

Detach this section below and return to your school.

Keep the fact sheet to use at your students' games and practices to help protect them from Sudden Cardiac Arrest.

-----  
I learned about warning signs and talked with my parent or coach about what to do if I have any symptoms.

STUDENT ATHLETE NAME PRINTED

STUDENT ATHLETE SIGNATURE

DATE

I have read this fact sheet on sudden cardiac arrest prevention with my student athlete and talked about what to do if they experience any warning signs, and what to do should we witness a cardiac arrest.

PARENT OR LEGAL GUARDIAN PRINTED

PARENT OR LEGAL GUARDIAN SIGNATURE

DATE

**While missing a game may be inconvenient, it would be a tragedy to lose a student athlete because warning signs were unrecognized or because sports communities were not prepared to respond to a cardiac emergency.**

## Keep Their Heart In the Game!



# Heat Illness



## Parents' and Coaches' Guide to Dehydration and Other Heat Illnesses in Children

These guidelines were developed to help parents and coaches increase the safety and performance of children who play sports in hot weather. Children who play sports or are physically active in hot weather can be at risk for heat illnesses. The good news is heat illnesses can be prevented and successfully treated.

Children sweat less than adults. This makes it harder for children to cool off. Parents and coaches must make sure that children take it slow to be sure they can get used to the heat and humidity gradually.

There are other reasons why a child may become ill from a heat illness. Those who have a low level of fitness, who are sick, or who have suffered from dehydration or heat illness in the past should be closely watched. A medical professional such as a certified athletic trainer (ATC) should be on site to monitor the health and safety of all participants during games and practice, especially when it is very hot and humid.

### Dehydration

Children get dehydrated if they do not replace body fluids lost by sweating. Being even a little dehydrated can make a child feel bad and play less effectively. Dehydration also puts children at risk for more dangerous heat illnesses.

#### Signs and Symptoms

- ◆ Dry mouth
- ◆ Thirst
- ◆ Being irritable or cranky
- ◆ Headache
- ◆ Seeming bored or disinterested
- ◆ Dizziness
- ◆ Cramps
- ◆ Excessive fatigue
- ◆ Child not able to run as fast or play as well as usual

#### Treatment

- ◆ Move child to a shaded or air-conditioned area.
- ◆ Give him or her fluids to drink.

#### "When can I play again?"

A child may be active again as soon as he or she is symptom-free. However, it's important to continue to watch the child.

*National*  
**SAFE  
KIDS**  
  
*Campaign*

**NATA**  
NATIONAL ATHLETIC TRAINERS' ASSOCIATION  
HEALTH CARE FOR LIFE & SPORT

## Heat Cramps

Heat cramps are a mild heat illness that can be easily treated. These intense muscle spasms usually develop after a child has been exercising for a while and has lost large amounts of fluid and salt from sweating. While heat cramps are more common in children who perform in the heat, they can also occur when it's not hot (for example, during ice hockey or swimming).

Children who sweat a lot or have a high concentration of salt in their sweat may be more likely to get heat cramps. Heat cramps can largely be avoided by being adequately conditioned, getting used to the heat and humidity slowly, and being sure a child eats and drinks properly.

### Signs and Symptoms

- ◆ Intense pain (not associated with pulling or straining a muscle)
- ◆ Persistent muscle contractions that continue during and after exercise

### Treatment

- ◆ The child should be given a sports drink to help replace fluid and sodium losses.
- ◆ Light stretching, relaxation and massage of the cramped muscles may help.

### "When can I play again?"

A child may be active again when the cramp has gone away and he or she feels and acts ready to participate. You can help decrease the risk of recurring heat cramps by checking whether the child needs to change eating and drinking habits, become more fit, or get better adjusted to the heat.

## Heat Exhaustion

Heat exhaustion is a moderate heat illness that occurs when a child continues to be physically active even after he or she starts suffering from ill effects of the heat, like dehydration. The child's body struggles to keep up with the demands, leading to heat exhaustion.

### Signs and Symptoms

- ◆ Child finds it hard or impossible to keep playing
- ◆ Loss of coordination, dizziness or fainting
- ◆ Dehydration
- ◆ Profuse sweating or pale skin
- ◆ Headache, nausea, vomiting or diarrhea
- ◆ Stomach/intestinal cramps or persistent muscle cramps

### Treatment

- ◆ Move child to a shaded or air-conditioned area.
- ◆ Remove any extra clothing and equipment.
- ◆ Cool the child with cold water, fans or cold towels (replace towels frequently).
- ◆ Have child lie comfortably with legs raised above heart level.
- ◆ If the child is not nauseated or vomiting, have him or her drink chilled water or sports drink.
- ◆ The child's condition should improve rapidly, but if there is little or no improvement, take the child for emergency medical treatment.

### "When can I play again?"

A child should not be allowed to return to play until all symptoms of heat exhaustion and dehydration are gone. Avoid intense practice in heat until at least the next day, and if heat exhaustion was severe, wait longer. If the child received emergency medical treatment, he or she should not be allowed to return until his or her doctor approves and gives specific return-to-play instructions.

Parents and coaches should rule out any other conditions or illnesses that may predispose the child for continued problems with heat exhaustion. Correct these problems before the child returns to full participation in the heat, especially for sports with equipment.



## Exertional Heat Stroke

Heat stroke is a severe heat illness that occurs when a child's body creates more heat than it can release, due to the strain of exercising in the heat. This results in a rapid increase in core body temperature, which can lead to permanent disability or even death if left untreated.

### Signs and Symptoms

- ◆ Increase in core body temperature, usually above 104°F/40°C (rectal temperature) when the child falls ill
- ◆ Central nervous system dysfunction, such as altered consciousness, seizures, confusion, emotional instability, irrational behavior or decreased mental acuity

### Other possible indicators include:

- ◆ Nausea, vomiting or diarrhea
- ◆ Headache, dizziness or weakness
- ◆ Hot and wet or dry skin
- ◆ Increased heart rate, decreased blood pressure or fast breathing
- ◆ Dehydration
- ◆ Combativeness

### Treatment

If there are no on-site medical personnel:

- ◆ Call emergency medical services for immediate transport to the nearest emergency medical facility. Begin cooling the child while waiting for and during transport to the emergency facility.

If there are on-site medical personnel:

- ◆ Locate medical personnel immediately. Remove extra clothing or equipment. Begin aggressive whole-body cooling by immersing the child in a tub of cold water. If a tub is not available, use alternative cooling methods such as cold water, fans, ice or cold towels (replaced frequently), placed over as much of the body as possible.
- ◆ Call emergency medical services for transport to the nearest emergency medical facility.

### "When can I play again?"

No child who has suffered heat stroke should be allowed to return until his or her doctor approves and gives specific return-to-play instructions. Parents should work with the child's doctor to rule out or treat any other conditions or illnesses that may cause continued problems with heat stroke. The child should return to physical activity slowly, under the supervision of an ATC or other qualified health care professional, especially for sports with equipment.

## Parents: How Much Should Your Child Drink When Active?

- ◆ Before activity in the heat, record your child's body weight. (Remember if your child has already been exercising in the heat, he or she may already be dehydrated.)
- ◆ Weigh your child again, after the activity is over.
- ◆ Compare your child's pre-activity body weight to his or her post-activity body weight.

If post-activity weight is less than pre-activity weight, your child is not drinking enough fluids while active. A loss of as little as 1 percent of body weight can cause a decrease in performance. Because scientists have proven that children replace less of their fluid losses when drinking water, you may want to offer a flavored sports drink to increase the amount of fluid your child consumes.



## Tips for Parents

- ◆ Before your child starts playing a sport, he or she should have a physical examination that includes specific questions about any history of heat illness.
- ◆ Tell your child's coach about any history of heat illness.
- ◆ Make sure your child is properly hydrated before he or she heads out the door to practice or a game. Give your children their own water bottles.
- ◆ Make sure your child's coach has your emergency contact numbers.
- ◆ Check that your child's league/team has an emergency action plan.

## Tips for Coaches

- ◆ Be aware of temperature and humidity levels. Change practice length, intensity and equipment use as the levels rise.
- ◆ It should be easy for children to drink fluids during practice, and you should remind them to drink regularly. Fluid breaks should be scheduled for all practices and become more frequent as the heat and humidity levels rise.
- ◆ Every athletic organization should have an emergency action plan for obtaining emergency medical services if needed.
- ◆ Always have contact information for parents available.

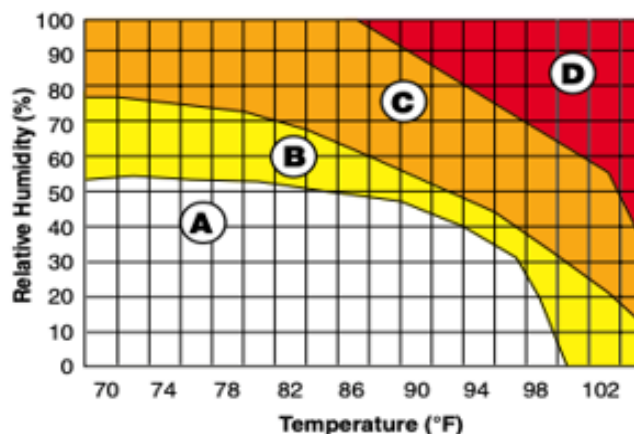
## Activity Guidelines

Fluid breaks should be scheduled for all practices and become more frequent as the heat and humidity levels rise.

Add 5°F to the temperature between 10:00 a.m. and 4:00 p.m. from mid-May to mid-September on bright, sunny days.

A. Children should receive a 5-10 minute rest and fluid break after every 25 to 30 minutes of activity.

B. Children should receive a 5-10 minute rest and fluid break after every 20 to 25 minutes of activity. Children should be in shorts and t-shirts (with helmet and shoulder pads only, not full equipment, if worn for activity).



C. Children should receive a 5-10 minute rest and fluid break after every 15 to 20 minutes of activity. Children should be in shorts and t-shirts only (with all protective equipment removed, if worn for activity).

D. Cancel or postpone all outdoor practices/games. Practice may be held in an air-conditioned space.



## LITTLE LEAGUE® CHILD PROTECTION PROGRAM

### PURPOSE

The safety and well-being of all participants in the Little League® program is paramount. Little League promotes a player centric program where young people grow up happy, healthy, and, above all, safe. Little League strives to create an environment that is as safe as possible both on and off the field. Little League does not tolerate any type of abuse against a minor, including, but not limited to, sexual, physical, mental, and emotional (as well as any type of bullying, hazing, or harassment). Little League’s goal is to prevent child abuse from occurring through required screenings, training and education, awareness, and mandated reporting of abuse.

Local Little League programs must establish a zero-tolerance culture that does not allow any type of activity that promotes or allows any form of misconduct or abuse (mental, physical, emotional, or sexual) between players, coaches, parents/guardians/caretakers, spectators, volunteers, and/or any other individual. League officials must remove any individual that is exhibiting any type of mental, physical, emotional, or sexual misconduct and report the individual to the authorities immediately. Local Little League programs who fail to enforce the zero-tolerance culture or fail to abide by the terms of this policy will face potential revocation or termination of their Little League charter.

**NOTE:** Commencing with the 2024 season, Little League has updated its Child Protection Program to include all the provisions of Little League’s Child Protection Policy into one, comprehensive document, which will be known as Little League Child Protection Program. Incorporating the Policy into the full Program, as outlined here, provides all the information a league needs regarding the protection of its players in one location that clearly outlines the requirements of the local league. The goal is to ensure that local leagues, parents/guardians/caretakers, and all volunteers in the local league understand the obligation and requirements of the local league regarding the protection of its players. Please note that going forward, Little League International will refer to these local league and volunteer requirements as the Little League Child Protection Program, and we will continue to provide educational resources to bring this essential program to life for local leagues and volunteers.

### APPLICABILITY

The Child Protection Program applies to anyone who has any involvement in a local Little League program, as well as anyone who participates in Little League-approved programs and activities, including, but not limited to, Board of Directors members, volunteers, managers, coaches, umpires, spectators, players, or anyone who provides regular services to the league and/or have repetitive access to or contact with players or teams. Anyone with questions on who the Child Protection Program applies to should contact Little League International at [SecuritySpecialist@LittleLeague.org](mailto:SecuritySpecialist@LittleLeague.org).

### ENFORCEMENT

Local leagues should establish a culture prohibiting any type of activity that promotes or allows any form of mental, physical, emotional, or sexual misconduct behavior between players, coaches, parents, volunteers, and any other individual. League officials must remove any individual that is exhibiting any type of mental, physical, emotional, or sexual misconduct and report the individual to the authorities immediately.

As part of the chartering process, local leagues agree to comply with all aspects of the Little League Child Protection

Program. Any violation of the Child Protection Program may result in the suspension or revocation of a local league's tournament privileges and/or charter by action of the Charter or Tournament Committees in South Williamsport, Pennsylvania.

Any questions regarding the interpretation of the Child Protection Program should be directed to Little League International at [SecuritySpecialist@LittleLeague.org](mailto:SecuritySpecialist@LittleLeague.org). The Little League Child Protection Program will be updated and modified as necessary.

## DEFINITIONS

Defining child abuse is the first step in battling it. Child abuse can take several different forms, and it is important to understand what is considered child abuse and other terms that are mentioned herein.

Abuse or Neglect: The Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C.A §5106g), as amended by the CAPTA Reauthorization Act of 2010, defines child abuse and neglect as, at a minimum, "any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation;" or "an act or failure to act which presents an imminent risk of serious harm."

Different types of Child Abuse or Neglect

- Neglect is the negligent failure of a minor's caretaker to provide adequate food, clothing, shelter, medical care, or supervision which threatens harm to a minor's health, safety, or welfare.
- Physical Abuse is any non-accidental, intentional, deliberate act that results in physical injury.
- Emotional and Psychological Abuse is any act that diminishes the sense of identity, dignity, and self-worth by humiliation, intimidation, verbal assault, and emotional deprivation.
- Sexual Abuse is any type of maltreatment, violation, or exploitation that refers to the involvement of the child in sexual activity to provide sexual gratification or financial benefit to the perpetrator.
- Bullying is the intentional, repetitive harmful act, words, and behavior that makes the victim feel hurt, scared, and/or ashamed. Bullying can also be an imbalance of real or perceived power between the bully and the victim. Different types of bullying include, but are not limited to, physical bullying, verbal bullying, emotional bullying, harassment, and hazing.
- Grooming is the process where an individual creates a relationship with a minor or the minor's family to gain trust so he or she can take advantage of a minor for a sexual purpose.

Child/Minor: Any individual who is younger than 18 years of age or who is not an emancipated minor.

League Programs and Activities: Any games, practices, tournaments, approved activities, and/or approved special games are considered Little League programs and activities.

Volunteer: Any person in the organization who provides regular service to the league and has contact with minors: coaches, managers, the Board of Directors, program workers, concession volunteers or workers, bus and carpool drivers, maintenance workers, or anyone that has repetitive access to or contact with players or teams.

## LOCAL LEAGUE CHILD PROTECTION REQUIREMENTS

All chartered Little League programs **must** adhere to the following requirements to remain affiliated with Little League Baseball and Softball:

**1. COMPLETE BACKGROUND CHECKS**

Utilize the Little League volunteer application form to conduct annual background checks on volunteers and prohibit anyone with any offenses that would disqualify them as a participant in any Little League activity.

**2. MANDATORY TRAINING & CONTINUING EDUCATION**

Annually require all volunteers to complete an Abuse Awareness Training provided by USA Baseball or a comparable training.

**3. MANDATORY REPORTING REQUIREMENTS**

Report Child Abuse, including sexual abuse involving a minor, to the proper authorities within 24 hours.

**4. NON-RETALIATION FOR REPORTING**

Adopt a policy that prohibits retaliation against “good faith” reports of child abuse.

**5. PROHIBIT ONE-ON-ONE INTERACTIONS**

Adopt a policy that limits one-on-one contact with minors without being in an observable and interruptible distance from another adult.

### **1. COMPLETE BACKGROUND CHECKS**

**A. VOLUNTEER APPLICATION**

All local leagues are required to use the [Little League Official Volunteer Application](#) for all managers, coaches, members on the Board of Directors, and any other person, or volunteer, who provides regular service to the league and/or has access to minors. The Little League Official Volunteer Application is available through the [JDP Quick App](#), within the Little League registration platform [through Sports Connect](#) or online at [LittleLeague.org/BackgroundChecks](#). The applicant must submit a government-issued photo identification card for the league to verify that the information on his/her volunteer application is correct. The completed volunteer application enables the local Little League program to run and review a background check.

An annual background check, in compliance with Little League Regulation I(c) 8 and 9, is required to be conducted on every individual before the applicant assumes **any** of his/her duties for the current season. The background check must, at a minimum, meet the standard of a nationwide criminal search, a national sex offender registry search, a review of the [U.S. Center for SafeSport’s Centralized Disciplinary Database](#) and the Little League International Ineligible/Suspended List. Information regarding free background check services is available at [LittleLeague.org/BackgroundChecks](#).

Each league shall have the right to interview applicants. The applicant must be interviewed by an approved board member. All volunteers selected to participate must be educated on Little League’s Child Protection Program and his/her role in the protection of minors in the program. The volunteer must also be advised that as a volunteer, he/she is a mandatory reporter per the [SafeSport](#) Law.



A minimum of three reference checks must be provided by each new volunteer. The board shall have the right to have an approved board member conduct reference checks before a new volunteer is allowed participation in a Little League program. All information from reference checks should be documented, dated, and signed by the board member conducting the reference check. Reviewing the reference check is important to determine if any information from the reference differs from what is represented on the volunteer application and/or during the review. A league is not required to conduct reference checks on returning volunteers.

**B. BACKGROUND CHECK PROCESS**

Per Little League Regulation 1(c) 8 and 9, every individual is required to complete a volunteer application **every year** before the applicant assumes *any* of his/her duties for the current season. The individual is required to consent to a background check during the volunteer application process. The local league Board of Directors must conduct, review, and verify that the background check process is completed.

The league's Board of Directors must review the results of the background check with the Little League Official Volunteer Application and a government-issued photo identification card to verify that the information provided on both is identical (full name, DOB, and address). The league should confirm that the full **legal** name is correct (for example, John J Smith JR. not Johnny Smith). Some states and local counties only provide full legal name, and DOB as identifiers for the National Criminal Database.

Little League provides every chartered league up to 125 free background checks through [JD Palatine \(JDP\)](#). JDP offers a quick and easy option for potential volunteers to complete their volunteer application and a background check in the same process – the [JDP QuickApp](#). To use this tool, the League Official needs the potential volunteer's full name and email address. The League Official will input the potential participant's information into the JDP platform, which automatically sends an email to the potential participant with a secure link to the Little League Official Volunteer Application for the potential volunteer to submit their own information for a background check.

For leagues that utilize [Sports Connect](#), there is an opportunity for potential volunteers to complete the Official

Little League Volunteer Application and background check in one platform. As the Preferred League Technology Platform Provider of Little League, Sports Connect is integrated together with JDP to provide a process for the league officer to review and approve a potential volunteer directly in the Sports Connect platform. For more information on how a league can utilize the Sports Connect/JDP Integration, visit [LittleLeague.org/JDPSC](http://LittleLeague.org/JDPSC).

Each October, the background check system will reset for the upcoming season. The background check must, at a minimum, meet the standard of a nationwide criminal search, a national sex offender registry search, a review of the U.S. Center for SafeSport's Centralized Disciplinary Database, and the Little League International Ineligible/Suspended List. Background checks conducted by JDP for local Little League programs include all of the required database searches. Background checks completed through JDP include a National Criminal File, plus Developed Names search and social security ID search. Local leagues may utilize other background check providers but will need to confirm the provider's ability to satisfy all of the above requirements for a complete search, which may require contacting Little League International for a review of the Little League International Ineligible/Suspended List.

**NOTE:** Some states have enacted laws that require additional background check requirements that are different from or supplement those mandated by Little League. For additional information on state requirements, visit [LittleLeague.org/StateLaws](http://LittleLeague.org/StateLaws). Local leagues are required to satisfy both the state-specific requirements and the Little League requirements.

C. OFFENSES THAT PROHIBIT PARTICIPATION

Local Leagues shall not permit any person to participate in any manner whose background check reveals a pending charge, conviction for, guilty plea, no contest plea, or admission to any crime involving or against a minor. An individual is also prohibited from participating as a volunteer if he/she appears on the [U.S. Center for SafeSport's Centralized Disciplinary Database](#) and/or Little League International Ineligible/Suspended List. A local league may impose stricter guidelines and prohibit any individual from participating as a volunteer if the league deems the individual unfit or inappropriate to work or volunteer in the league. If a potential volunteer appears on the National Sex Offender Registry, the league must contact Little League International at [SecuritySpecialist@LittleLeague.org](mailto:SecuritySpecialist@LittleLeague.org) before appointing the volunteer to participate in any capacity in the league. Little League International will advise of the next steps and aid the decision-maker in the process.

**NOTE:** If an individual involved with a league, or any activity of the Little League program, is under investigation for any type of child abuse, or has a pending charge against, or involving, a minor, that individual must be suspended until the outcome of the investigation or pending charges are complete and the allegations are resolved.

***If a local league becomes aware of information at any time, by any means whatsoever, that an individual, including, but not limited to, volunteers, or players has been charged with, convicted of, pled guilty, pled no contest, or admitted to any crime involving or against a minor, the local league must immediately contact the applicable governmental agency to confirm the accuracy of the information before allowing the volunteer to participate in their position or per their Little League Constitution suspend the volunteer until the information is received and reviewed.***

D. Properly Handling Sensitive Documents

The local Little League program must exercise due diligence to protect any information that is provided. To protect the privacy of volunteers and others, the following best practices have been established:

- The local League President shall only share, on a need-to-know basis, any personal, non-public record or information contained in the volunteer application or attached documents, with other League Officers to make personnel decisions.
- If a league is utilizing the JDP QuickApp, the records of a volunteer will remain on the JDP Portal as long as the local league is an active user with JDP.

If a league is still utilizing paper Volunteer Applications, the league must adhere to the following protocol:



- The local League President must maintain the record of a volunteer in a locked, secured location for at least two (2) years after the volunteer is no longer in the league. When it is time to dispose of these records, the records must be **shredded or confidentially destroyed**. All actions concerning these records must comply with any applicable laws.
- If a local Little League Board of Directors has records utilized for reviewing a potential volunteer's background check, the Board of Directors must maintain these records for the same length of time that the league maintains the volunteer's application. The records must be maintained in a locked and secured area, such as the League President's home, and not in a clubhouse or similar public facility. The records must also be properly shredded or confidentially destroyed when it is time to dispose of the records.

## **2. MANDATORY TRAINING AND CONTINUING EDUCATION**

Training and Education are important tools in the prevention of abuse. In 2018, the "Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017" became Federal law. As part of SafeSport, abuse awareness training has been highly encouraged for participants and volunteers in the Little League program. Commencing with the 2024 season, all individuals who complete the volunteer application for a league must annually complete Abuse Awareness Training. This includes anyone who wishes to be a manager, coach, member of the Board of Directors, volunteer, and any other person who provides regular services to the league and/or has repetitive access to or contact with players or teams. As part of creating a player-centric environment, each local league should also provide ongoing education to its members beyond the minimal required training. Each league should create a program within its league to keep parents, volunteers, and players informed in all aspects of player protection and safety.

### A. Mandatory Abuse Awareness Training

Annual Abuse Awareness Training, in compliance with Little League Regulation I(c)(10), is required to be conducted by every individual before assuming **any** of his/her duties for the current season. Each local league is permitted to determine which specific abuse awareness training program should be completed by their league. The Abuse Awareness training provided by USA Baseball is hosted by former Chicago Cubs catcher, David Ross. The free Abuse Awareness for Adults course provides resources to create a positive and safe environment for all athletes, coaches, parents, legal guardians, and umpires by understanding how to recognize misconduct and abuse of all types. Topics covered include how to identify and report incidents and what abuse awareness policies should be in place. The interactive Abuse Awareness training should take approximately 30 minutes. The training can be accessed at [USABDevelops.com/page/3532/courses](https://USABDevelops.com/page/3532/courses).

Leagues may consider other Abuse Awareness trainings such as the trainings provided by:

- U.S. Center for SafeSport  
[USCenterForSafeSport.org](https://USCenterForSafeSport.org)
- Darkness to Light  
[D2L.org](https://D2L.org)
- Abuse Prevention  
[AbusePreventionSystems.org](https://AbusePreventionSystems.org)

The league is responsible for verifying that each required individual has completed the training by obtaining

certificates of completion from each individual and retaining a copy of the certificate. The training must be completed on or after October 1 of each year to be considered valid for the upcoming season.

It is important that all volunteers in a league complete the training on an annual basis. Even though it may be a training the individual has completed in the past, it is important to keep the information that comes from this training fresh in everyone's mind. The more individuals in a league or involved in a league that have the information that the Abuse Awareness Training provides, the better.

B. Recommended Continuing Education Opportunities for Leagues:

To help create a player-centric environment, each league should implement the following continuing education for its members:

- **Meet with Volunteers:** As Little League is a volunteer-led program, membership in local leagues changes from year to year. It is important to hold regular meetings in which both volunteers and parents can talk about child abuse and ask questions. The Child Protection Program should be reviewed with participants annually. Since Little League could not exist without the time and effort from volunteers and parents, it is important to communicate directly with the volunteers. For that reason, the Little League Child Protection Program should be freely copied and distributed to all adults in the local league. Local Leagues are encouraged to maintain a link on their local league website to the Little League Child Protection Program.
- **Make Your Position Clear:** Little League has clearly defined rules for dealing with child abuse. Make adults and minors aware that the local league will not tolerate child abuse in any form. Suspected abuse must be reported and retaliation for good faith reporting is prohibited.
- **Stress the Role of Adults in Your League:** Minors should be encouraged to take an active role in protecting themselves, but the responsibility for ensuring their safety ultimately rests with the adults. Adults can identify potentially uncomfortable situations, for themselves, as well as for children. The welfare of the players in your league is the highest priority in any situation.
- **Advise Parents of Training Opportunities for Minors:** USA Baseball also provides Abuse Awareness for Minors training at [USABDevelops.com/page/3532/courses](https://www.usabdevelops.com/page/3532/courses). Parents should be advised of this resource that is available for their children.
- **Participate in ASAP:** More than 93% of leagues in the United States participate in the [A Safety Awareness Program \(ASAP\)](#). Basic safety procedures can help in the identification and prevention of child abuse. Leagues can also include their own additional best practices to prevent child abuse in their league's ASAP program. One of the requirements for the ASAP program is to properly distribute the plan, which should incorporate the Little League Child Protection Program.
- **Provide Additional Resources:** Many organizations will gladly assist your efforts to protect your players, several of which are listed below. Feel free to provide the name of the below organizations and the websites to parents, volunteers, umpires, as well as minors.
  - [SafeSport](#)
  - [SafetoCompete.org](#)
  - [USABDevelops.com/page/3532/courses](https://www.usabdevelops.com/page/3532/courses)
  - [National Center for Missing and Exploited Children](#)
  - [American SPCC](#)

C. Grooming

Grooming is a tactic used by sexual predators to methodically build a trusting relationship with victims, parents, and the community to place themselves in a position of trust, which the perpetrator then uses to draw the victim into a sexual relationship. Many times, the perpetrator becomes a family friend. Grooming can be subtle and hard to recognize. It's important to bring awareness of grooming to all individuals in the league. Understanding the grooming process and behaviors of grooming can help prevent abuse from occurring. The required Abuse Awareness training for all volunteers is one way to begin to raise awareness within the league of grooming. The more individuals in the league who are equipped with knowledge to understand and recognize grooming the better protected the children are within the league.

Leagues can use the following resources to help educate the members of the league on grooming:

**USA Center for SafeSport:**

- [What Parents Need to Know: Grooming in Sport](#)

**Safe to Compete:**

- [The Discussion Guide \(Ages 5-10\)](#)
- [The Discussion Guide \(Ages 11-17\)](#)
- [Tips for Protecting Child Athletes from Sexual Abuse](#)

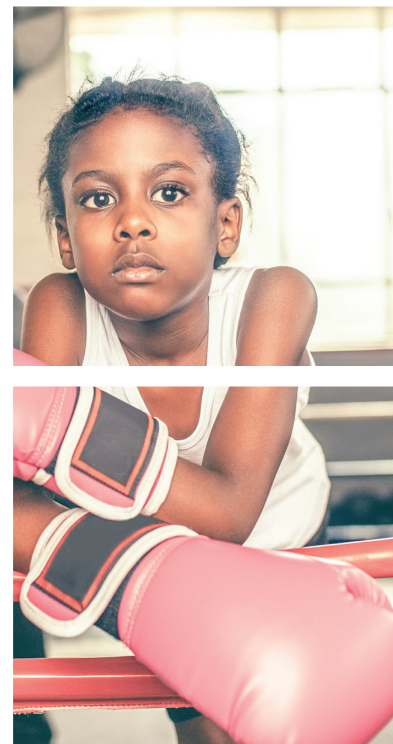
D. Bullying

Any type of bullying can have serious effects on players. Anyone who engages in harassment, in any form (verbal, physical, cyber, etc.), or commits violence or acts of intimidation shall be prohibited from participating in Little League. This applies to player-to-player, adult-to-player, player-to-adult, and adult-to-adult interactions. The League should strive to have a safe and encouraging environment for all individuals participating in the league. The following types of behavior are not accepted in the Little League culture and should not be tolerated at the Local League:

- **Physical Bullying:** Hitting, pushing, shoving, punching, strangling, hair-pulling, stealing, excessive tickling, or any other deliberate and inappropriate touching.
- **Verbal Bullying:** Hurtful, deliberate name-calling, banter, taunting, intimidating, threatening, gossiping, and teasing.
- **Emotional Bullying:** Rejection, terrorizing, extorting, humiliating, blackmailing, rating/ranking of personal characteristics, such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, and peer pressure.
- **Social/Cyber Bullying:** Deliberately excluding, alienating, ignoring, spreading rumors, impersonation, inappropriate photographs, video shaming, and hacking social media accounts.
- **Harassment:** Harassment includes bullying and all of the actions listed above, as well as subjecting someone to unwanted sexual advances, involving physical contact or explicit written or verbal language.
- **Hazing:** An initiation, ritual process involving different types of harassment that intentionally humiliates the individual or a group.

Leagues can use the following resources to help educate members of the league on bullying:

[Bullying 101: Understanding and Responding | Resources | USAB Develops](#)



## Discussion Guide: Ages 5-10

It's never too early to start the conversation about personal safety with your child.

### What to Talk About

#### TRUSTED ADULTS

Trusted adults are people a child can count on to make them feel safe, listen, and help.

TELL THEM

*"If anything ever makes you feel sad, scared, confused, or uncomfortable, you can always talk to a trusted adult and ask for help! If **any** adult says or does something to make you sad, scared, confused, or uncomfortable, you should tell another trusted adult about what happened."*

#### CHECKING FIRST

Kids are often trusting of offers from adults, but it's important that they check first with parents or guardians before accepting anything from or going anywhere with someone – even coaches or teammates' parents.

TELL THEM

*"It's important that I know where you are and who you are with. Check first with me before going anywhere, helping anyone, or accepting anything."*

#### IT'S OK TO SAY "NO!"

Children may not feel comfortable objecting to an adult who makes them feel sad, scared, confused, or uncomfortable, especially if they are made to feel that way by someone they know and may have trusted, like a coach or teammate.

TELL THEM

*"It's OK to say 'No!' to anyone, even an adult, who makes you feel sad, scared, confused, or uncomfortable. If someone touches you in a way that makes you feel uncomfortable you can say 'no' and 'stop'. If that ever happens tell me or another trusted adult about what happened."*

# How to Talk About it

## TACKLE THE TOUGH STUFF

The idea of discussing personal safety with younger children can be hard, especially safety issues involving sexuality. Children in various sports often find themselves being positioned, caught, assisted, “spotted”, or otherwise in appropriate physical contact with coaches. By having open conversations with children about their bodies and the types of appropriate touch, you empower children with the knowledge they need in order to recognize any inappropriate physicality from adults.

### TELL THEM

*“There are parts of your body that your bathing suit covers that are private. If anyone touches you there or anywhere else that makes you feel uncomfortable, tell them to stop and tell me or another trusted adult.”*

## IT'S ALL IN THE APPROACH

Kids are more likely to be open and honest with adults when they know they can count on them to listen attentively and react calmly. When discussing personal safety, it's important not to overwhelm or scare younger children. Try to keep the tone of discussion calm and conversational. If a child ever discloses an incident of abuse, do your best to respond in a measured and calm manner.

### TELL THEM

*“Telling me was the right thing to do. My job is to help keep you safe.”*

### TAKE ACTION

*Contact local law enforcement immediately. You should also contact the supervisors of the sporting program or the dedicated reporting tool for abuse – this may be a phone number or online platform. Call the National Center for Missing & Exploited Children® at 1-800-THE-LOST for additional assistance.*



## Learn Red Flag Behaviors

While these warning signs do not always indicate abuse, they do cross appropriate athlete-coach boundaries.

- ▶ Singling youth out for special attention or gift giving.
- ▶ Spending isolated one-on-one time with children such as in private practice sessions where others are not present.
- ▶ Touching children in ways not related to training for the sport.
- ▶ Telling youth sexual or inappropriate jokes and stories.
- ▶ Inappropriate comments on appearances.



[SafetoCompete.org](https://www.SafetoCompete.org)

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## Discussion Guide: Ages 11-17

Discussing personal safety is increasingly important as tweens and teens grow more independent.

### What to Talk About

#### CHECKING IN

Youth are often trusting of offers from adults, but it's important that they check first with parents or guardians before accepting anything from or going anywhere with someone – even coaches or teammates' parents.

TELL THEM

*"It's important that we communicate about where you are and who you are with. Check in with me before changing plans or going somewhere."*

#### PHYSICAL CONTACT

From stretching exercises to tackling drills, different sports require varying degrees of physical contact between athletes and coaching staff. Talking to adolescents about appropriate touch is important in helping them recognize any inappropriate contact by peers or adults.

TELL THEM

*"You have the right to tell anyone who touches you in a way that makes you feel uncomfortable to stop."*

#### POWER DYNAMICS

Child sexual abuse victims are often emotionally linked to their abusers, and these abusers are often authority figures. Coaches, training staff, and even team captains often wield a great deal of authority over younger athletes. This may deter victims from disclosing abuse in fear that they may lose their place on a team, be harmed, discredited, or otherwise retaliated against.

TELL THEM

*"No one has the right to threaten or coerce others. If they do, tell a trusted adult about what happened."*



# How to Talk About it

## DON'T EXAGGERATE

Teens may dismiss the message and real risks if they hear sensational stories.

## TALK OFTEN

It can be hard to engage older children and teens in serious conversations about their personal lives, safety, and other tough topics. You might strike out the first time you try to have these conversations but keep trying! The more often you discuss safety, the easier it gets.

## KEEP EMOTIONS IN CHECK

If a young person ever discloses a suspicion or incident of abuse, do your best to respond in a measured and calm manner. Reassure them that reporting the abuse was the right thing to do, and reaffirm that you are there to support them.

### TAKE ACTION

Contact local law enforcement immediately. You should also contact the supervisors of the sporting program or the dedicated reporting tool for abuse – this may be a phone number or online platform. Call the National Center for Missing & Exploited Children® at 1-800-THE-LOST for additional assistance.



## Learn Red Flag Behaviors

While these warning signs do not always indicate abuse, they do cross appropriate athlete-coach boundaries.

- ▶ Singling youth out for special attention or gift giving.
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- ▶ Touching children in ways not related to training for the sport.
- ▶ Telling youth sexual or inappropriate jokes and stories.
- ▶ Inappropriate comments on appearances.



The **US Center for SafeSport** accepts all reports of sexual abuse within the U.S. Olympic and Paralympic Movement. If you have reasonable suspicion of sexual misconduct or harassment, child abuse (including child sexual abuse), or intimate relationships involving an imbalance of power, report **online** or call **833-5US-SAFE**.



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**IT'S A PENALTY**



## Tips for Protecting Child Athletes from Sexual Abuse

Every child athlete deserves a safe and fun sports experience. Use these tips to help your child have one.



### Make a game plan

Ask these questions to find out if preventing child sexual abuse is a priority for your child's youth sports program.

- Are background checks performed on all staff with access to youth?
- Does staff receive training on recognizing and reporting child sexual abuse? How often?
- Is there a staff code of conduct/ethics? Does it address inappropriate behaviors?
- What is your organization's reporting procedure?



### Know the plays

Every youth-sports program should have policies addressing:

#### BULLYING AND HAZING

There should be a zero-tolerance policy.

#### COACH-ATHLETE COMMUNICATIONS

Parents should be included in all communications, including those via text message, telephone or social media.

#### LOCKER AND RESTROOMS

These areas should be supervised by two staff of the same sex as the children using them. Staff should respect children's privacy while supervising them. Parents should have access to the facilities in order to assist young children and those with disabilities.

#### SUPERVISION

Children should be supervised by at least two staff while at all team activities.

#### TRAVEL

Staff should not stay in the same hotel rooms as youth.

[SafetoCompete.org](https://www.SafetoCompete.org)



## Get off the bench

Those who sexually abuse children are often very good at manipulating both the child and their parents in order to get access to the child. Help protect your child by being an active participant in his or her athletic experience.

### GO TO PRACTICES AND GAMES

You'll be able to get to know the staff and monitor their treatment of children.

### TALK TO YOUR CHILD ABOUT BEING ON THE TEAM

If he or she does not like it, find out why. It may indicate a more serious problem or concern.

### HELP CHILDREN SET BOUNDARIES

Teach them they have the right to be treated with respect, even by adults.

### EMPOWER YOUTH TO SAY "NO"

Let them know it's OK to stand up to anyone who makes them feel confused or uncomfortable. Use role-playing scenarios to practice this skill.

### SPEAK UP

Address red flag behaviors by speaking with the team's coach. If the issue remains unresolved, discuss your concerns with the organization's administration.

### REPORT

Contact local law enforcement immediately. You should also contact the supervisors of the sporting program or the dedicated reporting tool for abuse – this may be a phone number or online platform.

Call the National Center for Missing & Exploited Children® at 1-800-THE-LOST for additional assistance.

### BE A TEAM PLAYER

Not all children have someone looking out for them. Bring up red flag behaviors even if your child is not the one being affected.



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#### E. Creating a Player-Centric Environment

Both children and adults may experience frustration at times. It is important to recognize when a person needs to take a break from activities to calm down. Adult volunteers should never escalate a situation when someone is upset. Instead, he/she should attempt to de-escalate any stressful situation.

Little League recommends that local leagues create and issue a “Code of Conduct” that is upheld by players, managers, coaches, board members, umpires, other volunteers, and parents. This should be reviewed each season to establish a safe environment for everyone involved with the local Little League season.

If an individual (player, volunteer, or parent) feels stressed out and cannot handle the situation, he/she should remove themselves from the area until the issue is de-escalated. These situations might include:

- A coach screaming at an umpire - the game should be paused until the coach and umpire can remove themselves until the issue is de-escalated.
- A player gets emotional about a bad play and starts to break down on his teammates - The coach should remove the player from the dugout until he can resolve the issue.
- A parent in the crowd that does not agree with the placement of their child in the lineup/field - A volunteer should remind the parent about respecting the game and ask them to step away or to respect the coach’s decision.

Create a positive area for players to enjoy the game and have fun by implementing a “Cheer Only Zone” at the field to remove the negativity for players. Leagues can utilize training tools for their board members on how to implement a positive coaching experience through:

- [Little League Diamond Leader Training Program](#) Focused on ensuring children have a positive, well-rounded experience on and off the field, the Little League Diamond Leader Training Program is a FREE educational resource that provides coaches with an understanding of the impact that mental, social, and emotional well-being has in youth sports through detailed information, interactive scenarios, and a variety of additional resources.

Through this course, which navigates Little League volunteers through real-life scenarios that are being faced in local leagues all around the world each year, coaches will have a better understanding of the impact he/she has on the players, both on and off the field.

- [Positive Coaching Alliance](#) (“PCA”) ○ PCA offers resources for coaches, parents, athletes, and leaders to make better athletes and better people. As young people return to playing sports after going through the trauma of being away from school, friends, and sports due to the coronavirus, we need to make sure our coaches are equipped with the skills to deal with their social and emotional needs.

## **3. MANDATORY REPORTING OF CHILD ABUSE**

When an allegation of abuse is made against a local Little League volunteer, the league must protect the child from any further potential abuse by keeping the alleged abuser away from all children in the program until the incident is reported to one or more of the below outlets **and** completely investigated. The Safe Sport Act extends mandatory reporting to all volunteers in the league. Fifty (50) States and the District of Columbia have enacted laws which address mandatory



reporting of child abuse to protect the health and safety of children. Little League has compiled a summary of all currently existing federal and state laws regarding mandatory reporting of child abuse at [State Specific Information on Child Abuse - Little League \(LittleLeague.org/StateLaws\)](https://www.littleleague.org/StateLaws). It is strongly recommended that local leagues consult with legal counsel in their jurisdiction to determine the applicability, if any, of federal, state and local requirements and laws to its programs regarding the reporting of child abuse. **An individual who is required, but fails to report suspected child abuse, is subject to criminal and civil penalties.**

A. Investigating Suspected Abuse

Once a report of abuse has been made, the league should promptly notify the alleged abuser that he/she is suspended from any involvement with the league until the investigation is completed. Little League urges local leagues to work with a lawyer who can advise them regarding the obligations of the league and advise about the rights of an alleged abuser. If the investigation substantiates the allegations, the local league must assure that the individual will not have any further contact with the children in the local league.

All information and statements received from the parties involved with the incident (suspect, victim, witness, etc.) must be passed onto the proper authorities. **Local Little League officials should not attempt to investigate suspected abuse. Let law enforcement and child services professionals conduct the investigation.**

B. Reporting of Suspected Abuse

As child abuse reporting laws vary from state to state, each league should refer to the law of its specific state for guidance. Federal law establishes a nationwide standard of duty to report suspected child abuse. Any volunteer who participates in the league must report suspected child abuse, including sexual abuse, within 24 hours to the proper authorities. If a case of abuse is suspected within a league, it must be reported to the appropriate child services organizations and/or local law enforcement, as well as to the League President and District Administrator. **REMEMBER: If you or someone else is in immediate and serious danger, you should call 911.** After making a report to law enforcement, the league may also consider contacting one of the following organizations for additional support:

- [U.S. Center for SafeSport](https://www.uscgsports.org/)
- [The National Center for Missing and Exploited Children's](https://www.nccmhc.org/)
- [The Childhelp National Child Abuse Hotline](https://www.childhelp.org/childabuse/)

After making a report of abuse or becoming aware of a report of abuse involving a volunteer in the league, the local Board of Directors must also notify Little League International by emailing [SecuritySpecialist@LittleLeague.org](mailto:SecuritySpecialist@LittleLeague.org).

C. Suspension/Termination

If allegations of abuse are made against an individual in the league, the local league must take steps to assure that the individual will not have any further contact with the children in the local league.

While allegations of abuse are under investigation or if criminal charges are pending, the league must promptly notify the individual that he/she is suspended until the matter is resolved by an external investigation or through the court system. While an individual is suspended, he/she may not volunteer in any local league activity.

If the allegations of abuse against an individual are substantiated, the local league must notify the individual that he/she is terminated from their position and may no longer volunteer for Little League in any capacity. The

Board of Directors should communicate with the members of their local league about the termination.

D. Communication from the League

The local league's Board of Directors must be prepared to contact parents if a substantiated abuse allegation is made against a volunteer or participant within their league. The league must remember that both parties (suspect and victim) have privacy rights. The league must only provide information available in a public record, without any commentary. Public records are documents received from a governmental body/agency that are available to the general public (such as police or sheriff's records, court records, a statement from the arresting police department). If a league is contacted by the media, assistance is available by contacting Little League International at [Media@LittleLeague.org](mailto:Media@LittleLeague.org). Additional tips on how to handle crisis communications can also be found at [LittleLeague.org/CrisisCommunications](http://LittleLeague.org/CrisisCommunications).

## **4. NON-RETALIATION FOR REPORTING**

A local league may not retaliate against any individual within the league who makes a good faith report of suspected abuse, even if the allegation is later determined to be unsubstantiated. Reporters of abuse cannot be afraid to come forward in cases where he/she either has firsthand knowledge of or a good faith belief that abuse has occurred, even if there is a possibility that the report is wrong. The local league should encourage all individuals in the league to be vigilant and observant in regard to the safety and protection of the children in the league. Many states provide immunity to those who report suspected child abuse in "good faith."

## **5. PROHIBIT ONE-ON-ONE INTERACTIONS**

Most child sexual abuse or grooming is perpetrated in isolated, one-on-one situations. By reducing such interactions between players and adult volunteers, you reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships. To minimize the chance of an individual's opportunity to groom or abuse a player, the



league must adopt a one-one-one policy relating to the interactions between a player and any adult volunteer of the league during the league's programs and activities. The League should adopt a policy prior to the start of the season and provide a copy to all volunteers within the league. At a minimum the policy should include the following:

- Volunteers are prohibited from being alone with a minor athlete during the league's programs and events unless:
  - There is an emergency.
  - There is written permission from the player's parent/legal guardian.
  - The volunteer is the player's parent/legal guardian, sibling, or personal care assistant.
- A Volunteer's interactions with players must be observable and interruptible by another adult.
- Volunteers are prohibited from contacting players directly through social media or electronic communication unless another adult volunteer or the player's parent/legal guardian is copied.
- Volunteers are discouraged from interacting one-on-one with unrelated minor athletes in settings outside of local league program and activities (such as the volunteer's home, a restaurant, a vehicle, personal communication including electronic communication).
- Players may not reside with unrelated volunteers for the purpose of participation qualification within the league.
- If a volunteer is in a position where he/she is left alone with a player, he/she should not leave the child so long as the volunteer has exhausted all the options above to comply with the guidelines of the policy. Likewise, if a child is injured and must be transported to a hospital, urgent care, or treatment center, the volunteer should not leave the child alone if all options have been exhausted to comply with the policy in an emergency where medical treatment is necessary.
- Physical contact between volunteers and players should be very limited. Some examples of appropriate physical touch include high fives or administering appropriate first aid.

## **SUMMARY**

The safety and well-being of all participants in the Little League program is paramount. The Little League Child Protection Program provides the necessary tools for local leagues to create an environment that is as safe as possible for its players. Protection begins at the local league level. Every local Little League program must place the safety and well-being of its players above all else. Each league must adhere to the requirements of the Child Protection Program and utilize the additional resources provided to customize its own program to protect its participants which meets the unique needs of the league. Parents/Guardians play a critical role in assuring the safety of their players. It is critical that leagues arm parents/guardians with awareness and share the Child Protection Program with everyone within the league. Little League International is available to offer assistance to local leagues regarding the Child Protection Program by contacting [SecuritySpecialist@LittleLeague.org](mailto:SecuritySpecialist@LittleLeague.org).

## The Little League Parent Volunteer Pledge

- I will teach all children to play fair and do their best.
- I will positively support all managers, coaches and players. I will respect the decisions of the umpires.
- I will praise a good effort despite the outcome of the game.

## Youth Sports Parent Code of Conduct

*(Please share with your team parents)*

Preamble:

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character".

I therefore agree:

- I will not force my child to participate in sports.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or sporting event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.

# Ladera Little League Code of Conduct

No board member, manager, coach, player, or spectator shall, at any time:

- Lay a hand upon, push, shove, strike, or threaten to strike an official.
- Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official, manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands, or anywhere on the LLL complex while in an intoxicated state. Intoxicated will be defined as an odor or behavior issue.
- Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- Smoke while in the stands or on the playing field or in any dugout. Smoking is not permitted in any public parks in the Los Angeles area.
- Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on a player during the course of the game.
- Speak disrespectfully to any manager, coach or representative of the league.

# LITTLE LEAGUE SAFETY PLAYING RULES & REGULATIONS



The following are Little League Rules and Regulations that are designed with the safety and well-being of the players in mind. Local leagues may add additional safety rules and/or guidelines but are not permitted to alter any of the following.

**NOTE:** Junior, Senior and Big League Rules and Regulations differ in some applications.

1. Regulation VI **Pitching Restrictions.**
  - *Pitching activity should be monitored on a regular basis by both the Player Agent and Safety Officer.*
2. Rule 1.08 (NOTE) **The On-deck Position is Not Permitted.**
  - *Players are not allowed to hold a bat in their hands until the umpire calls them to bat. At that point, they are permitted to pick up their bat (from a controlled area, bat rack, and proceed to home plate to take their position in the batter's box. They may take a couple of practice swings on their way to home plate.*
  - *Players are not permitted to take practice swings in between innings and/or while the pitcher is warming up.*
3. Rule 1.10 & NOTE **Bat Restrictions and Guidelines.**
  - *The traditional batting donut is not permissible.*
  - *Watch for metal bats without proper grip material.*
  - *Watch for metal bats that have flat spots or cracks.*
  - *Non-wood bats may develop dents from time to time. Bats that cannot pass through the approved Little League Bat Ring must be removed from play.*
4. Rule 1.11 (e) through (k) **Playing Uniform Restrictions.**
  - *Pins are not permitted on hats of players, coaches or umpires.*
5. Rule 1.16 **Batting Helmet Requirements and Restrictions.**
  - *Helmets must remain on until player has returned to the dugout area.*
6. Rule 1.17 **Athletic Supporter and Catching Gear Requirements.**
  - *All male players must wear athletic supporters.*
  - *Catcher's gear must fit properly to protect the player.*
  - *The catcher (males) must wear an athletic supporter, metal, fiber or plastic type cup, long model chest protector, catchers' helmet and mask with dangling throat guard, and shin guards.*
  - *The flap on long model chest protectors must never be turned up. This includes between innings.*
  - *A player warming up a pitcher must be wearing a helmet with mask and dangling throat protector as a minimum. A protective cup is optional*
  - *Catchers or any player shagging balls for the coach during infield or outfield warmups must have a helmet and mask on at all times*

7. Rule 1.17 (continued) **Athletic Supporter and Catching Gear Requirements.**
  - *Skull caps and other type hard hats are not permitted.*
  - *Throat guards (dangling type) are required on all catcher's helmets.*
  - *Two adults are not allowed during infield or outfield warm-ups at any time.*
  
8. Rule 2.00 (obstruction) **A Fake Tag is Considered Obstruction**
  
9. Rule 3.01 (a) & (b) **Game Preliminary Requirements.**
  
10. Rule 3.09 **Player, Manager and Coach's Conduct During Games.**
  - *Adults are not permitted to warm up pitchers or play catch at any time. There must only be one adult for infield and one for outfield warm-ups, the other person, if used, must be a player.*
  
11. Rule 3.14 **Keeping Playing Field (fair & foul territory) Clear.**
  - *Dead ball areas must be kept clean at all times. Playing equipment must be as far out of the way as possible.*
  - *Bats must be kept in a bat rack and never allowed loose in the dugout area.*
  
12. Rule 3.17 **Bench and Dugout Conduct and Restrictions.**
  - *Players in the dugout area must remain behind the protective fencing at all times, and away from the dugout openings.*
  
13. Rule 4.05 (all) **Requirements for Base Coaches.**
  - *Player coaches must wear a batting helmet at all times while coaching.*
  - *Base coaches may not wear a cast of any type.*
  - *The coaches shall not leave their respective dugouts until the pitcher has completed his/her preparatory pitches to the catcher.*
  - *Base coaches must pay attention to the ball at all times.*
  
14. Rule 5.10 (a) & (b) **Field Conditions.**
  
15. Rule 5.10 © **Incapacitated Players.**
  
16. 16. Rule 7.08 (a3 & a4) **Sliding.**
  - *A runner must slide or attempt to get around a fielder who has the ball and is waiting to make the tag.*
  - *A runner is not permitted to headfirst slide while advancing.*

## **FORMS TO FOLLOW**

What Parents Should Know About Little League Insurance

AIG Accident Notification

AIG Little League Accident Notification Instructions

Little League Claim Form Instructions

Little League Incident/Injury Tracking

Field & Game Safety Checklist





To: Ladera Little League Parents

From: Briana Balthazar, Ladera Little League Safety Officer (2024)

Re: WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by an employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area. A \$50 deductible applies for all claims, up to the maximum stated benefits.

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

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

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, date of service, procedure and diagnosis codes for medical services/ supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/ Letter of Denial for each charge directly to Little League

International, even if the charges do not exceed the deductible of the primary insurance program.

4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.

5. Limited deferred medical/dental benefits may be available for necessary treatment after the 52-week time limit when:

(a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.

(b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment.

Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.

No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons. Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in providing a better understanding of the operation of the Little League insurance program.

Regards,

*Briana Baltazar*

Ladera Little Safety Officer



# LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

**Send Completed Form To:**  
Little League® International  
539 US Route 15 Hwy, PO Box 3485  
Williamsport PA 17701-0485  
**Accident Claim Contact Numbers:**  
Phone: 570-327-1674

Accident & Health (U.S.)

- This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
- Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
- When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
- Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
- Limited** deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
- Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name				League I.D.	
Name of Injured Person/Claimant		SSN	Date of Birth (MM/DD/YY)		Age
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)		Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Address of Claimant			Address of Parent/Guardian, if different		

The Little League Master Accident Policy provides benefits in **excess** of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> PM	

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in **each** column:

- |                                           |                                                       |                                               |                                           |                                                                                                           |
|-------------------------------------------|-------------------------------------------------------|-----------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> BASEBALL         | <input type="checkbox"/> CHALLENGER (4-18)            | <input type="checkbox"/> PLAYER               | <input type="checkbox"/> TRYOUTS          | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES)                                                        |
| <input type="checkbox"/> SOFTBALL         | <input type="checkbox"/> T-BALL (4-7)                 | <input type="checkbox"/> MANAGER, COACH       | <input type="checkbox"/> PRACTICE         | <input type="checkbox"/> SPECIAL GAME(S) (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> CHALLENGER       | <input type="checkbox"/> MINOR (6-12)                 | <input type="checkbox"/> VOLUNTEER UMPIRE     | <input type="checkbox"/> SCHEDULED GAME   |                                                                                                           |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE(9-12)          | <input type="checkbox"/> PLAYER AGENT         | <input type="checkbox"/> TRAVEL TO        |                                                                                                           |
|                                           | <input type="checkbox"/> INTERMEDIATE (50/70) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM      |                                                                                                           |
|                                           | <input type="checkbox"/> JUNIOR (12-14)               | <input type="checkbox"/> SAFETY OFFICER       | <input type="checkbox"/> TOURNAMENT       |                                                                                                           |
|                                           | <input type="checkbox"/> SENIOR (13-16)               | <input type="checkbox"/> VOLUNTEER WORKER     | <input type="checkbox"/> OTHER (Describe) |                                                                                                           |

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature

**For Residents of California:**

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**For Residents of New York:**

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**For Residents of Pennsylvania:**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**For Residents of All Other States:**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)**

Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official	Position in League	
Address of League Official	Telephone Numbers (Inc. Area Codes) Residence: (    ) Business: (    ) Fax: (    )	

Were you a witness to the accident?     Yes     No  
Provide names and addresses of any known witnesses to the reported accident.

Check the boxes for all appropriate items below. At least one item in each column must be selected.

<b>POSITION WHEN INJURED</b>	<b>INJURY</b>	<b>PART OF BODY</b>	<b>CAUSE OF INJURY</b>
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards?     YES     NO  
If YES, are they  Mandatory    or     Optional    At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date	League Official Signature
------	---------------------------

## Little League® Baseball & Softball CLAIM FORM INSTRUCTIONS



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

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

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

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

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

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

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

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



## TREATMENT OF DENTAL INJURIES

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

## CHECKLIST FOR PREPARING CLAIM FORM

1. Print or type all information.
2. Complete all portions of the claim form before mailing to our office.
3. Be sure to include league name and league ID number.

### PART I - CLAIMANT, OR PARENT(S)/GUARDIAN(S), IF CLAIMANT IS A MINOR

1. The adult claimant or parent(s)/guardians(s) must sign this section, **if the claimant is a minor.**
2. Give the name and address of the injured person, along with the name and address of the parent(s)/guardian(s), if claimant is a minor.
3. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**
4. It is mandatory to forward information on other insurance. Without that information there will be a delay in processing your claim. If no insurance, written verification from each parent/spouse employer must be submitted.
5. Be certain all necessary papers are attached to the claim form. (See instruction 3.) Only itemized bills are acceptable.
6. On dental claims, it is necessary to submit charges to the major medical and dental insurance company of the claimant, or parent(s)/guardian(s) if claimant is a minor. "Accident-related treatment to whole, sound, natural teeth as a direct and independent result of an accident" must be stated on the form and bills. Please forward a copy of the insurance company's response to Little League International. Include the claimant's name, league ID, and year of the injury on the form.

### PART II - LEAGUE STATEMENT

1. This section must be filled out, signed and dated by the **league official.**
2. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**

**IMPORTANT:** Notification of a claim should be filed with Little League International within 20 days of the incident for the current season.

# Little League Incident/Injury Tracking Report

**For Local League Use Only**

## 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  Minor  Major  Intermediate (50/70)  
 Junior  Senior  Big League  
C.)  Tryout  Practice  Game  Tournament  Special Event  
 Travel to  Travel from  Other (Describe): \_\_\_\_\_

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

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

Type of injury: \_\_\_\_\_

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

Was professional medical treatment required?  Yes  No If yes, what: \_\_\_\_\_  
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

**Type of incident and location:**

A.) On Primary Playing Field  
 Base Path:  Running or  Sliding  
 Hit by Ball:  Pitched or  Thrown or  Batted  
 Collision with:  Player or  Structure  
 Grounds Defect  
 Other: \_\_\_\_\_

B.) Adjacent to Playing Field  
 Seating Area  
 Parking Area  
C.) Concession Area  
 Volunteer Worker  
 Customer/Bystander

D.) Off Ball Field  
 Travel:  
 Car or  Bike or  
 Walking  
 League Activity  
 Other: \_\_\_\_\_

Please give a short description of incident: \_\_\_\_\_

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

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at [http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf) and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: [http://www.littleleague.org/Assets/forms\\_pubs/asap/GLClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf).

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Field and Game Safety Checklist

**MANAGERS NAME:**

**FIELD:**

**DATE:**

**Time:**

<b>Field Condition</b>	<b>Yes</b>	<b>No</b>	<b>Catchers Equipment</b>	<b>Yes</b>	<b>No</b>
Backstop Intact			Hockey Catchers Helmet		
Home plate Intact			Dangling throat guard		
Bases Secure			Helmets		
Pitcher's Mound safe			Catcher's mitt		
Batter box lined/level			Chest Protector		
Infield fence repair			Shin guards		
Outfield fence repair			<b>Dugouts</b>	<b>Yes</b>	<b>No</b>
Foul lines marked			Fencing needs repair		
Infield need repairs			Bench needs repair		
Outfield need repairs			Trash Cans		
Warning Track			Clean up is needed		
Coaches boxes lined					
Free of foreign objects			<b>Spectator Area</b>	<b>Yes</b>	<b>No</b>
Grass surface even			Bleachers need repair		
			Protective screens ok		
<b>Player Equipment</b>	<b>Yes</b>	<b>No</b>	Bleachers Clean		
Batting Helmets			Parking area safe		
Jewelry Removed			<b>Safety Equipment</b>	<b>Yes</b>	<b>No</b>
Shoes/Bats inspected			First-aid Kit each team		
Face Mask (Minor/Mjrs)			Medical Release forms		
Proper Cleats			Ice Pack/Ice		
Athletic Cups (boys)			Safety Manual		
Full Uniform			Injury Report Forms		
			Drinking Water		

**REPORT ANY PROBLEMS TO YOUR COMMISSINER OR SAFETY OFFICER.**

**Turn this form into the concession stand or to your division Rep.**



# Little League® Volunteer Application – 2024

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



This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)(9). THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit [LittleLeague.org/LocalBGcheck](http://LittleLeague.org/LocalBGcheck) for more information.

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

All RED fields are required.

Name \_\_\_\_\_ Date \_\_\_\_\_  
First Middle Name or Initial Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # (mandatory) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

1. Do you have children in the program?  Yes  No  
If yes, list full name and what level? \_\_\_\_\_

2. Special Certification (CPR, Medical, etc.)? If yes, list: \_\_\_\_\_  Yes  No

3. Do you have a valid driver's license?  Yes  No  
Driver's License#: \_\_\_\_\_ State \_\_\_\_\_

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?  
If yes, describe each in full: \_\_\_\_\_  Yes  No  
(If volunteer answered yes to Question 4, the local league must contact Little League International.)

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)?  Yes  No  
If yes, describe each in full: \_\_\_\_\_  
(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)?  Yes  No  
If yes, describe each in full: \_\_\_\_\_  
(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list?  Yes  No

If yes, explain: \_\_\_\_\_

(If volunteer answered yes to Question 7, the local league must contact Little League International.)

In which of the following would you like to participate? (Check one or more.)

- League Official
- Umpire
- Manager
- Concession Stand
- Coach
- Field Maintenance
- Scorekeeper
- Other \_\_\_\_\_

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

Name/Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name (please print or type) \_\_\_\_\_

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

### LOCAL LEAGUE USE ONLY:

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_  
System(s) used for background check (minimum of one must be checked):

Review the Little League Regulation 1(c)(9) for all background check requirements

JDP (Includes review of the U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)\*

OR

- National Criminal Database check
- U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List
- National Sex Offender Registry

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

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

Proof of completion of Abuse Awareness Training for Adults provided to league