

# 2026

## Redwood Empire Little League Safety Plan



League ID Number 405-26-01

[www.redwoodempirelittleleague.com](http://www.redwoodempirelittleleague.com)

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## Presidents Message

At Redwood Empire Little League, the safety and well-being of our players, volunteers, and families is our top priority. Our commitment to creating a secure and supportive environment allows everyone to focus on what matters most—building skills, fostering teamwork, and enjoying the game.

This safety plan is a vital part of that commitment. It outlines the procedures, resources, and best practices to ensure that every game, practice, and event is as safe as possible. I encourage everyone—coaches, parents, and volunteers—to familiarize themselves with this plan and work together to uphold our shared responsibility for safety.

Thank you for being part of our Redwood Empire Little League family and for helping us create an environment where our players can thrive.

Play hard, stay safe, and have fun!

*Tyson Fisher*

President, Redwood Empire Little League Baseball

### RELL Board Members

Position	Name	Phone	Email
President	Tyson Fisher	707-599-9864	<a href="mailto:tyson@shafersace.com">tyson@shafersace.com</a>
Vice President	Mike Tyson	707-834-6230	<a href="mailto:ironmiket07@yahoo.com">ironmiket07@yahoo.com</a>
VP Senior League	Jasmine Ochoa	831-240-1128	<a href="mailto:jochoa97@yahoo.com">jochoa97@yahoo.com</a>
Secretary	Janne Debbets	707-845-0717	<a href="mailto:janne.debets@gmail.com">janne.debets@gmail.com</a>
Treasurer/League Info Officer	Crystal Mayberry	510-364-5682	<a href="mailto:cmorganmayberry@gmail.com">cmorganmayberry@gmail.com</a>
Safety Officer	Cary Knudson	701-238-5383	<a href="mailto:cary.knudson@gmail.com">cary.knudson@gmail.com</a>
Player Agent	Kristina Plotz	510-364-5682	<a href="mailto:kplotz15@gmail.com">kplotz15@gmail.com</a>
Concession Manager	Samantha Conrad	707-601-1635	<a href="mailto:samanthalconrad1@gmail.com">samanthalconrad1@gmail.com</a>
Umpire Chief	Mark Muelauer	707-496-5974	<a href="mailto:muhlbauermark@gmail.com">muhlbauermark@gmail.com</a>

### RELL Members

Equipment Coordinator	Greg Hall	707-498-5810	<a href="mailto:sequoiadogg@gmail.com">sequoiadogg@gmail.com</a>
District President	Russ Thacker	774-392-1488	<a href="mailto:thackerrst@yahoo.com">thackerrst@yahoo.com</a>

### Emergency Phone Numbers

<b>ALL EMERGENCIES</b>		<b>911</b>
St Joseph Hospital	2700 Dolbeer St, Eureka	707-445-8121
Emergency Room Direct		707-269-4250
Eureka Fire Dept.	533 C Street, Eureka	707-441-4044
Fire District # 1		707-445-4900
Sheriff's Dept.	<i>Redwood Fields Jurisdiction</i>	707-445-7251
Eureka Police Dept.	<i>Jacob Haney Jurisdiction</i>	707-441-4044
Highway Patrol		707-822-5981
Poison Center		(800) 222-1222
Child Welfare Services	24-Hour HotLine	707- 445-6180

**Redwood Fields:** 2508 Fern St., Cutten, CA

**Jacob Haney Field:** 2605 Union St, Eureka, CA

**Hartman/Kennedy Fields:** 3555 W St, Eureka, CA

**Always Call 911 When a Person :**

*Is unconscious*

*Has trouble breathing or is breathing in a strange way*

*Is bleeding severely*

*Has chest pain*

*Has possible broken bones or an injury to the head, neck, or back*

**WHEN IN DOUBT CALL 911!**

**Be Prepared To Tell:**

1. Location
2. Street Address
3. City
4. Directions
5. Telephone number from where the call is being made from
6. Your name
7. What happened (be brief but answer questions)
8. Your assessment of the condition of the injured party
9. Be able to tell what is being done for the injured party

## **RELL Managers and Coaches Code of Conduct**

## CODE OF CONDUCT

The board of directors of Redwood Empire Little League has mandated the following Code of Conduct. RELL wants to ensure that it provides its players, coaches and parents with a positive, safe and rewarding baseball experience. By example of behavior, the manager and coach of each RELL baseball team has a great impact on the team, the players' parents and other team supporters. The manager and coach have an affirmative obligation to create a constructive, enjoyable and non-hostile environment in which the game is played. As RELL strives towards the most positive experience possible, we are committed to the following standards for our managers and coaches. We ask each manager and coach of every RELL baseball team to read these standards and sign below to indicate his/her willingness to abide by them.

*All coaches and managers will read and commit to this Code of Conduct by signing a copy that will be kept on file, acknowledging that he or she understands and agrees to comply.*

- I will make the safety and welfare of each participant my number one priority.
- I will abide by a doctor's decision in all matters of a player's health and injuries and ability to play.
- I will not allow a player to enter or re-enter a game if there is any doubt as to the seriousness of the player's injury.
- I will treat everyone with respect regardless of race, sex, creed and ability.
- I will never use any physical means against spectators, players, officials, or other coaches.
- I will know the rules applicable to my league and will abide by those rules at all times and have a copy with me at all games.
- I will ensure that my team plays with the highest level of sportsmanship at all times and will not promote any actions that result in "running up the score" or otherwise embarrassing the opposing team.
- I will not unduly criticize players in front of spectators or other players. Any criticism I provide will be constructive in nature.
- I will not criticize, aggravate or incite the opposing team, coaches or fans, by word of mouth or gesture.
- I will refrain from using profanity.
- I will accept gracefully the decision of officials as being fair and called to the best ability of the official.
- I will raise any disputes I have regarding rules and their application or judgment calls in a dignified, brief and non-aggressive manner. To the extent satisfaction is not attained, I will simply play the game under appeal. I will make notice of any appeals to the Player Agent.
- I will not consume alcoholic beverages and/or appear under the influence of the same when dealing with youngsters.
- I will not utilize or allow players to utilize tobacco products, including smokeless or chewing tobacco, during games or practices.
- I will be responsible for the conduct of the players, coaches, parents and other supporters of my team members during games and practices and take reasonable action to secure their behavior with the principles of this Code of Ethics.
- Have in mind the league's best interest according to board policy and official rules.
- Please consult the board when discussing RELL business with outside entities.
- I will always do my best to make the experience fun for all participants.

*The Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.*

## RELL PARENT CODE OF CONDUCT

We, the Redwood Empire Little League, have implemented the following Sports Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign a copy this form, that will be kept on file, prior to their children participating in our league. Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

### ***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* • *Good Citizenship*

The highest potential of sports is achieved when competition reflects these “six pillars of character.”

### ***I therefore agree:***

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. 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 other sporting event.
6. 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.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

## RELL Safety Code of Conduct

*The Board of Directors of Redwood Empire Little League has mandated the following Safety Code. All managers and coaches will read this Safety Code and read it to the players on their team. Copies of signed Safety Code of Conduct for each team will be on file with the Safety Officer.*

- Responsibility for safety procedures belongs to every adult member of Redwood Empire Little League.
- Each player, manager, designated coach, umpire, and team safety officer shall use proper reasoning and care to prevent injury to himself/herself and to others.
- Only league approved managers and/or coaches are allowed to practice teams.
- Only league approved managers and/or coaches will supervise batting cages.
- Arrangement should be made in advance of all games and practices for emergency medical services.
- Managers, coaches and umpires have mandatory training in First Aid on **Wednesday, February 11th, 2026, 6:00 pm, Rob Bode Classroom.**
- First-aid kits are issued to each team manager during the pre-season and additional kits will be located at each Snack bar and in the equipment sheds behind the dugouts.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects.
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play".
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and designated coaches.
- Foul balls batted out of the playing area will be returned to the snack bar and not thrown over the fence during a game.
- During practice and games, all players should be alert and watch the batter on each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endangering spectators, (i.e., *playing catch, swinging bats etc.*)
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games.
- Except when a runner is returning to a base, head first slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.
- On-deck batters are not permitted. A player shall not approach home plate swinging a bat. **NO ONE SHALL SWING A BAT ANYWHERE BUT HOME PLATE.** Practice swings should be to the side of the batter's box.
- Managers will only use the official Little League balls supplied by the League.
  - Once a ball has become discolored, it will be discarded.
- All male players will wear athletic supporters or cups during games. Catchers must wear a cup. Managers should encourage that cups be worn at practices too.
- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector. Female catchers must wear long or short model chest protectors.
- All catchers must wear chest protectors with neck collar, throat guard, and shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- **All catchers must wear a mask with "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games.**

- Shoes with metal spikes or cleats are not permitted (unless in Jr./Sr. League. Shoes with molded cleats are permissible.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. *(Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)*
- No food or drink, at any time, is allowed in the dugouts. *(Exception: bottled water, Gatorade and water from drinking fountains)*
- Catchers must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) of shape, size, and weight consistent with protecting the hand.
- **Catchers may not catch, whether warming up a pitcher, in practices, or games without wearing full catcher's gear and an athletic cup as described above.**
- Managers will never leave an unattended child at a practice or game.
- No children under the age of 15 are permitted in the Snack bars.
- Never hesitate to report any present or potential safety hazard to the Safety Officer immediately.
- Make arrangements to have a cell phone available when a game or practice is at a facility that does not have public phones.
- Speed Limit is 5 miles per hour in roadways and parking lots adjacent to field.
- No alcohol or drugs are allowed on the premises at any time.
- No medication will be taken at the facility unless administered directly by the child's parent. *This includes aspirin and Tylenol.*
- No playing on and around lawn equipment, machinery at any time.
- No smoking is allowed anywhere within the little league complex.
- **No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.**
- No throwing rocks, climbing fences, or swinging on dugout roofs, or running in the bleachers.
- Observe all posted signs.
- Players and spectators should be alert at all times for foul balls and errant throws.
- All gates to the dugout area must remain closed during a game keeping access to the area limited to players and appropriate personnel.
- Bicycle helmets must be worn at all times when riding bicycles on the premises as well as to and from the premises.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.
- Managers will keep Medical Releases available at all times.

**NOTE: All Managers and Coaches must be nominated by the President and approved by the Board of Directors. All managers and coaches must have an updated 2026 volunteer application submitted through RELL Sports Connect. This includes all practice "coaches" and parent "coaches"- anyone working with the players.**



# Safety Requirements

## Little League Volunteer Application

Each person who volunteers for RELL will be required to complete a Little League Coaching and/or Volunteer Application. (see Appendix A, B & C)

Managers, coaches, board members, and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to or contact with players or teams must fill out an application form as well as provide a government-issued photo identification card for ID verification.

Anyone refusing to fill out a Volunteer Application is ineligible to be a league member.

## Background Checks

RELL will be using JDP & LiveScan for background checks. The JDP national Criminal File database contains more than 270 million records including criminal and sex offender registry records covering 50 states and the District of Columbia.

In order to help ensure the safety of the players, RELL will conduct a background check on all managers, coaches, RELL board members, parent volunteers, hired workers and any other individual that has repetitive contact with or access to the players or teams. Background checks must be conducted annually. Any individual who meets the above conditions and fails to submit a volunteer application will not be allowed to participate on behalf of RELL. No exceptions.

The Safety Officer (or other designee) will regularly provide the President with a list of individuals that have successfully passed the JDP & LiveScan background check and will note on the volunteer's application that the background check was successful. Should the results of any background check show grounds for disqualification or any questionable activity, the Safety Officer will provide the results to the President for his/her final determination. In some cases, the President may put the decision to the RELL board members. The President will be responsible for notifying any volunteers that they have passed/failed the background check. No manager, coach, volunteer or board member may perform any RELL related duties until they have successfully completed a background check.

## Skills Training

Mandatory: A minimum of one manager or coach per team is required to attend the Fundamentals Skills Training. All coaches and managers must attend fundamentals skills training at least every three years.

This year's training will take place on **Wednesday, February 11th, 2026, 6:00 pm, Rob Bode Classroom:**

Managers and coaches must complete the following training courses found at <https://www.littleleague.org/university/resources/training/>

*Abuse Awareness Training Course (yearly)*

*Little League First Aid Awareness*

*Diamond Leader Training Program (if participation in tournament play-one time only)*

## **First Aid Training**

Mandatory: A minimum of one manager or coach per team is required to attend the First Aid Training. All coaches and managers must attend First Aid Training at least once every three years. Licensed medical doctors, licensed registered and practical nurses, and paramedics are exempt.

First Aid Training will be held on **Wednesday, February 11th, 2026, 6:00 pm, Rob Bode Classroom.**

## **First Aid Kit**

Each team will be provided a fully stocked first aid kit that shall be kept in the dugout for all games and practices. There will also be a first aid kit located within the snack bar and also the equipment room behind each dugout. A case of cold compresses will be available in the snack bar at each field. A minimum of two cold compresses should be carried with the first aid kits.

***It is the manager's responsibility to notify the Safety Officer when any item becomes depleted.***

(Appendix L for list of required materials)

## **First Aid Procedures Manual**

First aid instructions for emergencies are located on the inside of each first aid kit. In addition, a first aid guide is included inside each equipment bag/ coaches packet. See section "Safety Procedural Guidelines" for common sports injury care procedures.

## **AED Machine**

Redwood fields is actively working on purchasing AED's for all fields in use.

## Equipment and Facility

### Required Player Equipment

**Batting Helmets:** Only approved Little League helmets shall be worn by players, meeting NOCSAE specifications and standards. Each team, at all times in the dugout, shall have seven (7) protective helmets which must meet NOCSAE specifications and standards. The league will provide these helmets at the beginning of the season. If players decide to use their own helmets, they must meet NOCSAE specifications and standards.

**– all batters, base runners, and players in coaches boxes must wear helmet**

Helmets for adult base coaches are optional. Use of a helmet by a player/base coach is mandatory. Helmets should be properly sized for the player to reduce the risk of head injury due to a helmet falling off. Helmets should have a warning label. Helmets with face guards are not required but parents are encouraged to consider this type of helmet as they can reduce the risk of dental or other facial injuries. Cracked helmets or helmets that have received a hard hit should be discarded as the material can be compromised even though there may not be any visible cracks. Umpires and catchers (see also Catchers section) must wear appropriate helmets, masks and other protective equipment.

**Catcher's Gear:** Catcher's gear is required for all games and practices. Male catchers must wear metal, fiber or plastic type cup and a long-model chest protector. Female catchers must wear long or short model chest protectors. All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards. All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games. All catchers must wear a catcher's mitt. Skullcaps are not permitted. Knee savers are encouraged, but not required.

**– all catchers; gear must be worn during pitcher warm-up, infield practice, while batter is in box**

**Gloves:** Multi-colored gloves can no longer be worn by pitchers.

**Athletic Supporter :** all male players -Metal, fiber, or plastic type cup – all male catchers

**Mouthguards:** Mouthguards can be purchased at many fine sporting good and retail stores. It is recommended that children with braces or other dental appliances utilize mouth guards specifically designed for this situation.

**Balls:** Regulation-sized ball for the game and division being played. Only Official Little League balls will be used during practices and games.

**Bats:** Regulation-sized bat – all batters; Little League (Majors) and younger baseball divisions must have bat market with BPF 1.15 (baseball)

Requirements (for Majors see below)

- Non-wood bats must meet the USA Baseball Bat standard (USABat) as adopted by Little League. It shall be a smooth, rounded stick, and made of wood or of material and color tested and proved acceptable to the USA Baseball Bat standard (USABat).
- Shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball's Youth Bat Performance Standard.
- No longer than 33 inches
- No more than 2 5/8 inches in diameter
- Bats may be taped or fitted with a sleeve for a distance not exceeding 16 inches from the small end
- Slippery tape or similar material is prohibited
- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
- Dented bats are prohibited

**Helpful Link:** <http://www.littleleague.org/learn/equipment/baseballbatinfo.htm>

**List of approved Little League bats:** <https://usabat.com/>

**Cleats:** All little league players are required to wear cleats. Metal cleats are not allowed.

## Required Field Equipment

- 1 st , 2nd and 3rd bases that disengage from their anchors
- Pitcher's plate and home plate
- Players' benches behind protective fences
- Protective backstop and sideline fences

## Equipment Reminders

- Make sure that the equipment issued to you is appropriate for the age and size of the kids on your team. If it is not, get replacements from the *Equipment Manager*.
- Replace questionable equipment immediately by notifying the *Equipment Manager or Safety Officer*.
- Make sure that players respect the equipment that is issued.
- If a player has their own equipment it can only be used if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book.
- At the end of the season, all equipment must be returned to the Redwood Empire Little League Equipment Manager with the First-Aid Kit and Safety Manual.

## General Facility Requirements

- All bleachers will have safety rails.
- All dugouts will have bat racks.
- The dugouts will be clean and free of debris at all times.
- Dugouts and bleachers will be free of protruding nails and wood splinters.
- Home plate, batter's box, bases and the area around the pitcher's mound will be checked periodically for tripping and stumbling hazards.
- Materials used to mark the field will consist of a non-irritating white pigment (no lime).

## Equipment/ Field Inspection

Prior to the start of the season, the *Equipment Manager* or his/her designees will inspect all league owned equipment, replace worn straps, worn helmet pads, etc., and discard cracked helmets and other damaged equipment. The *Safety Officer/Equipment Manager* or his/her designees will inspect the fields, bleachers, dugouts, fences, concession appliances, batting cages, pitching machines, extension cords, etc. and organize any repairs that may be necessary. The *Safety Officer/Equipment Manager* or their designees will inspect all maintenance equipment such as mowers, tractors, etc.

Coaches/managers should periodically inspect bats and helmets throughout the season. Any damaged equipment or illegal bats should be removed from the game/practice. If the equipment can be repaired, contact the *Equipment Manager*.

Coaches should visually inspect the field before the start of every game to ensure safety including fences, gates, bases and grounds. See Appendix M for checklist

Each team will be provided with a first-aid kit. See "First Aid Kit" section of the safety manual.

A coach/manager from each team should verify that they have a working phone (or cell phone) that can be used to contact public safety in case of an emergency prior to the start of games or practices.

## Storage Shed Procedures

The following applies to all of the storage sheds used by Redwood Empire Little League and further applies to anyone who has been issued keys by Redwood Empire Little League to use these sheds.

- Keys to the equipment sheds will only be issued by the President.
- A record shall be kept of all individuals possessing keys.
- Keys will be returned to the League President immediately once someone ceases to have responsibilities for equipment sheds.
- All storage sheds will be kept locked at all times.
- All individuals with keys to the equipment sheds are aware of their responsibility for the orderly and safe storage of heavy machinery, hazardous materials, fertilizers, poisons, tools, etc.
- Before the use of any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in storage sheds shall be properly marked and labeled and stored in its original container if available.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of immediately to prevent accidental poisoning.
- Keep products in their original container with the labels in place.
- Use poison symbols to identify dangerous substances.
- Dispose of outdated products as recommended.
- Use chemicals only in well-ventilated areas.
- Wear proper protective clothing, such as gloves or a mask when handling toxics.

## **Machinery Procedures**

- Tractors, mowers and any other heavy machinery will:
- Be operated by appointed staff only.
- Never be operated under the influence of alcohol or drugs (including medication)
- Not be operated by any person under the age of 16.
- Never be operated in a reckless or careless manner.
- Be stored appropriately when not in use with the brakes in the on position, the blades retracted, the ignition locked and the keys removed.
- Never be operated or ridden in a precarious or dangerous way (i.e. riding on the fenders of a tractor).
- Never left outside the tool sheds or appointed garages if not in use.

## **Snack Bar Safety**

### **Snack Bar Policy**

1. Snack Bar standards will meet our local board of health regulations.
2. Snack Bar Coordinator will hold a California Food Handler certificate.
3. Snack Bar Coordinator will assist in training Snack Bar volunteers in safe food preparation and use of equipment.
4. Food safety, and health safety recommendations will be visible and posted in Snack Bar.
5. No person under the age of 15 will be allowed behind the counter in the Snack Bar.
6. No children under 18 will be allowed to operate grills, deep fryers or any other cooking equipment.
7. All volunteers must wash their hands upon starting their shift.
8. Snack Bar workers must wash hands each time they use the restroom and after handling foreign objects.
9. Snack Bar workers will refer to the choking help guide posted in the snack bar, if necessary.
10. Cooking equipment will be inspected periodically. Damage and necessary repairs or replacement needs will be reported to the Snack Bar Coordinator.
11. Food covered at all times.
12. Cooking utensils will be washed and put away at the end of the day's games.
13. Freezer and refrigerator temps will be monitored weekly.
14. The snack bar main entrance door will not be locked or blocked while people are inside.
15. Cooking grease will be stored safely in containers away from open flames.
16. Propane tanks will be turned off at the grill and at the tank after use.
17. Carbon Dioxide tanks will be secured with chains so they stand upright and can't fall over. Report damaged tanks or valves to the supplier and Snack Bar Coordinator and discontinue use.
18. Cleaning chemicals must be stored in a locked container.
19. A Certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.
20. All Snack Bar workers are to be instructed on the use of fire extinguishers.
21. All Snack Bar workers are to be aware of the location of the first aid kit and cold compresses located in the concession stand.
22. Food not purchased by the RELL Snack Bar Coordinator to sell in its Snack Bar will not be cooked, prepared, or sold in the Snack Bar.

## Practice and Game Time Safety Tips

**NOTE: Coaches are not allowed to catch pitchers. This includes standing at the backstop during practice as an informal catcher for batting practice.**

### Conditioning and Stretching

Conditioning is a very important part in the prevention of accidents. Studies have shown that stretching and contracting of muscles before an athletic event improves general control of movements, coordination and alertness. Conditioning and stretching also help develop the strength and stamina needed for the average player to compete with minimum accident exposure. The purpose for conditioning and stretching is to improve the flexibility of various muscle groups and to prevent the tearing of the muscle due to overexertion. Never force a muscle group during stretching but rather in a gradual manner to encourage looseness and flexibility. Areas to stretch before an athletic event: neck, back, arms, thighs, legs, and calves. Hold the stretch for at least 10 seconds. **Don't bounce while stretching.**

Calisthenics should also be an important part of pregame warm up. This is another way to stretch the muscle group as well as increasing the heart rate. When warming up using calisthenics use at least 10 repetitions per exercise, and keep the pace up and vary between upper and lower body exercises

### Hydration

Regardless of the time of year or climate, children must be encouraged to drink fluids even when they do not feel thirsty. As coaches, we must remember that when children become physically active, their muscles generate heat thereby increasing their body temperature. As these temperatures rise, the cooling mechanism – sweat – kicks in. When sweat evaporates, the body is cooled. If these fluids are not replaced, children can become overheated.

**Managers and coaches should schedule water breaks every 30 minutes during practices on hot days, and should encourage fluid intake between every inning.**

Water is an excellent fluid, however, sports drinks and fruit juices can encourage children to drink more during events. If drinks are high in carbohydrates, they may cause stomach cramps, nausea and diarrhea when the child becomes active. Caffeine contained in tea, coffee, and colas should be avoided because it can dehydrate the body further.

### On-Deck Hitters

Little League rules strictly prohibit on-deck batters.

**League Age** is defined as the age of the player on August 31st of the current year. You can determine a players league age by using the calculator within the link below:  
<https://www.littleleague.org/play-little-league/determine-league-age/>

See Appendix F for more details.



## Pitching Guidelines/ Pitch Count

Every team manager shall be aware of the pitch count rules as posted in each dugout. Children are not encouraged to “play through pain.” Pain is a warning sign of injury and ignoring it can lead to greater injury.

Following a significant increase in “Tommy John” surgeries by younger pitchers, the American Sports Medicine Institute conducted a series of scientific studies to determine the significant contributors to arm problems. They examined a number of potential factors including, pitch counts, types of pitches, quality of mechanics and other factors. *The number of pitches thrown was found to be the most significant contributor to arm problems.* In fact, young pitchers who often pitched past the point of fatigue were 36 times more likely to end up having surgery. Participating in year-round baseball without sufficient rest (W-OLL suggests at least four months per year away from throwing) was also found to contribute to arm injuries.

RELL coaches and managers are expected to strictly adhere to Little League pitch count rules for baseball. A summary of the pitch count and rest rules are provided below. For complete rules see Section VI-Pitchers of the Little League Official Regulations and Playing Rules on the Little League App.

<b>Catching:</b>
Catchers 4 or more innings = Cannot Pitch (1 pitch caught in 4th inning = full inning)
Catches 1-3 innings & Delivers 21 or more pitches = Cannot Return to Catcher
<b>Pitching:</b>
6-8 years old - Max/day = 50 pitches
9-10 years old - Max/day = 75 pitches
11-12 years old – Max/day = 85 pitches
13-16 years old – Max/day = 95 pitches
<b>Mandated Days Rest:</b>
Age 14& under: 66 (or more) pitches = 4 calendar days rest; Age 15-16: 76 pitches (or more)=4 calendar days rest
Age 14 & under: 51-65 pitches = 3 calendar days rest; Age 15-16: 61-75 pitches=3 calendar days rest
Age 14 & under: 36-50 pitches = 2 calendar days rest; Age 15-16: 46-60 pitches=2 calendar days rest
Age 14 & under: 21-35 pitches = 1 calendar days rest; Age 15-16: 31-45 pitches= 1 calendar days rest
Age 14 & under: 20 (or less) pitches = 0 calendar days rest; Age 15-16: 1-30 pitches= 0 calendar days rest

All Ages: Cannot pitch in 3 consecutive days
If a pitcher reaches a day(s) of rest threshold while facing a batter, the pitcher may continue to pitch until any one of the following conditions occurs: (1) that batter reaches base; (2) that batter is retired; or (3) the third out is made to complete the half-inning or the game. The pitcher will only be required to observe the calendar day(s) of rest for the threshold he/she reached during that at-bat, provided that pitcher is removed or the game is completed before delivering a pitch to another batter.

See Appendix D & E for pitch count/tracking documents

**A Calendar Day of Rest** is defined as a complete calendar day off. For example, a 12 year old who throws 35 pitches on a Saturday morning is not eligible to pitch until Monday. If there is a game on Sunday night, he/she is not eligible to pitch in that game.

### Exceptions:

1. A pitcher may complete the batter if he/she reaches their pitch limit in the middle of an at bat.
2. A pitcher may not pitch in more than one game per day.
3. A player who has caught 4 or more innings in a game may not pitch that day.
4. A pitcher who throws 41 or more pitches in a game cannot play catcher for the rest of that day.
5. 12 year olds cannot pitch in the minors. \*Little League Rulebook - Regular Season Pitching Rules VI(c)

### Pitch Tracking Tips:

- Have your scorekeeper track pitches on GameChanger - allowing for accuracy and transparency.
- Have your official scorekeeper track pitch count.
- Track balls/strikes/fouls/HBP on the score sheet.
- Track pitches on a separate tally sheet.
- Use a pitch counter.
- Record final tally on the score sheet for the coaches/managers.

### Game Day Tips:

- Make sure the pitcher is warmed up properly before throwing in a game.
- Returning pitchers are allowed 8 warm-up throws (or 1 minute) before the start of an inning. *Use them!*
- Utilize a “bullpen” catcher to warm up your pitcher between innings.

### Practices

Pitches thrown in practice and during warm-up do not count toward the Little League pitch count. However, we ask that all coaches/managers be mindful of the amount of pitches thrown during practice and games.

*Note: Rules for tournament play may vary.*

## Safety Procedural Guidelines

### Communicable Disease Procedures

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

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

### When an Injury Does Occur

#### *Do:*

1. Reassure and aid children who are injured, frightened, or lost.
2. Provide, or assist in obtaining medical attention for those who require it.
3. Know your limitations.
4. Assist those who require medical attention. When administering aid, remember to LOOK for signs of injury (blood, black and blue areas or deformity of joints, etc.).
5. LISTEN to the injured to describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an injured child.
6. FEEL gently and carefully the injured areas for signs of swelling, or grating of a broken bone.
7. Have your players' medical Clearance Forms with you at all practices and games.
8. Report the incident to the *Safety Officer or League President*.

#### *Don't:*

1. Administer any medication.

2. Hesitate in giving aid when needed.
3. Be afraid to ask for help if you're not sure of the proper procedures (i.e. CPR, etc.)
4. Leave an unattended child at a practice or game.
5. Hesitate to report and present any potential safety hazard to the *Safety Officer*.

## Treating Sports Injuries

For a general guide on treating sports injuries, remember the word **PRICES**:

**PROTECTION REST ICE COMPRESSION ELEVATION SUPPORT**

**PROTECT** the injured part of the body. For example, use crutches for an ankle or knee injury.

**REST** the player and avoid using an injured part. There are different degrees of rest that are appropriate for different injuries at different stages of recovery. Usually rest initially means avoiding the activity that created the injury. The most obvious treatment for an overuse injury is rest.

**ICE** the injury. It makes your player more comfortable, eases the pain and reduces swelling and inflammation

**COMPRESSION** should be applied carefully to keep swelling to a minimum. You must be cautious with elastic bandages. They must not be applied tightly enough to cause more swelling below the bandage.

**ELEVATION** of the injured part decreases pooling of blood and other fluids in the area, thereby helping to keep the swelling down. The most effective elevation is with the injured part higher than the heart.

**SUPPORT** the injured part as necessary with taping or some type of functional bracing to guard against re-injury.

## Concussions:

Redwood Empire Little League cares deeply about the safety of its players. In accordance with California state law and Little League policies, we have therefore adopted the following policy relating to concussions.

### Players Who Have Suffered Possible Concussion

Pursuant to CDC training and RELL policy, any RELL player who has received a blow to the head and demonstrates one or more signs/symptoms of a concussion during practice or a game must be seen by a medical professional to rule out concussion. That player may not resume playing for his/her team, in either practices or games, until the player's head coach receives written medical clearance from the player's medical provider. The medical clearance must state either: (1) The player did not receive a concussion from the blow to the head; or (2) The player did receive a concussion from the blow to the head, but has sufficiently recovered such that he/she can return to play.

### **Distribution of Materials**

The league will provide all coaches with handouts about concussions from the CDC to keep with their scorekeeping materials. These brief materials will remind coaches of proper action in case of a possible concussion. These materials will also be placed in the Snack Shack.

**Communication To Community** The league will post this policy, along with links to important material, on its website.

(see Appendix G)

**Nose Bleeds:** Nosebleeds can be messy and embarrassing, but usually are not too serious. Should one occur to one of your players, have them sit down and hold their head level. Tilt the head forwards and pinch both nostrils by having them squeeze with their thumb and index finger for 10 minutes. If it continues to bleed, apply pressure for another 10 minutes. If it continues to bleed, seek medical attention.

**Tooth loss:** You have one hour to save a tooth. A permanent tooth (you need not get excited about baby teeth) should be placed back where it came from if NOT contaminated, but do not touch the root. The blood and saliva will protect it until you reach medical assistance. If you can't replace the tooth, keep it wet. Cold milk is the best option if possible.

**Heat Exhaustion:** Children are more susceptible to heat related illnesses than adults. Make sure you always have water at practices and encourage the players to have plenty of fluids before games and practices. The symptoms of heat exhaustion are headache, nausea, weakness, fatigue, dizziness, cramps, and the skin cool and clammy. When noted, the player should be taken to a shaded/cooler place; remove or loosen tight clothing, drink small amounts of water continuously; place cool, wet cloth on their forehead; and when better encourage parents to take the player home. Do not let players re-enter a game. Heat exhaustion untreated can lead to Heat Stroke, which can be a fatal condition. Again, drinking water before and during the game can prevent this condition.

**Sprains and Strains:** To prevent muscle-tendon type injuries, Lewiston Little League emphasizes the importance of stretching and warm up before games and practices. The technique of **PRICES** should be applied to treat a sprain or strain.

## **Return to Play Guidelines**

If an athlete has been injured or ill but seems to have recovered, you may need to decide whether the athlete can safely return to play. An injury which does not receive proper medical attention in a timely fashion may sometimes cause that injury to become worse.

### **Guidelines**

1. Discourage the athlete from returning to play if he or she feels unable to participate.
2. The absence of pain does not signify the injury is not serious. Do not return an athlete to play simply because he or she says the pain is minimal.

3. With an injury causing pain, swelling, or redness, do not ask the athlete to try to “walk it off”. Movement may aggravate the injury.
4. Do not let the athlete move at all with any suspected injury to the head, neck or back. Do not let others touch the athlete or roll him or her over. Call EMS personnel immediately.
5. An athlete with any of the following signals needs **IMMEDIATE MEDICAL CARE**:
  - A. Deformity of a limb
  - B. Any extreme localized pain.
  - C. Joint pain.
  - D. Altered level of consciousness, including drowsiness, disorientation, seizure, or unconsciousness.
  - E. Repeated vomiting or diarrhea
  - F. Unequal pupil size
  - G. Severe bleeding
  - H. Breathing difficulty or breathing irregularly
  - I. Fluid leaking from nose or ears
  - J. Chest pain.
6. When in doubt, play it safe and do not let the athlete return to play.
7. Following a serious injury or illness, return to play should be guided by a physician’s recommendation. These include injuries or illnesses that have resulted in:
  - A. Unconsciousness
  - B. Concussion
  - C. Surgery
  - D. Missing more than 7 consecutive days of training
8. Only when none of the above conditions are present is it safe to allow the athlete to return to play. However, never try to advise a reluctant athlete to return. Any athlete who does not return to play should be watched closely for any signal that the injury or illness is significant.

## Transportation

Before any manager or designated coach can transport any child, other than his/her own, anywhere, he or she must:

1. Have a valid California Driver’s License.
2. Submit a Photostat copy of his or her Driver’s License to the Player Agent so the driving record can be checked.
3. Submit a Photostat copy of proof of insurance to the Player Agent. (Must have Uninsured Motorist coverage)
4. Wear corrective lenses when operating a vehicle if the Driver’s License stipulates that the operator must wear corrective lenses.
5. Notify the Player Agent of who is driving and when at least 24 hours prior to departure.

## Little League Child Protection Program

RELL takes our responsibility to provide a safe environment free from sexual or other forms of child abuse very seriously. To that extent, RELL has adopted the Little League International policy for Child Protection. We believe this will help ensure not only a positive atmosphere for our players but also a safe one free from abuse.

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 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). The severity of these types of incidents is life-altering for the child and all who are involved.

The goal of the Little League Child Protection Program is to:

- Prevent child abuse from occurring through an application screening process for all required volunteers and/or hired workers, ongoing training for its staff and volunteers, increased awareness, and mandatory reporting of any abuse.
- Little League is committed to enforcing its Child Protection Program, as highlighted below under “Enforcement.”
- RELL has 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.
- Little League continues to keep up-to-date with all of its safety policies and procedures within the Little League Child Protection Program.
- The Child Protection Program provides the resources necessary for a local league Board of Directors to successfully fulfill its requirements.

Please follow the below link to learn more about this policy:

<https://www.littleleague.org/university/articles/abuse-awareness-training-course/>

## Weather Safety

Our weather in Humboldt County is generally mild but there are those days when the weather turns bad and creates unsafe weather conditions. These are the steps to take to determine whether to delay or stop practice or play.

### Rain

If it begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
2. Determine the direction the storm is moving.
3. Evaluate the playing field as it becomes more and more saturated.
4. Stop practice if the playing conditions become unsafe -- use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

### Lightning

If you can HEAR, SEE, OR FEEL A THUNDERSTORM, SUSPEND ALL GAMES AND PRACTICES IMMEDIATELY. Stay away from metal objects. Don't hold metal bats. Have players walk, not run, to their parent's or designated driver's car and await a decision on whether to continue play. Players and Coaches are not permitted to stay in the dugouts during a thunderstorm.

*Consider the following facts:*

- The average lightning strike is 6 - 8 miles long.
- The average thunderstorm is 6 - 10 miles wide and travels at a rate of 25 miles per hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm's overhanging anvil clouds.
- On the average, thunder can only be heard over a distance of 3-4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

### *Rule of Thumb*

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety- regardless of whether or not the lightning detector has been used and has gone off or if the "flash-bang" proximity measure applies.

### *Where to Go?*

No place is absolutely safe from the lightning threat, but some places are safer than others. Large shelters (substantially constructed buildings) are the safest! For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

### *Where NOT to Go!!*

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.



***WHEN YOU SEE IT - FLEE IT WHEN YOU HEAR IT - CLEAR IT*****Hot Weather:**

One thing we don't get in Eureka is hot weather, but precautions still must be taken in order to make sure the players on your team do not dehydrate or hyperventilate.

1. Suggest players take drinks of water when coming on and going off the field between innings.
2. If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout A.S.A.P.
3. If a player should collapse as a result of heat exhaustion, call 9-1-1 immediately.
4. Get the player to drink water and use the instant ice bags supplied in your First-Aid Kit to cool him/her down until the emergency medical team arrives.

**Ultra-Violet Ray Exposure:**

This kind of exposure increases an athlete's risk of developing a specific type of skin cancer known as melanoma. The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time that they are 18 years old. Therefore, VPLL will recommend the use of sunscreen with a SPF (sun protection factor) of at least 15 as a means of protection from damaging ultraviolet light.

## Accident/Incident Reporting Procedure

### What to report?

Incidents that cause any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

### When to Report?

All accidents and injuries shall be reported to the league safety officer within 24 hours. The Safety Officer's contact information will be posted at all times on the main message board outside the snack bar. After notification the *Safety Officer* will notify the *RELL President* in which all information will be recorded and the proper forms completed and mailed to the insurance representative. If the safety officer is unavailable, the *RELL President* is to be notified of the accident or injury. If the *RELL President* or *Safety Officer* cannot be located on the facility grounds, any board member can be notified of the accident or injury (see list of phone numbers located on page (2) in this Safety Plan manual). Please utilize the link below to access the proper form for reporting an accident

Accident Notification Form:

<https://www.littleleague.org/downloads/accident-claim-form/>

Claim Form Instructions:

<https://www.littleleague.org/downloads/accident-claim-form-instructions/>

## How to file a formal Incident Report

Incident reports can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

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

Fill out the **Accident Notification Form** (Appendix J) and submit it to the Safety Officer within 24 hours of the incident. The Team Manager will be responsible for filling out the form and turning it into the Safety Officer.

Accidents occurring outside the team (i.e. spectator injuries, Snack bar injuries and third party injuries) shall be handled directly by the Safety Officer.

### **Safety Officer's Responsibilities for Incident Reports**

24 hours of receiving the **Accident Investigation Form** the Safety Officer will contact the injured party or the party's parents and verify the information received; Obtain any other information deemed necessary and check on the status of the injured party; and in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, et.) will advise the parent or guardian of the *Redwood Empire Little League insurance coverage* and the provision for submitting any claims. If the

extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered “closed” (i.e. no further claims are expected and/or the individual is participating in the League again).

## Insurance Policies

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball, Incorporated. Redwood Empire Little League Seniors, Majors and Minor League participants shall not participate as a Little League Seniors, Majors and Minor League team in games with other teams of other programs or in tournaments except those authorized by Little League Baseball, Incorporated. Unless expressly authorized by the Board of Directors, games played for any purpose other than to establish a League champion or as part of the International Tournament are prohibited.

## Explanation of Coverage

The Little League’s insurance policy is designed to afford protection to all participants at the most economical cost to the league. It can be used to supplement other insurance carried under a family policy or insurance provided by a parent’s employer. If there is no other coverage, Little League insurance, which is purchased by the league, not the parent, takes over and provides benefits, after a \$50 deductible per claim, for all covered injury treatment costs up to the maximum stated benefits. This plan makes it possible to offer exceptional, low cost protection with assurance to parents that adequate coverage is in force at all times during the season.

## How the insurance works:

1. First have the child’s parents file a claim under their insurance policy, Blue Cross, Blue Shield or any other insurance protection available.
2. Should the family’s insurance plan not fully cover the injury treatment, the Little League insurance will help pay the difference, after a \$50 deductible per claim, up to the maximum stated benefits.
3. If the child is not covered by any family insurance, the Little League insurance becomes primary and will provide benefits for all covered injury treatment costs, after a \$50 deductible per claim, up to the maximum benefits of the policy.
4. Treatment of dental injuries can extend beyond the normal fifty-two week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum dollar benefit is \$1,500 for eligible dental treatment after the normal fifty-two week period, subject to the \$50 deductible per claim.

## Filing a Claim:

When filing a claim, all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent’s/guardian’s or claimant’s employer explaining the lack of Group or Employer insurance must accompany a claim form. Forward a copy of the insurance company’s response to Little League Headquarters. Include the claimant’s name, League ID, and year of the injury on the form. Claims must be filed with the *Redwood Empire Little League Safety Officer*. He/she forwards them to Little League Baseball, Incorporated, P.O. Box 3485, Williamsport, PA 17701. **Claim forms can be downloaded from the RELL website. Claim officers can be contacted at (570) 327-1674 and fax (570) 326-2951.** (Appendix K)

League: \_\_\_\_\_ – Baseball Game Pitch Log

Team: \_\_\_\_\_ Opponent: \_\_\_\_\_ Date: \_\_\_\_\_



Pitcher's Name	Uniform Number	League Age	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">X</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">O</div> <div>           Cross out the number as that pitch is thrown.            Circle the number for the last pitch thrown in each half-inning.         </div> </div>																																							
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			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70					
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35					
			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70					
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35					
			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70					
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105					

Pitching eligibility varies by the league age of a pitcher, which is determined by the approved League Age Chart indicated within the Little League Rulebook in Appendix G and in accordance with Regulation VI.\*

Last Updated: 11/3/2020

# Pitcher Eligibility Tracking Form

League: \_\_\_\_\_ Division: \_\_\_\_\_ Team: \_\_\_\_\_



DATE OF GAME	PITCHES THROWN	PITCHER'S NAME	UNIF. NO.	LEAGUE AGE	TEAM MANAGER'S SIGNATURE*	OPPOSING MANAGER'S SIGNATURE*	SCOREKEEPER/UMPIRE SIGNATURE*	ELIGIBLE TO PITCH AGAIN ON (DATE)

Pitching eligibility varies by the league age of a pitcher, which is determined by the approved League Age Chart indicated within the Little League Rulebook in Appendix G and in accordance with Regulation VI.

\*Note: Signatures may be optional as determined by the local league

Last Updated: 11/3/2020

## 2026 Little League® Age Chart



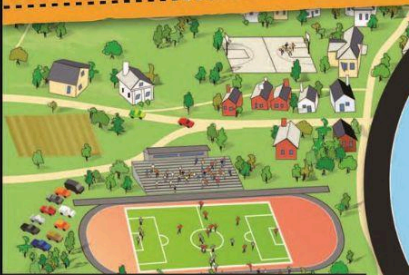
Match month (top line) and box with year of birth. League age indicated at right.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AGE
2022	2022	2022	2022	2022	2022	2022	2022	2021	2021	2021	2021	4
2021	2021	2021	2021	2021	2021	2021	2021	2020	2020	2020	2020	5
2020	2020	2020	2020	2020	2020	2020	2020	2019	2019	2019	2019	6
2019	2019	2019	2019	2019	2019	2019	2019	2018	2018	2018	2018	7
2018	2018	2018	2018	2018	2018	2018	2018	2017	2017	2017	2017	8
2017	2017	2017	2017	2017	2017	2017	2017	2016	2016	2016	2016	9
2016	2016	2016	2016	2016	2016	2016	2016	2015	2015	2015	2015	10
2015	2015	2015	2015	2015	2015	2015	2015	2014	2014	2014	2014	11
2014	2014	2014	2014	2014	2014	2014	2014	2013	2013	2013	2013	12
2013	2013	2013	2013	2013	2013	2013	2013	2012	2012	2012	2012	13
2012	2012	2012	2012	2012	2012	2012	2012	2011	2011	2011	2011	14
2011	2011	2011	2011	2011	2011	2011	2011	2010	2010	2010	2010	15
2010	2010	2010	2010	2010	2010	2010	2010	2009	2009	2009	2009	16

**NOTE:** This age chart is for BASEBALL DIVISIONS ONLY, and only for 2026.



# CONCUSSION in SPORTS




## STATISTICS

**In 2009,  
NEARLY 250,000  
KIDS AND TEENS**  
were treated in emergency  
departments for sports and  
recreation-related TBI,  
including concussion.

**WHEN IN DOUBT,  
>> SIT THEM OUT!**

WHEN APPROPRIATE MAKE SURE AN  
ATHLETE USES THE CORRECT HELMET  
FOR THEIR ACTIVITY.

Wearing a helmet can  
help protect athletes  
from serious brain or  
head injuries.

**THERE IS NO "CONCUSSION-PROOF" HELMET.**

### LEARN CONCUSSION SIGNS SYMPTOMS

SEE FULL LIST OF SYMPTOMS @  
[www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)



- ☐ Headache
- ☐ Dizziness
- ☐ Blurred Vision
- ☐ Difficulty Thinking Clearly
- ☐ Sensitivity to Noise & Light

**if YOU THINK**  
AN ATHLETE HAS A CONCUSSION

USE THE HEADS UP ACTION PLAN

- 1** Remove the athlete from play.
- 2** Keep the athlete out of play the day of the injury.
- 3** An athlete should only return to play with permission from an appropriate health care professional.

## HELP KEEP ATHLETES SAFE *from* CONCUSSIONS

### AND OTHER SERIOUS BRAIN INJURIES



**REPORT IT**

Remind your athletes to tell coaching staff right away if they think they have a concussion or that a teammate has a concussion.



**FOLLOW THE RULES**

Make sure that athletes follow the rules for safety and the rules of the sport.



**SPORTSMANSHIP**

Encourage athletes to practice good sportsmanship at all times.



**ACTION PLAN**

Keep the Heads Up Action Plan at all games and practices.

**LEARN more AT:**  
[www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



# LITTLE LEAGUE® BASEBALL AND SOFTBALL MEDICAL RELEASE



**NOTE:** To be carried by any Regular Season or Tournament Team Manager together with team roster or International Tournament Affidavit.

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Parent(s)/Legal Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent(s)/Legal Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN AUTHORIZATION:** \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel (i.e. EMT, First Responder, E.R. Physician).

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Parent Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ League/Group ID#: \_\_\_\_\_

**If Parent(s)/Legal Guardian cannot be reached in case of emergency, contact:**

Name	Phone	Relationship to Player
_____	_____	_____

Name	Phone	Relationship to Player
_____	_____	_____

Please list any allergies/medical problems, including those requiring maintenance medication (i.e. Diabetic, Asthma, Seizure Disorder).

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Parent/Legal Guardian Signature

## FOR LEAGUE USE ONLY:

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_

Division: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.**

Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.



**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 ☐ TADB.) ☐ Challenger ☐ T-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)  
☐ Junior ☐ Senior ☐ Big LeagueC.) ☐ 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: \_\_\_\_\_



## 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.)

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

League Name		League I.D.	
<b>PART 1</b>			
Name of Injured Person/Claimant	SSN	Date of Birth (MM/DD/YY)	Age      Sex
		mm/dd/yy	<input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
		(   )      (   )	(   )      (   )
Address of Claimant		Address of Parent/Guardian, if different	

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

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

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

Date of Accident	Time of Accident	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 (8-12)                 | <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 (99/70) (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.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<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.

## First Aid Kit Contents Checklist

- ☐ Adhesive Bandages
- ☐ Gauze
- ☐ Athletic tape
- ☐ Antiseptic cleanser
- ☐ Gloves
- ☐ Bag to dispose of soiled items
- ☐ Scissors
- ☐ Tweezers
- ☐ CPR face mask
- ☐ First aid manual
- ☐ Instant chemical cold packs