

SAMMAMISH LITTLE LEAGUE

SAFETY MANUAL/PLAN

FOR

MANAGERS, COACHES, AND UMPIRES

2021



SAFETY OFFICER

MIKE SPENCER

safety@sammamishlittleleague.org

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A Safety Awareness Plan ASAP – What is it?

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of reemphasizing the position of the Safety Officer “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball and Softball”. In order to be an ASAP-compliant league, a Little League approved Safety Plan must be filed with Williamsport, PA.

Sammamish Little League Safety Plan

The goal of the Sammamish Little League **Safety Plan** is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance, and reporting. In support of the attainment of this goal, the Sammamish Little League also commits to providing the necessary organizational structure to develop, monitor, and enforce the aspects of this plan.

This **Safety Plan**, by reference, includes the Sammamish Little League’s Safety Code. The Sammamish Little League’s Code of Conduct, and the Sammamish Little League’s Safety Manual. The combination of those documents outlines specific safety issues and the Sammamish Little League’s policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

Director of Safety

One of the elected members on this Board is the Director of Safety. For the 2021 Season, the Directors of Safety is **Mike Spencer**. This individual acts as Sammamish Little League’s primary point of contact for the creation and enactment of the Safety Plan. The Director of Safety authors or modifies the League’s Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary. These documents are then presented to the Board for approval and ratification for the upcoming season. Once approved, the documents are then distributed to the Manager/Coaches in group meetings held prior to the start of the season.

In addition to the above, the Director of Safety conducts criminal history and background checks on all League volunteers.

The ultimate responsibility for ensuring compliance of the Safety Plan lies within the Director of Safety’s responsibility; in his absence the President of Sammamish Little League, Eli Houpis, would be the individual who would ultimately be responsible for ensuring compliance of this plan.

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Director of Safety Contact Information

Sammamish Little League Director of Safety	Mike Spencer
Cell Phone Numbers	650-6787227
Email	safety@sammamishlittleleague.org

League President Contact Information

Sammamish Little League President	Eli Houpis
Cell Phone Number	530-228-1420
Email	president@sammamishlittleleague.org

Board Meetings

The Board meets at least once every month. The date and times of Board Meetings are published on the League's web site www.sammamishlittleleague.org. All adults are welcome and encouraged to attend.

The Director of Safety is included on every meeting's agenda. This provides an opportunity for the Safety Director to inform and update the other Board Members on the status of certain safety initiatives (whether they are at the local, District, or Headquarters level). It also ensures the continued awareness and attention to the subject of Safety within Sammamish Little League.

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2021 Board Members

Rev 12.13.2020

Position	Name	Email
E President	Eli Houpis	president@sammamishlittleleague.org
E Secretary	TBD	secretary@sammamishlittleleague.org
E Treasurer	Matt Gehmen	treasurer@sammamishlittleleague.org
E Player Agent	TBD	playeragent@sammamishlittleleague.org
LEAGUE ADMINISTRATION		
B Communications Director	TBD	communications@sammamishlittleleague.org
Website Content	TBD	webadmin@sammamishlittleleague.org
Advertising / PR	TBD	president@sammamishlittleleague.org
Social Media	TBD	president@sammamishlittleleague.org
Registration	Kevin Larsson	registrar@sammamishlittleleague.org
C LEAGUE SUPPORT		
E Chief Umpire	Shawn Winchester	shawnjila@comcast.net
E VP Coach/Player Development	Mike Hemphill	mhemphill@andoverco.com
B Safety Officer	Mike Spencer	safety@sammamishlittleleague.org
B VP Sportsmanship	Ken Wenner	wennerkc@gmail.com
LEAGUE OPERATIONS & EVENTS		
Baseball Eval Day Chair	TBD	
Opening Day Chair	TBD	secretary@sammamishlittleleague.org
Championship Day Chair	TBD	secretary@sammamishlittleleague.org
Scholarship Chair	TBD	scholarships@sammamishlittleleague.org
B Sponsorship/Fundraising Dir	Kirsten Pickering	sponsorship@sammamishlittleleague.org
Mariners Little League Day	TBD	secretary@sammamishlittleleague.org
Baseball Uniforms/ Equipment	Doug Muldowney	equipment@sammamishlittleleague.org
B Facilities Director	Dustin Rud	Dustinrud45@gmail.com
BASEBALL		
E EVP Majors Baseball	Dietrich Miklautsch	dmiklautsch@guildmortgage.net
Majors Division Manager	TBD	
Coast Division Manager	Dietrich Miklautsch	dmiklautsch@guildmortgage.net
AAA Division Manager	Brent Hixson	Brent.hixson@levlnow.com
Scheduling Manager/Majors	Bernard Brenner	bernardbrenner@gmail.com
All-Star Program Manager	TBD	
E EVP Minors Baseball	Matt Jones	Mjjones23@yahoo.com
AA Division Manager	Eric Wicklund	eric.wicklund@hotmail.com
A Division Manager	TBD	
Tball Division Manager	TBD	
Other Baseball Programs		
Teen Divisions Manager	TBD	
Challenger Program Manager	Jason Innes	Jason_innes@comcast.net
Summer Ball Program Manager	TBD	
SOFTBALL		
E EVP Softball	Karl Bowman	kbowman@uscutter.com
Softball Eval Day Chair	David Kell	dgkell@gmail.com
Softball Uniforms	Doug Muldowney	dmuldowney@gmail.com

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Softball Equipment	Todd Jucht	tjucht@gmail.com
Chief Umpire - Softball	Shawn Winchester	shawnjila@comcast.net
B VP Majors Softball	Mike Spencer	mtspencer1@outlook.com
Juniors Division	TBD	
Majors Division	TBD	
Coast Division	TBD	
AAA Division	TBD	
B VP Minors Softball	Karl Bowman	kbowman@uscutter.com
AA Division	Karl Bowman	kbowman@uscutter.com
A Division	Karl Bowman	kbowman@uscutter.com

About our volunteer positions

E = Designated Exec Comm position	B = Board of Directors position	Chair/Volunteer role
Must be voted in by BOD	Must be voted in by BOD	Does not need to be voted in by BOD
Attends monthly BOD meetings	Attends monthly BOD meetings	Does not need to attend monthly BOD meetings
Casts one vote in a BOD vote	Casts one vote in a BOD vote	Does not vote in a BOD vote
Is eligible for volunteer credit	Is eligible for volunteer credit	Is eligible for volunteer credit
Positions are defined in Bylaws	Positions are not defined in Bylaws	Positions are not defined in Bylaws
Additional EC members may be appointed by BOD	Additional BOD positions may be designated by BOD	Chair/volunteer roles & functions may be added or changed as needed

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Safety Committee

In 2021, Sammamish Little League will once again assemble a Safety Committee. The committee is identified as a sub-section of the members of the Sammamish Little League Board of Directors consisting of the **League President**, the **Safety Officer**, the **Chief Umpire** and the **Vice President Sportsmanship, Player Agent, Member of the Board responsible for Coaching Clinic**, One (1) or more representatives of the **Facilities Team**, and the **Vice President of Baseball, Vice President of Juniors and Vice President Majors Division, Vice President of Minor Divisions** as well as the **Vice President of Softball, Member of the Board responsible for Softball Clinics and Equipment, Vice President and Co-Chair of Purchasing, Vice President of Challenger**. All Managers and Coaches are the Safety Committee's Representative during practices, games and interlock games as well as tournament play. This committee will have the primary responsibility to consider, discuss, and recommend courses of action regarding any safety issues that may present to the League. For example, it is envisioned that this committee will meet to assist the Director of Safety to update the League's Safety Plan to be distribution to the Board for comment. The Director of Safety will call for volunteers at each age/level of play to act as a member of the Safety Committee as well as request that one parent from each team assist in adhering to the Safety Plan.

Rules Committee

The committee, consisting of the **League President**, the **Safety Officer**, the **Chief Umpire Rules** and the **Vice President Sportsmanship, Player Agent**, and the **Vice President of Baseball, Vice President of Juniors and Vice President of Majors, Vice President Minor Divisions** as well as the **Vice President of Softball**, is responsible for drafting any proposed new or modified local Rules for Sammamish Little League. Areas such as competitive balance, player participation, speed of play, and safety are discussed and any changes or additions are presented to the Board for discussion and/or ratification. Each and every year, this committee evaluates existing Local Rules and considers any necessary changes and/or additions to these rules.

Training for Coaches and Managers

Sammamish Little League is required to provide training to the Coaches and Managers covering all aspects of baseball and softball safety, including but not limited to the fundamentals of baseball/softball (i.e., hitting, sliding, fielding, pitching, etc.) as well as fundamentals of first aid training opportunities. Sammamish Little League **REQUIRES** attendance of at least one Coach or Manager from every team at the 2021 Safety Training Meeting which will include fundamentals and first aid training. It is necessary for each Coach or Manager to attend at least one Safety Training Meeting at least once every three (3) years, but one team representative is still required to attend the Safety Training Meeting attend each year. The Safety Officer will keep attendance records annually and equipment will not be distributed to teams that have not satisfied the required attendance and participation in the 2021 Safety Meeting. Full participation in the **entire** meeting is required and every prospective Coach or Manager from Softball or Baseball will be notified via e-mail of the upcoming Safety Training Meeting and subsequently their training status. All attendees will be highly encouraged to pass along all information to those Managers or Coaches that were unable to attend the meeting and to other volunteers, parents and players as well. Only those who are currently licensed Medical Doctors, RN's, LPNs and licensed Paramedics are exempt from attending these special training sessions. Other training courses attended that are hosted by other organizations **DO NOT** satisfy this Mandatory Requirement. **IF** there are severe and extenuating circumstances which affect your ability to attend, **prior** arrangements must be made with the Director of Safety or the League President.

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Facilities and Equipment

- Sammamish Little League will utilize reduced impact balls for all younger age groups
- Sammamish Little League will ensure that all fields utilize disengage-able bases to ensure safety of the fielders and runners at first base; and it is recommended that all players be educated on attempting to avoid collisions at first base at all times.
- Sammamish Little League recommends that all players utilize protective cups (baseball) and all catchers must wear protective cups; for softball players it is suggested that protective pelvic guards are worn.
- Sammamish Little League recommends that all players wear mouth guards; candy, gum and seeds or nuts of any kind is not permitted on the field or in the dugout in order to avoid choking hazards during practice, warm-up and games. It is also recommended that players wear protective heart gear
- All facilities will be spot checked periodically throughout the baseball and softball season by team safety representatives, Safety team members and the Safety Officer; during the spot checks, teams will be required to produce a copy of the Safety Plan with emergency numbers and Player Information and Medical Release forms, Concussion Awareness and Concussion Compliance forms as well as Letters of Authorization for any Helmets adorned with writing, decals etc.
- The Sammamish Little League Safety Officer will begin and maintain a database and injury tracking system electronically at the start of the 2021 Little League Season and include follow up dates with players who have been injured during the season. At the end of the 2021 Little League Season the Safety Officer will identify and close out any injuries logged within the system and begin a new tracking database for the following/upcoming seasons when players have not been released or injuries have not been cleared or considered closed by physicians and/or private or Little League based insurance
- Any player with long hair playing near a pitching machine should have their hair pulled back to avoid serious accidents with hair getting caught in the machines;
- If any player has asthma or severe allergies, an inhaler and/or epi pen should be labeled and kept with the coaches in the team first aid kit at all times during practice or games;
- Home plate umpires must wear a chest protector, shin guards, mask and throat protector at all times when umpiring behind home plate;
- All foul balls should be returned between innings by way of coaches/managers in a dugout until ball returns can be installed

COVID-19 Safety Protocol

The Sammamish Little League Board has adopted safety standards called the Return to Play guidelines that will allow players to get on the field for the 2021 spring season. The guidelines are available on our website and will be reviewed at the 2021 Coaches Safety Meeting. All guidelines must be adhered to at all times while participating in Sammamish Little League. Failure to follow approved guidelines will automatically result in player or coach disqualification. Full *Return to Play* guidelines are available on our website here:

<https://www.sammamishlittleleague.org/wp-content/uploads/sites/782/2020/11/SLLReturn-to-Play29.pdf>

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Safety Rules for Coaches and Managers

The Sammamish Little League Safety Code has been adopted by the Board of Directors and is enforced by the Director of Safety, and the League's Vice Presidents, the Executive Committee and the Safety Committee. All league officers, participants, employees, and volunteers are required to abide by this Code.

It is the job of the Director of Safety to make any revisions to the Safety Code from year to year, as necessary. The Sammamish League Safety Code:

- Responsibility for Safety procedures should be that of an adult member of the Sammamish Little League;
- Our Little League runs background checks on all Volunteers; all Volunteers must complete a background check; each Volunteer background is checked through J.D. Palatine (JDP), which has access to more than 450 million records, which include criminal records and sex offender registry records across 50 states and the District of Columbia.
- Arrangements should be made in advance of all games and practices for emergency medical services;
- No games or practices should be held when weather or field conditions are bad, including but not limited to inclement weather (especially lightening) and poor lighting availability;
- Managers, coaches and umpires should have training in first aid. **First aid kits are issued to each team manager and kept in equipment bag at all times and must be in the dugout during practices and games;** Managers and Coaches are responsible for keeping the first aid kits and ice packs restocked and should have a plan for extra ice to be available at each game and practice;
- Managers and coaches are required to ensure that the safety kits have bandages, ice packs and copies of medical release forms and copies of the Concussion Information form and be clearly informed of the new "Zackery Lystedt Law" in the state of Washington which now requires the consistent and uniform implementation of long and well-established return-to-play concussion guidelines; (each team member should have a parent/legal guardian who has signed the acknowledgement on file and in possession in the dugout during practices and games;
- No games or practices should be held when weather or field conditions are not good, particular when lighting is inadequate; posters, handouts and reminders regarding Safety will be distributed at parent and team meetings and available on "Opening Day";
- Fields and areas of play **MUST** be inspected prior to every game and practice by each Coach/Manager from each team for holes, damage, stones, glass and other foreign objects. Coaches and Managers should correct what is possible immediately; otherwise, notify a Facilities Team member before the end of the day/as soon as possible. Should there be any problems with the fields and areas of play immediate action should be taken by the Managers/Coaches of each team or the proper contacts should be made with the Facilities Team, the Safety Manager or League President so appropriate course of action can be taken at the most prudent time and in the most expeditious manner;
- All 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, umpires and approved volunteers are permitted on the playing field or in the dugout during games and practice sessions;
- Parents are not permitted to assist on the field during practice or game time unless their background check has been completed and a Volunteer Form is on file with the Safety Officer;
- All Players must wear complete gear when catching during practice, games and pre-game/inning warm up

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- Responsibility for keeping bats and loose equipment off of the field of play should be that of a player assigned for this purpose or the team's manager and coaches;
- Procedure should be established for retrieving foul balls batted out of playing area;
- During practice and games, all players should be alert and watching the batter on each pitch;
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches;
- The batting donut is NOT permitted;
- The "on-deck" position is NOT allowed;
- During a game, players are NOT allowed to hold a bat or take practice swings until the umpire calls them to bat. Once called they may pick up their bat and take a few swings on their way and while at home plate;
- Equipment will be inspected regularly for the condition of the equipment as well as for proper fit;
- Batters must wear Little League approved protective helmets during batting practice and games.
- Helmets may not possess any markings or decals unless approved by the manufacturer and a letter of authorization for said markings or decals must be In the Manager or Coach's possession at all times during practice or games; all Manager/Coaches and Players must each individually possess a copy of the aforementioned letter of authorization
- Batting helmets MUST remain on player until he/she returns to the dugout;
- Catcher's must wear catcher's helmet, mask, dangling throat guard, long model chest protector, shin guards and protective cup with athletic supporter or sliding shorts at all times (males) for all practices and games – **NO EXCEPTIONS;**
- Managers should encourage all male players to wear protective cups for practices and games;
- Except when runner is returning to a base, headfirst 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 and safety straps";
- Players cannot jewelry of any sort, not limited to but including: metal clasps on hairbands, rings, watches, earring, rings, necklaces, bracelets, pins, metallic items of any kind during games and practices;
- Managers and Coaches may NOT warm up pitchers before or during a game; only properly geared up catchers may warm pitchers up – **NO EXCEPTIONS;**
- All pre-game warm-ups should be performed within the confined of the playing field and NOT within areas that are frequented by, and thus, endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)

Sammamish Little League requires either one coach/manager from each team to attend fundamentals training and first aid training for the 2021 Spring and Summer seasons. In addition, Sammamish Little League will continue to require Coaches/Managers to attend, at least once every three years fundamentals training and first aid training. It is the intent of the Sammamish Little League Safety Officer to offer at least one opportunity for CPR Training and Certification during 2021. The Safety Officer will keep attendance records for the above mentioned training sessions.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all unsafe conditions to the Safety Officer or other Sammamish Little League Safety Team Member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. Check your team's equipment before each use.

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“Destroy” bad equipment to prevent reuse. All managers will be provided with a printed copy of the Safety Plan and a copy will be kept by each Team (Coach/Manager) at all times during practice, pre-season games, regular season games, interlock games and post-season/end of season tournament play.

Code of Conduct (Coaches are Role Models)

The Sammamish Little League Board of Directors has adopted a Code of Conduct. The Director of Safety, League President and the League’s Vice Presidents are required to enforce this Code. All League Officers, participants, employees and volunteers are required to abide by this Code. It is the job of the Director of Safety to author and/or make revisions to this Code of Conduct from year to year, as necessary. This Code and will be posted along with the entire ASAP Document on the SLL Web Site.

- Speed Limit 5 mph in roadways and parking lots while attending any Sammamish Little League function. Watching for small children around parked cars is essential for the safety of our youth;
- No practice or game should begin without ensuring that a first aid kit is inside the dugout for each team at each field;
- No alcohol will be allowed in any parking lot, field, or common area within a Sammamish Little League complex or an area near any function, practice or game associated with Sammamish Little League;
- No Playing in parking lots at any time;
- Metal spikes shall not be worn by any coach, manager, volunteer, umpire or player at any time;
- Players should use the buddy system whenever possible while proceeding to the restrooms;
- No Playing on and around lawn equipment;
- Use crosswalks when crossing roadways and always be alert for traffic;
- No Profanity Please;
- No firearms or concealed weapons of any kind will be permitted on, near or around Sammamish Little League functions whatsoever;
- No swinging of bats at any time within the walkways and common areas of a Sammamish Little League function, practice or game;
- No throwing of balls against dugouts or backstops; catcher’s (wearing mandatory equipment/gear) must be used for all batting practice sessions and any catching during any practice or warm-up activities;
- All gates to the field must remain closed at all times; after players have entered or left the playing field, all gates should be closed and secured;
- No throwing baseballs/softballs at any time within the walkways and common areas of a Sammamish Little League complex;
- No throwing rocks at any time;
- No horse playing at games or practices
- No climbing fences at any time;
- No pets are permitted at games or practices;
- Only a player on the field and at bat may swing a bat (ages 5-12)
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws;
- During the game and at all times, players must remain in the dugout in an orderly fashion;
- After each game, each team must clean up trash in their respective dugout and around the stands;

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- **ANY AND ALL FENCES MUST BE PUT AWAY ACCORDING TO THE GUIDELINES IDENTIFIED BY THE FACILITIES CREW AND SAFETY OFFICER; Failure to comply with the guidelines may result in the League's insurance policy being affected and may result in additional charges from the City of Sammamish and may result in the League's inability to utilize the fences**

Failure to comply with this Code of Conduct may result of expulsion from the Complex and additional disciplinary actions may occur upon each instance of failure to comply with this Code of Conduct.

Parent Safety Responsibilities

It is a Parents' responsibility to fill out and turn in the forms necessary for a Little League Player to be covered under this Safety Plan. Three forms for each child regarding Concussion Information/Awareness and Head Injury Compliance are required to be filled out and signed by a parent or guardian and are required to be on file with the Coach/Manager during any practice, pre-season game, regular season game, interlock game, post season game and tournament play; each form can be found on the Sammamish Little League web site at the following links:

- [Player Information and Medical Release form](#)
- [Concussion Information/Awareness form also known as the Zackery Lystedt Law:](#)

Of particular importance with regard to the Concussion Information/Awareness form please note:

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new "Zackery Lystedt Law" in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

"A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time"

and

"...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider."

- [Concussion Compliance Form](#) - required to be completed and on file with regard to the Issaquah School District in order for Sammamish Little League to utilize fields that the District owns & operates.
- Parents will be responsible for providing appropriate regulation equipment and gear (if not otherwise stated by the League) including, but not limited to regulation bats (see Little League's web site regarding 2021 regulation bat information) protective undergarments (athletic supporter, cup, pelvic protector (for Softball players) and helmets meeting regulation and standards (please note - no markings or tape of any kind including decals can be placed on the helmets without specific manufacturer consent letters which must be provided to coaches; each player must also carry a copy of such letter of consent in his/her bag).

There are several documents and forms that each parent/guardian should be aware of that can be of help:

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- [Parents Little League Insurance Informational Form](#) - Information about Little League Insurance which is effective only when a player is not insured.
- [Claim Form Instructions](#)
- [Insurance Claim form](#)
- [General Liability Claim Form](#)

Injury Tracking Forms should be filled out by the Coach or Manager by reporting to the Safety Officer, however, it is important for parents to make sure information that is necessary to fill out this form is provided to the Safety Officer so that injuries or (near misses) can be handled expeditiously and appropriately.

- [Injury Tracking Form](#)

Additional Parents Information

- Each coach will hold a team meeting and/ or send all details of the safety plan to players and parents of their team at the beginning of the season.
- Let your child choose to play Little League and to quit if he or she does not enjoy baseball.
- Encourage participation, but don't pressure.
- Understand what your child wants from participating in Little League and provide a supportive atmosphere for achieving these goals.
- Set limits on your child's participation in baseball. You need to determine when she or he is physically and emotionally ready to play and to insure that the conditions for playing are safe.
- Make certain your child's coach is qualified to guide your child through the Little League experience.
- Keep winning in perspective by remembering Athletes First, Winning Second. Instill this perspective in your child.
- Help your child set realistic goals about his or her own performance so success is guaranteed.
- Help your child understand the experiences associated with competitive sports so she or he can learn the valuable lessons sports can teach.
- Turn your child over to the coach at practices and games, and avoid meddling or becoming a nuisance.
- We encourage each parent of a Little League Player (Baseball or Softball) to sign up to receive the Little League E-News by way of the National Little League's web site at the following link:
<http://www.littleleague.org>

Parental Concern Regarding Player Safety

The following are some of the most common concerns and questions asked by parents regarding the safety of their children when it comes to playing baseball. We have also included appropriate answers:

- **I'm worried that my child is too small or too big to play on the team/division he has been assigned.**
Little League has rules concerning the ages of players on T-Ball, Minor and Major teams. Sammamish Little League observes these rules and then places children on teams according to their skills and abilities based on their try-out ratings at the beginning of the season. If for some reason you do not think your child belongs in a particular division, please contact the Sammamish Little League Player Agent or the League President and share your concerns with him or her. At that point, the appropriate board members will be contacted in order to make an informed decision.
- **Should my child be pitching as many innings per game?**

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Little League has rules regarding pitching which all managers and coaches must follow. The rules are different depending on the division of play but the rules are there to protect children. Sammamish Little League has implemented pitching regulations set forth by National Little League Inc. these regulations can be found within the safety manual and each teams coach has been educated on pitch counts and how many days rest a pitcher needs. For more information on the pitch count regulations for your child s age, please refer to the Sammamish Little League web site or the National Little League web site or contact your coach or any board member.

- **How do I know that I can trust the volunteer managers and coaches?**

Sammamish Little League performs a comprehensive background check approved by the Safety Officer on all board members, managers, coaches, umpires and volunteers before allowing them to interact with the players. Volunteers are required to fill out Volunteer Background Check Applications which gives Sammamish Little League the information and permission it needs to complete a thorough investigation. Once the background check has been cleared the Safety Officer will have an identification system in place for each volunteer. The volunteer can only participate in Sammamish Little League activities while they are in possession of their photo ID for easy recognition for our players and parents. If the League receives validated/confirmed information on inappropriate behavior of a volunteer, that volunteer will be immediately removed from his/her position and banned from the facility.

- **What do I do if I have a complaint about my child's coach or other volunteer?**

You can directly contact the Director of the Division your child plays in or the President of Sammamish Little League or any board member. You can find the names and telephone numbers posted Sammamish Little League web site or from the telephone and listed in this Safety Manual. We encourage open communication with all league managers and coaches however, if a complaint is filed it will be brought to the Sammamish Little League President's attention immediately and investigated.

- **How can I tell if my child is developing an overuse injury?**

An overuse injury may be developing when musculoskeletal symptoms are occurring more frequently and lasting longer. Overuse injuries generally progress as follows:

- Soreness lasting several hours or less only after activity
- Soreness or pain during and after activity, not resolved by the next morning.
- Soreness or pain during activities of daily living as well as during sports.
- Symptoms showing this progression should be evaluated by a health care provider for overuse injury.

- **What is the best way to prevent dehydration? Should my child drink a sports drink? Does my child need extra salt?**

In most situations, water is an adequate fluid to prevent dehydration. It should be readily available during exercise. Sports drinks, which usually contain 6-8% carbohydrate, are beneficial only for exercise activities lasting longer than 90 minutes. However, children may drink a flavored drink if they prefer the taste. Children should be encouraged to drink before they feel thirsty, because mild dehydration occurs before one feels thirsty. Approximately one cup of fluid is required for every 15 to 20 minutes of strenuous exercise to prevent dehydration. Young athletes should understand that even mild dehydration impairs performance and leads to fatigue. Salt tablets should be avoided; they can cause dangerous side effects and are unnecessary, because salt loss is adequately replaced through a normal diet.

- **What should a parent do to treat a sports injury initially? How can I tell if the injury needs to be evaluated by a doctor?**

First, all injuries should be reported right away to the coach or manager. All injuries should be treated initially with rest, icing, compression and elevation (R.I.C.E.). Make sure that a player rest from any activity causing pain to the area that is injured. Ice the injured part twenty (20) minutes at a time, protecting the skin with a thin towel. Compress swelling with an ice wrap applied firmly but not too tightly. Elevate the injured part above the level of the heart. Any injury in which there is significant swelling, deformity or limitation of function does that does not improve quickly should be evaluated by a doctor.

SAMMAMISH LITTLE LEAGUE



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Medical Information and Release



Little League® Baseball and Softball Medical Release



NOTE: To be carried by any Regular Season or Tournament Team Manager together with team roster or eligibility affidavit.

Player: _____ Date of Birth: _____

League Name: _____ I.D. Number: _____

Parent or Guardian Authorization:

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: _____

Hospital Preference: _____

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

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.

Date of last Tetanus Toxoid Booster: _____

Mr./Mrs./Ms. _____

Authorized Parent/Guardian Signature

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.

my documents/tournaments/2007/medical release form rev. 2/05.1

SAMMAMISH LITTLE LEAGUE

Concussion Information Form

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. A concussion can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under-report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athletes’ safety.

If you think your child has suffered a concussion:

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Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new “Zackery Lystedt Law” in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

“A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time” and “...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider.”

You should also inform your child’s coach if you think that your child may have a concussion Remember that it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out. For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Please sign this form acknowledging that you have read this information and turn it in to the Athletics Department on the first day of the season. The department must have the form before an athlete may begin practice.

Student-athlete Name Printed Student-athlete Signature _____ Date

Parent or Legal Guardian Printed Parent or Legal Guardian Signature _____ Date

SAMMAMISH LITTLE LEAGUE

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.

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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)/guardian(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 ANY CLAIM SHOULD BE FILED WITH LITTLE LEAGUE INTERNATIONAL WITHIN 20 DAYS OF THE INCIDENT FOR THE CURRENT SEASON.

my documents\insurance\claim form instructions-03

SAMMAMISH LITTLE LEAGUE

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



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

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

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

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

Date of Accident	Time of Accident	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) |
| <input type="checkbox"/> CHALLENGER | <input type="checkbox"/> MINOR (6-12) | <input type="checkbox"/> VOLUNTEER UMPIRE | <input type="checkbox"/> SCHEDULED GAME | (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12) | <input type="checkbox"/> PLAYER AGENT | <input type="checkbox"/> TRAVEL 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

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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
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SAMMAMISH LITTLE LEAGUE

Injury Tracking Form - <https://www.littleleague.org/downloads/incident-injury-tracking-form/>

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 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.

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

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Injury Report Process and Procedures

The following reporting procedures should be used by all managers, coaches, parents, umpires, and volunteers concerning injuries.

What to Report

An incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/or first aid must be reported to the Director of Safety. The terms “medical treatment and/or first aid” should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. *Any incident that (a) causes a player to miss any practice time or game time; or (b) any event that has the potential to require the medical assistance* must be reported promptly.

When to Report an Incident/Injury

All such incidents described above must be reported to the Director of Safety within 24 hours of the incident. Contact one of the following people:

Sammamish Little League Director of Safety	Mike Spencer
Home Phone Number	650-678-7227
Email	safety@sammamishlittleleague.org
Sammamish Little League President	Eli Houpis
Cell Phone Number	530-228-1420
Email	president@sammamishlittleleague.org

How to Make the Report

Use the Sammamish Little League Accident Notification Form which above and can also be found on the web site <http://www.sammamishlittleleague.org> then proceed to the “About Us” tab and look in the “Forms and Documents” and select “Accident Notification Form”. Emails and phone calls are acceptable initially. At a minimum the following information must be provided.

1. Name and phone number of the individual involved (or their Parent(s)).
2. Date, time, and location of the incident.
3. A detailed description of the incident.
4. Preliminary estimation of the extent of any injury
5. Name and phone number of the individual reporting the incident.

Other important numbers and critical information in case of emergency can be found listed on pages 3, 4, 34, and 35 of this manual.

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Injury Prevention Steps

In an effort to limit or decrease the amount of injuries in the upcoming season, Sammamish Little League Safety Director is requiring that Coaches/Managers make every attempt to conduct full warm up sessions prior to every practice or game. Coaches and Managers will be required to keep a running log of Pitching Eligibility with them at all times in the dugout during pre-season games, regular-season games, interlock play and post-season games. The Pitching Eligibility Tracking Form is available on SLL Web site at the following link:

<https://www.sammamishlittleleague.org/wp-content/uploads/sites/782/2017/12/Pitcher-Eligibility-Tracker.pdf>

The Safety Director is also requiring that Coaches that a Baseball Pitch Count Log/Tracking form be filled out during each game pre-season, regular-season end of season games, season games, interlock game and tournament games. The form for tracking the Pitch Count is available on SLL Web Site at the following link:

<https://www.sammamishlittleleague.org/wp-content/uploads/sites/782/2017/12/Pitch-Count-Log.pdf>

Pitcher Eligibility Tracking Form

_____ Little League -- Baseball Pitcher Eligibility Tracking Form

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 the pitcher, which is the pitcher's age as of May 1 of the current year. The pitching eligibility regulation is Regulation VI (see current rule book for details). A blank electronic version of this form is available for free download at www.littleleague.org.
* Note: Signatures may be optional as determined by the local league.

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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 league activities again (when the season is still underway).

General Health

Physical Exams

With regard to the general health of its participants, Sammamish Little League includes the following wording in its Registration Information.

While physical exams are not required by league policy, National Little League strongly recommends that participants be in good general health. If you child has a physical impairment that the league should be aware of PLEASE note the information on the registration form, and contact your league’s Player Agent, Safety Officer and Coaches/Managers regarding issues such as allergies, eye problems, diabetes, etc. This information will be kept confidential, except that your child’s manager and coach will be aware should any potential problem arise.

Medical Approval and Release

To reiterate: All coaches/managers MUST have and are REQUIRED to provide the Medical Approval and Release form to their players. This form contains vital information regarding the child’s current general health, the child’s doctor’s name, address and phone number and any other special medical considerations (i.e., allergies, etc.). Coaches/Managers shall obtain a completed Release for each of the players on their team and are instructed to have these forms with them for EVERY practice and game. (See [page 15](#) for the Medical Release form; it can also be found on Sammamish Little League’s Web site at the following link previously provided.) If a child has a known allergy or chronic medical condition, a copy of this form should be provided to the Safety Officer to record in the log/database and the Safety Officer will keep a copy of this form on file for the duration of the baseball/softball season.

Communicable Disease Procedures

While the risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk that other blood borne infectious diseases can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not be limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucus membrane exposure when in contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution of household bleach or other disinfectant before competition resumes. (Bleach and Water to mix will be - located in each locations equipment shed for treatment of such situation.)
- Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices.

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- 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.
- Managers, coaches, umpires and volunteers with bleeding or oozing skin should refrain from all direct athletic contact or care until condition is resolved.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings and other articles containing body fluids.

Some First Aid Important Do's and Don'ts

DO

- Reassure and aid children who are injured, frightened or lost.
- Provide or assist in obtaining medical attention for those who require it
- Know your limitations
- Carry your first aid kit at all times to practices and games
- Keep your SLL Safety Information Kit with you at all practices and games

The Safety Information Kit should include:

1. Signed Medical Release Forms for each player
 2. Signed Issaquah School District Youth Head Injury/Concussion Compliance forms
 3. SLL Safety Information including emergency numbers
 4. Accident/Incident/Injury Report Forms
 5. A list of all parents on the team who have a professional medical/emergency/CPR certification and background
- Assist those who require medical attention – and when administering aid, remember to:
LOOK for signs of injury (blood, black-and-blue, deformity of joints, etc.)
LISTEN to the injured describe what happened and what hurts, if they are conscious. Before questioning, you may have to calm and soothe the excited/upset child.
FEEL gently and carefully, the injured area for signs of swelling or grating of broken bones
 - Have your players' Medical Release Forms, Issaquah School District Youth Head Injury/Concussion Compliance forms with you at all games and practices
 - Make arrangements to have a cell phone available when your team's game or practices is at a facility that does not have any public phones

DON'T

- Administer any medications
- Provide any food or beverages other than water
- Hesitate in giving aid when needed
- Be afraid to ask for help if you are not sure of the proper procedures (i.e., CPR, etc.)
- Transport an injured individual except in extreme emergencies.
- Leave an unattended child at a practice or game
- Hesitate to report any present or potential safety hazards to the Director of Safety immediately

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Lightening Facts

When You Hear It – Clear It!

When You See It – Flee It!

If lightning is seen, the field must be cleared for at least 30 minutes since the last lightning strike.

Consider the following facts:

- The average lightning stroke 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 strokes coming from the storm's overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK during 1999 occurred while it was sunny and dry). On 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.

"Flash-Bang" Method

One way of determining how close a recent lightning strike is to you is called the "flash-bang" method. With the "flash-bang" method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it. When the sight of lightening and sound of thunder is 15 seconds or less, halt play and evacuation from the ball field should be called for. All participants at the game or practice must wait one half hour (30 minutes) from the last lightning strike before they may re-enter the field of play and continue. If another lightning strike occurs, the time countdown must restart at 30 minutes. If there are more than three strikes of lightening in a 10 minute period, the game or practice is automatically cancelled as it is assumed to be too unsafe to continue play.

Lightening Evacuation Procedures

- Stop Game/Practice Immediately
- Stay away from metal fencing including dugouts
- Do not hold a metal bat
- Walk, do not run to car and wait for a decision on whether or not to continue the game or practices

Storage Shed Procedures

The following applies to all of the storage sheds used by Sammamish Little League and applies to anyone who has been granted access by Sammamish Little League to use the sheds.

- All individuals with access to the Sammamish Little League equipment sheds (i.e., Managers, Coaches, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.
- Before you use any machinery/equipment located in the shed (i.e., fences, 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 Sammamish Little League sheds shall be properly marked and labeled as to its contents.

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- All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers. Any witnessed “loose” chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

Concession Stands

Sammamish Little League does not operate concession stands.

Remember that safety is everyone’s job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Director of Safety or another Board Member immediately. DO NOT play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters, and check your team’s equipment often!



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Emergency Numbers and Field Locations *Emergency Numbers*

Emergency Number (Police/Fire/EMT): **911**

When in doubt call 911

Non-Emergency Police – City of Sammamish	206-296-3311
Non-Emergency Eastside Fire and Rescue	425-392-4233
Non-Emergency Utilities (Puget Sound Energy)	425-455-5120
Non-Emergency Utilities (Sammamish Plateau Water & Sewer District)	425-392-6256

King County Animal Control **206-296-7387**

Poison Control Center **1-800-222-1222**

LOCAL HOSPITALS

Children’s Hospital Urgent Care (Eastside) **425-454-4644**

1135 116th Avenue NE
Bellevue, Washington 98004

Children’s Hospital Medical Center (Seattle) **206-987-2211**

4800 Sand Point Way NE
Seattle, Washington 98105

Evergreen Hospital Medical Center (Kirkland) **425-899-1000**

12039 NE 128th Street
Kirkland, Washington 98034

Group Health Hospital (Eastside) **425-502-4230**

11511 NE 10th Street
Bellevue, Washington 98004

Overlake Hospital Medical Center (Bellevue) **425-688-5000**

1035 116th Avenue NE
Bellevue, Washington 98004

Overlake 24 Hour Urgent Care Clinic(Issaquah) **425-688-5777**

5708 East Lake Sammamish Pkwy
Issaquah, Washington 98029

Swedish Hospital Medical Center (Issaquah Highlands) **425-313-4000**

751 NE Blakely Drive
Issaquah, Washington 98029

Field Locations with Addresses

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This list should be kept handy at all times in the event of an emergency it will allow Coaches/Managers and other volunteers to easily report their field location to 911 or to a parent who is not present. It is also critical information to report to the Safety Officer when reporting an injury or a near miss.

Beaver Lake Middle School	25025 SE 32 nd Street Issaquah, Washington 98029
Beaver Lake Park	2500 SE 244 th Sammamish, Washington 98075
Brock O'Conner Field	2080 212 Avenue SE Sammamish, Washington 98075
Cascade Ridge Elementary School	2020 Trossachs Blvd Sammamish, Washington 98075
Challenger Elementary School	25200 SE Klahanie Blvd Issaquah, Washington 98029
Discovery Elementary School	2300 228 th Avenue SE Sammamish, Washington 98075
Endeavor Elementary School	26205 SE Issaquah-Fall City Road Issaquah, Washington 98029
Klahanie/King County Park	25000 SE Klahanie Blvd Issaquah, Washington 98029
McWhirter Field	25001 SE Klahanie Blvd Issaquah, Washington 98029
Pine Lake Park	2500 228 th Avenue SE Sammamish, Washington 98075
Pacific Cascade Middle School	24635 SE Issaquah Fall City Rd Issaquah, Washington 98029
Pine Lake Middle School	Sammamish, Washington 98075 3200 228 th Avenue SE Sammamish, Washington 98075
Skyline High School/Skyline Community Sports Fields	1122 228 th Avenue SE Sammamish, Washington 98075
Sunny Hills Elementary School	3200 Issaquah-Pine Lake Road Issaquah, Washington 98029
Tibbetts Valley Park (Issaquah Parks Department) (Softball Interlock Games Only)	965 12 th Avenue Issaquah, Washington 98027

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Emergency Plan

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

1) First dial 9-1-1.

2) Give the dispatcher the necessary information. Answer any questions that he or she might ask.

Most dispatchers will ask:

- **The exact location or address of the emergency?** Include the name of the city or town, nearby intersections, landmarks, etc. as well as the field name and location of the facility, if applicable. Our address is:

Cross-streets are :

- **The telephone number from which the call is being made?**

- **The caller's name?**

- **What happened** — i.e., a baseball and softball-related accident, bicycle accident, fire, fall, etc.?

- **How many people are involved?**

- **The condition of the injured person** — i.e., unconscious, chest pains, or severe bleeding?

- **What help is being given** (first aid, CPR, etc.)?

3) Do not hang up until the dispatcher hangs up.

The dispatcher may be able to tell you how to best care for the victim.

4) Continue to care for the victim until professional help arrives.

5) Appoint someone to go to the street and look for the ambulance or fire engine and flag them down if necessary. This saves valuable time. Remember, every minute counts.

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Sammamish Little League Pregame Checklist

Sammamish Little League Pregame Checklist

Team: _____ Date: _____

Field: _____

Teams Phone Numbers: _____

Field Conditions: _____

Playing Field, Bases, Benches, Fences, Bleachers

Helmets: _____ Bats: _____ Spike Check: _____

Catchers: _____

Chest Protector, Helmet, Mask, Shin Guards, Cup

First Aid Box: _____

Ice Packs, Cleansing Packs, Band Aids, Bee Sting, Accident Reports,
Rubber Gloves,

List of Numbers of Parents and Field Addresses as well as local
medical providers for Emergencies _____

Manager Phone Numbers: _____

Signature: _____

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Heimlich Maneuver

The Heimlich maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation. When approaching a choking person, one who is still conscious, ask: "Can you cough? Can you speak?" If the person can speak or cough, do not perform the Heimlich maneuver or pat them on the back. Encourage them to cough.

To perform the Heimlich on a child:

- Place your hands at the top of the pelvis;
- Put the thumb of your hand at the pelvis line;
- Put the other hand on top of the first hand;
- Pull forcefully back as many times as needed to get object out or the child becomes limp.

To perform the Heimlich on an Adult:

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person's breastbone (sternum), but above the naval;
- Wrap second hand firmly over this fist;
- Pull the fist firmly and abruptly into the top of the stomach.

It is important to keep the fist below the chest bones and above the naval (belly button).

The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp). These will be violent thrusts, as many times as it takes.

Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, medical care should be sought immediately. Call 911.

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Little League's Child Protection Program

All states have child abuse reporting statutes. In continuing with its tradition of providing information and materials to constituent leagues to aid in protecting children, LLB's Child Protection Program has compiled a resource guide which references the child abuse reporting requirements of each of the 50 states and the Federal government.

This resource guide includes summaries of the relevant statutes and provides links to the applicable statutory language. Where available, LLB has also attempted to include hotline information or other contact information and useful resources.

Little League International strongly encourages all leagues and individuals to immediately report any alleged or reasonably suspected abuse of a child of any nature to the proper law enforcement authorities.

Washington

Under Washington law, certain professionals (including doctors and health care professionals, social workers, law enforcement officers, child care providers, probation officers, or in non-profit organizations, among others) who has reason to know or suspect child abuse is occurring is required to report the abuse to a law enforcement agency or to the department of social and health services. Any other person not specifically listed may make a report of known or suspected child abuse to law enforcement of the department.

To access the entire child abuse reporting chapter of the official Washington Code online, follow:

<http://apps.leg.wa.gov/RCW/default.aspx?cite=26.44>

To access the specific sections summarized above in the official Washington Code online, follow:

<http://apps.leg.wa.gov/RCW/default.aspx?cite=26.44.020>

<http://apps.leg.wa.gov/RCW/default.aspx?cite=26.44.030>

For more information visit the Washington Department of Social Services website at the links below:

<http://www.dshs.wa.gov/endlharm.shtml>

<http://www.dshs.wa.gov/ca/safety/abuseReport.asp?2>

<http://www.dshs.wa.gov/ca/safety/abuseWhat.asp?2>

To Report Child Abuse Call:

1-866-ENDHARM

(1-866-363-4276)