



Moss Bluff

Little League

District 6 - Lake Charles, LA

P.O. Box 12297, Lake Charles, LA 70611

*"Train up a child in the way he should go,
And when he is old, he will not depart from it." (Proverbs 22:6)*



Moss Bluff

Little League - 2021 Safety Plan



Prepared for:

Moss Bluff

Little League

League ID No. 308761

February 23, 2021

“A S A P”

A Safety Awareness Program

INTRODUCTION

In 1995, the ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing safety awareness through education and information. This awareness created opportunities to provide a safer environment for kids and all participants involved with Little League Baseball/Softball Programs.” This manual is offered as a tool to establish quality, productivity and professionalism for important information given to League Officials, Player Agents, Manager’s, Coach’s, and Volunteer’s for seasonal and post seasonal game play.

MBLL Mission Statement

The Moss Bluff Little League’s mission is to establish an environment that is both safe and healthful. We strive to instill character development in our youth by educating, equipping, then empowering youth players both on and off the field through sportsmanship, courage, loyalty, honesty, and respect for authority.

Along with this vision, Moss Bluff Little League will strive earnestly to provide an environment and will incorporate safety related methods to improve our facilities and equipment to protect and better serve the needs of our players and volunteers.

Thoughts on Safety

MBLL has always been concerned about safety. This manual has been developed following the guidelines set forth by the National Little League Headquarter in Williamsport, PA.

SAFETY is everyone's responsibility. Being proactive in identifying potential hazards is the key to reducing accidents. All hazardous conditions identified will be reported to the MBLL Safety Officer or other Board Member immediately. Showing awareness around unsafe playing fields and/or playing equipment, players not wearing the necessary personal protective equipment, especially catchers and batters, and identification of strangers around the playing fields, are a few examples of initiatives to protect players.

Player Registration

Each youth player aged (3 – 16) desiring to play Little League Baseball / Softball in Moss-Bluff must submit an application for registration which is provided online, in addition to the online registration form, a Medical release form must be completed and submitted as well.

Rosters

Player Roster Data and Coach and Manager Data will be submitted via the Little League Data Center at [Little League Data Center](#) after all registrations are completed and teams are assigned.

League Official's Conduct

League officials are the eyes, ears, and voice of the MBLL program. Player agents, managers, parents, players, and volunteers are looking to us to lead them as we move forward through each season. Our speech and mannerism should be such that it inspires relief during tense situations, direction for circumstances given, and a voice for the program and community. If a league official conducts himself/herself in an unprofessional manner at any time it is to be reported immediately to the League President/Vice President for inquiry and mitigation.

Manager / Coaches Conduct

Managers / Coaches play an intricate part in their players and team development. It is imperative that coaches conduct themselves in a professional manner which Inspires their players to be the best they can be both on and off the field. MBLL is committed to this process and will only assign coaches that exemplify quality traits which lead players to be the best they can be regardless of the situation. At the beginning of each season of game play each coach / manager that will be participating in the MBLL shall review the Managers / Coaches Code of Conduct as a means of educating and inspiring professionalism throughout the community then sign in agreement with the Code of Conduct.

Umpire Conduct

Umpires play an essential role in the game of baseball as they maintain standards of play by observing game rules, awarding points, imposing penalties, determining results, identifying infractions, examining participants to make sure they follow safety regulations, verifying scoring regulations, and announcing winners. Umpires can set the standard for attitude and behavioral man-

nerism by illustrating confidence, self-control, and leadership while making sure everyone stays safe and enjoys the events being watched. Moss-Bluff Little League is committed to obtaining qualified professionals that will aid the season in positive growth. At the beginning of each season, umpires obtained will read through, sign the Umpire Code of Conduct form in addition to receiving the training necessary means of continual communication and expectation.

Parent Conduct

The way parents and family members behave at youth sports games and practices has a significant impact on the player experience. Parents can set an example for Little Leaguers® by displaying the high-level of sportsmanship that Little League expects of all its participants and respecting all players, coaches, umpires, and volunteers. MBLL is committed to establishing an environment in which all participants can enjoy. At the beginning of each season we will ask the parents to partner with us in this endeavor by reading and signing the Sport Parent Code of Conduct which will encourage and help us establish behaviors and attitudes needed for successful game play.

Volunteers

Volunteers are essential to the success of the MBLL program. Board Members, League Officials, Managers, and Coaches must complete the Little League Volunteer Application annually. The form will be provided to ALL volunteers by the MBLL Board of Directors and must be returned to the Field House for review and Board approval. Anyone not complying with this new requirement will not be eligible to be involved in the MBLL program.

The VP's from each respective league shall conduct fundamentals training (fundamentals including hitting, sliding, fielding, pitching, etc.) with at least one coach or manager from each team. This training shall be performed prior to the start of regular season games.

MBLL SAFETY CODE

A Proactive Approach to Injury Prevention

(First aid kits are available in each concession stand)

- All managers and coaches have the responsibility of becoming familiar with the MBLL (ASAP) Safety Plan. A copy will be provided to each, and they must produce a copy of the plan if asked by a league official at any time once the season is under way.
- Our goal is for all Managers and Coaches to have training in first-aid. First-aid kits are available through the Concession Stand and are made available at each field when summoned by the umpires. At least one Manager or coach from each team must attend a first-aid training session. The VP's from each league is responsible for scheduling this training session each league season prior to the start of regular season games. Volunteers that are professionals in the medical field (Doctors, Nurses, Paramedics, EMT's etc.) are exempted from this training.
- No games or practices should be held when weather or field conditions are dangerous, particularly when lighting is inadequate or when there is thunder or lightening in the area.
- All team equipment should be stored off the area the umpires define as the "field of play".
- Only players, managers, coaches and umpires are permitted on the playing field, in the dugout or team bench area during games or practices. All participants should take responsibility for keeping bats and loose equipment off the field of play.
- Care should be taken when retrieving foul balls batted out of the playing area, particularly when the playing field is near a street or parking lot area.
- During practices and games, all participants 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.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas frequented by spectators or people on foot. (i.e., playing catch, swinging bats, etc.).
- Managers and coaches should inspect equipment before each use for condition and fit.
- Batters must wear Little League Approved batting helmets (without any type alterations; no painting of helmets, stickers of any type (except a team logo sticker no larger than a half dollar on the front center of the helmet) are permitted during Allstar and regular season play) during practices and games.

- Catchers must wear catcher's helmets, mask, throat guard, chest protector, shin guards and protective cup with athletic supporter (male) for all games and practices. NO EXCEPTIONS.
- Catchers in player's-pitch baseball leagues must use a regulations catcher's mitt during games and practices.
- Headfirst slides are not permitted except when returning to a base.
- At no time will "horseplay" or "taunting" be permitted on the playing field or in the dugout area.
- Players must not wear rings, watches, jewelry or other sharp metallic items during games or practices. The only exception is the rope style break-away necklaces.
- Managers and coaches are responsible for field preparations and should make sure fields are clean and in good playing condition before each game.
- At least one manager and one coach should accompany players during practices and games. Additional volunteer parents may be used, as required, to provide adequate assistance.
- Players are prohibited from swinging a bat except in the batter's box in games or practices. Batters should watch out for catchers and umpires before a warm-up swing and catchers and umpires must keep a safe distance away from batters taking a warm-up swing in the batter's box. Junior and Senior league players who play on fields that have an on-deck area are permitted to take warm-up swings in this designated area.
- A player must be in full catcher's gear to "warm-up" a pitcher. An adult may warm up a pitcher without protective gear. Warm-up should take place in a designated or safe area away from spectators and people on foot.
- Base runners must slide into bases (except first base) to avoid contact with the defensive player if there is a play at the base he is attempting to reach. Base runners must not make intentional, forceful contact or a take-out slide into the defensive player. The defensive player may not impede the progress of the base runner while not in possession of the ball or attempting to field a batted ball.
- Coaches should keep track of all players during games and practices and see that every player has arrangements for getting home after the session. No player should leave without the coach's knowledge.
- Coaches and Umpires are to walk each field prior to playing the first game of the evening and use a commonsense approach for debris removal or noting any potential safety concerns that could come into play while the kids are on the field. Any notable repairs should be brought up as soon as feasible to the appropriate board member so mitigation measures can be taken in a timely and effective manner.

SUN PROTECTION

Parents, coaches and players should apply sunscreen before all practices and games. A sunscreen with an SPF 15 or higher should be liberally applied to all exposed areas of the skin half an hour before going outside.

Note: The most vulnerable areas of skin are the face, back of neck and arms.

Emergency Plan

Moss-Bluff Little League Emergency Numbers

2021 Board Positions	Name	Phone
League President	John Miguez	337-526-9401
League Baseball VP	Chad Seals	318-820-5388
League Baseball Secretary	Cody White	985-974-3637
League Treasurer	Courtney Smith	409-739-7637
League Baseball Tee-Ball Player Agent		
League Baseball Coach Pitch Player Agent	Amy Byrne	337-370-2410
League Baseball Minors Player Agent		
League Baseball Majors Player Agent		
League Baseball Juniors Player Agent		
League Baseball Seniors Player Agent		
League Softball VP	Richard Smith	337-302-7163
League Softball Secretary	Amanda Hollier	337-563-5107
League Softball T-Ball Player Agent	Derek Goss	337-425-3340
League Softball Coach Pitch Player Agent	Derek Goss	337-425-3340
League Softball Minors Player Agent	Natalie Thomas	337-842-6248
League Softball Majors Player Agent	Natalie Thomas	337-842-6248
League Softball Juniors Player Agent	Sam Hollier	225-241-9715
League Softball Seniors Player Agent	Sam Hollier	225-241-9715
League Equipment Manager	Eric Foshee	337-244-4934
League Safety Officer	Brandon Albarado	337-842-7858

EMERGENCY NUMBERS

Calcasieu Parish Police & Ambulance	Emergency	911
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Water

Water Works District 1
265 Parish Road
Moss Bluff, La 70611

Non-Emergency (337) 855-7250

Emergency (337) 855-7250

Trash Pick-Up

Waste Management
536 Wesley St,
Lake Charles, LA 70615

Non-Emergency (337) 377-0567

Emergency (337) 377-0567

Sewage

Booth Environmental
1320 E. Gauthier Road
Lake Charles, La 70607

Non-Emergency (337) 474-7325

Emergency (337) 474-7325

LITTLE LEAGUE SUPPORT NUMBERS**Little League National HQ**

539 Route 15 Hwy.
P.O. Box 3485
Williamsport, PA 17701-0485
(570) 326-1921

Southwestern Regional HQ

P.O. Box 20127
Waco, TX 76702-0127
(254) 756-1816

Lightning Facts, Increment Weather, and Safety Procedures

The following information and guidelines will be followed when there is lightning in the area of the Moss-Bluff Little League Complex:

- 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 an 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 cloud.
- On the average, thunder can only be heard over 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-to-bang’ method. With this method, a person counts the number of seconds between the sight of a lightning

strike and the sound of thunder that follows. “Halt Play” and “Evacuation” should be called when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

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 the “flash-to-bang” proximity measure applies. When in doubt, the following rule of thumb should be applied:

*WHEN YOU HEAR IT – CLEAR IT • WHEN YOU SEE IT –
FLEE IT*

Where NOT to Go!!!

Avoid high places, open fields, isolated trees, unprotected structures, rain or picnic shelters, dugouts, flagpoles, bleachers, metal fences, or near water.

Where to Go?

No place is safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest (like the Field House, or Concession Stand). For most participants, the best area to seek shelter is in a fully enclosed metal vehicle with the windows rolled 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 to prevent eardrum damage).

First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

- The first tenet of emergency care is “make no more casualties”. If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement to/from that area is necessary – lightning can and does strike the same place twice. If the rescuer is not at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

- Retrieve the AED from the concession stand and follow manufacturer protocol for patient administration.

NOTE:

CPR / AED SHOULD ONLY BE ADMINISTERED BY A PERSON KNOWLEDGEABLE AND TRAINED IN THE PROPER TECHNIQUES FOR MEDICAL CARE.

Rain

As the Little League players shelter in the dugout, the rain continues pouring down. For the safety of the players, Little League rules mandate that participants play only on safe terrain. Rain may dampen the field, causing players to slip or fall and possibly injure themselves. While the ultimate decision is generally up to the Little League umpire or the coaches, officials must follow specific rules when deciding whether to cancel a game due to rain.

Playing on a wet field

Little League players may continue a game during rain or wet conditions if the umpire, coaches or other Little League official has determined that the field is safe for play. Adults should inspect the paths between bases, the infield and the outfield for any unsafe locations. Deep puddles, slippery patches in the dirt or grass, and any other potentially unsafe surfaces should not be present on the field during play. If adults notice any unsafe area as a result of rain, even if the players do not frequently move across that specific area, the game should be paused until conditions improve or canceled if conditions are unlikely to improve.

Return to Play

Once play has been stopped due to lightning, play shall not resume until 30 min has passed since the last lightning strike was noted.

Medical Protocols

Important things to remember

- **STOP ALL PLAY** when a safety situation occurs, or when an injury is evident on the playing field.
- Reassure and aid the injured player.
- Provide or assist in obtaining medical attention for those who require it.
- Know your limitations.
- Know and identify the location of the nearest first-aid kit prior to all games and practices.

- Assist those who require medical attention – and when administering aid, remember to look for signs of injury (blood, black-and-blue deformity of joint, etc.).
- Listen to the injured describe what happened and what hurts if conscious.
- Before questioning, you may have to calm and soothe an excited player.
- FEEL gently and carefully the injured area for signs of swelling, sprains, or fractures.
- Make arrangement to have a cellular phone available when your game or practice is at a facility that does not have public phones.
- Report ALL injuries to the Safety Officer, and/or Board Member immediately
- When in doubt, STOP THE GAME

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're not sure of the proper procedures (i.e., CPR, AED, etc.).
- Transport injured individuals except in extreme emergencies.
- Leave an unsupervised player on the field after a practice or game.
- Hesitate to report any present or potential safety hazard immediately to the Safety Officer or any Board Member.

WHEN TREATING AN INJURY, REMEMBER:

Protect... all injured parts from further damage
Rest..... and minimize stress to injuries
Ice..... injuries to lessen swelling
Compress... and wrap sprains and strains
Elevate... injured parts to minimize swelling
Support.... and brace injuries

Bloodborne Pathogens Procedures

- Follow accepted guidelines for the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.
- Managers, coaches, and volunteers with open wounds of any magnitude that may be seeping, oozing, flowing, or spurting should refrain from all direct contact with another person and or objects until the condition is resolved.
- When the presence of blood and or bodily fluids is apparent, don the appropriate personal protective equipment provided in the first-aid kit located in the concession stands to prevent additional exposure and or further contamination to the wound site.
- Bleeding must be stopped, and the open wound assessed, cleaned, and covered before the player may resume the game. If bleeding control measures cannot cease the bleeding, wound needs additional treatment, the individual(s) must be transported to the nearest medical facility for further observation and treatment.
- Once the incident has been mitigated, clean all blood / bodily fluids contaminated surfaces and equipment with the recommended cleaning solution and protocols. Dispose all items into the appropriate bio-hazard bag /container.
- Treat all bodily fluids as if they were infectious. Immediately wash hands and other skin surface(s) if contaminated with blood with soap and water. Report all incidents immediately to the Moss-Bluff Little League Safety Officer.

Covid-19 Safety Protocols

As local Little League programs are considering a return to the field, it is recommended that each league and district adheres to the guidelines set forth by their respective state and local government and health officials in terms of public gatherings, organized youth sports, and sporting events when determining when it is safe to return to Little League activities.

If you have a fever, cough or [other symptoms](#), seek medical observation and testing to determine if you have contracted the Covid-19 virus. Most people have mild illnesses, seasonal allergies throughout the year and can recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

When to seek emergency medical attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

What you need to know

- [Stay home](#) if you have tested positive for COVID-19 or are waiting on test results, are showing COVID-19 symptoms, or have had a [close contact](#) with a person who has tested positive for or who has symptoms of COVID-19.
- Bring your own equipment, like gloves, head gear, helmets, water bottles, and bats, if possible, to limit shared equipment.
- Stay at least 6 feet (about 2 arm lengths) from other players when possible.
- [Wear a mask](#) that covers your nose and mouth to help protect yourself and others when traveling to and when leaving the dugout area.
- Minimize player contact by eliminating team/player handshakes after game conclusion.
- Clean or sanitize your hands before and after practices, games, and sharing equipment.
- Tell a coach or staff member if you don't feel well.

Accident Reporting Procedures

What to Report – An incident that causes 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 or periods of rest.

When to Report – All such incidents described above must be reported to the Safety Officer within 12 hours of the incident.

Who to Report To – The Safety Officer for Moss Bluff Little League or the MBLL President who can be reached at the following:

2021 MBLL Safety Officer – Brandon C. Albarado
Phone: (337) 842-7858
Email: ALBARBC@yahoo.com

2021 MBLL President – John Miguez
Phone: (337) 526-9401
Email: john.miguez@yahoo.com

Safety Officers responsibilities for Near-Misses / Accidents

Upon notification of a near-miss or accident, the Safety Officer will notify the MBLL President of the incident, contact the injured player's parents, and:

1. Check on the status of the injured player.
2. Verify the information received.
3. Obtain any additional information deemed necessary.
4. If the injury required additional medical treatment (i.e., Emergency Room, Doctor's visit, etc.) will advise the parent or guardian of MBLL's insurance coverage.
5. Assist in completing and submitting claim forms.
6. Log the near-miss / accident in the Safety Officer Log Book and the ASAP Incident/Injury Tracking Report for record keeping.

If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured player parent(s) to:

1. Check on the status of any injuries, and
2. Check if any other assistance is necessary in areas such as completion and/or 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).

How to make the report – reporting incidents can come in a variety of forms. Typically, they are either via email or telephone conversations. At a minimum, the following information must be provided:

- The name, date, time, location, and phone number of the incident and those involved.
- 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
- Could the accident have been avoided? If so, how?

Safety Procedures for Storage Buildings

The following applies to all the storage buildings at the MBLL Baseball Complex, and the volunteers given access to use the referenced buildings.

- All individuals with access to MBLL facilities are responsible for the orderly storage and safe upkeep of ALL equipment, materials, machines, etc.
- All chemicals and organic material stored in a MBLL storage building must be properly marked and labeled as to its contents.
- Any witnessed “loose” or “leaking” chemicals or organic materials in a MBLL storage building must be adequately cleaned-up and disposed of as soon as possible to prevent environmental contamination or accidental poisoning.
- Keep the storage buildings locked when not actively involved in taking something in or out, to avoid an unsupervised young child from wandering into the shed and getting hurt.
- Quarterly inspections will be conducted on all complex storage buildings by the safety officer and an additional board member and or park official to identify hazards and areas of improvement that may be needed to keep storage buildings in sound working condition. Inspections will be sent to the President and the Facility Manager for recordkeeping. Records shall be retained as deemed by the Facility Manager and the President.

Concession Stand Safety Procedure

Guidelines for concession stand operations:

The Concession Manager will be knowledgeable of the following:

- Agents that cause food-borne illnesses
- Personal Hygiene
- Safe practices for handling and preparing food
- Cleaning and sanitation of food service equipment and utensils

Food Stand Facilities

Our league has the following safety rules in place regarding the concession stand:

- No person under the age of eighteen will be allowed to work the grill.
- No child under the age of 15 will be allowed to work the registers.
- People working in the concession stands will follow Safe Food Preparation measures.
- Cooking equipment will be inspected periodically and repaired or replaced, if needed.
- Propane tanks are turned off between seasons. They are located outside of the concession and are kept on during the season because of the pilot light.
- Grill hoods will be cleaned by Moss Bluff Parks and Recreation at least once a year or whenever it is needed.
- Cooking grease will be stored safely in containers away from open flames.
- Cleaning chemicals will be safely stored in a back-storage room and not in the concession where food is prepared.
- A Certified Fire Extinguisher suitable for grease fires must always be placed in plain sight. Fire Extinguishers are checked by the Ward 1 Fire Department every year.
- The Concession Manager is instructed in the use of fire extinguishers.
- A fully stocked First Aid Kit will be placed in each Concession Stand.
- The Concession Stand main entrance door will not be locked or blocked while people are inside.
- Hand washing will be followed by all volunteers on a frequent basis when handling food.
- Use the Concession Stand Weekly Checklist at the end of this chapter to keep track of any safety issues.

E. coli Breakouts

No league wants the reputation of having an E. coli breakout. Eating meat, especially ground beef that has not been cooked sufficiently to kill the E. coli O157:H7 bacteria, can cause infection. Contaminated meat looks and smells normal. The number of organisms required to cause disease is very small. Other known sources of infection are consumption of sprouts, lettuce, spinach, salami, unpasteurized milk and juice, and by swimming in or drinking sewage-contaminated water.

Bacteria in loose stool of infected persons can be passed from one person to another if hygiene or hand washing habits are inadequate. This is particularly likely among toddlers who are not toilet trained. Family members and playmates of these children are at high risk of becoming infected. Parents need to ensure that when their children use the restroom, they wash their hands thoroughly. Let the Concession Stand know if there is not enough toilet paper, soap or towels in the restrooms.

Safe Food Preparation

- **CLEAN – WASH HANDS AND SURFACES OFTEN!**
- Wash hands with hot soapy water before handling food.
- Wash cutting boards, dishes, utensils and counters with hot soapy water after preparing each food item.
- All wiping cloths must be stored in a sanitizing solution made up of bleach and water at approximately 1 capful of bleach per 1 gallon of water.
- A supply of disposable towels and hand soap must be available.
- Use the thin plastic-type gloves when preparing/handling any type of food.
- **SEPARATE – DON'T CONTAMINATE**
- Keep raw meat separate from ready-to-eat foods.
- Use a clean plate for cooked foods. Never place cooked food on a plate that previously held raw food.
- All food items should be covered, whenever possible.
- Wash fruits and vegetables under running water, especially those that will not be cooked. Be aware that bacteria are sticky, so even thorough washing may not remove all contamination. Remove the outer leaves of leafy vegetables.
- Store food at least six inches off the floor to minimize contamination and allow proper floor cleaning.
- Wash hands frequently!
- **COOK – COOK FOOD TO PROPER TEMPERATURES**
- When cooking in a microwave oven, cover food, stir and rotate for even cooking.
- Keep hot foods hot, and cold foods cold! Hot foods must be kept at 140°F or above, and cold foods must be kept at 41°F or below.
- Hamburgers should be cooked to 160°F; or by not having patties that are pink in the middle.
- Use a clean metal stemmed thermometer to measure the internal temperature of cooked food to ensure it is thoroughly done.
- **CHILL – REFRIGERATE PROMPTLY**
- Refrigerate foods quickly. Cold temperatures keep harmful bacteria from growing and multiplying.
- Refrigerator temperature must be set at 40°F or lower, and freezer at 00°F or lower. Check these temperatures often.
- Thaw food in the refrigerator.
- Divide large amounts of food into small, shallow containers for quick cooling.
- Don't over-pack the refrigerator.
- Keep the freezer and refrigerator closed when not in use. This keeps the cold air inside.

Volunteers Must Wash Hands

HOW



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.

Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand
when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.



Attachment A

Little League Basic Volunteer Application

<https://www.littleleague.org/downloads/returning-volunteer-application/>

Little League® "Basic" Volunteer Application – 2021

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



This volunteer application can be used as a reference for leagues utilizing the JDP Quick App or for leagues that are using an outside background check provider that meets the standards of Little League Regulation 11(d)9. Visit littleleague.org/leaguecheck for more information.

All RED fields are required.

Name _____ Title _____ Middle Name or Initial _____ Last _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone _____

Work Phone: _____ E-mail Address: _____

Driver's License#: _____

1. Have you ever been charged with, convicted of, pled no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?

If yes, describe each in full: _____ Yes ☐ No ☐

If volunteer answered yes to Question 1, the local league must contact the Little League Security Manager.

2. Have you ever been convicted of or pled no contest or guilty to any crime(s)?

If yes, describe each in full: _____ Yes ☐ No ☐

(Answering yes to Question 2, does not automatically disqualify you as a volunteer.)

3. Do you have any criminal charge pending against you regarding any crime(s)?

If yes, describe each in full: _____ Yes ☐ No ☐

(Answering yes to Question 3, does not automatically disqualify you as a volunteer.)

4. Have you ever been raised participation in any other youth program and/or based on the SafeSport Centralized Disciplinary Database or USA Baseball Ineligible list? ☐ Yes ☐ No

If yes, explain: _____

(If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.)

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

- ☐ League Official ☐ Field Maintenance ☐ Concession Stand
- ☐ Coach ☐ Manager ☐ Other _____
- ☐ Umpire ☐ Scorekeeper

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION (NOT NECESSARY IF VOLUNTEER IS RETURNING).

Please provide updated information below if there are any changes from previous years or requesting a new position.

Occupation: _____

Employer: _____

Address: _____

Special professional training, skills, hobbies: _____

Special Certifications (CPR, Medical, etc.): _____

Special Affiliations (Clubs, Services Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and years [s]): _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECKER LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK FOR MORE INFORMATION ON STATE LAWS. VISIT OUR WEBSITE: littleleague.org/leaguecheck

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background checks on me and as long as I continue to be active with the organization, which may include a review of any criminal history, license of which contains more only sanctions which may result in a report being generated that may or may not be real, child abuse and criminal history records, I understand that, if reported, my position is conditional upon the league meeting no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that regardless of previous opportunities, Little League is not obligated to appoint me as a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removed by the Board of Directors for violation of Little League policies or principles.

Applicant Name (please print or type) _____

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

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

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked): _____

Review the Little League Regulation 11(d)9 for all background check requirements

☐ JDP (includes review of the SafeSport Centralized Disciplinary and USA Baseball Ineligible list)*

OR _____

☐ National Criminal Database check ☐ SafeSport Centralized Disciplinary Database and/or

☐ National Sex Offender Registry ☐ USA Baseball Ineligible list Sex Offender

*Please be advised that you can JDP and there is a review made to the law where only some states require a background check to be performed. If you are not a volunteer, but they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act regarding information regarding all the criminal records associated with the names, which may not necessarily be the league's volunteer.

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

Attachment B

Little League Volunteer Application

<https://www.littleleague.org/downloads/volunteer-application/>



Little League® Volunteer Application - 2021

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

This volunteer application should only be used if a league is manually entering information into IDP or an outside background check provider that meets the standards of Little League Regulations 11(c)(9). THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE IDP QUICKAPP. Visit littleleague.org/socialcheck for more information.

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

All RED fields are required.

Name _____ Date _____
Address _____ Phone _____ Middle Name or Initial _____ Last _____
City _____ State _____ Zip _____
Section Security # (mandatory) _____
Cell Phone _____ Business Phone _____
Home Phone _____ Email Address _____
Date of Birth _____
Occupation _____
Employer _____
Address _____
Special professional training, skill, hobby: _____
Community affiliations (Club, Service Organizations, etc.): _____
Fireworks volunteer experience (including booster/cafeteria and youth): _____
1. Do you have children in the program? _____ Yes ☐ No ☐
If yes, list full name and school level: _____
2. Special Certification (CPR, Medical, etc.) # yrs. list _____ Yes ☐ No ☐
3. Do you have a valid driver's license? _____ Yes ☐ No ☐
Driver's License # _____ State _____
4. Have you ever been charged with, convicted of, placed on control, or guilty to any crime(s) involving or against a minor, or of a sexual nature? _____ Yes ☐ No ☐
If yes, describe each in full: _____
[If volunteer answered yes to Question 4, the local league must contact the title league Security Manager]
5. Have you ever been convicted of or placed on control or guilty to any crime(s)? _____ Yes ☐ No ☐
If yes, describe each in full: _____
[Answering yes to Question 5, does not automatically disqualify you as a volunteer.]
6. Do you have any criminal charges pending against you regarding any crime(s)? _____ Yes ☐ No ☐
If yes, describe each in full: _____
[Answering yes to Question 6, does not automatically disqualify you as a volunteer.]

Z. Have you ever an actual participation in any other youth programs and/or based on the SafeSchool Confidentiality Database or USA Baseball website list? ☐ Yes ☐ No

If Yes, explain: _____

If volunteers answered yes to Question Z, the local leagues must contact the (title, league's Security Manager.)

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

<input type="checkbox"/> League Official	<input type="checkbox"/> Umpire	<input type="checkbox"/> Manager	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Coach	<input type="checkbox"/> Field Maintenance	<input type="checkbox"/> Scorekeeper	<input type="checkbox"/> Other _____

Please list three references, of local ones of which has knowledge of your participation as a volunteer in a youth program: _____

Name/Phone _____

[illegible]

Applicant Name (please print or type) _____

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

Specifically used for background check (minimum of one must be checked):

Review the title League Regulations (100%) for all background check requirements

☐ JDP* (includes review of the SubSport Combined Disciplinary and USA Baseball Insights List)*

OR

☐ National Criminal Database check ☐ SubSport Combined Disciplinary Database only/
National Sex Offender Registry ☐ USA Baseball Insights List Sex Offender

*League has indicated that league has not used any of the background checks available and has not performed any third party screening that they are aware of. It is the responsibility of the league to ensure that all background checks are performed and reported to the league. If the league has not performed any background checks, it is the responsibility of the league to ensure that all background checks are performed and reported to the league. If the league has performed any background checks, it is the responsibility of the league to ensure that all background checks are performed and reported to the league.

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

Attachment C

MBLL Medical Release Form

<https://www.littleleague.org/downloads/medical-release-form/>



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)/Guardian Name: _____ Relationship: _____
Parent (s)/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
_____	_____	_____
_____	_____	_____

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. _____
Authorized Parent/Guardian Signature _____ Date: _____

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.

Attachment D

MBLL Manager / Coach Code of Conduct

Manager and Coaches Code of Conduct

Moss-Bluff Little League (MBLL) expects the following standards of conduct and behavior for its managers and coaches. All managers and coaches in the Moss-Bluff Little League (MBLL) must adhere to this code of conduct.

1. Encourage your players to play by the rules. Children learn best by the examples set by their coaches, so applaud play by both teams.
2. Be a positive role model by showing good sportsmanship, a positive attitude and remembering the real reason for the game: To have fun!
 - a. DO NOT ridicule, belittle, use profane language, throw items or yell at players, coaches, umpires or parents.
 - b. Always show a positive attitude, on and off the field.
3. Remember that all rulings by an umpire on the field are final. If there is a question on an umpire's ruling you should call time out and get with the umpire and the opposing coach out of earshot of players, parents and spectators. Once the conversation is finished, get back to the game. Do not continue to discuss the matter.
4. Emphasize skill development at all practices and continually work to develop less skilled players.
5. MBLL has a no tobacco, alcohol, illegal drug policy at all fields during all practices and games. No alcohol before a game or practice. Absolutely NO alcohol at the field before, No illegal use of drugs of any sort during or after a game or practice.
6. Speak positively of Moss-Bluff Little League and support the decisions of the Board.
7. Use fields and times allotted to your team by the league.

Violence and Harassment Policy

In order to protect the climate of safety and security for all participants and to make clear Moss-Bluff Little League's long-standing position toward any threat or harassment toward any league participant; the League's Board has chosen to document this policy as a code of conduct.

The Moss-Bluff Little League (MBLL) hereby adopts a zero-tolerance policy toward any form of violence and harassment, understood as: physical hitting, shoving, kicking, throwing of objects, unwanted sexual advances, all forms of physical assault; abusive language or e-mails, threats, harassment and intimidation; ejection from a game; any attitude or action that can be reasonably construed as violence toward another.

The MBLL Board will immediately communicate this policy to all MBLL members and stakeholders, especially managers, coaches, umpires, parents, and players, and advise them of their responsibility to report all incidents that can reasonably be construed as violence.

Upon receipt of any report of alleged violence, the President of MBLL or his lawful representative and an appointed sub-committee member, will investigate to determine if the allegations are substantiated. The investigation will commence within 12 hours of the reported incident.

If the allegations of misconduct are substantiated, one or more of the following consequences will be recommended to the board.

- * Be given a verbal/written warning that the action/behavior must stop immediately.
- * Be reprimanded verbally before the board and in writing and placed on probation for one year.
- Be suspended from managing/coaching/umpiring any MBLL team for any length determined by the board, and/or restriction from any and all activity associated with Eastvale Little League.

It is the intent of the Moss-Bluff Little League (MBLL) to ensure a safe, productive, and professional baseball environment and the board will render decisions with these principles in mind.

Final decisions must be approved by the board of directors. If any consequences are given by the board, the sub-committee will appropriately inform the person(s) involved. Violation of any terms of consequence will result in a more severe consequence. By signing below, you agree with the code of conduct given and will to the best of your ability conduct yourself in a manner which is always professional both on and off the field.

(Print Name)

✖ Rectangular Snip

(Signature)

(Date)

Attachment E

MBLL Umpire Code of Conduct

Umpire Code of Conduct

Moss-Bluff Little League (MBLL) expects the following standards of conduct and behavior of all umpires:

1. Fairly call the game based on your best judgment of the rules (local and national) as established by the league.
2. Communicate the rules of the game effectively to the managers, coaches and players.
3. Respond professionally when asked for clarification of rules and judgment calls.
4. Treat both teams and all players equally and fairly and ensure the rights of players.
5. Treat managers, coaches, other volunteers, players and parents with dignity. Attempt to pursue positive approaches to dealing with all parties.
6. Show good sportsmanship, a positive attitude and remember the real reason for the game: To have fun!
7. Report to the Board as soon as feasible any issues or problems beyond your authority or are unable to resolve.

Violence and Harassment Policy

In order to protect the climate of safety and security for all participants and to make clear Moss-Bluff Little League's long-standing position toward any threat or harassment toward any league participant; the League's Board has chosen to document this as a code of conduct.

The Moss-Bluff Little League (MBLL) hereby adopts a zero-tolerance policy toward any form of violence and harassment, understood as: physical hitting, shoving, kicking, throwing of objects, unwanted sexual advances, all forms of physical assault; abusive language or e-mails, threats, harassment and intimidation; ejection from a game; any attitude or action that can be reasonably construed as violence toward another.

The Moss-Bluff Little League (MBLL) Board will immediately communicate this policy to all MBLL members and stakeholders, especially managers, coaches, umpires, parents, and players, and advise them of their responsibility to report all incidents that can reasonably be construed as violence.

Upon receipt of any report of alleged violence, the President of MBLL or his lawful representative and an appointed sub-committee, will investigate to determine if the allegations are substantiated. The investigation will commence within 12 hours of the reported incident.

If the allegations of misconduct are substantiated, one or more of the following consequences will be recommended to the board.

- Be given a verbal/written warning that the action/behavior must stop immediately.
- Be reprimanded verbally before the board and in writing and placed on probation for one year.
- Be suspended from managing/coaching/umpiring any MBLL team for any length determined by the board, and/or restriction from any and all activity associated with Moss-Bluff Little League (MBLL).

It is the intent of the Moss-Bluff Little League (MBLL) to ensure a safe, productive, and professional baseball environment and the board will render decisions with these principles in mind.

Final decisions must be approved by the board of directors. If any consequences are given by the board, the sub-committee will appropriately inform the person(s) involved. Violation of any terms of consequence will result in a more severe consequence. By signing below, you agree with the code of conduct given and will to the best of your ability conduct yourself in a manner which is always professional both on and off the field.

✖ Rectangular Snip

(Print Name)

(Signature)

(Date)

Attachment F

MBLL Parent Code of Conduct Form

<https://www.littleleague.org/downloads/parent-code-conduct/>

Sport Parent Code of Conduct

We, the _____ Little League, have implemented the following Sport 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 this form 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, and
- 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 well-being 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.

Parent/Guardian Signature

Attachment G

Managers, Coaches, and Umpires Checklist

<https://www.littleleague.org/downloads/asap-requirement-10-safety-procedures/>

Good Procedures to Implement

Checklist for Managers, Coaches, and Umpires

Here are some good procedures for your league to implement and follow on several required areas of the safety plan. Requirements 7, 10, 12 and 13 are all included in the checklists below. These come from several leagues whose volunteers are providing safety leadership through their efforts to increase awareness and help volunteers do the right thing at the right time.

A. Safe Playing Areas

Regular safety inspections of all fields, (practice and game), structures, and dugouts, is the best way to eliminate conditions that cause accidents. Managers, coaches, and umpires should routinely check playing area for:

1. Holes, damage, rough or uneven spots, slippery areas, and long grass
2. Glass, rocks, foreign objects
3. Damage to screens or fences, including holes, sharp edges, or loose edges
4. Unsafe conditions around backstop, pitcher's mound, or warning track
5. Proper attire by the catcher at all times, including in the bull pens and in between innings

B. Safe Equipment

All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. Managers, coaches, and umpires should:

1. Be sure all equipment is LL approved
2. Inspect all bats, helmets, and other equipment on a regular basis. Dispose of unsafe equipment properly.

3. Keep loose equipment stored properly
4. Have all players remove all personal jewelry
5. Parents should be encouraged to provide safety glasses for players who wear glasses
6. Repair or replace defective equipment

C. Safe Procedures

Managers and coaches must:

1. Have all players' medical release forms with you at every practice and game
2. Have a first aid kit with you all practices and games
3. Have access to a telephone in case of emergencies
4. Know where the closest emergency shelter is in case of severe weather
5. Ensure warm-up procedures have been completed by all players
6. Stress the importance of paying attention, no "horse playing allowed"
7. Instruct the players on proper fundamentals of the game to ensure safe participation
8. Each practice should have at least 2 coaches in case of an emergency

D. Weather Conditions

Before the Storm

1. Check the weather forecast before leaving for a game or practice
2. Watch for signs of an approaching storm
3. Postpone outdoor activities if storms are imminent

Approaching Thunderstorm

1. Take caution when you hear thunder. If you hear thunder, you are close enough to get struck by lightning. During a game, the umpire will clear the field in the event of an approaching storm.

2. Move to a safe environment immediately. Do not go under a tree or stay in the dugout.
3. If lightening is occurring and there is not sturdy shelter near, get inside a hard top automobile and keep the window up.
4. Stay away from water, metal pipes, and telephone lines.
5. Unplug appliances not necessary for obtaining weather information. Avoid the telephone except for emergency use only.
6. Turn off air conditioners.

If caught outdoors & no shelter exists

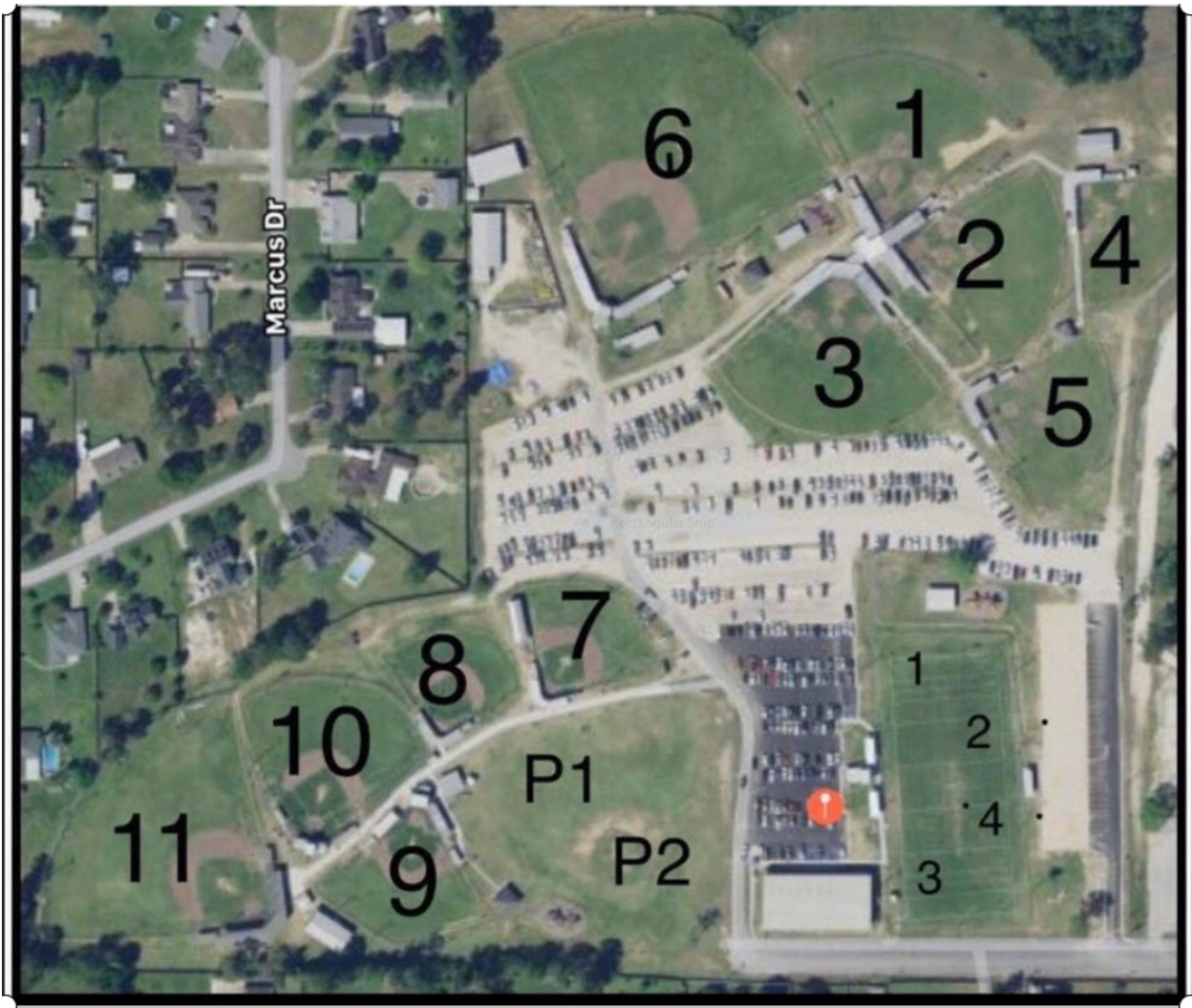
1. Find a low spot away from trees, fences, light poles, and flagpoles. Make sure the site you pick is not prone to flooding.
2. If in the woods, take cover under shorter trees.
3. If you feel your skin begin to tingle or your hair feels like it's standing on end, squat low to the ground, balancing on the balls of your feet. Make yourself the smallest possible target, tuck your head between your legs, and minimize your contact with the ground.

What to do if someone is struck by lightning

1. The person who has been struck will carry no electrical charge; therefore, they are safe to touch.
2. Call 9-1-1 as soon as possible for help.
3. Check for burns to the body.
4. Give first aid as needed.
5. If breathing and/or heartbeat have stopped, perform CPR until EMS arrives.
6. Contact the league Safety Officer or President ASAP.

Attachment H

Moss-Bluff Little League Complex



Attachment 1

Moss-Bluff Little League Near-Miss Form

NEAR MISS REPORT

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause injuries. It is everyone's responsibility to report and / or correct the potential accidents/incidents immediately. Please complete this form to report near-miss situations.

Department/Location _____

Date: _____ Time _____ ☐ AM ☐ PM

Please check all appropriate conditions:

☐ Unsafe Act ☐ Unsafe Equipment ☐ Unsafe Condition ☐ Unsafe use of equipment

Description of incident or potential hazard: _____

NEAR MISS INVESTIGATION

Description of the near-miss condition: _____

Causes (primary & contributing): _____

Corrective action taken (Remove the hazard, replace, repair, or retain in the proper procedures for the task): _____

Corrective action completed by: _____

Corrective action completed date: _____

Safety Officer Signature: _____ Date: _____

Facility Manager Signature: _____ Date: _____

Attachment J

Moss-Bluff Little League First-Aid Log

[illegible]

Attachment K

Moss-Bluff Little League Baseball ASAP Incident/Injury Tracking Report

<https://ll-production-uploads.s3.amazonaws.com/uploads/2017/12/Incident-Injury-Tracking-Form.pdf>

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: _____

Attachment L

Moss-Bluff Little League Baseball Accident Notification Form

<https://ll-production-uploads.s3.amazonaws.com/uploads/2017/12/Accident-Claim-Form-1.pdf>



Accident & Health (U.S.)

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

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.	
PART 1			
Name of Injured Person/Claimant	SSN	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 <input type="checkbox"/> AM <input type="checkbox"/> PM	Type of Injury

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 (SO/TO) (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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> 01 1ST <input type="checkbox"/> 02 2ND <input type="checkbox"/> 03 3RD <input type="checkbox"/> 04 BATTER <input type="checkbox"/> 05 BENCH <input type="checkbox"/> 06 BULLPEN <input type="checkbox"/> 07 CATCHER <input type="checkbox"/> 08 COACH <input type="checkbox"/> 09 COACHING BOX <input type="checkbox"/> 10 DUGOUT <input type="checkbox"/> 11 MANAGER <input type="checkbox"/> 12 ON DECK <input type="checkbox"/> 13 OUTFIELD <input type="checkbox"/> 14 PITCHER <input type="checkbox"/> 15 RUNNER <input type="checkbox"/> 16 SCOREKEEPER <input type="checkbox"/> 17 SHORTSTOP <input type="checkbox"/> 18 TO/FROM GAME <input type="checkbox"/> 19 UMPIRE <input type="checkbox"/> 20 OTHER <input type="checkbox"/> 21 UNKNOWN <input type="checkbox"/> 22 WARMING UP	INJURY <input type="checkbox"/> 01 ABRASION <input type="checkbox"/> 02 BITES <input type="checkbox"/> 03 CONCUSSION <input type="checkbox"/> 04 CONTUSION <input type="checkbox"/> 05 DENTAL <input type="checkbox"/> 06 DISLOCATION <input type="checkbox"/> 07 DISMEMBERMENT <input type="checkbox"/> 08 EPIPHYSES <input type="checkbox"/> 09 FATALITY <input type="checkbox"/> 10 FRACTURE <input type="checkbox"/> 11 HEMATOMA <input type="checkbox"/> 12 HEMORRHAGE <input type="checkbox"/> 13 LACERATION <input type="checkbox"/> 14 PUNCTURE <input type="checkbox"/> 15 RUPTURE <input type="checkbox"/> 16 SPRAIN <input type="checkbox"/> 17 SUNSTROKE <input type="checkbox"/> 18 OTHER <input type="checkbox"/> 19 UNKNOWN <input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	PART OF BODY <input type="checkbox"/> 01 ABDOMEN <input type="checkbox"/> 02 ANKLE <input type="checkbox"/> 03 ARM <input type="checkbox"/> 04 BACK <input type="checkbox"/> 05 CHEST <input type="checkbox"/> 06 EAR <input type="checkbox"/> 07 ELBOW <input type="checkbox"/> 08 EYE <input type="checkbox"/> 09 FACE <input type="checkbox"/> 10 FATALITY <input type="checkbox"/> 11 FOOT <input type="checkbox"/> 12 HAND <input type="checkbox"/> 13 HEAD <input type="checkbox"/> 14 HIP <input type="checkbox"/> 15 KNEE <input type="checkbox"/> 16 LEG <input type="checkbox"/> 17 LIPS <input type="checkbox"/> 18 MOUTH <input type="checkbox"/> 19 NECK <input type="checkbox"/> 20 NOSE <input type="checkbox"/> 21 SHOULDER <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	CAUSE OF INJURY <input type="checkbox"/> 01 BATTED BALL <input type="checkbox"/> 02 BATTING <input type="checkbox"/> 03 CATCHING <input type="checkbox"/> 04 COLLIDING <input type="checkbox"/> 05 COLLIDING WITH FENCE <input type="checkbox"/> 06 FALLING <input type="checkbox"/> 07 HIT BY BAT <input type="checkbox"/> 08 HORSEPLAY <input type="checkbox"/> 09 PITCHED BALL <input type="checkbox"/> 10 RUNNING <input type="checkbox"/> 11 SHARP OBJECT <input type="checkbox"/> 12 SLIDING <input type="checkbox"/> 13 TAGGING <input type="checkbox"/> 14 THROWING <input type="checkbox"/> 15 THROWN BALL <input type="checkbox"/> 16 OTHER <input type="checkbox"/> 17 UNKNOWN
Does your league use batting helmets with attached face guards? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, are they <input type="checkbox"/> Mandatory or <input type="checkbox"/> 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		