

2015 ASAP PLAN

PROSPER LITTLE LEAGUE

PROSPER, TX

REGION/STATE 943

DISTRICT 8

LEAGUE ID# 266411



Qualified Safety Plan Requirements

PLL Safety Manual 2014

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PLL MISSION STATEMENT

Prosper Little League is a non-profit (501c3) organization offering recreational baseball and Softball for boys and girls ages 4-14 in and around the Prosper, TX area.

Prosper Little League strives to be an outstanding educational-athletic organization that provides a high-quality experience, in which every athlete:

- Is coached in a respectful manner with skill building and good sportsmanship in mind
- Enjoys playing the game and builds a love of the sport
- Feels like an important part of the team regardless of performance
- Learns "life lessons" that have value beyond the playing field
- Learns the skills, tactics and strategies of the game and improves as a player.

Our ultimate goal is to assist the children of our community to develop positive character traits and values that will aid them in becoming successful citizens through the sport of baseball/softball.

SAFETY MANUAL

Each team manager, league director, umpire, board of director and other applicable staff will be provided with a copy of the safety manual for their review. Additionally all volunteers will have access to the Safety Manual through Prosper Little League web site (www.prosperlittleleague.org) and at the concession stand throughout the season. The Safety Manual will have information regarding local hospitals and other emergency services information, contact information for all Board of Directors, and the Prosper Little League Code of Conduct. Each team will be provided with a first aid kit that will include the necessary items to treat an injured player until professional help arrives if need be.

To comply with Little League's requirements for safety of all players, coaches and managers, Prosper Little League requires all coaches to attend the Baseball Fundamentals Training on February 1, 2015.

Additionally, at least one representative from each team in each league will be required to attend the league sponsored First Aid training program. For the 2015 year, this training will be held on February 15 2015.

Any team not participating in BOTH training programs will not be allowed to participate in league-sponsored events.

Prosper Little League Phone Numbers

Medical Emergency		911
Non-Emergency	Prosper Police Dept.	(972) 347-2226
Non-Emergency	Prosper Fire Dept.	(972) 347-2424
League President	Chuck Washburn	(214) 725-3997
League VP	Bryan Vaughn	(214) 636-2462
League Player Agent	Trinity White	(214) 733-2238
League Maintenance	Chuck Washburn	(214) 725-3997
League Treasurer	Kelly Harris	(214) 288-3934
League Safety Officer	Michele Williams	(469) 583-1051

District 8 Safety Officer (Annette Darden)
 Williamsport Insurance Claim Office:
 Baylor Medical Center McKinney

214-728-8061
 570-327-1674
 469-764-1000

Prosper Little League Board of Directors:

2014-2015 PLL Board of Directors			
Position	Name	Email	Phone Number
President	Chuck Washburn	chuckw@cebridge.net	214-725-3997
Vice President	Bryan Vaughn	bvaughan@trinetpharma.com	214-458-0303
Player Agent	Trinity White	trinity.white@att.net	214-733-2238
Treasurer	Kelly Harris	kharr4@jcp.com	214-288-3934
Secretary	Nikki Sheely	bnsheely@sbcglobal.net	972-814-9504
Information Officer	Dan Williams	dan.williams@t-mobile.com	469-360-0111
Safety Officer	Michele Williams	M19williams@gmail.com	469-583-1051
Equipment Manager	Adam Coggin	aicoggan@att.net	214-906-4479
Umpire in Chief	Marc Maxey	marcmpr@yahoo.com	214-250-1585
Softball Commissioner	Erika Cooper	brian-erika@att.net	469-387-8956
Tball Director	John Stanley	Jwstan97@gmail.com	214-507-2816
Beginning Coach Pitch Director	John Stanley	Jwstan97@gmail.com	214-507-2816
Advanced Coach Pitch Director	Whitney Rehm	whitneyrehm@outlook.com	214-557-8719
MKP Director	Jason Hanney	jasonhanney@me.com	
AAA Director	Andrew Sock	andrewsock@att.net	469-534-9716

Majors Director	Terri McCutcheon	terri.mccutcheon@aggienetwork.com	972-978-7477
Intermediate-50/70 Director	Chuck Marshall	Okieintexas@gmail.com	214-985-1185
JR/SR Director	Mark Jones	c4l3bj@gmail.com	214-636-6293
Uniforms	Nathan Amburn	nathan.amburn@att.net	
Awards / Pictures / Yearbooks	Jeff Holley	jmhvp216@yahoo.com	972-838-7093
Sponsorships / Fundraising	Bill Anderson	banderson@constantcare.com	972-352-1367
Special Events Coordinator	Jeff Holley	jmhvp216@yahoo.com	972-838-7093
Concessions/Merchandise	Dawn Wade	91.hookem.horns@gmail.com	
BM at Large	Drake Dunn	sdrdunn@sbcglobal.net	

CODE OF CONDUCT

The Board of Directors of the Prosper Little League has mandated the following Code of Conduct. All coaches, managers, umpires, and league officials will be held accountable to this Code of Conduct. Any member of the Prosper Little League found in violation of this Code of Conduct is subject to disciplinary actions up to and including expulsion from the league and its activities.

All board members, managers, coaches and league volunteers will be required to fill out the Little League Volunteer Application – 2014 for the purposes of a criminal background check.

By signing the Little League Volunteer Form - F2015, you consent to allowing Prosper Little League President to obtain a criminal background check.

Prosper Little League Coaches Code of Conduct:

Coaching a youth sport program such as Little League Baseball is a privilege that is not to be taken for granted. As a Manager or coach, appointed by the Prosper Little League (PLL) Board of Directors, you have an important role in the development of the young children in our community. We strive to teach each child the positive values of trust, good sportsmanship, good citizenship, responsibility, respect, fair play and teamwork – values they can use throughout their lives. Baseball and softball embody the discipline of teamwork. They challenge players towards perfection of physical skills and bring into play the excitement of tactics and strategy. The very nature of baseball and softball also teach that while every player eventually strikes out, or is on a losing team, there is always another chance for success in the next at-bat or game. With this in mind, the Prosper Little League expects each manager and coach to adhere to the following Code of Conduct:

Sportsmanship

1. I will promote good sportsmanship, teach good baseball skills, and have fun in the process.
2. I realize, accept and will practice the principle that a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy and manner.
3. I understand verbal abuse of an official, coach, player, or spectator, including obscene gestures,

will not be tolerated and that the offender may be removed from the PLL fields at the discretion of an umpire or PLL board member.

4. I understand coaches will refrain from complaining about perceived bad calls to players and fans.
5. I understand all discussions will be held in conversational tones. Under no circumstances will a coach, fan, or player yell at an umpire, coach, fan, or player. The lone exception to this rule is when a coach or player shouts to another coach or teammate during the course of a play as part of that play.
6. I understand profanity is expressly forbidden at all times at the Prosper Little League complex.
7. I understand alcoholic beverages and the use of illicit drugs are prohibited at all PLL games, including events outside the Prosper Little League complex.
8. I understand the use of tobacco products on the PLL fields and in the dugouts is prohibited.

Rules and Policies

1. I will know and understand the rules and abide by them (whether local or national). I will instruct my team members in the rules and coach my team in such a way as to motivate each player to compete according to the rules at all times.
2. I will adhere to all Little League safety guidelines from the LL handbook and the PLL Safety Manual, including participating in CPR and First Aid training.
3. I will understand the local league participation rules for my division. All coaches must ensure that each player get minimum opportunities to bat and play the field in each game. I also understand that specific rules are also in place to limit the number and frequency of innings pitched by a particular player.
4. I will fully comply with the Coaches Code of Conduct.
5. I will review the PLL website (www.ProsperLittleLeague.org) on a regular basis to make sure that I am informed of all updated LL and PLL Rules and policies.

The Umpires and Other Resources

1. I recognize baseball is a game of interpretations, and as a result, disputes will occur from time to time. However, it is important that players learn respect. All disputes that are taken up with the umpire will be handled in a civil manner. I understand only managers may initiate such discussions with an umpire. The managers/coaches will conduct themselves with decorum and once the umpire has made his/her final ruling, the managers will make no further field protest. Off-field protests may be lodged with the Board of Directors per league policy.
2. I understand most of the umpires are “in training” as well as the players. I recognize that all umpires will make mistakes occasionally, and as manager/coach, I will give the umpires the respect their position within the game deserves.
3. I will be responsible in caring for equipment, for keys delegated for my use, for care of fields prior to games and for cleaning up fields, dugouts and stands after games in accordance with policies that PLL may establish from time to time. I will make sure that all league-provided equipment is clean and accounted for when returned after the season.

The Parents and the League

1. I will maintain an open line of communication with players and their parents. I will be approachable. When approached by a parent to discuss any issue, I will interact and respond in a courteous manner.
2. I will understand and explain the philosophies, goals and objectives, and Codes of Conduct of PLL, i.e. PLL is organized as a recreational league, meant for the enjoyment of all the players.
3. I will ensure that fans of the team conduct themselves with sportsmanship and maturity at all times while in attendance at game sites and will assist the officials in maintaining control of spectators

during games. Players, managers and coaches of participating teams may not address or mingle with spectators, nor sit in the stands during a game in which they are engaged. I will make sure that coaches and players are the only persons allowed in the dugout during a game.

4. I will support (through participation and organization of parents) PLL in all fundraising efforts and field improvement efforts along with other duties that may be assigned to teams from time to time.

The Team

1. I will conduct practices in an organized manner, with a planned agenda that focuses on specific skill development appropriate for the skill level of the players.
2. I will focus on providing instruction commensurate with players abilities so all players have the opportunity to advance their skills towards their full potential, gain confidence and develop self-esteem, as well as establish a solid foundation for further baseball/softball competition.
3. I will teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
4. I understand that managers are appointed by the league to be responsible for the team's actions on the field and to represent the team in communications with the umpires, opposing teams and league. If a manager leaves the field, he shall designate a coach as a substitute who will then be responsible and held accountable for the manager's duties.

Non-Game Duties of Managers

Each manager has considerable duties outside of coordinating practices and managing the games.

Accordingly, if I am a Manager, I will adhere to the following as well:

1. I will maintain open communication with players and parents to inform them of practices, games and other responsibilities in a timely and efficient manner.
2. I will attend all required coaches meetings, safety and umpiring clinics unless I am out of town or have a significant previously made commitment. If I cannot attend, I will ensure that one of my assistant coaches attends on my behalf.
3. I will complete, obtain and submit to the League all required paperwork, which will include Volunteer Applications and Player/Parent Code of Conduct forms.
4. I will make sure that I maintain a notebook containing the, the Player Medical Release Forms, the Local PLL By-laws and Rules and a copy of the national Little League rule book and make sure it is present at each team practice and game.
5. I understand that I am the point of contact between my team and other teams and PLL officials. I understand that I am the person that is responsible for my team. I will take my obligations seriously and communicate effectively and in a courteous manner.

The Board of Directors will review all infractions of the PLL code of Conduct.

Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.

Player/Parent Code of Conduct:

Little League should be a fun and rewarding time for the players, parents, coaches, umpires, and fans. Through baseball, the Prosper Little League ("PLL") seeks to enhance the physical, mental, and emotional well-being of every child that takes part. It is the League's express goal that every player will be a better citizen, and have a greater chance for success in future endeavors, as a result of their Little League

experiences. As such, the Prosper Little League expects the highest degree of sportsmanship from its members.

In keeping with this philosophy, the following Code of Conduct has been adopted to better promote fairness, teamwork, trust, good citizenship, sportsmanship, responsibility, and respect among the members of the Prosper Little League.

The Prosper Little League strongly encourages the following:

1. Applaud effort on the field, regardless of the score.
2. Remember that the league exists for the players to learn and to have fun. Even though baseball is competitive in nature, winning is of secondary performance.
3. Parents should be supportive of coaches. The coaches are volunteers giving of their time – and often, giving of their money – in order to coach. Parents should be a positive role model that fosters respect of the coaches among the players. Concerns about a player's role on a team should be expressed to the coach(es) in a private setting, never in public.
4. Umpires are “in training” as well as the players. Coaches and parents should bear in mind that many of our umpires are volunteers learning the skills of umpiring. All umpires will make mistakes occasionally, but coaches and parents are expected to accord the umpires with the respect their position within the game deserves.
5. Booing, taunting, refusing to shake another coach's and/or player's hands after a game, or ridiculing another player is not acceptable behavior.
6. Teach players that they have a responsibility to learn and to try their best. Effort leads to achievement and respect.

Players will learn these values by the examples they see from those around them, and to this end, the following rules will be strictly enforced:

1. Verbal abuse of an official, coach, player, or spectator, including obscene gestures, will not be tolerated. The offender may be removed from the PLL fields at the discretion of an umpire or PLL board member.
2. Baseball is a game of interpretations, and as a result, disputes will occur from time to time. However, it is important that players learn respect. All disputes that are taken up with the umpire will be handled in a civil manner. Only managers may initiate such discussions with an umpire.
3. Coaches will refrain from complaining about perceived bad calls to players and fans.
4. All discussions will be held in conversational tones. Under no circumstances will a coach, fan, or player yell at an umpire, coach, fan, or player. The lone exception to this rule is when a coach or player shouts to another coach, player or teammate during the course of a play as part of that play.
5. Profanity is expressly forbidden at all times at the Prosper Little League complex.
4. Alcoholic beverages and the use of illicit drugs are prohibited at all PLL games, including events outside the Prosper Little League complex.
5. The use of tobacco products on the PLL fields and in the dugouts is prohibited.

Anyone removed from the PLL fields must leave all fields and the access roads to the fields. Such persons may not remain in the PLL parking lot.

Any infraction of the above rules will result in a report being delivered to the Prosper Little League Board for consideration of further action, as appropriate.

First Offense: Upon the reporting of a first offense by an individual, the Board of Directors, at a minimum,

will provide a written warning to the offender, detailing the consequences of future infractions. Depending upon the severity of the infraction, nothing precludes the Board of Directors from banning a repeat offender from all Prosper Little League activities, including, but not limited to, practices and games, for a period of time deemed appropriate by the Board of Directors.

Second Offense: The Board of Directors may institute a wide range of penalties for repeat offenders, beginning with the second offense, as deemed appropriate by the Board. Such penalties include, but are not limited to:

1. A ban from participating in all PLL activities for a set period of time or number of games.
2. Player ineligibility for post season play (All-Stars).
3. Severe violations can result in suspension from all PLL activities for the remainder of the current season or tournament.

Third Offense: The Board of Directors may choose to apply any of the penalties prescribed for a second offense. In the most extreme of circumstances, the PLL Board of Directors may hold a meeting to determine whether or not the individual should be permanently banned from all future PLL activities. The individual in question must receive a certified letter of such a hearing at least one week prior to the meeting, and must be given the opportunity to speak at the meeting.

Physical Abuse - Physical abuse of an official, coach, player, or spectator will result in **immediate** expulsion from the PLL fields at the direction of an umpire or a PLL board member. Anyone expelled for this reason may not return to the PLL fields or participate in any PLL activity until the PLL Board of Directors approves.

Any parent, fan, or player who has been suspended or banned from league activities may petition, in writing, to the Board of Directors for a review of the penalty. The petition should be delivered to the league president, and the Board of Directors will meet as soon as reasonably possible to consider the petition. The aggrieved parties will have the opportunity at the meeting to present their appeal.

PLAYER CODE OF CONDUCT

1. I hereby pledge to be positive about my youth baseball experience and accept responsibility for my participation by following this Code of Conduct.
2. I will encourage good sportsmanship from fellow players, coaches and parents at every game and practice by demonstrating good sportsmanship.
3. I will attend every practice and game that I can and will notify my coach if I cannot.
4. I will do my best to listen and learn from my coaches.
5. I will expect to receive a fair amount of playing time.
6. I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities, and I will expect to be treated accordingly.
7. I deserve to have fun during my baseball experience and will alert my parents and coaches if it stops being fun!
8. I will encourage my parents to be involved with my team in some capacity because it is important to me.
9. I will do my very best in school.
10. I will remember that youth baseball is an opportunity to learn and have fun.

PARENT CODE OF CONDUCT

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 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 promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
14. 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.
15. 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.

SAFETY IS EVERYONE'S RESPONSIBILITY

The Board of Directors of Prosper Little League has mandated the following Safety Code. All managers and coaches will read this Safety Code and then read it to the players on their team. Violation of any of these safety policies by any league official including members of the Board of Directors, Umpires, League Directors, Coaches and Managers will result in disciplinary actions up to and including expulsion from the league and its activities.

- Responsibility for safety procedures belongs to every adult member of Prosper Little League.
- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/her and to others.
- Only league approved managers and/or coaches are allowed to practice teams.
- Only league-approved managers and/or coaches will supervise batting cages.
- Managers, designated coaches and umpires will have mandatory training in FirstAid
- All managers, designated coaches shall have training in Baseball Fundamentals Training.
- First-aid kits are issued to each team manager during the pre-season and additional kits will be located at the concession stand.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects.
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play".
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and designated coaches.
- Foul balls batted out of playing area will be returned to the field or to the concessions stand. The balls will not be thrown over the fence during a game.
- 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.
- All pre-game warm-ups should be performed in designated areas within the ballpark and not within areas that are frequented by, and thus endangering spectators, (i.e., playing catch, pepper, swinging bats etc.)
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games.
- Except when a runner is returning to a base, head first slides are not permitted.
- All playing fields at Frontier Park have been equipped with Safety Bases, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing or practice fields.
- Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.

- On-deck batters are not permitted in Majors Divisions and below.
- Managers will only use the official Little League balls for scheduled games during regular and post season supplied by PLL.
- Once a ball has become discolored, it will be discarded.
- All male players will wear athletic supporters or cups during games. Catchers must wear a cup. Managers should encourage that cups be worn at practices too.
- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.
- Female catchers must wear long or short model chest protectors.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games. Note: Skullcaps are not permitted.
- Shoes with metal spikes or cleats are not permitted in the Majors division or below. Shoes with molded cleats are permissible.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- Catchers must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) of any shape, size or weight consistent with protecting the hand.
- Catchers may not catch, whether warming up a pitcher, in practices, or games without wearing a catcher's helmet and mask, and an athletic cup as described above.
- Managers will never leave an unattended child at a practice or game.
- Never hesitate to report any present or potential safety hazard to the PLL Safety Officer or PLL Board Member on Duty immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- Speed Limit is 10 miles per hour in roadways and parking lots.
- No alcohol or drugs allowed on the premises at any time.
- No medication will be taken at the facility unless administered directly by the child's parent. This includes aspirin and Tylenol.
- No playing in the parking lots at any time.
- No playing in construction areas at any time.
- No playing on and around lawn or field equipment/ machinery if present at any time.
- No smoking within the Baseball Park
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.
- No pets are permitted within the baseball park at any time. This includes dogs, cats, Horses, etc. as per the Town of Prosper ordinance.
- Players and spectators should be alert at all times for foul balls and errant throws.
- All gates to the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.

RESPONSIBILITY:

The President:

The President of PLL is responsible for ensuring that the policies and regulations of the Safety Officer are carried out by the entire membership to the best of his/her abilities.

PLL Safety Officer:

The main responsibility of the PLL Safety Officer is to develop and implement the League's safety program. The PLL Safety Officer is the link between the Board of Directors of Prosper Little League and its managers, coaches, umpires, team safety officers, players, spectators, and any other third parties on the complex in regards to safety matters, rules and regulations.

The PLL Safety Officer's responsibilities include:

- Coordinating the individual Team Safety Officers in order to provide the safest environment possible for all.
- Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals.
- Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- Keeping the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which divisions (senior, junior, major, minor, coach pitch, tee ball), at what times, under what supervision.
- Correlating and summarizing the data in the First-Aid Log to determine proper accident prevention in the future.
- Issuing First-Aid Kits to all coaches in all divisions
- Make Little League's "no tolerance with child abuse" clear to all.
- Checking fields with the Field Managers and listing areas needing attention.
- Scheduling a First-Aid Clinic training class for all managers, designated coaches, umpires, player agents and team safety officers during the pre-season.
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.
- Tracking all injuries and near misses in order to identify injury trends.
- Visiting other leagues to allow a fresh perspective on safety.
- Making sure that safety is a monthly Board Meeting topic in an effort to improve safety.
- Complete the annual Little League Facility Survey

The PLL Board Members:

The PLL Board Members will adhere to and carry out the policies as set forth in this safety manual.

The PLL Communication Manager:

The MLLB Communication manager is responsible for maintaining Prosper Little

League web site at www.prosperlittleleague.org and updating the safety information on a monthly basis.

Managers and Coaches:

The Manager is a person appointed by the president of PLL to be responsible for the team's actions on the field, and to represent the team in communications with the umpire and with the opposing team.

- (a) The Manager shall always be responsible for the players and parents conduct, observance of the official rules and deference to the umpires.
- (b) The Manager is also responsible for the safety of his players. He/She is also ultimately responsible for the actions of designated coaches.
- (c) If a Manager leaves the field, that Manager shall designate a Coach as a substitute and such Substitute Manager shall have the duties, rights and responsibilities of the Manager.

Pre-Season Play:

Managers will:

- Meet with all parents on "parents' day" to discuss Little League philosophy and safety issues.
- Cover the basics of safe play with his/her team before starting the first practice.
- Teach players the fundamentals of the game while advocating safety.
- Teach players how to slide before the season starts. A board representative will be available to teach these fundamentals if the Manager or designated coaches do not know them.
- Notify parents that if a child is injured or ill, he or she can not return to practice unless they have a note from their doctor. This medical release protects you if that child should become further injured or ill. There are no exceptions to this rule.
- Encourage players to bring water bottles to practices and games.
- Tell parents to bring sunscreen for themselves and their child.
- Encourage your players to wear mouth protection.

Season Play:

Managers will:

- make sure equipment is in first-rate working order.
- Make sure that telephone access is available at all activities including practices.
- It is suggested that a cellular phone always be on hand.
- Not expect more from their players than what the players are capable of.
- Teach the fundamentals of the game to players.
 - Catching fly balls
 - Sliding correctly
 - Proper fielding of ground balls
 - Simple pitching motion for balance
- Be open to ideas, suggestions or help.
- Enforce that prevention is the key to reducing accidents to a minimum.
- Have players wear sliding pads if they have cuts or scrapes on their legs.
- Always have First-Aid Kit and Safety Manual on hand.

Pre-Game and Practice:

Managers will:

- Make sure that players are healthy, rested and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they can't play.
- Make sure players are wearing the proper uniform and catchers are wearing a cup and proper catcher's equipment during warm-up, infield practice and games.
- Make sure that the equipment is in good working order and is safe by inspecting before each game and/or practice.
- Walk the playing field and agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the President or a duly delegated representative shall make the determination.
- Enforce the rule that no bats and balls are permitted on the field until all players have done their proper stretching. 1. Calf muscles 2. Hamstrings 3. Quadriceps 4. Groin 5. Back 6. Shoulders 7. Elbow/forearm 8. Arms shake out 9. Neck
- Then have players do a light jog around the field before starting throwing warmups that should follow this order.
 - Light tosses short distance.
 - Light tosses medium distance.
 - Light tosses large distance.
 - Medium tosses medium distance.
 - Regular tosses medium distance.
 - Field ground balls.
 - Field pop flies

During the Game

Managers will:

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment or refuse shall be left lying on the field, either in fair or foul territory or within the dugouts.
- Keep players alert.
- Maintain discipline at all times.
- Be organized.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the proper equipment.
- Encourage everyone to think Safety First.
- Observe the "no on-deck" rule for batters and keep players behind the screens at all times. No player should handle a bat in the dugouts at any time.
- Keep player's off fences.
- Get players to drink often so they do not dehydrate.
- Not play children that are ill or injured.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents and passerby's.

Post Game

Managers will:

- Do cool down exercises with the players. 1. Light jog. 2. Stretching as noted above. 3. Those who throw regularly (pitchers and catchers) should ice their shoulders and elbows. 4. Catchers should ice their knees.
- Not leave the field until every team member has been picked up by a known family member or designated driver.
- Notify parents if their child has been injured no matter how small or insignificant the injury is. There are no exceptions to this rule. This protects you, Little League Baseball, Incorporated and PLL.
- Discuss any safety problems with the Team Safety Officer that occurred before, during or after the game.
- If there was an injury, make sure an accident report was filled out and given to the PLL Safety Officer.
- Return the field to its pre-game condition, per PLL policy.
- If a manager knowingly disregards safety, he or she will come before the PLL Board of Directors to explain his or her conduct.

Umpires:

Pre Game

Before a game starts, the umpire shall:

- Check equipment in dugouts of both teams, equipment that does not meet specifications must be removed from the game.
- Make sure catchers are wearing helmets when warming up pitchers.
- Run hands along bats to make sure there are no splinters.
- Make sure that bats have grips.
- Make sure there are foam inserts in helmets and that helmets meet Little League NOCSAE specifications and bear Little League's seal of approval.
- Inspect helmets for cracks.
- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Check players to see if they are wearing jewelry.
- Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.
- Secure official Little League balls (2) for play from Home teams.
- Use the FIELD SAFETY CHECK LIST (included in the appendix of this safety manual) to document that all of the above was carried out.

During the Game:

During the game the umpire shall:

- Govern the game as mandated by Little League rules and regulations.
- Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.

- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.
- Make sure players and spectators keep their fingers out of the fencing.

Post Game

After a game, the umpire shall:

- Check with the managers of both teams regarding safety violations.
 - Report any unsafe situations to the PLL Safety Officer by telephone and in writing.

Facilities Manager:

PLL uses facilities provided by the Town of Prosper Park and Recreation Department. The fields used are maintained by (and in coordination with PLL President) the Town of Prosper, the Superintendent of Parks and Recreation Contact is Mr. Matt Furr, matt_furr@prospertx.gov

Equipment Manager:

The PLL Equipment Manager is responsible to get damaged equipment repaired or replaced as reported. This replacement will happen in a timely manner. The Equipment Manager will also exchange equipment if it doesn't fit properly.

PITCHING – CONDITIONING

PITCH COUNT

Pitch count does matter. Remember, in the major leagues, a pitcher is removed after approximately 100 pitches. A child cannot be expected to perform like an adult! Little League managers and coaches are usually quick to teach their pitchers how to get movement on the ball. Unfortunately the technique that older players use is not appropriate for children thirteen (13) years and younger. The snapping of the arm used to develop this technique will most probably lead to serious injuries to the child as he/she matures. Arm stress during the acceleration phase of throwing affects both the inside and the outside of the growing elbow. On the inside, the structures are subjected to distraction forces, causing them to pull apart. On the outside, the forces are compressive in nature with different and potentially more serious consequences. The key structures on the inside (or medial) aspect of the elbow include the tendons of the muscles that allow the wrist to flex and the growth plate of the medial epicondyle (“Knobby” bone on the inside of the elbow).

The forces generated during throwing can cause this growth plate to pull away (avulse) from the main bone. If the distance between the growth plate and main bone is great enough, surgery is the only option to fix it. This growth plate does not fully adhere to the main bone until age 15! Similarly, on the outside (or lateral) aspect of the elbow, the two bony surfaces can be damaged by compressive forces during throwing. This scenario can lead to a condition called Avascular Necrosis or Bone Cell Death as a result of compromise of the local blood flow to that area. This disorder is permanent and often leads to fragments of the bone breaking away (loose bodies), which float in the joint and can cause early arthritis.

This loss of elbow motion and function often precludes further participation. Studies have demonstrated that curveballs cause most problems at the inside of the elbow due to the sudden contractive forces of the wrist musculature. Fastballs, on the other hand, place more force at the outside of the elbow. Sidearm delivery, in one study, led to elbow injuries in 74% of pitchers compared with 27% in pitchers with a vertical delivery style.

Dr. Glenn Fleisig at the American Sports Medicine Institute is in the process of finalizing the results of a study funded by USA Baseball that evaluated pitch counts in skeletally immature athletes as they relate to both elbow and shoulder injuries. The study included 500 athletes, ages 9-14, from the Birmingham, Alabama area. Each child who pitched in a game was called after the game and interviewed over the phone. The investigators were able to conduct over 3000 interviews. Approximately 200 of the 500 pitchers had videotape of their mechanics.

PRELIMINARY DATA HAVE DEMONSTRATED THE FOLLOWING:

- 1) A significantly higher risk of elbow injury occurred after pitchers reached 50 pitches/outing.
- 2) A significantly higher risk of shoulder injury occurred after pitchers reached 75 pitches/outing.
- 3) In one season, a total of 450 pitches or more led to cumulative injury to the elbow and the shoulder.
- 4) The mechanics, whether good or bad, did not lead to an increased incidence of arm injuries.
- 5) The preliminary data suggest that throwing curveballs increases risk of injury to the shoulder more so than the elbow; however, subset analysis is being undertaken to investigate whether or not the older children were the pitchers throwing the curve.
- 6) The pitchers who limited their pitching repertoire to the fastball and change-up had the lowest rate of injury to their throwing arm.
- 7) A slider increased the risk of both elbow and shoulder problems.

Based on this research, PLL recommends against the teaching or throwing of curveballs under the age of 13. If a curveball is taught, the Manager should instruct the child to throw the curveball like a football without snapping the arm or the wrist. If the manager or coach is unsure how to do this, he/she can consult teaching materials in the clubhouse or contact a PLL board member for further instruction.

Pitch count, as detailed in the 2014 Little League rule book, will be strictly enforced in all regular season and tournament games. Managers and Coaches should look to their players' future and make an effort to protect their elbows against the tragedy of Avascular Necrosis.

Ice is a universal First-Aid treatment for minor sports injuries. Ice controls the pain and swelling. Pitchers should be taught how to ice their arms at the end of a game. If the manager or coach is unsure how to do this, he/she can consult teaching materials in the clubhouse or contact a PLL board member for further instruction.

Children should not be encouraged to “play through pain.” Pain is a warning sign of injury. Ignoring it can lead to greater injury.

Concussions

If the patient is unconscious, call 9-1-1 immediately, do not move them.

A concussion is a type of mild traumatic brain injury caused by a bump, blow, or jolt to the head that can change the way the brain normally works. Signs and symptoms may not become apparent for hours and differ from individual to individual. The best guideline is to note symptoms that worsen and behavior that seems to represent a change in the patient's normal behavior.

- Seek medical attention immediately if the following symptoms are observed:

- Headache
- Any period of loss of consciousness
- Seizure activity
- Dizziness
- Nausea or vomiting
- Drowsiness, lethargy or sleepiness
- Memory deficits
- Mental confusion and disorientation or inability to focus
- Emotions out of proportion to circumstances
- Delayed verbal and motor responses or slurred speech
- Feeling “foggy”
- Gross observable lack of coordination
- Vacant stare (puzzled facial expressions)
- Blurry or double vision
- One pupil larger than the other or dilated pupils (both large)
- Bleeding and/or clear fluid from the nose or ears
- Ringing in the ears
-
- What to do if you suspect someone has or potentially could have a concussion:
 - Immediately remove them from the field to prevent further injury
 - Reassess the person every 10 – 15 minutes
 - Do not allow any person back on the field if any sign or symptom appears
 - Contact the parents/guardians as soon as possible
 - Follow-up with Safety Officer and fill out injury/incident form

Orthopedic Injuries

Orthopedic injuries may be closed or open. When skin remains intact, the injury is called “closed”. If there is a break in the skin and there is bone or bone fragment coming through the opening, it is an “open” injury or compound fracture.

- When to take the patient to the emergency room:
 - If there is a closed orthopedic injury to the upper leg, hip, shoulder, chest, this is considered an orthopedic emergency;
 - If there is a bone protruding from the skin;
 - If there is a deformity or dislocation caused by the injury;
 - If the distal portion of the extremity is turning blue or colder than the other;
 - If you are unable to feel a pulse in the extremity;
 - If the injury is over or near a joint;
 - If pain is not manageable
- Sprains and Strains, remember the mnemonic RICE
 - Rest: do not move or straighten the injured area
 - Immobilize: Stabilize the injured area in the position it was found
 - Cold: wrap a bag of water/ice with a cloth and apply to the injured area for periods of about 20 minutes on, 20 minutes off, repeat. Do not apply heat at this time.
 - Elevate: elevate the injured part only if it does not cause more pain.
- Slings:
 - Slings or triangular bandages may be applied if you are trained to do so
- Splinting

- Splinting may be done by a trained professional; incorrect splinting can lead to further complications

•

SUDDEN ILLNESS:

If you witness someone with any of the following sudden changes,

CALL 9 – 1 – 1

- Dehydration
- Heat exhaustion
- Fainting
- Nausea / vomiting / diarrhea
- Cramping
- Sudden restlessness or irritability
- Loss of consciousness

BASIC FIRST AID

- Minor Wound Care:
 - Get permission to give care
 - Wear gloves or use a barrier
 - Control bleeding
 - Wash wound with soap and water if debris is present, rinse for about 5 minutes with clean running tap water
 - Do not use alcohol or hydrogen peroxide to open wounds
 - Apply antibiotic ointment if available and person is not allergic
 - Cover with a dressing and / or bandage
- Nosebleed:
 - Get permission to give care
 - Have person lean slightly forward
 - Pinch the nose just below the bony ridge for about 10 minutes; seek medical attention if bleeding does not stop
 - Apply a non-chemical ice pack to the bridge of the nose

BURNS

Whether a burn is caused by the sun, electrical, fire, or ice, follow these do's and don'ts:

DO: remove the source of the burn, or find shade from the sun

DO: rinse any red skin with water

DO: cover any blistered skin with gauze to prevent further injury

DO: use burn ointment if available in the First Aid Kit

DON'T: break any blisters

DON'T: give any further treatments unless directed by medical personal or parents/guardians

DO: contact parents/guardians ASAP

ALLERGIC REACTIONS

- Look for:
 - Trouble breathing
 - Feeling of tightness in the chest and throat
 - Swelling of the face, neck and tongue
 - Rash or hives
 - Dizziness or confusion

- Itching
- What to do:
 - Call 9 -1 – 1 for severe reactions or you feel their condition is worsening beyond your abilities
 - Give care for life-threatening conditions
 - For a severe allergic reaction, if the person has a prescribed epinephrine auto-injector, you may assist with giving if you are trained

ASTHMA

- Call 9 -1-1 if patient is unconscious or complaining of shortness of breath
- If patient has history of asthma, allow them to use any medications when they feel it necessary. Report to parents when able
- If patient is having difficulty completing tasks, such as running, allow them plenty of time to recover

TOOTH (knocked out or displaced)

- What to do:
 - Get permission to give care
 - If there is bleeding, remove patient from field; wear gloves and gently place rolled gauze where the bleeding is and have them bite down to help facilitate the bleeding to stop
- If permanent tooth is out or displaced:
 - Get permission to give care
 - Wear gloves; pick up tooth by the crown, and gently place back in the victim's mouth where the tooth originally was located.
 - If victim cannot tolerate, place the tooth in a cup with victim's' own saliva
 -

ICE PACKS

- Always have a barrier between the ice pack and the skin
- Use the appropriate amount of ice for the injury and the size of the patient
- DO NOT use any chemical ice packs to the face or bare skin
- Ice packs may be applied in 20 minute intervals; 20 minutes on, 20 minutes off, repeat
- Discard chemical packs after 1 time use

BASIC DO'S AND DON'T'S

- DO:
 - Access all injuries
 - Make sure the area is safe
 - Ask for permission before touching anyone
 - Know your limitations
 - Call 9-1-1 if person is unconscious or seriously injured
 - Control major bleeding by applying direct pressure; protect yourself and them by wearing gloves
 - Notify parents / guardians as soon as possible

DON'T

- Move any patient complaining of head, neck or back pain
- Administer any medications
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed
- Be afraid to ask for help

- Transport injury individuals except in extreme emergencies

AED

An Automated External Defibrillator was generously donated to Prosper Little League by Texas Health Resources, Plano Presbyterian Hospital. The AED will be kept in the concession stand at Frontier Park. The AED has both adult and pediatric pads available for use. The instruction manual shall be kept with the AED for references. All Board Members, coaches and assistant coaches will have an opportunity for training during the annual Safety Training. An AED is designed for use by the lay person. Once the machine is turned on, the AED tells the user how to properly use the equipment.

The AED will be tested once every season to ensure its effectiveness.

HYDRATION

Good nutrition is important for children. Sometimes, the most important nutrient children need is water – especially when they're physically active. When children are physically active, their muscles generate heat there by increasing their body temperature. As their body temperature rises, their cooling mechanism - sweat – kicks in. When sweat evaporates, the body is cooled. Unfortunately, children get hotter than adults during physical activity and their body's cooling mechanism is not as efficient as adults. If fluids aren't replaced, children can become over heated.

We usually think about dehydration in the summer months when hot temperatures shorten the time it takes for children to become overheated. But keeping children well hydrated is just as important in the winter months. Additional clothing worn in the colder weather makes it difficult for sweat to evaporate, so the body does not cool as quickly. It does not matter if it's January or July, thirst is not an indicator of fluid needs. Therefore, children must be encouraged to drink fluids even when they don't feel thirsty.

Managers and coaches should schedule drink breaks every 15 to 30 minutes during practices on hot days, and should encourage players to drink between every inning. During any activity water is an excellent fluid to keep the body well hydrated. It's economical too! Offering flavored fluids like sport drinks or fruit juice can help encourage children to drink. Sports drinks should contain between 6 and 8 percent carbohydrates (15 to 18grams of carbohydrates per cup) or less. If the carbohydrate levels are higher, the sports drink should be diluted with water.

Fruit juice should also be diluted (1 cup juice to 1 cup water). Beverages high in carbohydrates like undiluted fruit juice may cause stomach cramps, nausea and diarrhea when the child becomes active. Caffeinated beverages (tea, coffee, Colas) should be avoided because they are diuretics and can dehydrate the body further. Avoid carbonated drinks, which can cause gastrointestinal distress and may decrease fluid volume.

COMMON SENSE

Playing safe boils down to using common sense. For instance, if you witnessed a strange person walking around the any of the Prosper Park and Recreation sports complexes who looked like he/she didn't belong there, you would report the incident to a Coach or Board Member. There will always be a Board Member or Coach on site (see the telephone number list in the beginning of this manual to identify them).The PLL Board Member or Coach, after hearing your concerns, would investigate the matter and have the person in question removed before anything could happen if, indeed, that person did not belong there. Another example of common sense – You witness kids throwing rocks or batting rocks at any of the Prosper Park and Recreation sites. They are having fun but are unknowingly endangering others. Don't just walk on by figuring that someone else will deal with the situation. Stop and explain to the kids what they are doing

wrong and ask them to stop. Webster's Dictionary definition of common sense is: Native good judgment; sound ordinary sense. In other words, to use common sense is to realize the obvious. Therefore, if you witness something that is not safe, do something about it! And encourage all volunteers and parents to do the same.

EQUIPMENT

The Equipment Manager is an elected PLL Board Member and is responsible for purchasing and distributing equipment to the individual teams. This equipment is checked and tested when it is issued but it is the Manager's responsibility to maintain it. Managers should inspect equipment before each game and each practice. The PLL Equipment Manager will promptly replace damaged and ill-fitting equipment. Furthermore, kids like to bring their own gear. This equipment can only be used if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book. At the end of the season, all equipment must be returned to the PLL Equipment Manager.

- Each team, at all times in the dugout, shall have helmets which must meet NOCSAE specifications and standards.
- Each helmet shall have an exterior warning label. NOTE: The warning label cannot be embossed in the helmet, but must be placed on the exterior portion of the helmet and be visible and easy to read. • Use of a helmet by the batter and all base runners is mandatory.
- Use of a helmet by a player/base coach is mandatory.
- Use of a helmet by an adult base coach is optional.
- All male players must wear athletic supporters.
- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.
- Female catchers must wear long or short model chest protectors.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games. **NOTE:** Skullcaps are not permitted.
- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
- Bats with dents, or that are fractured in any way, must be discarded.
- Only Official Little League balls will be used during practices and games.
- Make sure that the equipment issued to you is appropriate for the age and size of the kids on your team. If it is not, get replacements from the Equipment Manager.
- Make sure helmets fit.
- Replace questionable equipment immediately by notifying the PLL Equipment Manager.
- Make sure that players respect the equipment that is issued.

WEATHER

Most of our days in north Texas are warm and sunny but there are those days when the Weather turns bad and creates unsafe weather conditions.

Rain:

If it begins to rain:

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

Lightning:

The average lightning stroke is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second. The average thunderstorm is 6-10 miles wide and moves 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. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead.

On average, the thunder from a lightning strike can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached to within 3-4 miles! The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm's leading edge. By the time you feel the wind; the storm can be less than 3 miles away!

Lightning Prediction System – System operation & Game Policy

The Town of Prosper has installed a lightning predictor at Frontier Park, the location of the facilities that will be solely used for games throughout the entire PLL Season.

System operation:

When a probability of lightning is detected the horn will sound continuously for fifteen seconds and the yellow light will begin flashing. At this time all fields shall be cleared. The yellow light will continue to flash as long as a threat exists. When a threat is no longer detected, the "all clear" horn will sound three short blasts and the yellow light will go off. It is then safe to return to the fields and resume play.

Games (& Practice) Policy:

As soon as the horn sounds and the yellow light goes on, all games will be immediately stopped. Players, officials and spectators must leave the fields and seek shelter inside a building or vehicle for the duration of the threat (cars are strongly suggested as the space around the concession stand is very limited). Should the umpires feel, using their best judgment, that a potential threat is present, they HAVE to authority to stop the games even before the alarm is triggered.

Since there is no way to determine how long the threat will last, the following rules will apply for all games, regardless who stops them (alarm or umpire):

- 1) Any game not started (1st pitch thrown) will be delayed a maximum of 30 minutes. Should the system determine that the threat is no longer in place and the "all clear signal" goes off within 30 minutes, the game can start. Beyond the 30 minute timeframe, the game will be considered cancelled and every effort will be made to reschedule it (Subject to time constraints and field availability).
- 2) Any game being played and stopped BEFORE it is an officially completed game will be delayed a maximum of 30 minutes. Should the system determine that the threat is no longer in place and the "all clear signal" goes off within 30 minutes, the game can re-start. Beyond the 30 minute timeframe, the

game will be considered suspended and every effort will be made to reschedule it and re-start the game at the point at which it was suspended.

- 3) Any game being played and stopped AFTER it is an officially completed game will be considered valid and will NOT be rescheduled. The score/outcome will count and considered VALID for the standings.

If you can HEAR, SEE OR FEEL A THUNDERSTORM:

1. Suspend all games and practices immediately.
2. Stay away from metal including fencing and bleachers.
3. Do not hold metal bats.
4. Get players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not to continue the game or practice.

Hot Weather:

One thing we do get in north Texas is hot weather. Precautions must be taken in order to make sure the players on your team do not dehydrate or hyperventilate.

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

Ultra-Violet Ray Exposure:

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

ACCIDENT REPORTING PROCEDURE

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 PLL Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

When to report:

All such incidents described above must be reported to the PLL Safety Officer within 24 hours of the incident. The PLL Safety Officer, Michele Williams, can be reached at the following:

Michele Williams
Day Phone: **469-583-1051**
Evenings: 972-347-6771
Cell: 469-583-1051
m19williams@gmail.com

The PLL Safety Officer's contact information will be posted at all times on the main message board inside the concession stand.

How to make a report:

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

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

Confidentiality

Do not discuss any persons past or present medical and/or mental health issues with anyone else unless you have received authorization to do so. Treat the situation as you would want if your child was involved.

Team Safety Officer's Responsibility:

The team manager will fill out the PLL Accident Investigation Form and submit it to the PLL Safety Officer within 24 hours of the incident. (PLL Accident Investigation Forms can be found in the Appendix) Accidents occurring outside the team (i.e., spectator injuries, concession stand injuries and third party injuries) shall be handled directly by the PLL Safety Officer.

PLL Safety Officer's Responsibilities

Within 24 hours of receiving the PLL Accident Investigation Form, the PLL Safety Officer:

- Will contact the injured party or the party's parents and
- Verify the information received obtain any other information deemed necessary
- Check on the status of the injured party
- In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, et.) will advise the parent or guardian of the Prosper Little League's insurance coverage and the provision for submitting any claims.
- If the extent of the injury is more than minor in nature, the PLL Safety Officer shall periodically call the injured party to:
 - Check on the status of any injuries,
 - Check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the League again).

CHILD ABUSE

Volunteers:

Volunteers are the greatest resource Little League has in aiding children's development into leaders of tomorrow. But some potential volunteers maybe attracted to Little League to be near children for abusive reasons. Big Brothers/Big Sisters of America defines child sexual abuse as "the exploitation of a child by an older child, teen or adult for the personal gratification of the abusive individual."

So abusing a child can take many forms, from touching to non-touching offenses. Child victims are usually made to feel as if they have brought the abuse upon themselves; they are made to feel guilty. For this reason, sexual abuse victims seldom disclose the victimization. Consider this: Big Brothers/Big Sisters of America contend that for every child abuse case reported, ten more go unreported. Children need to understand that it is never their fault, and both children and adults need to know what they can do to keep it from happening. Anyone can be an abuser and it could happen anywhere. By educating parents, volunteers and children, you

can help reduce the risk it will happen at Prosper Little League. Like all safety issues, prevention is the key. Prosper Little League Baseball has a **three-step plan** for selecting caring, competent and safe volunteers.

Application:

Applications will include residence information, employment history and three personal references from non-relatives. All potential volunteers must fill out the application that clearly asks for information about prior criminal convictions. The form also points out that all positions are conditional based on the information received back from a background check.

Interview:

Make all applicants aware of the policy that no known child-sex offender will be given access to children in the Little League Program.

Reference/Background Checks:

Make sure the information given by the applicant is corroborated by references. Criminal background checks will be completed on all volunteers, including PLL Board Members, PLL Officers, Umpires, Coaches, Assistant Coaches, and all other volunteers who have direct contact with children registered in the Prosper Little League.

Reporting:

In the unfortunate case that child sexual abuse is suspected, you should immediately contact the PLL President, or a PLL Board Member if the President is not available, to report the abuse. PLL along with district administrators will contact the proper law enforcement agencies.

- Fiction and Fact “Sex abusers are dirty old men.”
 - Not true. While sex abusers cut across socioeconomic levels, educational levels and race, the average age of a sex offender has been established at 32.
- “Strangers are responsible for most of the sexual abuse.”
 - Fact: 80-85% of all sexual abuse cases in the US are perpetrated by an individual familiar to the victim. Less than 20% of all abusers are strangers.
- “Most sex abusers suffer from some form of serious mental illness or psychosis.”
 - Not true. The actual figure is more like 10%, almost exactly the same as the figure found in the general population of the United States.
- “Most sex abusers are homosexuals.”
 - Also not true. Most are hetero sexual.
- “Children usually lie about sexual abuse, anyway.”
 - In fact, children rarely lie about being sexually abused. If they say it, don’t ignore it.
- “It only happens to girls.”
 - While females do comprise the largest number of sexual abuse victims, it is now believed that the number for male victims is much higher than reported.

Investigation

PLL will appoint an individual with significant professional background to receive and act on abuse allegations. These individuals will act in a confidential manner, and serve as the League’s liaison with the local law enforcement community. Little League volunteers should not attempt to investigate suspected abuse on their own.

Suspending/Termination

When an allegation of abuse is made against a Little League volunteer, it is our duty to protect the children from any possible further abuse by keeping the alleged abuser away from children in the program. If the allegations are substantiated, the next step is clear -- assuring that the individual will not have any further contact with the children in the League.

Immunity from Liability:

According to Boys & Girls Clubs of America, "Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be unsubstantiated." However, we want adults and Little Leaguers to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. All states provide immunity from liability to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused.

Make Our Position Clear

Make adults and kids aware that Little League Baseball and PLL will not tolerate child abuse, in any form.

The Buddy System:

It is an old maxim, but it is true: There is safety in numbers. Encourage kids to move about in a group of two or more children of similar age, whether an adult is present or not. This includes travel, leaving the field, or using the restroom areas. It is far more difficult to victimize a child if they are not alone.

Access:

Controlling access to areas where children are present -- such as the dugout or restrooms -- protects them from harm by outsiders. It's not easy to control the access of large outdoor facilities, but visitors could be directed to a central point within the facility. Individuals should not be allowed to wander through the area without the knowledge of the Managers, Coaches, Board Directors or any other Volunteer.

Lighting:

Child sexual abuse is more likely to happen in the dark. The lighting of fields, parking lots and any and all indoor facilities where Little League functions are held should be bright enough so that participants can identify individuals as they approach, and observers can recognize abnormal situations.

Toilet Facilities:

Generally speaking, Little Leaguers are capable of using toilet facilities on their own, so there should be no need for an adult to accompany a child into rest room areas. There can sometimes be special circumstances under which a child requires assistance to toilet facilities, for instance when the T-Ball and Challenge divisions, but there should still be adequate privacy for that child. Again, we can utilize the "buddy system" here.

TRANSPORTATION

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

- Have a valid Texas Driver's License.

- Submit a photo copy of his or her Driver's License to the PLL Player Agent so the driving record can be checked.
- Submit a photo copy of proof of insurance to the PLL Player Agent. (Must have Uninsured Motorist coverage)
- Wear corrective lenses when operating a vehicle if the Driver's License stipulates that the operator must wear corrective lenses.
- Notify the PLL Player Agent of who is driving and when at least 24 hours prior to departure.
- Have signed permission slips from parents before children are transported.
- Have correct class of license for the vehicle he or she is driving.
- Not carry more children in their vehicle than they have seat belts for.
- Make sure that the vehicle is in good running order and that it would pass a DPS vehicle safety inspection if spontaneously given.
- Not drive in a careless or reckless manner.
- Not drive under the influence of alcohol, drugs, or medication.
- Obey all traffic laws and speed limits at all times.
- Never transport a child without returning him/her to the point of origin.

What is First-Aid?

First-Aid means exactly what the term implies -- it is the first care given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives, (9-1-1 paramedics). At no time should anyone administering First- Aid go beyond his or her capabilities. Know your limits!

The average response time on 9-1-1 calls is 5-7 minutes. En-route Paramedics are in constant communication with the local hospital at all times preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First Aid you can and wait for the paramedics to arrive.

First Aid-Kits

First Aid Kits will be furnished by the league to all teams league directors and board members. The PLL Safety Officer's name and phone number are posted at the concession stand. To replenish materials in the First Aid Kit, the Manager, designated coaches or the appointed Team Safety Officer must contact the PLL Safety Officer. (See contact information and address in phone # section of this Safety Manual)

Concession Stand Tips

Appendix A: Concession Stand Safety

Requirement 9

12 Steps to Safe and Sanitary

Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Gluck, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

1. Menu

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits

3. Reheating

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over stove units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

4. Cooling and Cold Storage

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing

Frequent and thorough hand washing remains the first line of defense in

to serve food. Touching food with bare hands can transfer germs to food.

8. Dishwashing

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process.

1. Washing in hot soapy water,
2. Rinsing in clean water,
3. Chemical or heat sanitizing, and
4. Air drying.

9. Ice

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

10. Wiping Cloths

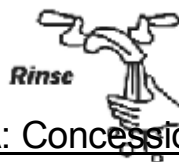
Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

11. Insect Control and Waste

Keep foods covered to protect them

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
- ▶ finish up working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, snacks 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, cell tissue or other serving utensils.
Remove all jewelry, nail polish or fake 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: David Swanson, Director, National Food Service Sanitation Inspection Agency (NSF) in collaboration with the Massachusetts Food Safety Inspection Service (MASS-FSIS) and the Department of Agriculture, Forestry and Fisheries. Federal Equal Opportunity program is encouraged.



Appendix A: Concession Stand Safety Cont'd

Appendix B: Accident Tracking Form

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: <input type="checkbox"/> Male <input type="checkbox"/> Female	
City: _____ State _____ ZIP: _____ Home Phone: () _____	
Parent's Name (if Player): _____ Work Phone: () _____	
Parents' Address (if Different): _____ City _____	
Incident occurred while participating in:	
A.) <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger <input type="checkbox"/> TAD	
B.) <input type="checkbox"/> Challenger <input type="checkbox"/> T-Ball (5-8) <input type="checkbox"/> Minor (7-12) <input type="checkbox"/> Major (9-12) <input type="checkbox"/> Junior (13-14)	
<input type="checkbox"/> Senior (14-16) <input type="checkbox"/> Big League (16-18)	
C.) <input type="checkbox"/> Tryout <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event	
<input type="checkbox"/> Travel to <input type="checkbox"/> Travel from <input type="checkbox"/> Other (Describe): _____	
Position/Role of person(s) involved in incident:	
D.) <input type="checkbox"/> Batter <input type="checkbox"/> Baserunner <input type="checkbox"/> Pitcher <input type="checkbox"/> Catcher <input type="checkbox"/> First Base <input type="checkbox"/> Second	
<input type="checkbox"/> Third <input type="checkbox"/> Short Stop <input type="checkbox"/> Left Field <input type="checkbox"/> Center Field <input type="checkbox"/> Right Field <input type="checkbox"/> Dugout	
<input type="checkbox"/> Umpire <input type="checkbox"/> Coach/Manager <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____	
Type of injury: _____	
Was first aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____	
Was professional medical treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____	
(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)	
Type of incident and location:	
A.) On Primary Playing Field	
<input type="checkbox"/> Base Path: <input type="checkbox"/> Running or <input type="checkbox"/> Sliding	
<input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted	
<input type="checkbox"/> Collision with: <input type="checkbox"/> Player or <input type="checkbox"/> Structure	
<input type="checkbox"/> Grounds Defect	
<input type="checkbox"/> Other: _____	
B.) Adjacent to Playing Field	
<input type="checkbox"/> Seating Area	
<input type="checkbox"/> Parking Area	
C.) Concession Area	
<input type="checkbox"/> Volunteer Worker	
<input type="checkbox"/> Customer/Bystander	
D.) Off Ball Field	
<input type="checkbox"/> Travel:	
<input type="checkbox"/> Car or <input type="checkbox"/> Bike or	
<input type="checkbox"/> Walking	
<input type="checkbox"/> League Activity	
<input type="checkbox"/> Other: _____	
Please give a short description of incident: _____	

Could this accident have been avoided? How: _____	

This form is for Little League purposes only, to report 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 claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.	
Prepared By/Position: _____ Phone Number: (____) _____	
Signature: _____ Date: _____	

Appendix C: Little League Volunteer Application



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

Name _____ Date _____
 Address _____
 City _____ State _____ Zip _____

Social Security # (mandatory with First Advantage or upon request) _____

Cell Phone _____ Business Phone _____

E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

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

Do you have children in the program? Yes No If yes, list full name and what level? _____

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

Do you have a valid driver's license: Yes No

Driver's License#: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor? Yes No

If yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes No If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes No

If yes, explain: _____

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

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

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

Name/Phone

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

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

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

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

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

Sex Offender Registry Criminal History Records *First Advantage

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

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

Appendix C: Little League Returning Volunteer Application

Little League® "Returning" Volunteer Application - 2014

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

If you filled out a volunteer application last year and your league uses the background check tools provided by Little League International, please fill out the returning volunteer application. Otherwise, please use the standard volunteer application.

You must provide the information to all the questions in this section

Have you ever been convicted or plead guilty to any crime(s) involving or against a minor?

Yes No

If Yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor?

Yes No

If Yes, describe each in full: _____

Have you ever been refused participation in any other youth program? Yes No

If Yes, explain: _____

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

- League Official Manager Coach Umpire Field Maintenance
 Score Keeper Concession Stand Other: _____

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

Applicant 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.

Please update only the information in this section which has changed since last year.

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell or Work Phone: _____

E-Mail Address: _____

Driver's License #: _____ State: _____

Occupation: _____

Employer: _____

Address: _____

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

Name / Phone: _____ / _____

_____ / _____

_____ / _____

Special professional training, skills, hobbies: _____

Special Certifications (CPR, Medical, etc): _____

Special Affiliations (Clubs, Service Organizations, etc): _____

Previous volunteer experience (including baseball/softball and year(s)): _____

LOCAL LEAGUE USE ONLY:

Background Check completed by league officer _____ on _____

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

- Sex Offender Registry Criminal History Records *First Advantage

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

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

Appendix D: Facility and Field Inspection Checklist

Facility and Field Inspection Checklist

Facility Name _____

Inspector _____

Date _____ Time _____

- Holes, damage, rough or uneven spots
- Slippery Areas, long grass
- Glass, rocks and other debris & foreign objects
- Damage to screens, fences edges or sharp fencing
- Unsafe conditions around backstop, pitcher's mound
- Warning Track condition
- Dugouts condition before and after games
- Make sure telephones are available
- Area's around Bleachers free of debris
- General Garbage clean-up
- Who's in charge of emptying garbage cans
- Conditions of restrooms and restroom supplies
- Concession Stand inspection

NOTES/ HAZARDS

Signature _____