



A SAFETY AWARENESS PROGRAM (ASAP)

Safety Plan

ARAGONA-PEMBROKE LITTLE LEAGUE

League ID#: 346-08-05

Updated: February 20, 2024

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MISSION STATEMENT - SUMMARY

Aragona-Pembroke Little League's Mission Statement:

Aragona-Pembroke Little League is a non-profit organization run by volunteers whose mission is to provide an opportunity for children to learn and play the games of baseball and softball in a safe and friendly environment.

Summary:

This safety plan is provided by the board and members of the Aragona-Pembroke Little League (APLL) to provide for the safety and enjoyment of the players and others while participating in APLL games, practices, or associated events. This plan provides guidance to accomplish the requirements of Little League International's A Safety Awareness Program (ASAP). Should questions arise that are not specifically addressed in the plan, the answer should always favor to the safety of the players and participants.

The plan was last reviewed and updated in February 2024.

1. SAFETY PLAN REQUIREMENTS

ASAP provides for fifteen requirements for the Safety Plan. The fifteen items identified here or in the indicated sections are the components of the APLL Safety Plan and its actions to accomplish the goals of the Little League ASAP.

- 1. Safety Officer:** Jeffrey Forbes is on file with Little League International as the safety officer for APLL, League ID number 346-08-05.

APLL Safety Officer Information

Jeff Forbes

(757) 407-0090

safety.officer@myapll.com

- 2. Safety Plan Distribution:** The APLL Safety Plan is available in electronic or paper form to all board members, managers/coaches, volunteers and the district eight administrator. It is available by download from the APLL website, www.aragonapembrokeleague.com.
- 3. Emergency Plan:** This is in Section 2. EMERGENCY PLAN & PROCEDURES
- 4. Volunteer Application:** This is in Section 3. VOLUNTEER APPLICATION.
- 5. Fundamentals Training:** This is in Section 4. FUNDAMENTALS TRAINING
- 6. First Aid Training:** This is in Section 5. FIRST AID TRAINING.
- 7. Check Field Conditions:** This is in Section 6. CHECK FIELD CONDITIONS.
- 8. Facility Survey:** This is in Section 7. FACILITY SURVEY.
- 9. Concession Stand Safety:** This is in Section 8. CONCESSION STAND SAFETY.
- 10. Equipment Check:** This is in Section 9. EQUIPMENT CHECK.
- 11. Accident Reporting:** This is in Section 10. ACCIDENT REPORTING.
- 12. First Aid Kits:** This is in Section 11. FIRST AID KITS.
- 13. Enforce Little League Rules:** This is in Section 12. RULE ENFORCEMENT.
- 14. Player/Coach Data:** Aragona-Pembroke Little League submits all team roster information for players, managers, and coaches to Little League International by March 1, 2024.

(Continued on next page)

15. Little League Survey Questions for 2023 (last survey available from LL):

- Does your league have a covid mitigation plan in place for the 2023 season?

APLL implemented a COVID-19 mitigation plan in support of local, state and federal health department's guidance. APLL continues to monitor and update the COVID-19 safety guidelines as appropriate and in-line with health department and government directions and recommendations. Details on the APLL COVID-19 Mitigation Plan are here: [Section 13. COVID-19 MITIGATION](#)

- Does your league require abuse prevention training for its volunteers?

Yes. In compliance with Commonwealth of Virginia law, APLL volunteers must complete the Commonwealth of Virginia Department of Child Protection Services training:

- CWSE 5692 – Recognizing & Reporting Child Abuse & Neglect
- https://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5692/story.html

- Which training does your league use?

HEADS UP to Youth Sports: Online Training

<https://www.cdc.gov/headsup/youthsports/training/index.html>

Little League Diamond Leader Training

<https://www.littleleague.org/diamondleader/>

Abuse Awareness for Adults Course--LITTLE LEAGUE

<https://www.USABDevelops.com/>

Instructions for the Adult Awareness course are available in the appendix.

2. EMERGENCY PLAN & PROCEDURES

IN CASE OF EMERGENCY

All APLL teams are to have a plan on who will call 911 in case of an emergency prior to the start of any practice, scrimmage, game or any other team function. That person shall have a working cell phone in their possession for the entire duration of the activity and know the address for the game or activity; emphasis for events away from the APLL complex.

When calling for an emergency, identify your location. In the case of the APLL complex, identify your location as Aragona-Pembroke Little League at 595 De Laura Lane in Virginia Beach.

In any medical emergency involving a player, volunteer or spectator, dial 911 immediately.

Medical emergencies may include, but are not limited to:

- loss of consciousness or severe head trauma
- an injury that could reasonably include spinal injury or paralysis
- signs of heart attack or stroke (heat)
- compound fractures (broken bone penetrating the skin)

For serious injuries that do not constitute emergencies, the team manager should consult with the parent or guardian, if possible, to determine the preferred course of treatment. If no parent or guardian is available and there is a question as to the severity of the injury, err on the side of caution by calling 911 for professional assistance.

Notify a parent or guardian

For medical emergencies involving a player or other child, notify their parent(s) or guardian. Each team manager must maintain a list of emergency telephone contacts for every player on their team and have it readily available during all team games and practices. It is recommended that these numbers be added to each manager/coach's cell phone contact list.

Notify the Safety Officer

Every emergency resulting in a 911 call or any other event that could reasonably result in filing an insurance claim, must be reported to the Safety Officer as soon as practicable but not later than 48 hours after the incident occurs. An Accident / Incident Report Form must be completed and emailed to safety.officer@myapll.com

Aragona-Pembroke Little League

Safety Plan

Contact Information

President:

Yvonne Redifer
(757) 717-0242 (Cell)
Email: president@myapll.com

**Safety Officer (SO)/
Umpire-in-Chief (UIC):**

Jeff Forbes
(757) 407-0090 (Cell)
Email: safety.officer@myapll.com

Secretary:

Information Officer (IO):
Amy Teachman
(757) 619-5038 (Cell)
Email: secretary@myapll.com

Treasurer

Ellen Stubbs
(757) 277-1229 (cell)
Email: treasurer@myapll.com

Vice President:

Lisa Miller
(757) 353-7512 (Cell)
Email: vicepresident@myapll.com

League Player Agent:

Jennifer Barrett
(757) 277-1229 (Cell)
Email: player.agent@myapll.com

Contact information for board members who serve as division reps, field maintenance and sponsorship can be found at our website: www.aragonapembrokeleague.com

IMPORTANT PHONE NUMBERS	
Emergency:	
Emergency	911
Virginia State Police	424-6788
Emergency from Cell Phone.....	#77
Non Emergency:	
Virginia Beach – Non Emergency Police.....	385-5000
Virginia Beach – Sheriff's Office	385-4555
Norfolk – Non Emergency Police.....	441-5610
Norfolk – Sheriff's Office.....	664-4700
Chincoteague Non Emergency Police.....	336-3155
Accomack County Sherriff.....	824-5666
Poison Center.....	1-800-222-1222
Dental:	
Tidewater Dental Association.....	351-6767
There is no organized dental emergency service for the City of Virginia Beach, Norfolk, and The Eastern Shore. Notify the child's parent(s) immediately so they can obtain Emergency Dental Service for their child from their family dentist.	

3. VOLUNTEER APPLICATION

Background Checks: Mandatory

APLL uses the Official Little League Volunteer Application form, located in the appendix - Volunteer Application Form, to gather information to screen all volunteers. The league vice president, or board member delegate, is responsible for utilizing the current Little League provided background screening tool for performing background screenings that include a national criminal background check and may include a state or local background checks. All volunteers must pass this criminal background check.

To provide the safest atmosphere possible for all players, APLL produces and provides each volunteer with a volunteer photo ID badge with colored backgrounds printed for 2024. These badges must be worn above the outer layer of clothing and be visible on the volunteer when working with players at games, practices, or associated events.

The background screenings include but are not limited to the following volunteers:

Board Members

Volunteer Umpires

Concession Volunteers

Managers / Coaches

All Volunteers having access to the players.

4. FUNDAMENTALS TRAINING

APLL requires all managers and coaches attend a Fundamentals of Baseball and Softball training clinic with their division representative. APLL provides specific training for baseball and softball. During training attendees are provided updates on local rules, equipment handling, facility use, safety guidelines, first aid procedures, incident reporting, etc.... Every manager and coach will attend this training during our annual managers and coaches meeting.

5. FIRST AID TRAINING

First Aid training is conducted on the same dates and times as the fundamentals training. Recent enhancements to the first aid training include concussion protocols training and COVID-19 mitigations.

Like the fundamentals training this is required of every manager and coach during the annual managers and coaches meeting. Updates to the first aid training may be provided by the safety officer as necessary.

Added to the training for 2024 is Virginia Sudden Cardiac Arrest information from the Virginia Department of Education for student athletes.

6. CHECK FIELD CONDITIONS

Field Inspection

APLL requires managers, coaches, and umpires to walk the field to inspect for hazards before every game or practice.



PRE-GAME CHECKLIST

- Inspect infield for foreign objects, holes and dampness.
- Inspect outfield for foreign objects, holes and dampness.
- Inspect fencing for holes and sharp metal.
- Inspect catcher's gear for wear and proper fit.
- Inspect helmets for wear
- Inspect bats for LL specifications and wear
- Refill first aid kit
- Assign foul ball retriever
- Assign equipment handler
- Check male catcher's for protective cup
- Check uniforms for uniformity and proper fit
- Check for jewelry of any kind
- Fill out lineup and submit to home plate umpire.
- Line the field to Little League specifications
- Perform stretching and calisthenics warm-up exercises.
- Perform Warm-up drills and skills
- Prior to game, sanitize equipment, dugouts and bleachers

7. FACILITY SURVEY

APLL conducts a yearly facility survey on all fields. The 2024 facility survey has been completed online with Little League.

Facility Information:

Aragona-Pembroke Little League
595 De Laura Lane
Virginia Beach, VA 23455

The APLL complex consists of:

- two baseball fields - lighted,
- one softball field - lighted,
- two minor baseball/softball fields,
- one t-ball field,
- a field house with batting cages, turf workout area, and classroom,
- concession stand,
- restrooms,
- and playground.

All APLL coaches, players, families, and visitors are expected to follow the posted APLL Rules & Regulations.

8. CONCESSION STAND SAFETY

Currently the APLL concession is operated by a 3rd-party. APLL ensures that the 3rd party is following all recommended and required health and safety laws for food preparation and selling. The concession stand is to maintain a valid food service permit as issued by the Department of Health.

Concession Safety Procedures shall be posted in the Concession Stand.

A copy of APLL's Concession Stand Safety Procedures can be found in the appendix: Concession Stand Guidelines and at Little League's website:

<https://www.littleleague.org/university/articles/guidance-and-best-practices-for-operating-a-little-league-concession-stand/>

9. EQUIPMENT CHECK

The APLL safety officer and equipment manager will inspect all equipment in the pre-season. Managers and coaches will inspect equipment prior to each game and practice. Umpires are required to inspect equipment prior to each game.

Any equipment not meeting Little League safety standards will not be used and will be replaced promptly by the equipment manager. The safety officer and equipment manager work with the division reps to ensure that managers and coaches are kept apprised of new equipment rules and changes as they are promulgated from Little League.

All plate umpires are required to use the following safety equipment:

- chest protectors
- shin guards
- masks (with or without helmet)
- Male umpires must wear a protective cup
- Volunteer umpire equipment is available and provided from the APLL equipment room by the board representative present for the game to be officiated. All umpire equipment will be inspected by the representative prior to its return to the equipment room.

10. ACCIDENT REPORTING

Prompt Accident Reporting:

All teams will use the Little League provided incident tracking form and will provide completed accident report forms to the APLL safety officer within 24-48 hours of the incident. The incident form is found on the web: [Little League Incident-injury-tracking-form](#). Incidents involving accident Insurance are reported to the safety officer using the Little League accident form. The accident form is found on the web: [Little League accident-claim-form](#). Incidents are to be forwarded to the district eight safety officer within 48 hours by the APLL safety officer. More information on reporting with Little League can be found here: [how to submit an accident claim](#).

When to report:

Report any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid to the APLL safety officer. This includes even passive treatments such as the elevation and diagnosis of the extent of the injury or period of rest.

Information for the accident report:

When an accident report form must be completed, it requires the following information. Managers and coaches should note these details as it will be needed to complete the accident report form:

- The date, time, and location.
- The name and phone number of the person reporting the accident.
- The name and phone number of individual involved.
- The Division Baseball/Softball, team name, and Manager's phone number.
- How did accident occur?
- The preliminary estimation of the extent of injuries.
- The type of first aid given.
- Was 911 called.
- Response time for emergency medical personal if 911 called.
- Position of person when injured (batting, first base, etc.).
- What caused the injury (sliding, fly ball, etc.)?

11. FIRST AID KITS

Prior to the season the APLL safety officer inspects, replenishes, and replaces first aids kits. The safety officer makes an updated first aid kit available to the APLL equipment officer for distribution with team equipment at the beginning of the season. Each team is required to have it at every practice and game.

Two new field first aid kits have been placed at the complex. One is available in the APLL Fieldhouse, and one is stored in the storage locker at fields 4, 5 & 6.

Refills for team first aid kit items can be obtained by contacting the safety officer or the team's division representative.

12. RULE ENFORCEMENT

APLL ensures that all teams enforce ALL Little League Rules, including Proper Equipment for catchers.

These rules include, but are not limited to the following:

- Skull caps are not permitted; Catcher helmets must provide full head protection and meet Little League Safety standards.
- The On-Deck position is not permitted for Majors and below.
- Dangling throat guard shall be used on all Catchers masks.
- Double first base is to be utilized when available.
- Breakaway bases will be used on all fields.

13. COVID-19 MITIGATION

Aragona-Pembroke Little League COVID-19 Safety Guidelines

APLL complies with the latest guidance from local and state health departments for COVID-19 mitigation actions. *Since the 2021 seasons this plan listed specific mitigation steps for dealing with COVID-19. With the continually evolving nature of governmental guidance and advice, this safety plan will no longer list specific actions.*

APLL is following the Virginia Department of Health considerations for recreational sports. Virginia Department of Health guidelines are found here:

<https://www.vdh.virginia.gov/coronavirus/get-the-latest-guidance/sports/>

14. UPDATED CHILD PROTECTION POLICY

Aragona-Pembroke Little League Child Protection

APLL values the safety of the players and families as its highest priority. APLL endorses and complies with the latest child protection policy from Little League. This updated policy is in the appendix.

APPENDIX

New Improvements to the Safety Plan

The following changes and improvements were made to the APLL safety plan:

- Updated the league officers.
- Included USA Baseball training.
- Included Sudden Cardiac Arrest Awareness training.
- Links provided and forms updated to reflect the latest versions available and where possible provide a link to the form on the Little League website.
- Added the updated Little League Child Protection Policy.

Volunteer Application Form

The Little League Volunteer Form can be located on the web here:

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

(Form image located on next page)

Aragona-Pembroke Little League

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Little League® Volunteer Application – 2022

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



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

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

All RED fields are required.

Name _____ Date _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

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

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

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

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

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

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

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

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

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

If yes, explain: _____
(If volunteer answered yes to Question 7, the local league must contact the Little League Security Manager.)

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

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

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

Name/Phone

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

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

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

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

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

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

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

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

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

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

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

Medical Release Form

The Little League Volunteer Form can be located on the web here:

<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

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.

What Parents should know about Little League Insurance

The Little League insurance memo can be located on the web here:

<https://www.littleleague.org/downloads/parents-know-ll-insurance/>

WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball / Softball.

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

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

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

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

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, date of service, procedure and diagnosis codes for medical services/ supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/ Letter of Denial for each charge directly to Little League International, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment after the 52-week time limit when:
 - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
 - (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment.

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

No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.

Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

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

APLL Complex Rules

Complex Rules

- ZERO TOLERANCE POLICY: NO WEAPONS, ILLICIT SUBSTANCES OR ALCOHOLIC BEVERAGES ALLOWED IN THE COMPLEX AT ANY TIME.
- No Bikes, rollerblades, skateboards, scooters or hoverboards allowed in the complex. Bikes are to be parked in the bike stand.
- No pets allowed (on leash or otherwise).
- No rock throwing at all.
- No playing catch or throwing balls in the walkways.
- No climbing on fences or any building.
- All children must have adult supervision in the press box or on the concession deck.
- All parents are responsible for their children while at the complex.
- Everyone is responsible for their own trash.
- No playing of any kind in or around the parking lot or between fences and buildings on any side of the complex.
- The speed limit in the parking area is 5mph or less at all times. Remember that pedestrians ALWAYS have the right of way. Please be extremely cautious as children (large and small) are present at all times.
- Our complex is in the middle of a residential neighborhood, please be mindful of "No Parking" signs on De Laura Lane and dispose of your trash in proper receptacles.
- Parents are always an example for their children - BE A GOOD ONE!

Batting Cage Rules

Batting Cage Rules

- **No cleats.**
- **No horseplay.**
- **No climbing on nets.**
- **No batting or throwing balls outside of the nets.**
- **No food or drink.**
- **Helmets must be worn at all times.**
- **Manager or coach will supervise players at all times.**
- **All teams must have a board member sponsor.**
- **Parents are responsible for their children while in the facilities.**

Teams that leave their assigned cages messy such as leaving balls, trash, and equipment on the floor after use may lose their privileges to use the batting cages and indoor facilities.

Concession Stand Guidelines

The Little League concession stand safety tips can be located on the web here: <https://www.littleleague.org/downloads/asap-requirement-9-concession-safety/>

Concession Stand Tips

SAFETY FIRST

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 Glick, 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 and vegetables, etc.) to a minimum.

Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno 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 preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

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 from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness.

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

Safety plans must be postmarked no later than May 1st.

Handwashing Guidelines

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:

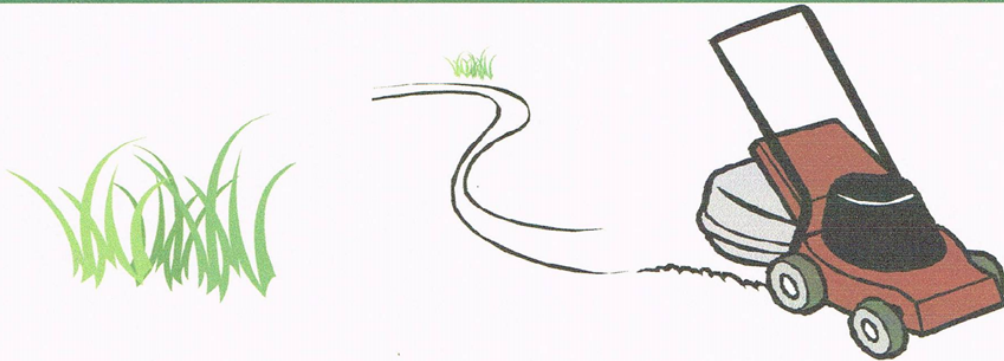
- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

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.




Mower/Lawn/Power Equipment Safety Rules

Mower/Equipment Safety Rules



1. Never make adjustments or repairs with the engine running.
2. Be sure the area is clear of other people before mowing.
STOP if anyone enters the area.
3. Never carry passengers.
4. Do NOT mow in reverse.
5. ALWAYS look down and behind BEFORE and WHILE backing.
6. Remove rocks, tree limbs, cans, etc. before mowing.
7. Always check the oil in the mowers before use.
8. ONLY adults operate mowers. NO children/others allowed to ride along with operator of riding mowers.
9. Please report damage or trouble with the mowers so they can be repaired.
10. You MUST wear safety glasses when using weed eater.

 Modified from Peru, Ind., Little League safety plan

Incident Injury Tracking Form

The Little League incident/injury tracking form can be located on the web here:

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

For Local League Use Only

Activities/Reporting	A Safety Awareness Program's Incident/Injury Tracking Report
League Name: _____	League ID: ____ - ____ - ____
Field Name/Location: _____	Incident Date: _____
Injured Person's Name: _____	Incident Time: _____
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 <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Intermediate (50/70)	
<input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Big League	
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 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: _____	

<small>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.</small>	
Prepared By/Position: _____	Phone Number: (____) _____
Signature: _____	Date: _____

Claim Form Instructions

The Little League claim form instructions can be located on the web here:

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

Little League® Baseball & Softball CLAIM FORM INSTRUCTIONS



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

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

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

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

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

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

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

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

Aragona-Pembroke Little League

Safety Plan

TREATMENT OF DENTAL INJURIES (From the claim form page two)

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

CHECKLIST FOR PREPARING CLAIM FORM (From the claim form page two)

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

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

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

(Continued on next page)

PART II - LEAGUE STATEMENT

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

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

Accident Notification Form

The Little League accident notification form can be located on the web here:

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

Little League Child Protection Policy



LITTLE LEAGUE® CHILD PROTECTION PROGRAM

PURPOSE

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

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

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

APPLICABILITY

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

ENFORCEMENT

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

As part of the chartering process, local leagues agree to comply with all aspects of the Little League Child Protection Program. Any violation of the Child Protection Program may result in the suspension or revocation of a local league's

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tournament privileges and/or charter by action of the Charter or Tournament Committees in South Williamsport, Pennsylvania.

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

DEFINITIONS

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

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

Different types of Child Abuse or Neglect

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

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

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

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

LOCAL LEAGUE CHILD PROTECTION REQUIREMENTS

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

1. **COMPLETE BACKGROUND CHECKS**
Utilize the Little League volunteer application form to conduct annual background checks on volunteers and prohibit anyone with any offenses that would disqualify them as a participant in any Little League activity.
2. **MANDATORY TRAINING & CONTINUING EDUCATION**



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

3. MANDATORY REPORTING REQUIREMENTS

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

4. NON-RETALIATION FOR REPORTING

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

5. PROHIBIT ONE-ON-ONE INTERACTIONS

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

1. COMPLETE BACKGROUND CHECKS

A. VOLUNTEER APPLICATION

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

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

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

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

B. BACKGROUND CHECK PROCESS

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

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

Aragona-Pembroke Little League

Safety Plan



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

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

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

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

C. OFFENSES THAT PROHIBIT PARTICIPATION

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

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

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

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Constitution suspend the volunteer until the information is received and reviewed.

D. Properly Handling Sensitive Documents

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

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

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

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

2. MANDATORY TRAINING AND CONTINUING EDUCATION

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

A. Mandatory Abuse Awareness Training

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

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

- U.S. Center for SafeSport
USCenterForSafeSport.org
- Darkness to Light
D2L.org

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- Abuse Prevention
AbusePreventionSystems.org

The league is responsible for verifying that each required individual has completed the training by obtaining certificates of completion from each individual and retaining a copy of the certificate. The training must be completed on or after October 1 of each year to be considered valid for the upcoming season. It is important that all volunteers in a league complete the training on an annual basis. Even though it may be a training the individual has completed in the past, it is important to keep the information that comes from this training fresh in everyone's mind. The more individuals in a league or involved in a league that have the information that the Abuse Awareness Training provides, the better.

B. Recommended Continuing Education Opportunities for Leagues:

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

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

C. Grooming

Grooming is a tactic used by sexual predators to methodically build a trusting relationship with victims, parents, and the community to place themselves in a position of trust, which the perpetrator then uses to draw the victim into a sexual relationship. Many times, the perpetrator becomes a family friend. Grooming can be subtle and hard to recognize. It's important to bring awareness of grooming to all individuals in the league. Understanding the



grooming process and behaviors of grooming can help prevent abuse from occurring. The required Abuse Awareness training for all volunteers is one way to begin to raise awareness within the league of grooming. The more individuals in the league who are equipped with knowledge to understand and recognize grooming the better protected the children are within the league.

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

USA Center for SafeSport:

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

Safe to Compete:

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

D. Bullying

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

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

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

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

E. Creating a Player-Centric Environment

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

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



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

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

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

- [Little League Diamond Leader Training Program](#)
 - Focused on ensuring children have a positive, well-rounded experience on and off the field, the Little League Diamond Leader Training Program is a FREE educational resource that provides coaches with an understanding of the impact that mental, social, and emotional well-being has in youth sports through detailed information, interactive scenarios, and a variety of additional resources. Through this course, which navigates Little League volunteers through real-life scenarios that are being faced in local leagues all around the world each year, coaches will have a better understanding of the impact he/she has on the players, both on and off the field.
- [Positive Coaching Alliance](#) ("PCA")
 - PCA offers resources for coaches, parents, athletes, and leaders to make better athletes and better people. As young people return to playing sports after going through the trauma of being away from school, friends, and sports due to the coronavirus, we need to make sure our coaches are equipped with the skills to deal with their social and emotional needs.

3. MANDATORY REPORTING OF CHILD ABUSE

When an allegation of abuse is made against a local Little League volunteer, the league must protect the child from any further potential abuse by keeping the alleged abuser away from all children in the program until the incident is reported to one or more of the below outlets **and** completely investigated. The Safe Sport Act extends mandatory reporting to all volunteers in the league. Fifty (50) States and the District of Columbia have enacted laws which address mandatory reporting of child abuse to protect the health and safety of children. Little League has compiled a summary of all currently existing federal and state laws regarding mandatory reporting of child abuse at [State Specific Information on Child Abuse - Little League \(LittleLeague.org/StateLaws\)](#). It is strongly recommended that local leagues consult with legal counsel in their jurisdiction to determine the applicability, if any, of federal, state and local requirements and laws to its programs regarding the reporting of child abuse. **An individual who is required, but fails to report suspected child abuse, is subject to criminal and civil penalties.**

A. Investigating Suspected Abuse

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

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

B. Reporting of Suspected Abuse

(Updated: 11/8/23)

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

After making a report to law enforcement, the league may also consider contacting one of the following organizations for additional support:

- [U.S. Center for SafeSport](#)
- [The National Center for Missing and Exploited Children's](#)
- [The Childhelp National Child Abuse Hotline](#)

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

C. Suspension/Termination

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

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

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

D. Communication from the League

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

4. NON-RETALIATION FOR REPORTING

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

5. PROHIBIT ONE-ON-ONE INTERACTIONS

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

Aragona-Pembroke Little League

Safety Plan



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

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

SUMMARY

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

Directions for Abuse Awareness for Adults Course

Directions for Abuse Awareness for Adults Course Completion--LITTLE LEAGUE:

1. **Create an Account or Sign in to USABDevelops.com**
 - Go to USABDevelops.com or download the [USA Baseball app in the Apple App Store](#) or [Google Play](#).
 - Click “Sign in/Register”
 - Enter all required information
 - **Select your league from the “Little League – Local Leagues” drop-down menu and click “+Join”**
 - **If you have an existing account, click your name in the top right corner, select MY ACCOUNT, and then UPDATE MY PROFILE to link your account with your local Little League.**
2. **Complete Abuse Awareness for Adults course***
 - Click EDUCATION
 - Select COURSES
 - Click “Abuse Awareness for Adults” → “+Enroll” → “Go to Course”
 - Complete the course

*If you have completed the Abuse Awareness for Adults course in the past and need an updated certificate, please select the Restart Course button.

- Click your name in the top right corner and select MY ACCOUNT
 - Select COURSES
 - Scroll to the Abuse Awareness for Adults course and click RESTART COURSE
3. **Download Certificate**
 - Click your name in the top right corner and select MY ACCOUNT
 - Select COURSES
 - Scroll to the Abuse Awareness for Adults course and click DOWNLOAD CERTIFICATE