

# ASAP news



Continuing the Little League tradition of making it "safer for the kids."

# Providing Safer

## E N V I R O N M E N T S

### Earn Parents' Trust

Providing a safe atmosphere for kids to enjoy themselves is the top priority for any youth organization. Having parents know they can trust the people who are involved in training their children is central to any group's success.

So how can leagues assure parents their children are being supervised by a responsible and trustworthy volunteer? You have to earn their trust.

That's why Little League makes the Child Protection Program available and mandates background checks. Little League's website ([www.littleleague.org](http://www.littleleague.org)) contains state-specific information which can help any league fulfill the mandates of the initiative. (See Q&A, page 2.)

The regulation requires every league to annually, at a minimum, check the state's Sex Offender Registry against "all managers, coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams." (See Regulation I (b) in center column of this page.) Having individuals fill out the Little League Volunteer Application and conduct a background check will allow you to screen any people who have committed offenses in your state and allow you to bar them from contact with children.

### Take Checks Further, Protect Better

But many leagues who have done national searches are finding that just checking the state's Sex Offender

### Regulation I (b)

**"As a condition of service to the league, all managers, coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams, must complete and submit an official 'Little League Volunteer Application' to the local league president."**

Registry doesn't turn up all the people whom the league should have concerns around children. So Little League has contracted with Rapsheets.com to allow chartered Little Leagues to run low-cost background checks on a national level, including both criminal records and sex offender registries from 35 jurisdictions.

Currently the Rapsheets checks do not include the states California, Hawaii, Massachusetts, New Hampshire, South Dakota and Vermont. Leagues in these

six states may still use Rapsheets to check for offenses outside of their state, but must still conduct, at a minimum, a check of the Sex Offender Registry for their state for all applicable volunteers.

For just \$1.50 per search, this Internet database search will provide important information to help protect your league. Here are some specifics:

- Instant access to over 160 million criminal records and sex offender registries from 35 jurisdictions;
- Convenient 24-hour web access;
- No membership fees or monthly dues;
- No need to purchase special software;
- All searches are password protected to the league official conducting them, and are maintained for future, no-cost reference by Rapsheets indefinitely.

And where you could spend hours checking all the Sex Offender Registries by county or state, Rapsheets.com provides all that information and more in a fraction of the time. Also, individual state Sex Offender Registries may not include people who have moved into your state, or even people who's crimes don't fit the exact nature of the registry. As example, 35,000 people are on the official Texas Sex Offender Registry, but Rapsheets' Texas state data lists 130,000 people with sex-related charges.

**Upcoming Training Opportunities:** Rapsheets.com will be conducting on-line Little League/Rapsheets Criminal Records Search training sessions throughout January and February. The training is free and classes are held at convenient times throughout the day. If you would like to learn more about how to take advantage of the Rapsheets.com searches by participating in the one-hour on-line training course, call Rapsheets.com toll-free directly at: 866-432-7241.

# Little League® Child

## **What do we, as a league, have to do to comply so that we can be chartered for the next season?**

The local league is required to have all board members, managers, coaches, and other volunteers or hired workers who provide regular service to the league or/and who have repetitive access to or contact with players or teams fill out the new volunteer application. Additionally, the league will be required to conduct a background check on each of these individuals. Little League Baseball will require each league to sign an agreement on the Charter application that they will comply with Regulations I(b) and I(c) 8 & 9. The leagues will also be required to sign a statement on the tournament enrollment form verifying that the process under the regulations has been completed and implemented. Failure to sign the agreement on the charter application will result in the league not being chartered and failure to fulfill the requirements of the regulations will result in the league's status being referred to the Charter/Tournament committee for action to revoke the league's charter and all privileges.

## **What type of background check is required by the new regulations?**

The new Little League Baseball regulations require each local league to check the Sexual Offender Registry (SOR) in the state where the applicant resides. Where the Sexual Offender Registry is not available, then these leagues must do a criminal background check. However, local leagues may elect to conduct a criminal background check, which exceeds the minimum requirement by the new regulations. For example, a background screening through the Federal Bureau of Investigation or Rapsheets.

## **What type of offenses are we screening for when we conduct a background check?**

Local leagues are conducting a search of the government state-wide Sexual

Offender Registry for anyone who has committed sexual offenses involving minors. An individual who has been convicted or plead guilty to charges involving or against a minor, no matter when the offense occurred, must not be permitted to work with children.

## **Who in the local league should be responsible to process the background check information?**

Little League Baseball recommends the board of directors appoint the local league president and two other individuals to handle the background checks. These individuals may be from the board or individuals outside the board. For instance, the board of directors may appoint individuals who have significant professional background in this area, such as law enforcement officers or individuals with a legal background.

## **What if an individual has previously had a background check?**

Each league must conduct their own background check on the appropriate individuals annually.

## **If our volunteer base comes from multiple states, in what state do we do the background checks?**

Many leagues are located close to the boundaries of other states; these leagues must conduct the background check where the individual resides. The league must attach a copy of a government-issued photo identification to the volunteer application. The residence on the government document will determine where the check must be conducted. The league may elect to utilize Rapsheets for \$1.50 per search.

## **What will result in termination of a volunteer under the new regulations?**

Any background check that reveals a conviction of any crime involving or against a minor must result in immediate termination from the league. Additionally, volunteers who refuse to submit a fully completed Little League Volunteer Application must be

immediately terminated or eliminated from consideration for any position. This includes individuals with many years of service to your league.

## **What if offenses involving or against minors are pending prior to or after appointment to a position in the local league?**

We suggest the individual not be appointed or should be suspended from his/her current position pending the outcome of the charges.

## **What if there are convictions or other offenses NOT involving or against minors?**

A local league may prohibit any individual from participating as a volunteer or hired worker, if the local league board of directors deems the individual unfit to work with minors.

## **Who is to be made aware of the information found on the background check?**

The local league president shall only share personal information contained in the volunteer application, background check or other information obtained through the screening process with other members of the board of directors in order to make personnel decisions. If the information obtained through the background check is public record and causes an individual to not be appointed or to be terminated, Little League Baseball recommends this information be shared with the parents/guardians of the children who have had contact with the individual previously.

## **Where should these records be maintained and for how long?**

The local league president shall retain each volunteer application, background check information, and any other documents obtained on file for the current year of service of that individual. After the local league has completed operation for the current season, the league president shall dispose of the records unless the league has taken action or made a decision based upon

# Protection Program

the information contained in the records.  
(Check local law to ascertain the length of time you must keep your records.)

## What is the timetable for completing the screening of each individual?

The local league must complete the annual screening process prior to the individual assuming his/her duties for the current season. This would include the individual submitting a completed volunteer application and the league completing an appropriate background check.

## What resources are available through Little League Baseball to assist in this process?

Leagues can obtain the new volunteer application and background check information for each state through the Little League website at [www.littleleague.org](http://www.littleleague.org). The information on the Little League website contains links directly to state government resources on conducting background checks. Little Leagues are also encouraged to use whatever local resources are available in their communities.

## What will it cost my league to implement this new initiative?

Thirty-five states provide a free background online check for sex offenders who have committed violent sex crimes or sex crimes involving children. Eight additional states provide free background checks through an offline process administered by the state. The remaining seven states have a fee requirement that ranges from \$5 to \$18. For more detailed information on costs, visit the Little League website at [www.littleleague.org](http://www.littleleague.org). The league may elect to utilize Rapsheets for \$1.50 per search, except for these states; CA, HI, MA, NH, SD, VT where records are not available.

## Where can I find funding assistance to pay for the background checks if necessary?

In the seven states where a fee is

required, Little League suggests that the individual pay for their background check as a condition of service. The league may elect to seek other funding sources from local businesses, sponsors, civic organizations and service clubs.

## When should local leagues begin the implementation process of this new initiative?

Immediately, so volunteer applications and background checks are completed prior to individuals assuming their duties for the current season.

## Does this new initiative also apply to those individuals that assist the manager and coaches at practices or games?

Yes. Any individual who provides regular service to the league or/and who has repetitive access to or contact with players or teams must fill out the Volunteer Application and go through the background check process.

## Who is going to coach the team if a screened manager or coach is no longer able to fulfill his/her duties?

Any permanent replacement can not assume their duties until the volunteer application and background check has been completed. The league may temporarily assign a board member or another screened individual to fill the vacancy until the proper process and appointment has been made.

## Should our league wait until the entire screening process has been completed to submit our Charter Application and Insurance Enrollment Form?

No. The appropriate league officers must sign the statement on the form agreeing to adhere to the new regulations requiring the use of the new volunteer application and background screening process as outlined in Regulations I(b) and I(c) 8 & 9. Once this section is completed the balance of the charter application can be completed and submitted to Little League Baseball.

## As the league president or an official of the local league, how do I explain the need for this new initiative?

These new requirements are being implemented by Little League and your local league to: protect our children and maintain Little League as a hostile environment for those who would seek to do them harm; protect individuals and leagues from possible loss of personal or league assets because of litigation; take advantage of current technology and laws that have made background check information accessible to your local league.

## What is the earliest age for conducting a background check and are background checks required for players?

Little League has determined that age 16 is the minimum age required for background checks for volunteers or hired workers who provide regular service to the league and/or have repetitive access to or contact with players or teams. Little League has come to this determination based on the following: 39 states and the District of Columbia consider age 16 to be the age of consent. States generally view the age of consent as the age in which a minor can be held responsible for their actions in relation to sexual relations. Some states also hold minors at age 16 accountable for certain sexual crimes such as statutory rape. Minors 16 year of age and older can be treated as adults in criminal proceedings. Minors 16 years of age and older when charged with serious crimes are often tried as adults. Minors 16 years of age or older would be most likely to be given more responsibility and be in a position of greater influence over younger participants in the Little League program. No players are required to have a background check unless they are acting in a capacity for the league outside their role of player. (For example, a 17 year old umpiring in a younger division with adult umpires as part of the umpire crew for that game.)

# Child Protection Program

*In the next few months, the ASAP News will carry all the points needed to qualify your safety plan for the 20 percent player accident insurance credit, if you carry Little League CNA Insurance. Watch for the "Requirement" header on stories and examples to create a new safety program, or to improve your existing safety plan.*

## **13 REQUIREMENTS FOR A SAFETY PLAN:**

- 1) Safety Officer on file with LLHQ;
- 2) Publish, distribute safety manual to managers and coaches;
- \*3) Post, distribute emergency & key league officials' phone numbers;
- \*4) Use official LLB Volunteer Application Form, conduct checks;
- 5) Provide fundamentals training for managers and coaches;
- 6) Require first aid training for all managers and coaches;
- 7) Require coaches/umpires to walk fields for hazards prior to use;
- 8) Complete annual Facility Survey;
- 9) Written safety procedures for concession stand and its workers;
- 10) Require regular equipment checks;
- 11) Require prompt accident reporting;
- 12) Require first-aid kits at each game and practice;
- 13) Enforce Little League rules.

*\*Examples in this issue!*

## **Requirement 4**

Little League has compiled an enormous amount of information for leagues to help them comply with the Child Protection Program requirement of conducting background checks. Not only is this a requirement for your safety plan, but now a basic regulation for ALL leagues. The frequently asked questions (FAQs) that apply to all states are on pages 3-6. Review the questions and answers carefully.

Each state's procedure is different for conducting background checks, and Little League's website will help you get started in tracking down the information you need. Look at [www.littleleague.org/childprotect/index.htm](http://www.littleleague.org/childprotect/index.htm) for specifics. Or you can check out the Oct.-Dec. 2002 ASAP News, for a state-by-state review.

Preparing your players and volunteers to look for warning signs protects them against those who would prey on the innocent and unaware. No one knows what causes people to abuse children, or when they will begin. By providing information to your league on this subject, you also protect against even those who have never been charged or convicted of an act against a minor.

For information to provide parents in your league on this vital program, see the PDF file on Little League's website, "A Parent's Guide to the Child Protection Program." This document gives answers for questions such as:

### **CHILD ABUSE: A FIVE-STEP REVIEW**

1. *Know what it is and where to look.*  
*Defining child abuse, and separating the truth from the myths, better enables us all to spot potentially dangerous situations.*
2. *Educate parents, volunteers and children.*  
*They need to be supplied with the information necessary to protect everyone. Let the children know that it's never their fault.*
3. *Establish, follow safety procedures.*  
*Employing basic rules, such as "the buddy system," can keep child abuse from happening in the first place.*
4. *Screen applicants carefully.*  
*An effective three-step plan can keep potential child abusers out of Little League and keep our kids safe.*
5. *Don't be afraid to speak out.*  
*Both Little League children and adults need to feel safe to come forward. If an individual honestly feels something is wrong, the laws are in place to protect them.*

### **• What Can Parents Do?**

Of all sexual abuse cases in the U.S., 80-85 percent are committed by an individual familiar to the victim. It is dangerous to believe that the only threat is the stranger behind a tree.

### **• Warning Signs of a Seducer**

These tips warn about those adults who seek to seduce children through attention, gifts or trips.

### **• What to Watch for in Your Child**

Symptoms not otherwise explainable, like sudden mood swings, excessive crying, withdrawal, nightmares, fear of particular people or places are a few.

### **• How to Report Suspected Child Maltreatment**

The National Clearinghouse on Child Abuse and Neglect advises: If you suspect a child is being maltreated, call Childhelp USA: 1-800-4-A-CHILD.

### **• Talk to Your Kids; Listen to Your Kids.**

Talk frankly to your children. If a child reports sexual abuse, statistics show he or she is probably telling truth.

### **• Getting More information**

National Center for Missing and Exploited Children, <http://www.missingkids.com>, and the National Clearinghouse on Child Abuse and Neglect, <http://www.calib.com/nccanch/>.

## *What to do if someone is struck by lightning*

- ▶ **Lightning victims do not carry an electrical charge, are safe to handle, and need immediate medical attention.**
- ▶ **Call for help.** Have someone call 9-1-1 or your local ambulance service. Medical attention is needed as quickly as possible.
- ▶ **Give first aid.** Cardiac arrest is the immediate cause of death in lightning fatalities. However, some deaths can be prevented if the victim receives the proper first aid immediately. Check the victim to see that they are breathing and have a pulse and continue to monitor the victim until help arrives. Begin CPR if necessary.
- ▶ **If possible, move the victim to a safer place.** An active thunderstorm is still dangerous. Don't let the rescuers become victims. Lightning CAN strike the same place twice.



NOAA

## *STAY INFORMED*

Listen to NOAA Weather Radio for the latest forecast and for any severe thunderstorm WATCHES or WARNINGS. Severe thunderstorms produce winds of 58 mph or greater, or hail 3/4 of an inch or larger in diameter.

**A severe thunderstorm WATCH is issued** when conditions are favorable for severe weather to develop.

**A severe thunderstorm WARNING is issued** when severe weather is imminent. National Weather Service personnel use information from weather radar, satellite, lightning detection, spotters, and other sources to issue these warnings.



**NOAA WEATHER RADIO IS THE BEST WAY TO RECEIVE FORECASTS AND WARNINGS FROM THE NATIONAL WEATHER SERVICE.**

**Remember that all thunderstorms produce lightning and all lightning can be deadly to those outside.**

**Lightning Safety Awareness Week** is the last full week of June. For additional information on lightning or lightning safety, visit NOAA's lightning safety web site:

<http://www.lightningsafety.noaa.gov>

or contact us at:

**National Weather Service  
P.O. Box 1208  
Gray, Maine 04039**

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# *Coach's and Sports Official's Guide to Lightning Safety...*



NOAA

***LIGHTNING...  
the underrated killer!***

**A SAFETY GUIDE**

**U.S. DEPARTMENT OF COMMERCE  
NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION**



**NATIONAL WEATHER  
SERVICE**

**Gray, Maine**

This safety guide has been prepared to help coaches and sports officials recognize the dangers of lightning and take appropriate safety precautions.

# LIGHTNING KILLS

## Play It Safe !

Each year in the United States, more than four hundred people are struck by lightning. On average, about 70 people are killed and many others suffer permanent neurological disabilities. Most of these tragedies can be avoided if proper precautions are taken. When thunderstorms threaten, coaches and sports officials must not let the desire to start or complete an athletic activity hinder their judgment when the safety of participants and spectators is in jeopardy.

### *It is important for coaches and officials to know some basic facts about lightning and its dangers*

- ▶ **All thunderstorms produce lightning and are dangerous.** In an average year, lightning kills more people in the U.S. than either tornadoes or hurricanes.
- ▶ **Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall.** Many deaths from lightning occur ahead of storms because people wait too long before seeking shelter, or after storms because people return outside too soon.
- ▶ **If you hear thunder, you are in danger.** Anytime thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat to your location.
- ▶ **Lightning leaves many victims with permanent disabilities.** While only a small percentage of lightning strike victims die, many survivors must learn to live with very serious, life-long disabilities.

### *To avoid exposing athletes and spectators to the risk of lightning take the following precautions*

- ▶ **Postpone activities if thunderstorms are imminent.** Prior to an event, check the latest forecast and, when necessary, postpone activities early to avoid being caught in a dangerous situation. Stormy weather can endanger the lives of participants, staff, and spectators.
- ▶ **Plan ahead.** Have a lightning safety plan. Know where people will go for safety, and know how much time it will take for them to get there. Have specific guidelines for suspending the event or activity so that everyone has time to reach safety before the threat becomes significant. Follow the plan without exception.
- ▶ **Keep an eye on the sky.** Pay attention to weather clues that may warn of imminent danger. Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.
- ▶ **Listen for thunder.** If you hear thunder, immediately suspend your event and instruct everyone to get to a safe place. Substantial buildings provide the best protection. Once inside, stay off corded phones, and stay away from any wiring or plumbing. Avoid sheds, small or open shelters, dugouts, bleachers, or grandstands. If a sturdy building is not nearby, a hard-topped metal vehicle with the windows closed will offer good protection, but avoid touching any metal.

- ▶ Avoid open areas. Stay away from trees, towers, and utility poles. Lightning tends to strike the taller objects.

- ▶ Stay away from metal bleachers, backstops and fences. Lightning can travel long distances through metal.

- ▶ Do not resume activities until 30 minutes after the last thunder was heard.

- ▶ As a further safety measure, officials at outdoor events may want to have a tone-alert NOAA Weather Radio. The radio will allow you to monitor any short-term forecasts for changing weather conditions, and the tone-alert feature can automatically alert you in case a severe thunderstorm watch or warning is issued. To find your nearest NOAA weather radio transmitter, go to <http://www.nws.noaa.gov/nwr/> and click on "Station Listing and Coverage."

### *If you feel your hair stand on end (indicating lightning is about to strike)*

- ▶ Crouch down on the balls of your feet, put your hands over your ears, and bend your head down. Make yourself as small a target as possible and minimize your contact with the ground.

- ▶ Do not lie flat on the ground.



NOAA

# Early-Birds Earn \$

*Did you know if the leagues in your district have their safety plans completed before the general May 1<sup>st</sup> deadline, they can submit them and help your district?*

*By turning in their safety plans one month early, your district can earn up to \$350 toward running tournaments, providing training, increasing opportunities in your area and more.*

*April 1<sup>st</sup> is the deadline to shoot for to help your district. But plans must be in Williamsport no later than April 1<sup>st</sup>, with all minimum requirements met, to assist your district.*

*If a district has 80 percent or more of its leagues' safety plans turned in and qualified (meaning no follow-ups needed to demonstrate all the requirements have been met, or all questions have been answered by this date) your district will have \$350 credited to its account to help run your district.*

*If a district has 60-79 percent of all its leagues' safety plans turned in and qualified by April 1<sup>st</sup>, your district will have \$150 credited to your account.*

*So help your leagues submit their safety plans a little earlier and give Little League staff a little more time to review the plans, and your district will earn a nice bonus to help provide the highest quality services in youth recreational sports.*

*But don't forget to document all 13 requirements in your safety plan submittal (see pages 2-3 of the 2004 Registration Form for full details).*

*Following are District Administrators recognized at the 2003 Little League World Series' CNA Awards Breakfast in Williamsport who received an incentive for their district to use in 2004.*

## 80-100 percent early submittals:

### Central Region

Illinois	11	Linda Sanfilippo
Indiana	07	Shirley Ferguson
Michigan	09	John Edgerle
Wisconsin	01	James Joseph
Wisconsin	06	Butch Faber

### East Region

Connecticut	04	David Ruotolo
Delaware	03	Martin Donovan
Massachusetts	04	Douglas Hannam
New Jersey	11	Anthony Richardson
New York	13	Leonard Ricchiuti
New York	24	William Panzella
New York	35	Carol Kollmer
Pennsylvania	17	Michael Serino
Pennsylvania	20	Randy Raab
Pennsylvania	23	Tony Marra

### South Region

Florida	09	Mert Leeman
Florida	15	Frederick Lorentsen
Florida	20	Michael Crow
Georgia	04	Linda North
Georgia	09	Margie Grigereit
Virginia	01	Bill Hill
Virginia	02	Bobby Tuggle
Virginia	04	Michael Pobat
Virginia	07	Joseph Phillips
Virginia	08	Jake Hardison
Virginia	09	Lowell Easterly
Virginia	10	Preston Pierce
Virginia	11	Robert Huff
West Virginia	01	Phil Weber
West Virginia	03	John Niewierowski
West Virginia	05	Donna Hayes

### West Region

Arizona	03	Nancie Lane
Arizona	05	Gene Biernat
Arizona	09	Terri Cridland
California	04	Ernie Lewis
California	12	Jenice Condie
California	14	Reggie Torres
California	29	Tom Mandella
California	30	Denny Curran
California	32	James Gerstenslager
California	33	Clay Berry
California	35	Donald Goodman

California	37	Jerry Flory
California	38	Bob McKittrick
California	43	Charles Wilkenson Sr.
California	45	Mike Debone
California	53	Jim Spering
California	54	Bob Fogle
California	55	Richard Gilleland
California	59	Richard Schoonover
Washington	01	Tony Monfiletto
Washington	08	Gary Newsome
Washington	10	Jim Chavez

### Southwest Region

Arkansas	04	Jeff Smallmon Sr.
Texas	13	Jerrell Weir
Texas	15	Ferris Maness
Texas	19	Richard Buckelew
Texas	22	Ray Mooney
Texas	28	Robert Shingleton

## 60-79 percent early submittals:

### Central Region

Indiana	12	Mike Weidman
Indiana	14	Marlin Culp
Iowa	01	Brian Hurt
Kentucky	01	John Roll
Minnesota	01	Gerald Sandler

### East Region

Connecticut	10	Roger Nadeau
Delaware	01	Robert Newman
Maryland	04	Richard Miller
Massachusetts	03	Bruce Spring
New York	18	Joe Sagaria
Pennsylvania	12	Scott Leinbach
Pennsylvania	27	Van Scott

### South Region

Alabama	04	Keith Mayfield
Florida	17	Dewey Hudman
Georgia	07	Jimmy Fortson
Virginia	03	Charles Rhodes
West Virginia	08	Roby Armstrong

### West Region

California	07	Harvey Wood
Hawaii	07	Betty Nago
Oregon	04	Jack Duncan
Oregon	07	Debbie Bedell
Oregon	08	Gary Gentry
Washington	03	Glen Dickason

# Developing an Emergency Plan

## Requirement 3

*When an emergency occurs, you may not have time to think about everything you need to know. So prepare ahead of time for the worst, and your league will be able to handle it no matter what happens.*

*The examples on pages 9 through 11 provide you some of the best practices for Point 3 of a qualified safety program.* The requirement only says you must publish or post key emergency numbers such as those of key league officials.

However, these extended ideas come from some of the best safety programs in the country, and using these as guides will enhance the safety of your players and volunteers. At a minimum the list of numbers of page 9 should be used in your coaches' and managers' safety manual and posted near league phones.

But if you take all three pages of ideas and implement them in your league, you will be better prepared for any emergency. In the coming months, we will publish all the elements that make up a quality and qualified safety plan, using examples from the safety plans which have won awards.

### List Emergency Numbers

One of the most important pieces of your safety plan, an emergency phone numbers list must be placed where anyone can find it in an emergency. Make sure you include local numbers for the fire department, hospital and/or ambulance service, police and even poison control.

If you have utilities such as electrical, gas or water services, include the local and emergency numbers to call if you were to discover a problem with any of these, as well. Describe or illustrate where the main disconnects for these services are located also, so trained personnel can shut off the utility in question as quickly as possible.

Give a copy of this list to each manager and coach in their Safety Manual. Keep a copy by every indoor phone as well (concession stand, press box, etc.) and laminate copies for exterior structures like the equipment storage shed or batting cages, where emergency help could be sought quickly. (See page 9.)

### Give Emergency Procedures

When someone is upset and desperate for assistance, they need all the help they

can get. If you develop a list of procedures to follow when an accident or injury occurs, you give the person summoning aid a big helping hand. Just reading over the list during a training session will help them calm down and give good information if the time ever comes when they have to make a call for emergency aid. See example on page 10.

### Finish with a Site Map

When an emergency occurs, a site map can locate all the important places for anyone needing to know something in a hurry. Make this available at all phones and submit it to your local 9-1-1 Center in case of an emergency, so the caller can quickly locate the field name, access points (gates or openings in the fences) and closest roads. Include in it:

- Fields, correctly named and placed with nearest roads, access gates, and any unique features (ex: large first aid station, score booth, equipment shed/box, fire extinguishers, water hoses, etc.);
- First aid stations, whether part of a larger area or a stand-alone facility;
- Restrooms, mark handicap access, as well as water shut-off valves;
- Concession stands, with shut-off valves for gas, propane, water, electric main, etc. clearly marked and labeled;
- Telephone locations;
- Parking areas; label no-parking areas;
- Walkways for pedestrian crossing of roads, parking areas, etc.
- Warm-up and practice sites, including bull pens, batting cages, practice fields. (See page 11 for a site plan example.)

For emergencies such as concession stand fire, gas leak, or earthquake, locate a place at your facility where teams and spectators should gather away from structures, like in the middle of an outfield or in a parking lot.

For weather emergencies such as lightning or tornadoes, designate a safe indoor structure or outdoor procedure. (See pages 4-5 for lightning information.)



# Emergency Phone List

## For Hometown Little League

### EMERGENCY

**Hometown Police/Fire/EMT:** ..... 911  
**Hometown Hospital Ambulance:** ..... 555-3333  
**AAPCC Poison Control Center:** ..... (800) 222-1222

### Non-Emergency Contact Numbers

Hometown Police - Non-Emergency ..... 555-0000  
 Hometown Fire Dept. - Non-Emergency ..... 555-1111  
 Our County Sheriff - Non-Emergency ..... 555-2222

### UTILITIES - EMERGENCY

**Tri-County Gas Dept.** ..... (800) 555-0001  
**Metro-Area Electric Co.** ..... (800) 555-0002  
**Hometown Water Dept.** ..... (800) 555-0003

### UTILITIES - Non-Emergency

Tri-County Gas Dept. .... 555-0011  
 Metro-Area Electric Co. .... 555-0022  
 Hometown Water Dept. .... 555-0033  
 Hometown Waste/Sewer .... 555-0044

### Area Hospitals *(see attached driving directions)*

Our County General Hospital ..... 555-3333  
 100 100<sup>th</sup> Avenue  
 Hometown, State, ZIP

Hometown Sport Clinic ..... 555-4444  
 200 200<sup>th</sup> Street  
 Hometown, State, ZIP

Hometown Medical Center ..... 555-5555  
 300 300<sup>th</sup> Road  
 Hometown, State, ZIP

### HOMETOWN Little League

Hometown Park and Recreation Dept. .... 555-4321  
 123 Main Street  
 Hometown, State, ZIP

Main Little League Complex Office ..... 555-1234  
 100 Little League Drive  
 Hometown, State, ZIP

Snack Bar Phone ..... 555-6789  
 Rain-Outs Automated Message ..... 555-9876

### Safety Committee

Safety Officer, John Doe ..... 555-0001  
 Co-Safety Officer, Jennie Brown ..... 555-0002

- Facilities Chair, Ed Fields ..... 555-0003
- Equipment Chair, Sue Bats ..... 555-0004
- Activities Chair, Jeff Games ..... 555-0005
- Training Chair, Pam Clinic ..... 555-0006

### Hometown LLB Board of Directors Officers

President ..... 555-0007  
 Vice President ..... 555-0008  
 Player Agent ..... 555-0009  
 Treasurer ..... 555-1000  
 Secretary ..... 555-2000  
 Chief Umpire ..... 555-3000  
 Information Officer ..... 555-4000

### District Staff

District Administrator ..... (555) 123-4567  
 1234 Maple Drive  
 Yourtown, State, ZIP

District Safety Officer ..... (555) 123-9876

### Little League Support Numbers

LL Regional Office ..... (555) 123-4567  
 FAX - LL Regional Office ..... (317) 897-6158  
 1234 E. Little League Drive  
 Regiontown, State ZIP

LL International Office ..... (570) 326-1921  
 FAX - LL International Office ..... (570) 322-2376  
 PO Box 3485 or 539 Route 15 Hwy.  
 Williamsport, PA 17701 S. Williamsport, PA 17702

# Emergency Contact Procedures

## For Hometown Little League



**Police**



**Fire**



**Rescue**



**Sheriff**

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

### 1) First dial 9-1-1.

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

Most dispatchers will ask:

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

Our address is:

---

Cross-streets are :

---

- **The telephone number from which the call is being made?**
- **The caller's name?**
- **What happened** — i.e., a baseball-related accident, bicycle accident, fire, fall, etc.?
- **How many people are involved?**
- **The condition of the injured person** — i.e., unconscious, chest pains, or severe bleeding?
- **What help is being given** (first aid, CPR, etc.)?

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

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

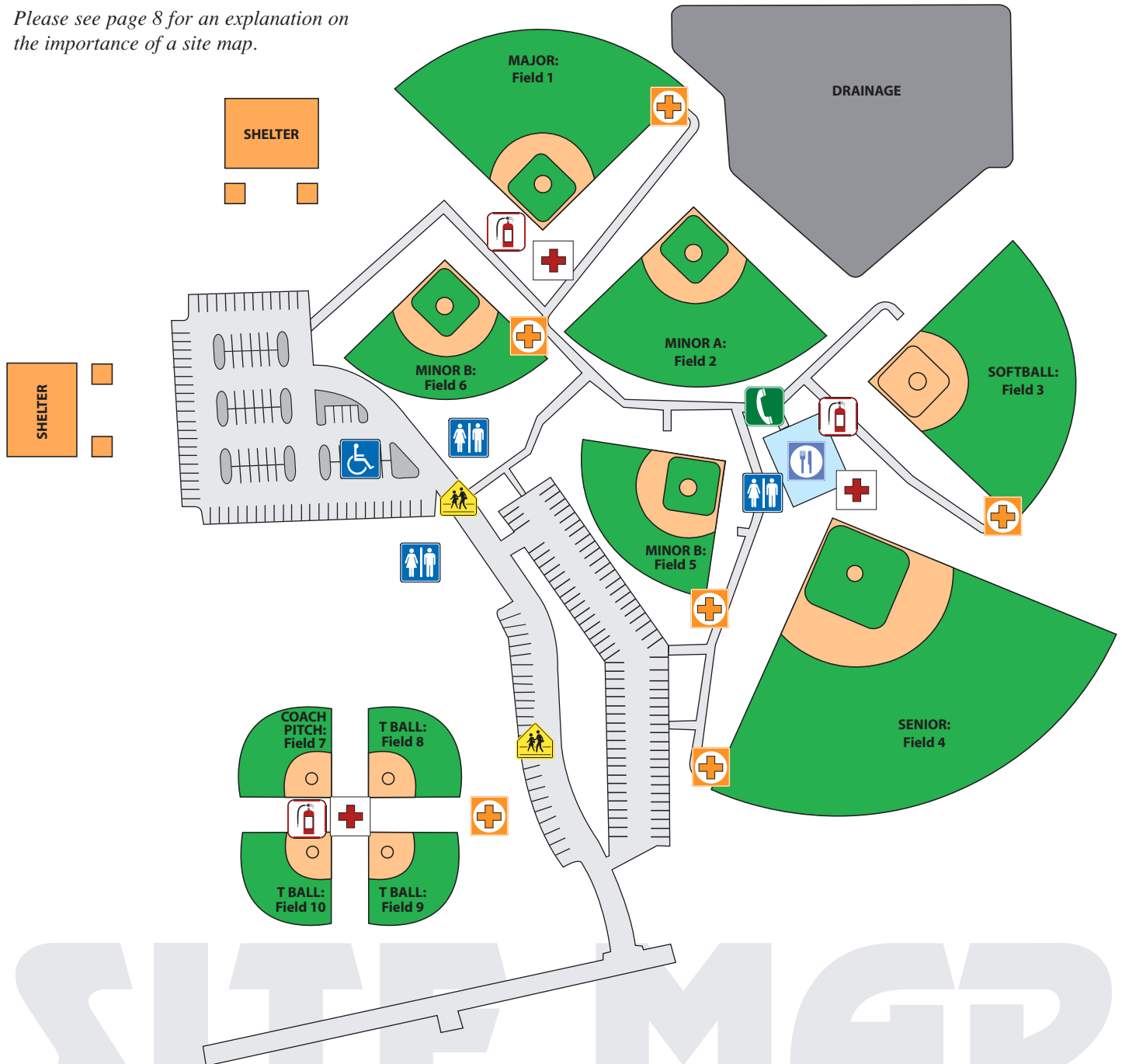
### 4) Continue to care for the victim until professional help arrives.

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









*(From the 2003 Unicoi County Little League, Erwin, Tenn. Safety Plan)*

# Hometown Little League Complex

Please see page 8 for an explanation on the importance of a site map.



**KEY**

	CROSSWALK		FIRST AID		FIRE EXTINGUISHER		FIELD EMERGENCY ACCESS
	PHONE		HANDICAP ACCESSIBLE		RESTROOMS		FOOD

# What's Inside **Tips from Little League**

**1 Safe Environment.**  
Check backgrounds for your league's players' safety.

**2 Child Protection.**  
Program questions answered to help your league get going.

**5 Lightning Kills!**  
Pull-out guide to threatening weather for coaches to follow!

**8 Emergency Planning.**  
Phone lists, procedures and site maps can save a child or adult.

## **2004 Safety Officer Manual CD**

The new Safety Officer Manual and League Resources 2004 CD has been mailed. If you didn't receive one, check with your league president and last year's safety officer. If you cannot obtain the new resource packet, call your local Regional Headquarters, the International Headquarters at 570-326-1921, or the ASAP Hotline at 800-811-7443.

"Our league began fingerprinting all our volunteers. The print cards are sent to the California Department of Justice for comparison to known sex offenders. This year I distributed the descriptions of 'Megan's Law' offenders at our spring meeting. There are 3,000 Megan's Law offenders living in Riverside County and 12 in our zip code... Protecting our children from pedophiles has become a number one issue for our league...."

**Glen Schnoor, safety officer  
Menifee, Calif., Valley Little League**

## **Regulation I(b) and I(c) 8 & 9: Did You Know?**

The requirements for mandatory background checks are important to the safety of the children in Little League Baseball, and Little League mandates that ALL leagues comply with the regulations instituted in 2003. Currently almost 300 leagues have been notified they will not be re-affiliated with Little League unless they provide documentation that they completed the requirements concerning mandatory background checks of all applicable individuals last year. (Please see the front page story for a description of all applicable individuals). All league officials, new and returning, are urged to become familiar with these requirements, and begin the process of completing background checks of all applicable individuals for the coming season.

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