

# Media Little League Safety Plan 2021

Paul Graham President Steven Cohen, MD Safety Officer

League ID: 238-19-18

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# **Appendices**

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# Introduction

The purpose of the Media Little League (MLL) Safety Plan is to provide a systematic approach to promote the safety of all players, volunteers, and spectators. It focuses primarily on injury prevention through education of coaches and managers, player conditioning, health awareness, and proper maintenance of fields and equipment. When injuries do occur, this plan provides guidance on treatment and reporting procedures.

The Director of Safety prepared this Safety Plan with assistance of other members of the MLL Board of Directors. MLL will post it on their website (<a href="https://www.medialittleleague.net/">https://www.medialittleleague.net/</a>) and send the link to the document to all board members, managers, coaches and umpire coordinators. There will be a copy in the snack bar.

Safety is everyone's responsibility. Parents are urged to discuss any practice or game related safety concerns with that child's team Manager or the Commissioner of that child's league.\*\* Any issues that cannot be readily resolved should be raised to the attention of the Board of Directors through the Director of Safety.

Managers and coaches are to review this plan carefully and follow it closely. If you have any questions, concerns or suggestions please discuss them with your league commissioner or the Director of Safety as appropriate.

Let us have a safe 2021 Season!

\*\* See appendix A for complete list of MLL Board Members

# **Emergency Protocol & Contacts**

## Police, Fire or Medical Emergency

- 1. Dial 911
- 2. Identify your Location as Media Little League Complex adjacent to Springton Lake Middle School in Upper Providence Township, physical address is 1900 N. Providence Road, Media, PA.

## Medical emergencies involving a player or non-player child

- 1. Notify a parent or guardian
- 2. Each team Manager receive a binder of Medical Release Forms, which include telephone contacts for every player on his/her team. This binder must be readily available during all team practices and games. MLL recommends each Manager / Coach add these numbers to their cell phone contact list.

## **Notify the League President and Director of Safety**

Report any emergencies resulting in a 911 call or any event that could reasonably result in filing an insurance claim to MLL President (Paul Graham) and Safety Officer (Steve Cohen, MD) within 24 hours after the incident occurs. Document all incidents using the form found in Appendix 3 of this Safety Plan document.

## **Additional Safety Related Telephone Numbers**

Upper Providence Township Police	610-566-8445
Rose Tree Fire & Rescue Company	610-566-5891
Riddle Memorial Hospital	610-566-9400
Crozer Chester Medical Center	610-447-2000
MLL President – Paul Graham	610-716-3331
MLL Safety Officer – Steve Cohen, MD	434-825-6232

## **Emergency Procedures**

Dial 911 immediately in any Medical Emergency involving a player, volunteer or spectator.

Medical Emergencies include, but not limited to, incidents involving loss of consciousness or severe head trauma, paralysis or an injury that could reasonably include spinal injury, signs of a heart attack or stroke, or compound fractures (broken bone that penetrates 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, err on the side of caution by calling 911 for professional assistance.

#### Signs of Heart Attack (American Heart Association)

Some heart attacks are sudden and intense — the "movie heart attack," where no one doubts what is happening. However, most heart attacks start slowly, with mild pain or discomfort. Often people affected are not sure what is wrong and wait too long before getting help. Here are signs that can mean a heart attack is happening:

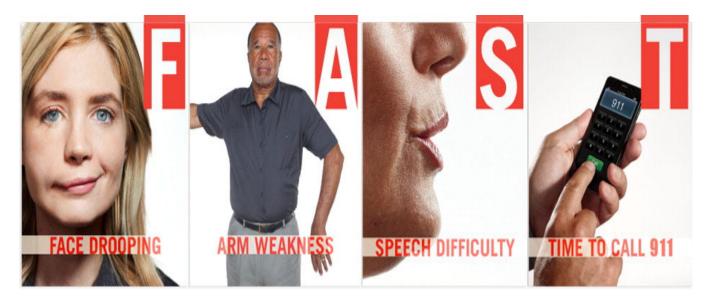
- Chest discomfort. Most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.
- **Discomfort in other areas of the upper body.** Symptoms can include pain or discomfort in one or both arms, the back, neck, jaw or stomach.
- Shortness of breath with or without chest discomfort.
- Other signs may include breaking out in a cold sweat, nausea or lightheadedness.

The most common heart attack symptom is **chest pain or discomfort**. However, women are somewhat more likely to experience some of the other common symptoms, particularly **shortness of breath, nausea/vomiting, and back or jaw pain**.

Learn the signs, but remember this: Even if you are not sure it is a heart attack, have it checked out (tell a doctor about your symptoms). Minutes matter! Fast action can save lives — maybe your own. Do not wait more than five minutes to call 9-1-1 or your emergency response number.

Calling 9-1-1 is usually the fastest way to get lifesaving treatment. Emergency medical services (EMS) staff can begin treatment when they arrive — up to an hour sooner than if someone gets to the hospital by car. Trained EMS staff can revive someone whose heart has stopped. Patients with chest pain who arrive by ambulance usually receive faster treatment at the hospital, too. It is best to call EMS for rapid transport to the emergency room.

#### Stroke Warning Signs (American Heart Association)



#### **SPOT A STROKE F.A.S.T.**

F.A.S.T. is an easy way to remember the sudden signs of a stroke. When you can spot the signs, you will know quickly that you need to call 9-1-1 for help. This is important because the sooner a stroke victim gets to the hospital, the sooner they will get treatment. In addition, that can make a remarkable difference in their recovery.

#### F.A.S.T. is:

- Face Drooping: Does one side of the face droop or is it numb? Ask the person to smile.
- **Arm Weakness:** Is one arm weak or numb? Ask the person to raise both arms. Does one arm drift downward?
- **Speech Difficulty:** Is speech slurred, are they unable to speak, or are they hard to understand? Ask the person to repeat a simple sentence, like "the sky is blue." Confirm, the sentence repeated correctly.
- **Time to call 911:** If the person shows any of these symptoms, even if the symptoms go away, call 9-1-1 and get them to the hospital immediately.

## What to do if you think someone is having a stroke:

- Immediately call 9-1-1 or the Emergency Medical Services (EMS) number. Also, check the time so you will know when the first symptoms appeared. A clot-busting drug called tissue plasminogen activator (tPA) may improve the chances of getting better but only if you get them help right away.
- A TIA or transient ischemic attack is a "warning stroke" or "mini-stroke" that produces stroke-like symptoms. TIA symptoms usually only last a few minutes but, if left untreated, people who have TIAs have a high risk of stroke. Recognizing and treating TIAs can reduce the risk of a major stroke.

## Beyond F.A.S.T. — Other Symptoms you should know

- Sudden numbness or weakness of the leg
- Sudden confusion or trouble understanding
- Sudden trouble seeing in one or both eyes
- Sudden trouble walking, dizziness, loss of balance or coordination
- Sudden severe headache with no known cause

# **First Aid**

## **Training:**

Media Little League provides annual first aid training for manages and coaches. Attendance by at least on manager and coach from each team is *Mandatory*. In addition, each manager or coach must attend the training once every three years.

- The First Aid/ BLS /CPR/AED training will take place on April 25, 2021. The 2021 training will again focus on CPR the use of the AED unit, basic life support, and first aid.
- MLL will provide a Baseball Fundamentals clinic, March 7, 2021, which will
  focus on proper stretching, warm-up and baseball mechanics to prevent athletic
  injuries.

#### **First Aid Kits:**

First aid kits are located in the MLL snack bar and equipment shed. Teams have a travel first aid kit and chemical ice pack, which must be on hand for all practices and games. The league also maintains a large supply of chemical ice packs in the snack bar. Team managers are responsible for maintaining basic first aid supplies (two ice packs, Band-Aids and antiseptic wipes and gloves) for all offsite practices. AED unit is located in the equipment room at MLL.

## **First Aid Tips:**

#### **Abrasions**

An abrasion means that the surface layers of the skin (epidermis) has been broken. Thinskinned bony areas - knees, ankles and elbows - are more prone to abrasions than thicker, more padded areas. The scraped skin of an abrasion can contain particles of dirt. First aid treatment includes:

- Clean the wound with a non-fiber shedding material or sterile gauze, and use an antiseptic such as Betadine. If there is embedded dirt, use Savlon as it contains an antiseptic and a surfactant to help remove debris. Rinse the wound after five minutes with sterile saline or flowing tap water.
- Do not scrub at embedded dirt, as this can traumatize the site even more.

- Cover the cleaned wound with an appropriate non-stick sterile dressing.
- Change the dressing according to the manufacturer's instructions. If you reapply antiseptic, wash it off after 5 minutes and then redress the wound.

#### **Incised wounds**

Incised wounds are caused by sharp objects, such as knives or shards of glass, slicing into the skin. Depending on the injury, underlying blood vessels can be punctured, leading to significant blood loss. A severed artery is a medical emergency, because the muscular action of this blood vessel will pump the entire blood supply out of the wound in just a few minutes. First aid treatment for severe bleeding includes:

- Remove clothing around the site for easier access.
- Apply pressure directly to the wound with your hands to stem the blood flow.
- Cover the wound with a sterile dressing, if possible, and continue to apply direct pressure (bandage firmly).
- Try to raise the injured area above the level of the heart.
- Do not remove existing dressings if they become saturated with blood, but instead add fresh dressings over the top.
- Call an ambulance as soon as possible.

## **Tetanus-prone wounds**

Some wounds are more likely to encourage the growth of tetanus bacteria than others, unless the person is immunized against tetanus. If it is more than five years since your last dose, you may need a booster. You should see your doctor immediately.

## **Bee Stings**

Signs and symptoms of an insect bite result from the injection of venom or other substances into your skin. The venom causes pain and sometimes triggers an allergic reaction. The severity of the reaction depends on your sensitivity to the insect venom or substance and whether you have been stung or bitten more than once.

Most reactions to insect bites are mild, causing little more than an annoying itching or stinging sensation and mild swelling that disappear within a day or so. A delayed reaction may cause fever, hives, painful joints and swollen glands. You might experience both the immediate and the delayed reactions from the same insect bite or sting. Only a small percentage of people develop severe reactions (anaphylaxis) to insect venom. Signs and symptoms of a severe reaction include:

- Nausea
- Facial swelling
- Difficulty breathing
- Abdominal pain
- Deterioration of blood pressure and circulation (shock)

Bites from bees, wasps, hornets, yellow jackets and fire ants are typically the most troublesome. Bites from mosquitoes, ticks, biting flies, ants, scorpions and some spiders also can cause reactions. Scorpion and ant bites can be very severe. Although rare, some insects also carry disease such as West Nile virus or Lyme disease.

#### For mild reactions:

- Move to a safe area to avoid more stings.
- **Remove the stinger,** especially if it is stuck in your skin. This will prevent the release of more venom. Wash the area with soap and water.
- Apply a cold pack or cloth filled with ice to reduce pain and swelling.
- Try a pain reliever, such as ibuprofen (Advil, Motrin, others) or acetaminophen (Tylenol, others), to ease pain from bites or stings.
- **Apply a topical cream** to ease pain and provide itch relief. Creams containing ingredients such as hydrocortisone, lidocaine or pramoxine may help control pain.

- Other creams, such as calamine lotion or those containing colloidal oatmeal or baking soda, can help soothe itchy skin.
- Take an antihistamine containing diphenhydramine (Benadryl, others) or chlorpheniramine maleate (Chlor-Trimeton, others).

Allergic reactions may include mild nausea and intestinal cramps, diarrhea, or swelling larger than 4 inches (about 10 centimeters) in diameter at the site, bigger than the size of a baseball. See your doctor promptly if you experience any of these signs and symptoms.

**For severe reactions:** Severe reactions affect more than just the site of the insect bite and may progress rapidly. Call 911 or emergency medical assistance if the following signs or symptoms occur:

- Difficulty breathing
- Swelling of the lips or throat
- Faintness
- Dizziness
- Confusion
- Rapid heartbeat
- Hives
- Nausea, cramps and vomiting

Take these actions immediately while waiting with an affected person for medical help:

- 1. **Check for medications** that the person might be carrying to treat an allergic attack, such as an auto injector of epinephrine (Epi- Pen, Twin-ject). Administer the drug as directed usually by pressing the auto injector against the person's thigh and holding it in place for several seconds. Massage the injection site for 10 seconds to enhance absorption.
- 2. **Loosen tight clothing** and cover the person with a blanket. Do not give anything to drink.
- 3. **Turn the person on his or her side** to prevent choking if there is vomiting or bleeding from the mouth.

4. **Begin CPR** if there are no signs of circulation, such as breathing, coughing or movement.

If your doctor has prescribed an auto injector of epinephrine, read the instructions before a problem develops and also have your household members read them.

# **Minor Sprains or Contusions**

## **RICE: Injury First Aid**

In case of an Athletic Injury on the field, use the RICE formula to reduce swelling. R.I.C.E. is an acronym for the most important elements Rest, Ice, Compression, and Elevation in first aid of many injuries. This acronym appears repeatedly in medical literature in general in reference to athletic injuries. Use the word R.I.C.E. to jog your memory when you are faced with such injuries as contusions, sprains, dislocations, or uncomplicated fractures.

**REST** – Stop using the injured part and rest is as soon as you realize an injury has taken place. Continued exercise or other activity could cause further injury, delay healing, increase pain, and stimulate bleeding. Use crutches to avoid bearing weight on injuries of the foot, ankle, knee or leg. Use splints for injuries of the hand, wrist, elbow or arm. After medical treatment, the injured part may require immobilization with splints or a cast to keep the area at rest until it heals.

ICE – Ice helps stop internal bleeding from injured blood vessels and capillaries. Sudden cold causes small blood vessels to contract. This contraction of blood vessels decreases the amount of blood that can collect around the wound. The more blood that collects, the longer the healing time. Ice can be safely applied in several ways using the following methods:

- For injuries to small areas, such as a finger, toe, foot, or wrist, immerse the injured area in a bucket of ice water, if available. Use ice cubes to keep the water cold as the ice dissolves.
- For injuries to larger areas, use ice packs. Avoid placing ice directly on the skin. Before applying the ice, place a towel, cloth, or one or two layers of an elasticized compression bandage on the skin to be iced. To make the ice pack, put ice chips, ice cubes in a plastic bag, or wrap them in a thin towel. Place the ice pack over the cloth. The pack may sit directly on the injured part, or it may be wrapped in place.
- Ice the injured area for about 30 minutes (no matter what form of ice treatment you are using).
- Remove the ice to allow the skin to warm for 15 minutes.
- Reapply the ice.
- Repeat the icing and warming cycles for 3 hours, as well as following the instructions below for compression and elevation. If pain and swelling persist after 3 hours,

- consult a doctor (if you have not already done so). The doctor may change the icing schedule after the first 3 hours. Regular ice treatment is often discontinued after 24 to 48 hours. At that point, heat is often more comfortable.
- Use an elasticized bandage (Ace bandage) for compression, if possible. If you do not have one available, any kind of cloth will suffice for a short time. Wrap the injured part firmly, wrapping over the ice also. Begin wrapping below the injury site and extend above the injury site. Be careful not to compress the area so tightly that the blood supply is impaired. Signs of blood-supply deprivation include pain, numbness, cramping, and blue or dusky-colored nails. Remove the compression bandage immediately if any of these symptoms appear. Leave the bandage off until all signs of impaired circulation disappear. Then rewrap the area less tightly this time.

**COMPRESSION** – Compression decreases swelling by slowing bleeding and limiting the accumulation of blood and plasma near the injured site. Without compression, fluid from adjacent normal tissue seeps into the injury area. The more blood and fluid that accumulates around an injury, the slower the healing. Following are instructions for applying compression safely to an injury.

**ELEVATION** – Elevating the injured part above the level of the heart is another way to decrease swelling and pain at the injury site. Elevate the iced, compressed area in whatever way is most convenient. Prop an injured leg on solid objects or pillows. Elevate an injured arm by lying down and placing pillows under the arm, or placing them on the chest with the arm folded across. The whole upper part of the body may be elevated gently with pillows, a reclining chair, or by raising the top of the bed on blocks.

# **Accident Reporting Procedures**

#### What to Report:

Report any incident that requires first aid or professional medical treatment, whether rendered on or off site, to the President and Safety Officer's. For injuries to players, the team manager is responsible for killing the report. For injuries to volunteers or spectators, and league official who renders assistance should file the report.

**How and When to Report:** Incidents should be reported to the Director of Safety as soon as possible but no later than 24 hours after they occur. The Director of Safety for 2021 is Steve Cohen (434-825-6232)

• Forms are located in the Appendix

#### Information to include:

- Name and phone number of individual involved
- Date, time and location of incident
- Description of incident
- Preliminary estimate of the extent of injuries
- Medical care provided onsite and offsite (if known)
- Your name and contact information

## **Incident Follow-up by Director of Safety**

Within 48 hours of receiving an incident report, the Director of safety will contact the injured party or his/her parents or guardian to:

- Check the status of the injured party
- Verify the information received in the incident report
- Obtain supplemental information as necessary
- In the event the injured party required professional medical treatment, advise the parent or guardian of Media Little Leagues insurance coverage and the procedures for submitting claims.
- The Director of Safety will make follow-up calls, as necessary, until the incident is considered closed.

# **Volunteer Background Check**

All Media Little League volunteers whose duties include working with or supervising the activities of children must complete the volunteer application form shown in Appendix 2, as well as all Pennsylvania Background Check requirements. That form, along with a photocopy of a valid driver's license, must be provided to the **Director of Security**. The Director of Security will have each volunteer run their background check via JDP's website. Also, the volunteer will submit all PA Certifications to the League. Any person who has been convicted of any sex crime, appears on any list of sex offenders or has been convicted of any felony offense shall be prohibited from serving in any volunteer capacity with Media Little League. Any person who refuses to submit a complete volunteer form for any reason shall also be prohibited from volunteering.

We worked with a vendor (ClearCheck.me) to keep track of the Pennsylvania Checks, as well as the FBI check if the volunteer has not lived in Pennsylvania for 10 years.

We attached the Background Check instructions we developed and handed out to all volunteers.

All Regular Volunteers <u>must</u> undergo background checks; this includes, but is not limited to:

- Board of Director Members
- Managers
- Coaches
- Team Parents
- Umpires
- Regular Snack bar workers
- Field maintenance personnel

Media Little League Board of Directors reserves the right to request a completed application and to run a background check on any volunteer.

# **Training**

#### **Baseball Fundamentals**

Media Little League provides mandatory training for all coaches and managers. This training covers all aspects of running an effective practice, including proper stretching, warm-up and player safety. All coaches and managers are encouraged to attend the clinics. **Mandatory attendance by one manager or coach or team is required.** 

Skills training will take place Tuesday, March 9, 2021.

Directors of Baseball will prepare and distribute coaching manuals that are geared toward each age group. The manuals will outline all appropriate training goals and techniques. Coaching manuals will be distributed prior to the start of Spring Practices.

# **Umpires**

Media Little League continues the long Little League tradition of using an all-volunteer umpire group. Safety equipment, including chest protectors, shin guards and masks (with and without helmet) are provided in the umpire equipment room at the MLL clubhouse. Male umpires must wear protective athletic cup.

Introductory umpire training will be provided on April 11, 2021 by the Director of Umpires. Media Little League also provides two instructional DVD's for loan to any volunteer umpire.

#### DVD Topics include:

- Basic Rules of Little League Baseball
- Instruction on Proper Mechanics

Please contact Ed Laut, Director of Umpires, or any league specific director to borrow one or both of the DVD's.

# **Equipment**

Media Little Leagues equipment manager will inspect all helmets, catcher's gear and bats prior to the start of each season. Once equipment is distributed, it is the managers and coaches responsibility to inspect the equipment prior to each practice and game. **Never allow a player to use defective equipment.** Repair damaged equipment if possible. If you are unable to complete the repair, return the equipment to the Equipment Manager, Ed Laut and George Plotts, for repair or replacement. Damaged equipment that cannot be repaired (e.g. cracked helmets or bats) shall be immediately removed from service and, if possible, physically destroyed to prevent their subsequent reuse by others. Due to COVID guidelines, any shared equipment will be cleansed prior to use

# **Important Overview**

Little League enacted a moratorium on the use of baseball bats with composite materials in the barrel. The moratorium was enacted because it was discovered, through laboratory testing, that a significant number of these bats could exceed the standard that is printed on the bat – after the bat was broken in.

By definition, a moratorium is an authorized delay or stopping of some specified activity. As applied by Little League International in 2011, the moratorium prohibited the use of all baseball bats constructed with composite material in the barrel, unless a specific model could show in laboratory testing that it would not exceed the standard that was printed on the bat, after the bat was broken in.

The moratorium remains in place with regard to the <u>baseball</u> bats that meet BOTH of the following criteria:

- 1. Bats with a barrel diameter of not more than 2 1/4 inches, and:
- 2. Bats with a barrel that contains composite materials, excluding the end-cap.

For the bats that meet the two criteria above, manufacturers can submit individual models for a possible waiver if they wish to seek it through a process. Individual bat models are tested at an independent laboratory as requested by the manufacturer, and the results are conveyed to the manufacturer. If the manufacturer provides the results to Little League, and the bat passes the test, it will be noted.

The moratorium for 2 1/4-inch barrel bats does NOT include:

- 1. Softball bats, or;
- 2. Baseball bats with barrels composed entirely of wood, aluminum, alloy, or metal, exclusive of the end cap.

For bats with 2 5/8-inch barrels, the following will apply for the <u>Junior League Baseball</u> Division and Intermediate (50/70) Baseball Division.

- 1. Bats with composite materials in the barrel must be compliant with BBCOR standards, and must be labeled as such;
- 2. Bats with barrels composed entirely of wood, metal, aluminum, or alloy (exclusive of the end cap) are NOT required to be BBCOR compliant. These bats may be 2 1/4" in diameter (non-composite barrel) and must be marked with BPF 1.15 notation.
- 3. Bats must meet the standards noted in Rule 1.10 for length, diameter, etc.

For baseball bats, the following will apply for the **Senior League and Big League Baseball Divisions**:

- 1. ALL bats with barrels that are not entirely composed of wood must be compliant with BBCOR standards, and must be labeled as such;
- 2. Bats must meet the standards noted in Rule 1.10 for length, diameter, etc.

# **Facility Survey**

An electronic copy of the 2021 Little League Facility Survey has been submitted to the Little League Data Center. A hard copy is provided for informational purposes only in Appendix D. If anyone becomes aware of any deterioration in facility conditions during the season that could pose a safety hazard, they should raise those concerns to the Director of Facilities, Lance Siever, John Shafer, and Josh Graham.

# **Managers and Coaches**

Managers and coaches are the individuals primarily responsible for ensuring the safety of the players. The following procedures should be practiced until they become a routine part of your practice and game day activities.

## **Practice and Game Day Activities:**

- 1. Prior to each practice or game, managers and coaches should walk the field and look for unsafe conditions. This would include broken glass or other foreign objects, damaged fences, holes in the ground, etc. All dirt surfaces should be reasonably smooth and free of holes or other conditions likely to cause "bad hops". Necessary repairs should be completed before allowing a practice or game to begin. If repairs are not possible prior to a scheduled practice or game, it must be postponed and the Director of Facilities (Lance Siever, John Shafer, and Josh Graham), should be notified immediately.
- 2. Do not allow players to throw baseballs or swing bats in any off-the-field locations that could endanger other players or spectators. Such warm-ups, when necessary, should be conducted away from pedestrian and spectator areas. Be especially aware of the potential consequences of an overthrown ball.
- 3. Inspect equipment for signs of damage that would make it unsafe. Each team should have at least 6 helmets of various sizes on hand. Inspect the helmets for cracks or inadequate padding. Unsafe helmets should be destroyed. Notify the equipment manager so that replacements may be obtained as necessary.
- 4. Ensure that catcher's equipment is in good condition and that all male catchers are wearing protective athletic cups. Ensure that the catcher wears the mask during pre-game batting practice and when warming up pitchers, as well as during the game.
- 5. Ensure that players remove all jewelry. No jewelry, of any kind, should be worn during practices or games. This includes neck chains, phiten's and rubber bracelets. Encourage all players to leave the jewelry at home.
- 6. Include at least 10 minutes of progressive warm-up time prior to each practice or game. Players arriving late should be required to warm-up properly before participating in practice or game activities. Suggested warm-up activities include light jogging followed by light throwing at progressive distances.

- 7. Ensure that a first-aid kit, chemical ice pack and a list of emergency numbers for each player and medical binder are on hand. MLL recommends that player's emergency contact telephone numbers are stored in each manager and coach's cell phone for the duration of the season.
- 8. Prepare your players by Hydrating. Hydrating your athlete properly will make illnesses caused by heat less likely. Over a two hour period prior to the game, players should consume at least 16 ounces of fluid. During the game, it is recommended to drink cold fluids every 10- 15 minutes. It is also important that water is colder, as it helps decrease body temperature quicker. Sports drinks can also be absorbed by the body like water and can provide energy to working muscles that water does not. If your player is feeling thirsty then they're already dehydrated increasing the risks of heat illness. Proper hydration, beginning before a practice or game and through the entire play keeps your player safe. \*\*Avoid carbonation and caffeine carbonated drinks increase the chances of dehydration because they act as a diuretic and caffeine is known to increase heat production in the body quicker than normal.

Heat illness is one of the most common infirmities affecting athletes during the hot summer months. With the dog days of summer getting longer it's important for coaches, parents, players and volunteers to understand what causes heat illness, and how to identify the warning signs.

#### **Heat Rash**

One of the primary functions of the skin is to protect the inner workings of the body from outer elements. It also serves as a way for the body to control its temperature; using perspiration to cool down a body that could overheat. Heat rash occurs when the pores become congested and the sweat cannot release from the skin, causing a rash.

To prevent your player from getting heat rash:

- Ensure clothing skin tight
- Avoid wearing heavy clothes or long sleeve sweatshirts which increase the body's temperature
- Do not use lotions or heavy creams

Spontaneous muscle spasms when playing in hot weather are usually heat cramps. Generally affecting large muscles like those in legs, heat cramps are a clear sign of dehydration.

It is important to identify when a heat cramp is taking place because it is one of the earliest signs of heat illness:

- There is often significant sweating coming from the cramped area
- The players body will feel weaker

Heat cramps usually begin after significant activity has been completed.

#### **Heat Exhaustion**

If sweating is unable to cool the body down, heat exhaustion can occur. Heat exhaustion stems from dehydration and can include symptoms like heat rash and cramps. Being able to identify when a player is yielding to heat exhaustion is important because it could progress into heat stroke.

#### Check for:

- Excessive sweating
- Severe weakness
- Headache
- Nausea and vomiting

#### **Heat Stroke**

Heat stroke is the most serious form of heat-related illness and is one of the leading causes of weather-related deaths during the summer months. A form of hyperthermia, heat stroke occurs when the body temperature exceeds 104 degrees. This type of heat illness is a medical emergency and is deadly if not treated.

#### Symptoms are important to identify early:

- Confusion, agitation, disorientation, or hallucinations
- Hot and red skin without any sweat
- Seizure, loss of consciousness, and strange behavior
- Heat cramps and rash

The summer baseball season can result in life-long memories and fun experiences for young athletes. However, in a matter of hours, without taking the proper steps to hydrate and protect each athlete, it can also result in a severe medical situation that could change one's life. Pay close attention, hydrate early and often, and always err on the side of caution.

## **Post- Game Responsibilities:**

- Home team must drag and rake infield dirt areas and clean dug out/bench area.
- Visiting team must pick up any trash in the field and dug out/bench area, empty trash containers and place clean trash bags in the containers.

#### **Protection from the Sun:**

Avoid consequences of overexposure to the sun like sunburns, premature aging of the skin, wrinkling, and skin cancer, including melanoma by practicing proper sun protection. The hours between 10 a.m. and 4 p.m. daylight savings time are the most hazardous for UV exposure in the continental United States. UV rays are the greatest during the late spring and early summer in North America.

# CDC recommends easy options for sun protection:

#### Sunscreen

- Use sunscreen with sun protective factor of SPF 15 or higher, and UVA & UVB protection
- Sunscreen wears off. Put it on again if you stay out in the sun for more than two hours, or after you swim, or do things that make you sweat.
- Check the sunscreen's expiration date. Sunscreen without an expiration date has a shelf life of no more than three years, but its shelf life is shorter if it has been exposed to high temperatures.

For more information, please visit:

http://www.cdc.gov/cancer/skin/basic info/prevention.htm or call 1-800-CDC-INFO.

# **Concussion in Sports**

#### What Should I do If a Concussion Occurs?

If you suspect that an athlete has a concussion, implement your 4-step action plan:

- 1. **Remove the athlete from play**. Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, keep the athlete out of play.
- 2. Ensure that a health care professional experienced in evaluating for concussion evaluates the athlete. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head or body
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury
  - Any seizures immediately following the injury
  - Number of previous concussions (if any)
- 3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion. Make sure they know that a health care professional experienced in evaluating for concussion should see the athlete.
- 4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

# **Concussions in Youth Athletes - Pennsylvania**

The Governor approved a bill on November 9, 2011. This law can be found at 24 P.S. section 5321 through 24 P.S. section 5323 of the Pennsylvania Statutes and Consolidated Statutes of the education title, and will be effective July 1, 2012. (24 P.S. §§ 5321-5323).

This law requires that the Department of Health and the Department of Education develop guidelines and materials on concussions. Each year, a student participating in an athletic activity must have a parent/guardian sign acknowledgement of receipt of this information before the student may participate in the activity. The law requires any student suspected of sustaining a concussion must be removed from participation at that time and is not allowed to resume participation until evaluated by a medical professional and given written clearance. The law also requires that coaches receive concussion training once each school year.

The sponsors of youth athletic activities not addressed by this act are encouraged to follow the guidance set forth in the act.

The official versions of these sections are not currently available online.

The text of the bill can be viewed online at:

http://www.legis.state.pa..us/cfdocs/legis/PN/Public/btCheck.cfm?txtType=HTM&sessYr=2011&sessInd=0&billBody=S&billTyp=B&billNbr=0200&pn=1637

There has been no legislation introduced in 2012 to amend or repeal the current Pennsylvania law

# What are the Signs and Symptoms of Concussion?

Most people with a concussion recover quickly and fully. But for some people, symptoms can last for days, weeks, or longer. In general, recovery may be slower among older adults, young children, and teens. Those who have had a concussion in the past are also at risk of having another one and may find that it takes longer to recover if they have another concussion.

## Symptoms of concussion usually fall into four categories:

Thinking/ Remembering	<b>Y</b> Physical	F Emotional/ Mood	Sleep
Difficulty thinking clearly	Headache Fuzzy or blurry vision	Irritability	Sleeping more than usual
Feeling slowed down	Nausea or vomiting (early on)  Dizziness	Sadness	Sleep less than usual
Difficulty concentrating	Sensitivity to noise or light  Balance problems	More emotional	Trouble falling asleep
Difficulty remembering new information	Feeling tired, having no energy	Nervousness or anxiety	

Some of these symptoms may appear right away, while others may not be noticed for days or months after the injury, or until the person starts resuming their everyday life and more demands are placed upon them. Sometimes, people do not recognize or admit that they are having problems. Others may not understand why they are having problems and what their problems really are, which can make them nervous and upset.

The signs and symptoms of a concussion can be difficult to sort out. Early on, the person with the concussion, family members, or doctors may miss problems. People may look fine even though they are acting or feeling differently.

See Getting Better, for tips to help aid your recovery after a concussion.

## When to Seek Immediate Medical Attention

## **Danger Signs in Adults**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. Contact your health care professional or emergency department right away if you have any of the following danger signs after a bump, blow, or jolt to the head or body:

- Headache that gets worse and does not go away.
- Weakness, numbness or decreased coordination.
- Repeated vomiting or nausea.
- Slurred speech.
- The people checking on you should take you to an emergency department right away if you:
- Look very drowsy or cannot be awakened.
- Have one pupil (the black part in the middle of the eye) larger than the other.
- Have convulsions or seizures.
- Cannot recognize people or places.
- Are getting more and more confused, restless, or agitated.
- Have unusual behavior.
- Lose consciousness (a brief loss of consciousness should be taken seriously and the person should be carefully monitored).

## **Danger Signs in Children**

Take your child to the emergency department right away if they received a bump, blow, or jolt to the head or body, and:

- Have any of the danger signs for adults listed above.
- Will not stop crying and cannot be consoled.
- Will not nurse or eat.

# **General Safety Tips**

## **Bat Safety**

Little League regulations (rule 1.08, Note 1) prohibit the use on an "on deck position at all levels of play. This prohibition includes the fenced –in areas adjacent to the dugouts where bats, helmets and other equipment are typically stored during a game. This is a serious safety issue that managers and umpires must strictly enforce. Managers must instruct players that only the current batter should be handling a bat at any given time. Umpires should allow the batter to loosen up with one or two swings prior to entering the batter's box. Bats should never be allowed in the dugout when a practice or game is in progress.

At no time should bats ever be swung in any area other than the playing field, batting cage or other area set up by and directly supervised by a manager or coach for instructional purposes (e.g. batting tee or "soft toss" station)

## **Batting Cages**

Only managers, coaches and other responsible adults designated by the manager may pitch batting practice in the batting cages. All batters must wear helmets. Only one player may be in the batting cage at a time (exception is when balls are being picked up). At the American League cages, do not allow anyone to "hang on" the fence such that the fingers could be injured by a batted ball. At the Major League cages which use soft netting sides, ensure that those outside of the cage remain a safe distance back from the nets. Remember, batted balls may move the side nets several feet. No horseplay of any kind should be tolerated when using the batting cages.

# **Pitching Machines**

Under no circumstances may anyone other than a manager or coach operate pitching machines. Deliver at least 5 pitches with the machine to verify proper alignment prior to allowing players to bat.

## **Lightning Safety**

No practice or game should begin if lightning "bolts" can be seen or if thunder is plainly heard. Once the game is underway, responsibility for suspending play rests with the Umpire-in-Chief. However, both managers must remain acutely aware of an approaching storm and should notify the umpire immediately if lightning is seen or thunder is heard. If lightning is seen or heard, suspend activities immediately and direct all players to seek safe shelter. When in doubt as to whether conditions are safe, the game should be suspended and the field and dugout areas should be cleared of all players and volunteers. Play may not resume until at least 20 minutes after lightning after was last seen and thunder last heard.

Since permanent shelter space is limited at the Media Little League complex, everyone should take shelter in a hard-top vehicle with the windows up. Those for whom that is not possible should take shelter in the Media Little League clubhouse. No one should remain in the dugouts or any open area.

Lighting is highly unpredictable and can spread rapidly. If you are within 10 miles of lightning, you are in danger. Ten miles is about the distance at which thunder can be heard under most atmospheric conditions. Therefore, if you hear thunder, you must suspend play. Note, however, that unusual atmospheric conditions can reduce the distance thunder can be heard to as little as 4 miles. Consequently, the absence of thunder cannot guarantee your safety. If there are other signs (e.g. rapidly darkening sky and strong wind gusts) that a thunderstorm has approached to within 10 miles, you should suspend play.

All lightning produces thunder. However, lightning can be seen over much greater distances than thunder is heard. So-called "heat lightning" (non-distinct flashes near the horizon that are not accompanied by any audible thunder) is simply lightning striking at a sufficient distance that the distinctive lightning bolt cannot be seen and no accompanying thunder is heard. This indicates that a thunderstorm is active in the region and should promote increased vigilance for signs that the storm is approaching. However, it does not indicate that a storm is close enough to pose an immediate threat. Distant "heat lightning" alone, in the absence of other signs that the storm has approached within 10 miles, should not result in an immediate suspension of play.

## **Lightning Fact Sheet**

## **Important Facts:**

- All Thunderstorms produce lightning and are dangerous
- Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall. It is important to seek shelter will before the storm is upon you.
- If you hear thunder, you are in danger. Anytime thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat.

## What to Do in Case of Lightning:

- If thunder is heard or lightning bolts are seen, suspend all activities immediately.
- Avoid open areas. Stay away from trees, towers and utility poles.
- Stay away from metal bleachers, backstops and fences. Lightning can travel long distances through metal.
- **Do not allow players to remain in dugouts or any open area.** Players, volunteers and spectators should be directed to seek shelter in hard topped vehicles with windows rolled up. Those for whom that is not possible should take shelter in the MLL clubhouse building, avoiding corded phone lines, electrical wiring and plumbing.
- Activities should not resume until at least 20 minutes after lightning was last seen or thunder was last heard.

## What to do if Lightning does Strike Someone:

- Lightning victims do not carry an electrical charge. They are safe to touch. Move the victim to a safe area as soon as possible. Lightning can and does strike twice in the same spot.
- Call 911 immediately
- Give first aid. Cardiac arrest is the immediate cause of death in most lightning fatalities. If the victim is not breathing or does not have a pulse, an appropriately-trained person should begin CPR until an ambulance arrives. An automatic external defibrillator (AED) is also available in the MLL equipment room for anyone trained in its use.

# **Snack Bar Safety**

## **Fire Safety Inspection:**

Annual inspection of the Protex Fire Suppression System is required. This inspection will assure that the system is properly maintained and in operable condition.

## **Volunteer Safety and Hygiene:**

- Volunteers who work in the snack bar must be over the age of 16.
- Volunteers age 16 are not permitted in areas around the grill or fryer when they are in a warm-up or cool-down mode.
- Volunteers are to wash and dry hands with paper towel before working.
- Volunteers who have an open wound should wear gloves.
- The snack bar supervisor on duty must familiarize all volunteers with the location and operation of the fire extinguisher and fire procedure, as well as, location of first aid kit and ice packs.

## **Opening Procedure:**

- Wash hands
- Inspect equipment for flaws

## **Closing Procedure:**

- Clean counter tops with antibacterial cleanser
- Clean all cooking utensils in hot soapy water and place in rack to air dry.
- Discard any leftover food
- Empty trash cans to outside dumpster.
- Place clean trash bags in all cans.
- Cooks are to clean the grill at the end of every day.
- Cooks are responsible to inspect that the fryer, grill, coffee pot and warmer are turned off before closing the snack bar.

## **Counter workers:**

- Wash and dry hands with paper towels prior to work
- Clean up spills as they occur to prevent accidents. Re-wash hands after using any cleaning product
- Place all trash in trashcans. Do not allow clutter to build up.
- Children are not allowed in the area of the snack bar and parents must make arrangements for supervising their children.

## Cooks:

- Meat removed from the freezer is to be cooked within 15 minutes.
- Cook all meat products to well done.
- Caution is to be used when placing food into the deep fryer. Splashed or splattered grease can cause serious burns.
- Cooks must wear a clean, white apron.
- Must follow proper hand washing protocol.

# **Hand Washing Instructions**

- 1. Rinse your hands under the hottest running water you can stand at least 100°F.
- 2. Soap up your hands preferably using soap from a soap dispenser but bar soap is OK. The key is to generate a good lather. Use an anti-bacterial soap if possible.
- 3. Scrub for at least 30 seconds, making sure to soap up your wrist and lower arm areas.
- 4. Since you might be digging your fingers into ground meat or kneading dough, you should also clean under your fingernails. Keep a nailbrush by your hand-washing sink, and use it.
- 5. Rinse thoroughly, again, for at least 30 seconds but longer if that's what it takes to fully rinse off the soap.
- 6. Use a clean paper towel to turn off the faucet. Throw that towel away and use a new paper towel for the next step.
- 7. Dry your hands using a clean paper towel not a dishtowel or other cloth. Why? Dishtowels hang around the kitchen and get wiped on everything, making them the ideal vehicle for spreading bacteria from one kitchen tool or surface to another or onto your freshly washed hands
- 8. Repeat when necessary.

# **Food Handling Protocol**

# Flow of Food Sample Food Handling Practices

Purchasing	<ol> <li>Buy From reputable vendors, grocery stores, or food buying clubs.</li> <li>Check "use by" dates to purchase the freshest foods.</li> <li>Place frozen foods in cooler during transport between store and MLL</li> <li>Place fresh meats in separate area from ready-to-eat foods</li> </ol>
Receiving	<ol> <li>Store food immediately</li> <li>Avoid cross-contamination</li> <li>Keep receiving area clean</li> </ol>
Storing	<ol> <li>Record delivery/purchase date on food</li> <li>Use oldest food first</li> <li>Avoid cross-contamination</li> <li>Store chemicals away from food and other related supplies</li> <li>Maintain proper refrigerator, freezer, and dry storage temperatures</li> </ol>
Preparing	<ol> <li>Wash hands frequently, properly, and at appropriate times</li> <li>Avoid cross-contamination</li> <li>Keep Foods out of the "temperature danger zone" (41 F - 135 F)</li> <li>Prepare foods no further in advance than necessary</li> <li>Thaw foods properly</li> </ol>
Cooking	<ol> <li>Avoid cross-contamination</li> <li>Use a clean food thermometer</li> <li>Cook food to proper internal temperature for appropriate time</li> </ol>

without interruptions
4. Record internal temperatures

- 1. Avoid cross-contamination
- 2. Hold foods at proper temperature, either below 41 F or above 135 F

# Serving & Holding

- 3. Record internal temperatures
- 4. Monitor the temperature of hot-holding and cold-holding equipment
- 5. Follow rules for good personal hygiene
- 6. Maintain a sanitary food service operation
- 1. Chill rapidly
- 2. Stir frequently
- **Cooling**
- 3. Use shallow, pre-chilled pans
- 4. Record internal temperatures
- 5. Store appropriately
- 1. Reheat rapidly
- Reheating
- 2. Reheat to internal temperature of 165 F for 15 seconds
- 3. Record internal temperatures
- 4. Never reheat food in hot-holding equipment

# Appendix A – 2021 Board of Directors

2021 Media Little League Board				
Position	Person			
President	Paul Graham			
Vice President	Josh Steinberg			
Secretary	Tim Broadhurst			
Treasurer	Bob Burock			
Assistant Treasurer	Craig Segal			
715315tallt 11castact	Mike Teti			
Player Agents	Billy Ashton			
Tayer rigents	Rachel McCarthy			
League Info Officer	Chris Owens			
Assistant League Info Officer	Jonathan Kinne			
Assistant League Into Officer	Del Bittle			
Auditor	Ed Laut			
Spansor/Fance Ade	Randy Bevan			
Sponsor/Fence Ads	Katey McVerry			
	Nick Forry			
Slugfest	Chris Owens			
D: 46 :	Jonathan Kinne			
Director of Security	Geoff Paine			
Directors of Safety	Steve Cohen			
	Del Bittle			
Directors of Baseball	Tony Antonello			
	Ed Laut			
	Adam Parcell			
Tournament Director	Rob Nunag			
District 19 Tourney Director	By Committee			
	Lance Siever			
Facilities Managers	Josh Graham			
	John Shafer			
Fields Manager	Sean Farnan			
Equipment Manager	George Plotts			
Equipment Manager	Dan Park			
Director of Uniforms	John O'Donnell			
Director of Children	Matt Lake			
Commissioner-ML	Tom Furman			
Commissioner-AL	Brett Lester			
Commissioner-NL	Regan Campbell			
Commissioner-CL	Brad Zilch			
Commissioner-RL	Andrew Tamaccio			
Commissioner-TL	Tom Acquarola			
Director Of Umpires	Ed Laut			
Umpires-ML	John Shafer			
Umpires-AL	Kevin Skowronek			
Umpires-NL	Steve Hefferan			
Snack Bar	Regina White			
Snack Bar Administrator	Katey McVerry			
Apparel Coordinator	Rob Haenn			
Trans to the same				

# Appendix B – Facility and Field Inspection Checklist

Field Name:		_
Inspector:		
Date:	Time:	
Holes, damage, rougl	h or uneven spots	
Slippery Areas, long	grass	
Glass, rocks and othe	r debris & foreign objects	
Damage to screens, fe	ences edges or sharp fencing	
Unsafe conditions aro	ound backstop, pitcher's mound	
Warning track condit	tion	
Area's around bleach	ers are free of debris	
General garbage clea	n-up	
Condition of restroon	ns and restroom supplies	
Concession stand insp	pection	
Notes/Hazards/Signature		



# Little League® Volunteer Application - 2021

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



This volunteer application should only be used if a league is manually entering information into 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 <u>ATTACHED</u> TO COMPLETE THIS APPLICATION.

# All RED fields are required. City \_\_\_\_\_\_ Zip \_\_\_\_\_ Social Security # (mandatory) Home Phone: \_\_\_\_\_\_ E-mail 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? If yes, list full name and what level? 2. Special Certification (CPR, Medical, etc.)? If yes, list: \_\_\_\_\_\_ Yes No 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: (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 ves. describe each in full: (Answering yes to Question 6, does not automatically disauglify you as a volunteer.)

Disciplinary Database or US  If yes, explain:	SA Baseball Ineligible Lis		or listed on the SafeSport Centralized  Yes No
		·	e Little League Security Manager.)
In which of the following w	ould you like to participo	ate? (Check one or more.)	
League Official	☐ Umpire	☐ Manager	☐ Concession Stand
☐ Coach	Field Maintenance	Scorekeeper	Other
Please list three references, or youth program:	at least one of which has	knowledge of your partic	cipation as a volunteer in a
Name/Phone			
			PLEASE ATTACH A COPY OF THAT STATE'S WEBSITE: LittleLeague.org/BgStateLaws
me now and as long as I continu which contain name only search- history records. I understand that, background. I hereby release an officers, employees and volunted that, regardless of previous appo	ue to be active with the orga es which may result in a repo if appointed, my position is of d agree to hold harmless fro ers thereof, or any other pers intments, Little League is not of term, I am subject to susper	nization, which may include ort being generated that may or conditional upon the league or liability the local Little League son or organization that may obligated to appoint me to a v	ization to conduct background check(s) on a review of sex offender registries (some of or may not be me), child abuse and criminal eceiving no inappropriate information on my ue, Little League Baseball, Incorporated, the provide such information. I also understand volunteer position. If appointed, I understand noval by the Board of Directors for violation
			Date
			Date
Applicant Name (please pri	nt or type)		
NOTE: The local Little League and creed, color, national origin, ma			ate against any person on the basis of race,
	LOCAL LE	AGUE USE ONLY	:
Background check com	pleted by league officer		on
		of one must be checked or all background check	
☐ JDP (Includes rev	iew of the SafeSport Ce	ntralized Disciplinary and — OR —	d USA Baseball Ineligible List)*
☐ National Crimina			ed Disciplinary Database and/or ible List Sex Offender
*Please be advised that if yo you should notify volunteers containing information regar	u use JDP and there is a name that they will receive a letter o ding all the criminal records as	or email directly from JDP in co sociated with the name, which n	nly name match searches can be performed mpliance with the Fair Credit Reporting Act may not necessarily be the league volunteer.

# Little League® "Basic" Volunteer Application – 2021

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



This volunteer application can be used <u>as a reference</u> for leagues utilizing the JDP Quick App or for leagues that are using an outside background check provider that meets the standards of Little League Regulation 1(c)9. Visit <u>LittleLeague.org/localBGcheck</u> for more information.

All RED fields are required.		
Name		
	Middle Name or Initia	al Last
Address		
,		zıp
	L-IIIdii Address	
a minor, or of a sexual nature?  If yes, describe each in full	l:	guilty to any crime(s) involving or again  Yes No
If yes, describe each in full	of or plead no contest or guilty to any l:	
If yes, describe each in full	es pending against you regarding any c l: n 3, does not automatically disqualify yo	
Centralized Disciplinary Databo	articipation in any other youth programs ase or USA Baseball Ineligible List? to Question 4, the local league must co	☐ Yes ☐ No
5. In which of the following woul	d you like to participate? (Check one	or more.)
☐ League Official ☐ Coach ☐ Umpire	☐ Field Maintenance ☐ Manager ☐ Scorekeeper	☐ Concession Stand ☐ Other
COMPLETE THIS APPLICATIO Please provide updated info	N (NOT NECESSARY IF VOLUNTE	FICATION MUST BE <u>ATTACHED</u> TO EER IS RETURNING). y changes from previous years o
requesting a new position.		
Occupation:		
Employer:		
A 11		

Special Certifications (CPR, Medical, etc.):	
Special Affiliations (Clubs, Services Organizations, etc.) :	
Previous volunteer experience (including baseball/softball and years (s	))):
IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY L BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT O	
AS A CONDITION OF VOLUNTEERING, I give permission for the Little League of me now and as long as I continue to be active with the organization, which may it of which contain name only searches which may result in a report being generate criminal history records. I understand that, if appointed, my position is condition information on my background. I hereby release and agree to hold harmless from Baseball, Incorporated, the officers, employees and volunteers thereof, or any other information. I also understand that, regardless of previous appointments, Little League position. If appointed, I understand that, prior to the expiration of my term, I am subout the Board of Directors for violation of Little League policies or principles.	Tolude a review of sex offender registries (some d that may or may not be me), child abuse and al upon the league receiving no inappropriate me liability the local Little League, Little League er person or organization that may provide such jue is not obligated to appoint me to a voluntee!
Applicant Name (please print or type)	
Applicant Signature	Date
f Minor/Parent Signature	Date
NOTE: The local Little League and Little League Baseball, Incorporated will not di race, creed, color, national origin, marital status, gender, sexual orientation or dis	,
cace, creed, color, national origin, marital status, gender, sexual orientation or dis	NLY:
LOCAL LEAGUE USE O  Background check completed by league officer  System(s) used for background check (minimum of one must be ch	<b>NLY:</b> on ecked):
LOCAL LEAGUE USE O  Background check completed by league officer  System(s) used for background check (minimum of one must be ch	NLY:on ecked): check requirements
LOCAL LEAGUE USE O  Background check completed by league officer  System(s) used for background check (minimum of one must be check the Little League Regulation 1 (c)(9) for all background  JDP (Includes review of the SafeSport Centralized Disciplina	NLY: on ecked): check requirements

# Media Little League Accident Form

Name:		Date:	
Media Little League Level:	Major	American	National
	Continental	Rookie	Tee ball
Team Name:			
Coach Name:			
Injury Location / Body Part:			
Cause of Injury:			
Treatment:			
Visit to emergency department	ent: Yes	No	
Was this a preventable injury	y: Yes	No	

# 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<sup>®</sup> 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.

#### TREATMENT OF DENTAL INJURIES

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

#### CHECKLIST FOR PREPARING CLAIM FORM

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

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

- 1. The adult claimant or parent(s)/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.

## 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.

# AIG

# LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

**Send Completed Form To:** 

Little League International 539 US Route 15 Hwy, PO Box 3485 Williamsport PA 17701-0485

**Accident Claim Contact Numbers:** 

Phone: 570-327-1674

- 1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
- 2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
- 3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
- 4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
- 5. *Limited* deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
- 6. Accident Claim Form must be fully completed including Social Security Number (SSN) for processing.

League Name					L,	eague i.L	J.	
Name of Injured Person/Claimant		SSN PART	Date of Birt	th (MM/DD/Y	(Y) A	ge	Sex	
Name of Parent/Guardian, if Claimant	is a Minor		Home Pho	ne (Inc. Area			☐ Female ne (Inc. Area	□ Male Code)
			( )			( )		
Address of Claimant			ddress of Parent				050	
The Little League Master Accident Pol per injury. "Other insurance programs" employer for employees and family me	include family's	personal insuran	ce, student insur	ance throug	h a schoo	ol or insur	rance through	eductible n an
Does the insured Person/Parent/Guard	dian have any ins	surance through:	Employer Plar Individual Plar		□No □No	School F Dental F		
Date of Accident Time	e of Accident	Type of Injur	у					
		⊐РМ						
Describe exactly how accident happen	ned, including pla	aying position at t	the time of accide	ent:				
□ SOFTBALL □ T-BALL □ CHALLENGER □ MINOR □ TAD (2ND SEASON) □ LITTLE □ INTERMED □ JUNIOR	ENGER (4-18) (4-7) (6-12)	□ SAFETY O	ER UMPIRE GENT SCOREKEEPER	☐ TRAVI	TICE DULED (	<u> </u>	SPECIAL E (NOT GAM SPECIAL C (Submit a c your approv Little Leagu Incorporate	ES) GAME(S) copy of val from ue
I hereby certify that I have read the an complete and correct as herein given. I understand that it is a crime for any publishing an application or filing a class I hereby authorize any physician, hosp that has any records or knowledge of Little League and/or National Union Fi as effective and valid as the original.	erson to intentio im containing a f oital or other med me, and/or the al	nally attempt to called a deceptive discally related factoove named clair	defraud or knowir e statement(s). S ility, insurance co mant, or our heal	ngly facilitate ee Remarks ompany or o th, to disclos	e a fraud a section c ther orgar se, whene	against an on reverse nization, i ever reque	n insurer by e side of forn institution or ested to do s	n. person so by
Date Claimant/Pa	arent/Guardian S	ignature (In a two	o parent househo	old, both par	ents mus	t sign this	s form.)	
Date Claimant/Pa	arent/Guardian S	ignature						

#### For Residents of California:

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

#### For Residents of New York:

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

#### For Residents of Pennsylvania:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

#### For Residents of All Other States:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

	■ PART 2 - LEAGUE STATEMENT	· (Other than Parent or C	laimant)
Name of League	Name of Injured F	= -	League I.D. Number
Name of League Official			Position in League
Address of League Official			Telephone Numbers (Inc. Area Codes) Residence: ( ) Business: ( ) Fax: ( )
	f any known witnesses to the reporte		
POSITION WHEN INJURED	ate items below. At least one item in INJURY	PART OF BODY	CAUSE OF INJURY
□ 01 1ST □ 02 2ND □ 03 3RD □ 04 BATTER □ 05 BENCH □ 06 BULLPEN □ 07 CATCHER □ 08 COACH □ 09 COACHING BOX □ 10 DUGOUT □ 11 MANAGER □ 12 ON DECK □ 13 OUTFIELD □ 14 PITCHER □ 15 RUNNER □ 16 SCOREKEEPER □ 17 SHORTSTOP □ 18 TO/FROM GAME □ 19 UMPIRE □ 20 OTHER □ 21 UNKNOWN □ 22 WARMING UP	□ 01 ABRASION □ 02 BITES □ 03 CONCUSSION □ 04 CONTUSION □ 05 DENTAL □ 06 DISLOCATION □ 07 DISMEMBERMENT □ 08 EPIPHYSES □ 09 FATALITY □ 10 FRACTURE □ 11 HEMATOMA □ 12 HEMORRHAGE □ 13 LACERATION □ 14 PUNCTURE □ 15 RUPTURE □ 16 SPRAIN □ 17 SUNSTROKE □ 18 OTHER □ 19 UNKNOWN □ 20 PARALYSIS/ PARAPLEGIC	□ 01 ABDOMEN □ 02 ANKLE □ 03 ARM □ 04 BACK □ 05 CHEST □ 06 EAR □ 07 ELBOW □ 08 EYE □ 09 FACE □ 10 FATALITY □ 11 FOOT □ 12 HAND □ 13 HEAD □ 14 HIP □ 15 KNEE □ 16 LEG □ 17 LIPS □ 18 MOUTH □ 19 NECK □ 20 NOSE □ 21 SHOULDER □ 22 SIDE □ 23 TEETH □ 24 TESTICLE □ 25 WRIST □ 26 UNKNOWN □ 27 FINGER	□ 01 BATTED BALL □ 02 BATTING □ 03 CATCHING □ 04 COLLIDING □ 05 COLLIDING WITH FENCE □ 06 FALLING □ 07 HIT BY BAT □ 08 HORSEPLAY □ 09 PITCHED BALL □ 10 RUNNING □ 11 SHARP OBJECT □ 12 SLIDING □ 13 TAGGING □ 14 THROWING □ 15 THROWN BALL □ 16 OTHER □ 17 UNKNOWN
If YES, are they □Mandatory	•	□YES □NO nat levels are they used?	
			Baseball Accident Insurance Policy at the fication is true and correct as stated, to the
Date Leagu	ue Official Signature		

It is suggested this memo should be reproduced on your league's letterhead over the signature of your president or safety officer and distributed to the parents of all participants at registration time.

*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:

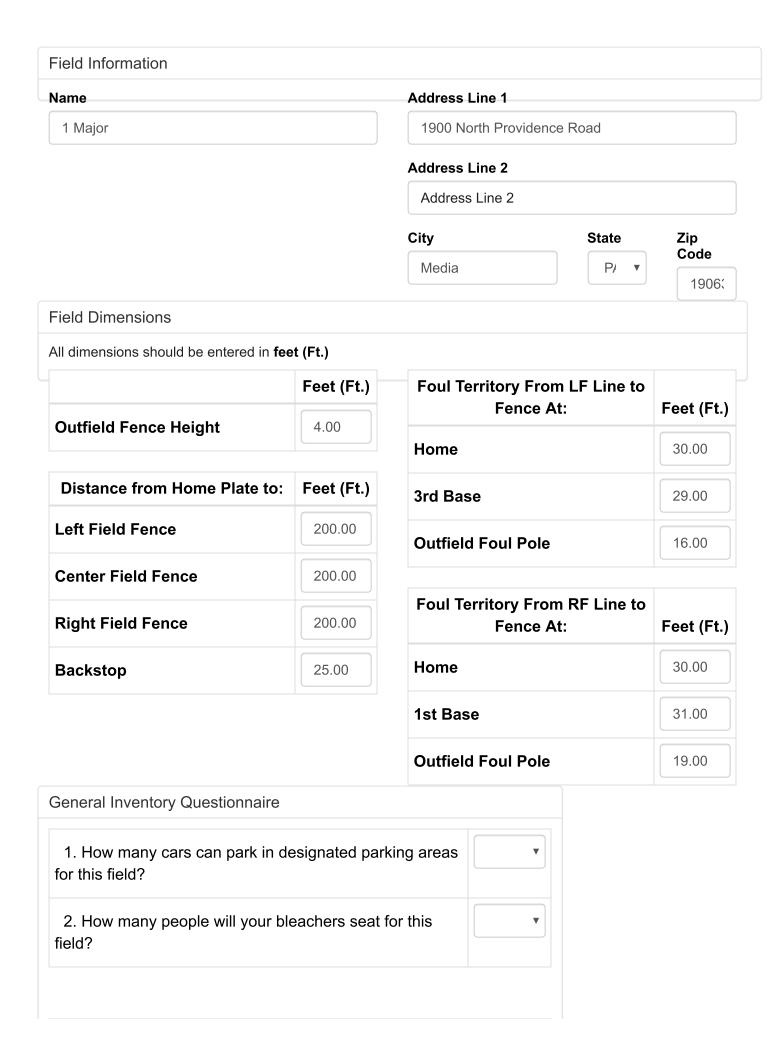
- 1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept 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.



3. Are the bleachers made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
4. Are the bleachers made of metal on this field?	<ul><li>Yes</li><li>No</li></ul>
5. Are bleachers for this field made of material other than wood or metal?	<ul><li>Yes</li><li>No</li></ul>
6. If bleachers are made of metal, is a ground wire attached to a ground rod?	<ul><li>Yes</li><li>No</li></ul>
7. If bleachers are made of wood, are they inspected annually for safety?	<ul><li>Yes</li><li>No</li></ul>
8. Is there a safety railing at the top/back of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
9. Is there a handrail up the sides of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
10. Is permanent telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
11. Is cellular telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
12. Is a permanent public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
13. Is a portable public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
14. Is there a pressbox for this field?	<ul><li>Yes</li><li>No</li></ul>
15. Is there a scoreboard for this field?	<ul><li>Yes</li><li>No</li></ul>
16. Are adequate bathroom facilities available for this field?	<ul><li>Yes</li><li>No</li></ul>

17. Are permanent concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>
18. Are mobile concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>

Field Questionnaire	
19. Is this field completely fenced?	<ul><li>Yes</li><li>No</li></ul>
20. Is the fencing made of chainlink on this field?	<ul><li>Yes</li><li>No</li></ul>
21. Is the fencing made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
22. Is the fencing made of wire on this field?	<ul><li>Yes</li><li>No</li></ul>
23. Is the basepath material on this field sand, clay or soil mix?	<ul><li>Yes</li><li>No</li></ul>
24. Is the basepath material on this field ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
25. Is the basepath material on this field other than sand, clay, soil mix or ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
26. If yes to other material, what is the basepath material on this field?	
27. Is non-caustic lime used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
28. Is spray paint used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
29. Is commerical marking used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>

30. Is the infield surface grass?	<ul><li>Yes</li><li>No</li></ul>
31. Does this field have a conventional dirt pitching mound?	<ul><li>Yes</li><li>No</li></ul>
32. Does this field have a temporary pitching mound?	○ Yes
33. Are there foul poles on this field?	<ul><li>Yes</li><li>No</li></ul>
34. Is there a backstop behind home plate on this field?	<ul><li>Yes</li><li>No</li></ul>

# Performance and Player Safety Questionnaire 35. Is there an outfield warning track for this field? Yes No 36. If yes, what width is the warning track? 3.00 Yes 37. Is there a batter's eye (screen/covering) at center field on this field? O No 38. Is there a pitcher's eye (screen/covering) behind Yes home plate on this field? No 39. Does this field have protective fences in front of the Yes No dugouts? 40. Is there a protected on-deck batter's area on this Yes field? (Intermediate (50/70), Junior, Senior only) No 41. Are fenced limited access bull pens available for this Yes field? No 42. Is a first aid kit provided for this field? Yes No

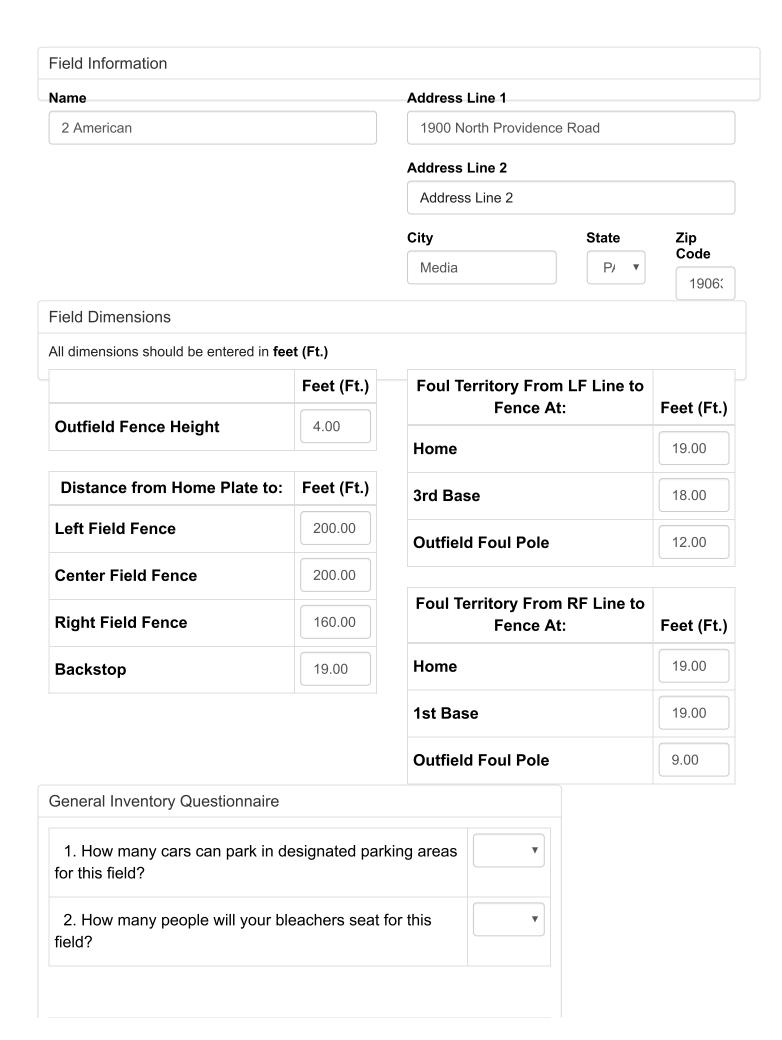
43. Do bleachers for this field have overhead screens for spectator foul ball protection?	<ul><li>Yes</li><li>No</li></ul>
	■ INO
44. Do bleachers for this field have fencing behind for spectator foul ball protection?	<ul><li>Yes</li><li>No</li></ul>
45. Do your bases disengage from their anchors? (Mandatory since 2008)	<ul><li>Yes</li><li>No</li></ul>
46. Is this field lighted?	<ul><li>Yes</li><li>No</li></ul>
47. Are light levels at/above Little League standards?	<ul><li>Yes</li><li>No</li></ul>
48. Light levels on this field are not known?	<ul><li>Yes</li><li>No</li></ul>
49. Are there wood light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
50. Are there steel light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
51. Are there concrete poles on this field?	<ul><li>Yes</li><li>No</li></ul>
52. Is the electrical wiring to each pole on this field underground?	<ul><li>Yes</li><li>No</li></ul>
53. Are there ground wires connnected to ground rods on each pole on this field?	<ul><li>Yes</li><li>No</li></ul>
54. Was the electrical system on this field tested/inspected in last two years?	<ul><li>Yes</li><li>No</li></ul>
55. What month/year was electrical system testing done on this field?	March 2
56. Were the light levels on this field tested/inspected in	<ul><li>Yes</li></ul>

57. What month/year was the light level testing done on this field?	N/A
58. Was the electrical system on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>
59. Were the light levels on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>

## **Facility Management Questionnaire** 60. Does field have limitation on amount of time for Yes practice? No 61. Does field have limitation on number of teams or Yes O No games? 62. Does field have limitation on scheduling and/or Yes timing? No 63. Is this field owned by a municipality? Yes No 64. Is this field owned by a school? Yes No 65. Is this field owned by a league? Yes No 66. Municipality is responsible for operational energy Yes costs on this field? No 67. School is responsible for operational energy costs on Yes this field? No 68. League is responsible for operational energy costs on Yes this field? No Yes 69. Municipality is responsible for operational maintenance on this field? No

70. School is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
71. League is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
72. Municipality is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
73. School is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
74. League is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
75. Other group is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
76. Is T-ball or Minor division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
77. Is Major division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
78. Is Junior or Senior division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
79. Is Challenger Division baseball played on this field?	○ Yes No
80. Is Intermediate (50/70) division baseball played on this field?	○ Yes No
81. Is Tee Ball or Minor division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>
82. Is Major division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>
83. Is Junior or Senior division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>

84. Is Challenger Division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>
85. Will tournaments be hosted on this field?	<ul><li>Yes</li><li>No</li></ul>



3. Are the bleachers made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
4. Are the bleachers made of metal on this field?	<ul><li>Yes</li><li>No</li></ul>
5. Are bleachers for this field made of material other than wood or metal?	<ul><li>Yes</li><li>No</li></ul>
6. If bleachers are made of metal, is a ground wire attached to a ground rod?	<ul><li>Yes</li><li>No</li></ul>
7. If bleachers are made of wood, are they inspected annually for safety?	<ul><li>Yes</li><li>No</li></ul>
8. Is there a safety railing at the top/back of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
9. Is there a handrail up the sides of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
10. Is permanent telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
11. Is cellular telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
12. Is a permanent public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
13. Is a portable public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
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15. Is there a scoreboard for this field?	<ul><li>Yes</li><li>No</li></ul>
16. Are adequate bathroom facilities available for this field?	<ul><li>Yes</li><li>No</li></ul>

17. Are permanent concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>
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Field Questionnaire	
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23. Is the basepath material on this field sand, clay or soil mix?	<ul><li>Yes</li><li>No</li></ul>
24. Is the basepath material on this field ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
25. Is the basepath material on this field other than sand, clay, soil mix or ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
26. If yes to other material, what is the basepath material on this field?	
27. Is non-caustic lime used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
28. Is spray paint used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
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31. Does this field have a conventional dirt pitching mound?	<ul><li>Yes</li><li>No</li></ul>
32. Does this field have a temporary pitching mound?	O Yes  No
33. Are there foul poles on this field?	Yes    No
34. Is there a backstop behind home plate on this field?	Yes    No

## Performance and Player Safety Questionnaire 35. Is there an outfield warning track for this field? Yes No 0.00 36. If yes, what width is the warning track? 37. Is there a batter's eye (screen/covering) at center Yes field on this field? No 38. Is there a pitcher's eye (screen/covering) behind Yes home plate on this field? No 39. Does this field have protective fences in front of the Yes dugouts? O No 40. Is there a protected on-deck batter's area on this Yes field? (Intermediate (50/70), Junior, Senior only) No 41. Are fenced limited access bull pens available for this Yes field? No 42. Is a first aid kit provided for this field? Yes O No

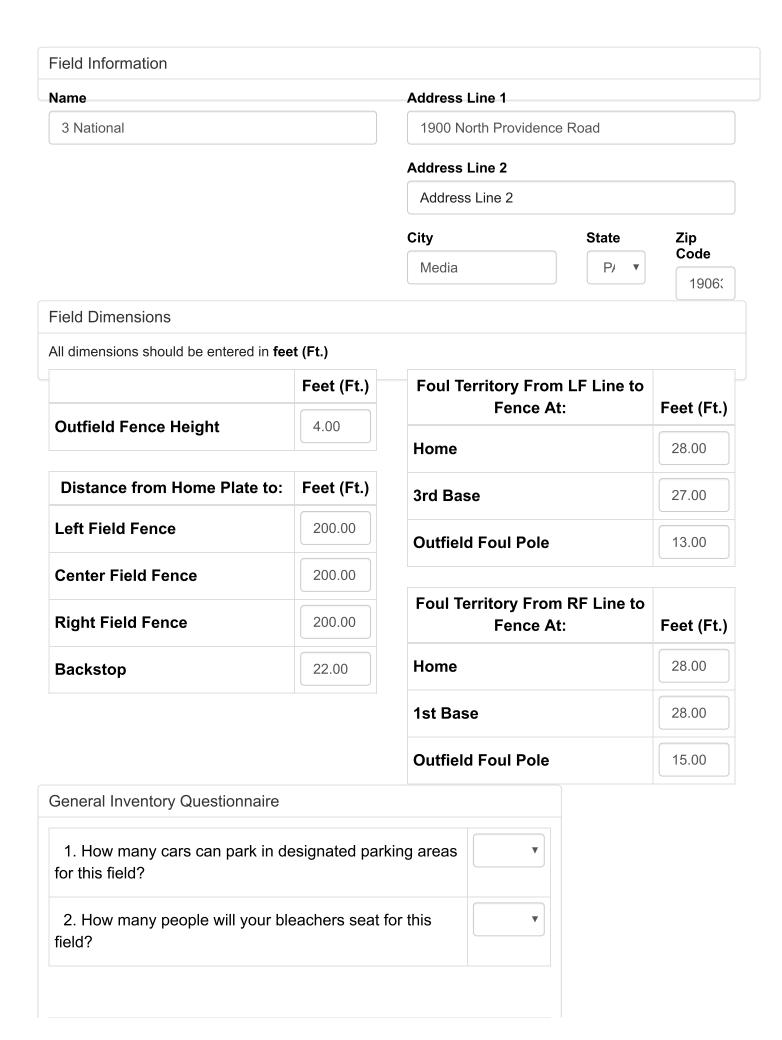
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45. Do your bases disengage from their anchors? (Mandatory since 2008)	<ul><li>Yes</li><li>No</li></ul>
46. Is this field lighted?	<ul><li>Yes</li><li>No</li></ul>
47. Are light levels at/above Little League standards?	<ul><li>Yes</li><li>No</li></ul>
48. Light levels on this field are not known?	○ Yes ● No
49. Are there wood light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
50. Are there steel light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
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52. Is the electrical wiring to each pole on this field underground?	<ul><li>Yes</li><li>No</li></ul>
53. Are there ground wires connnected to ground rods on each pole on this field?	○ Yes
54. Was the electrical system on this field tested/inspected in last two years?	<ul><li>Yes</li><li>No</li></ul>
55. What month/year was electrical system testing done on this field?	March 2
56. Were the light levels on this field tested/inspected in the last two years?	○ Yes No

57. What month/year was the light level testing done on this field?	n/a
58. Was the electrical system on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>
59. Were the light levels on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>

Facility Management Questionnaire	
60. Does field have limitation on amount of time for practice?	<ul><li>Yes</li><li>No</li></ul>
61. Does field have limitation on number of teams or games?	<ul><li>Yes</li><li>No</li></ul>
62. Does field have limitation on scheduling and/or timing?	<ul><li>Yes</li><li>No</li></ul>
63. Is this field owned by a municipality?	<ul><li>Yes</li><li>No</li></ul>
64. Is this field owned by a school?	<ul><li>Yes</li><li>No</li></ul>
65. Is this field owned by a league?	<ul><li>Yes</li><li>No</li></ul>
66. Municipality is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
67. School is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
68. League is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
69. Municipality is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>

70. School is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
71. League is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
72. Municipality is responsible for improvements on this field?	○ Yes No
73. School is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
74. League is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
75. Other group is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
76. Is T-ball or Minor division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
77. Is Major division baseball played on this field?	○ Yes No
78. Is Junior or Senior division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
79. Is Challenger Division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
80. Is Intermediate (50/70) division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
81. Is Tee Ball or Minor division softball played on this field?	○ Yes No
82. Is Major division softball played on this field?	○ Yes No
83. Is Junior or Senior division softball played on this field?	○ Yes No

84. Is Challenger Division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>
85. Will tournaments be hosted on this field?	<ul><li>Yes</li><li>No</li></ul>



3. Are the bleachers made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
4. Are the bleachers made of metal on this field?	<ul><li>Yes</li><li>No</li></ul>
5. Are bleachers for this field made of material other than wood or metal?	<ul><li>Yes</li><li>No</li></ul>
6. If bleachers are made of metal, is a ground wire attached to a ground rod?	<ul><li>Yes</li><li>No</li></ul>
7. If bleachers are made of wood, are they inspected annually for safety?	<ul><li>Yes</li><li>No</li></ul>
8. Is there a safety railing at the top/back of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
9. Is there a handrail up the sides of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
10. Is permanent telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
11. Is cellular telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
12. Is a permanent public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
13. Is a portable public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
14. Is there a pressbox for this field?	<ul><li>Yes</li><li>No</li></ul>
15. Is there a scoreboard for this field?	<ul><li>Yes</li><li>No</li></ul>
16. Are adequate bathroom facilities available for this field?	<ul><li>Yes</li><li>No</li></ul>

17. Are permanent concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>
18. Are mobile concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>

Field Questionnaire	
19. Is this field completely fenced?	<ul><li>Yes</li><li>No</li></ul>
20. Is the fencing made of chainlink on this field?	<ul><li>Yes</li><li>No</li></ul>
21. Is the fencing made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
22. Is the fencing made of wire on this field?	<ul><li>Yes</li><li>No</li></ul>
23. Is the basepath material on this field sand, clay or soil mix?	<ul><li>Yes</li><li>No</li></ul>
24. Is the basepath material on this field ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
25. Is the basepath material on this field other than sand, clay, soil mix or ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
26. If yes to other material, what is the basepath material on this field?	
27. Is non-caustic lime used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
28. Is spray paint used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
29. Is commerical marking used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>

30. Is the infield surface grass?	<ul><li>Yes</li><li>No</li></ul>
31. Does this field have a conventional dirt pitching mound?	<ul><li>Yes</li><li>No</li></ul>
32. Does this field have a temporary pitching mound?	○ Yes
33. Are there foul poles on this field?	<ul><li>Yes</li><li>No</li></ul>
34. Is there a backstop behind home plate on this field?	<ul><li>Yes</li><li>No</li></ul>

Performance and Player Safety Questionnaire	
35. Is there an outfield warning track for this field?	<ul><li>Yes</li><li>No</li></ul>
36. If yes, what width is the warning track?	0.00
37. Is there a batter's eye (screen/covering) at center field on this field?	<ul><li>Yes</li><li>No</li></ul>
38. Is there a pitcher's eye (screen/covering) behind home plate on this field?	<ul><li>Yes</li><li>No</li></ul>
39. Does this field have protective fences in front of the dugouts?	<ul><li>Yes</li><li>No</li></ul>
40. Is there a protected on-deck batter's area on this field? (Intermediate (50/70), Junior, Senior only)	<ul><li>Yes</li><li>No</li></ul>
41. Are fenced limited access bull pens available for this field?	<ul><li>Yes</li><li>No</li></ul>
42. Is a first aid kit provided for this field?	<ul><li>Yes</li><li>No</li></ul>

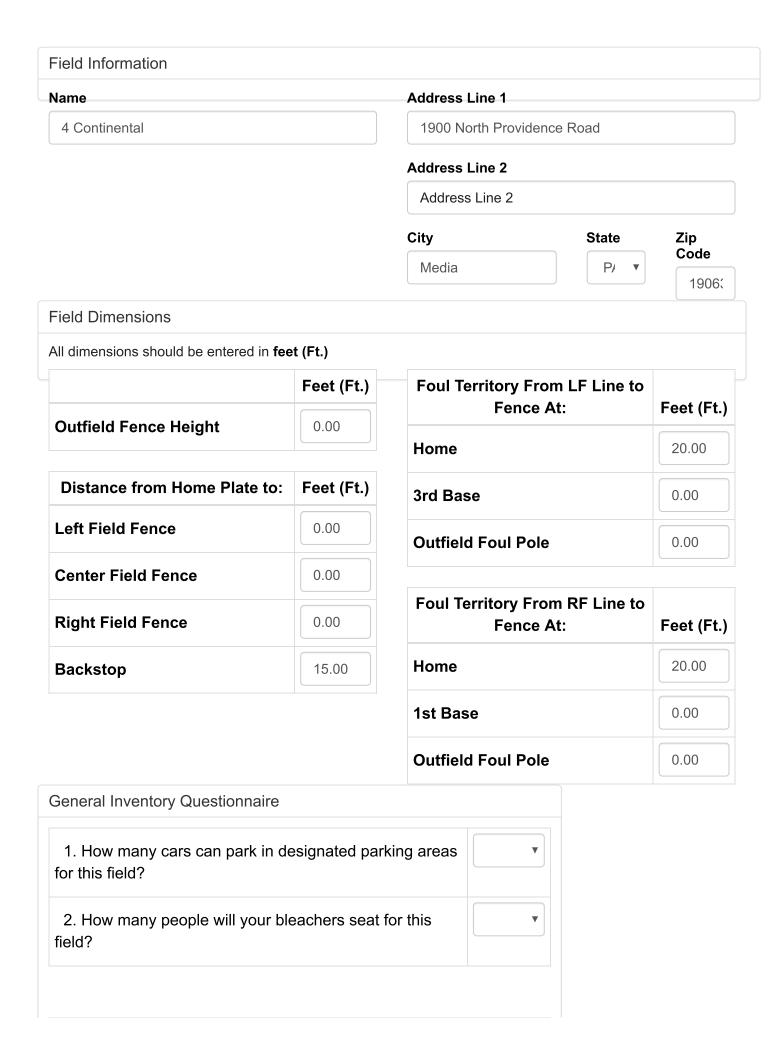
43. Do bleachers for this field have overhead screens for spectator foul ball protection?	<ul><li>Yes</li><li>No</li></ul>
44. Do bleachers for this field have fencing behind for spectator foul ball protection?	<ul><li>Yes</li><li>No</li></ul>
45. Do your bases disengage from their anchors? (Mandatory since 2008)	<ul><li>Yes</li><li>No</li></ul>
46. Is this field lighted?	<ul><li>Yes</li><li>No</li></ul>
47. Are light levels at/above Little League standards?	<ul><li>Yes</li><li>No</li></ul>
48. Light levels on this field are not known?	<ul><li>Yes</li><li>No</li></ul>
49. Are there wood light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
50. Are there steel light poles on this field?	O Yes  No
51. Are there concrete poles on this field?	○ Yes
52. Is the electrical wiring to each pole on this field underground?	<ul><li>Yes</li><li>No</li></ul>
53. Are there ground wires connnected to ground rods on each pole on this field?	<ul><li>Yes</li><li>No</li></ul>
54. Was the electrical system on this field tested/inspected in last two years?	<ul><li>Yes</li><li>No</li></ul>
55. What month/year was electrical system testing done on this field?	March 2
56. Were the light levels on this field tested/inspected in the last two years?	<ul><li>Yes</li><li>No</li></ul>

57. What month/year was the light level testing done on this field?	n/a
58. Was the electrical system on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>
59. Were the light levels on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>

Facility Management Questionnaire	
60. Does field have limitation on amount of time for practice?	<ul><li>Yes</li><li>No</li></ul>
61. Does field have limitation on number of teams or games?	<ul><li>Yes</li><li>No</li></ul>
62. Does field have limitation on scheduling and/or timing?	<ul><li>Yes</li><li>No</li></ul>
63. Is this field owned by a municipality?	<ul><li>Yes</li><li>No</li></ul>
64. Is this field owned by a school?	<ul><li>Yes</li><li>No</li></ul>
65. Is this field owned by a league?	<ul><li>Yes</li><li>No</li></ul>
66. Municipality is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
67. School is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
68. League is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
69. Municipality is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>

70. School is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
71. League is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
72. Municipality is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
73. School is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
74. League is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
75. Other group is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
76. Is T-ball or Minor division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
77. Is Major division baseball played on this field?	○ Yes No
78. Is Junior or Senior division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
79. Is Challenger Division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
80. Is Intermediate (50/70) division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
81. Is Tee Ball or Minor division softball played on this field?	○ Yes No
82. Is Major division softball played on this field?	○ Yes No
83. Is Junior or Senior division softball played on this field?	○ Yes No

84. Is Challenger Division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>
85. Will tournaments be hosted on this field?	<ul><li>Yes</li><li>No</li></ul>



3. Are the bleachers made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
4. Are the bleachers made of metal on this field?	<ul><li>Yes</li><li>No</li></ul>
5. Are bleachers for this field made of material other than wood or metal?	<ul><li>Yes</li><li>No</li></ul>
6. If bleachers are made of metal, is a ground wire attached to a ground rod?	Yes     No
7. If bleachers are made of wood, are they inspected annually for safety?	<ul><li>Yes</li><li>No</li></ul>
8. Is there a safety railing at the top/back of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
9. Is there a handrail up the sides of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
10. Is permanent telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
11. Is cellular telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
12. Is a permanent public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
13. Is a portable public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
14. Is there a pressbox for this field?	<ul><li>Yes</li><li>No</li></ul>
15. Is there a scoreboard for this field?	○ Yes
16. Are adequate bathroom facilities available for this field?	<ul><li>Yes</li><li>No</li></ul>

17. Are permanent concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>
18. Are mobile concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>

Field Questionnaire	
19. Is this field completely fenced?	<ul><li>Yes</li><li>No</li></ul>
20. Is the fencing made of chainlink on this field?	<ul><li>Yes</li><li>No</li></ul>
21. Is the fencing made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
22. Is the fencing made of wire on this field?	<ul><li>Yes</li><li>No</li></ul>
23. Is the basepath material on this field sand, clay or soil mix?	<ul><li>Yes</li><li>No</li></ul>
24. Is the basepath material on this field ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
25. Is the basepath material on this field other than sand, clay, soil mix or ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
26. If yes to other material, what is the basepath material on this field?	
27. Is non-caustic lime used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
28. Is spray paint used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
29. Is commerical marking used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>

30. Is the infield surface grass?	<ul><li>Yes</li><li>● No</li></ul>
31. Does this field have a conventional dirt pitching mound?	<ul><li>Yes</li><li>No</li></ul>
32. Does this field have a temporary pitching mound?	<ul><li>Yes</li><li>No</li></ul>
33. Are there foul poles on this field?	<ul><li>Yes</li><li>● No</li></ul>
34. Is there a backstop behind home plate on this field?	<ul><li>Yes</li><li>No</li></ul>

## Performance and Player Safety Questionnaire 35. Is there an outfield warning track for this field? Yes No 0.00 36. If yes, what width is the warning track? 37. Is there a batter's eye (screen/covering) at center Yes field on this field? O No 38. Is there a pitcher's eye (screen/covering) behind Yes home plate on this field? No 39. Does this field have protective fences in front of the Yes dugouts? O No 40. Is there a protected on-deck batter's area on this Yes field? (Intermediate (50/70), Junior, Senior only) No 41. Are fenced limited access bull pens available for this Yes field? No 42. Is a first aid kit provided for this field? Yes O No

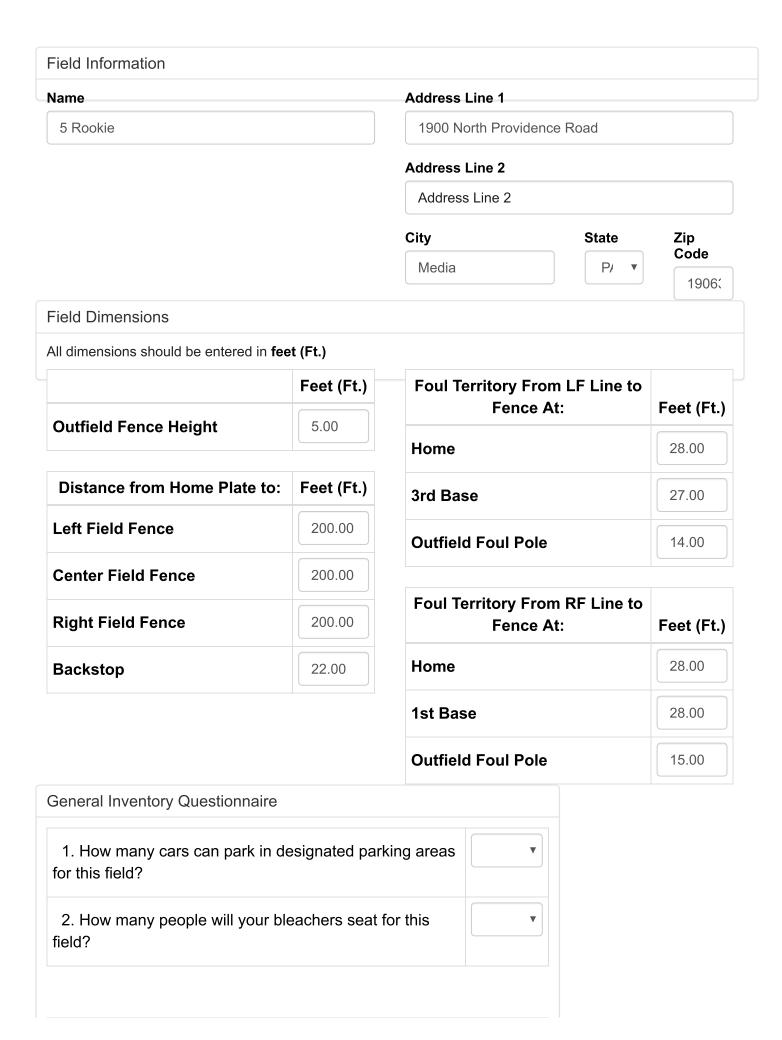
43. Do bleachers for this field have overhead screens for spectator foul ball protection?	<ul><li>Yes</li><li>No</li></ul>
44. Do bleachers for this field have fencing behind for spectator foul ball protection?	<ul><li>Yes</li><li>No</li></ul>
45. Do your bases disengage from their anchors? (Mandatory since 2008)	<ul><li>Yes</li><li>No</li></ul>
46. Is this field lighted?	<ul><li>Yes</li><li>No</li></ul>
47. Are light levels at/above Little League standards?	<ul><li>Yes</li><li>No</li></ul>
48. Light levels on this field are not known?	○ Yes
49. Are there wood light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
50. Are there steel light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
51. Are there concrete poles on this field?	<ul><li>Yes</li><li>No</li></ul>
52. Is the electrical wiring to each pole on this field underground?	<ul><li>Yes</li><li>No</li></ul>
53. Are there ground wires connnected to ground rods on each pole on this field?	○ Yes
54. Was the electrical system on this field tested/inspected in last two years?	<ul><li>Yes</li><li>No</li></ul>
55. What month/year was electrical system testing done on this field?	March 2
56. Were the light levels on this field tested/inspected in the last two years?	○ Yes No

57. What month/year was the light level testing done on this field?	n/a
58. Was the electrical system on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>
59. Were the light levels on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>

Facility Management Questionnaire	
60. Does field have limitation on amount of time for practice?	<ul><li>Yes</li><li>No</li></ul>
61. Does field have limitation on number of teams or games?	<ul><li>Yes</li><li>No</li></ul>
62. Does field have limitation on scheduling and/or timing?	<ul><li>Yes</li><li>No</li></ul>
63. Is this field owned by a municipality?	<ul><li>Yes</li><li>No</li></ul>
64. Is this field owned by a school?	<ul><li>Yes</li><li>No</li></ul>
65. Is this field owned by a league?	<ul><li>Yes</li><li>No</li></ul>
66. Municipality is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
67. School is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
68. League is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
69. Municipality is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>

70. School is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
71. League is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
72. Municipality is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
73. School is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
74. League is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
75. Other group is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
76. Is T-ball or Minor division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
77. Is Major division baseball played on this field?	○ Yes No
78. Is Junior or Senior division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
79. Is Challenger Division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
80. Is Intermediate (50/70) division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
81. Is Tee Ball or Minor division softball played on this field?	○ Yes No
82. Is Major division softball played on this field?	○ Yes No
83. Is Junior or Senior division softball played on this field?	○ Yes No

84. Is Challenger Division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>
85. Will tournaments be hosted on this field?	<ul><li>Yes</li><li>No</li></ul>



3. Are the bleachers made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
4. Are the bleachers made of metal on this field?	<ul><li>Yes</li><li>No</li></ul>
5. Are bleachers for this field made of material other than wood or metal?	<ul><li>Yes</li><li>No</li></ul>
6. If bleachers are made of metal, is a ground wire attached to a ground rod?	Yes     No
7. If bleachers are made of wood, are they inspected annually for safety?	<ul><li>Yes</li><li>No</li></ul>
8. Is there a safety railing at the top/back of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
9. Is there a handrail up the sides of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
10. Is permanent telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
11. Is cellular telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
12. Is a permanent public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
13. Is a portable public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
14. Is there a pressbox for this field?	<ul><li>Yes</li><li>No</li></ul>
15. Is there a scoreboard for this field?	○ Yes
16. Are adequate bathroom facilities available for this field?	<ul><li>Yes</li><li>No</li></ul>

17. Are permanent concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>
18. Are mobile concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>

Field Questionnaire	
19. Is this field completely fenced?	<ul><li>Yes</li><li>No</li></ul>
20. Is the fencing made of chainlink on this field?	<ul><li>Yes</li><li>No</li></ul>
21. Is the fencing made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
22. Is the fencing made of wire on this field?	<ul><li>Yes</li><li>No</li></ul>
23. Is the basepath material on this field sand, clay or soil mix?	<ul><li>Yes</li><li>No</li></ul>
24. Is the basepath material on this field ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
25. Is the basepath material on this field other than sand, clay, soil mix or ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
26. If yes to other material, what is the basepath material on this field?	
27. Is non-caustic lime used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
28. Is spray paint used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
29. Is commerical marking used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>

30. Is the infield surface grass?	<ul><li>Yes</li><li>No</li></ul>
31. Does this field have a conventional dirt pitching mound?	O Yes  No
32. Does this field have a temporary pitching mound?	O Yes  No
33. Are there foul poles on this field?	O Yes  No
34. Is there a backstop behind home plate on this field?	Yes    No

Performance and Player Safety Questionnaire	
35. Is there an outfield warning track for this field?	<ul><li>Yes</li><li>No</li></ul>
36. If yes, what width is the warning track?	0.00
37. Is there a batter's eye (screen/covering) at center field on this field?	<ul><li>Yes</li><li>No</li></ul>
38. Is there a pitcher's eye (screen/covering) behind home plate on this field?	<ul><li>Yes</li><li>No</li></ul>
39. Does this field have protective fences in front of the dugouts?	<ul><li>Yes</li><li>No</li></ul>
40. Is there a protected on-deck batter's area on this field? (Intermediate (50/70), Junior, Senior only)	<ul><li>Yes</li><li>No</li></ul>
41. Are fenced limited access bull pens available for this field?	<ul><li>Yes</li><li>No</li></ul>
42. Is a first aid kit provided for this field?	<ul><li>Yes</li><li>No</li></ul>

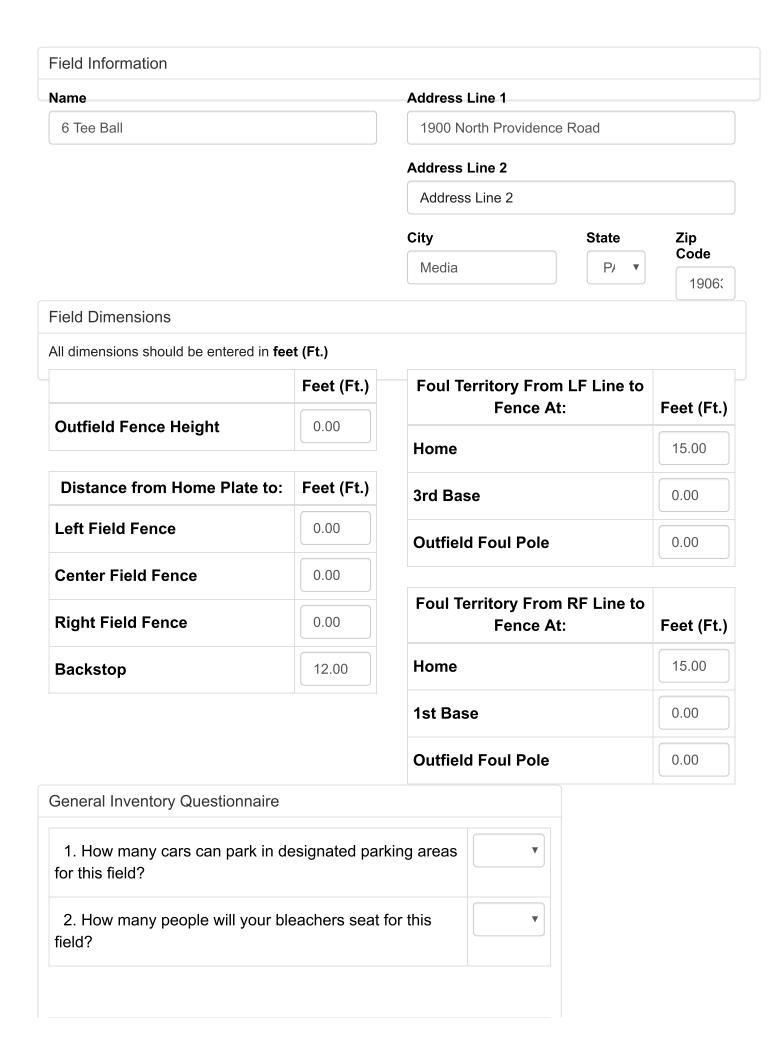
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44. Do bleachers for this field have fencing behind for spectator foul ball protection?	<ul><li>Yes</li><li>No</li></ul>
45. Do your bases disengage from their anchors? (Mandatory since 2008)	<ul><li>Yes</li><li>No</li></ul>
46. Is this field lighted?	<ul><li>Yes</li><li>No</li></ul>
47. Are light levels at/above Little League standards?	<ul><li>Yes</li><li>No</li></ul>
48. Light levels on this field are not known?	○ Yes
49. Are there wood light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
50. Are there steel light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
51. Are there concrete poles on this field?	<ul><li>Yes</li><li>No</li></ul>
52. Is the electrical wiring to each pole on this field underground?	<ul><li>Yes</li><li>No</li></ul>
53. Are there ground wires connnected to ground rods on each pole on this field?	○ Yes
54. Was the electrical system on this field tested/inspected in last two years?	<ul><li>Yes</li><li>No</li></ul>
55. What month/year was electrical system testing done on this field?	March 2
56. Were the light levels on this field tested/inspected in the last two years?	○ Yes No

57. What month/year was the light level testing done on this field?	n/a
58. Was the electrical system on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>
59. Were the light levels on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>

Facility Management Questionnaire	
60. Does field have limitation on amount of time for practice?	<ul><li>Yes</li><li>No</li></ul>
61. Does field have limitation on number of teams or games?	<ul><li>Yes</li><li>No</li></ul>
62. Does field have limitation on scheduling and/or timing?	<ul><li>Yes</li><li>No</li></ul>
63. Is this field owned by a municipality?	<ul><li>Yes</li><li>No</li></ul>
64. Is this field owned by a school?	<ul><li>Yes</li><li>No</li></ul>
65. Is this field owned by a league?	<ul><li>Yes</li><li>No</li></ul>
66. Municipality is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
67. School is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
68. League is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
69. Municipality is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>

70. School is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
71. League is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
72. Municipality is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
73. School is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
74. League is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
75. Other group is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
76. Is T-ball or Minor division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
77. Is Major division baseball played on this field?	○ Yes No
78. Is Junior or Senior division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
79. Is Challenger Division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
80. Is Intermediate (50/70) division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
81. Is Tee Ball or Minor division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>
82. Is Major division softball played on this field?	○ Yes No
83. Is Junior or Senior division softball played on this field?	○ Yes No

84. Is Challenger Division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>
85. Will tournaments be hosted on this field?	<ul><li>Yes</li><li>No</li></ul>



3. Are the bleachers made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
4. Are the bleachers made of metal on this field?	<ul><li>Yes</li><li>No</li></ul>
5. Are bleachers for this field made of material other than wood or metal?	<ul><li>Yes</li><li>No</li></ul>
6. If bleachers are made of metal, is a ground wire attached to a ground rod?	O Yes No
7. If bleachers are made of wood, are they inspected annually for safety?	<ul><li>Yes</li><li>No</li></ul>
8. Is there a safety railing at the top/back of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
9. Is there a handrail up the sides of bleachers for this field?	<ul><li>Yes</li><li>No</li></ul>
10. Is permanent telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
11. Is cellular telephone service available for this field?	<ul><li>Yes</li><li>No</li></ul>
12. Is a permanent public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
13. Is a portable public address system available for this field?	<ul><li>Yes</li><li>No</li></ul>
14. Is there a pressbox for this field?	<ul><li>Yes</li><li>No</li></ul>
15. Is there a scoreboard for this field?	O Yes No
16. Are adequate bathroom facilities available for this field?	<ul><li>Yes</li><li>No</li></ul>

17. Are permanent concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>
18. Are mobile concession stands available for this field?	<ul><li>Yes</li><li>No</li></ul>

Field Questionnaire	
19. Is this field completely fenced?	<ul><li>Yes</li><li>No</li></ul>
20. Is the fencing made of chainlink on this field?	<ul><li>Yes</li><li>No</li></ul>
21. Is the fencing made of wood on this field?	<ul><li>Yes</li><li>No</li></ul>
22. Is the fencing made of wire on this field?	<ul><li>Yes</li><li>No</li></ul>
23. Is the basepath material on this field sand, clay or soil mix?	<ul><li>Yes</li><li>No</li></ul>
24. Is the basepath material on this field ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
25. Is the basepath material on this field other than sand, clay, soil mix or ground burnt brick?	<ul><li>Yes</li><li>No</li></ul>
26. If yes to other material, what is the basepath material on this field?	
27. Is non-caustic lime used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
28. Is spray paint used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>
29. Is commerical marking used to mark the baselines on this field?	<ul><li>Yes</li><li>No</li></ul>

30. Is the infield surface grass?	<ul><li>Yes</li><li>No</li></ul>
31. Does this field have a conventional dirt pitching mound?	<ul><li>Yes</li><li>No</li></ul>
32. Does this field have a temporary pitching mound?	<ul><li>Yes</li><li>No</li></ul>
33. Are there foul poles on this field?	<ul><li>Yes</li><li>No</li></ul>
34. Is there a backstop behind home plate on this field?	<ul><li>Yes</li><li>No</li></ul>

Performance and Player Safety Questionnaire	
35. Is there an outfield warning track for this field?	<ul><li>Yes</li><li>No</li></ul>
36. If yes, what width is the warning track?	0.00
37. Is there a batter's eye (screen/covering) at center field on this field?	<ul><li>Yes</li><li>No</li></ul>
38. Is there a pitcher's eye (screen/covering) behind home plate on this field?	<ul><li>Yes</li><li>No</li></ul>
39. Does this field have protective fences in front of the dugouts?	<ul><li>Yes</li><li>No</li></ul>
40. Is there a protected on-deck batter's area on this field? (Intermediate (50/70), Junior, Senior only)	<ul><li>Yes</li><li>No</li></ul>
41. Are fenced limited access bull pens available for this field?	<ul><li>Yes</li><li>No</li></ul>
42. Is a first aid kit provided for this field?	<ul><li>Yes</li><li>No</li></ul>

43. Do bleachers for this field have overhead screens for spectator foul ball protection?	<ul><li>Yes</li><li>No</li></ul>
44. Do bleachers for this field have fencing behind for spectator foul ball protection?	<ul><li>Yes</li><li>No</li></ul>
45. Do your bases disengage from their anchors? (Mandatory since 2008)	<ul><li>Yes</li><li>No</li></ul>
46. Is this field lighted?	<ul><li>Yes</li><li>No</li></ul>
47. Are light levels at/above Little League standards?	<ul><li>Yes</li><li>No</li></ul>
48. Light levels on this field are not known?	○ Yes ● No
49. Are there wood light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
50. Are there steel light poles on this field?	<ul><li>Yes</li><li>No</li></ul>
51. Are there concrete poles on this field?	<ul><li>Yes</li><li>No</li></ul>
52. Is the electrical wiring to each pole on this field underground?	<ul><li>Yes</li><li>No</li></ul>
53. Are there ground wires connnected to ground rods on each pole on this field?	○ Yes
54. Was the electrical system on this field tested/inspected in last two years?	<ul><li>Yes</li><li>No</li></ul>
55. What month/year was electrical system testing done on this field?	March 2
56. Were the light levels on this field tested/inspected in the last two years?	<ul><li>Yes</li><li>No</li></ul>

57. What month/year was the light level testing done on this field?	n/a
58. Was the electrical system on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>
59. Were the light levels on this field tested/inspected by a qualified technician?	<ul><li>Yes</li><li>No</li></ul>

Facility Management Questionnaire	
60. Does field have limitation on amount of time for practice?	<ul><li>Yes</li><li>No</li></ul>
61. Does field have limitation on number of teams or games?	<ul><li>Yes</li><li>No</li></ul>
62. Does field have limitation on scheduling and/or timing?	<ul><li>Yes</li><li>No</li></ul>
63. Is this field owned by a municipality?	<ul><li>Yes</li><li>No</li></ul>
64. Is this field owned by a school?	<ul><li>Yes</li><li>No</li></ul>
65. Is this field owned by a league?	<ul><li>Yes</li><li>No</li></ul>
66. Municipality is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
67. School is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
68. League is responsible for operational energy costs on this field?	<ul><li>Yes</li><li>No</li></ul>
69. Municipality is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>

70. School is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
71. League is responsible for operational maintenance on this field?	<ul><li>Yes</li><li>No</li></ul>
72. Municipality is responsible for improvements on this field?	○ Yes No
73. School is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
74. League is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
75. Other group is responsible for improvements on this field?	<ul><li>Yes</li><li>No</li></ul>
76. Is T-ball or Minor division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
77. Is Major division baseball played on this field?	○ Yes No
78. Is Junior or Senior division baseball played on this field?	<ul><li>Yes</li><li>No</li></ul>
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84. Is Challenger Division softball played on this field?	<ul><li>Yes</li><li>No</li></ul>
85. Will tournaments be hosted on this field?	<ul><li>Yes</li><li>No</li></ul>

# Media Little League Attention Volunteers New Background Clearance Check Regulations

In 2015, Pennsylvania enacted new laws regarding Volunteer Background Checks – effective starting our 2016 Season. In *addition* to the Little League Mandatory background check (National Criminal Record), every volunteer will be required to do the following:

- 1) Pennsylvania State Police Criminal Record Check (FREE)
- 2) Pennsylvania Child Abuse History Clearance through Dept. of Human Services (FREE)
- 3) If the volunteer **has been** a continuous resident for the past 10 years:
  - a. Signed disclaimer affirming no charges in other states that would prohibit selection as a volunteer (*FREE*)
- 4) If the volunteer **has NOT been** a continuous resident for the past 10 years:
  - a. FBI Criminal Background Check (fingerprint check) for federal criminal history records (\$27.50)

In order for us to keep track of and store these new documents, Media Little League (MLL) has contracted with ClearCheck.me (https://mediall.clearcheck.me). This will allow us to:

- Allow MLL to confirm (for PA) that all volunteers have been processed
- Keep all Documents Secure
- Confirm (with two questions) volunteers have or have not been a continuous resident of Pennsylvania for the past 10 years

Anyone who would like to volunteer, must contact us to create an account on ClearCheck.me's server. The volunteer will receive an email with login credentials and instructions. We will also have detailed instructions on our website.

#### For more information:

Department of Human Services:

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C 135249.pdf

#### Little League International:

http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks/pennsylvania.htm

## **Background Check Signature Form**

Under the new Pennsylvania state law all Volunteers must obtain and submit the following clearances:

- Criminal History Clearance from the PA State Police <a href="https://epatch.state.pa.us/">https://epatch.state.pa.us/</a>
- Child Abuse History Clearance from the Dept. of Human Services https://www.compass.state.pa.us/cwis/public/home

**Additionally** -the volunteer must have resided within the state of PA for the past 10yrs & swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense listed below under code 6344 (c)

\*\*\*If the volunteer has NOT resided in the state of Pennsylvania for the last 10yrs FINGERPRINTING PROCESS IS

REOUIRED\*\*\*

#### By signing the bottom of this document you are stating the you have :

- 1. Lived in the State of PA for the last 10years
- 2. Have not been convicted of any of the offenses listed in section (c) to disqualify your participation

#### (c) Grounds for denying employment or participation in program, activity or service.--

- (1) In no case shall an administrator hire or approve an applicant where the department has verified that the applicant is named in the state wide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.
- (2) In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

- (3) In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.
- (c.1) **Dismissal.-**-If the information obtained pursuant to subsection (b) reveals that the applicant is disqualified from employment or approval pursuant to subsection (c), the applicant shall be immediately dismissed from employment or approval.

First/Last Name		
_	(please print)	
Signature		 Date

# Media Little League Background Check Process Accessing ClearCheck.me

(1) Go to the website: <a href="https://mediall.clearcheck.me/">https://mediall.clearcheck.me/</a>



- Enter your email address and the Invite Code you were sent.
- (2) There are four things to accomplish in this process:
  - Obtain and upload your Pennsylvania Child Abuse History Clearance
  - Obtain and upload your Pennsylvania State Police Criminal Record Check (PATCH)
  - Answer the two questions in the FBI Criminal Background Check area
    - o Have you lived in Pennsylvania for the past 10 years?
    - o Is your position within Media Little League unpaid volunteer?
  - Sign your account Electronically (after both forms have been updated)
- (3) Step 1: Obtain and upload your Pennsylvania Child Abuse History Clearance



- If you have already completed your Clearance:
  - o If you have an electronic copy, you can click "Choose file" and upload it to the ClearCheck.me server.
  - o If you have a paper copy, you can scan it, create a PDF and upload it to the ClearCheck.me server.
  - If you have a paper copy, but no way to create the PDF feel free to contact us for assistance (mediall@dca.net)

- If you have not already completed your Clearance:
  - o Click on the "PA Child Welfare Portal" link
    - https://www.compass.state.pa.us/cwis/public/home
  - Go to the site and obtain your clearance (see other instructions). The end of this process allows
    you to create a PDF of your Clearance create that file and come back to ClearCheck.me and
    upload it here.
- (4) Step 2: Obtain and upload your Pennsylvania State Police Criminal Record Check (PATCH)

## Pennsylvania Child Abuse History Clearance

Do you have a PA Child Abuse History Clearance already? If so, please upload it now:

Choose file

If not, please first visit the PA Child Welfare Portal and return here when complete.

- If you have already completed your Clearance:
  - o If you have an electronic copy, you can click "Choose file" and upload it to the ClearCheck.me server
  - o If you have a paper copy, you can scan it, create a PDF and upload it to the ClearCheck.me server.
  - If you have a paper copy, but no way to create the PDF feel free to contact us for assistance (mediall@dca.net)
- If you have not already completed your Clearance:
  - o Click on the "Pennsylvania Access To Criminal History (PATCH)" link
    - https://epatch.state.pa.us/Home.jsp
  - Go to the site and obtain your clearance (see other instructions). The end of this process allows you to create a PDF of your Clearance – create that file and come back to ClearCheck.me and upload it here.
- (5) Step 3: Answer the two questions in the FBI Criminal Background Check area

## FBI Criminal Background Check

Lastly, if you have not lived in Pennsylvania for 10 years, you need to complete an FBI Criminal Background check.

Have you lived in Pennsylvania for the past 10 years?

Yes No

Is your position within Media Little League unpaid volunteer?

○ Yes ○ No

- Have you lived in Pennsylvania for the past 10 years?
  - o Yes you do not need to do the FBI Criminal Background Check
  - No You will need to obtain an FBI criminal history check. You can start that at the 3M Cogent Applicant Processing Services site. The check involves a few steps:
    - Select "Register Online".
    - For "Reason to be Fingerprinted" select, "Employment with a significant likelihood of regular contact with children".
    - Fill in the rest of the form (you do not need Agency).
    - Take the registration form and go to one of the locations to be fingerprinted.
    - You will receive a report in the mail in 2-6 weeks.
    - Upon receiving that report, please scan or photograph it and upload it in the FBI Area (shown on next page)

You will need to obtain an FBI criminal history check. You can start that at the 3M Cogent Applicant Processing Services site. The check involves a few steps:

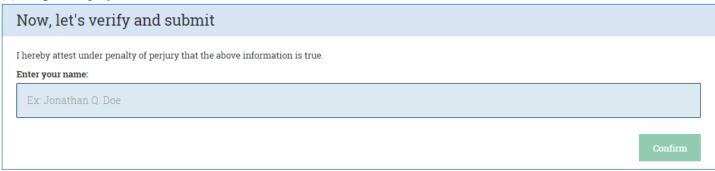
- · Select "Register Online"
- For "Reason to be Fingerprinted" select, "Employment with a significant likelihood of regular contact with children"
- · Fill in the rest of the form (you do not need Agency).
- Take the registration form and go to one of the locations to be fingerprinted.
- You will receive a report in the mail in 2-6 weeks.

Upon receiving that report, please scan or photograph it and upload it here:



- Is your position within Media Little League unpaid volunteer?
  - o Answer "Yes" to this question.

#### (6) **Step 5:** Sign your form:



• Once you have completed the first 4 steps – you can "sign" this by entering your name in the box shown above ("Enter your name:"). This would be your full name (i.e. John F. Kennedy). It must be your full name, not just your initials.

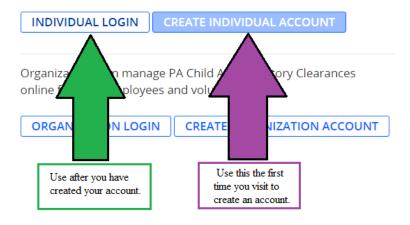
# Media Little League Background Check Process Pennsylvania Child Abuse History Clearance PA Child Welfare Portal

(1) Go to the website: <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>

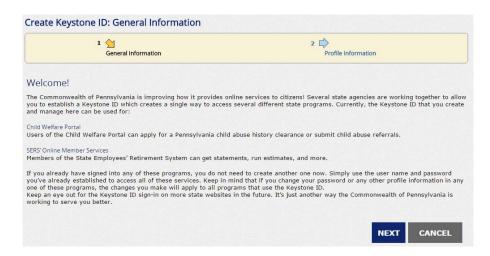
WELCOME TO THE

## **Child Welfare Portal**

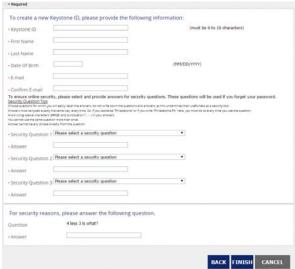
Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.



- (2) On your first visit pick "Create Individual Account."
  - Once your account has been created and you come back to their site, click "Individual Login."
- (3) Pre-Account Screen 1: General Information
  - Read and click "Next" to move forward



(3) **Pre-Account Screen 2:** Profile Information



- Enter the Keystone ID (a.k.a. username) you want to use
- Enter your Name, Date of Birth and email Address
- Pick three Security Questions and their answers (this will be used if you forget your Username and/or Password later).
- For security, you will have to answer the question at the bottom. This one is asking "4 less 3 is what?" and the answer would be 1. Your question will vary.
- Once you have entered all your information, Click the "Finish" button to move forward.

(4) A temporary password will be emailed to the email account you entered on the screen. It will look like this:



- Close the browser window you created the account in
- (5) Re-open a browser and go back to the website: https://www.compass.state.pa.us/cwis/public/home
  - Now that you have an account, click on the "Individual Login" button



 On the "What Would You Like to Do Today" screen, click on the "Access My Clearances" button What Would You Like To Do Today?

Please select which account you would like to access.

ACCESS MY CLEARANCES ACCESS MY REFERRALS

• The "Learn More" Screen discusses disclosures, information about the site and Warnings about using the site. Click the "Continue" link at the bottom of the screen.



(6) Login to your account using the username you created and password you were sent in the email.





- Note: There is a "Forgot Password" Link just in case you forget what you change the password to.
- Enter your username and the password which you were emailed
- (7) Once you are logged in, you have to create a new password
  - You will be asked to enter the new password twice
  - Once the system confirms your new password, close your browser

- (8) Re-open a browser and go back to the website: <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>
  - Now that you have an account, click on the "Individual Login" button



(9) You will come to the My PA Child Abuse History Clearances, click on "Create Clearance Application"

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION

ADD APPLICATION TO ACCOUNT

(10) The "Getting Started" screen will explain what you will have to do – for your benefit, we have reproduced the information from the screen here:

# What to Expect

The exact amount of time it will take for you to complete this clearance application will vary depending on the information you supply.

If you have been provided an authorization code by the organization that is asking you to apply for a clearance, you will have a chance to enter it on the application payment page. Otherwise you will have the ability to enter your credit/debit card information as a form of payment.

You will be required to provide an electronic signature (e-Signature) in order for your Pennsylvania Child Abuse History Clearance application (CY113) to be accepted. If you do not wish to provide an e-Signature then you must download, complete, sign and mail in a paper copy of the CY113. You can download the CY113 by clicking here.

You will be able to save and print your application once you have completed the application online.

Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address. Your Child Abuse History Certification is valid for 60 months.

#### **Information You Will Need**

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either credit/debit card information for an \$8.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

# **Volunteer Applicants**

As a volunteer applicant you are permitted to receive one certification free of charge every 57 months. In order to submit a volunteer application without a payment, you are required to affirm that you have not already received a paper or electronic volunteer certification free of charge within the previous 57 months.

# **Additional Information**

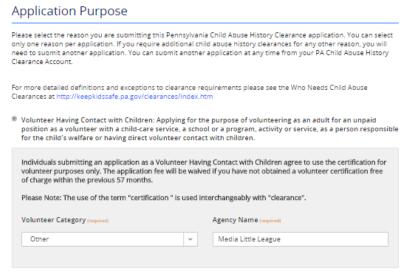
All of the information that you entered here is secure and confidential. For more information on the security and confidentiality of this website, please view the Commonwealth of Pennsylvania's Privacy Policy. Additionally more information is provided in the Rights and Responsibilities.

If you have any questions about your application, please refer to the Frequently Asked Questions page. If you need further assistance, please contact the ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

• When you finish reading (on the screen) click the "Begin>" Link at the bottom of the screen.

# (11) Application Purpose Screen

• For Media Little League, you can click on the "Volunteer Having Contact with Children" radio button.



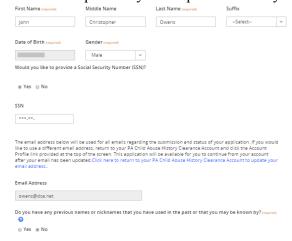
- Click on the Volunteer Having Contact with Children, another dropdown will appear on screen (the darker gray shown above).
- You Volunteer Category will be "Other"
- The Agency Name is "Media Little League"
- Once you enter the Volunteer Category and Agency Name click on the "Next>" link at the bottom of the screen

# (12) Applicant Information Screen

• The next series of screens will ask detailed information about you – name, date of birth, SSN, addresses since 1975 and people you have lived with.

#### • Screen 1: Name, Date of Birth, Gender and SSN

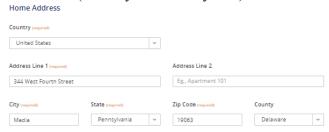
 Note (on the website): ...disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number



- o It will also confirm your email address
- o It will ask if you have any previous names or nicknames (i.e. Maiden name or name changes)
- You can add contact phone numbers

#### • Screen 2: Current Address

Enter your Home Address (where you currently live)



- O Question: Is your mailing address the same as your home address? If it is not, click "No" and it will ask you for your Mailing Address (i.e. a PO Box)
- Question: Would you also like to have a paper version of the certificate sent to your home or mailing address? Click "Yes" or "No"
- Click "Next" to move to next screen.

#### • Screen 3: Previous Address

o Please enter everywhere you have lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.



- o Enter past addresses by clicking "Add Previous Address"
- o Click "Next" to move to next screen.

#### • Screen 4: Household Members

O Please tell us about everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.



- o Enter household members by clicking "Add Household Member"
- o Click "Next" to move to next screen.

# Screen 5: Application Summary

- This is a summary of the information you have entered so far. Please check your information for accuracy. If your information is not correct or needs to be updated, please click the edit button in the heading of the section that you would like to update and modify it as necessary.
- Once you have verified all your information, click "Next" to move to next screen.

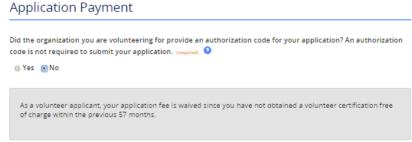
# • Screen 6: eSignature



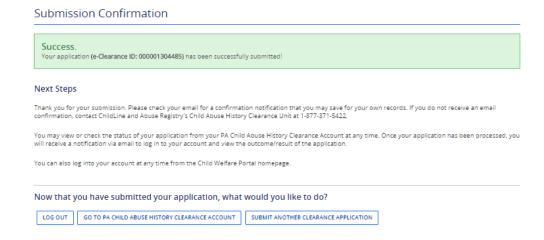
- o Critical: Enter "No" for this question: Have you received a paper or electronic volunteer certification free of charge since 04/14/2011?
- o If you answer "Yes" you will have to pay for the certification.
- Check the box: "I hereby affirm that the information entered on this application is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law..."
- o Signature: Enter your first and last name.
- O Click "Next" to move to next screen.

# • Screen 7: Application Payment

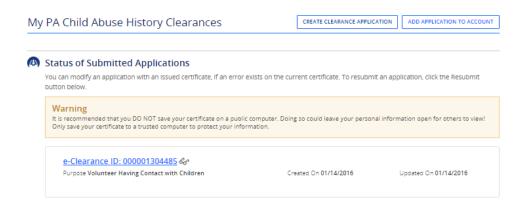
o Enter "No" for the only question on this screen



- o Click "Waive Application Fee and Submit Application" to move to next screen.
- Screen 8: Submission Confirmation



- At this point you can log out of the account and wait for an email letting you know your Certification is ready.
- o If you click on "Go to PA Child Abuse History Clearance Account" you will see the following:



# Follow-Up

- Once your application has been processed, you should receive an email letting you know.
- Go back to the website: <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>
- Now that you have an account, click on the "Individual Login" button



- Log in and you will see the clearance screen
- Click on the ID to bring up your Clearance Certificate
- Download, Save or Export this file to a PDF
- Log into ClearCheck.me and Upload this to the Pennsylvania Child Abuse History Clearance

# Media Little League Background Check Process Pennsylvania State Police - PATCH

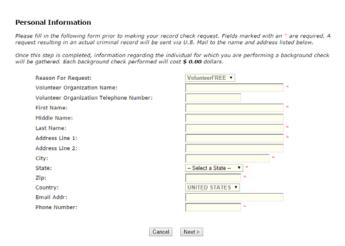
(1) Go to the website: <a href="https://epatch.state.pa.us/Home.jsp">https://epatch.state.pa.us/Home.jsp</a>



(2) If this is the first time you are landing here, choose the "New Record Check (Volunteers only) button. If you have already entered your info and simply want to get the results...go to page 4 of this document.

New Record Check (Volunteers only)

- (3) Check the Box at the bottom of the screen and Click "Accept" to go forward
- (4) The Personal Information is the your information as the Requester...another screen will ask for your Personal Information as the person the Background Check will be run on.
  - Request For Reason = VolunteerFREE
  - Volunteer Organization Name = Media Little League
  - Volunteer Organization Telephone Number = 610-566-0702
  - Enter your personal information and press "Next>"

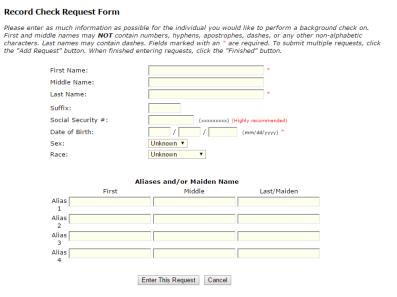


(5) Review the information and if all ok, click "Proceed"



# (6) Record Check Request Form

• Enter the details of your information...yes, you are entering this a second time – but this time you are telling the website who the background check will be on.



- Once you enter all data click "Enter This Request"
- Note this is a secure website (https://), so while the SSN is not required, we suggest you enter your SSN and Date of Birth.
- (7) Once you have clicked "Enter This Request" it will come back to the same screen, without your detail.
  - This is OK...it is asking you to enter others.
  - You will see the following at the bottom of the screen:



Click "Finished"

(8) You will now get this screen:



- Note instead of XXXXXXXXX and XX/XX/XXXX you will see your actual SSN and Date of Birth, respectively. Click "Submit"
- (9) The Screen will Process and come back with this:



• Click the Bold Control number (on yellow line), in this case, "R15589633"



(10) The final step is to click the word "Certificate Form" – that looks like this:



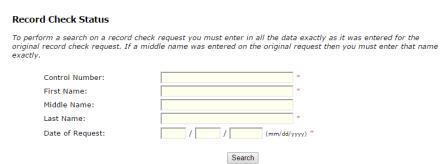
Print or Save this Document to a PDF File and Upload it to the ClearCheck.me site.

# If you have entered all the data and tells you to check back later for the results OR you want to reprint your Certification, you can check back later with the following process

- (1) Go to the website: <a href="https://epatch.state.pa.us/Home.jsp">https://epatch.state.pa.us/Home.jsp</a>
- (2) Click on "Check the status of a Record Check"

Welcome to Pennsylvania Access To Criminal History			
Response times for record requests labeled "UNDER REVIEW" vary depending upon the volume of requests received. While every attempt is made to process inquiries as quickly as possible, turnaround times on these requests can be expected to take between four to six weeks. We apologize for any inconvenience as we process all requests as quickly as resources allow.			
PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)			
All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.			
New Record Check (Volunteers only)			
➤ Submit a New Record Check (requires a credit card)			
Check the status of a Record Check			

- (3) Enter the exact information you entered when you requested the form for example, if you entered a Middle Name, make sure you enter it here as well. You must enter the exact Control Number (starts with an R), as well as the Date of your Request.
  - Click "Search"



(4) Your Record will be in the grid at the bottom of the screen – if it does not appear, confirmed that you entered all the data correctly. We have found if you do not enter the name exactly as you entered originally (Jim vs. James), it will not come back:



Click the Bold Control number (on yellow line), in this case, "R15589633"

(5) The Screen will Process and come back with this (which is NOT your Certificate):



(6) Click the "Certificate Form" link and your form (shown here) will come up:



(7) Print or Save this Document to a PDF File and Upload it to the ClearCheck.me site.

# Media Little League

# **COVID-19 Protocol**

# **Overview:**

As an organization, we will be following guidelines and recommendations provided by the State of Pennsylvania and the Centers for Disease Control and Prevention (CDC) and governing leagues/associations. We will continue to monitor government recommendations and may adjust guidelines accordingly.

# **New Proposed Measures:**

- Contact the Safety Officer (Dr. Steve Cohen) or board member (Dr. Rob Nunag) for all matters relating to COVID-19, overseeing, prevention, event planning, case reporting, and dissemination of information.
- Symptom monitoring/tracking for all players and staff: daily symptom checklist (see below).
- Medical evaluation recommended for any symptomatic coaches and players.
- New Return to Play plan implementation (including social distancing requirements).
- Case reporting to league and local health authorities.
- Emergency response planning with local emergency medical services.
- A commitment to abide by national and local government recommendations and guidelines regarding hygiene, social distancing, limits on group size, and other means of reducing the spread of COVID-19.
- Postings and dissemination of new guidelines to our membership.
- Everyone must wear a mask at all times except players on the playing field.

#### **Modification of Baseball Activities:**

- Team workouts will be broken down into smaller workout groups whenever possible, and workout groups may be staggered
- Maximum group size is 8 players (per coach).
- Groups will be kept consistent until deemed safe by local, state, and federal guidelines.
- All events will be outside until deemed safe by local, state, and federal guidelines.
- Safe play will be required based on local, state, and federal guidelines
- Flow will be controlled by using specific entrances/exits throughout the facility.

# **Coach / Volunteer Requirements:**

- 1. Must complete online self-assessment prior to attending.
- 2. Must always adhere to social distancing guidelines.
- 3. Must wear a mask at all times.
- 4. Only use your own equipment.
- 5. Must use hand sanitizer after handling any team equipment such as balls, buckets, cones, or screens.

#### **Player Requirements:**

- 1. Must complete online self-assessment prior to attending.
- 2. Must adhere to social distancing guidelines whenever possible.
- 3. Must wear a mask at all times except when on the field.
- 4. Only use your own equipment.
- 5. Do not unnecessarily touch any team equipment such as buckets, screens, or cones.
- 6. Must come to the complex in full gear upon entry and exit.
- 7. When not playing, must stay in designated player area outside of dugout behind fence covering.
- **8.** No sunflower seeds, chewing gum, spitting.

# **Umpire Modifications:**

For the 2021 season, Umpire positioning will be determined, as we get closer to our season and based on updated County, State and Federal Protocols.

#### **GENERAL HEALTH RECOMMENDATIONS:**

We ask all members to follow the below general hygiene best practices to reduce the risk of spreading infection:

- Avoid touching your face.
- Frequently wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
- Cover mouth and nose (with arm or elbow, not hands) when coughing or sneezing and wash hands afterwards.
- Wear a mask at all times.
- Frequently clean commonly used surfaces (doorknobs, for example) with an antiseptic cleanser.
- Avoid contact with other individuals (shaking hands, for example).
- Maintain a distance of 6' between you and others.
- Stay at home, if you feel sick and contact your care provider.

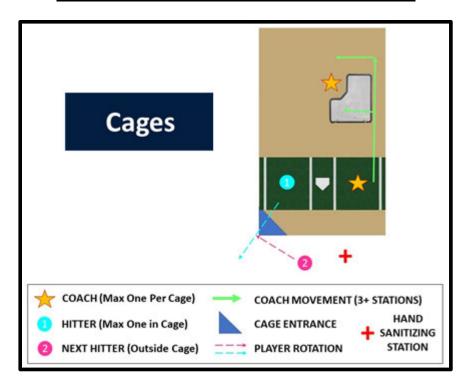
# **Symptom and Exposure Questionnaire**

All players and coaches are required to complete the following COVID-19 symptom and exposure questionnaire before you practice / games. If your answer to questions 1, 2, or 3 is "Yes," please do not show up to league facilities and contact your physician immediately.

1.	In the past 72 hours, have you experienced any of the following symptoms?		
		Yes	No
	Shortness of Breath or Difficulty Breath		
	Cough		
	Fever		
	Headache		
	Chills		
	Sore Throat		
	Loss of Taste or Smell		
	Muscle Pain		
	Nasal Congestion		
	Runny Nose		
	Diarrhea		
	Fatigue		
If you	answered "Yes" to any of the above, please providary):	le details (use a	additional sheet if

NAMI	E: DATE:			
4.	Please list below any countries other than the United States or Canada in which you have spent time over the last 30 days. If you have not left the United States and Canada within the last 30 days, please write "None." (Use additional sheet, if necessary.)			
If you	answered "Yes," please provide detail below (and identify the individual, if possible):			
	Yes No			
3.	Do you have reason to believe that you, or anyone with whom you've had close contact, may have been exposed to Covid-19 in the past 14 days?			
If you	answered "Yes," please provide detail below (including temperature readings, if available):			
	Yes No			
2.	Have you had a fever at or above 100 degrees Fahrenheit or taken any fever-reducing medications (e.g., Tylenol or Advil) within in the last 72 hours?			

# **Batting Cage Positioning and Use Recommendations**



# **Protecting our Pitchers:**

PROTECTING OUR PITCHERS Little League® has always placed safety as a top priority, and we continually strive to provide children with safe and healthy baseball/softball opportunities. For more than a decade, the Little League program has been at the forefront of promoting arm safety for youth pitchers. Our pitching regulations must be followed throughout all play, and it's important to give your baseball and softball pitchers the opportunity to properly warm-up and get their arms used to throwing again. Additionally, we recommend that coaches implement calisthenics, stretches (active and static), and jogging for pitchers, as well as all players, to loosen muscles, build endurance, and work back into the season in a safe and effective manner. Here is some guidance to help in getting your pitchers ready for the resumption of play. Baseball †

- During week one, pitchers should throw to 1-35 pitches in a bullpen session. Pitchers throwing more than 21 pitches shall observe one day of rest. We recommend throwing 35 pitches on Monday, Wednesday, and Saturday. †
- Week two, we recommend pitchers throw no more than 35 pitches in their first exhibition game. Pitchers throwing more than 21 pitches shall observe one day of rest.
- Pitchers may throw up to 50 pitches in their second exhibition game if they have thrown in a previous exhibition game.
- If they have not thrown in a previous game, said pitcher may only throw up to 35 pitches. Pitchers throwing more than 35 pitches shall observe two days of rest. †
- During the first week of game play, it is recommended that a pitcher not throw more than 65 pitches in a game. Pitchers throwing more than 51 pitches shall observe three days of rest. † Week two of the regular season, regular pitching rules will apply as outlined in the rulebook.