

# **Cheyenne Little League**

**2016**

## **Safety Plan**



**"Developing our youth through sports in a safe and positive environment."**

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## **Authority**

Little League Baseball<sup>®</sup>, Inc. Operating Manual requires that each league have an active Safety Officer. This position must be a board member with voting privileges. This is reinforced by the implementation of the **A Safety Awareness Program (ASAP)** by Little League Baseball<sup>®</sup>, Inc. International Congress in 1965.

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# **Little League®**

## **2016 Safety Plan**

### **Making It "Safer For The Kids!"**

#### **1. Introduction**

This Safety Plan was developed in accordance with Little League Baseball®, Inc. and its A Safety Awareness Program (hereinafter ASAP Program) requirements. This plan shall be updated annually or as needed so as to maintain compliance with Little League and ASAP standards.

#### **2. Safety Plan Distribution**

This Safety Plan shall be disseminated to all league board members, managers, coaches, team parents, umpires and other volunteers. In addition, a copy of this Safety Plan shall be posted in the league's concession area, equipment room, meeting room, and any bulletin board so that any person wishing to review it can do so. Copies of this plan shall be made available upon request to any parent/guardian or others having the need to know.

#### **3. Authority of League Safety Program**

Little League Baseball®, Inc. Operating Manual requires that each league have an active Safety Officer who is on file with Little League Headquarters in Williamsport, P A. This position must be one with voting privileges on the league's board. This is reinforced by the implementation of the A Safety Awareness Program of Little League Baseball®, Inc. International Congress in 1965.

The completion and submitting of the "Qualified Safety Plan Registration" form from the ASAP Safety Plan Instruction package shall meet this requirement.

#### **4. Cheyenne Little League Mission Statement**

Through exemplary leadership and proper guidance, The Cheyenne LL will promote, develop, supervise, and voluntarily assist youth in developing the qualities of leadership, discipline, teamwork, and physical well-being.

## 5. Little League's Pledge for Players, Volunteers and Parents/Guardians

Players:

**I TRUST IN GOD  
I LOVE MY COUNTRY  
AND WILL RESPECT ITS LAWS  
I WILL PLAY FAIR  
AND STRIVE TO WIN  
BUT WIN OR LOSE  
I WILL ALWAYS  
DO MY BEST**

Volunteers and Parents/Guardians:

**I WILL TEACH ALL CHILDREN TO PLAY FAIR AND DO THEIR BEST  
I WILL POSITIVELY SUPPORT ALL MANAGERS, COACHES AND PLAYERS  
I WILL RESPECT THE DECISIONS OF THE UMPIRES  
I WILL PRAISE A GOOD EFFORT DESPITE THE OUTCOME OF THE GAME**

A special quote:

**From the ranks of youngsters who stand now  
On the morning side of the hill  
will come the leaders, the future strength  
and character of the nation**

Source: Little League Baseball ®, Inc.

League Player Registration Data or Player Roster Data and Coach and Manager Data must be submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org).

## 6. Safety Code of Little League Baseball

Arrangements should be made in advance of all games and practices for emergency medical services.

Managers, coaches and umpires should have training in first-aid. First-aid kits will be available at the field.

No games or practices should be held when weather or field conditions are bad, particularly with lightning.

Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.

All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play".

Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.

Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.

During practice and games, all players should be alert and watching the batter on each pitch.

During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.

All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.

Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.

Batters must wear Little League approved protective helmets during batting practice and games.

Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. NO EXCEPTIONS.

Managers should encourage all male players to wear protective cups and supporters for practices and games.

Except when runner is returning to a base, head-first slides are not permitted.

During sliding practice, bases should not be strapped down or anchored.

At no time should "horse play" be permitted on the playing field.

Parents of players who wear glasses should be encouraged to provide "safety glasses."

Player must not wear watches, rings, pins or metallic items during games and practices.

The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers.

This applies between innings and in the bullpen during a game and also during practices.

Managers and Coaches may NOT warm up pitchers before or during a game. On-deck batters are not permitted (except in Junior/Senior/Big League Divisions).

All managers are required to attend Cheyenne Little League-sponsored managers clinic and all coaches are invited as well.

Our Cheyenne Little League runs background checks on all of the managers, coaches and other applicable volunteer applicants.

## 7. Safety Code of Cheyenne Little League

All managers and coaches will read this Safety Code and then read it to the players and parents on their team. Signatures are required in the spaces provided below acknowledging that the manager, coach and players understand and agree to comply with Safety Code.

- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him / her and to others.
- An Emergency telephone will be required for practices and games.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Only players, managers, coaches, team moms and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Foul balls batted out of playing area will be returned to the snack bar and not thrown over the fence during a game until our ball returns are installed.
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games.
- At no time should **“Horse Play”** be permitted on the playing field.
- No children under the age of 15 are permitted in the Concession Stand.
- No alcohol or drugs allowed on the premises at any time.
- No smoking within twenty feet of the dugouts and concession stands.
- No throwing rocks.
- No climbing fences.
- No swinging on dugouts roofs.
- Observe all posted signs.



## 8. Communicable Disease Procedure of Little League

The following procedure has been adopted by Little League Baseball®, Inc. This league recognizes this procedure and enforces its implementation.

These procedures, also printed in each of the Official Regulations and Playing Rules, should be understood and followed by all managers, coaches and umpires.

While risk of one athlete infecting another with HIV / AIDS during competition is close to non-existent, there is the remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not limited to, the following:

**THE BLEEDING MUST BE STOPPED, THE OPEN WOUND COVERED AND IF THERE IS AN EXCESSIVE AMOUNT OF BLOOD ON THE UNIFORM IT MUST BE CHANGED BEFORE THE ATHLETE MAY PARTICIPATE.**

**Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or bodily fluids is anticipated. Immediately wash hands and other skin surfaces if contaminated (in contact with blood or other bodily fluid. Wash hands immediately after removing gloves.**

1. Clean all blood contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
2. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
3. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
4. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
5. Contaminated towels should be properly disposed of/disinfected.
6. Following acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth-guards and other articles containing body fluids.

Additional information is available from your state high school association, local hospitals and health departments and from TARGET.

## **9. Contaminated Items Disposal Procedure of Cheyenne Little League**

The League safety Officer shall obtain from one or more sources (fire department, hospital, etc.) a container designed for the disposing of such items as bloody bandages/gauze, needles, or other contaminated items. This container shall be marked as to its contents.

Contents of containers shall be disposed of in a safe and lawful manner. Under no circumstances shall the contents or contents and contained be disposed of by placing in the trash. Your local hospital or emergency care facility can handle the disposal.

A replacement container must be made available for immediate use

## **10. Safety Officer Duties and Responsibilities of Cheyenne Little League**

### **Authority:**

By the unanimous action of the 1965 Little League International Congress and subsequent ratification by the Board of Directors of Little League®, Inc., it was resolved that every chartered Little League shall appoint a Safety Officer. The League Safety Officer's name, address and telephone number shall be on file with Little League Baseball®, Inc.

### **Selection:**

Selection of the League Safety Officer shall be conducted in one of two methods. The League safety officer shall either be appointed by the League President or elected by the board or general election. The League safety Officer shall have full authority with voting rights on the board.

### **Qualifications:**

The League Safety Officer shall be a person having the following qualifications.

Have the time, desire, interest to develop a safety program.

Be able to work effectively with the League President, fellow board members, managers, coaches, umpires, players and parents/guardians.

Have knowledge of Little League Baseball/Softball so as to be able to evaluate and suggest corrective measures for hazards or other safety concerns without conflicting with Little League policy.

Have first-hand experience or training in the area of safety and the ability to develop a strong safety program. Such a person may have a background in law enforcement, fire protection, medical services or other related areas.

Be able to adapt to others point of view if so needed.

Be able to see League's Safety Plan and Program to all involved.

Be able to attend any and all meetings, seminars offered by the Little League Baseball District or Regional units.

Work closely with the District Safety Officer.

**Responsibilities:**

The main responsibility of the League Safety Officer is to develop and implement the league's safety program in accordance to Little League requirements. The following are some duties of the League Safety Officer. This position should be the only position held by the person assigned or chosen to it. This program is not only important for the safety of our children but also is time consuming at times.

- Develop and maintain a functional league safety plan meeting Little League requirements.
- Annually review and up-date, as needed the league's safety plan.
- Complete and submit to Little League the annual National Facility Survey, Lighting Audit, Safety program registration Application and all other required applications of Little League.
- Attend all meetings pertaining to safety offered by District or Regional Headquarters.
- Develop and present training classes on safety (First-Aid/CPR training, equipment inspection, etc.) and other related training.
- Organize and present regular safety meeting for the managers, coaches and other volunteers within the league.
- Develop and up-date as needed manuals/policies relating to snack bar operation, emergency preparedness, etc.
- Keep League president, Board members, managers, coaches, etc. up to date on all new safety policies from Little League.
- Handle or assist in the background checks of all league volunteer applicants.
- Work closely with the District safety officer.
- Obtain, investigate, review, and disseminate to need to know parties all accident, injury and incident reports. In addition be responsible for filing of it.
- Receive and process insurance claims.
- Investigates all accidents, injuries as to what happened and what can be done to prevent similar incidents from reoccurring.
- Develop and train an Assistant safety officer as well as Team Safety Representatives.
- Develop league safety contest on safety ideas for its children to participate in.
- Encourage the use of mouth guards, helmet guards, safety glasses as well as any other item promoting safety for our children.
- Make available the current as well as past issues of ASAP News.

**Financial:**

The league shall allocate sufficient funding so as to enable the League Safety Officer to purchase safety supplies as needed. All purchases shall have prior approval from the board

Every effort shall be made to obtain supplies through donations from local, hospitals, doctors, medical supply places, etc.

**11. Emergency, League Officials and Other Important telephone Numbers**

In the event of an emergency requiring immediate response of Police, Fire, medical Aid or any combination of, call:

**911**

The following telephone numbers are league business use only. Under no circumstances should they be given out for non-league related business.

Local Police Department Non-Emergency/ Telephone Number: (307) 637-3500/  
637-6521

Local Fire Department Non-Emergency Telephone Number: (307) 637-6311

Local Hospital Telephone Number: (307) 634-2273

Little League Baseball ®,Inc. Headquarters, Williamsport, PA (570) 326-1921

Little League Baseball ®,Inc. Headquarters, Williamsport, PA (570) 326-1074

(Fax)Western Region Headquarters, San Bernardino, CA (909) 887-6444

Western Region Headquarters, San Bernardino, CA (909) 887-6135 (Fax)

ASAP Hotline (800) 811-7443

ASAP Fax (515) 673-4852

Wyoming District 1: Dist. Admin. VerDon Hoopes (307) 745-3355  
(307) 399-6555 cell

Email Verdonhoopes@yahoo.com  
Safety Officer Mike Antonovich (307) 680-5591 cell

Email wyodadof3@yahoo.com

Cheyenne Little League Safety Officer Jan Ross (307) 256-8622 cell  
(307) 638-8725 home  
(307) 634-4242 work  
Ext. 310

Cheyenne Little League Board of Directors:

President: Sam Sims (307) 220-8023 cell

Vice President: Josiah Ward (901) 605-1075 cell

Treasurer:	Steve Salazar	(307) 920-9866 cell
Secretary:	Lauren Sims	(307) 421-4820 cell
Player Agent:	David Lazarus	(307) 214-1652 cell
Coaching Coordinator:	Mark Robert	(307) 421-3249 cell
Coaching Coordinator:	Gary Harley	(307) 256-1646 cell
Safety Officer:	Jan Ross	(307) 256-8622 cell (307) 638-8725 home (307) 634-4242 work Ext. 310
Umpire in Charge:	Brian Lopez	(307) 760-4135 cell
League Information Manager/ Sponsor Fundraising Manager	Sam Sims	(307) 529-1987 Office
Concessions Manager	Lauren Sims	(307) 421-4820 cell
Miscellaneous Telephone Numbers for Umpire Service		NONE
Cheyenne Little League Facility Telephone Numbers		NONE
Concession Stand:		NONE
Cheyenne Little League Mailing Address:	Cheyenne Little League PO Box 22131 Cheyenne, WY 82003	

## 12. Volunteer Background Check Policy

Little League Baseball®, Inc. is an organization providing over 3,000,000 youth the chance to learn and play the great game of baseball and softball worldwide.

To achieve this goal, Little League is dependent upon over 1,000,000 adult volunteers to provide services as managers, coaches, umpires, team parents, and other positions to make this happen. .

Unfortunately this can and has drawn persons with unsavory reasons to this program. To ensure that these types of people are prevented from becoming a part of this organization, Little League Baseball, as of October 2002, is now requiring that all volunteers and contract persons be subjected to a background check that will reveal any negative activity that could be a hazard to our children and other volunteers. To ensure this, all volunteer applicants shall complete in full an official Little League Volunteer Application. Attached to the application shall be a photocopy of the applicant's driver's license or government issued identification card having a photograph of the applicant.

Any applicant refusing to complete this application or failing to answer all of its questions shall be removed from current and future consideration.

All applications submitted shall be kept confidential and stored in a secure place. All applications shall be destroyed by shredding at the end of the season. Under Little League rules, a new application must be submitted and processed for each new season.

The background check shall be at minimum of checking the California Megan's Law Sex Offender File. It is proposed that in the near future each volunteer applicant shall be fingerprinted for a more in-depth criminal history check.

Background checks shall be conducted by the League President or person designated by him/her. In any case the League President and if check done by another person, they will then sign in ink each of the applications.

No volunteer will be allowed to work with or provide any form of service to the league until he or she have completed the background check, appointed by the League President and approved by the League Board of Directors.

This background policy shall be up-dated and amended as needed.

Cheyenne Little League will use Choicepoint for all background checks.

### 13. **Manager and Coach Training**

Each manager and coach who has been approved shall attend and complete all training classes offered by the league. Training classes shall be but not limited to first aid, CPR, hitting, sliding, fielding, proper warm-up drills, equipment inspection, etc. or other classes related to this program.

#### **Skills Assessment Training shall be completed by:**

At least one manager/coach from each team	Yearly
Every manager/coach from each team	At least once every 3 years

Failure to complete this requirement may result in that person being removed from his or her position and/or future consideration for any league position.

Training shall be presented by person(s) who have experience and training in such area being offered. The District Safety Officer is a great source for obtaining qualified instructors as well as the local safety services.

These classes are for ensuring the safety of both our children and volunteers.

The following dates have been assigned for the mandatory training for managers, coaches and other designated persons to attend. Failure to attend may be grounds for your removal from your position.

Skills Assessment Training	<u>04/13/2016</u>	Location: WYCO Academy
First-Aid/CPR Training	TBD	Location: TBD
Volunteer Code of Conduct	<u>04/27/2013</u>	Location: WYCO Academy

Other Classes will be scheduled as needed.

#### **14. Field and Equipment Inspection Procedure**

It will be the duty of the home team manager or one of his coaches designated by the manager and prior to the game or practice complete a physical and visual check of the playing field for glass, holes, rocks, fence damage, unsafe bases, or other item that could cause injury to any player or volunteer. This check also includes the dugout, all equipment (league owned and player owned), and electrical outlets within the field or dugout areas.

Any problems found must be repaired or removed prior to any game or practice being held.

Use of breakaway bases is strongly recommended for the safety of players.

All equipment found to be damaged or in poor condition shall be removed from use and returned to the League Equipment Manager for replacement. All players personal equipment not meeting Little League standards or is damaged during play shall be removed. The parent/guardian of the child shall be advised that the equipment is not to be used and should be disposed of so that other cannot use it.

To ensure that these checks are completed, the league will supply each manager with blank copies of a "Field/Equipment Safety Inspection" form. One of these forms must be completed for each practice and/or game and submitted to the League Safety Officer for review and filing.

The League Equipment Manager shall upon receiving any damaged or poor condition shall be repaired if possible or destroyed so that it may not be used by others. Under no circumstances shall any equipment to be destroyed be given to any person or organization for future use. The league safety Officer and/or District safety Officer may request and should be allowed to keep some damage equipment for training purposes.

Prior to each game, the umpire shall consult with the manager/coach completing the safety inspection and be advised of any problems, equipment removal, etc. If the problem is with the field or permanently installed equipment and cannot be corrected before the game starts, the game shall be postponed until such repairs have been completed and the field is safe to play on.

#### **15. Annual Facility Inspections**

Each year and prior to the first practice or game being held, the League Safety Officer shall make a physical inspection of all playing and practice fields, dugouts, fencing, bleachers, backstops, batting cages, snack bars, storage areas, lighting, etc. Additional checks shall be made throughout the season. This inspection will help find and correct any safety concern.

Each year and prior to any equipment being issued, the League Safety Officer along with the League Equipment Manager shall inspect each helmet, bat, catchers gear, and other issued equipment for any signs of wear, damage or other type of hazard. Any piece of equipment found to be damaged and unusable shall be destroyed.

Under no circumstances shall any damaged equipment be given to players or their parents/guardians for their own personal use. Also no damaged equipment shall be given to any other youth organization for their own use. The League Safety Officer and/or the District Safety

Officer may request and the request granted for the taking and using of the damage equipment for training purposes.

Upon receipt each year of the NATIONAL FACILITY SURVEY report, the League Safety Officer shall complete it and submit it with the League's Safety Plan. One copy shall be kept on file for future use and one copy submitted to the District Safety Officer along with the League's Safety Plan.

Upon receipt each year of the LIGHTING SAFETY AUDIT report, the League Safety Officer shall make arrangements with a licensed electrician or other qualified person to perform the inspection and complete the Little League Lighting Safety Audit form. One copy shall be kept on file for future use and one copy submitted with the League's safety Plan to the District Safety Officer.

## **16. Snack Bar/Concession Stand Operation and Safety Procedure**

The snack bar/concession stand is a real moneymaker for most leagues. It also can be the most dangerous and hazardous part of a league's operation. A well-maintained and operated facility will help prevent most accidents and incidents.

Each snack bar/concession stand is subject to an annual inspection for the county health department as well as the local fire department. Failure to pass one of these inspections will be cause for the closing one's facility until it meets the minimum standards or makes the corrections to the violations. The closing causes a loss of income to the league as well as the chance of possible fines for the violations found.

Upon receipt of the government license/permit to operate, it shall be posted in a prominent place for review by all.

The snack bar/concession stand shall be operated by a person(s) who have had training in such operation and have a food handler's food certificate which is current and valid. This person(s) shall train others in the proper handling of food, storage of it, cleaning and operating the facility.

The snack bar/concession stand shall be kept clean at all times. Under no circumstances shall spills, food waste be left for till the next shift or operating day for cleanup.

The following safe handling of food, storage of, disposing of shall be followed.

- All refrigerated foods shall be kept in the cooler until use.
- All foods will be stored in the appropriate container.
- Food expiration dates must be displayed for review.
- All food with expired expiration dates shall be thrown out.
- All cooking utensils shall be kept clean and stored in a clean place when not in use.
- All cooked food and not sold shall be thrown out and kept for future use.
- All CO2 containers shall be fastened to the wall to prevent falling and serious injury to persons around it. Only persons having knowledge of CO2 maintenance shall change containers.
- The League's BBQ shall be kept clean at all times. Only adults shall operate the BBQ. An adult having knowledge of how to change it shall complete changing of the propone gas tank.



Note: Health Department rules do not allow BBQ's.

- The use of indoor grills or fryers shall have approved ventilation systems.
- No person under the age of 16 shall be in or work in the snack bar/concession stand. No child under the age of 18 shall handle any CO2 tank or propane gas tank.
- All refrigeration equipment must meet commercial standards.
- All workers within the snack bar/concession stand shall upon return from the restroom or the handling of any non-food item, shall wash their hands in warm water with soap. .
- All persons having regular working duties in the snack bar/concession stand shall be tested for TB, hepatitis or other transmitted disease. Persons with open sores/cuts or oozing skin conditions shall not work in the snack bar/concession stand the condition resolves.
- Fire extinguisher meeting ABC standards must be placed in each snack bar/concession stand where it can be seen have easy access to. All extinguishers must be checked annually and serviced as needed. Any extinguisher that is used or discharged must be re-charged as soon as possible.
- All windows and doors must have screen to prevent insect from entering.
- An annual inspection by a certified pest control person shall be done prior to opening day.

#### **17. First-Aid Training and First-Aid Kit Procedure**

All managers and coaches shall attend the league first-aid/CPR training class unless they have a current card.

Each manager will be issued one small first-aid kit when he or she receives his/her equipment. This kit shall be at each practice and game.

Each snack bar/concession stand shall have a large first-aid kit.

The League Safety Officer shall ensure that all first-aid kits are fully stocked. Any manager needing replacements shall contact the League Safety Officer for replacements.

Lost or stolen first-aid kits shall be reported to the League Safety Officer for replacement. Failure to report will result in the manager is requested to replace it.

Ice for injuries will be made available from the snack bar/concession stand. All used ice bags shall be disposed of and not be reused so as to prevent the spread of germs/disease.

Each first-aid kit shall contain the following items:

Hard shell container for first-aid items.	First-aid cream
Bandages, all sizes, sheer and flexible	Instant cold pack
Non-stick pads, assorted sizes	Scissors
Soft-Gauze & triangular bandages	Tweezers
Oval eye pads	First-Aid Guide
Hypo-allergenic first-aid tape in dispenser	Contents card
2-inch elastic bandage	Disposable gloves
Antiseptic wipes	Accident/Incident forms

The large first aid kit will be commercially purchased. All first-aid supplies will be kept on hand for replacement of used supplies.

These items can be purchased or obtained from medical supply stores, hospitals, doctor offices, fire departments, etc.

### **18. Accident, Injury and Incident Reporting Procedures**

All Accidents, Injuries and Incident reports shall be reported to the League Safety Officer in writing by using the approved forms within 24 hours.

There are two types of forms. One is for Accident/Injuries and the other is for Incidents.

#### **Accident/Injury:**

All incidents where a player, volunteer or fan is injured either by game related incident or other means. This report is required regardless of the serious of the injury. If the victim refuses to file a report, you will still need to document it for possible future use.

#### **Incident:**

Any incident or activity where a player, volunteer, manager, coach, umpire, fan, etc. is ejected from any game or practice or where a game is stopped or suspended due to un-sportsmanlike conduct is displayed.

In the case where law enforcement is called, this report must be completed.

As with the Accident/Injury report, this report must be filed in writing to the League Safety Officer within 24 hours.

These reports will be kept on file in a secure place and reviewed by the League President and Board of Directors. Copies of these reports shall be forwarded to the District Safety Officer. In the case of the Incident reports, copies of these shall be also sent to the District Administrator.

### **19. Safety Policies and Rules of Little League**

At all times all managers and coaches as well as players shall observe and follow all rules of safety mandated by both Little League and Cheyenne.

As new or revised rules or policies become available, they will be disseminated for all to see. This is the responsibility of the League Safety Officer.

### **20. Insurance Policy of Little League**

Little League provides several types of insurance for both the league and its participants. The accident insurance is for the supplementing of a child's parent/guardian insurance only. In the case where the child has no insurance, this insurance will then cover up to the maximum coverage.

Insurance types:

**Accident:**

For all participants (player/volunteer). Deductible of \$50.00, up to \$100,000.00 per occurrence.

**General Liability:**

For League to cover injury to spectator, player, and volunteer pertaining to accident or other action. Contract services such as schools, city facilities require this coverage. There is a \$20.00 charge per group coverage. Deductible of \$250.00 for \$1,000,000.00 combined single limit or \$2,000,000.00 aggregate.

**Crime Insurance:**

To cover the loss of league equipment, property or loss of funds due to theft or dishonesty. Deductible of \$250.00 for up to \$50,000.00 loss.

**Directors & Officers Liability Insurance:**

Protects league officials from lawsuits filed for slander, wrongful decisions, etc. There is no deductible and coverage is for \$1,000,000.00 per loss/per per policy.

The League Safety Officer shall handle all insurance claims for the league. All form requests shall be made through this office.

All claims shall be processed promptly and be kept confidential. All claims shall be kept for 7 years and then destroyed unless claim activity is still in process.

The League Safety Officer shall meet with each team's parents/guardians and explain this insurance program to them.

**21. Training Clinics and Seminars**

The League Safety Officer with the assistance of the District Safety Officer shall conduct annual training in first-aid, CPR, proper equipment inspection and other training as needed.

Each volunteer shall attend these training classes. Failure to do so could be cause for removal from one's position.

In addition to the training offered by the league, the District as well as Western Region also offers training. Each volunteer is strongly urged to attend one or more of these.

Training offered by public or private sources will also be made available for any volunteer to attend.

Any volunteer attending outside training shall do so at their own expense (as needed or required).

## **22. Emergency Preparedness Procedures**

The League Safety Officer with the assistance of local public safety services shall develop a master **EMERGENCY PREPAREDNESS PROGRAM** for the league.

This procedure shall cover all aspect of what to do and not to do in the event of an act of God (earthquake, wind, lighting, killer bees, etc.), man-made (explosion, train wreck, plane crash, etc.) or criminal activity (gang fight, police activity, prison escape, etc.) or other activity where the safety of our children and volunteers is threatened.

Upon the completion and adoption of this plan it shall be disseminated to all managers, coaches, volunteers, parents/guardians and posted in all public areas. This plan shall be reviewed and updated as needed. A copy of this procedure shall be on file with the District Safety Officer.

**No games or practices will be played or conducted when any danger from any of the preceding activities are present.**

## **23. Code of Conduct Agreement for Volunteers and Parents/Guardians**

Little League Baseball and Cheyenne Little League are joining other youth sports programs in participating in a new program where parents/guardians and its volunteers are being requested to sign a written agreement where they will obey all of the rules, maintain a civil attitude, refrain from making negative comments towards game participants of be subject to being denied access to any league sanction activity.

In addition, each parent/guardian and volunteer shall observe all laws, city ordinances, and request from league officials.

In addition to the above, all volunteers wishing to transport any child to or from any sanctioned Cheyenne Little League activity in their personal vehicle must meet the following requirements.

- Have a current and valid driver's license without any restrictions to transport others
- Have current auto liability insurance as required by state law.
- Be able to submit upon request a copy of one's DMV Driver History readout to the league. This shall be done at the volunteer's expense.

## **24. Complaint Policy of Cheyenne Little League**

In the event any parent/guardian, volunteer or other person has a concern or complaint regarding the operation of the league, player complaint or its activities, they may contact any Board member or use the League's Comment & Suggestion box.

The League President shall check these boxes regularly for any correspondence. Any correspondence shall be handled by the President or given to a Board member who would handle such complaints/concerns.

It is not required for a person submitting such correspondence to give his or her name unless they wish to be contacted with an answer.

All requests for "confidentiality" will be respected.

## **25. Sexual Harassment Policy of Little League Baseball**

Cheyenne Little League has adopted the Little League Baseball®, Inc., Sexual Harassment Policy. This policy will be strictly enforced. Any violation of this policy will be investigated and if found to be true, the person accused will be removed the program. .

To read this policy, you are referred to the Little League Baseball®, Inc. Operating Manual.

## **26. Limitation of A Child Due To A Medical or Physical Condition Policy**

To ensure that your child's well-being is met, it is the responsibility of the parent/guardian to inform the League Player Agent at the time of sign ups of the child's condition. It is also important that the child's manager and coach are also aware of the situation. This information will assist them in knowing how to work with the child so that he or she will have fun in Little League and not have the feeling of being left out.

Information to pass on to these persons is such as allergies, mental ability, physical weaknesses, medications taken, etc., that would place limitations on the child.

All information shall be kept confidential for sake of the child and his or hers family.

It is important that each child have the right to play baseball and have fun doing it.

## **27. Umpire Responsibilities Policy**

All persons designated as umpires (volunteer or contract) shall be required to attend any and all clinics of the District Umpire-In-Chief offered by Cheyenne Little League.

Failure to attend these clinics and complete them shall be cause for releasing that person from umpiring at any league sanctioned game.

All umpires, either volunteer or contract persons, shall complete the Little League Volunteer Application for each league for which he/she shall provide umpire service. This is required by Little League. Failure to complete such application will be ground for not offering any umpire position.

A list will be established and kept up to date on all persons who have been cleared to work as an umpire. This will be for both volunteer and contract personnel.

All background checks will be done according to Little League policy and what is covered in Section 12 of this Safety Plan.

## **28. Contract Services**

Little League Baseball, wishes that all help be of the volunteer type. The hiring of contract personnel is against Little League goal of having an all-volunteer organization.

In the event this league does hire outside help for pay, please refer to the Little League Policy Statement entitled "Payment of Personnel by Local Leagues".

## **29. Resources for Safety Equipment and/or Information**

The League adopting this Safety Plan format may use this section for listing of their suppliers if they so desire.

## **30. Forms Used By Cheyenne Little League**

AIG® Little League Baseball Accident Notification Forms and Instructions  
Little League Insurance Claim Form Instructions Information Little League(English/Spanish)  
General Liability Claim Form  
Cheyenne Little League Accident/Injury Report  
Little League Medical Release  
Little League "What Parents Should Know About Little League Insurance" (English/Spanish)  
Clinic Approval Information  
Little League Volunteer Application  
Little League "Returning" Volunteer Application  
Little League Facility and Field Inspection Checklist  
Little League National Facility Survey  
Cheyenne Little League Incident Report Little League  
Cheyenne Little League Field Inspection Report  
Little League Lighting Audit  
Cheyenne Little League Snack Bar/Concession Stand Inspection  
Cheyenne Little League Equipment Inspection  
Cheyenne Facility Inspection  
Little League Parent/Guardian "Code of Conduct" Agreement  
Little League Volunteer "Code of Conduct" Agreement  
Little League Policy Statement On "Payment of Personnel By Local Leagues"

This concludes the Cheyenne Little League Safety Plan for the year of 2016.