

## **SAFETY PLAN**

### Abington Little League, Inc. Abington National ID 02381728

The Abington Little League is committed to providing a clean, organized, and safe playing area for our community. In order to provide and ensure our fields and common areas are safe for the families that visit, the Abington Little League will maintain and enforce the following safety guidelines, known as the "Safety Plan".

The Safety Plan as noted here, is to be revised and administered annually. The Safety Officer is required by the league, to make sure the information contained within this document is correct and accurate. Any changes will be brought to the Executive Board and amended accordingly. The Safety Officer is required to submit this plan to the League and District Offices prior to March  $1^{\rm st}$  of each year.

#### 1. Contacts and Personnel

- a. League Safety Officer Mary Summa, as filed with the DA and Little League Baseball. The Safety Officer shall remain as a voting member of the Executive Board of the Abington Little League.
- b. League President Jody Fanning, as filed with the DA and Little League Baseball. The President shall oversee and ensure the Safety Plan is amended yearly and enforced with the assistance of the Safety Officer and the others on the Executive Board.

#### 2. Distribution

- a. The Safety Officer will distribute this Safety Plan to all personnel, in printed form, or via email. This will include, but is not limited to:
  - i. Executive Board prior to April 1st
  - ii. District Administrator prior to April 1st
  - iii. Managers during first coaches meeting, preseason
  - iv. Team Parents via email once teams are established
  - v. Concession Volunteers will be posted by the main entrance and other common visible areas.
  - vi. Website The Safety Plan shall be posted under the safety section of the website.
  - vii. Dugout Postings each dugout in the league will maintain a safety poster. See Addendum A.



#### 3. Volunteer Background Checks

- a. The Safety Office will be responsible to conduct all background checks for the league. He/she will also be responsible to maintain a safety on all personnel that have been checked and processed. The files shall be kept for a minimum of three (3) years.
- b. Background checks will be completed pursuant to both Little League Baseball rules and policies, and also pursuant to Pennsylvania State Law, regarding any adult that has access to a minor on a regular basis.
- c. All Executive Board members will be subject to the Little League Baseball background check (Addendum B), the Pennsylvania State Police Verification Check, and the Pennsylvania Department of Health and Human Services check for Child Predators and Domestic Abuse Crimes.
- d. Each team will have a manager, and two assistant coaches at minimum. All these volunteers will be subject to the Little League Baseball background check, the Pennsylvania State Police Verification Check, and the Pennsylvania Department of Health and Human Services check for Child Predators and Domestic Abuse Crimes
- e. Each team will have a "team parent". All these volunteers will be subject to the Little League Baseball background check, the Pennsylvania State Police Verification Check, and the Pennsylvania Department of Health and Human Services check for Child Predators and Domestic Abuse Crimes.
- f. All other volunteers such as fundraising persons, concession persons, field maintenance, and others will be subject to the Little League Baseball background check.

#### 4. Training

- a. At least one manager/coach/asst coach from each team shall receive "First Aid" training. This training will be conducted by the Safety Officer and one medical professional adequate to administer such training. The training shall cover such topics as basic first aid, bandage application, concussions, heat fatigue, dehydration symptoms and remedies, and other topics as so deemed by the medical professional. The meeting for training will be during the scheduled coaches meeting for each division.
- b. At least one manager/coach/asst coach from each team shall attend the preseason "Coaches Clinic". This shall ensure we are teaching the kids the proper skills, and also the most up to date drills available. And doing so in a safe manner. The Coaches Clinic will be March 19, 2022 at the Sandlot Baseball Academy, and is hosted by either Bill Zalewski (Head Coach, Abington Heights High School Baseball), or Chris Davis (Owner, Sandlot Baseball Academy).



#### 5. Playing Fields - Pre-Game and Practice

- a. Prior to the start of the season, the Safety Officer, along with a minimum of three other Executive Board Members shall walk the property owned and used by the Abington Little League. They will complete the Facility Survey yearly and will take note to what needs to be fixed immediately, or prior to the start of the season. This committee will also make recommendations to the board for possible improvements throughout the season.
- b. Prior to any game or practice, the manager or coach in charge, will be required to walk the fields, dugouts, and surrounding areas. They shall look for any areas of disrepair, damage, safety concerns, or other noteworthy issues. Anything deemed safety related should be emailed to the Safety Officer that day. The Safety Officer will take the appropriate action.

#### 6. Safety Registrations

- a. The Safety Officer shall submit annually the Facility Survey online.
- b. The Safety Officer shall submit annually the newest Safety Plan once approved by the Executive Board online.
- c. Both registrations shall be completed no later than April 1<sup>st</sup> of each year. This is done to not only gain financially from discounts offered from the league, but to also allow adequate time for repair to the fields.

#### 7. Concession Stand Safety

- a. The menu shall be presented to and approved by the Executive Board no later than April 1 of each year.
- b. The Safety Officer and Concession Manager shall walk through the stand, preseason, to ensure of its cleanliness and safety.
  - i. Equipment is cleaned and safe to use.
  - ii. Appropriate safety posters are posted and in the correct locations. See Addendum C.
  - iii. All locks and doors are in working order.
  - iv. All electrical equipment, outlets, and other devices are in safe working order.
  - v. No children under the age of 16 shall be permitted within the stand.
- c. The Safety Officer shall conduct periodic inspections of the concession stand. These checks must be at a minimum of once every two weeks.
- d. The concession stand shall maintain the following safety equipment:
  - i. Full EMT approved medical bag, with blanket for patients to prevent shock.
  - ii. Lightening detector (tested once per month)
  - iii. Defibrillator



#### iv. Minimum of 20 ice packs at all times

#### 8. Equipment

- a. The Safety Officer, along with the respective division Commissioners shall inspect all equipment offered by the league and to make sure all equipment meets Little League Baseball standards as set forth in its rules book.
- b. Each team, in its team bag, shall receive one first aid kit. Manager/Coaches will be instructed to carry a first aid kit to games/practices at all times. This kit will include at minimum:
  - i. Antiseptic spray
  - ii. Band aids
  - iii. Gauze (roll and pad type)
  - iv. EMT Scissors
  - v. Bee Sting/Insect spray
  - vi. Ice Pack
  - vii. Medical tape
- c. Certain areas shall be given attention and are, but not limited to:
  - i. Catcher's gear is safe and usable.
    - 1. Throat guards in place and attached.
    - 2. Chest guards usable and all straps intact.
    - 3. Proper shin guards depending on age of division.
    - 4. Catcher's helmet with proper face mask, and helmet, shall contain no cracks or missing parts.
  - ii. Batting helmets shall show no signs of cracks, or other detrimental deficiencies.
  - iii. All bases on the fields shall be "break-away" type.
- d. All players will be notified of other safety equipment, which they may purchase on their own. These will include:
  - i. Athletic supporter (mandatory for Major, Little League, Intermediate, Junior, and Senior League Divisions).
  - ii. Cardiac protector
  - iii. Head/Temple guard primarily for pitchers but may be used by all.
  - iv. Sliding Shorts
  - v. Mouth/Teeth guard
  - vi. Baseball Pants (no shorts or jeans are permitted in the league)
- e. All coaches shall inspect the gear prior to each game or practice.
- f. All umpires shall inspect the gear prior to each game or practice.

#### 9. Accident Reporting

a. All accidents shall be reported using the Little League Baseball reporting forms. See Addendum D.



- b. They shall be submitted within 24 hours to the Safety Officer.
- c. The Safety Officer shall then report all accidents to the President within 48 hours.
- d. All applicable forms shall be obtained when possible, such as police report, EMT report, and ER documentation.

### 10. League Players

- a. All League Players will be listed on a coach's roster and will be filed with Little League Baseball prior to the start of the season using the Little League Data Center. This shall meet the Little League Baseball rules for managers/coaches/players.
- b. All coaches will be instructed to carry the team roster and medical contact forms for each player at all times.

#### 11. Other Points

- a. This Safety Plan shall serve, in conjunction with, and not to override, the By-Laws and Constitution of the Abington Little League.
- b. Safety of the kids in the league shall be our first priority. The Executive Board vows to take an active approach in the safety of the kids in the league and in the community.

#### 12. Notification of Crimes

- a. At any time, should an Executive Board member witness, be informed of, or notified about, ANY crime against a child, we shall have the utmost responsibility to notify the appropriate authorities.
- b. Managers/coaches, and team parents will be notified of their duty to notify the appropriate authorities should any crime be done towards a child or player within our league, or while on our property.





### ADDENDUM A

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# ABINGTON LITTLE LEAGUE CONTACT NUMBERS

### **EMERGENCY PHONE: 911 EMERGENCY PHONE: 911**

Local Police: Waverly Police Department @ 570-342-9111 Clarks Summit Police Dept. @ 570-342-9111 South Abington Township Police Dept @ 570-586-2111

Local Fire: Clarks Summit Fire Company @ 570-586-9656 Dalton Fire Company @ 570-563-1313 South Abington Township Fire Company @ 570-586-5726

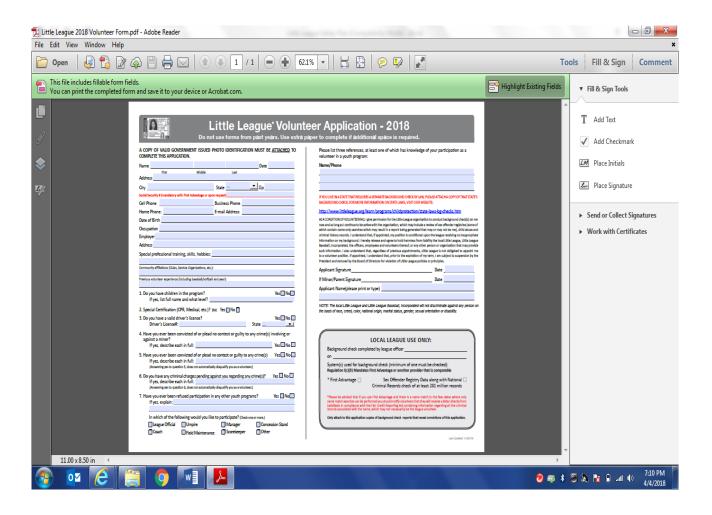
Local EMT/Ambulance: 570-342-9111

GPS Address For EMT/FIRE Response: 140 Ackerly Road, Clarks Summit

League President: Jody Fanning @ 570-498-0522 League Vice President: Maggie Davis @ 570-499-8014 League Safety Officer: Mary Summa @ 570-445-8731

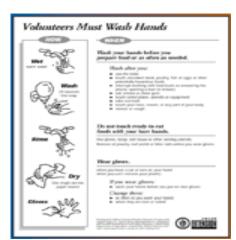


### ADDENDUM B





## ADDENDUM C



1.



*2.* 



3.



### ADDENDUM D

#### LITTLE LEAGUE, BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

Accident & Health (U.S.)

Send Completed Form To: Little League, international 539 US Route 15 Hwy, PO Box 3485 Williamsport PA 17701-0485 Acoldent Claim Contact Numbers: Phone: 570-327-1674 Fax: 570-326-9280

- Accounts a Health (U.S.)

  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 30 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.
- 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.
   Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and
- Exclusion provisions of the plan.
- Limited deferred medical/idental 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.
   Accident Claim Form must be fully completed including Social Security Number (SSN) for processing.

League Name						-	eague I.I	D.	
Name of Injured Person/Cl	almant	SSN	PART 1	Date of Birt	(MM/DD/	γγ) <u>Λ</u>	ge	Sex	T Male
Name of Parent/Guardian,	f Claimant is a Minor			Home Phon	e (Inc. Are	a Code) B	us. Phon	e (Inc. Area	
Address of Claimant			Add	ress of Parent	Guardian,	if different	1		
The Utile League Master A per Injury. "Other Insurance employer for employees an	programs" include fam	lly's person	al insurance,	student Insura	ince throug	gh a schoo	ol or Insur	rance through	
Does the Insured Person/Pa	arent/Guardian have ar	y insurance		Employer Plan Individual Plan		□No □No	School F Dental F	Plan □Yes Plan □Yes	
Date of Accident	Time of Acciden		pe of injury						
SOFTBALL     CHALLENGER     TAD (2ND SEASON)	CHALLENGER (4- T-BALL (4 MINOR (8	-7) D M -12) D V -12) D P -13) D 0	LAYER WNAGER, CO OLUNTEER LAYER AGE FFICIAL SO AFETY OFF OLUNTEER	UMPIRE NT OREKEEPER ICER	□ TOUR	TICE DULED ( EL TO	AME -	SPECIAL 8 (NOT GAL 6 SPECIAL ( (Submit a c your appro- Little Leagu Incorporate	ES) SAME(S) copy of val from ve
I hereby certify that I have is complete and correct as he I understand that It is a crin submitting an application or I hereby authorize any phys that has any records or hos Little League and/or Nation as effective and valid as the Date	rein given. ne for any person to int r filing a claim containin sician, hospital or other swiedge of me, and/or to lai Union Fire insurance	entionally at g a false or medically n he above no company	tempt to defi deceptive st elated facility amed claima of Pittsburgh	aud or knowin atement(s). Se insurance co nt, or our healt , Pa. A photost	gly facilitati e Remarks mpany or o h, to disclo- tatic copy o	e a fraud a s section of other organ se, whene of this auth	against ar on reversi nization, i over requi orization	n insurer by e side of fom institution or ested to do s shall be con	n. person o by
Date (	Claimant/Parent/Guard	an Signatur	e						



### ADDENDUM D- continued

# For Recidents 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:

For residents of new York: Any person who knowingly and with the intent to defraud any insurance company or other person flies an application for insurance or statement of claim containing any materially false information, or conceas for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance est, 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 Recidents of Pennsylvania:
Any person who knowlingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially take 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	lalmant)	
Name of League	Name of Injured F	Person/Claimant	League I.D. Number	
lame of League Official			Position in League	
Address of League Official	Telephone Numbers (Inc. Area Codes) Residence: ( ) Business: ( ) Fax: ( )			
Nere you a witness to the accide Provide names and addresses of	int?   Tyes   No fany known witnesses to the reports	ed accident.		
heck the boxes for all appropria	ite Items below. At least one Item in	each column must be sele	cted.	
POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY	
01 15T	□ 01 ABRASION     □ 02 BITES     □ 03 CONCUSSION     □ 04 CONTUSION     □ 05 DENTAL     □ 05 DISLOCATION     □ 07 DISMEMBERMENT     □ 08 EPIPHYSES     □ 10 FRACTURE     □ 11 HEMATOMA     □ 12 HEMORRHAGE     □ 13 LACERATION     □ 14 PUNCTURE     □ 15 RUPTURE     □ 15 RUPTURE     □ 16 SPRAIN     □ 17 SUNSTROKE     □ 18 OTHER     □ 19 PARALYSIS/PARAPLEGIC	01 ABDOMEN 02 ANKLE 03 ARM 04 BACK 05 CHEST 06 EAR 07 ELBOW 08 EYE 010 FATALITY 11 FOOT 11 FATALITY 11 FOOT 12 HAND 15 KNEE 16 LEG 17 LIPS 18 MOUTH 19 NECK 19 NECK 12 SIDE 12 STEETH 12 TESTICLE 125 WRIST 12 KINIST 12 SHOULDER 12 TESTICLE 12 WRIST 12 SHOULDER 12 STEETH 12 LEG UNKNOWN	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 THROWIN BALL 16 OTHER	
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handles madely that the phase on	and alabament over help and other and	ered by the Little League F	Baseball Accident Insurance Policy at the	
ime of the reported accident. I all sest of my knowledge.	med claimant was injured while covided so certify that the information contains	ned in the Claimant's Noti	fication is true and correct as stated, to the	