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# Campbell Little League Safety Manual

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**2025**

404 Millich Drive | Campbell, CA 95008

<http://www.campbellbaseball.org/>



## Introduction

The Little League “A Safety Awareness Program” (ASAP) was introduced in 1995 with the goal of re-emphasizing the position of Safety Officer to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.



Since its creation, ASAP has been embraced by local leagues nationwide, has helped to reduce injuries between 80 and 90 percent, and lowered insurance costs for participating leagues. This Safety Manual is a tool used to place some important information at managers’ and coaches’ fingertips.

This Safety Manual shall be distributed to every manager and board member. A copy is also available at the Snack Shack for anyone to review upon request. It can also be found at <http://www.campbellbaseball.org/> along with other important League documents.



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## Mission Statement

Campbell Little League's mission is to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger, and happier children and will grow to be good, decent, healthy, and trustworthy citizens.



To achieve this mission, Campbell Little League will provide a supervised program under the Rules and Regulations of Little League Baseball, Inc. All Directors, Officers, volunteers, coaches, parents, and spectators shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance.



# Safety Directory

## Public Entities

<b>Emergency.....</b>	<b>911</b>
City of Campbell Police Non-Emergency Dispatch.....	408.866.2101
City of Campbell Police General Information .....	408.866.2121
City of San Jose Non-Emergency Dispatch/General Information .....	408.277.8900
Santa Clara County Office of the Sheriff.....	408.808.4400
Santa Clara County Fire Department .....	408.378.4010
Santa Clara County Emergency Response Child Abuse Reporting .....	408.299.2071
California Department of Toxic Substances Control (DTSC) .....	510.540.3739
California Office of Emergency Services (Cal OES).....	1.800.852.7550
California Poison Control.....	1.800.876.4766

## Utilities

<b>PG&amp;E (Emergency) .....</b>	<b>1.800.743.5000</b>
PG&E (24-hr Power Outage) .....	1.800.743.5002
PG&E (Customer Service) .....	1.800.468.4743
San Jose Water Company (24-hr Customer Service).....	408.279.7900



## Local Hospitals & Urgent Care

<b>El Camino Hospital Los Gatos</b> .....	408.378.6131
815 Pollard Rd. Los Gatos, CA 95032	
<b>Good Samaritan Hospital</b> .....	408.559.2011
2425 Samaritan Dr. San Jose, CA 95124	
<b>Kaiser Permanente San Jose Medical Center</b> .....	408.972.3000
250 Hospital Pkwy. San Jose, CA 95119	
<b>Kaiser Permanente Santa Clara Medical Center</b> .....	408.851.1000
710 Lawrence Expy. Santa Clara, CA 95051	
<b>Good Samaritan Hospital - Mission Oaks</b> .....	408.559.2011
15891 Los Gatos-Almaden Rd. Los Gatos, CA 95032	
<b>O'Connor Hospital</b> .....	408.947.2500
2105 Forest Ave. San Jose, CA 95128	
<b>Regional Medical Center of San Jose</b> .....	408.259.5000
225 N Jackson Ave. San Jose, CA 95116	
<b>San Jose Medical Group Hospital - Willow Glen Urgent Care</b> .....	408.278.3620
625 Lincoln Ave. San Jose, CA 95126	
<b>Santa Clara Valley Medical Center</b> .....	408.885.5000
751 S. Bascom Ave. San Jose, CA 95128	
<b>Valley Health Center Bascom</b> .....	888.334.1000
750 Bascom Ave. San Jose, CA 95128	
<b>Valley Health Center Moorpark</b> .....	408.885.5000
2400 Moorpark Ave. San Jose, CA 95128	



# **Campbell Little League Governance**

## **Campbell Little League Board of Directors**

Grant Turner

Rita Bosworth

Brant Brown

Joy Han

Cory Price

Jason Beagle

Jeremy Oliverio

Blake Sasaki

Ivan Jorgensen

Sara Jorgensen

Chad Baragar

Nate Dickinson

## **2024-25 Campbell Little League Officers**

President – Grant Turner

Vice President – Rita Bosworth

Secretary – Brant Brown

Treasurer – Joy Han

Safety Officer – Cory Price

Player Agent – Ivan Jorgensen

Coaching Coordinator – Jeremy Oliverio





Umpire-in-Chief – Ryan Denny

Information Officer – Jason Beagle

Facilities Manager – Nate Dickinson

Sponsorship Director – Blake Sasaki

Equipment Manager – Chad Baragar

Outreach Officer - Sara Jorgensen

Technology Officer - Anuj Dalal

Volunteer Coordinator – Christina Baragar

Events Coordinator - Sharanya Munshi

Snack Shack Lead – Kendra Oteiza

Social Media Coordinator - Bianca Fortino



## League Directory

### **President – Grant Turner**

Email

[president@campbellbaseball.org](mailto:president@campbellbaseball.org)

### **Safety Officer – Cory Price**

Email

[safetyofficer@campbellbaseball.org](mailto:safetyofficer@campbellbaseball.org)

### **Coaching Coordinator – Jeremy Oliverio**

Email

[coachingcoordinator@campbellbaseball.org](mailto:coachingcoordinator@campbellbaseball.org)

### **League Information Officer – Jason Beagle**

Email

[information@campbellbaseball.org](mailto:information@campbellbaseball.org)

### **Campbell Little League Online**

Official Website

<http://campbellbaseball.org>

Facebook

[@OfficialCampbellLittleLeague](https://www.facebook.com/OfficialCampbellLittleLeague)

Instagram

[@official\\_campbell\\_ll](https://www.instagram.com/official_campbell_ll)

Twitter

[@CampbellLLBBall](https://twitter.com/CampbellLLBBall)



## Little League Support

### Little League International

Phone.....570.326.1921

Web ..... [littleleague.org](http://littleleague.org)

539 US Route 15 Hwy., P.O. Box 3485  
Williamsport, PA 17701-0485

### Little League West Region

Phone.....909.887.6446

Email ..... [westregion@littleleague.org](mailto:westregion@littleleague.org)

Web ..... [littleleague.org/west](http://littleleague.org/west)

6707 Little League Dr.  
San Bernardino, CA 9240

**Regional Director – April Meehleder** .....909.887.6444 x4110

Email ..... [ameehleder@littleleague.org](mailto:ameehleder@littleleague.org)

### California District 44 HQ

Web ..... [CA44.org](http://CA44.org)

### District Administrator - Sean O'Connor

408-472-3956

Email ..... [DA44LLSV@gmail.com](mailto:DA44LLSV@gmail.com)



## Emergency Contact Procedures

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

**1. First dial 9-1-1.**

**2. Give the dispatcher the necessary information.** Answer any questions that he or she might ask. Most dispatchers will ask about:

- **The exact location or address of the emergency.** Include the name of the city or town, nearby intersections, landmarks, etc. as well as the field name and location of the facility (*See Complex Site Map on next page*), if applicable.

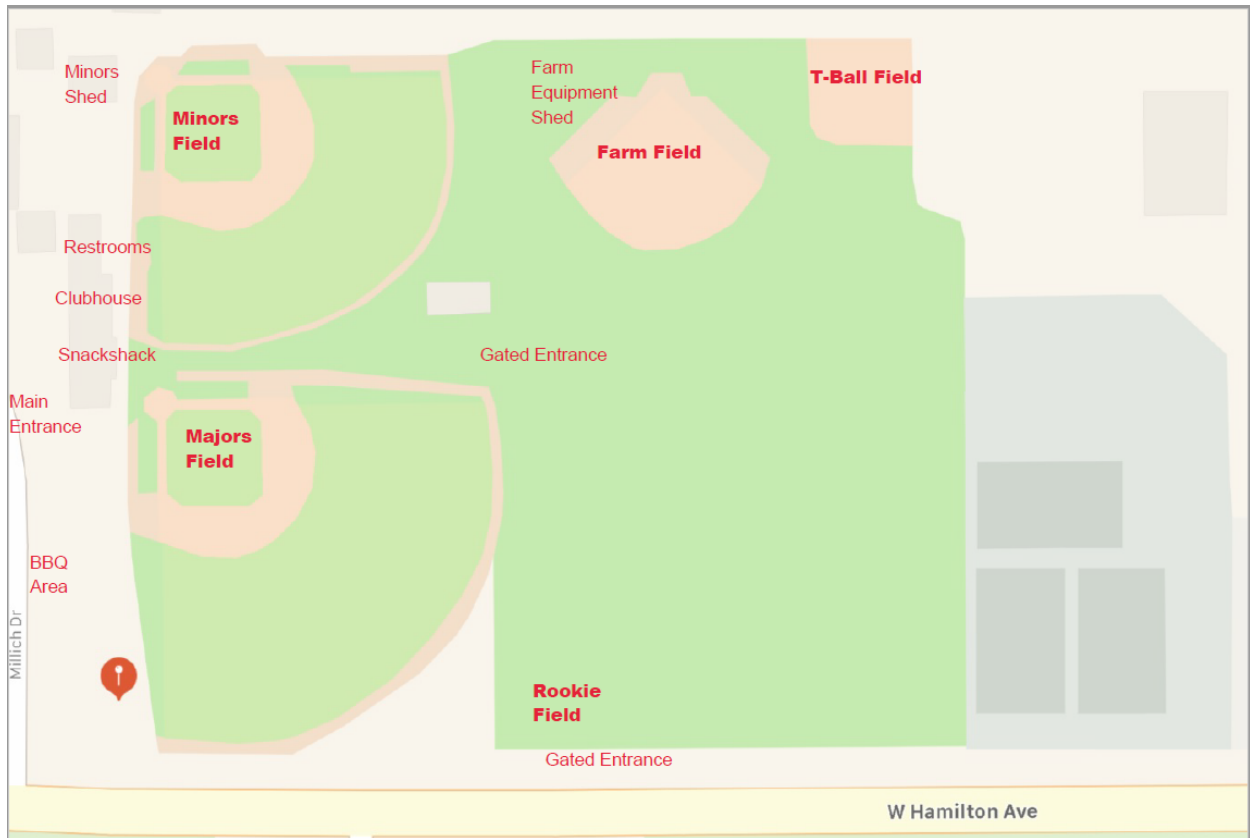
Address: 404 Millich Drive, Campbell, CA 95008

Cross-streets: Millich Drive and Hamilton Avenue (about a block east of San Tomas Expressway, across the street from the U.S. Post Office and/or Jack in The Box on Hamilton Ave)

- **The telephone number from which the call is being made.**
  - **The caller's name.**
  - **What happened** - i.e., a baseball-related accident, bicycle accident, fire, fall, etc.?
  - **How many people are involved?**
  - **The condition of the injured person** - i.e., unconscious, chest pains, or severe bleeding?
  - **What help is being given** (first aid, CPR, etc.)?
- 3. Do not hang up until the dispatcher hangs up.** The dispatcher may be able to tell you how to best care for the victim.
- 4. Continue to care for the victim until professional help arrives.**
- 5. Appoint someone** to go to the street and look for the ambulance or fire engine and flag them down if necessary. This saves valuable time. Remember, every minute counts.



## Campbell Little League Complex Site Map



*Note: The Gated Entrances must be locked at the end of each day. They may or may not be locked during practices or games but are typically unlocked while the fields nearest to them are in use.*



## Safety Officer

One of the most important Board positions in a local league is the Safety Officer. The Safety Officer has two main functions — (1) education and (2) the development and implementation of a safety plan. Campbell Little League’s Safety Officer for the 2025 season is **Cory Price**.

### Education

The Safety Officer is responsible for creating awareness and educating the league on the opportunities to provide a safer environment for children and all participants of Campbell Little League.

Programs should be used to educate players, coaches, umpires, volunteers, and parents on safety and safety procedures. Coaches clinics that teach first aid, proper use of equipment (i.e., pitching machines), and player safety (i.e., pitching limits) are great ways to educate volunteers in the local league. With proper education, coaches will have the tools they need to keep players healthy and active during the season.

### Development and Implementation of Safety Plan

The Safety Officer will prepare a safety plan each year for the league and make sure that the plan is used. A Safety Awareness Program (ASAP) will be prepared and submitted to Little League International each year. The Safety Officer needs to make sure that this tool is used within the league to help in establishing plans and procedures regarding safety.

Promoting compliance with safety procedures is a key component of the Safety Officer’s duties. This task is done by establishing and promoting a culture of safety within the league.

Reporting of accidents is a key function here, as it helps Little League International in developing new rules regarding player safety. The reporting of near misses of accidents is also encouraged, as it will help local leagues identify possible areas of concern to include in future ASAP plans.

Protecting children and everyone in the league is the focus. Through the work of the league Safety Officer, creation of a safe environment for all Little League participants can be established and sustained. In return, this focus will promote



goodwill for families that participate in the local league and the community by keeping it safer for all participants.

## **Key Responsibilities of the Safety Officer**

- Evaluating and updating the Safety Manual and Annual Field Inspection Surveys.
- Assigning Coaches and the Manager of each team to conduct pre-practice and pre-game safety inspections.
- Spot-checking teams' compliance with the safety rules.
- Conducting national criminal background checks as well as a search of the Department of Justice National Sex Offender Registry, for each volunteer with regular service to the league or repetitive access to children.
- Within 48 hours of receiving an incident report, the Safety Officer will contact the injured party or the party's parents and: (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; (4) in the event that the injured party required other medical treatment (i.e. emergency room visit, doctor's visit, etc.), will advise the parent or guardian of the Campbell Little League's insurance coverage and the provisions for submitting any claims.
- If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically follow up with the injured party to check on the status of any injuries and offer other assistance such as submission of insurance forms, etc., until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the League again).
- Contact the Safety Officer via email at [safetyofficer@campbellbaseball.org](mailto:safetyofficer@campbellbaseball.org).



## Implementation of 2025 Safety Enhancements

CLL has implemented the following safety enhancements:

1. Upgraded irrigation systems which keeps our outfields level and soft.
2. Replacement AED (automated external defibrillator) pads in our (2) AED systems.
3. Upgraded First Aid kits handed out to each team.
4. Upgraded cold compression bags handed out to each team.
5. Installation of a filtered water fountain keeping our players hydrated.





## Complex Code of Conduct

- Speed limit – 5 mph in parking lot while attending any Campbell Little League function. Watch for small children around parked cars.
- No smoking, alcohol or drug use is allowed in any parking lot, field, or common areas within the Campbell Little League complex.
- No playing in parking lots or on and around lawn equipment at any time.
- No profanity, please.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the Campbell Little League complex.
- No throwing balls against dugouts or backstops.
- Only a player on the field and at bat may swing a bat.
- No throwing rocks.
- No climbing fences.
- Pets are NOT permitted at Campbell Little League games or practices.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During game, players must remain in the dugout area in an orderly fashion at all times.
- After each game, each team must clean up trash in dugout and around stands.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- Adhere to posted safety signs and flyers.

**WARNING: Failure to comply with the any of the above rules may result in expulsion from the Campbell Little League complex and fields.**



## Safety Essentials

Campbell Little League has established rules designed to keep players, coaches and spectators safe. Below is a list of some of those rules:

- Responsibility for safety procedures should be that of an adult member of Campbell Little League.
- No games or practices should be held when weather or field conditions are poor, particularly when lighting is inadequate.
- All team equipment shall 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.
- Warm-ups are not to be within areas that are frequented by and thus could endanger spectators (I.e., playing catch, swinging bats, etc.).
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear a Little League approved protective helmet during batting practice and games. For Minors divisions and below, a protective mask must also be fitted to the helmet. For Majors divisions and above, batters may wear a Universal Jaw Guard (or 'c-flap') fitted to the helmet.
- Catchers must wear a catcher’s helmet, mask, throat guard, long model chest protector, shin guards, and protective cup at all times (males) for all practices and games when there are live batters. Managers should require all male players to wear protective cups for practices and games.



*Little League Safety Rules at Games/Practices (continued)*

- Catchers must wear a catcher's helmet and mask with a throat guard while warming up pitchers. This rule applies between innings and in the bullpen during a game and as well as during practices.
- Except when runner is returning to base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- 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 or practices.
- On-deck batters are not permitted.

**REMINDER:** Safety is everyone's job. Prevention is the key to reducing accidents. Report all hazardous conditions to the Safety Officer or another Board Member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. Check your team's equipment often.



## **Volunteers & Training**

### **Applications**

All League officials as well as new and returning volunteers with regular contact with players are required to complete an electronic Volunteer Application via [campbellbaseball.org](http://campbellbaseball.org) and provide a government issued ID card for verification. Volunteers/staff with regular contact with players will be checked with the Sexual Offenders Registry (SOR) prior to having contact with players. Refusal to fill out an application will result in ineligibility to be a League member and/or have contact with players.

### **Coaching Fundamentals Training**

All coaches are strongly encouraged to attend an organized coaching clinic. At least one representative from each team needs to be trained in fundamentals. Campbell Little League has partnered with [Legends Baseball](#) for two coaching clinics. (See Appendix A)

### **First Aid Training**

All coaches are strongly encouraged to attend a first aid training session, particularly if they have never had such training. At a minimum, each team shall have at least one coach/manager trained in first aid. Every manager/coach must attend this training once every three (3) years. (See Appendix A for date(s)).

### **Abuse Awareness Training**

All Board Members and coaches are required to complete the Abuse Awareness training provided for free online by LittleLeague.org. All other volunteers are required to complete the training. For more info, please visit <https://www.littleleague.org/university/articles/abuse-awareness-training-course/>.

### **Concussion Training**

Concussion training for board members and coaches is required by California Law. Members and coaches must take the course offered by the U.S. Center for Disease Control and Prevention (CDC) as part of its Heads Up Program, which free training can be found at the CDC website: [www.cdc.gov/headsup/youthsports/training](http://www.cdc.gov/headsup/youthsports/training).



## Sudden Cardiac Arrest Prevention

Sudden Cardiac Arrest Prevention Concussion training for board members and coaches is required by California Law. The [Save A Life Foundation](#) website is a robust tool for explaining and understanding the [law and related compliance requirements](#). It provides [online training](#), and a [toolkit](#) with factsheet resources for leagues to provide to their participants and families.



## Little League Abuse Awareness

The safety and well-being of all participants in the Little League® program continues to be paramount, and it is on all of us to do our part to provide a fun, memorable, and safe experience each year. With the requirement of all volunteers to complete Abuse Awareness training each year, we are proud to announce the launch of the new Little League Abuse Awareness Course.



This course, which serves as a replacement for the programs previously available through third-party organizations like USA Baseball, is custom to the Little League program and provides an easier learning experience for our volunteers. Required to be completed by all volunteers each year, this course is available as part of the training and education courses at [LittleLeague.org/Training](http://LittleLeague.org/Training), making signing up for the course even easier for our volunteers. Reporting of Sexual Abuse involving a minor to the proper authorities:

- All volunteers of Campbell Little League are now mandated reporters and could face criminal charges if the league chooses to ignore, or not report to the proper authorities, any witnessed act of child abuse, including sexual abuse, within 24 hours.
- Local leagues must be aware of the proper procedures to report sexual abuse in their state. Reference [www.LittleLeague.org/ChildAbuse](http://www.LittleLeague.org/ChildAbuse)
- Leagues must adopt a policy that prohibits retaliation on “good faith” reports of child abuse.
- Leagues must adopt a policy that limits one-one-one contact with minors.
- Leagues are highly encouraged to complete the Abuse Awareness training provided for free by USA Baseball and SafeSport. (Campbell Little League mandates this training).
- Additional Resources can be found at: [www.littleleague.org/player-safety/child-protection-program/safesport-resources-parents](http://www.littleleague.org/player-safety/child-protection-program/safesport-resources-parents)



## Abuse, Reporting & Education Policies

### I. Child Abuse Is Not Permitted

Campbell Little League does not tolerate child abuse. Any person who uses League facilities, property, resources, or their position to engage in child abuse, will be barred from further participation in League activities, reported, and may be subject to arrest and criminal prosecution.

### II. Reporting Abuse is Mandatory

A member or volunteer may become aware of suspected abuse, including sexual abuse, or neglect through a variety of means, including but not limited to witnessing an act of abuse or neglect, observing signs that abuse or neglect has occurred, or receiving oral or written disclosures that abuse or neglect has occurred. Regardless of how a member or volunteer is made aware of the abuse or neglect, if there is reasonable cause to believe abuse or neglect has occurred, a report to the proper authorities **must be made within 24 hours**, as required by state law.

Reports of Suspected Child Abuse or Neglect can be made to the local police or by calling the Santa Clara County Department of Social Services Emergency Response Child Abuse Reporting 24-hour Hotlines:

**650.493.1186 (North) | 408.683.0601 (South) | 408.299.2071 (Central)**

These 24-hour Hotlines are staffed by trained social workers.

### III. No Retaliation for Good Faith Abuse Reporting

Campbell Little League prohibits retaliation against any individual who, in good faith, makes a report in accordance with this policy and/or who cooperates with or participates in any investigation of allegations of child abuse. Retaliation means adverse action taken against an individual because he or she has acted in accordance with this policy.

### IV. Abuse Awareness Trainings Mandated

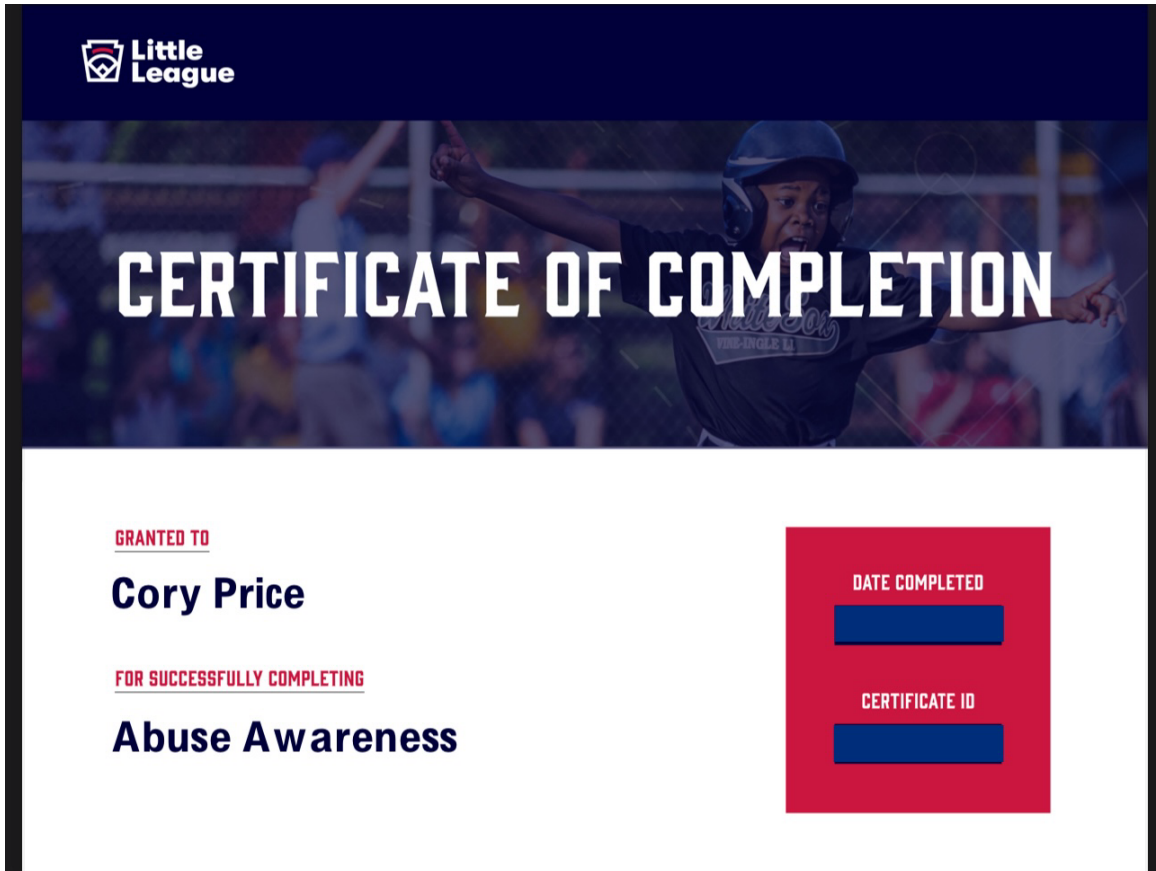
All board members and coaches are required to complete the [Abuse Awareness for Adults](#) training provided for free online by LittleLeague.org. All other volunteers and parents are strongly encouraged to complete the training.





Topics covered include how to identify and report incidents and what abuse awareness policies should be in place. This training video lasts approximately 30 minutes and includes a short quiz at the end.

Upon completion of the training and quiz, a Certificate of Completion with unique completion code will be received. Certificates must be submitted to the League Safety Officer.







## Player Abuse Prevention Policies

The following are Campbell Little League's Player Abuse Prevention Policies, which policies are based on LittleLeague.org's model policies. More information about these policies please visit <https://www.littleleague.org/player-safety/child-protection-program/safesport-resources-parents/>

### I. One-On-One Interactions

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, programs reduce the risk of child sexual abuse.

However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships.

#### A. Application

This policy shall apply to:

1. Adult members at a facility that is either partially or fully under the jurisdiction of Campbell Little League.
2. Adult members who have regular contact with minor athletes;
3. Any adult authorized by a Campbell Little League to have regular contact with or authority over minor athletes; and
4. Adult staff and board members of Campbell Little League.

(Collectively "Applicable Adult" for the purposes of this policy.)

#### B. Permissible One-on-One Interactions

1. One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's family member, parent or legal guardian) at a facility partially or fully under our jurisdiction are permitted if they occur at an observable and interruptible distance by another adult.
2. One-on-one interactions between minor athletes and an Applicable Adult (who is not the minor's family member, parent or legal guardian) at a facility partially or fully under our jurisdiction are prohibited, except in the circumstances described in subpart D of this section and/or under emergency circumstances.



## **C. Meetings**

1. Meetings between Applicable Adults and minor athletes at a facility partially or fully under our jurisdiction may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.
2. If a one-on-one meeting takes place in an office at a facility partially or fully under our jurisdiction, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

## **D. Meetings With Mental Health Care Professionals And Health Care Providers**

If a mental health care professional and/or health care provider meets with minor athletes at a facility partially or fully under our jurisdiction, a closed-door meeting may be permitted to protect patient privacy provided that: (1) the door remains unlocked; (2) another adult is present at the facility; (3) the other adult is advised that a closed-door meeting is occurring; and (4) written legal guardian consent is obtained in advance by the mental health care professional and/or health care provider, with a copy provided to our organization (i.e., Medical Release).

## **E. Individual (One-on-One) Training Sessions**

Individual training sessions between Applicable Adults and minor athletes are permitted at a facility partially or fully under our jurisdiction if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

## **II. Social Media & Electronic Communications**

### **A. Application**

This policy shall apply to:



1. Adult members who have regular contact with amateur athletes who are minors;
2. Any adult authorized by Campbell Little League to have regular contact with or authority over an amateur athlete who is a minor; and
3. Adult staff and board members at Campbell Little League.

(Collectively “Applicable Adult” for the purposes of this policy.)

## **B. Content**

All electronic communication originating from Applicable Adults to minor athletes must be professional in nature.

## **C. Open and Transparent Communication**

1. Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), another Applicable Adult or the minor’s legal guardian shall be copied.
2. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult should respond to the minor athlete with a copy to another Applicable Adult or the minor’s parent or legal guardian.
3. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult will copy another adult.
4. Minor athletes may “friend” the organization’s official page.

## **D. Requests to Discontinue Electronic Communications**

Parents or legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the organization or by the Applicable Adults subject to this policy. The organization will abide by any such request that their minor athlete not be contacted via electronic communication, absent emergency circumstances.

## **E. Prohibited Electronic Communications**

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media



platforms from amateur athletes who are minors, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact vs. regular contact. Existing social media connections on personal pages with minor athletes shall be discontinued.

### **III. Local Travel**

Local travel consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).

#### **A. Application**

This policy shall apply to:

1. Adult members who have regular contact with amateur athletes who are minors;
2. Any adult authorized by Campbell Little League to have regular contact with or authority over an amateur athlete who is a minor; and
3. Adult staff and board members at Campbell Little League. (Collectively “Applicable Adult” for the purposes of this policy.)

#### **B. Transportation**

Applicable Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must have at least two minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete’s parent/legal guardian in advance of each local travel.

#### **C. Shared or Carpool Travel Arrangements**

1. We encourage parents/legal guardians to pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.
2. We also encourage Parents/legal guardians receive education concerning child abuse prevention before providing consent for their minor athlete to travel alone with an Applicable Adult who is subject to these policies.

### **IV. Team Travel**

Team travel is travel to a competition or other team activity that Campbell Little League plans and supervises.

#### **1. Application**



This policy shall apply to:

1. Adult members who have regular contact with amateur athletes who are minors;
2. Any adult authorized by Campbell Little League to have regular contact with or authority over an amateur athlete who is a minor; and
3. Adult staff and board members at Campbell Little League. (Collectively “Applicable Adult” for the purposes of this policy.)

## **2. Team/competition travel**

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete must have his/her legal guardian’s written permission in advance and for each competition to travel alone with said Applicable Adult.

## **3. Hotel rooms**

Applicable Adults shall not share a hotel room or other sleeping arrangement with a minor athlete (unless the Applicable Adult is the parent, legal guardian, sibling, or is otherwise related to the minor athlete). However, a parent/legal guardian may consent to such an arrangement in advance and in writing. Furthermore, a parent/legal guardian may consent in advance and in writing to the minor athlete sharing a hotel room or other sleeping arrangement with an adult athlete.

## **4. Meetings**

Meetings shall be conducted consistent with Campbell Little League’s policy for one-on-one interactions (i.e., any such meeting shall be observable and interruptible).



## **First Aid**

### **First Aid Kits and Medical Release Forms**

- Each team shall be issued a first aid kit. The first aid kit shall be readily available at EVERY game and practice. Ice and first aid supplies are available at the Snack Shack during games.
- Each player is required to have a current Medical Release Form on file with the League (See Appendix B). The Medical Release must be present at every game AND practice. It is recommended that the manager make duplicate copies for the coaching staff to ensure a copy is always available.
- Whenever possible, a cell phone will be available at all practices and games.

### **Some Important First Aid Do's and Don'ts**

#### **DO...**

- LOOK for signs of injury (blood, black and blue, deformity of joint, etc.)
- LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- FEEL gently and carefully the injured area for signs of swelling or grating of broken bone.

#### **DON'T...**

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e.: CPR, etc.)
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Hesitate to report any present or potential safety hazard to the Safety Officer immediately.



## Concussion Safety In Young Athletes

HEADS UP is a series of educational initiatives, developed by Center for Disease Control and Prevention (CDC), that all have a common goal: Protect kids and teens by raising awareness and informing action to improve prevention, recognition, and response to concussion and other serious brain injuries.

Initially, HEADS UP materials addressed health care professionals and their important role in diagnosing and managing concussions. More recent HEADS UP initiatives focus on sports programs and schools as key places to share concussion information with coaches, parents, and school professionals.

HEADS UP educational materials are designed help support individuals and organizations with their concussion efforts and are available in a variety of formats.

All 50 states and the District of Columbia have enacted laws which address concussions and protect the health and safety of young athletes. Some laws are only applicable to school-sponsored athletics or to activities taking place on school-owned property. Some laws are applicable to all youth sports organizations, whether affiliated or not with a school district.

In keeping with its focus on protecting the health, safety and welfare of children, Little League Baseball requires all leagues and teams to comply with all applicable laws and recommends the review of the information and training materials on concussions which are available free of charge on the CDC website at [www.cdc.gov/headsup/youthsports/](http://www.cdc.gov/headsup/youthsports/).

The California Law is titled “Youth Sports Concussion Protocols,” and is found in the [California Health Safety Code § 124235](#).







## Concussion Policies

The following are Campbell Little League's concussion policies, which policies are based on Health and Safety Code § 124235.

1. Any player suspected of having a concussion shall be immediately removed from the game or practice (or other CLL-related athletic activity) for the remainder of the day and will not be permitted to return until evaluated by a licensed health care professional.
2. If the licensed health care provider determines that the player sustained a concussion or other head injury, the player shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.
3. Each board member and manager/coach will undergo concussion and head injury educational training. This training is done online and is provided for free at [CDC Heads UP](https://www.cdc.gov/heads-up/). Each training includes a quiz. Successful completion of the quiz produces a certificate acknowledging the completion of the training, a copy of which must be provided to the Safety Officer. Each certificate is good for one year from the date of completion.
4. Sign up for the free course at [www.train.org/cdctrain/course/1089818/](https://www.train.org/cdctrain/course/1089818/).
5. Parents of players are provided with a Concussion Information Sheet (See Appendix B) each season. Managers and Coaches should go over the basic facts of concussions with their team when going over the safety rules in general.







## Concussion Basics

- **What Is a Concussion?**

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

- **Concussions Are Serious**

Medical providers may describe a concussion as a “mild” brain injury because concussions are usually not life-threatening. Even so, the effects of a concussion can be serious.

- **Concussion Signs and Symptoms**

Children and teens who show or report one or more of the signs and symptoms listed below, or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body, may have a concussion or more serious brain injury.

<b><u>Concussion Signs Observed</u></b>	<b><u>Concussion Symptoms Reported</u></b>
<ul style="list-style-type: none"><li>• Can't recall events prior to or after a hit or fall.</li><li>• Appears dazed or stunned.</li><li>• Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.</li><li>• Moves clumsily.</li><li>• Answers questions slowly.</li><li>• Loses consciousness (even briefly).</li></ul>	<ul style="list-style-type: none"><li>• Headache or “pressure” in head.</li><li>• Nausea or vomiting.</li><li>• Balance problems or dizziness, or double or blurry vision.</li><li>• Bothered by light or noise.</li><li>• Feeling sluggish, hazy, foggy, or groggy.</li><li>• Confusion, or concentration or memory problems.</li><li>• Just not “feeling right,” or “feeling down”</li></ul>

Signs and symptoms generally show up soon after the injury. However, you may not know how serious the injury is at first and some symptoms may not show up for hours or days. For example, in the first few minutes your child or teen might be a little confused or a bit dazed, but an hour later your child might not be able to remember how he or she got hurt.

You should continue to check for signs of concussion right after the injury and a few days after the injury. If your child or teen’s concussion signs or symptoms get worse, you should take him or her to the emergency department right away.



## Concussion Action Plan For Coaches

Any manager or coach who thinks an athlete has a concussion should implement the following Heads Up Action Plan:

### 1. Remove from Play

Remove the player from play. When in doubt, sit them out!

### 2. Seek Medical Attention

Keep a player with a possible concussion out of play the same day of the injury and until cleared by a health care provider. Do not try to judge the severity of the injury yourself. Only a health care provider should assess a player for a possible concussion. After you remove a player with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following information can help a health care provider in assessing the player 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 right after the injury
- Any seizures right after the injury
- Number of previous concussions (if any)

### 3. Inform and Educate Parents

Inform the player's parent(s) about the possible concussion and give them the HEADS UP fact sheet for parents. The Concussion Fact Sheet For Parents (See Appendix B) can help parents watch the player for concussion signs or symptoms that may show up or get worse once the player is at home or returns to school.

### 4. Get Written Concussion Care Instructions

Ask for written instructions from the player's health care provider on return to play. These instructions should include information about when they can return to play and what steps you should take to help them safely return to play. Before returning to play an athlete should:

- Be back to doing their regular school activities.
- Not have any symptoms from the injury when doing normal activities.
- Have the "green light" from their health care provider to begin the return to play process.



## Sudden Cardiac Arrest Prevention Training

In 2020, the California concussion law was amended to also require youth sports officials, coaches, administrators, and other adult volunteers associated with organized youth sports programs to be familiar with and undergo Sudden Cardiac Arrest (SCA) training. This is a biannual requirement.



The [Save A Life Foundation](#) website is a robust tool for explaining and understanding the [law and related compliance requirements](#). It provides [online training](#), and a [toolkit](#) with factsheet resources for leagues to provide to their participants and families.

[CLICK HERE FOR LINK TO CARDIAC ARREST PREVENTION COURSE](#)

You will need to create an account for this training. You will take a pre-quiz, watch a short video, and then take a final quiz. It should take about 20 minutes. Upon completion of the training and quiz, you will earn a Certificate of Completion. Please email your certificate to [safetyofficer@campbellbaseball.org](mailto:safetyofficer@campbellbaseball.org) when you are done.



Please also note that Campbell Little League has two AEDs – one in the main clubhouse and another at the Farm Field.



## Communicable Disease Procedures

- Bleeding must be controlled, the open wound covered, and the uniform changed if there is blood on it before the player may continue.
- Always use gloves to prevent contact with blood or other body fluids.
- Immediately wash hands and other skin surface if contaminated with blood.
- Clean all blood contaminated surfaces and equipment.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing bodily fluids.



## Accident Reporting/Tracking

### 1. What Accidents/injuries are required to be reported?

An incident that causes any player, manager, coach, umpire, or volunteers to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

### 2. When should accidents/injuries be reported?

The timeframe for reporting is relative to the severity of the incident. Any incident that results in immediate medical treatment (e.g., transport to a medical facility or ER) must be reported immediately to the Safety Officer. All other incidents as described above must be reported to the Safety Officer within 24-48 hours of the incident.

The Safety Officer for the 2025 season is Cory Price and he can be reached at 408.761.4618 or [safetyofficer@campbellbaseball.org](mailto:safetyofficer@campbellbaseball.org).

### 3. How should accidents/injuries be reported?

All accidents and injuries must be reported via the Little League Tracking Report (See Appendix B). This form must be completed and turned in to the League Safety Officer or within 48 hours of the accident. All information required on the form must be provided. The Safety Officer will forward copies to the League Officials.

Managers are also afforded an opportunity at the general meetings to discuss safety issues.

Additionally, each month the Board will discuss:

- Injuries & near misses,
- Unsafe field conditions,
- Equipment failures, and
- Recommendations from managers, coaches & parents.



## Insurance Coverage

The AIG Group Insurance Program is specially designed for chartered Little Leagues to create affordable protection for all eligible participants and lower program costs to local leagues.

### 1. Accident Insurance

The Little League Player Accident Policy, underwritten by National Union Fire Insurance Company (a member company of AIG) 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. The policy is subject to a \$50 deductible that is the responsibility of the claimant. If a covered injury requires necessary treatment in the form of medical services or supplies provided by a physician, nurse, therapist, or other medical professional within 30 days after the date of the accident the Company will pay the reasonable expenses incurred.

Such reasonable expenses must be incurred within 52 weeks after the date of the injury to be considered (subject to any deferred benefits). The maximum accident medical expense benefit is \$100,000 for any one injury to any one Insured.

This accident insurance covers eligible participants (players, appointed/approved managers and coaches, volunteer umpires, scorekeepers, player agents, and safety officers) while traveling directly, without delay, to and from the field as well as during Little League practice sessions and games. Coverage also extends to league volunteers involved in authorized league activities. No coverage is in effect until the league has submitted their Charter Application and Insurance Enrollment form and the premium has been paid in full. This is a brief description of coverage.

### 2. General Liability Insurance

General Liability Insurance covers your local league against litigation involving bodily injury or property damage claims, subject to any applicable exclusions. No coverage is in effect until the league has submitted their Charter Application and Insurance Enrollment form and the premium has been paid in full. If the league is served with litigation and/or made aware that someone is or will bring litigation against the local league for a bodily injury or property damage claim, please notify our office immediately with as much information that is currently available to the league. The information provided will be submitted to the insurance carrier for review.



## Submitting an Accident Insurance Claim

Notification of a claim for an eligible member under Campbell Little League's Accident Insurance should be filed with Little League International within 20 days of the incident. Once Little League Baseball receives the complete Little League Baseball/AIG Accident Notification & Claim Form (See Appendix B), the claimant will be assigned a claim number for any information that is submitted for the accident.

### Part One – Claimant Information

#### Step 1

The claim form should be submitted as soon as possible so we can begin a record of the accident and then the claimant can submit all itemized bills (includes procedure and diagnosis codes) from the medical providers as well as any primary insurance explanation of benefits (if applicable) for any treatments for the accident.

#### Step 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.

#### Step 3

Fill out all section, 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.

#### Step 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.

#### Step 5

Be certain all necessary papers are attached to the claim form (See instruction 3). Only itemized bills that include date of treatment, type of treatment (procedure codes), total charge for each treatment, and reason(s) for treatment (diagnosis codes) are acceptable. We cannot accept balance due statements.





## Step 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 (an Explanation of Benefits (EOB) Statement) to Little League International. Include the claimant’s name, league ID, and year of the injury on the form.

## Part 2 – League Statement

### Step 7

This section must be filled out, signed, and dated by a league official (President, Safety Officer, etc.).

### Step 8

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.

When submitting the claim and all following information, please do so by mail. We cannot accept via email or fax as the claim form includes sensitive information. Please do not use the A Safety Awareness Program (ASAP) Injury/Incident Tracking Report form to file an Accident Insurance claim. This form is for internal league use only and does not constitute filing an insurance claim.

*Source:* <https://www.littleleague.org/university/articles/how-to-submit-an-accident-insurance-claim/>





## Field Inspections

- Each game and practice field shall be inspected for hazards and all debris removed prior to use.
- Managers are encouraged to involve parents in the process of hazard inspection.
- The home team is responsible for inspecting the field prior to games.
- The road team is responsible for clean-up of the field after games.
- Play area should be inspected for holes, damage, stones, glass and other foreign objects.
- Protective/padded fence tops should be inspected for tears.
- Repair hazards that you can (e.g., fill in potholes on the field) immediately.
- Report hazards to the Safety Officer as soon as possible.
- During games, the Umpire has the ultimate responsibility to ensure that the play area has been inspected and may delay the start of games until it is completed.

## Annual Facility Inspection Survey

Each year, the Safety Officer submits an updated Facility Inspection Survey to the Online Little League Data Center. Information for each playing field used by Campbell Little League.



## Equipment Inspections/Replacements

- The Equipment Manager conducts an inspection annually prior to the beginning of the season. Team Managers will verify that the equipment is in safe condition upon receipt.
- It is each Manager's responsibility to continually check the condition of the equipment and replace all necessary pieces.
- Unsafe equipment should be destroyed to prevent future use.
- Umpire equipment shall be inspected prior to each use. Campbell Little League hires umpires for Majors and Minors games. These umpires are responsible for their own equipment.
- Player equipment shall be inspected prior to each use. All player equipment will be inspected after each use. Necessary repairs may then be scheduled prior to the next use.



## Storage Shed Procedures

The following procedures apply to all managers, coaches, and other volunteers of Campbell Little League:

- All equipment, tools and supplies shall be stored in an orderly and safe manner at all times.
- Before a volunteer may use any machinery located in the shed, they must understand and be able to operate this equipment safely.
- Storage shed door must remain closed when not in use.
- All chemicals or organic materials stored in Campbell Little League sheds shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
- Any loose/spilled chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.
- All fuels must be properly stored in an approved container.



## Snack Shack Safety Procedures

The Snack Shack operations standards shall meet or exceed the local board of health regulations. Concession safety procedures will be posted at all times.

- A fire extinguisher, a first aid kit, and a copy of this Safety Manual will be available in the Snack Shack.
- No person under age 15 will be allowed behind the counter without direct adult supervision.
- People working in the Snack Shack will follow safe food preparation and will be trained in proper use of any equipment. Plastic gloves or wrappers will be used when handling unpackaged food (such as hot dogs and buns)
- Any use of BBQ grill will be done outside in a properly ventilated area. Propane tanks will be turned off at the grill and tank when not in use.
- All workers are required to wash his/her hands prior to beginning the shift.



## Snack Shack Food Handling & Preparation Practices

Since the Snack Shack relies on League volunteers that may not be familiar with the practices of safe food handling, the following practices may serve as a guide:

- Frequent and thorough hand washing is the best defense in preventing the transfer of contaminants. When washing hands, please use soap and warm water, rubbing hands vigorously. Wash entire hand including back of hand, between fingers and under fingernails. Rinse well and dry with a paper towel. Use paper towel to turn water off.
- Avoid hand contact with raw, ready-to-eat foods. Keep food from contacting serving surfaces whenever possible. Use proper utensils to handle and serve food.
- Keep all foods stored at least 12” off the floor.
- Keep all perishables stored in adequate containers and refrigerated, as necessary.
- After each event, clean the concession area and dispose of any unusable food.
- Campbell Little League will host training sessions for snack shack volunteers (See Appendix A).

**Additional Tips And Information:** The Center for Disease Control and Prevention lists the following items as most likely to lead to illness: *(Please use this list to keep our Snack Shack free of incidents).*

- Inadequate cooling and cold holding
- Preparing food too far in advance for service
- Poor personal hygiene and infected personnel
- Inadequate reheating
- Inadequate hot holding
- Contaminated raw foods and ingredients



## Appendix A: Clinics & Training Calendar

- **First Aid Training**
  - March 1<sup>st</sup> 2025, 10:00am at the Campbell Little League.
- **Field Maintenance Sessions**
  - January 11<sup>th</sup> 2025, 9:00am @ Campbell Little League.
  - February 15<sup>th</sup> 2025, 9:00am @ Campbell Little League.
  - March 2<sup>nd</sup> 2025, 9:00am @ Campbell Little League.
- **Coaching Clinics**
  - January 25<sup>th</sup> 2025, 9:00am @ Mission College
  - February 2<sup>nd</sup> 2025, 10:00am @ Campbell Little League
- **Umpire Clinic**
  - February 23<sup>rd</sup> 2025, 1:00pm @ Campbell Little League
- **Snack Shack Training**
  - March 1<sup>st</sup> 2025, 11:00am @ Campbell Little League.
  - March 3<sup>rd</sup> 2025, 5:00pm @ Campbell Little League.
- **Big Al's Baseball – (Online)**
- **Mandatory Abuse Training – (Online)**
- **Mandatory Concussion Training – (Online)**
- **Sudden Cardiac Arrest Prevention Training – (Online)**



## Appendix B: Forms

1. Medical Release
2. Injury Tracking Report (Internal League Use Only)
3. Little League Baseball/AIG Accident Notification & Claim Form
4. CDC Concussion Information Sheet for Parents



# Medical Release



## Little League Baseball and Softball MEDICAL RELEASE



NOTE: To be carried by any Regular Season or Tournament Team Manager together with team roster or International Tournament affidavit.

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_  
 Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

PARENT OR LEGAL GUARDIAN AUTHORIZATION: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Parent Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ League/Group ID#: \_\_\_\_\_

If parent(s)/legal guardian cannot be reached in case of emergency, contact:

_____	_____	_____
Name	Phone	Relationship to Player
_____	_____	_____
Name	Phone	Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. \_\_\_\_\_  
 Authorized Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR LEAGUE USE ONLY:**

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_  
 Division: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_


WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL. Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.







# Little League Baseball/AIG Accident Notification & Claim Form



**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

- Accident & 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 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		League I.D.	
Name of Injured Person/Claimant		SSN	DATE OF BIRTH (MM/DD/YY)
		Age	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
Address of Claimant		Address of Parent/Guardian, if different	

The Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the Insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident: \_\_\_\_\_ Time of Accident:  AM  PM Type of Injury: \_\_\_\_\_

Describe exactly how accident happened, including playing position at the time of accident:

\_\_\_\_\_

- Check all applicable responses in each column:
- |   |  |   |   |   |
|---|--|---|---|---|
| <input type="checkbox"/> BASEBALL         | <input type="checkbox"/> CHALLENGER (4-18)           | <input type="checkbox"/> PLAYER               | <input type="checkbox"/> TRYOUTS          | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES)  |
| <input type="checkbox"/> SOFTBALL         | <input type="checkbox"/> T-BALL (4-7)                | <input type="checkbox"/> MANAGER, COACH       | <input type="checkbox"/> PRACTICE         | <input type="checkbox"/> SCHEDULED GAME   |
| <input type="checkbox"/> CHALLENGER       | <input type="checkbox"/> MINOR (8-12)                | <input type="checkbox"/> VOLUNTEER UMPIRE     | <input type="checkbox"/> TRAVEL TO        | <input type="checkbox"/> SPECIAL GAME(S) (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12)        | <input type="checkbox"/> PLAYER AGENT         | <input type="checkbox"/> TRAVEL FROM      |   |
|   | <input type="checkbox"/> INTERMEDIATE (9-10) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TOURNAMENT       |   |
|   | <input type="checkbox"/> JUNIOR (12-14)              | <input type="checkbox"/> SAFETY OFFICER       | <input type="checkbox"/> OTHER (Describe) |   |
|   | <input type="checkbox"/> SENIOR (13-18)              | <input type="checkbox"/> VOLUNTEER WORKER     |   |   |

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature



# CDC Concussion Information Sheet

## Concussion INFORMATION SHEET



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

### What is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

### How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
- Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Tell your children or teens that you expect them to practice good sportsmanship at all times.

• When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

**Talk with your children and teens about concussion.** Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that it's better to miss one game than the whole season.



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### CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

### What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

**Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.**

### What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to [cdc.gov/HEADSUP](http://cdc.gov/HEADSUP)



**Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.** Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Athlete's Signature: \_\_\_\_\_

I have read the fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Signature: \_\_\_\_\_

Revised January 2013