

Little League Safety Manual Bondurant, Iowa 2021



Erik Garnass
Bondurant, Iowa
League ID# 115-03-02, District 3
Little League Safety Manual 2021

Safety Manual

Erik Garnass
Bondurant Little League Safety Officer
214 Aspen Dr. NE Bondurant, IA 50035
Cell 952-201-3884

Bondurant Little League Safety Manual

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*Incident / Injury Tracking Report	

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Introduction^{1,2}

What is ASAP

In 1995, ASAP (A Safety Awareness Program) was introduced 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”. This manual is offered as a tool to place some important information at managers and coaches fingertips.

What is the Goal of ASAP

The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, Bondurant Little League also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan. To this end, Bondurant Little League has instituted, and registered with Little League Headquarters, the Board position of Safety Officer. In the event that any item within this manual conflicts with any Little League, State and/or Federal law and/or guideline; the appropriate Little League, State and/or Federal law and/or guideline will take precedence.

¹ The Little League website was used as a reference to create this manual.

² The Urbandale Little League Safety Manual was used as a sample to create this manual.

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Safety Code

Facility Rules

Bondurant Little League has entered into a lease agreement with the City of Bondurant to administer and manage all operations of the Bondurant Recreational Sports Complex. The following rules must be followed to ensure safe use of the facilities. Failure to comply with these rules may result in expulsion from the Bondurant Recreational Sports Complex.

- Speed Limit 5 mph in roadways and parking lots while attending any Bondurant Little League function. Watch for small children around parked cars.
- No alcohol allowed in any parking lot, field, or common areas within the Bondurant Recreational Sports Complex.
- No smoking allowed in any parking lot, field, or common areas within the Bondurant Recreational Sports Complex.
- No Weapons are allowed within the Bondurant Recreational Sports Complex.
- No playing in parking lots at any time.
- No playing on and around lawn equipment.
- No playing on or around dumpsters or garbage cans.
- No profanity.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the Bondurant Recreational Sports Complex.
- No throwing rocks.
- No climbing fences.
- Be alert of all persons around you when handling a bat
- 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.
- Make a first aid kit available at any time during games or practices.
- An AED will be accessible for any practices or games.
- Storm shelter will be unlocked and available during all games and practices.

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Team Rules

Member teams of the Bondurant Little League need to have safety as one of their primary goals. Safety should be foremost at all times and in all locations. Teams may choose to adopt their own rules but must, at a minimum, adhere to the following rules set by the League.

- Arrangements should be made in advance of all games and practices for emergency medical services. This may include but is not limited to making sure there is a sufficiently charged cell phone available.
- Coaches must attend the league's First Aid Training Seminar. First-aid kits are available in all coaches' equipment bags.
- Play by all Little League Rules.
- No games or practices should be held when weather or field conditions are not good. This includes when lighting is inadequate or there is lightning in the area.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. Home team coach is responsible for pre-game inspections of the field.
- 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.
- All managers, coaches, and volunteers must pass a criminal background check before being allowed to participate in activities in the dugout or playing field.
- Bats and loose equipment should be kept organized and not allowed on the playing field.
- During practice and games, all players should be alert to the activity on the field.
- 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 endangering spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment must be inspected regularly for the condition of the equipment as well as for proper fit. Worn equipment must be replaced and disposed of properly. Notify the League Equipment manager when such an occasion arises.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Softball players all must have a face mask attached to their batting helmets.
- Batters must use Little League approved bats during batting practice and games.
- Fielder's masks are encouraged, but not required for softball pitchers.
- Catcher must wear proper equipment at any time while working with a pitcher. This includes 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. Managers should encourage all players to wear mouth guards.
- Except when a runner is returning to a base, headfirst slides are not permitted.

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- 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”.
- Players must not wear watches, rings, pins or metallic items during games and practices.
- Managers and Coaches may not warm up pitchers before or during a game.
- Coaches should inspect all equipment prior to each use. If equipment is damaged or needs replaced, contact the current equipment manager for directions.

Suggestions for new codes may be addressed to: Erik Garnass, Safety Officer 952-201-3884.

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Emergency Procedures

Communicable Disease Procedures

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (Blood kits are available in the concession stand).
- 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 body fluids.

Do's and Don'ts When Treating Injuries

Do...

Reassure and aid children who are injured, frightened, or lost

Provide, or assist in obtaining, medical attention for those who require it.

Know your limitations

Carry your First-Aid to all practices and games

Keep your Safety Manual with you at all practices and games

Make arrangements to have a charged cell phone available at all practices and games

When administering aid:

Don't...

Administer any medications

Provide any food or beverage other than water

Hesitate in giving aid when needed

Be afraid to ask for help if you are not sure of the proper procedures

Transport injured individual except in cases of extreme emergencies

Leave an unattended child at a game or practice

Hesitate to report any present or potential safety hazard to the Safety Officer

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LOOK for sign of injury such as blood, 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 bones

Remember PRICE when treating an injury

Protection

Rest

Ice

Compression

Elevation

Emergency Contact Information

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

1) First dial 9-1-1.

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

- **The exact location or address of the emergency?** Please refer to the facility map to confirm the field number and location.

Our address is: **660 Jr. Haines Parkway, NE., Bondurant, IA**

Cross-streets are : **NE 80th St and Jr Haines Parkway**

- **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. Make sure the gate is unlocked, if necessary. A key to the gate is in the concession stand.

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Emergency Phone Numbers:

Emergency: 911

Polk County Sheriff - Non Emergency 515-402-8638

Executive Board Members and Contact Information:

President	Mike McKinney	president@bondurantlittleleague.org	515-782-9235
Vice President	TBD	vicepresident@bondurantlittleleague.org	
Secretary	Jackie Ditsworth	kjditsworth4@gmail.com	712-789-0626
Treasurer	Devin Kono	dkono@tworivers.bank	
Safety Officer	Erik Garnass	safety@bondurantlittleleague.org	952-201-3884
Baseball Director	TJ Werner	twerner5@hotmail.com	515-975-6273
Softball Director	Charles Harned	softballdirector@bondurantlittleleague.org	515-822-4142
Scheduler	Jamie Baas	scheduler@bondurantlittleleague.org	
Communication Director	Jenny Ledvina	jenny.ledvina@gmail.com	515-306-4655
Fundraising	TBD		

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Facility Map



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Accident Reporting Procedures

What to report

An incident that causes any player, manager, coach, umpire, or volunteer 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.

When to report

All such incidents described above must be **reported to the Safety Officer within 48 hours of the incident**. The Safety Officer is **Erik Garnass**. He can be reached at the following:

Day Phone: 952-201-3884
Evenings: 952-201-3884
Email: safety@bondurantlittleleague.org

How to report

Reporting incidents can come in a variety of forms. Most typically, they **are telephone conversations or emails to the safety officer**. At a minimum, the following information must be provided via email, text, or a phone call.

- The name and phone number of the individual involved
- The date, time, and location of the incident
- As detailed a description of the incident as possible
- The preliminary estimation of the extent of any injuries
- The name and phone number of the person reporting the incident
- The name of the team the person is involved with (players team name)
- The name and number of the head coach

Injury tracking forms will be available online at bondurantlittleleague.org.

A coach, volunteer, or a parent can fill out the form and forward it to the League Safety Officer.

Safety Officer Responsibilities

Within 48 hours of receiving the 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; and (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 Bondurant Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as

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the incident is considered “closed” (i.e., no further claims are expected and/or the individual is participating in the league again).

Equipment Shed Procedures

The following applies to all equipment buildings at the BRSC.

- All individuals with keys and/or code to the Bondurant Little League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.
- Before you use any machinery located in the shed, you are required to complete an equipment orientation with Little League officers.
- All Field Dry, Chalk, and other materials are the property of the BRSC and Bondurant Little League. Use should be limited to small amounts and only when permission has been granted.

Concession Stand Procedures/Safe Room Procedures

The following applies to concession stand at BRSC:

- Written safety instructions are posted in concession stand at all times.
- Concession stand manager is trained in safe food handling/prep and procedures.
- Annual training conducted on proper equipment handling.
- Additional documents that are posted in the concession stand and attached with this manual are
 - A Daily To Do List
 - Checklist of items to do each day
 - Procedures for Body Fluid Clean-up
 - Standard Operating Procedures for Handwashing, Glove, and Utensil Use

In the event of an emergency persons working in the concession stand will contact **Jackie Kreuder 515-306-1872**. If it is a life threatening emergency 9-1-1 will be called.

Safe Room at the BRSC: - Procedure Guide is attached with this manual

- The safe room is for public use and shall remain open during operations of the BRSC
- Building capacity is 360 people
- Mens and womens restrooms are available inside
- This is an emergency shelter and not equipment or materials will be stored inside

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Clinic Information:

First Aid Training:

- At least 1 coach/manager from each team must attend the First Aid Training Clinic. Training qualifies volunteers for 3 years, however, each team must send a representative every year.
- During First Aid Training, volunteers and coaches will also be trained in the use of an AED.
- During the First Aid Training Clinic, coaches will be provided with a concussion fact sheet and information on the online concussion training course to be taken independently and each coaches certificate will be submitted to the league's safety officer.
 - The free online concussion training can be found at:
<https://www.cdc.gov/headsup/youthsports/coach.html>

Fundamentals Training:

- At least 1 coach/manager from each team must attend the Fundamentals Training Clinic. Training qualifies volunteers for 3 years, however, each team must send a representative every year. This year's clinic will be scheduled when the weather provides an opportunity to access the fields.

Volunteer Application Form:

- All volunteers are required to complete all volunteer applicable fields in Sports Connect.
- All volunteers are required to complete and submit their information for a background check

Additional Safety Manual Copies:

- Each team has been provided with a copy of the safety manual. If you need additional copies, they may be obtained by contacting the Safety Officer. The safety manual will be available in the concession stand or online at bondurantlittleleague.org

Little League Facility Survey:

- The Little League Facility Survey has been completed. Always bring any safety concerns regarding the playing conditions or safety issues with the complex to the attention of the BRSC staff and Little League's current Safety Officer.

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Safety Plan Registration:

- A Qualified Safety Plan Registration form has been submitted with our ASAP plan.

Player Registration:

- League Player Registration Data or player Roster data and coach and manager data to be submitted to the Little League Data Center.

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Child Protection Program:

The safety and well-being of all participants in the Little League® program is paramount. As adults, we want to ensure that the young people playing in the Little League program are able to grow up happy, healthy and, above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them.

Unfortunately, there are those who would seek to do harm to these children, to rob them of their right to feel safe and grow up in a free and healthy environment. These are child abusers, and although it is not an easy or pleasant topic for any of us to think about, the fact remains that child abuse happens. In 1998, Little League International launched our Child Protection Program to educate local league volunteers, with the goal of creating local league programs where only those who have the best interests of children in mind are involved. Like many national youth organizations, Little League seeks to attract the most qualified and enthusiastic volunteers to assist our programs. At the same time, we must be aware that this could make us a target for child abusers, since statistics show that the largest number of sexually abused children are young children. Clearly, dealing with child abuse is a major concern for everyone involved in Little League, from the Little League International staff to the local league volunteers.

Since Little League could not exist without the time and effort that volunteers and parents donate, it is important to communicate directly with the volunteers. For that reason, this statement on the Little League Child Protection Program should be freely copied and distributed to all adults in the local league.

Defining child abuse is the first step in battling it. Child abuse can take several different forms, and it is important for us to make clear right at the start what the prevention goal of the Little League Child Protection Program is.

Definition of Child Sexual Abuse:

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Child sexual abuse can be defined as the exploitation of a child by an older child, teen, or adult for the personal gratification of the abusive individual. This form of abuse could involve a range of sexual activities, from touching to non-touching offenses, and may also include acts that are considered non-sexual, but are done for the gratification of the abuser. This might include talking to a child in a sexually explicit way, voyeurism, or exposure of genitalia to a victim and/or victim's exposure of his or her genitalia.

A crucial step in stopping child abuse before it happens is knowing who might be a child abuser, and where child abuse might happen. For better or worse, the answer to each question is simple. Where can it happen? Anywhere. Who could be a child abuser? Anyone. However, we needn't feel that this makes our task impossible.

The National Center for Missing and Exploited Children, a leading national child protection advocacy group, defines child abuse as "the physical or emotional injury of a child (17 years old or younger) by a person who is responsible for the child's welfare." Although Little League recognizes emotional abuse as a serious offense that should never be tolerated within the organization, the primary objective of this program is more specific: the protection of Little Leaguers from child sexual abuse, as well as the protection of all adults in the organization from being placed in difficult or uncomfortable situations with the children in their care.

Education/Prevention of Child Abuse

Education is the most important tool for both our children and our adults. It empowers them to recognize potentially compromising situations, and it places a barrier between abusers and their victims. Here are a few education and prevention suggestions for our Little League volunteers and children.

Meet with them. Since Little League operates with several volunteers, our membership changes from year to year. Thus, it is important to hold regular meetings in which both volunteers and parents can talk about child abuse, and ask questions.

Make our position clear. Little League has a clearly defined policy for dealing

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with child abuse. Make adults and kids aware that Little League will not tolerate child abuse in any form. Suspected abuse must be reported and retaliation for good faith reporting is prohibited.

Stress the role of adults. Children should be encouraged to take an active role in protecting themselves, but ultimately the responsibility for ensuring their safety rests with us, the grownups. We are better able to identify potentially uncomfortable situations, for ourselves as well as for them. The welfare of our Little Leaguers is the highest priority in any situation.

Encourage the “Buddy system.” It’s an old maxim, but it’s true: There is safety in numbers. Encourage our kids to move about in groups of two or more children of similar age, whether an adult is present or not. This includes travel, leaving the field, or using the restroom areas. It’s far more difficult to victimize a child if they’re not alone. Adopt additional reasonable procedures to limit one-on-one interactions between minor athletes and an adult. All interactions between minors and adults should be observable and within an interruptible distance of another adult.

General Guidelines

In addition, the basic safety procedures that Little League follows generally can also be applied specifically to the identification and prevention of child abuse situations. Adhered to properly, these guidelines can enable children and adults to better protect themselves.

Rides — Children dropped off too early or picked up late are targets. Little League parents and volunteers should be encouraged to pick up and drop off on time. And children should be warned about strangers; about not riding with them, about telling someone if they’re approached by them.

Access — Controlling access to areas where children are present, such as the dugout or locker rooms-protects them from harm by outsiders. It’s not easy to control the access of large outdoor facilities, but visitors could be directed to a central point within the facility. Individuals should not be allowed to wander through

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the area without the knowledge of the Little League volunteers.

Lighting — Child sexual abuse is more likely to happen in the dark. The lighting of fields, parking lots and all indoor facilities where Little League functions are held should be bright enough so that participants can identify individuals as they approach, and observers can recognize abnormal situations.

Travel — When traveling with the team, make sure that children are sharing rooms with Little Leaguers of the same age. Girls' rooms should not be adjacent to boys' rooms, and rooms should not have adjoining access, either between children or children and adults.

Shower and Toilet Facilities — Most Little Leaguers are capable of using toilet facilities on their own, so there should be no need for an adult to accompany a child into restroom areas. There can sometimes be special circumstances under which a child requires assistance to toilet facilities, for instance within the Tee Ball and Challenger divisions, but there should still be adequate privacy for that child. Again, we can utilize the "buddy system" here.

Rooting Out Child Abuse — A Five-Step Screening Process

Once we know what child abuse is, and where to look for it, we are better able to prevent potential child abusers from entering the ranks of Little League. Another aspect of this prevention is screening all applicants who wish to be managers, coaches, Board of Directors and any other persons, volunteers and/or hired workers who provide regular services to the league and/or have repetitive access to, or contact with, players or teams.

The term "volunteer" in this context refers to every person in the organization coming in contact with the kids: program workers, coaches, bus and carpool drivers, maintenance workers, etc. The goal is to find caring, competent individuals who can provide a safe, positive climate for Little Leaguers.

Little League requires a five-step process for selecting individuals to fill volunteer positions:

1. Application — All local leagues are required to use the Little League Official

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Volunteer Application for all Managers, Coaches, Board of Directors and any other persons, volunteers and/or hired workers who provide regular service to the league and/or have repetitive access to, or contact with players or teams. The Little League Official Volunteer Application is available online at LittleLeague.org. The applicant must also submit a government-issued photo ID, usually a driver's license, for the league to verify that the information on his/her volunteer application is correct, i.e. spelling of the name, address, date of birth, etc.

2. Background Check — A background check in compliance with Regulation I(c) 8 and 9 must be conducted on every individual that is required to complete a volunteer application prior to the applicant assuming his/her duties for the current season. The individual is required to consent to a background check on the volunteer application. The local league must conduct a nationwide search that contains the applicable government sex offender registry data and criminal records. Information regarding free background check services is available at LittleLeague.org. Just click the "Learn More" tab and look under Risk Management.

3. Interview — The applicant should be made fully aware of the position of Little League regarding child abuse. No person who is a known child-sex offender shall be allowed to participate in any manner in the Little League program.

4. Reference Checks — This is important to determine if any information from the references differs from that garnered from the volunteer application and/or during the review.

5. Exclusion of Certain Individuals — No local league shall permit any person to participate in any manner, whose background check reveals a conviction, guilty plea, no contest plea, or admission to any crime involving or against a minor. A local league may prohibit any individual from participating as a volunteer or hired worker, if the league deems the individual unfit or inappropriate to work or volunteer. The local league must conduct a nationwide search that contains the applicable government sex offender registry data and criminal records. NOTE: The United States Department of Justice National Sex Offender Public Registry is free and

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available at nsopr.gov.

In addition, Little League requires all leagues to utilize the national criminal records search available through the Little League website. This additional criminal records check may provide additional important information regarding the criminal records of individuals whose crimes do not require that they be listed on a sex offender registry. If no sex offender registries exist in a province, or country outside the United States the local league must conduct a more extensive search of a country, province or city-wide criminal background check through the appropriate governmental agency unless prohibited by law. Failure to comply with this regulation may result in the suspension or revocation of tournament privileges and/or the local league's charter by the action of the Charter or Tournament Committee in Williamsport. If a local league becomes aware of information, by any means whatsoever, that an individual, including, but not limited to, volunteers, players, and hired workers, has been convicted of, pled guilty, pled no contest, or admitted to any crime involving or against a minor, the local league must contact the applicable governmental agency to confirm the accuracy of the information. Upon confirmation of a conviction for, guilty plea, no contest plea, or admission to, a crime against or involving a minor, the local league shall not permit the individual to participate in any manner.

Additionally, the league president should inform the parents of all children who have had contact through the league with the excluded individual of any Public Record information that is the basis of the league's decision to exclude the individual. Public Records are documents received from a governmental body/agency that are available to the general public.

Volunteers are important to the operation of the local leagues. However, to protect the children involved in the local leagues, it is necessary to require the volunteers to complete a volunteer application and consent to a background check. To protect the privacy of volunteers, the following procedure has been established:

1. The local league president shall only share any personal non-public record

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information contained in the volunteer application or attached documents with other league officers in order to make personnel decisions.

2. The local league president should maintain the record of a volunteer for at least two (2) years after the volunteer is no longer in the league. When it comes time to dispose of these records, they should be shredded as they contain sensitive information. All actions concerning these records must comply with any applicable laws.

3. Leagues should also maintain records in the case that the league has acted or decided based upon the information contained in the records. The records should be maintained in a locked and secure area, such as the president's home and not in a club house or similar facility.

Enforcement/Reporting of Child Abuse

No matter how much education and prevention we put in place to stop child abuse, it can still happen. In the unfortunate instance that a case of child sexual abuse is suspected and/or reported, specific steps should be in place to deal with the situation. Let's look at these.

- **Reporting** —Because child abuse reporting laws vary from state to state, a Federal law was recently enacted which established a nationwide standard duty to report suspected child abuse. The "Protecting Young Victims from Sexual Abuse and Safe Sport Act of 2017" mandates that all amateur sports organizations, which participate in an interstate or international amateur athletic competition and whose membership includes any adult who is in regular contact with an amateur athlete who is a minor must report suspected child abuse, including sexual abuse, within 24 hours to law enforcement. An individual who is required, but fails, to report suspected child sexual abuse is subject to criminal penalties. If an individual suspects a case of abuse within their league, they should report it to the appropriate child services organization and/or local law enforcement as well as, their league president and District Administrator. Information regarding reporting child abuse can be found at LittleLeague.org/Player-Safety. After making a report to law enforcement,

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individuals may also consider contacting one of the following organizations for additional support:

- o The National Center for Missing & Exploited Children's CyberTipline accepts reports of child sexual abuse and assists professionals seeking resources to help them in their missing and sexually exploited child cases. Available 24 hours a day, seven days a week.

- Make a report: Call 1-800-THE-LOST (1-800-843-5678) or visit www.cybertipline.com
- o The Childhelp National Child Abuse Hotline provides professional crisis counselors who can offer a variety of services, including emotional support for abuse survivors and information about how to report known or suspected abuse.
- Learn more about it: www.childhelp.org/pages/hotline-home

- Get support: Call 1-800-4-A-CHILD (1-800-422-4453)
- o 'Stop It Now!' confidential, national prevention Helpline assists callers with questions or concerns about child sexual abuse.
- Learn more about it: www.stopitnow.org/help#contact
- Get support: Call 1-888-PREVENT (1-888-773-8368) or submit an email

- Investigating — An individual and alternate with significant professional background should be chosen by the league from the community to receive and act on abuse allegations. These individuals will act in a confidential manner, and serve as the league's liaison with the local law enforcement community. Little League volunteers should not attempt to investigate suspected abuse on their own.

- Suspending/Terminating — When an allegation of abuse is made against a Little League volunteer, it is the duty of the organization to protect the children from any possible further abuse by keeping the alleged abuser away from children in the program. If the allegations are substantiated, the next step is clear: Assuring that the individual will not have any further contact with the children in the league. The Nonprofit Risk Management Center urges Little League organizations to develop policies on suspension and termination of volunteers with a lawyer who can advise about their effects on the rights of the alleged abuser.

- Immunity from liability — Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be

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unsubstantiated. However, we want adults and Little Leaguers to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. All states provide immunity from liability to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused. Little League policies prohibit retaliation of any kind when a good faith report of child abuse is made.

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To-Do List

Date	Task
Daily	Dishes & Wipe down all counters Wipe down hot dog roller Wipe down popcorn machine Wipe down cheese machine Sweep floors Balance out cash register Trash to dumpster if more than 1/2 the bag is full at the end of the night
Monday	Prepare Sam's order for items needing restocked. Order will be submitted on Monday night's for pick up and delivery on Tuesday. Text photo order to Jackie D. 712-789-0626 Reorganize, fold, straighten up apparel and merchandise area
Tuesday	Thoroughly clean popcorn machine at end of the night Restock all water/soda
Wednesday	Thoroughly clean hot dog and cheese machine Check food inventory. If something MUST be restocked before next Tuesday, submit that order via text to Jackie D. Wipe window sills and wash windows. Including pop machine window glass
Thursday	Mop floors Thoroughly clean food warmers (pizza & hot dog/pretzel warmers and microwaves)
Friday	Restock all water/soda

Be Sure You:

- 1 BE ON TIME** - be sure to clock in
- 2 WASH YOUR HANDS** - before starting work, after using restroom
- 3 ALWAYS WEAR GLOVES** - when handling food
- 4 WEAR YOUR HAIR** - in a pony tail when working
- 5 ALWAYS WEAR SHOES** - never be barefoot
- 6 BE FRIENDLY - KIDS LOVE SMILES AND HIGH FIVES!**

What if:

If you can't work your assigned schedule, you should:

1. See if you can switch shifts with another person that week
2. Call the manager to let them know
3. Call Jackie Ditsworth, 712-789-0626

All of these steps should be done ASAP if you are unable to work.

Contact information is located in the binder

PROCEDURE FOR BODY FLUID CLEAN-UP KITS

PURPOSE:

Body Fluid Clean-Up kits should be readily accessible to any employee who may be faced with a situation that involves handling or cleaning up body fluid spills. Each classroom that does not have immediate custodial services should have access to a spill kit.

SUPPLIES:

- ✓ Moisture absorbent material—SCOE provided commercially prepared product
- ✓ Paper plates with 1/3 cut to act as a scoop and dustpan
- ✓ Paper towels folded into quarters
- ✓ Disposable medical grade vinyl gloves—2 pairs
- ✓ Container with soap and water
- ✓ Container with water
- ✓ Container with SCOE approved sanitizer—Hepacide Quat II
- ✓ Newspapers
- ✓ Small garbage bags
- ✓ Moist antiseptic towelettes

PROCEDURE:

1. Prepare the clean up space by taking all the necessary supplies out of the spill kit and placing them so they are readily available.
2. Take care to avoid splashing any contaminated material or sanitizing fluids onto face, in eyes, mouth or nose.
3. Use the moisture absorbent material on the body fluids (vomit, feces, etc.) if the absorbent will make clean up easier.
4. Open plastic bag and turn top edge down 3-4 inches so that the bag is ready for soiled materials.
5. Put on medical grade vinyl gloves.
6. Scoop body fluids with the paper plate dustpan and put into open plastic bag.
7. Wipe up the remaining body fluids with the paper towels and put soiled towels into plastic bag.
8. Change gloves, if heavily soiled, by the “gloving procedure” method.
9. Clean and sanitize with SCOE approved sanitizer. If the surface is hard, such as the bathroom floor, the sanitizer should be on the surface for 10 minutes and then dried with a paper towel. If the surface is soft, such as carpet, allow the sanitizer to air dry. A barrier should be placed to prevent persons from walking on the area.
10. Remove gloves by the “gloving procedure” method and discard in plastic bag.
11. Wash hands with the antiseptic towelette.
12. Tie the garbage bag closed.
13. Dispose in an outside garbage can.
14. Wash hands with soap and running water as soon as possible after disposing of the garbage bag.
15. Restock the Body Fluid Clean-Up Kit.

IOWA STATE UNIVERSITY
Extension and Outreach



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Handwashing

Policy: All food production and service personnel will follow proper handwashing practices to ensure the safety of food served to customers.

Procedure: All employees in the restaurant should wash hands using the following steps:

1. Wash hands (including under the fingernails) and forearms vigorously and thoroughly with soap and warm water (a water temperature of at least 100°F is recommended) for a total time period of 20 seconds.
2. Wash hands using soap from a soap dispenser. Lather at least 10 seconds.
3. Use a sanitary nailbrush to remove dirt from under fingernails.
4. Lather soap between fingers and on hands thoroughly for 10-15 seconds
5. Use only hand sinks designated for that purpose. Do not wash hands in sinks in the production area.
6. Dry hands with single use towels, a mechanical hot dryer, or a high velocity blade of non-heated pressurized air. (Retractable cloth towel dispenser systems are not recommended.) Turn off faucets using a paper towel in order to prevent recontamination of clean hands if foot pedals are not available.

The restaurant manager will:

1. Monitor all employees to ensure that they are following proper procedures.
2. Ensure adequate supplies are available for proper handwashing.
3. Follow up as necessary.

IOWA STATE UNIVERSITY
Extension and Outreach



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Glove and Utensil Use

Policy: Gloves or utensils will be used for handling all ready-to-eat foods, except for those that will be added to foods that contain raw animal foods that are to be fully cooked or other foods that are heated to 165°F. Gloves or utensils must be used when there are cuts, sores, burns, or lesions on the hands of food handlers.

Procedure: All employees handling food or utensils must:

1. Wash hands thoroughly prior to putting on gloves and when gloves are changed.
2. Change gloves when:
 - Beginning each new task.
 - They become soiled or torn.
 - They are in continual use for four hours.
 - Finished handling raw meat and before handling cooked or ready-to-eat foods.
3. Utensils, such as deli-tissue, spatulas, or tongs may be used as an alternative to gloves.
4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

The restaurant manager will:

1. Purchase powder-free, non-latex gloves in appropriate sizes.
2. Purchase appropriate utensils.
3. Observe all employees daily to ensure that they are following proper procedures.
4. Follow up as necessary.

Bondurant Little League Safety Manual

Bondurant Recreational Sports Complex (BRSC) and Bondurant Little League

Safe Room Procedure Guide

The Bondurant Recreational Sports Complex (BRSC) Safe Room is for public use and shall remain open during operations of the BRSC facility. The building is 100% concrete with walls eight inches thick and an eighteen inch ceiling. The building is built to withstand an F5 tornado with winds up to 250 mph. The building capacity is set at 360 people, however, the building could likely accept more people if necessary. One of men's and women's restroom facility is inside the building. Because the building's purpose is an emergency shelter, storage of equipment or materials in the Safe Room is not allowed. All personnel are to be instructed how to open and use the Safe Room.

The following is a procedural guide if an emergency were to strike at the BRSC. Please review and become familiar with the procedures so you are prepared before an emergency occurs, as you are responsible for directing and instructing the public.

A **watch** means conditions are right for the development of severe weather or a tornado. During a watch, please be alert to the current weather conditions and check your Public Alert certified NOAA Weather Radio (if applicable).

A **warning** means that severe weather or a tornado is occurring, has been sighted or indicated by National Weather Service.

In the event of a warning, and when an official warning notification has been announced, BRSC Staff will activate the warning system. The warning system will sound an alert followed by an announcement to take cover immediately.

Immediate Action

1. Remain calm and avoid panic.
2. Listen to your Public Alert certified NOAA Weather Radio.
3. Two Staff Members or coaches need to unlock the Safe Room (if the building is not already unlocked). The code is 7233.
4. One Staff Member or coach needs to make an announcement over the warning system to alert the public of the current situation, notify the umpires to postpone all games and instruct everyone to proceed to the Safe Room. As people not to leave in their cars, and this person needs to please continue listening to the NOAA Weather Radio.
5. If Field 0 is in use, one Staff Member or coach needs to drive to the field to inform the public to take cover.
6. Staff Members and coaches need to remind the public to remain quiet and calm to ensure safety.
7. A Staff Member or coach will broadcast over the warning system when the National Weather Service has announced the expiration of the tornado or severe weather warning.

Bondurant Little League Safety Manual



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 <input type="checkbox"/> AM <input type="checkbox"/> PM	Type of Injury
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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"/> SPECIAL GAME(S) (Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	
	<input type="checkbox"/> INTERMEDIATE (50/70) (11-13)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	

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

Bondurant Little League Safety Manual

For Residents of California:

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

For Residents of New York:

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

For Residents of Pennsylvania:

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

For Residents of All Other States:

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

PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)

Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official		Position in League
Address of League Official		Telephone Numbers (Inc. Area Codes) Residence: () Business: () Fax: ()

Were you a witness to the accident? Yes No
Provide names and addresses of any known witnesses to the reported accident.

Check the boxes for all appropriate items below. At least one item in each column must be selected.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards? YES NO
If YES, are they Mandatory or Optional At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date	League Official Signature
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