



# Qualified Safety Plan Requirements

## Making It "Safer For The Kids"



These two pages contain the 16 minimum requirements for your safety plan to qualify for the cash award if you take Little League AIG player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. *This form does not constitute a safety program. Please submit the safety manual that was distributed to league personnel, this form and your facility survey,* as well as any other supporting pieces illustrating your safety program. Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.). *Judging: All judging will be conducted based on the material submitted. Non-original safety plans will not be considered for the awards.*

\* Please List Page Number Where Each Item Below Is Located In Your Safety Plan

• Please list dates when training was/will be held; and where each requirement can be found in your plan.

**1. Have active safety officer on file with Little League International**

1. Page: 2

**2. PUBLISH and DISTRIBUTE a paper copy of the applicable safety manual to safety manual to volunteers**

2. Page: 3

- The intent is to print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
- While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.
- Samples can be found in the example safety manuals on the LL web site.
- Include all relevant material for coaches, including these minimum standards.
- Keep a copy for your league. Send a copy to your D.A. or District Safety Officer. Little League International does not keep copies for leagues' future use.

Do you have a website? YES  NO

Is your Safety Plan posted on your website? YES  NO

**3. Post and distribute emergency and key officials' phone numbers**

3. Page: 4

- Include emergency procedures for handling injuries and who to contact to track/report them.
- Include emergency phone numbers for ambulance, police, fire department, etc.
- Include league president and safety officer, consider head umpire, board members.

**4. Use 2018 Volunteer Application Form**

4. Page: 16

- Managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out application form as well as provide a government-issued photo identification card for ID verification. Check name spellings and numbers for accuracy.
- Must conduct a nationwide background check utilizing First Advantage or another provider that is comparable to First Advantage in accessing background check records for sex offender registry data and other criminal records.
- Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website.
- May conduct a supplemental criminal background check using resources such as First Advantage.
- Anyone refusing to fill out Volunteer Application is ineligible to be a league member.
- League president must retain these confidential forms for the year of service.
- Send an uncompleted, blank copy of league's application form from correct year.
- When using First Advantage for background checks, Social Security numbers are required. You must enter these numbers into the database and then redact the social security number and/or other personal information from the paper copy for added protection.

**5. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)**

5. Page: 15

- It is not necessary for the first aid and training fundamentals to be held before the Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.
- Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use. Intent is to provide training to ALL coaches and managers; minimum of one participant per team.
- Training qualifies volunteer for 3 years; but one team representative still required each year.
- High school, college, or experienced league coaches can be great resources.
- Districts can assist by providing training sessions on a district-wide basis.
- Training should be modified annually to meet the local needs of players and their facilities.

5. Date Was/ Will Be Held: 4/7/18

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# Qualified Safety Plan Requirements



## Making It "Safer For The Kids"

- |  |   |
|--|---|
| <p><b>6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending</b></p> <ul style="list-style-type: none"> <li>• It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.</li> <li>• Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training.</li> <li>• Other individuals who attend various outside first aid training and courses are not exempt.</li> <li>• Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use to show that they have had training in past three years. Again, the intent is to provide training to ALL coaches/managers; minimum of one participant per team.</li> <li>• Training qualifies volunteer for 3 years, but one team representative still needed each year.</li> </ul> | <p>6. Page: <u>15</u></p> <p>6. Date Was/<br/>Will Be Held: <u>4/9/17</u></p> <p>6. Date Was/<br/>Will Be Held: <u>4/9/17</u></p> |
| <p><b>7. Require coaches/umpires to walk fields for hazards before use</b></p> <ul style="list-style-type: none"> <li>• Recommend leagues use form to track and document any facility issues needing to be fixed.</li> <li>• Common sense activity — look for rocks, glass, holes, etc.</li> <li>• Specify who is responsible for doing this — home coach, visitors, umpire, or all?</li> </ul>  | <p>7. Page: <u>10-11</u></p>  |
| <p><b>8. Complete the 2018 ANNUAL Little League Facility Survey</b></p> <ul style="list-style-type: none"> <li>• A requirement each year, can help leagues find and correct facility concerns.</li> <li>• Provided in the ASAP section on the Little League website — <a href="http://facilitysurvey.musco.com">facilitysurvey.musco.com</a> or email <a href="mailto:asap@musco.com">asap@musco.com</a></li> <li>• DO NOT simply make copy of past year's facility survey; physically review fields for changes and needs from prior year's survey, and record changes/needs on 2018 form.</li> <li>• Keep a copy on file for future needs; Little League does not maintain copies of surveys.</li> </ul>   | <p>8. Page: <u>17</u></p>   |
| <p><b>9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures</b></p> <ul style="list-style-type: none"> <li>• Local restaurant operators are good resources for training assistance.</li> <li>• Training should also cover safe use, care and inspection of equipment.</li> <li>• See concession suggestions: April and June, 2000, issues of ASAP News available on Little League's website.</li> </ul>  | <p>9. Page: <u>12</u></p>   |
| <p><b>10. Require regular inspection and replacement of equipment</b></p> <ul style="list-style-type: none"> <li>• Inspect equipment before each use by coaches and umpires.</li> <li>• Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.</li> <li>• Recommend use form to remind coaches and to track equipment needs.</li> </ul>  | <p>10. Page: <u>10-11</u></p>   |
| <p><b>11. Implement prompt accident reporting, tracking procedure</b></p> <ul style="list-style-type: none"> <li>• Accident forms to safety officer within 24-48 hours of incident is common.</li> <li>• Forms are available through Little League website.</li> <li>• Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries.</li> <li>• Share information on accidents and "near-misses" with District staff.</li> </ul>  | <p>11. Page: <u>8-9</u></p>   |
| <p><b>12. Require a first-aid kit at each game and practice</b></p> <ul style="list-style-type: none"> <li>• Many leagues have a complex, but each team needs some form of first-aid kit for off-site practices or travel/tournament games.</li> <li>• Local hospitals and medical supply companies are good sources.</li> <li>• If necessary, fund through special drive.</li> </ul>  | <p>12. Page: <u>10</u></p>  |
| <p><b>13. Enforce Little League rules including proper equipment</b></p> <ul style="list-style-type: none"> <li>• Most Little League rules have some basis in safety — follow them.</li> <li>• Ensure players have required equipment at all times, even catchers warming up during infield.</li> <li>• Make sure coaches and managers enforce rules at practices as well as games.</li> <li>• Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.</li> <li>• Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.</li> </ul>  | <p>13. Page: <u>1,11</u></p>  |
| <p><b>14. Submit league player registration data or player Roster data and coach and manager data</b></p> <ul style="list-style-type: none"> <li>• League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at <a href="http://LittleLeague.org">LittleLeague.org</a>. This is a requirement for an approved ASAP plan.</li> </ul>   | <p>14. Page: <u>X</u></p>   |
| <p><b>15. Submit an idea you implemented to help promote or improve your safety plan</b></p>   | <p>15. Page: <u>X</u></p>   |
| <p><b>16. Submit a qualified safety plan registration form with your ASAP plan</b></p>   | <p>16. Page: <u>X</u></p>   |

# 2018 Qualified Safety Program Registration Form



## Highly Recommended Ideas

Looking to improve your program? Here are ideas pulled from the leading safety plans in the country:

### ORGANIZATION

- |   |                 |
|---|-----------------|
| 16. Conduct supplemental criminal checks on all applicable personnel (i.e., thru First Advantage) | 16. Page: 16    |
| 17. Have your safety plan reviewed by your DA or DSO  | 17. Page: _____ |
| 18. Include the safety officer as a board position  | 18. Page: 2     |
| 19. Have team safety representatives (i.e. team parents)  | 19. Page: _____ |
| 20. Have player safety representatives (i.e. team safety officers)                                | 20. Page: _____ |
| 21. Allocate part of annual budget for safety   | 21. Page: x     |
| 22. Distribute ASAP News newsletters within league  | 22. Page: _____ |
| 23. Use local safety resources (i.e. police, fire dept., hospital staff)                          | 23. Page: 15    |
| 24. Have league safety mission statement  | 24. Page: _____ |

### TRAINING

- |   |                 |
|---|-----------------|
| 25. Provide CPR/AED training to coaches, managers, board members, parents   | 25. Page: ✓     |
| 26. Review concussion laws in your state and provide training to coaches, managers, board members, parents if necessary                                     | 25. Page: ✓     |
| 27. Provide bicycle and traffic training to players   | 26. Page: _____ |
| 28. Provide drug education training to players and volunteers   | 27. Page: _____ |
| 29. Provide Parent Orientation Program on Code of Conduct   | 28. Page: 6     |
| 30. Teach coaches/managers about heat illnesses, warning signs  | 29. Page: 13-14 |
| 31. Teach coaches/managers about stopping play, breaks for weather:<br>• Stop play for lightning; take breaks between innings for water, shade in high heat | 30. Page: 13-14 |
| 32. Teach coaches/managers about sports fundamentals, like:<br>• Proper warm-ups, running safe practices and games  | 31. Page: ✓     |
| 33. Involve umpires in safety training and safety importance  | 32. Page: _____ |

### FACILITIES AND EQUIPMENT

- |   |                 |
|---|-----------------|
| 34. Complete annual LL Lighting Safety Audit for lighted fields               | 33. Page: _____ |
| 35. Complete a long-range facility plan for safety improvements               | 34. Page: x     |
| 36. Use reduced impact balls, especially for younger ages                     | 35. Page: x     |
| 37. Use disengage-able bases (mandatory starting in 2008) for ALL fields      | 36. Page: x     |
| 38. Use double-first base to avoid collisions of fielders, runners at first   | 37. Page: _____ |
| 39. Use warning tracks in the outfield to protect outfielders                 | 38. Page: x     |
| 40. Use protective/padded fence tops to protect fielders                      | 39. Page: x     |
| 41. Use fencing or netting to protect spectators from foul balls              | 40. Page: x     |
| 42. Have a telephone available to all fields even for practices               | 41. Page: _____ |
| 43. Have back guard rails and side rails on taller bleachers                  | 42. Page: x     |
| 44. Have an AED (automatic external defibrillator) available for use          | 43. Page: x     |
| 45. Have electronic weather detector to alert for approaching storms          | 44. Page: x     |
| 46. Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.) | 45. Page: x     |
| 47. Control speed and flow of traffic in and around facilities                | 46. Page: x     |

### ACTIVITIES

- |  |                 |
|--|-----------------|
| 48. Encourage league input through 'Safety Suggestion Box'   | 47. Page: _____ |
| 49. Provide continuous safety messages through:<br>• Bulletin boards, newsletters, emails, meetings                          | 48. Page: _____ |
| 50. Encourage and recognize safety efforts from players:<br>• Safety poster contest, safety tips, player team safety officer | 49. Page: _____ |
| 51. Require/Encourage use of protective cups for players, esp. infielders  | 50. Page: x     |
| 52. Require/Encourage use of mouth guards for players, esp. infielders   | 51. Page: _____ |
| 53. Require/Encourage use of face guards on batting helmets  | 52. Page: _____ |
| 54. Encourage all adults to sign up for Little League E-News   | 53. Page: x     |

# 2017 Qualified Safety Program Registration Form



## Registering your qualified safety plan is as easy as 1, 2, 3!

- 1) Complete all four sides of this Registration Form;
- 2) Complete the 2017 Facility Survey for all fields your league uses (DO NOT copy last year's form);
- 3) Submit **both** forms with your complete safety plan — including all 15 minimum requirements clearly detailed — online or with a **postmark** no later than *March 31, 2017*. This will register your safety program with Little League International (see pages 2.1-2.3 for more information). Due to the volume of plans received, plans may be submitted starting *Jan. 1, 2017*.

Safety plans approved prior to the posted deadline will win your league a cash award based on the number of teams your safety plan covers, if your league participates in the AIG Group Accident Insurance for local Little Leagues. In addition, your program will automatically be entered in the 2017 ASAP Awards!

**District Administrators:** To earn the district incentive for ASAP participation, a district's league plans must be *received and approved by Little League International by March 10*. This is different than the league deadline and requirement. Districts with **87%** or better of their leagues that LLI received an approved and qualified safety plan by March 10 will earn a **\$350** credit. Districts with 70%-86% of their leagues that LLI received an approved and qualified safety plan by March 10 will earn a **\$150** credit.

## This Registration Form MUST Accompany Safety Plan Submission

League Name <u>Canyon Lake Little League</u>	League I.D. # <u>141-01-02</u>
City <u>Rapid City</u> State <u>SD</u>	League I.D. # _____
(if board operates more than one charter, please list all: League I.D. # _____)	

League Safety Officer Christopher Dietrich  
 Address 3973 Forest Park Circle  
 City Rapid City  
 State SD Zip Code 57702  
 Work Telephone (605) 721-7246  
 Home Telephone (605) 343-0629  
 Cell/Pager Number (605) 430-2491  
 Email acdietrich@rap.midco.net

League President Dale Lefebre  
 Address 5535 Wildwood Drive  
 City Rapid City  
 State SD Zip Code 57702  
 Work Telephone ( ) \_\_\_\_\_  
 Home Telephone (605) 3932885  
 Cell/Pager Number (605) 431-3208  
 Email french8445@gmail.com

Items included with this application form:  
 # of pages of league's safety program outline: 23  
 # of non-returnable photographs: \_\_\_\_\_

Person submitting application (if different from above):

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Signature  Date 3/30/16

Name and signature of professional photographer to be credited and granting permission for reproduction of photographs (if applicable)  
 \_\_\_\_\_

### Return this form and 2017 Little League Facility Survey, along with supporting safety manual, to:

Mailing Address: ASAP Award Program  
 Little League International  
 P.O. Box 3485  
 Williamsport, PA 17701

or Shipping Address: ASAP Award Program  
 Little League International  
 539 U.S. Route 15 Hwy.  
 So. Williamsport, PA 17702

**Returned & Approved by March 10 for DA incentive or no later than March 31 for basic approval**

# Qualified Safety Plan Requirements

## Making It "Safer For The Kids"



These two pages contain the 15 minimum requirements for your safety plan to qualify for the cash award if you take Little League AIG player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. *This form does not constitute a safety program. Please submit the safety manual that was distributed to league personnel, this form and your facility survey,* as well as any other supporting pieces illustrating your safety program. Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.). *Judging: All judging will be conducted based on the material submitted. Non-original safety plans will not be considered for the awards.*

• Please list dates when training was/will be held; and where each requirement can be found in your plan.

**1. Have active safety officer on file with Little League International**

**2. PUBLISH and DISTRIBUTE a paper copy of the applicable safety manual to safety manual to volunteers**

- The intent is to print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
- While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.
- Samples can be found in the example safety manuals on the LL web site.
- Include all relevant material for coaches, including these minimum standards.
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**3. Post and distribute emergency and key officials' phone numbers**

- Include emergency procedures for handling injuries and who to contact to track/report them.
- Include emergency phone numbers for ambulance, police, fire department, etc.
- Include league president and safety officer, consider head umpire, board members.

**4. Use 2017 Volunteer Application Form**

- Managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out application form as well as provide a government-issued photo identification card for ID verification. Check name spellings and numbers for accuracy.
- Must conduct a nationwide background check utilizing First Advantage or another provider that is comparable to First Advantage in accessing background check records for sex offender registry data and other criminal records.
- Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website.
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- League president must retain these confidential forms for the year of service.
- Do not send in volunteers' forms; blank copy of league's application form from correct year should be sent.
- When using First Advantage for background checks, Social Security numbers are required. You must enter these numbers into the database and then redact the social security number and/or other personal information from the paper copy for added protection.

**5. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)**

- It is not necessary for the first aid and training fundamentals to be held before the Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.
- Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use. Intent is to provide training to ALL coaches and managers; minimum of one participant per team.
- Training qualifies volunteer for 3 years; but one team representative still required each year.
- High school, college or experienced league coaches can be great resources.
- Districts can assist by providing training sessions on a district-wide basis.
- Training should be modified annually to meet the local needs of players and their facilities.

✳ Please List Page Number Where Each Item Below Is Located In Your Safety Plan

1. Page: 2

2. Page: 3

Do you have a website? YES  NO

Is your Safety Plan posted on your website? YES  NO

3. Page: 4

4. Page: 16

5. Page: 15

5. Date Was/ Will Be Held: 4/9/17

5. Date Was/ Will Be Held: 4/9/17

# Qualified Safety Plan Requirements

Making It "Safer For The Kids"



6. **Require first-aid training for coaches and managers, with at least one coach or manager from each team attending**
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  - Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training.
  - Other individuals who attend various outside first aid training and courses are not exempt.
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7. **Require coaches/umpires to walk fields for hazards before use**
  - Recommend leagues use form to track and document any facility issues needing to be fixed.
  - Common sense activity — look for rocks, glass, holes, etc.
  - Specify who is responsible for doing this — home coach, visitors, umpire, or all?
8. **Complete the 2017 ANNUAL Little League Facility Survey**
  - A requirement each year, can help leagues find and correct facility concerns.
  - Provided in the ASAP section on the Little League web site — [facilitysurvey.musco.com](http://facilitysurvey.musco.com) or email [asap@musco.com](mailto:asap@musco.com)
  - DO NOT simply make copy of past year's facility survey; physically review fields for changes and needs from prior year's survey, and record changes/needs on 2017 form.
  - Keep a copy on file for future needs; Little League does not maintain copies of surveys.
9. **Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures**
  - Local restaurant operators are good resources for training assistance.
  - Training should also cover safe use, care and inspection of equipment.
  - See concession suggestions: April and June, 2000, issues of ASAP News available on Little League's website.
10. **Require regular inspection and replacement of equipment**
  - Inspect equipment before each use by coaches and umpires.
  - Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.
  - Recommend use form to remind coaches and to track equipment needs.
11. **Implement prompt accident reporting, tracking procedure**
  - Accident forms to safety officer within 24-48 hours of incident is common.
  - Forms are available through Little League website.
  - Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries.
  - Share information on accidents and "near-misses" with District staff.
12. **Require a first-aid kit at each game and practice**
  - Many leagues have a complex, but each team needs some form of first-aid kit for off-site practices or travel/tournament games.
  - Local hospitals and medical supply companies are good sources.
  - If necessary, fund through special drive.
13. **Enforce Little League rules including proper equipment**
  - Most Little League rules have some basis in safety — follow them.
  - Ensure players have required equipment at all times, even catchers warming up during infield.
  - Make sure coaches and managers enforce rules at practices as well as games.
  - Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.
  - Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.
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15. **Submit a qualified safety plan registration form with your ASAP plan.**

6. Page: 15

6. Date Was/ Will Be Held: 4/9/17

6. Date Was/ Will Be Held: 4/9/17

7. Page: 10-11

8. Page: 17

9. Page: 12

10. Page: 10-11

11. Page: 8-9

12. Page: 10

13. Page: 1,11

14. Page: X

15. Page: X

# 2017 Qualified Safety Program Registration Form



## Highly Recommended Ideas

Looking to improve your program? Here are ideas pulled from the leading safety plans in the country:

### ORGANIZATION

- |     |   |     |             |
|-----|---|-----|-------------|
| 16. | Conduct supplemental criminal checks on all applicable personnel (i.e., thru First Advantage) | 16. | Page: 16    |
| 17. | Have your safety plan reviewed by your DA or DSO  | 17. | Page: _____ |
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| 19. | Have team safety representatives (i.e. team parents)  | 19. | Page: _____ |
| 20. | Have player safety representatives (i.e. team safety officers)                                | 20. | Page: _____ |
| 21. | Allocate part of annual budget for safety   | 21. | Page: X     |
| 22. | Distribute ASAP News newsletters within league  | 22. | Page: _____ |
| 23. | Use local safety resources (i.e. police, fire dept., hospital staff)                          | 23. | Page: 15    |
| 24. | Have league safety mission statement  | 24. | Page: _____ |

### TRAINING

- |     |   |     |             |
|-----|---|-----|-------------|
| 25. | Provide CPR/AED training to coaches, managers, board members, parents   | 25. | Page: _____ |
| 26. | Provide bicycle and traffic training to players   | 26. | Page: _____ |
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| 31. | Teach coaches/managers about sports fundamentals, like:<br>• Proper warm-ups, running safe practices and games  | 31. | Page: 10-11 |
| 32. | Involve umpires in safety training and safety importance  | 32. | Page: _____ |

### FACILITIES AND EQUIPMENT

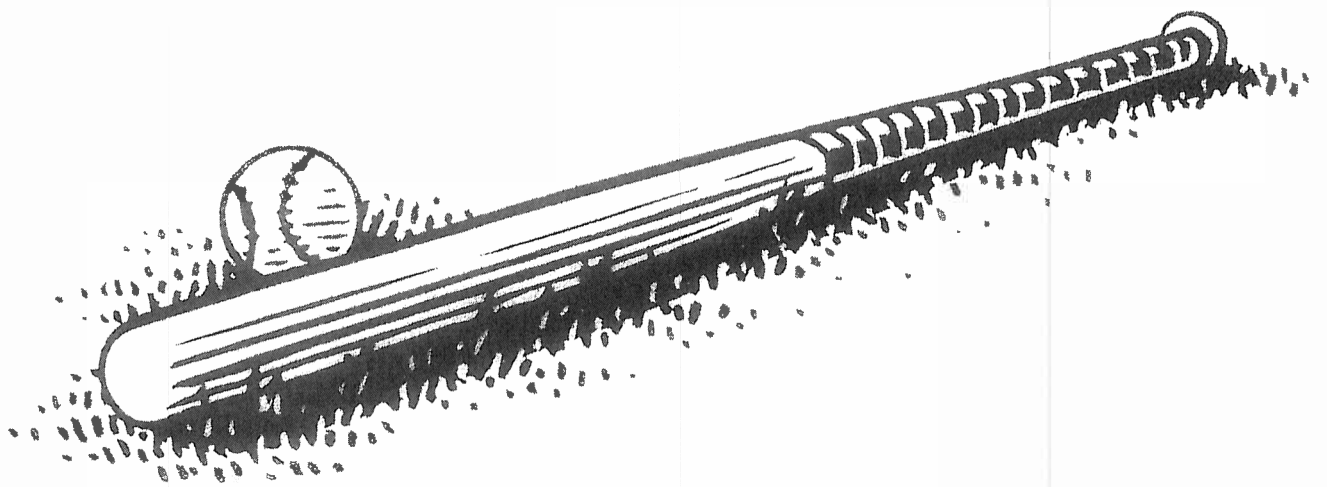
- |     |   |     |             |
|-----|---|-----|-------------|
| 33. | Complete annual LL Lighting Safety Audit for lighted fields               | 33. | Page: _____ |
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| 35. | Use reduced impact balls, especially for younger ages                     | 35. | Page: X     |
| 36. | Use disengage-able bases (mandatory starting in 2008) for ALL fields      | 36. | Page: X     |
| 37. | Use double-first base to avoid collisions of fielders, runners at first   | 37. | Page: _____ |
| 38. | Use warning tracks in the outfield to protect outfielders                 | 38. | Page: X     |
| 39. | Use protective/padded fence tops to protect fielders                      | 39. | Page: X     |
| 40. | Use fencing or netting to protect spectators from foul balls              | 40. | Page: X     |
| 41. | Have a telephone available to all fields even for practices               | 41. | Page: _____ |
| 42. | Have back guard rails and side rails on taller bleachers                  | 42. | Page: X     |
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| 44. | Have electronic weather detector to alert for approaching storms          | 44. | Page: X     |
| 45. | Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.) | 45. | Page: X     |
| 46. | Control speed and flow of traffic in and around facilities                | 46. | Page: X     |

### ACTIVITIES

- |     |  |     |             |
|-----|--|-----|-------------|
| 47. | Encourage league input through 'Safety Suggestion Box'   | 47. | Page: _____ |
| 48. | Provide continuous safety messages through:<br>• Bulletin boards, newsletters, emails, meetings                          | 48. | Page: _____ |
| 49. | Encourage and recognize safety efforts from players:<br>• Safety poster contest, safety tips, player team safety officer | 49. | Page: _____ |
| 50. | Require/Encourage use of protective cups for players, esp. infielders  | 50. | Page: X     |
| 51. | Require/Encourage use of mouth guards for players, esp. infielders   | 51. | Page: _____ |
| 52. | Require/Encourage use of face guards on batting helmets  | 52. | Page: _____ |
| 53. | Encourage all adults to sign up for Little League E-News   | 53. | Page: X     |



# Canyon Lake Little League



SAFETY PLAN

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**SAFETY FIRST**

**BE ALERT**

**CHECK PLAYING FIELD FOR HAZARDS**

**PLAYERS MUST WEAR PROPER EQUIPMENT**

**ENSURE EQUIPMENT IS IN GOOD SHAPE**

**MAINTAIN CONTROL OF THE SITUATION**

**MAINTAIN DISCIPLINE**

**BE ORGANIZED**

**KNOW THE PLAYERS' LIMITS AND DON'T EXCEED THEM**

**MAKE IT FUN**

## 2017 Canyon Lake Little League Board

### *Officers:*

President	Dale Lefebre	605-431-3208	<a href="mailto:french8445@gmail.com">french8445@gmail.com</a>
Vice President	Barry Sullivan	605-391-6596	<a href="mailto:barryleonardsullivan@gmail.com">barryleonardsullivan@gmail.com</a>
Treasurer	Juston Ebsen	605-480-3269	<a href="mailto:juston.ebson@ktllp.com">juston.ebson@ktllp.com</a>
Secretary	Ashley Handcock	605-393-5867	<a href="mailto:ashely.handcock@fcsamerica.com">ashely.handcock@fcsamerica.com</a>

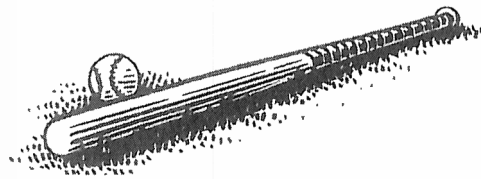
### *Directors:*

Registration	Jason Danley	605-391-4884	<a href="mailto:jdandley@forpd.com">jdandley@forpd.com</a>
Fundraising	Kelly Hill	605-786-4742	<a href="mailto:hills@rap.midco.net">hills@rap.midco.net</a>
Boys Majors	Tom Schoenhard	605-430-3403	<a href="mailto:tjshony@gmail.com">tjshony@gmail.com</a>
Boys Minors	Mike Jansen	480-258-2110	<a href="mailto:mikeljansen@yahoo.com">mikeljansen@yahoo.com</a>
Boys 8&9	Alex Fisher	605-641-1156	<a href="mailto:afisher@finengineering.com">afisher@finengineering.com</a>
Boys Coach Pitch	Ryan Thaler	605-209-0551	<a href="mailto:rjthaler@live.com">rjthaler@live.com</a>
T-ball	Barry Tice	605-391-5811	<a href="mailto:mbt122703@gmail.com">mbt122703@gmail.com</a>
Maintenance	Tony Keen	605-718-1791	<a href="mailto:thekeens@rushmore.com">thekeens@rushmore.com</a>
Concessions	Kristen Knutson	605-209-2214	<a href="mailto:Kristin.knutson@k12.sd.us">Kristin.knutson@k12.sd.us</a>
Safety	Chris Dietrich	605-430-2491	<a href="mailto:acdietrich@rap.midco.net">acdietrich@rap.midco.net</a>
Sign Coordinater	Tim Danley	605-381-2187	<a href="mailto:timdanley@forpd.com">timdanley@forpd.com</a>
Equipment	Cecil Lagrande	605-430-2395	<a href="mailto:cecil.lagrande@yahoo.com">cecil.lagrande@yahoo.com</a>
Head Umpire	William Holec	605-381-4354	<a href="mailto:flyfishbh@rap.midco.net">flyfishbh@rap.midco.net</a>
Webmaster	Marci Tubbs	517-599-9388	<a href="mailto:tinytubbs1@gmail.com">tinytubbs1@gmail.com</a>

ND/SD District Administrator (non-board member)

Jason McGough      605-390-2853    [ndsddistrict1@gmail.com](mailto:ndsddistrict1@gmail.com)

**A COPY OF THIS PLAN SHALL BE DISTRIBUTED TO THE ABOVE LIST THAT INCLUDES ALL COACHES AND MANAGERS, CONCESSION, AND EQUIPMENT DIRECTORS.**

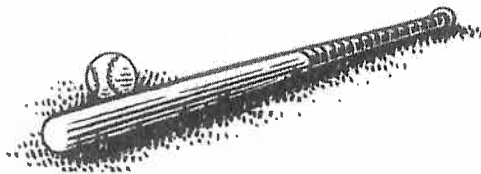


## *Emergency Telephone Numbers*

<b>Rapid City Police Dept</b>	<b>605-394-2665</b>
<b>Rapid City Regional Hospital</b>	<b>605-719-1000</b>
<b>Black Hills Urgent Care</b>	<b>605-791-7777</b>
<b>Ambulance</b>	<b>911</b>
<b>District Administrator – Jason McGough</b>	<b>605-390-2853</b>
<b>CLLL President</b>	<b>605-431-3208</b>
<b>CLLL Safety Director – Chris Dietrich MD</b>	<b>605-430-2491</b>

## LEAGUE PURPOSE

- To provide a safe and healthy environment for the youth of Rapid City to enjoy the games of softball and baseball.
- To allow any child regardless of race, creed, color or financial situation to participate in these activities.
- To encourage the parents of these children to become interested in their child and take part in the program.
- To teach the games of softball and baseball, to encourage our children to do their best and try to improve their skills in a safe and fun environment.
- To try and teach the youth and their parents the idea of sportsmanship and their sense of fair play.
- To instill in our youth the sense of accomplishment and sense of worth.
- To help our youth grow physically and mentally.
- There is nothing better than a smiling child.



## CODE OF CONDUCT

### Coaches' Code of Conduct

Managers and Coaches should:

- Care more about the player and teaching the fundamentals than winning the game. Players are involved in baseball/softball for fun and enjoyment; winning is a consideration, but not the only one, nor the most important one.
- Be positive role models for the players, display emotional maturity.
- Be alert to the physical safety of the players.
- Be generous with praise when it is deserved.
- Be consistent, honest, fair and just.
- Learn to be an effective communicator with parents and players.
- Refrain from regular and unnecessary yelling at players and never verbally abuse a player or official.
- Give all players the opportunity to improve their skills, develop self-esteem, gain confidence and become "team players".
- Organize practices that are fun and challenging to the players.
- Know and study the rules of the game.
- Be concerned with the overall development of your players
- Stress good health habits and clean living. Lead by example.

### Parents/Guardians' Code of Conduct

Parents/Guardians should:

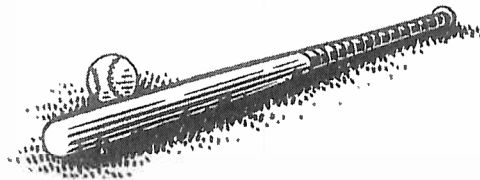
- Not force their kids to participate in sports, but support their desire to play their chosen sport and let it be fun.
- Encourage players to play by the rules
- Not display unsportsmanlike-like conduct by yelling at players, coaches or umpires.
- Emphasize skill development and fundamentals, and not overemphasize winning, especially in the younger age groups.
- Familiarize themselves with rules, techniques and strategies.
- Recognize a good effort in victory and defeat and enforce the positive points of the game.
- Never verbally or physically abuse your child after a game or practice—and recognize how destructive this can be.
- Recognize the commitment and importance of volunteer coaches to the development of your child and the sport; get to know them and be appreciative of their efforts.
- Never consider CLLL to be a "child-care" service; try to make it to games and practices and see if you can do something to help out—just because you don't consider yourself an "expert" (few are), use your child's involvement as an opportunity to become more involved with them.
- Never leave your child at a practice or game without letting a person in charge know how to reach you.
- Drop off and pick up kids on time, get kids to as many practices and games as possible—they are part of a team.



## Players' Code of Conduct

Players should:

- Play hard and play for fun.
- Work hard to improve their skills and get better.
- Give their best effort in games and practice.
- Be a "team player".
- Learn discipline, sportsmanship and teamwork.
- Be on time for practices and games.
- Learn and play by the rules.
- Respect coaches, teammates, parents, opponents and umpires.
- Never argue with an umpire's decision.
- Wear their uniforms properly and proudly.

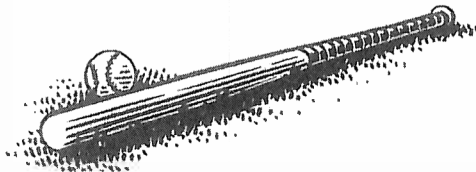


## **In Case of Injury**

- Don't Panic!
- Don't administer any drugs or medications.
- Don't leave the child alone.
- Don't be afraid to ask for help, know your limitations.
- Reassure the injured party.
- Try to keep them calm.
- Don't move the injured party.
- Ask the child where they are hurt.
- Gently feel the injured area.
- Inspect the injured area closely.
- Clear the area of spectators.
- Report injury to proper medical and League personnel.
- Try to know in advance of any medical problem.
- Have medical authorization in your possession.

## ACCIDENT REPORTING PROCEDURES

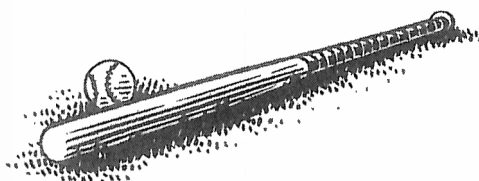
- Accident.
- Immediate response by volunteer and/or parent.
- Assess the situation.
- Respond with appropriate medical attention if necessary.
- Where appropriate, fix the cause of the accident.
- Report all accidents to the safety officer within twenty-four hours.
- Accident investigation – documentation.
  - Name and phone number of the individual involved.
  - Parents name.
  - The date, time and location of the incident.
  - As detailed a description of the incident as possible.
  - A preliminary estimation of the extent of any injuries.
  - The name and phone number of the person reporting the incident.
- Follow up with appropriate individuals to include the League president.
- Provide the safety officer with documentation.



## Canyon Lake Little League Safety Codes

- Catchers always wear protective gear including athletic supporter with protective cup.
- Encourage all players to wear athletic supporters.
- No rock throwing.
- No alcohol beverage or tobacco at anytime around the fields.
- Use designated parking areas.
- No climbing on fences or dugouts.
- All players stay in dugouts during games.
- No unsupervised practice on fields or in batting shed.
- No horseplay.
- Report all injuries to the supervising adult.
- Report all strangers.
- Never leave a child alone after practice or game.
- No swearing.
- Managers and coaches should be trained in first aid procedures.
- A first aid kit is available in concession stand.
- All coaches are required to attend first aid clinic to be held on May 4, 2008.
- No games played when safety is an issue.
- The league conducts a regular inspection of facility.
- All foul balls returned to the concession stand by non-players.
- All players are required to warm-up properly prior to all games and practices.
- Headfirst slides are not allowed unless returning to a base.
- Practice sliding in the grass without shoes.

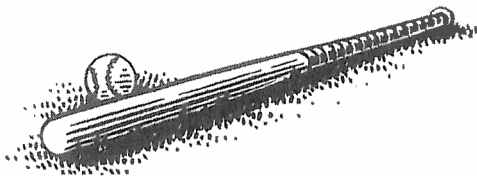
- Except medical bracelets, player should wear no jewelry.
- No on-deck batters are allowed.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- Coaches or managers should have ready access to medical clearance forms and first aid kits.
- Talk about safety.
- The equipment managers inspect equipment prior to issuing the equipment to coaches.
- Replace and discard worn-out or unsafe equipment.
- Keep hands outside of chain link fences.
- No climbing fences.
- No playing in driveways or parking lots at any time.
- Observe Little League Rules and Guidelines.
- Require all managers and coaches to submit a background check form.
- The home team manager and coaches shall inspect the field prior to any game or practice and shall correct/remove any safety hazard.



**THESE RULES ARE ENFORCED BY CLLL AND CONSEQUENCES  
WILL RESULT FROM FAILURE TO FOLLOW THE RULES OF  
CLLL AND/OR THE FAILURE TO FOLLOW THE RULES SET  
FORTH IN THE OFFICIAL LITTLE LEAGUE HANDBOOK**

## CONCESSION STAND SAFETY

- All teams must share in operating the concession stand.
- Observe all local and national health codes.
- Concession volunteers follow a detailed concession manual for safety and sanitation
- At least three adults shall operate the concession stand.
- No one under the age of fourteen is permitted to work the concession stand.
- Clean the concession stand after every night of operation.
- Report any strange activity in the area.
- Be courteous to all customers.
- Make sure the facility is locked up nightly.
- Wash hands frequently.
- Count back change properly.
- Use common sense.



**THIS DOCUMENT ALONG WITH A DETAILED CONCESSIONS  
MANUAL IS POSTED AT THE CONCESSION STAND**

## WEATHER

### RAIN

If it begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
2. Determine the direction the storm is moving.
3. Evaluate the playing field as it becomes more and more saturated.
4. Stop practice if the playing conditions become unsafe -- use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

### LIGHTNING

The average lightning strike is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second.

The average thunderstorm is 6-10 miles wide and moves at a rate of 25 miles per hour.

Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm's overhanging anvil cloud. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead.

On average, the thunder from a lightning strike can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached to within 3-4 miles.

The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm's leading edge. By the time you feel the wind, the storm can be less than 3 miles away.

### LIGHTNING PROCEDURE

The following procedures will be followed when the lightning detector indicates strikes within 3 – 8 miles of the facility.

1 long horn blast

- Horn blows when the lightning is 3-8 Miles
- Dugouts must clear until safe to re-enter

- PA Announcers (if there is one) reads the following messages:
- Lightning is in the area
- Teams must leave the fields
- Everyone should go to a safe place
- Stay away from trees, towers, and utility poles. Lightning tends to strike the taller objects.
- Stay away from metal bleachers, backstops and fences. Lightning can travel long distances through metal.
- If you feel your hair stand on end, crouch down on the balls of your feet, put your hands over your ears, and bend your head down. Make yourself as small a target as possible and minimize your contact with the ground.
- Do not lie flat on the ground.

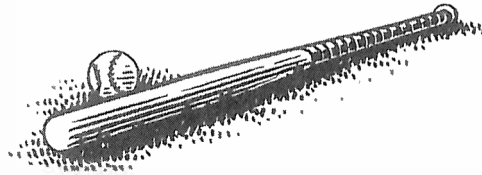
2 long horn blasts

- Play may resume as long as no lightning occurs for 20 minutes in the 3-8 mile area. This may very well lead to a delay of much longer than 20 minutes as each time lightning strikes in the 3-8 mile range, the clock starts over.

### HOT WEATHER

Precautions must be taken in order to make sure that players do not dehydrate.

1. Suggest players take drinks of water when coming on and going off the field between innings.
2. If a player looks distressed while standing in the hot sun, substitute the player and get him/her into the shade of the dugout A.S.A.P.
3. If a player should collapse as a result of heat exhaustion, call **911** immediately. Get the player to drink water and use ice to cool him/her down until the emergency medical team arrives.





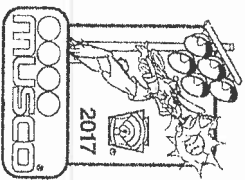
**SPECIFIC BALLFIELD QUESTIONS**

\* Please list all fields by name.

**ASAP - A Safety Awareness Program**

Limited Edition 10-Year Pin Collection

This survey can assist in finding areas of focus for your safety plan. During your annual field inspections, please complete this form and return along with your qualified safety plan. In return, we'll send you the 2017 Disney® character collector's pin shown at right featuring Cyclone in center field. Or enter data on the ASAP online site through the Little League Data Center.



**GENERAL INVENTORY**

1. How many cars can park in designated parking areas?

2. How many people can your bleachers seat?

3. What material is used for bleachers?

4. Metal bleachers: Ground wire attached to ground rod?

5. Wood bleachers: Are inspected annually for safety?

6. Is a safety railing at the top/back of bleachers?

7. Is a handrail up the sides of bleachers?

8. Is telephone service available?

9. Is a public address system available?

10. Is there a pressbox?

11. Is there a scoreboard?

12. Adequate bathroom facilities available?

13. Permanent concession stands?

14. Mobile concession stands?

(For the following questions, if the answer is "No" please leave the space blank.)

Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
None	X			X																
1-50																				
51-100										X										
101 or more		X	X		X															
None/NA																				
1-100		X	X	X	X	X	X													
101-300																				
301-500																				
501 or more																				
Wood																				
Metal	X	X	X	X	X	X	X													
Other																				
Yes	X	X	X	X	X	X	X													
Yes		X			X															
Yes		X																		
Permanent																				
Cellular	X	X	X	X	X	X	X													
Permanent	X	X	X	X	X	X	X													
Portable																				
Yes		X	X	X	X	X	X													
Yes		X	X	X	X	X	X													
Yes	X	X	X	X	X	X	X													
Yes	X	X	X	X	X	X	X													
Yes																				

FIELD	Field #																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
15. Is field completely fenced?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16. What type of fencing material is used?	Chainlink	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Wood																			
	Wire																			
17. What base path material is used?	Sand, clay, soil mix	X			X	X														
	Ground burnt brick																			
	Other:	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Non-caustic lime	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18. What is used to mark baseline?	Spray paint		X																	
	Commercial marking																			
19. Is your the infield surface grass?	Yes	X	X			X														
20. Does field have conventional dirt pitching mound?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21. Does field have a temporary pitching mound?	Yes																			
22. Are there foul poles?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23. Backstop behind home plate?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>PERFORMANCE AND PLAYER SAFETY</b>																				
24. Is there an outfield warning track?	Yes		X																	
24.a. If yes, what width is warning track? Please specify:	(Width in feet)		5																	
25. Batter's eye (screen/covering) at center field?	Yes		X																	
26. Pitcher's eye (screen/covering) behind home plate?	Yes																			
27. Are there protective fences in front of the dugouts?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28. Is there a protected, on-deck batter's area? (On-deck areas have been eliminated for ages 12 and below.)	Yes																			
29. Do you have fenced, limited access bull pens?	Yes		X							X										
30. Is a first aid kit provided per field?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31. Do bleachers have spectator foul ball protection?	Overhead screens																			
	Fencing behind																			
32. Do your bases disengage from their anchors? (Mandatory since 2008)	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33. Is the field lighted?	Yes		X																	
34. Are light levels at/above Little League standards? (50 footcandles infield/30 footcandles outfield)	Don't know	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Wood*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35. What type of poles are used? (Wood poles have not been allowed by Little League for new construction of lighting since 1994)	Steel																			
	Concrete																			
36. Is electrical wiring to each pole underground?	Yes																			
37. Ground wires connected to ground rods on each pole?	Yes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38. Which fields were tested/inspected in the last two years? Please indicate month/year testing was done (example: 3/10)	Light Levels																			
	Electrical System																			
39. Fields tested/inspected by qualified technician?	Light Levels																			
	Electrical System																			

**FACILITY MANAGEMENT**

		Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
40. Which fields have the following limitations:																						
	a. Amount of time for practice?	Yes		X	X	X																
	b. Number of teams or games?	Yes		X	X	X																
	c. Scheduling and/or timing?	Yes		X	X	X																
41. Who owns the field?																						
	Municipal		X	X	X	X	X	X	X													
	School																					
	League																					
42. Who is responsible for operational energy costs?																						
	Municipal																					
	School																					
	League		X	X	X	X	X	X	X													
	Municipal																					
	School																					
43. Who is responsible for operational maintenance?																						
	League		X	X	X	X	X	X	X													
	Municipal																					
	School																					
	League		X	X	X	X	X	X	X													
	Other																					
44. Who is responsible for purchasing improvements for the field - ie bleachers, fences, lights?																						
	Municipal																					
	School																					
	League		X	X	X	X	X	X	X													
	Other																					
45. What divisions of baseball play on each field?																						
	T-Ball & Minor								X													
	Major								X													
	Jr., Sr. & Big																					
	Challenger																					
	50 - 70																					
46. What divisions of softball play on each field?																						
	T-Ball & Minor																					
	Major																					
	Jr., Sr. & Big																					
	Challenger																					
47. Do you plan to host tournaments on this field?		Yes	X	X	X	X																

## FIELD DIMENSION DATA

Please complete for each field. Use additional space if necessary.

Field No.	Height of outfield fence	Distance from home plate to:				Foul territory distance from:					
		Outfield fence			Back stop	Left field line to fence at:			Right field line to fence at:		
		Left	Center	Right		Home	3rd	Outfield foul pole	Home	1st	Outfield foul pole
1	4	176	176	176	22	30	30	12	20	30	13
2	5	225	225	225	20	30	25	8	30	23	6
3	3.5	203	203	203	19	25	25	9	25	23	7
4	4	158	159	158	24	22	17	16	23	17	16
5	3.5	130	133	132	16	21	16	13	21	16	10
6	4	200	200	200	24	30	25	25	30	23	15
7	4	145	162	156	23	25	21	0	25	22	6
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Return completed survey with safety program registration and supporting materials by March 31, 2017 to:

Mailing address:  
 Little League International  
 PO Box 3485  
 Williamsport, PA 17701

Shipping address:  
 Little League International  
 539 US Route 15 Hwy.  
 South Williamsport, PA 17702

Leagues completing their facility survey online at <http://facilitiesurvey.musco.com> should include it with safety plan submission.

# LIGHTNING SAFETY POLICY

Lightning can strike before it starts raining! Many lightning strikes occur 10 miles away from a thunderstorm. Action needs to be taken before the rain and the storm is overhead. If you hear thunder or observe threatening skies, immediate action needs to be taken. Please listen for a warning horn from the concession stand. Also, use of the Little League Baseball Weather Bug app with lightning strike is encouraged.

- Dugouts and pavilions **do not** provide safe cover during thunderstorms.
- All umpires, coaches, players, and spectators need to be **out of the dugouts** and in their cars and/or vehicles.
- **Twenty minutes (20) after the last lightning strike, two sounds of the warning horn will sound signaling the all clear and the okay to return to play.**
- **If lightning strikes again during a delay, the clock is reset from that moment on for another 20 minutes.**

