



# Little League Safety Plan 2019





**Kirkland National Little League  
Is a Non-profit Organization  
Run By Volunteers**

**Whose Mission Is To Provide an Opportunity for Our Community's Children to Learn the Game  
of Baseball, in a Safe and Friendly Environment.**

## **Introduction**

KNLL Safety Manual January 1, 2019

Dear Managers and Coaches:

Welcome to another fun and exciting season of Kirkland National Little League Baseball! In an effort to help our managers and coaches comply with our safety standards, the Board of Directors has put forth a mandate of safety rules to be followed as outlined in this manual. Guidelines are met whether at practice or during a game. The commitment to this Safety Manual is proof that we at KNLL are dedicated to our cause. Please read it carefully, from cover to cover, as it will familiarize you with safety fundamentals. Then use the manual as a powerful reference guide throughout the season.

In closing, remember that safety rests with all of us, the volunteers of Kirkland National Little League. Always use common sense, never doubt what children tell you, and report all accidents or safety infractions when they occur. Now, play ball and play it safe.

Very truly yours,

*Nicole Dill*

Nicole Dill  
Safety Director KNLL

## ASAP

In 1995, **ASAP (A Safety Awareness Program)** was introduced with the goal of re-emphasizing the position of Safety Director “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.” In order to be an ASAP compliant League, a Little League approved Safety plan must be filed with Williamsport.

### Kirkland National Little League Safety plan:

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, Kirkland National Little League also commits itself to providing the necessary organizational structure to develop, monitor and enforce all aspects of the plan.

The Safety plan, by reference, includes the Kirkland National’s Safety Code, the Kirkland National code of Conduct, and the Kirkland National’s Safety Manual. The combination of these documents outlines specific safety issues and Kirkland National’s policy or procedures for each issue. All participants, volunteers, employees, spectators and guests are bound by the guidelines set forth in these documents.

## SAFETY MANUAL AND FIRST AID KITS

Each team will be issued a Safety Manual and a First Aid Kit at the beginning of the season. The manager or the team will acknowledge the receipt of both by signing in the space provided below when taking possession of these articles. Two chemical ice packs of physical therapy quality will be issued to each team at the beginning of the season. Others are available at all times in the concession stand or storage shed. The head umpire will be issued 10 copies of the Safety Manual. The concession stand will have a First Aid Kit and a Safety Manual in plain sight at all time. The league locker and storage locker will have a First Aid Kit and a Safety Manual in plain sight at all time. The Safety Manual will include phone numbers for all Board Directors, the Kirkland National Code of Conduct, Do’s and Don’ts of treating injured players. The First Aid Kit will include the necessary items to treat an injured player until professional help arrives if need be (*see First Aid section*).

I have received my Safety Manual and First Aid Kit and will have them both present at all practices, batting cage practices, games (season games and post-season games) and any other event where team members could become injured or hurt.

\_\_\_\_\_  
Print name of Manager

\_\_\_\_\_  
Team name and division

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

## **KNLL Executive Board of Directors**

Cliff Harlow	President	425-444-1071	<a href="mailto:President@kirklandnational.com">President@kirklandnational.com</a>
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## CODE OF CONDUCT

The Kirkland National Little League Code of Conduct has been adopted by the Board of Directors. This Code is enforced by the Director of Safety, the League President, the League's Vice Presidents and the Challenger Director. All league officers, participants, employees and volunteers are required to abide by this code. It is the job of the Director of Safety to author and /or make any revisions to this Code of Conduct from year to year, as necessary. *Failure to comply with this Code of Conduct may result in immediate expulsion from any KNLL complex.*

### ***Kirkland National Little League Code of Conduct - All league officers, participants, employees and volunteers MAY NOT:***

- At any time, lay a hand upon, push, shove, strike, or threaten to strike an official.
- Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike-like action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands, or anywhere on the KNLL complex while in an intoxicated state at any time. Intoxicated will be defined as an odor or behavior issue.
- Smoke anywhere in KNLL complex or parks other than in designated areas.
- Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- As a manager or coach be guilty of mingling with or fraternizing with spectators during the course of the game.
- Speaking disrespectfully to any manager, coach, official or representative of the league.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- Shall challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including removal from the game.
- After each game, each team must clean up trash in dugouts and around stands.
- During game, players must remain in the dugout in an orderly fashion at all times.

The Board of Directors will review all infractions of the KNLL Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.

## KNLL SAFETY CODE

The Board of Directors of Kirkland National Little League has mandated the following **Safety Code**. All managers and coaches will read this **Safety Code** and then read it to the players on their team provided below acknowledging that the manager, coach and players understand and agree to comply with the **Safety Code**.

- Responsibility for safety procedures belong to every adult member of Kirkland National Little League.
- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only league approved managers and/or coaches are allowed to practice teams.
- Arrangement should be made in advance of all games and practices for emergency medical services.
- Managers, designated coaches and umpires will have mandatory training in First Aid.
- First-aid kits are issued to each team manager during the pre-season and additional kits will be located at the concession stand at Big Finn Hill Park, or in the shed at Juanita Beach, or in the lock boxes at 132nd Park and Finn Hill Middle School.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects.
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play".
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and designated coaches.
- Procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endangering spectators, (i.e., playing catch, pepper, swinging bats etc.)
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Except when a runner is returning to a base, **head first slides are not permitted**.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field.
- No "Horse play" in walkways at anytime.
- Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.
- On-deck batters are not permitted. ( Exception of Junior, Senior and Big League)
- Only players on the field and at bat, may swing a bat (age 5-12). Junior, Senior and Big League on the fields at bat or on deck may swing a bat. Be alert of area when swinging bat while in the on deck position.
- Managers will only use the official Little League balls supplied by KNLL.

- All male players will wear athletic supporters or cups during games and practices. Catchers must wear a cup.
- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.
- Female catchers must wear long or short model chest protectors.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games. **Note:** Skullcaps are **not** permitted.
- Shoes with metal spikes or cleats are **not** permitted. Shoes with molded cleats are permissible. (Exception of Junior, Senior and Big League on designated fields.) Managers and Coaches are not allowed to wear cleats on the playing fields.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- Catchers must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) of any shape, size or weight consistent with protecting the hand.
- Catchers may not catch, whether warming up a pitcher, in practices, or games without wearing full catcher's gear and an athletic cup as described above.
- Managers and Coaches may not warm up pitchers before or during a game.
- Managers will never leave an unattended child at a practice or game.
- No children under the age of 16 are permitted in the concession stand.
- Never hesitate to report any present or potential safety hazard to the KNLL Safety Director immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- Speed Limit is 5 miles per hour in roadways and parking lots.
- No alcohol or drugs allowed on the premises at any time.
- **No medication** will be taken at the facility unless administered directly by the child's parent. This includes aspirin and Tylenol.
- No playing in the parking lots at any time.
- No playing in construction areas at any time. This includes the sand bins.
- No playing on and around lawn equipment, machinery at any time.
- No smoking within the complex or parks.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.
- No throwing balls of **any kind**, within the walkways and common areas of Kirkland National Little League complex.
- No throwing rocks.
- No climbing fences.
- No swinging or climbing on dugout roofs.
- No pets are permitted on the premises at any time unless on a leash. This includes dogs, cats, horses, etc.
- Observe all posted signs.
- Players and spectators should be alert at all times for foul balls and errant throws.
- There is no running allowed in the bleachers and no climbing on concession stand/bathroom roof.
- All gates to the field must remain closed at all times. After players have entered or left playing field, all gates should be closed and secured.

## RESPONSIBILITY

### **The President:**

The President of KNLL is responsible for ensuring that the policies and regulations of the KNLL Safety Director are carried out by the entire membership to the best of his abilities.

### **KNLL Safety Director:**

The main responsibility of the KNLL Safety Director is to develop and implement the League's safety program. The KNLL Safety Director is the link between the Board of Directors of Kirkland National Little League and its managers, coaches, umpires, team safety officers, players, spectators, and any other third parties on the complex in regards to safety matters, rules and regulations.

### **The KNLL Safety Director's responsibilities include**

- Coordinating the individual Team Safety Officers in order to provide the safest environment possible for all.
- Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals.
- Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- Keeping the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which divisions (senior, major, minor, farm, tee ball), at what times, under what supervision.
- Correlating and summarizing the data in the First-Aid Log to determine proper accident prevention in the future.
- Insuring that each team receives its Safety Manual and its First-Aid Kit at the beginning of the season.
- Installing First-Aid Kits in the concession stand and the club-house and re-stocking the kits as needed.
- Make Little League's "no tolerance with child abuse" clear to all.
- Checking fields with the Field Managers and listing areas needing attention.
- Scheduling a First-Aid Clinic and CPR training class for all managers, designated coaches, umpires, player agents and team safety officers during the pre-season. Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention. 2019 Safety Training will be held on February 7<sup>th</sup> at Finn Hill Middle School.
- Making spot checks at practices and games to make sure all managers have their First-Aid Kits and Safety Manuals.
- Tracking all injuries and near misses in order to identify injury trends.
- Visiting other leagues to allow a fresh perspective on safety.
- Making sure that safety is a monthly Board Meeting topic, and allowing experienced people to share ideas on improving safety.
- Complete the annual Little League Facility Survey

**The KNLL Members** will adhere to and carry out the policies as set forth in this safety manual.

**The KNLL Webmaster** is responsible for maintaining KNLL's web site at [www.kirklandnational.com](http://www.kirklandnational.com) and updating the safety information on a need be basis.

### **Managers and Coaches:**

The Manager is a person appointed by the president of KNLL to be responsible for the team's actions on the field, and to represent the team in communications with the umpire and the opposing team.

(a) **The Manager** shall always be responsible for the team's conduct, observance of the official rules and deference to the umpires.

(b) **The Manager** is also responsible for the safety of his players.

He/She is also ultimately responsible for the actions of designated coaches.

(c) If a **Manager** leaves the field, that **Manager** shall designate a **Coach** as a substitute and such **Substitute Manager** shall have the duties, rights and responsibilities of the **Manager**.

**Pre-Season** - Managers will:

- **Take possession of this Safety Manual and the First-Aid Kit** supplied by KNLL.
- **Appoint a volunteer** parent as *Team Safety Officer (TSO)*. The **TSO** must be able to be present at all games and must own or have access to a **cell phone** for emergencies if games or practices take place off the complex.
- Attend a **mandatory training session on First Aid** given by KNLL with his/her designated coaches.
- Meet with all parents on "parents' day" to discuss Little League philosophy and *safety issues*.
- Cover the basics of *safe play* with his/her team before starting the first practice.
- Return the signed *KNLL Code of Conduct* and *the KNLL Safety Code* to the KNLL Safety Officer before the first game.
- **Teach players the fundamentals** of the game while advocating safety.
- Teach players how to *slide* before the season starts. A board representative will be available to teach these fundamentals if the Manager or designated coaches do not know them.
- Notify parents that if a child is injured or ill, he or she can not return to practice unless they have a note from their doctor. This **medical release** protects you if that child should become further injured or ill. **There are no exceptions to this rule.**
- Encourage players to bring *water bottles* to practices and games.
- Tell parents to bring **sunscreen** for themselves and their child.
- Encourage your players to wear **mouth protection**.

Each team is required to send one representative (coach or manager) to fundamentals training each year. Training qualifies a volunteer for 3 years, but **one** representative must attend **each** year. 2019 Training will be held at Finn Hill Middle School on February 7<sup>th</sup>.

**Season Play** - Managers will:

- Work closely with Team Safety Officer to make sure *equipment* is in working order.
- Make sure that *telephone access* is available at all activities including practices. It is suggested that a *cellular phone* always be on hand.
- Not expect more from their players than what the players are capable of.
- Teach the **fundamentals** of the game to players.
- Catching fly balls
- Sliding correctly
- Proper fielding of ground balls
- Simple pitching motion for balance
- Be open to ideas, suggestions or help.
- Enforce that **prevention** is the key to reducing accidents to a minimum.
- Have players wear sliding pads if they have cuts or scrapes on their legs.
- Always have First-Aid Kit and Safety Manual on hand.
- Use common sense.

**Pre-Game and Practice** - Managers will:

- Make sure that players are healthy, rested and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor and sent into the safety officer. Otherwise, they can't play.

- Make sure players are wearing the proper uniform and are wearing a cup.
- Make sure that the equipment is in good working order and is safe.
- Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the President or a duly delegated representative shall make the determination.
- Enforce the rule that no bats and balls are permitted on the field until all players have done their proper stretching.

#### **During the Game - Managers will:**

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory. The dugout floor will remain clear.
- Keep players **alert**.
- Maintain **discipline** at all times.
- Be **organized**.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the **proper equipment**.
- Encourage everyone to think **Safety First**.
- Observe the "**no on-deck**" rule for batters and keep players behind the screens at all times. No player should handle a bat in the dugouts at any time.
- Keep players off fences.
- Get players to **drink water** often so they do not dehydrate.
- Not play children that are ill or injured.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents and spectators.

#### **Post Game - Managers will:**

- Do cool down exercises with the players. Such as: light jog, stretching as noted above.
- Those who throw regularly (pitchers and catchers) should ice their shoulders and elbows.
- Catchers should ice their knees.
- Not leave the field until every team member has been picked up by a known family member or designated driver.
- **Notify parents if their child has been injured** no matter how small or insignificant the injury is. **There are no exceptions to this rule.** This protects you, Little League Baseball, Incorporated and KNLL.
- Discuss any safety problems with the Team Safety Officer that occurred before, during or after the game.
- If there was an injury, make sure an accident report was filled out and given to the KNLL Safety Director.
- Return the field to its pre-game condition, per KNLL policy.

**If a manager knowingly disregards safety, he or she will come before the KNLL Board of Directors to explain his or her conduct.**

#### **Umpires:**

**Pre Game - Before a game starts, the umpire shall:**

- *Check equipment in dugouts of both teams, equipment that does not meet specifications must be removed from the game.*
- **Make** sure catchers are wearing helmets when warming up pitchers.
- Make sure that bats have grips.
- Inspect helmets for cracks.
- Walk the field for hazards and obstructions (e.g. rocks and glass).
  - Report
- Check players to see if they are wearing jewelry.
- Check players to see if they are wearing metal cleats.
- Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.
- Secure official Little League balls for play from both teams.

**During the Game** - During the game the umpire shall:

- Govern the game as mandated by Little League rules and regulations.
- Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.
- Make sure players and spectators keep their fingers out of the fencing.

**Post Game** - After a game, the umpire shall:

- Check with the managers of both teams regarding safety violations.
- Report any unsafe situations to the KNLL Safety Officer by telephone and in writing.

**Facilities Manager:** The KNLL Facilities manager is responsible to ensure the fields and structures used by KNLL meet the safety requirements as set forth in this manual.

**Equipment Manager:** The Equipment Manager is an elected KNLL Board Member and is responsible for procuring new equipment, to get damaged equipment repaired or replaced as reported in a timely manner.

- The Equipment Manager will also exchange equipment if it doesn't fit properly.
- Distributing equipment to the individual teams.
- This equipment is checked and tested when it is issued but it is the Manager's responsibility to maintain it. Managers should inspect equipment before each game and each practice.
- The KNLL Equipment Manager will promptly replace damaged equipment.
- At the end of the season, all equipment must be returned to the KNLL Equipment Manager.

## EQUIPMENT

- Kids who bring their own gear can only use it if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book.
- Use of a helmet by the batter and all base runners is mandatory.
- Use of a helmet by a player/base coach is mandatory.
- Use of a helmet by an adult base coach is optional.
- All male players must wear athletic supporters.
- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.
- Female catchers must wear long or short model chest protectors
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games. **NOTE:** Skullcaps are not permitted.
- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
- Bats with dents, or that are fractured in any way, must be discarded.
- Only Official Little League balls will be used during practices and games.
- No wood bats at any time.
- Make sure that the equipment, including helmets, issued to you is appropriate for the age and size of the players on your team. If it is not, get replacements from the Equipment Manager
- Replace questionable equipment immediately.
- Make sure that players respect the equipment that is issued.
- [Use of breakaway bases is mandatory.](#)

## CONDITIONING & STRETCHING

Conditioning is an intricate part of *accident prevention*. Extensive studies on the effect of conditioning, commonly known as "*warm-up*," have demonstrated that:

- The *stretching* and *contracting* of muscles just before an athletic activity improves general control of movements, coordination and alertness.
- Such drills also help develop the *strength* and *stamina* needed by the average youngster to compete with minimum accident exposure.
- The purpose of stretching is to increase *flexibility* within the various muscle groups and prevent tearing from *overexertion*. Stretching should never be done forcefully, but rather in a gradual manner to encourage looseness and flexibility.

### ***Hints on Stretching***

- Stretch necks, backs, arms, thighs, legs and calves.
- Don't ask the child to stretch more that he or she is capable of.
- Hold the stretch for at least 10 seconds.
- Don't allow bouncing while stretching. This tears down the muscle rather than stretching it.
- Have one of the players lead the stretching exercises.

### ***Hints on Calisthenics***

- Repetitions of at least 10.
- Have kids synchronize their movements.
- Vary upper body with lower body.
- Keep the pace up for a good cardio-vascular workout.

## PITCHING

Refer to the official Regulations and Playing Rules for all divisions of Little League for rules on pitch counts and pitching eligibility.

## HYDRATION

Good *nutrition* is important for children. Sometimes, the most important nutrient children need is *water* – especially when they're physically active. When children are physically active, their muscles generate *heat* thereby increasing their *body temperature*. As their body temperature rises, their cooling mechanism - sweat – kicks in. When sweat evaporates, the body is cooled. Unfortunately, children get hotter than adults during physical activity and their body's cooling mechanism is not as efficient as adults. If fluids aren't replaced, children can become **overheated**. We usually think about **dehydration** in the summer months when hot temperatures shorten the time it takes for children to become overheated. But keeping children well hydrated is just as important in the winter months. Additional clothing worn in the colder weather makes it difficult for sweat to evaporate, so the body does not cool as quickly. It does not matter if it's January or July, thirst is not an indicator of fluid needs. Therefore, **children must be encouraged to drink fluids even when they don't feel thirsty**. Managers and coaches should schedule drink breaks every 15 to 30 minutes during practices on hot days, and should encourage players to drink between every inning. During any activity water is an excellent fluid to keep the body well hydrated. It's economical too! Offering flavored fluids like sport drinks or fruit juice can help encourage children to drink. Sports drinks should contain between 6 and 8 percent carbohydrates (15 to 18 grams of carbohydrates per cup) or less. If the carbohydrate levels are higher, the sports drink should be diluted with water. Fruit juice should also be diluted (1 cup juice to 1 cup water). Beverages high in carbohydrates like undiluted fruit juice may cause stomach cramps, nausea and diarrhea when the child becomes active. **Caffeinated beverages (tea, coffee, Colas) should be avoided** because they are diuretics and can dehydrate the body further. **Avoid carbonated drinks**, which can cause gastrointestinal distress and may decrease fluid volume.

## COMMON SENSE

**Playing safe**, boils down to, using **common sense**.

For instance, if you witnessed a strange person walking around the KNLL complex who looked like he/she didn't belong there you would report the incident to a Board Member. There will always be a Board Member on site (*see the telephone number list in the beginning of this manual to identify them or check the display cases outside the clubhouse*). The KNLL Board Member, after hearing your concerns, would investigate the matter and have the person in question removed before anything could happen if, indeed, that person did not belong there. Another example of **common sense** – You witness kids throwing rocks or batting rocks on the KNLL complex. They are having fun but are unknowingly endangering others. Don't just walk on by figuring that someone else will deal with the situation. Stop and explain to the kids what they are doing wrong and ask them to stop. Webster's Dictionary definition of **common sense** is: Native good judgment; sound ordinary sense. In other words, to use **common sense** is to realize the obvious. Therefore, **if you witness something that is not safe, do something about it!** And encourage all volunteers and parents to do the same.

## WEATHER

Most of our days in Washington are cool and cloudy but there are those days when the weather turns bad and creates **unsafe weather conditions**.

### **Rain:**

If it begins to rain:

- Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
- Determine the direction the storm is moving.
- Evaluate the playing field as it becomes more and more saturated.
- 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!

If you can **HEAR, SEE OR FEEL** a **THUNDERSTORM**:

- **Suspend all games and practices immediately.**
- Stay away from metal including fencing and bleachers.
- Do not hold metal bats.
- Get players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not to continue the game or practice.

### **Hot Weather:**

Precautions must be taken in order to make sure the players on your team do not **dehydrate** or **hyperventilate**.

- Suggest players take drinks of water when coming on and going off the field between innings.
- If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout A.S.A.P.
- If a player should collapse as a result of heat exhaustion, call **9-1-1** immediately. Get the player to drink water and use the instant ice bags supplied in your First-Aid Kit to cool him/her down until the emergency medical team arrives. (See section on Hydration)

**Ultra-Violet Ray Exposure:** increases and athlete's risk of developing a specific type of skin cancer known as **melanoma**. The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time that they are 18 years old. Therefore, KNLL will recommend the use of sunscreen with a SPF (sun protection factor) of at least 15 as a means of protection from damaging ultra-violet light.

## General Health

***“While physical exams are not required by league policy, National Little League strongly recommends that participants be in good health. If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your leagues’ Player Agent. Items such as allergies, eye problems, diabetes, etc, will be kept confidential, except that your child’s manager and coach will be aware of any potential problem.”***

The Medical Approval and release form is provided to all Managers. This form contains vital information regarding the child’s current general health, the child’s doctor and dentist names, and phone numbers and any other special medical considerations. Managers are strongly encourages to obtain a completed release for each of the players on their team and are instructed to have these forms with them for every practice and game.

## Communicable Disease Procedures

While risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not be limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before the athlete can return to play.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood-contaminated surfaces and equipment with a solution made from proper dilutions of household bleach and other disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles and other sharp objects, instruments or devices
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or microshields provided in the league first aid kits should be available for use.
- Managers, coaches, umpires and volunteers with bleeding, or oozing skin should refrain from all direct athlete care until condition is resolved.
- Contaminated towels should be disposed of or disinfected properly, No contaminated waste should be disposed of in public waste receptacles in the complexes.

## STORAGE SHED PROCEDURES

The following applies to all of the storage sheds used by Kirkland National Little League and further applies to anyone who has been issued combination codes or keys by Kirkland National Little League to use these sheds.

- Combinations to the equipment sheds will only be issued by KNLL’s President.
- A record shall be kept of all individuals possessing combinations.
- All storage sheds will be kept locked at all times.
- All individuals with the combination to the equipment sheds are aware of their responsibility for the orderly and safe storage of heavy machinery, hazardous materials, fertilizers, poisons, tools, etc...
- Before the use of any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.

- All chemicals or organic materials stored in storage sheds shall be properly marked and labeled and stored in its original container if available.
- Any witnessed “loose” chemicals or organic materials within these sheds should be cleaned up and disposed of immediately to prevent accidental poisoning.
- Keep products in their original container with the labels in place.
- Use poison symbols to identify dangerous substances.
- Dispose of outdated products as recommended.
- Use chemicals only in well-ventilated areas.
- Wear proper protective clothing, such as gloves or a mask when handling toxic substances.

### GENERAL FACILITY

- All bleachers over 4 feet in height will have safety rails.
- The dugouts will be clean and free of debris at all time.
- Dugouts and bleachers will be free of protruding nails and wood splinters.
- Home plate, batter’s box, bases and the area around the pitcher’s mound will be checked periodically for tripping and stumbling hazards.
- Materials used to mark the field will consist of a non-irritating white pigment (no lime).
- Chain-link fences will be checked regularly for holes, sharp edges, and loose edges and will be repaired or replaced accordingly.

### CONCESSIONS

The only concession stand operated at a KNLL facility is operated by King County Parks and Recreation. The operator will observe and implement policies and procedures in accordance with general health and safety standards including those outlined below:

The goal of food safety is to prevent the hazards that cause foodborne illness or injury. Most of the hazards in food are things you cannot see, smell, or taste. A foodborne hazard is a physical, chemical, or biological object in food or drink that can cause injury or illness.

**Physical Hazards** Physical hazards are objects in food that may cause injury if eaten. Physical hazards usually happen because of unsafe food handling practices or accidental contamination. To prevent physical contamination: • wash fruits and vegetables carefully • look closely at the foods you prepare • keep the food preparation area free of things that can fall into the food.

**Chemical** Poisonous substances that occur naturally or are added during food handling: *Examples include cleaning agents, pesticides, and certain metals*

**Biological** Germs that cannot be seen without a microscope: *Examples include parasites, bacteria, and viruses.*

**Food Storage Containers: Galvanized containers have a layer of zinc so the container will not rust. They should not be used to store food.** Some containers are not approved for food storage. Unapproved containers include garbage bags, galvanized cans, and containers once used for chemicals. Food may not be stored in these containers because chemicals can get into the food.

**To keep your food safe from chemicals:** • only keep chemicals in the establishment that are approved for use near food • store all chemicals below or away from food and work surfaces • label

all chemicals • only use approved containers to store food • make sure equipment is working properly  
• make sure food is protected when you clean the kitchen.

**To keep your food safe from parasites:** • cook all pork, beef, and fish to the proper temperatures • use fish that has been treated to kill parasites for raw dishes like sushi • use approved sources of water.

**To keep your food safe from bacteria:** • keep potentially hazardous foods out of the Danger Zone (41°F-140°F) • do not work with food when you are ill (diarrhea, vomiting, or fever) • wash your hands twice after using the toilet – once in the restroom, and then again when you get back in the kitchen • use gloves or utensils instead of bare hands when handling ready-to-eat food • wash, rinse, and sanitize all equipment used for food preparation.

**Food workers with good personal hygiene help keep germs from getting into food. Proper food worker hygiene includes:** • not working with food when you are sick • washing your hands the right way and at the right time • using clean gloves and utensils when handling food • keeping fingernails trimmed so hands can be easily cleaned.

**When to Wash:** Food workers are required to wash their hands *before* they begin food preparation and any time hands may be contaminated.

The times of heaviest contamination include: • after using the toilet • after handling raw meat, fish, or poultry • after handling garbage or dirty dishes • after taking a break, eating, or smoking • after sneezing, coughing, or blowing the nose • after handling animals or using chemicals.

**Gloves:** Food workers must use utensils such as tongs, scoops, deli papers, or single-use gloves to keep from touching ready-to-eat foods. For example, tongs should be used to put sliced vegetables into salads and scoops should be used to get ice out of an ice bin. Single-use gloves may be used to prepare foods that need to be handled a lot, such as when making sandwiches, slicing vegetables, or arranging food on a platter. It is important to remember that gloves are used to protect the food from germs, not to protect your hands from the food. Gloves must be changed often to keep the food safe.

**A thermometer must be used to make sure that food is delivered, cooked, cooled, and stored at temperatures outside the Danger Zone 41°F - 140°F** Most bacteria do not grow in hot or cold temperatures. To keep food safe, cold foods must be kept 41°F or colder. Hot foods must be kept 140°F or hotter. **The range of temp between 41°F - 140°F is referred to as the Danger Zone.**

When potentially hazardous foods are left in the Danger Zone, bacteria can grow fast or poisons that can make people sick.

**Potentially hazardous food may be at room temperature for up to two hours while you are preparing it.** When you are preparing food, only use a little of the food at a time; Keep the rest of the food hot or cold until you're ready to prepare it. **If the food has been left out at room temperature, or you do not know how long it has been in the Danger Zone, you should throw the food away.** It may not be safe to eat.

### **Food Worker Top 10**

- Only work when you are healthy.
- Wash your hands often and well.
- Don't touch ready-to-eat food with bare hands.
- Keep food hot or cold.

- Cook food to proper temperatures.
- Cool hot food as quickly as possible.
- Keep raw meat away from other food.
- Wash, rinse, sanitize, air dry – always follow the 4 steps in order.
- Keep food preparation areas and utensils clean and sanitized.
- Ask questions if you have them.

## **ACCIDENT REPORTING PROCEDURE**

### **What to report -**

An incident that causes any player, manager, coach, umpires, spectator or volunteers to receive medical treatment and/or first aid while playing/watching a KNLL game must be reported to the KNLL Safety Director. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

### **When to report -**

All such incidents described above must be reported to the KNLL Safety Director within 24-48 hours of the incident. The KNLL Safety Director, Nicole Dill, can be reached at **Cell: 425-829-1257 Email: [safety@kirklandnational.com](mailto:safety@kirklandnational.com)**

### **How to make a report -**

It is very important that all injuries are reported, whether the coach/manager feels that it is serious enough to warrant reporting to the Safety Director. If the injury does not warrant an accident claim form, an injury tracking form will be completed by the Safety Director to make sure KNLL tracks injuries and is continually looking for ways to provide their players, coaches, volunteers and spectators a safer environment. Reporting incidents can come in a variety of forms. Most typically, they are handled via email or text messages. At a minimum, the following information must be provided:

- Text or email the Safety Director 425-829-1257 or [safety@kirklandnational.com](mailto:safety@kirklandnational.com) after injury occurs (within 24-48 hour of injury) with contact information of child.
  - Include a brief description of injury, who was hurt, when and how the injury occurred. Also include if first aid and medical treatment was needed. Example: Johnny White was up to bat at Big Finn Field #2 at 3:00pm, Saturday 4/8/17. He was hit by a pitch on his right elbow. He left the game and applied ice. Swelling occurred so parents took him to urgent care. Mom is Sally White, cell phone is 555-555-5555.

### **KNLL Safety Director's Responsibilities -**

Within 24 hours of receiving the information regarding the incident, the KNLL Safety Director will contact the injured party or the party's parents and;

- Verify the information received;
- Obtain any other information deemed necessary;
- Check on the status of the injured party
- In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, et.) will advise the parent or guardian of the Kirkland National Little League's insurance coverage and the provision for submitting any claims. If the extent of the injuries are more than minor in nature, the KNLL Safety Director shall periodically call the injured party to:
- Check on the status of any injuries

- Check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered “closed” (i.e., no further claims are expected and/or the individual is participating in the League again).

## **INSURANCE POLICIES**

*Little League accident insurance* covers only those activities approved or sanctioned by Little League Baseball, Incorporated. Kirkland National Little League (Majors), Minor League and Tee Ball participants shall not participate as a Little League (Majors), Minor League and Tee Ball team in games with other teams of other programs or in tournaments except those authorized by Little League Baseball, Incorporated. Kirkland National Little League (Majors), Minor League and Tee Ball participants may participate in other programs during the Little League (Majors), Minor League and Tee Ball regular season and tournament provided such participation does not disrupt the Little League (Majors), Minor League and Tee Ball season or tournament team. Unless expressly authorized by the Board of Directors of KNLL, games played for any purpose other than to establish a League champion or as part of the International Tournament are prohibited. (See IX - Special Games, pg. 15 in the Rule Book for further clarification)

### **Explanation of Coverage:**

The *AIG Little League’s insurance policy* (see in Appendix) is designed to afford protection to all participants at the most economical cost to KNLL. It can be used to supplement other insurance carried under a family policy or insurance provided by a parent’s employer. If there is no other coverage, AIG Little League insurance - which is purchased by the KNLL, not the parent - takes over and provides benefits, after a *\$50 deductible* per claim, for all covered injury treatment costs up to the maximum stated benefits. This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

**Kirkland National Little League Insurance Policy is designed to supplement a parent’s existing family policy.**

### **How the insurance works:**

- First have the child’s parents file a claim under their insurance policy.
- Should the family’s insurance plan not fully cover the injury treatment, the Little League AIG Policy will help pay the difference, after a *\$50 deductible* per claim, up to the maximum stated benefits.
- If the child is not covered by any family insurance, the Little League AIG Policy becomes primary and will provide benefits for all covered injury treatment costs, after a *\$50 deductible* per claim, up to the maximum benefits of the policy.
- Treatment of *dental injuries* can extend beyond the normal fifty-two week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum dollar benefit is \$500 for eligible dental treatment after the normal fifty-two week period, subject to the \$50 deductible per claim.

### **Filing a Claim:**

When filing a claim, (see claim forms in appendix) all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent’s/guardian’s or claimant’s employer explaining the lack of Group or Employer insurance must accompany a claim form.

On *dental claims*, it will be necessary to fill out a Major Medical Form, as well as a Dental Form; then submit them to the insurance company of the claimant, or parent(s)/guardian(s), if claimant is a minor. “Accident damage to whole, sound, normal teeth as a direct result of an accident” must be stated on the form and bills. Forward a copy of the insurance company’s response to Little League Headquarters. Include the claimant’s name, League ID, and year of the injury on the form. Claims

must be filed with the KNLL Safety Director. He/she forwards them to Little League Baseball, Incorporated, PO Box 3485, Williamsport, PA, 17701.

To reach a Claim officer by phone: (717) 327-1674 and fax (717) 326-1074.

*Contact the KNLL Safety Director for more information.*

**Protective equipment cannot prevent all injuries a player might receive while participating in Baseball/Softball.**

## **VOLUNTEERING**

### **Volunteers**

*Volunteers* are the greatest resource Little League has in aiding children's development into leaders of tomorrow. By educating parents, volunteers and children, you can help reduce the risk of child abuse. Like all safety issues, **prevention** is the key. KNLL completes a background check on all volunteers and board members. No known child sex offender will be given access to children in the Little League Program and will be not be allowed to volunteer.

**Application:** All potential volunteers must submit a Little League Volunteer application yearly. The approved Little League application must be filled out entirely. The background checks are processed through KNLL's Bonzi Online Registration System. A potential volunteer will be asked to fill out the necessary information including legal name, address, date of birth and social security number. Applicants will be also be asked to provide information regarding prior criminal convictions and electronically sign before submitting for processing. **The form also points out that all positions are conditional based on the information received back from state and national background checks.**

Reference Checks will be used on an as needed basis.

## **CHILD ABUSE**

### **Reporting**

In the unfortunate case that child abuse is suspected, you should immediately contact the KNLL President, or a KNLL Board Member if the President is not available, to **report** the abuse. KNLL along with district administrators will contact the proper *law enforcement agencies*.

### **Investigation**

KNLL will appoint an individual with significant professional background 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/Termination**

When an allegation of abuse is made against a Little League volunteer, it is our duty 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.

### **Immunity from Liability**

According to Boys & Girls Clubs of America, "Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be 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.

### **Make Our Position Clear**

Make adults and kids aware *that Little League Baseball and KNLL will not tolerate child abuse, in any form.*

### **The Buddy System**

It is an old maxim, but it is true: There is safety in numbers. Encourage kids to move about in a *group* 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 is far more difficult to victimize a child if they are not alone.

### **Access**

Controlling access to areas where children are present -- such as the dugout or restrooms -- 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 the area without the knowledge of the Managers, Coaches, Board Directors or any other Volunteer.

### **Lighting**

Child sexual abuse is more likely to happen in the dark. The lighting of fields, parking lots and any 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.

### **Toilet Facilities**

Generally speaking, 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 rest room areas. There can sometimes be special circumstances under which a child requires assistance to toilet facilities, for instance when the T-Ball and Challenge divisions, but there should still be adequate privacy for that child. Again, we can utilize the "**buddy system**" here.

## **HEALTH AND MEDICAL - Giving First-Aid**

### **What is First-Aid?**

**First-Aid** means exactly what the term implies -- it is the **first care** given to a victim. It is usually performed by the **first person** on the scene and continued until professional medical help arrives, (9-1-1 paramedics). At no time should anyone administering First-Aid *go beyond* his or her capabilities.

### **Know your limits!**

The average response time on **9-1-1** calls is 5-7 minutes. En-route Paramedics are in constant communication with the local hospital at all times preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First Aid you can and wait for the paramedics to arrive.

### **First Aid-Kits**

First Aid Kits will be furnished to each team at the beginning of the season. The First Aid Kit will become part of the Team's equipment package and shall be taken to all practices, batting cage

practices, games (whether season or post-season) and any other KNLL Little League event where children's safety is at risk.

To **replenish materials** in the Team First Aid Kit, the Manager, designated coaches or the appointed Team Safety Officer must contact the KNLL Safety Director. (See contact information and address in phone # section of this Safety Manual)

## Important Do's & Don'ts

### DO:

- Reassure and aid children who are injured, frightened or lost
- Provide or assist in obtaining medical attention for those in need
- Know your limitations
- Carry your first aid kit to all games and practices
- Keep your "Prevention & Emergency Management of Little League Baseball and Softball Injuries" booklet with your first aid kit.
- Assist those who require medical attention and when administering aid, remember to **LOOK** for signs of injury (blood, black & blue, deformity of joint etc.) **LISTEN** to the injured describe what happened and what hurts if conscious – before questioning, you may have to calm and soothe an excited child. **FEEL** gently and carefully the injured area for signs of swelling, or grating of broken bones.
- Have your players' Medical Release forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

### DON'T:

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

## Lystedt Law Concussion Information

All coaches, umpires, athletes and their parents are to be aware of and alert to the potential of concussion and brain injury that might occur during games or practices to the participating athlete. KNLL operates on the premise of "If in doubt, sit out". You need to be aware of the following:

- That concussions are one of the most common injuries sustained by children and adolescents who participate in sporting activities;
- That concussions are caused by a blow or rapid motion to the head or body causes the brain to move rapidly inside the skull;
- That the risk of catastrophic injury or death is significant when a concussion or head injury is not properly evaluated and managed;
- That concussions are brain injuries that can range from mild to severe and can disrupt the way the brain normally works, can occur with or without the loss of consciousness, and can occur in sporting activities from a fall or collision with the ground, objects or other players;
- That continuing to play with a concussion or symptoms of head injury leaves a young athlete especially vulnerable to greater injury and even death;
- That **warning signs** of potential concussion or brain injury are where the athlete shows signs of being dazed or confused, forgets plays, is unsure of the game, score or opponent, moves clumsily, answers questions slowly, shows behavior or personality changes, and/or is unable to recall events prior to or after the blow or collision;
- That **symptoms** of a concussion may include headache, nausea, balance problems or dizziness, double or fuzzy vision, feeling sluggish, feeling foggy or groggy, confusion, and/or difficulty with concentration or memory problems; and
- That if the coach or umpire suspects that a concussion may have occurred, the athlete should be immediately removed from the game, be monitored carefully for at least two hours after being removed (either by the coach or the athlete's parents), and not allowed to return to play until a licensed health care provider trained in the evaluation and management of brain injuries provides written clearance.

## **KNLL Safety Information**

KNLL Safety Director: 425-829-1257 [safety@kirklandnational.com](mailto:safety@kirklandnational.com)

If there is an accident involving a KNLL player, the player agent must also be informed.

KNLL Player League Agent: Barbara Trulson 425.590.7997 Softball  
[PlayerAgent.Softball@KirklandNational.com](mailto:PlayerAgent.Softball@KirklandNational.com)

KNLL Player League Agent: Ryan Duckworth 206-661-3690 Baseball  
[PlayerAgent.baseball@KirklandNational.com](mailto:PlayerAgent.baseball@KirklandNational.com)

Also see [www.kirklandnational.com](http://www.kirklandnational.com) Board of Directors contact information and e-mail links.

The following information is to assist you with safety issues that may come up over the season involving your baseball or softball players. Please review the following:

- **Management of Concussion in Sports:** Please study the enclosed document and become aware of head injuries. A similar card will be enclosed in all first aid kits. (Reference)
- **Medical Release forms:** Please have one of these filled out for each player on your team. Also, recommended for Managers and Coaches. This should be filed in your manager's notebooks and brought to every practice and game in case of emergency.
- **Incident/Injury Tracking:** Highly recommended to be filled out by Managers/coaches, so the league and District 9 can make changes and improvements to our ASAP programs.
- **Little League Accident notification form: (AIG)** The KNLL Safety Director must be notified within 24 hours, each time a person is injured and given treatment of any kind. This includes first aid treatment (ice, band aid, etc.) given at practices or games. If additional treatment is required, (doctors, hospital, etc.) then KNLL Safety Director must be notified **Immediately at (425)829-1257** Additionally the enclosed AIG form must be completed and then turned in to the Safety Officer **within 24 hours**, for processing. **Do not send the completed form directly to Little League Headquarters.** Copies of the form must remain on file with KNLL and District 9.