



Lenape Valley Baseball Association ASAP Plan 2019



John White, President
Chris Antonello, Vice President
Matt Benscoter, Secretary
Colleen Lynch, Treasurer
Ryan Wantz, Safety Officer
Chris Blum, Player Agent
Chris Felton, Coaching Coordinator

TABLE OF CONTENTS

Introduction

- Opening Statement

- Mission Statement & Pledges

Background Checks

- Positions Requiring Background Checks

- Crimes that exclude a volunteer from participating with Little League

- Background Check Process

Bullying, Hazing & Harassment

Lenape Valley Baseball Facilities & Board Members

- Board Member Responsibilities

- Board Members

- Access

- Lenape Valley Baseball Home Fields

- Lenape Valley Practice Fields

Lenape Valley Baseball Member Safety Responsibilities

- President

- Safety Officer

- Managers & Coaches

Equipment

- Required Player Equipment

- Required Field Equipment

- Optional Player Equipment

- Optional Field Equipment

Inclement Weather Safety

First Aid & Injury Prevention

- Be Prepared

- Prescription Medication

Asthma & Allergies

Bleeding

Nose Bleed

Bleeding on Inside/Outside of Mouth

Infection

Emergency Treatment of Dental Injuries

Heat Illness

Head Injury

Accident Reporting

Medical Release

Accident Tracking

Injury Claims

Opportunities for Safety Training

Concessions Safety

Food Handlers

Training Resources

Concussion Training

Appendix 1 – Emergency Action Plans

North Branch

Tower Hill

Chestnut Street

Appendix 2 – Accident Reporting Forms

Medical Release Form

Incident/Injury Training Report

Accident Notification Form

Claim Form Instructions

Checklist for Preparing Claim Form

General Liability Claim Form

Appendix 3 – Safety Toolbox Topics

Appendix 4 – ASAP Submittal

Appendix 5 – General Forms

Little League Volunteer Application 2019

Lenape Valley Baseball Pre-Game Checklist & Umpire Sign-in

Lenape Valley Baseball Safety Code

Lenape Valley Baseball Code of Conduct

Introduction

Opening Statement

Welcome to the 2019 Lenape Valley Baseball season.

Little League's most valuable asset are the people, making the operation of a safe and healthy program the top priority. Always considering the well-being of the players, volunteers, and fans. Little League has diligently developed player safety resources that can make the experience positive and memorable.

Lenape Valley Baseball is committed to upholding Little League's mission and has created a plan for ensuring the safest environment for all players, volunteers, and fans.

Mission Statement & Pledges

Lenape Valley Baseball Association Safety Mission Statement

“Safety First”

Lenape Valley Baseball regards safety of players, volunteers and fans as a top priority. Providing a safe environment for activity, prevention of injuries and illness, as well creating awareness will be guiding principles for everyone involved. Each person involved with Lenape Valley Baseball is responsible for safety.

Little League Pledge

I trust in God
I love my country
And will respect its laws
I will play fair
And strive to win
But win or lose
I will always do my best

Little League Parent/Volunteer Pledge

I will teach all children to play fair and do their best.
I will positively support all managers, coaches and players.
I will respect the decisions of the umpires.
I will praise a good effort despite the outcome of the game.

Safety Code

Dedicated to Injury Prevention

1. This manual will be available to all volunteers.
2. Responsibility for safety procedures should be that of an adult member of Lenape Valley Baseball.
3. All volunteers are required to complete background checks according to Little League policies and Pennsylvania state laws.

Background Checks

Backgrounds checks are mandatory as follows and must adhere to the policies of Lenape Valley Baseball Association and Little League Baseball. In order to protect our youth a comprehensive background check is required. We perform a search of the nationwide sex offender registry for anyone who has committed sexual offenses involving minors. An individual who has been convicted or plead guilty to charges involving or against a minor, no matter when the offense occurred, will not be permitted to work or volunteer.

Positions Requiring Background Checks

- Board members/Officers
- Managers/coaches/practice coaches
- Umpires
- Concessions Worker
- General Volunteer

Crimes that exclude a volunteer from participating with Little League

Any background check that reveals a conviction of any crime involving or against a minor must result in immediate termination from the league. Additionally, volunteers who refuse to submit a fully completed Little League Volunteer Application must be immediately terminated or eliminated from consideration for any position. This includes individuals with many years of service to your league.

- Aggravated child abuse
- Child abuse/Child abuse 2nd degree
- Felony child abuse – Serious injury
- Risk of injury to child
- Sexual activity with a child
- Sexual contact with a child
- Showing obscene material to a minor

Background Check Process

The Little League Volunteer Application will be available on the league website (www.lvbbaseball.org/content/16928/volunteering-clearances). All required personnel will be tracked on completion of their paperwork and successful clearance. The Safety Officer, in conjunction with other league officials appointed by the President, will be responsible for completing background checks on each individual. No league official is permitted to perform and verifying their own background status check.

In the event that an individual has been found to be convicted of, or pled guilty to, a crime involving or against a minor, the Safety Officer will inform the Executive Board

and confirmation with the applicable government agency will be performed. Once confirmed, that individual may not participate with Little League in any manner.

Bullying, Hazing & Harassment

Lenape Valley Baseball desires to provide a safe environment for players, coaches, and managers. For this reason, Lenape Valley Baseball prohibits unlawful discrimination, harassment, intimidation, and bullying of any member based on race, color, ancestry, national origin, ethnicity, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender; the perception of one or more of these characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, written, or electronic conduct based on one of the categories listed above that affects a member's ability to participate in or benefit from practice, game, or activity; creates an intimidating, threatening, hostile, or offensive environment; has the effect of substantially or unreasonably interfering with a member's performance, or otherwise adversely affects a member's opportunity.

Lenape Valley Baseball prohibits any form of retaliation against any member who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Lenape Valley Baseball Facilities & Board Members

Lenape Valley Baseball Association uses fields at North Branch Park, Tower Hill Fields, and Chestnut Street Park for games and practices. Other fields may occasionally be used for practices.

Access

Tower Hill Fields are limited by fences and should only be in use during sanctioned games and practices.

North Branch Park, Chestnut Street Park and West Branch Park are not limited in access to get to fields.

Lenape Valley Baseball Home Fields

North Branch Park

Tower Hill

Chestnut Street Park

Lenape Valley Practice Fields

North Branch Park

Tower Hill

Chestnut Street Park

West Brach Park

Lenape Valley Baseball Member Safety Responsibilities

President

The President of Lenape Valley Baseball Association is ultimately responsible for ensuring that policies, procedures, and regulations of the Lenape Valley Baseball Safety Manual are followed by the membership.

Safety Officer

The Lenape Valley Baseball Safety Officer responsible for developing and implementing the league's safety program.

The Lenape Valley Baseball Safety Officer is the link between the Board of Directors of Lenape Valley Baseball and its managers, coaches, umpires, players, spectators and other third parties at the field in regards to safety, rules and regulations.

- Keeping the Accident/Injury Log. This log will list where accidents and injuries are occurring, to who, in which divisions (juniors, majors, minors, coach pitch and t-ball), at what time, and under what supervision.
- Explaining insurance benefits to those filing claims and assisting them with filing the correct paperwork.
- Assisting parents and individuals with insurance claims and will act as a liaison between the insurance company and the parents and individuals.
- Coordinating the individual Team Safety Officers in order to provide the safety environment
- Inspecting concession stand and checking fire extinguishers.
- Inspecting fields with Field Maintenance Coordinator and listing areas needing attention
- Scheduling first aid training classes
- Creating and maintaining all safety signs posted at fields including: "Foul Ball Area"
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been reported.
- Making spot checks at practices and games to make sure all managers have their First-Aid Kits and Safety Manuals.
- Making sure safety is a topic at monthly board meetings and allowing experienced people to share ideas on improving safety.

Managers and Coaches

The Manager is selected by each Division Commissioner 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.

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

2. The Manager is also responsible for the safety of the players. The Manager is also ultimately responsible for the actions of designated Coaches.

3. If a Manager leaves the field, the Manager shall designate a Coach as a substitute and such Substitute Manager shall have the duties, rights and responsibilities of the Manager.

Beginning the Season

- Take possession of and review this Safety Manual provided by the league.
- Complete a Concussion and First Aid/CPR training.
- Ensure a member of his/her coaching team attends the fundamentals training provided.
- Cover the basics of safe play with his/her team before starting the first practice.

Season Play

- Notify parents that if a child is injured or ill, he or she cannot return to practice unless they have a note from their doctor. The 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 practice and games.
- Tell parents to bring sunscreen for themselves and their child.
- Encourage your players to wear mouth protection.
- Work closely with the Safety Officer and Equipment Coordinator to make sure equipment is in proper condition for use.
- Make sure that telephone access is available at all activities including practices. It is mandatory that a cell phone is always on hand.
- Fill out Incident/Injury Reports if an injury occurs.
- Not expect more from their players than what the players are capable.

Pre-Game and Practice

- Make sure players are healthy, rested and alert.
- Ensure players returning from being injured have a medical release form signed by their doctor. Otherwise they can't play.
- Ensure players are wearing the proper uniform and male catchers are wearing a cup.
- Inspect the playing Equipment and ensure it is in good working order and safe.
- Inspect the field prior to play
- 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 duty delegated representative, shall make the determination.
- Use **LV Field and Game Safety Checklist** found in Appendix 5.

During the Game

- Make sure all 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.
- Keep players ALERT!!

- Maintain discipline at all times.
- Be organized.
- Make sure catchers are wearing the proper equipment.
- 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.
- Encourage everyone to think "Safety is Everyone's Responsibility"
- Observe the "no on deck" rule for batters and keep players behind the screens at all time. No players should handle a bat in the dugouts at any time.
- Keep players off fences
- Encourage players to drink water. A little at a time - a lot of times is best.
- Ill and injured children should not be played.
- Attend to children that become injured in the game.
- Not lose focus by engaging in conversation with parents and passersby.
- Coaches may not catch/warm-up pitchers, including during batting practice.

Post-Game

- Do cool down exercises with the players.
- If there was an injury, complete the Incident/Injury report and notify the Safety Officer.
- Return the field to its pre-game condition.
- **Notify parents if their child has been injured. There are no exceptions to this rule.**

Important Do's and Don'ts for Managers

Do...

1. Reassure and aid children who are injured, frightened or lost.
2. Provide, or assist in obtaining, medical attention for those who require it.
3. Know your limitations.
4. Make arrangements to have a cell phone available at all games and practices.
5. Ensure that players have and use all required equipment.

Don't...

1. Administer any medication.
2. Provide any food or beverage (other than water).
3. Hesitate in giving aid when needed.
4. Be afraid to ask for help if you're not sure of the proper procedures.
5. Transport injured individuals except in extreme emergencies.
6. Leave an unattended child at practice or game.
7. Hesitate to report any present or potential safety hazard to the LV Safety Officer immediately.

Equipment

The Equipment Coordinator is an elected Lenape Valley Baseball board member and is responsible for purchasing and distributing equipment to individual teams. The equipment is checked and tested when it is issued, but it is the Team Manager and Coaches responsibility to maintain it. The Team Manager should inspect equipment before each use.

Please contact the Equipment Coordinator to replace gear that does not fit properly. Bad equipment, which cannot be fixed, must be eliminated from use.

Players like to bring their own gear. This equipment can only be used if it meets Lenape Valley's requirements as outlined in this safety manual and the Official Little League Rule book(s).

Equipment is located at each field, including helmets and catcher's equipment. If equipment is missing or does not fit, contact the Equipment Coordinator right away to have your player properly fitted. All equipment must be replaced after games.

Required Player Equipment

Defense

- Athletic supporter – all male players
- Metal, fiber or plastic type cup – all male catchers
- Catcher's helmet and mask – all catchers
 - With throat guard (No skull caps)
 - Must be worn during pitcher warm-up, infield practice while batter is in box
- Catcher's mitt – all baseball catchers
- Chest protector and leg protectors – all catchers
 - Must be worn while batter is in box
 - Long model chest protector required for Majors and younger catchers

Offense

- Helmet meeting NOCSAE standards – all batters, base runners and players in coaching boxes
- Regulation-sized ball for the game and division being played
 - Marked RS for Regular Season or RS-T for regular season and tournament in baseball
- Regulation-sized bat – all batters
 - Majors and below must use USA marked bats approved by Little League
 - Juniors and Seniors (non-Little League teams) may use BBCOR or USA marked bat
 - Read more on approved bats at the Little League website:
<https://www.littleleague.org/playing-rules/bat-rules/>

Required Field Equipment

- 1st, 2nd and 3rd bases must disengage from their anchors
- Pitcher's plate and home plate
- Players' benches behind protective fences
- Protective backstop and sideline fences

Optional Player Equipment

Defense

- Metal, fiber, or plastic type cup – any player, especially infielders
- Pelvic protector – any female, especially catchers
- Heart Guard / XO Heart Shield / Female Rib Guard – any defensive player, especially pitchers and infielders
- Game-Face Safety Mask – any player, especially infielders
- Goggles / shatterproof glasses – any player, especially infielders or those with vision limitations

Offense

- Helmet – adults in coaches boxes
- Helmet chinstraps – all helmets made to have chinstrap (with snap buttons, etc.)
- Helmet with Face Guard or C-Flap meeting NOCSAE standards – all batters especially in younger divisions
- Mouth guard – batters, defensive players
- Goggles / Shatterproof glasses – any player, especially those with vision limitations
- Batters vest / Heart Guard / Heart Shield / Female Rib Guard – any batter
- Regulation sized reduced impact ball

Optional Field Equipment

- Double 1st base that disengages from its anchor
- Protective / padded cover for fence tops
- Foul ball return in backstop fence

Inclement Weather Safety

The threat that weather events or conditions pose on participants and spectators warrants necessary preparations and response. It is important for managers and coaches to be aware of potential weather conditions and forecasts prior to practices or games. The following steps are necessary in managing inclement weather:

1. Understand ahead of time safe locations in the event of inclement weather.
 - Preferred shelter is a fully enclosed building with wiring and plumbing. Vehicles can also serve as safe locations.
 - Dugouts, pavilions, or storage sheds are NOT safe shelters.
 - Tall objects such as trees, towers, or elevated areas should be avoided and are potential targets of lightning.
2. Managers and coaches have a responsibility to be aware of changing weather conditions. Umpires must also be attentive to weather conditions and communication between umpires and managers is critical. If a storm appears imminent play should be suspended to allow time to seek appropriate shelter. Play should NOT continue until the point of unsafe conditions. Most lightning strikes to people occur before or after the storm has arrived.
3. Conditions are considered unsafe when thunder is heard or when a lightning storm is 5 nautical miles (6 statute miles) from the field.
4. All participants and spectators must be in a safe shelter when conditions are deemed unsafe.
5. Activity should be postponed until 30 minutes AFTER last thunder is heard and the last lightning is seen. Blue skies or the absence of rain does not indicate that conditions are safe.
6. In the event of excessive heat, managers and coaches should permit water breaks and may consider altering practices or games.
7. If a player exhibits signs of heat illness (listed below) EMS should be initiated.
 - Disorientation;
 - confusion;
 - dizziness;
 - loss of balance;
 - staggering;
 - irritability;
 - irrational or unusual behavior;
 - apathy;
 - aggressiveness;
 - hysteria;
 - delirium;
 - collapse; or
 - loss of consciousness

First Aid & Injury Prevention

Be Prepared

All coaches should have on hand or know where to access first aid kit, as well as all emergency procedures for their facility. All volunteers should check entrance that EMS would use in the event of emergency upon arrival and no cars should be permitted to park so as to block this entrance at any time.

Prescription Medication

It is the responsibility of parents to administer any medication. Coaches should not administer any medication. The only exception is in the event of a true emergency upon instruction by an emergency dispatcher the coach may administer emergency medications.

Asthma & Allergies

Participants who experience asthma or allergy conditions must carry their prescription medication with them and should keep the medication in a place that is readily accessible. Allergies to insect stings or foods can present life threatening conditions and must be known to coaches. If signs of an allergic reaction, including severe swelling and difficulty breathing, are observed it is important to initiate EMS immediately.

Children with asthma should have an emergency inhaler. If a participant with asthma begins to exhibit problems with breathing they should be placed in a comfortable position, coaches on breathing, and given their medication to self-administer. If efforts to regain normal breathing are not successful EMS should be initiated.

Bleeding

Care providers should use gloves when bleeding is present. Gloves are available in first aid kits. In the absence of gloves use a clean barrier or have the participant help with controlling bleeding.

- Control bleeding by applying direct pressure to the area with a sterile pad or clean cloth. If possible raise the limb above the level of the heart. Apply bandage to keep the wound clean, but not to restrict blood flow.
- Bleeding that is not controlled by direct pressure requires EMS.

Nose Bleed

In the event of a nose bleed, the participant should lean forward and apply pressure just below nostrils or pinch nostrils together until bleeding stops.

Infection

To prevent infection with an open wound:

- Clean the wound with soap and water.
- Cover to absorb bleeding and protect from injury or contamination by dressing with bandage or sterile dressing.
- Apply tape to secure dressings or bandages as necessary.

Emergency Treatment of Dental Injuries

If a tooth is displaced a sterile dressing can be placed in the area to control bleeding. A tooth can be gently rinsed with water (do not scrub). A tooth can be replaced in the mouth if safe to do so, however a tooth can also be placed in water or a wet gauze.

Displacement of permanent teeth should be referred to a dentist for replacement as soon as possible.

Heat Illness

If a participant is experiencing symptoms related to heat illness coaches should take steps to cool them. Move participant to shade or a cool area and give cool fluids if conscious.

Head Injury

Head injuries must be treated seriously in the event that a participant exhibits signs or symptoms from a head concussion. The force of impact is not always consistent with the severity of injury or symptoms. If a player is showing signs or symptoms of a head injury they must be removed from play and not permitted to return to activity until evaluated and cleared by a physician. A parent needs to provide a note from the physician clearing the child to return to activity.

Prevention of head injury through proper sliding techniques, use of helmets whenever hitting, use of screens when throwing to hitters, as well as a "Heads Up" mentality when balls are being hit or thrown.

First Aid Kits

First Aid kits will be available and maintained at each field box by the Safety Officer.

Accident Reporting

Accident Tracking

In order to take steps to make baseball safer it is important that the following are tracked and reported by team managers.

- Close calls/near miss
- Incidents not requiring professional medical attention
- Incidents requiring medical attention

All three types of accidents need to be tracked. The Team Manager will track their own team accidents. They will report all their accidents up to the Lenape Valley Safety Officer, who will compile all teams' accidents.

Doing this type of tracking will help LV Baseball determine if additional training is needed for players, or if players are getting hurt on a specific conditions

The **Incident/Injury Tracking Report** is to be completed for all accidents

- Those players, coaches or spectators requiring medical attention and those near misses
- This report is sent to the Lenape Valley Safety Officer.

The **Accident Notification Form** is to be used in cases of players, coaches or spectators injured who do (or may) require professional medical attention

- It should be filled out by injured person (or their guarding if under 19) along with the LV Safety Officer and signed by the LV President

Opportunities for Safety Training

Coaches should take opportunities to emphasize safety. The league will offer coaches opportunities to learn about safety topics.

Concessions Safety

Food Handlers

- Food handlers should thoroughly wash hands with warm soapy water after potential contamination event.
- Potential contamination events include going to the bathroom, sneezing or coughing, touching face, eating or taking a break, touching contaminated surfaces or utensils, touching uncooked meat, touching cash register, answer cell phone, dumping the garbage, touching a pet, changing diapers, etc.
- Food handlers must not have symptoms of disease (coughing, sneezing, sniffing, fever, nauseated vomiting, diarrhea, etc.) or open wounds when handling food.
- Food handlers should not touch ready to eat foods with bare hands and should instead use an appropriate utensil, gloves, or deli paper.
- Always use a scooper instead of bare hands to dispense ice for drinks.
- Appropriate food handling safety training will be maintained by Concessions Stand Coordinator.

Training Resources

Fundamentals Training

The coaching coordinator will provide coaching fundamentals training at the Mandatory Managers meeting on March 27, 2019.

First Aid/CPR Training

Lenape Valley will offer the opportunity to become certified annually.

Concussion Training

All managers, coaches, umpires, and board members should complete concussion training. The CDC Heads Up training (<https://headsup.cdc.gov/>) will be used for training and will be available during registration.

Emergency Information DIAL 911

Lenape Valley Baseball Contacts

President: John White

Cell: 267-626-3809

Email: president@lvbaseball.org

Vice President: Chris Antionello

Cell: 215-272-4151

Email: vicepresident@lvbaseball.org

Safety Officer: Ryan Wantz

Cell: 717-448-8610

Email: safety@lvbaseball.org

Umpire-in-Chief:

Cell:

Email: umpires@lvbaseball.org

**ALWAYS HAVE CELL PHONES AVAILABLE AT ALL PRACTICES AND
GAMES.**

Accident Reporting Procedures

What to Report

An incident that causes any player, manager, coach, umpire or volunteer to receive medical treatment and/or first-aid must be reported. Near misses need to be reported also.

When to Report

All such incidents described above must reported to the LV Safety Officer within 12 hours of the incident.

The Safety Officer is **Ryan Wantz** and he can be reached at the following:

- Cell: 717-448-8610
- Email: safety@lvbaseball.org

How to Make the Reports

Reporting incidents is best to be done by email, but can be by telephone with follow up by e-mail. At minimum, the following information must be provided:

1. The name and phone number of the individual involved.
2. The date, time and location of the incident.
3. A detailed description of the incident.
4. The preliminary estimation of the extent of any injuries.
5. The name and phone number of the person reporting the incident.

Safety Officer's Responsibilities

Within 48-Hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and:

1. Verify the information received
2. Obtain any other information received
3. Check on the status of the injured party
4. In the event that the injured party required other medical treatment will advise the parent of Lenape Valley Baseball insurance coverages and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to 1) check on the status of injuries, and 2) to 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).

Safety Manual Maintenance/Distribution

The LVBA Safety Manual will be maintained by the Safety Officer and will be updated, with approval by the LVBA Board, annually. The manual will be available on the LVBA website and the link will be distributed to all volunteers prior to the start of the season by e-mail.

A copy will be sent to the District Administrator and District Safety Officer upon approval by the board.

Field Conditions

Prior to games and practices coaches and umpires must check fields for any potential hazards. If a hazard is found it should be resolved for the safety of all players, coaches, and fans. Hazards must be reported to the Field Coordinator, Safety Officer, and League President.

Annually the Field Coordinator, Safety Officer and League President will be responsible for completing a physical review of fields for any changes and needs.

Child Abuse

Little League Baseball has always strived to create a safe and healthy environment for all players and their families. Lenape Valley is committed to protecting players from child abuse, including bullying or harassment.

Any sexual abuse involving a minor must be reported to local authorities and can also be reported to league officials. All volunteers are mandated reporters and are responsible for reporting to police within 24 hours or could face criminal charges. League officials are required to refer all reports of sexual abuse of any minor to local police within 24 hours.

Pennsylvania requires the reporting of suspected offenses within 24 hours. A report can be made by contacting local authorities, calling the ChildLine (1-800-932-0313), or by contacting a league official. League volunteers are mandated reporters in Pennsylvania.

No individual making a “good faith” report may be subject to retaliation from a league official, coach, or volunteer as a result of their report.

Volunteers should not have one-on-one contact with an unrelated minor without other volunteers present. It is important to limit the possibility of one-on-one contact, including transportation. In the event that a player is awaiting transportation communication with parent.

Lenape Valley will encourage volunteers to take an appropriate abuse awareness training, such as Abuse Awareness.

Appendix 1 - Emergency Action Plans

Coaches and volunteers should understand their role and responsibilities in the event of an emergency.

Tower Hill – 522 N. Main Street, Chalfont, PA 18914

In an emergency at Tower Hill, a coach or other volunteer should use a cell phone to immediately dial 911. Clearly state that you are located at Tower Hill Fields and explain the emergency. Stay calm and follow the instructions of the operator. Another volunteer should be sent to escort the ambulance to the field and to clear any obstacles. Entrance to the fields is to the side of the building. NO PARKING is permitted next to the building to allow emergency access to the fields.



North Branch Park – 207 Park Avenue, Chalfont, PA 18914

In an emergency at North Branch Park, a coach or other volunteer should use a cell phone to immediately dial 911. Clearly state that you are located at North Branch Park Field and explain the emergency. Stay calm and follow the instructions of the operator. Another volunteer should be sent to escort the ambulance to the field and to clear any obstacles. Entrance to the fields is along first base line. NO PARKING is permitted next to the gate opening to allow emergency access to the fields.



Chestnut Street Park – 201 Chestnut Street, Chalfont, PA 18914

In an emergency at Chestnut Street Park, a coach or other volunteer should use a cell phone to immediately dial 911. Clearly state that you are located at Chestnut Street Park Field and explain the emergency. Stay calm and follow the instructions of the operator. Another volunteer should be sent to escort the ambulance to the field and to clear any obstacles. Entrance to the fields is through the parking lot. Parking in the parking lot cannot obstruct access to the field. Cars must be in parking spaces in the parking lot.



Appendix 2 – Accident Reporting Forms

Incident/Injury Tracking Report

- This form (<https://www.littleleague.org/downloads/incident-injury-tracking-form/>) will be filled out for all accidents including those not requiring professional medical attention
- The Team Manager will fill this out and track them for their team.
- The LV Safety Officer will compile and track all the Incident/Injury Tracking Reports.

Accident Notification Form (2 pages)

- This form is to be completed along with the Incident/Injury Tracking Report when there is an accident that requires or may require medical attention.
- This form must be filled out by parents/guardians (if player is under 19 years old) and the LV Safety Officer or other LV league official.
- Once completed the Accident Notification Form must be reviewed and signed by the LV Baseball President or his designee.

Appendix 3 – ASAP Submittal

Lenape Valley Baseball's participation in Little League International A Safety Awareness Program (ASAP) requires our Safety Plan to be submitted by April. We must also complete the following documents:

- 2019 Qualified Safety Program Registration Form
- Qualified Safety Plan Requirements
- 2019 National Facility Survey
- Current Player Registration Data

Our safety plan and all accompanying documents must be submitted online to the Little League Data Center (<https://www.littleleague.org/news/asap-plan-submission-added-little-league-data-center/>).

Once submitted online our District representatives will review these documents as part of the submittal process. Once they review and approve, the documents will be passed onto Little League International.



JDP

Username: [Forgot Username?](#)

Password: [Forgot Password?](#)

© 2001-2019 - This Software Copyrighted - All Rights Reserved.

Log-in at <https://www.jdpalatine.net/sso/login.taz>

Visit the [JDP Help Desk](#) to stay up to date on:
Federal and State Specific Laws
FCRA and other Consumer Report Resources
FCRA and State Specific Forms
Legislative Alerts

Visit the [JDP Customer Support Center](#):
Customer Service Hours: Monday - Friday 7:30am - 9:00pm EST
Customer Service Contact Info Including: Live Chat, Email, Phone
System Demonstration
Other User Information

Email: customerservice@jdp.com
Address: Oxford One Centre 301 Grant Street
Suite 4300
Pittsburgh, PA 15219

© 2001-2019 - This Software Copyrighted - All Rights Reserved.

To begin a new check, click on Order and then select New Order

Select Product for Order

LENAPE VALLEY LITTLE LEAGUE

- NEW VOLUNTEER PACKAGE**
National Criminal Database / Sex Offender If additional services are needed please contact JDP at 855 - 799 - 8753 or littleleague@jdp.com.
- RETURNING VOLUNTEER PACKAGE**
National Criminal Database / Sex Offender If additional services are needed please contact JDP at 855 - 799 - 8753 or littleleague@jdp.com.

Choose product.

Select Searches for Order

LENAPE VALLEY LITTLE LEAGUE

Investigative

National Criminal/Sex Offender

* Requestor (LENAPE VALLEY LITTLE LEAGUE)
-- Please Select --

Cancel

QuickApp™ or Next →

Requestor should auto-populate. Select QuickApp.

QuickApp™ Order LENAPE VALLEY LITTLE LEAGUE
New Volunteer Package

Reference:

Applicant

* Last Name * First Name

* To Applicant's E-mail Address * From Sender's E-mail Address

Order Notes:

Cancel

© 2001-2019 - This Software Copyrighted - All Rights Reserved.

Enter volunteer LAST NAME, FIRST NAME, and E-MAIL ADDRESS. No reference required. If performing multiple checks, select Send & Next. If complete, select Send.

JDP Order 8 Reports ^ Admin v Utilities v Last Name

Reports **Find**

Pending Reports 0 Last Reports

Completed Reports Advanced Search

Monitoring Queue 0

Visit the [JDP Help Desk](#) to stay up to date on:
 Federal and State Specific Laws
 FCRA and other Consumer Report Resources
 FCRA and State Specific Forms
 Legislative Alerts

Visit the [JDP Customer Support Center](#):
 Customer Service Hours: Monday - Friday 7:30am - 9:00pm EST
 Customer Service Contact Info Including: Live Chat, Email, Phone
 System Demonstration
 Other User Information

Email: customerservice@jdp.com
 Address: Oxford One Centre 301 Grant Street
 Suite 4300
 Pittsburgh, PA 15219

© 2001-2019 - This Software Copyrighted - All Rights Reserved.

To review Completed orders, click Reports and navigate to Completed Reports.

JDP Order 8 Reports Admin Utilities Last Name

View Print Add to Order Request Help New Order

Order Details ↑

Status:	Complete	Decision:	Approved (per client specifications)
Order Date:	01-08-2019 8:58 PM MST	Requestor:	
Report Date:	01-08-2019 8:58 PM MST	Email:	
File Number:	3721213 / -	Phone:	
Report To:	LENAPE VALLEY LITTLE LEAGUE / 10258 - 2382123 302 Rocky Court West Chalfont, PA 18914	ALT.Phone:	
Assigned To:	-	Fax:	
		Product:	
		Charges:	

Applicant Information ↑

Name:	DOE, JOHN	SSN/DOB:	
Email:	e-mail@lvbaseball.org	Phone:	
Address:	123 Main Street, Chalfont, PA 18914	Emp. Jurisdiction:	PA

ATS Export

Search Results

Search Status

Select volunteer to check the report. League official would need to make a Decision on volunteer after reviewing report. Print report following decision made and attach to all pertinent paperwork provided.