



League Safety Officer Manual

League Name: East Point Seffner Little League

League Number: 309-13-03

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League ID No: 309-13-03

Chapter 1 – Introduction

The intent of this Safety Manual is to provide to all **East Point Seffner Little League** Officials, Managers, Coaches and volunteers the guidelines, policies and procedures that can help assure a safe environment for all who participate in the East Point Seffner Little League Baseball/Softball programs.

If all league participants follow the guidelines in this manual, the ideals of baseball and softball can be attained, while promoting and practicing good safety awareness.

Commitment to Safety

- All Board Members are required to read over this **Safety Manual**.
- Before the start of each season, each Manager and Coach will be provided with a copy of the **General League Safety** and **Manager/Coach Safety** sections of the Safety Manual.
- Parents will be directed to the League website to review the **Parent Safety** section of this ASAP Plan.
- The Concession Stand will post the **Concession Stand Safety** section of this manual in an accessible area of the concession stand. All volunteer concession workers must read and understand these procedures before fulfilling their concession duty.

Chapter 2 – General League Safety

The Safety Officer's Responsibility

Terry Childers

Name

(813) 368-7799

Phone

The President of **East Point Seffner Little League** is responsible for ensuring that the policies and regulations of the League Safety Officer are carried out by the entire membership to the best of his abilities.

The **Safety Officer** is responsible for maintaining the League's safety program. He is the link between the Board of Directors of **East Point Seffner Little League** and its Managers, Coaches, Umpires, players, and spectators in regards to safety matters, rules and regulations. The Safety Officer's responsibilities include:

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| <ul style="list-style-type: none"> • Ensuring that each team Manager receives a Safety Manual and its First-Aid Kit at the beginning of the season. • Installing First-Aid Kits in the concession stand and re-stocking the kits as needed. • Make Little League's "No tolerance with child abuse" clear to all. • Inspecting concession stand and checking fire extinguishers. • Instructing Concession Manager on the use of a fire extinguisher. • Checking fields with Managers and listing areas needing attention. • Checking that all Managers and Coaches are CPR certified, have taken a concussion class, and Hillsborough County volunteer training prior to the season. • Ensuring that the league has a working lightning detector, with extra batteries on hand; • Have the Board Member on Duty have the WeatherBug App on his/her smart phone to detect severe weather conditions. | <ul style="list-style-type: none"> • Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his attention. • Making spot checks at practices and games to make sure all Managers have their First-Aid Kits and Safety Manuals on-hand. • Instructing Managers, Coaches and Umpires to walk the fields before games looking for safety hazards, using the <i>Field and Games Safety Checklist</i> (see <u>Appendix</u>). • Keeping a log of all injury reports. • Ensuring that safety is a monthly Board Meeting topic, and allowing experienced people to share ideas on improving safety. • Providing copies of the <u>2018 East Point Seffner Little League ASAP Plan</u> to the appropriate volunteers. • Following up on injury reports, if necessary, by getting all pertinent information needed from Managers, players and player's parents so insurance claims may be filled out in correct fashion. |
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| <ul style="list-style-type: none">• Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.• Forwarding a copy of the <i>ASAP Incident/Injury Tracking Report</i> (see Appendix) to LL Headquarters, whenever an accident occurs. | <ul style="list-style-type: none">• Supplying the Board of Directors, at season end, with a recap of all safety-related incidents, corrective actions taken, and safety notes for the following season. |
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Facilities/Field Maintenance Director Responsibility

The Field Maintenance Director is responsible to ensure the fields and structures used by the league meet the safety requirements as set forth in this *2018 East Point Seffner Little League ASAP Plan*.

Concession Stand Director Responsibility

The Concession Stand Director is responsible to ensure the Concession Stand volunteers are trained in the safety procedures as set forth in this *2018 East Point Seffner Little League ASAP Plan*.

Equipment Director Responsibility

The Equipment Manager is responsible for getting damaged equipment repaired or replaced, and exchanging equipment that doesn't fit properly.

Umpire Responsibility

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.
- Before the game, walk the field area looking for safety hazards.
- 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.

After a game, the Umpire shall:

- Check with the Managers of both teams regarding safety violations.
- Report any unsafe situations to the League Safety Officer in writing.

Post-Season Play

Everybody's safety responsibilities remain the same throughout the post season, including Tournament of Champions and All Stars.

Insurance Riders

The Hillsborough County Athletics Department requires a copy of each league's insurance rider every calendar year.

Insurance riders are also necessary if non-Little League teams practice, play games, or hold tournaments at any league facility. Before any Little League can allow other organizations to use County fields, these non-Little League teams need to contact **Aileen Hernandez** at **(813) 744-5596 x223**, to handle any necessary paperwork.

Volunteer Application Forms and Background Checks

All Managers, Coaches, Team Moms, Scorekeepers, Board Members, Umpires, concession helpers and any other person who comes in repeated contact with the children of East Point Seffner Little League must fill out and return to the local League a *Little League® Volunteer Application – 2018* or *Returning Volunteer Application - 2018* form (see **Appendix**). It is the policy of **East Point Seffner Little League** that an indepth background check be performed through the FDLE as required by the State of Florida and Little League Williamsport.

Volunteer Background Check Process

1. Leagues must run background checks on volunteers who have repetitive access to the players through the FDLE, per the State of Florida legislation. This includes Board Members, team moms, field maintenance workers and concession workers--anyone who has repetitive access to the players.
2. Background checks must be performed every year (can start background check again for each person after November 1 of the fall season).
3. Any conviction for a sex crime means **absolute denial as a volunteer—with NO appeal**.
4. If a League has a volunteer umpire program, all volunteer umpires should also have a background check performed by each Little League.
5. If a League uses an outside paid umpire association, you should also run background checks on those umpires.

6. Coaches will still be required to take the Hillsborough County Volunteer/Concussion/CPR training every two years.
 - Coaches may take the NAYS online coaches certification course, which is good for only one year; the cost is \$20. If a volunteer takes the NAYS course a second time, there is a 5-year certification period. **NOTE: Hillsborough County still requires volunteers be certified every two years.**
7. If a volunteer has been convicted of a felony within the past five year, Leagues may not want to approve that volunteer.
8. Volunteers must report to their Board if they have been arrested for a crime after the initial background check is run. If the volunteer does not report that arrest and it is discovered, that volunteer can be banned from volunteering for 15 years by Hillsborough County.
9. It is up to each League to set their criteria for denying volunteers; and that criteria must be stated within your Local Ground Rules. An electronic copy of EPLL's *Local Ground Rules* will be provided to the District 13 DA.
10. All volunteers who passed the background check will have their photo taken and given a photo ID card, which they must wear anytime they are at the East Point Seffner Little League complex or on the fields.
11. Managers/coaches and teams moms are not allowed on the field unless they are wearing their photo ID card.
12. The ID card will include the volunteer's name, their League name, their volunteer position, and the expiration date (year).
13. A list of all volunteers that have been background-checked will be forwarded to **Aileen Henderson** at Hillsborough County Athletics Department.

Volunteer Certification, CPR, Concussion and First Aid Classes

Florida requires youth sports volunteers to pass background checks. Athletes, parents, and coaches must also comply with Florida's law regarding concussions and related sports injuries. All volunteers must take the mandatory Volunteer/Concussion/CPR training through Hillsborough County Athletics. The certification is good for two years and these classes are FREE of charge.

Classes include but are not limited to: Concussion and Head-Related Sports Injuries; CPR/First Aid; Automated External Defibrillator (AED) Training; Emergency Action Plans; Good Sportsmanship; Sexual Predators, Bullying in Youth Sports; Reasons We Coach; and Building a Winning Season. The Concussion and Head-Related Sports Injuries course complies with Florida Statutes Section 943.0438(2) (e); (f); and (g).

Volunteers interested in attending the free Hillsborough County volunteer training classes must:

1. Reserve space (since class size is limited) by sending an email to **Aileen Henderson** at: hendersonav@hillsboroughcounty.org.

2. Include your name, phone number, a **first, second and third choice** for **class dates** and the name of the organization.
3. When you receive your confirmation email, please bring it with you to class.
4. ***Individual registrations only!*** The County does not accept group registrations.
5. This certification is good for two years.

Below are the dates/location of classes for the Spring 2018 season:

[As of 1/19/18, classes have not been posted on the Hillsborough County Parks & Rec website. As soon as information is available, it will be disseminated to all volunteers.]

When Coaches have completed the Volunteer training, they will be given a card from Hillsborough County that must be shown to the EPLL President. After the volunteer training and background check has been passed, Managers/Coaches will be given a league photo ID attached to a lanyard. This ID is **required to be worn at all times during the season** when they are on the field. **NO EXCEPTIONS!** Board Members and other volunteers also need to wear their photo ID any time they are up at the league complex.

Volunteers may take the NAYS online course (\$20 fee) instead of the Hillsborough County Coaches certification; they can show the NAYS certification card in order to obtain a league volunteer ID card. This certification is good for two years.

Safety Around the Complex

Storage Shed Procedures

The following applies to all of the storage sheds used by the League and further applies to anyone who has been issued keys to use these sheds.

- A record shall be kept of all individuals possessing keys to the shed(s).
- Keys will be returned to the League President immediately after a League Member ceases to have any volunteer responsibilities.
- Storage sheds will be kept locked at all times.
- All individuals with keys 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 using 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.
- Children are NOT allowed in the sheds at any time.

Machinery

Tractors, mowers and any other heavy machinery will:

- Be operated by appointed staff only.
- Never be operated under the influence of alcohol or drugs (including medication).
- Not be operated by any person under the age of 16.
- Never be operated in a reckless or careless manner.
- Be stored appropriately when not in use with the brakes in the ON position, the blades retracted, the ignition locked and the keys removed.
- Never be operated or ridden in a precarious or dangerous way (i.e., riding on the fenders of a tractor).
- Never be left outside their place of storage if not in use.

General Facility

- All bleachers will have safety rails and protective awnings to stop fly balls.
- All dugouts will have bat racks.
- The dugouts will be clean and free of debris at all time.
- Dugouts and bleachers will be free of protruding nails and wood slivers.
- 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.
- If wasp nests are found, they must be taken care of immediately—contact the Board Member on Duty.
- The yellow safety caps on chain-link fences will be checked regularly for cracks and will be repaired or replaced accordingly.
- The league will have a working P.A. system for emergencies located in the concession.

- During the season, League parents/spectators will pick-up trash around their bleachers that could lead to accidents.

Accident Reporting Procedures

What to Report

An incident that causes any player, Manager, Coach, Umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

When to Report

All such incidents described above must be reported to the League Safety Officer, **Terry Childers**, within 24 hours of the incident, at the following number: **(813) 368-7799**

How to Make a Report

Reporting incidents using the *ASAP Incident/Injury Tracking Report* form (see **Appendix**). At a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.

Accidents occurring outside the team (i.e., spectator injuries, concession stand injuries and third party injuries) shall be handled directly by the League Safety Officer.

Within 24-hours of receiving the *ASAP Incident/Injury Tracking Report* form, the Safety Officer will contact the injured party or their parents and:

- Verify the information received;
- Obtain any other information deemed necessary;
- Check on the status of the injured party; and
- Advise the parent or guardian of the League's insurance coverage and the provision for submitting any claims in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.).

If the extent of the injuries is more than minor, the Safety Officer shall periodically call the injured party to:

- Check on the status of any injuries; and
- 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).

Accident Insurance

Eligible Persons

Class I (Players, coaches, team managers, official scorekeepers, safety officers, player agents and volunteer umpires)

- **During the pre-season tryout period:** All of the above who are participating under the supervision of Chartered Little League Officials of any league which elects coverage under the policy.
- **At commencement of regular season play and continuing through tournament play:** only those players, coaches and team managers while acting as members of their Chartered Little League team and official scorekeepers, safety officers, player agents and volunteer umpires whose names are officially registered with Little League Baseball, Incorporated and with Chartered Little League Officials of a League which elects coverage under the policy.

Class II (volunteers) – All volunteers of a Chartered Little League which elects coverage under the policy.

Class III (Participants in Special Events)

- **During the pre-season tryout period:** All players, coaches, team managers, official scorekeepers, safety officers, player agents and volunteer umpires who are participating under the supervision of Chartered Little League Officials of any League which elects coverage under the policy.
- **At commencement of regular season play and continuing through tournament play:** Only those players, coaches and team managers, official scorekeepers, safety officers, player agents and volunteer umpires who are participating under the supervision of Chartered Little League Officials of any League which elects coverage under the policy.
- All volunteers of a Chartered Little League which elects coverage under the policy.

Class IV (Players, coaches, team managers, official scorekeepers, safety officers, player agents and volunteer umpires in Training and Development Programs (Fall Ball):

- **During the Little League Training and Development Program tryout period:** All players, coaches, team managers, official scorekeepers, safety officers, player agents and volunteer umpires who are participating under the supervision of Chartered Little League Officials of any league which elects coverage under the policy for its Training and Development Program.
- **During the Little League Training and Development Program:** Only those players, coaches, team managers, official scorekeepers, safety officers, player agents and volunteer umpires whose names are officially registered with Little League Baseball, Incorporated and with Chartered Little League Officials of a League which elects coverage under the policy for its Training and Development Program.

Who is Covered and When

Class I: For players, coaches, team managers, official scorekeepers, safety officers, player agents and volunteer umpires:

- While participating as a team member or a volunteer official during a scheduled practice or game against another League team under the supervision of League Officials and in compliance with Little League Regulations.
- While participating as a Tournament team member in a League Tournament or as a volunteer official in a League Tournament under the supervision of League Officials and in compliance with Little League Regulations.
- While participating in a clinic sponsored or approved by Little League Baseball Incorporated.
- While participating in World Series Tournament play beyond the District level when at least one night's lodging is required.

Class II:

- While performing the duties of a volunteer worker at a practice, game between League teams or an adjacent area under the supervision of League Officials and in compliance with Little League Regulations This does not include performing duties during activities sponsored and authorized by the League which are other than the normal assigned duties of a volunteer worker.
- While participating as a volunteer worker in a League Tournament in which the League is represented by a team and which is in compliance with Little League Regulations.
- While participating as a volunteer worker in World Series Tournament play beyond the District level when at least one night's lodging is required.

Class III:

- While participating in officially scheduled activities by the League.
- For an insured who is *not* a volunteer worker, "officially scheduled activity" is an activity sponsored and authorized by the League which is other than the scheduled play or practice of baseball/softball.
- For a volunteer worker, "officially scheduled activity" is an activity other than the volunteer's normal assigned duties and the scheduled play or practice of baseball/softball.

Class IV:

- While participating as a team member or a volunteer official during a schedule League Training and Development Program activity under the supervision of League Officials and incompliance with Little League Regulations.

Filing a Claim

To file a claim, use the *AIG Little League Baseball Accident Notification* form (see **Appendix**) and/or the *General Liability Claim* (see **Appendix**) form. 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.

Read the *Claim Form Instructions* sheet (see **Appendix**) to see what exactly is required. Treatment of dental injuries are also explained on this sheet.

Claims must be filed with the **League Safety Officer**. They will be forwarded to Little League Baseball, Incorporated, P.O. Box 3485, Williamsport, PA, 17701.

Claim officers can be contacted at **(570) 327-1674** and by fax at: **(570) 326-2951**.

Child Abuse

Volunteers are the greatest resource Little League has in aiding children's development into leaders of tomorrow. But some potential volunteers may be attracted to Little League to be near children for abusive reasons.

Big Brothers/Big Sisters of America defines *child sexual abuse* as "the exploitation of a child by an older child, teen or adult for the personal gratification of the abusive individual." Abusing a child can take many forms, from touching to non-touching offenses.

Child victims are usually made to feel as if they have brought the abuse upon themselves; they are made to feel guilty. For this reason, sexual abuse victims seldom disclose the victimization. Consider this:

Big Brothers/Big Sisters of America contend that for every child abuse case reported, *ten more go unreported*. Children need to understand that it is never their fault, and both children and adults need to know what they can do to keep it from happening.

Anyone can be an abuser and it could happen *anywhere*. By educating parents, volunteers and children, you can help reduce the risk it will happen at our league.

Like all safety issues, *prevention* is the key. Our League has a three-step plan for selecting caring, competent and safe volunteers.

- **Background Check:** All potential volunteers must complete either the *Little League® Volunteer Application – 2018* form or the *Returning Volunteer Form - 2018* (see **Appendix**) that clearly asks for information about *prior criminal convictions*. The form also points out that all positions are conditional based on the information received back from a background check.
- **Interview:** Make all applicants aware of the **East Point Seffner Little League** policy *that no known child-sex offender will be given access to children in the Little League Program*.
- **Reference Checks:** Information given by the applicant should be corroborated by references.

Reporting

In the unfortunate case that child sexual abuse is suspected, you should immediately contact the League President, or a Board Member if the President is not available, to report the abuse. The League, along with the District Administrator, will contact the proper law enforcement agencies.

Investigation

The League will appoint an individual with significant professional background to receive and act on abuse allegations. This individual 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—ensuring 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 League's Position Clear

Make adults and kids aware that Little League Baseball and our League 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 **East Point Seffner 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, younger children 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 use toilet facilities (e.g., the Tee Ball and Challenge divisions), but there should still be adequate privacy for that child. Again, utilize the *buddy system*.

Submit League Player and Volunteer Data

As a requirement of our ASAP plan, **East Point Seffner LL** will submit all League player registration data and all Manager/Coach contact information via the Little League Data Center no later than April 1, 2018 (or March 1 for the District incentive). This is to ensure that all players/volunteers are entered in the Data Center for insurance purposes.

Altercations and Little League's Steps for Conflict Resolution

Undoubtedly, in youth sports there are going to be conflicts. To prevent small conflicts from escalating to disputes or violent actions, use the *Little League's 7 Steps of Conflict Resolution* below. Remember—you don't have control over other people's actions, but you do have control of your own.

Step 1: Speak to the person privately. No one likes to be belittled and berated publicly. Choose an appropriate time and place to have a conversation about the problem.

Step 2: Listen Actively. Active listening involves focusing completely on what the person with the conflict says.

Step 3: Reverse Roles. After the person tells you their concern, respond back with "I understand what you're saying is..." then restate their concern. If you don't quite understand their concern, ask them to clarify it.

Step 4: Expressing Feelings. The person with the concern also needs to give you a chance to express your feelings on the conflict at hand. Use the phrase, "I feel..." when expressing your feelings on the matter.

Step 5: Solving the Problem. Suggest ways that you can solve the conflict.

Step 6: Select a WIN/WIN solution. Look at the suggestion you'd made in Step 4 and choose a solution that benefits both parties involved.

Step 7: Agree on a Follow-Up. If the concern is not resolved or comes up again, offer to revisit it and try to work out another solution.

Map of East Point Seffner Little League Complex



