



SAFETY PLAN

2011

ZLL Safety Plan
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I. INTRODUCTION

The Zionsville Little League was organized in 1952 in Zionsville, Indiana. Zionsville Little League is a volunteer organization serving boys and girls between the ages of 6-16 years old. The Zionsville Little League draws its players from Eagle and Union townships of Boone County, Indiana. All practices and games are played on the nine diamonds located in Zionsville's Lion's Park plus Zionsville middle school fields. Lions Park is a private park maintained by the Zionsville Little League and the Zionsville Lions Club. Lions Park Field Layout Map is **attached hereto as Appendix A.**

The Zionsville Little League is primarily a Spring League. However, in the fall the League sponsors a Fall Instructional League for boys between the ages of 10 and 12. The League also sponsors travel teams as well as All-Star teams at each age level which teams play outside the League's internal recreational games.

The League consists of boys baseball and girls softball divided into the following divisions:

Boys Baseball		Girls Softball	
League	Age	League	Age
Big Seniors	Typically 17-18 y/o	Senior	Typically 15-16 y/o
Juniors	Typically 15-16 y/o	Junior	Typically 13-14 y/o
Major	Typically 13-14 y/o	Major	11-12 y/o
Minor AAA	10-12 y/o	Minor	8-11 y/o
Minor AA	9-11 y/o	Rookie	Instructional in nature < 8 y/o
Rookie-8	9-10 y/o		
Rookie-6-7	8 y/o		
	6-7 y/o		

The ZLL Board of Directors directs the operation of the Zionsville Little League. The Board of Directors in turn appoints individuals to fulfill various functions necessary for the efficient operations of the League. A listing of the Board of Directors and their specific responsibilities is **attached hereto as Appendix B.**

II. SCOPE OF THE SAFETY PLAN

The goal of the Safety Plan is to develop guidelines for increasing the safety of the Zionsville Little League's activities, equipment and facilities through education, compliance and reporting. The League commits itself to providing the necessary organizational structure to develop, monitor and enforce the safety of its participants, volunteers and the residents of Zionsville, Indiana.

III. DIRECTOR OF SAFETY

The Zionsville Little League Board of Directors shall appoint one of its members as Safety Director who will be on file with Little League International. It shall be the responsibility of the

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Safety Director to create and update the League's safety plan and to enforce its provisions. The Safety Director will complete the annual Little League facility survey and shall also oversee required safety training of the League's participants, managers, coaches, umpires, and other volunteers. Safety training topics will include Lions Park traffic, child safety, and proper player hydration. The Safety Director shall advise the Board on a monthly basis of all safety concerns, maintain a long-range safety plan and oversee the safety budget.

IV. SAFETY MANUAL

The Zionsville Little League has developed a Safety Manual related to the League's operations. This manual encompasses the informal plan, which had been developed and utilized by the League over the last 50 years. This plan covers training, first aid, player and volunteer information, injury reporting, facilities and equipment inspection, and rules. A copy of the plan is attached hereto and incorporated herein by reference.

Applicable portions of the plan is printed, posted, and distributed to the board of directors, coaches, concession workers, and other volunteers. A complete copy is posted on the league's Internet website, <http://www.bccn.boone.in.us/zll/> .

V. CODE OF CONDUCT

In conjunction with its Safety Manual the Zionsville Little League has developed a Code of Conduct. The Code of Conduct is a general recitation of the conduct that the Zionsville Little League expects of its participants while utilizing Lions Park. Since the participants conduct goes a long way towards providing a safe environment in which to play baseball and softball, the Code of Conduct is included within Zionsville Little League's Safety Plan. A copy of the code is attached hereto and incorporated herein by reference.

VI. SPORTSMANSHIP

All players, managers, coaches, umpires, volunteers, parents, and spectators are required to conduct themselves in a civil and sportsman like manner. Any party engaging in unwelcome behavior will be asked to leave Zionsville Little League's facilities and Lions Park. The Board of Directors may remove a player, manager, coach, volunteer spectator or umpire who engages in unwelcome behavior from League activities.

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Zionsville Little League Safety Manual

A primary goal of the Board of Directors of the Zionsville Little League is to insure at all times the safety of its players, spectators and adult volunteers. Accordingly, the Board of Directors has adopted the following guidelines directed towards the safety of its participants.

General

- The Board of Directors of the Zionsville Little League shall appoint one of its members as Safety Director.
- The League shall post at the concession stand a list of its key officials' along with contact information including telephone numbers and email addresses. **Note Appendix B.**
- The League shall post at the concession stand a list of necessary emergency telephone numbers including police, fire, hospital and local doctors. **Note Appendix C.**
- The Board of Directors shall designate volunteers to act as "officer of the day" for every day in which the League has games scheduled. The officer of the day shall make determinations of unsafe conditions as a result of weather, field conditions, field fixtures, disrespectful spectators, players or parents, equipment condition and other safety considerations and shall take immediate action to eliminate the unsafe condition. The officer of the day shall be the ultimate decision maker as to all safety concerns, and all players, adult volunteers, and spectators shall follow the decision and direction of the officer of the day. Failure to abide by the decision of the officer of the day may result in disciplinary action by the President of the Little League.

First- Aid and Training

- Managers, coaches and umpires are encouraged to have training in first aid and CPR
- Fully stocked first-aid kits shall be maintained near each diamond and at the concession stand.
- Two AED's are located at the park. One is located in the Lions Club and one is located in the concession stands.
- Fundamentals training clinics for players, managers, and coaches shall be conducted by the Middle School and High School coaches or by other qualified parties designated by the Board of Directors.
- Players, managers and coaches are also encouraged to participate in individual training outside the scope of the training provided by the Little League.
- An umpires training clinic shall be conducted by qualified parties designated by the Board of Directors
- All managers shall receive a copy of the Official Little League Rule book.

Player and Volunteer Information

- At the time of registration, the League shall obtain an executed Medical Release Form for each player so as to identify any medical problems of each player, the player's physician and emergency contact person. **Note Appendix D**

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- At the time of registration, the League shall obtain an adult volunteer information form. Based upon the information provided on this form the League shall conduct a criminal background check on each of its adult volunteers. **Note Appendix E.**

Injury Reporting System

The League has established the following injury reporting system:

- All managers are given an injury report form with their scorebooks and additional report forms are also available at the concession stand.
- At the time of any injury, the officer of the day should be immediately notified.
- The emergency contact person(s) listed on the players Medical Release form is also immediately contacted.
- Appropriate medical attention is provided at the direction of the officer of the day and the emergency contact person.
- The team manager or other responsible adult completes an accident notification form. **Note Appendix F.**
- The accident notification form is given to the officer of the day.
- The report form, thereafter, is provided to the League president, safety officer and secretary within 24 hours for review, investigation, and processing, as necessary.
- All reported injuries are discussed at the next Board of Directors meeting so as to determine whether any remedial action should be taken by the Board to avoid future injuries.

Inspections

- The equipment manager inspects all equipment at the beginning of each year to insure that the equipment is in a safe and functional condition. Before each game, the managers, coaches and umpires are encouraged to examine the equipment to be utilized to insure its safe condition. Equipment is replaced and/or not utilized if determined to be unsafe.
- The maintenance manager to insure that the fields and field fixtures are in a safe and functional condition periodically inspects all fields and field fixtures. Before each game, the managers, coaches and umpires are encouraged to examine the playing field to insure that the field is in a safe playing condition. Any concerns related to the condition of the playing field for field fixtures are to be corrected before the game is played. Playability of any field is the determination of the officer of the day. **A 2004 Facilities Survey is attached as Appendix G.**
- The concession stand manager shall insure that proper safety procedures and training in food handling shall be utilized at all times in the operation of the concession stand.

Safety Rules

- All games and/or practices shall be suspended when lightning are present. The decision to suspend play and/or games shall be that of the officer of the day and his or her decision is final. Play shall not resume until twenty minutes after the last sighting of lightning or as directed by the officer of the day.
- No games or practices shall be conducted when field conditions are not good, or lightning is inadequate.

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- All team equipment should be stored within the team dugout or behind screens and not within the area defined by the umpire as “in play”.
- Responsibility for keeping bats and loose equipment off the playing field should be designated by the manager to a player or coach.
- A procedure will be established for retrieving foul balls batted out of playing area.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- Batters must wear Little League approved protective helmets during batting practice and in games.
- The catcher must wear catcher’s helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times. **No exceptions. Male players will wear protective cups during practices and games.**
- Except when runner is returning to a base, headfirst slides are not permitted.
- At no time should “horse play” be allowed on the playing field.
- If a player is acting as a base coach that player must wear a batting helmet.
- Players may not wear watches, rings, pins or metallic items during games or practices.
- The catcher must wear catcher’s helmet and mask with a throat guard in warming up pitchers between innings; in the bullpen during a game, and during practices.
- On-deck batters are not permitted (except in the Junior and Senior Divisions)
- All pre-game warm-ups shall be performed within the confines of the playing field and not within areas that are frequented by and endangering spectators.
- Bat swinging shall be allowed only by a batter facing a pitcher in a game or practice.
- No adult or child shall be allowed in the dugout or on the field of play unless designated by a team manager, coach or the umpire.
- No individual shall stand behind the backstop directly behind the umpire.
- All managers and coaches are encouraged to provide a good warm up period for their players before a game or practice.
- Spectators shall be encouraged to sit in area in which they would be less susceptible to being hit by a batted ball.
- During a game all players should be in the dugout unless otherwise directed by the manager, coach or umpire.
- Low Impact balls will be used for younger minor leagues.
- Breakaway bases will be used in all games.
- Outfield warning tracks will be used on major league and above fields.
- Padded fence tops will be used on all fences less than 6 feet high.

Concession Stand Safety

I. Background

The Zionsville Little League has one concession stand. The concession stand is operated during the time that Little League games are played along with Little League tournaments and several special summer events held in Lions Park where the Zionsville Little League is located. The concession stand has a concession stand manager who is in charge of purchasing all food and drink products sold at the concession stand. The concession stand manager also oversees the day-to-day operations of the concession stand as well as the training of the volunteer workers who

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staff the concession stand on a daily basis. Each Little League team provides workers to staff the concession stand. A free phone is located in the concession stand for anyone's use.

II. Food and Drink Offerings

The concession stand has no cooking appliances other than a hot dog roaster, a popcorn maker, a crock-pot, drink coolers and an ice cream freezer. Most of the food sold at the concession stand is pre-prepared and is sold in the wrapping or bottle in which it comes. The popcorn, hot dogs, nachos and barbeque sandwiches are prepared on a daily basis as need. Pizza is ordered and delivered from a local Pizza store and is sold by the slice.

III. Food Handling.

- The concession stand workers utilizing plastic gloves or food handling utensils shall handle all food that is not pre-wrapped or bottled.
- Any worker who appears to be ill will be asked to work on a different day.
- All cooked food shall be disposed of when the concession stand closes at the end of the day.
- All condiments and perishable food shall be refrigerated when not in use.
- All food not utilized when the concession stand closes at the end of the season shall be disposed of.
- All utensils, cooking pots and food handling equipment shall be cleaned on a daily basis.

IV. Training

- The concession stand manager shall train all workers in the handling of food and the operation of the appliances.
- An adult worker shall only operate the popcorn maker and hot dog roaster after training from the concession stand manager or another adult familiar with their operation.
- All workers shall be aware of the location of the first aid kits and fire extinguishers located in the concession stand.

V. Rules

- No children shall be allowed to work in the concession stand unless supervised by an adult.
- All individuals working in the concession stand shall wash their hands before the start of their work shift and after utilizing the restroom facilities.
- All cleaning chemicals shall be stored out of reach of children.
- The concession stand manager on a regular basis to insure that it is in good working order shall inspect all cooking and other appliances.
- The concession stand's doors shall be open and not blocked when workers are in the concession stand.

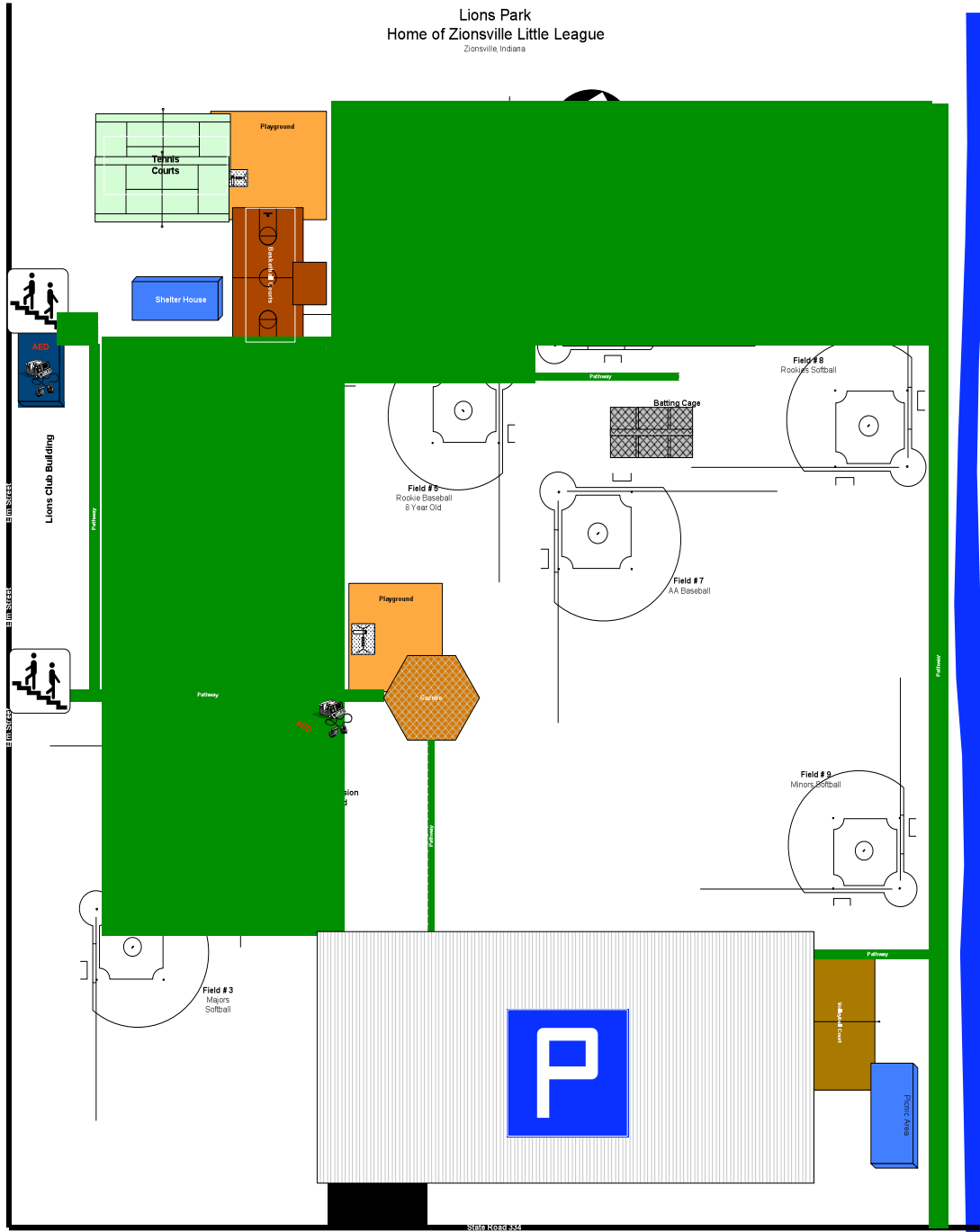
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ZIONSVILLE LITTLE LEAGUE CODE OF CONDUCT

- The parking lots in and around Lions Park are for parking vehicle. There will be no playing in any manner in and/or in close proximity to the parking lots. Individuals driving through the parking lots should keep a close look out for children around the parked vehicles.
- No alcohol shall be allowed in and around the playing fields of Lions Park at the time Little League games or practices are being conducted.
- No profanity shall be use in and around the playing fields of Lions Park at the time Little League games or practices are being conducted.
- No swinging of bats at any time within the walkways, parking lots or common areas of Lions Park. During Little League games and practices the swinging of bats in and around the playing fields should be under the close supervision of an adult.
- During Little League games and practices the throwing of balls in Lions Park should be under the close supervision of an adult.
- There will be no throwing of rocks and other objects.
- There will be no horseplay allowed
- There will be no climbing on fences light poles or backstops.
- Players and spectators should be alert at all times for foul balls and errant throws.
- During a game, players must remain in the dugout and conduct themselves in an orderly fashion at all times. Only players, managers and coaches shall be allowed in the dugout during games.
- After each game, each team must clean up trash in the dugout and around the stands.
- After each game, the teams should rake the diamond and prepare it for the next game.
- Spectators should act in a respectful manner towards other spectators, the players, the manager, the coaches and the umpires.
- Failure to comply with the Code of Conduct may result in disciplinary action by the Zionsville Little League

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Appendix A



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Appendix B

ZLL Board Members

Executive Committee Members are bolded.

- **President: Sonny Nasser-513-0216**
- **Executive VP: Stan Pinegar – 430-9699**
- Secretary/Zionsville Sports Alliance Liaison: Melissa Chrisman 910-2866
- **Treasurer: Ron Pugh – 873-0164**
- League Information Officer: Graig Collings - 769-5200
- **Player Agent: Randy Judd – 496-1229**
- Safety Officer: Rob Baumgartner – 945-3501
- VP Softball: Steve Carr – 769-3111
- VP Baseball (6-8 year olds) Jim Dickson – 366-2272
- VP Baseball (9-12 year olds) Marc Lynn – 873-5504
- VP Baseball 13 and over: Dave Donley - 840-7005
- **VP Maintenance: Greg Williams –841-5064**
- Player Development Officer - Softball: Robin Wagner – 538-7145
- Player Development Officer - Baseball: Mike Garrett – 439-0066
- Umpire Officer: Bob Walters - 997-7919
- Sponsorship Officer: Dustin Ward – 344-6691
- Uniform Officer: Tammy Pressler –294-8931
- Equipment Officer: John Babb – 727-0187
- Special Events Coordinator: Marke Roberts—769-6051
- Fund Raising Coordinator: Luke Nelligan—448-7234

Non-voting Members:

- High School Liaison: Josh Medvisik—840-3766
- ZLL Webmaster: Terry McCain

Appendix C



EMERGENCY PHONE LIST

For Zionsville Little League

EMERGENCY

Zionsville Police/Fire/EMT-----911
Hospital Ambulance-----911
Boone County Sheriff----- (765) 482-1412
State Police-----897-6220
AAPCC Poison Center----- (800) 222-1222

UTILITIES – EMERGENCY

Vectren Energy Delivery (Gas) ----- (800) 227-1376
Duke Energy (Electric) ----- (800) 521-2232
Indianapolis Water----- (317) 631-1431

Non-Emergency Contact Numbers

Zionsville Police (Non emergency) ----- 873-5967
Zionsville Fire Department (Non emergency) ----- 873-5358
Zionsville Street Department ----- 873-4544
Zionsville Wastewater Dept----- 873-2469

Concession Stand----- 733-8040
Game or Practice Status----- 733-1968
Safety Officer, Rob Baumgartner----- (317) 945-3501

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Appendix D



**Little League®
Baseball and Softball
Medical Release**



NOTE: To be carried by any Regular Season or Tournament Team Manager together with team roster or eligibility affidavit.

Player: _____ Date of Birth: _____

League Name: _____ I.D. Number: _____

Parent or Guardian Authorization:

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: _____ Phone: _____

Address: _____

Hospital Preference: _____

In case of emergency contact:

Name	Phone	Relationship to Player

Name	Phone	Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Date of last Tetanus Toxoid Booster: _____

Mr./Mrs./Ms. _____

Authorized Parent/Guardian Signature

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

Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

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Appendix E



A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ Business Phone _____

E-mail Address: _____

Date of Birth _____

Occupation _____

Social Security # (mandatory upon request or with LexisNexis) _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

Do you have children in the program? Yes No If yes, list full name and what level? _____

Special Certification (CPR, Medical, etc.): _____

Do you have a valid driver's license: Yes No

Driver's License#: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s): Yes No

If yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes No If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes No

If yes, explain: _____

In which of the following would you like to participate? (Check one or more.)

League Official Coach Umpire Field Maintenance

Manager Scorekeeper Concession Stand Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name	Phone
_____	_____
_____	_____
_____	_____

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____
on _____

System(s) used for background check (minimum of one must be checked):

Sex Offender Registry Criminal History Records *LexisNexis

*Please be advised that if you use LexisNexis and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from LexisNexis in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

1-01-11 VOLUNTEER APPLICATION 10-13

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Appendix F

Activities/Reporting

**A Safety Awareness Program's
Incident/Injury Tracking Report**

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____
Field Name/Location: _____ Incident Time: _____
Injured Person's Name: _____ Date of Birth: _____
Address: _____ Age: _____ Sex: Male Female
City: _____ State _____ ZIP: _____ Home Phone: () _____
Parent's Name (If Player): _____ Work Phone: () _____
Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.)** Baseball Softball Challenger TAD
B.) Challenger T-Ball (5-8) Minor (7-12) Major (9-12) Junior (13-14)
 Senior (14-16) Big League (16-18)
C.) Tryout Practice Game Tournament Special Event
 Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.)** Batter Baserunner Pitcher Catcher First Base Second
 Third Short Stop Left Field Center Field Right Field Dugout
 Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____

Was professional medical treatment required? Yes No If yes, what: _____
(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

Type of incident and location:

- A.)** On Primary Playing Field **B.)** Adjacent to Playing Field **D.)** Off Ball Field
 Base Path: Running *or* Sliding Seating Area Travel:
 Hit by Ball: Pitched *or* Thrown *or* Batted Parking Area Car *or* Bike *or*
 Collision with: Player *or* Structure **C.)** Concession Area Walking
 Grounds Defect Volunteer Worker League Activity
 Other: _____ Customer/Bystander Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: (____) _____
Signature: _____ Date: _____

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Appendix G

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

2009 Little League Season