

# ASAP

**“A Safety Awareness Program”**



## **2016 Safety Plan Del Mar National Little League #405-31-03**

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[www.delmarnational.org](http://www.delmarnational.org)

## Table of Contents

Policy Statement	4
Emergency Phone Numbers	4
1. Ambulance, police, and fire department	4
2. Board Members	5
Safety Plan	6
1. General guidelines	6
2. League safety officer	6
3. Medical emergencies	7
A. Medical-emergency procedures	7
B. First-aid kits	7
C. First-aid training	7
D. Injuries	7
E. Managers' safety equipment check before each game	8
4. Fundamentals training	8
5. Equipment	9
A. Distribution	9
B. General inspection	9
C. Inspection before each game	9
1. Team equipment	9
2. Players' equipment	10
6. Del Mar Little League facilities	10
A. Fields	10
1. Majors Fields	10
2. "AAA" Division Fields	10
3. "AA" Division Fields	10
4. "Rookie" Division Fields	11
5. Coach Pitch Fields	11
6. T-Ball Fields	11
B. Joint-use Fields	11
C. Field Safety	12
1. Field	12
2. Spectator area	12
D. Bikes, skateboards, and roller blades	12
E. 2014 Annual Little League Facility Survey	13

F. Concessions	13
1. Menu	13
2. Cooking	13
3. Reheating	13
4. Cooling and cold storage	13
5. Hand Washing	14
6. Health and hygiene	14
7. Food Handling	14
8. Dishwashing	14
9. Ice	14
10. Wiping cloths	14
11. Insect control and waste	14
12. Food storage and cleanliness	15
13. Barbecue safety	15
7. Little League rules	16
8. Volunteers	16
9. Communication with league families	16
10. Travel regulations for managers and coaches	16
Appendix	17
Little League National Facility Survey-2014	
Little League Volunteer Application-2014	
Little League Baseball Incident/Injury Tracking Report	
Little League Baseball Accident Notification Form	
Little League Baseball Claims Form Instructions	

## **Policy Statement**

Del Mar National Little League has a long-standing history of providing a safe baseball environment for all DMNLL players, families and the general public. It is the goal of Del Mar National Little League to ensure an ongoing emphasis on the safety of all members of our community that come in contact with the league.

The following is Del Mar National Little League's Safety Plan. This plan is designed to address all aspects of creating a safe baseball atmosphere as dictated by the general safety provisions mandated by Little League International and the site specifics of Del Mar National Little League. The plan is submitted to Little League International for LL approval and is also published and distributed to each member of the Board of Directors, Team Managers and Coaches. The Safety Plan is also available for review on the DMNLL website <http://delmarnational.org/> for review by DNMLL families and the general public.

## **Emergency Phone Numbers**

### **1. Ambulance, Police, and Fire Department.**

Dial 911 for ambulance, police, and fire emergencies.

## 2. Board members

### **President**

Jeff Bernstein  
president@delmarnational.org

### **Secretary**

Jason Miramontes  
secretary@delmarnational.org

### **Treasurer**

Joe Caprice  
treasurer@delmarnational.org

### **Safety Officer**

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### **Player Agent**

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### **League Information Officer**

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### **Registrar**

Bob Reily  
registrar@delmarnational.org

### **Chief of Umpires**

Mike Gormley  
chiefofumpires@delmarnational.org

### **Equipment Manager**

Larry Jackel  
equipment@delmarnational.org

### **Fields Coordinator**

Gary Anderson  
fields@delmarnational.org

### **Team Parent Coordinator**

Sylvia Lowell  
teamparentcoordinator@delmarnational.org

### **Events Coordinator**

Jon Maki  
events@delmarnational.org

### **Sponsor Coordinator**

Ty Humes  
sponsors@delmarnational.org

### **Juniors Coordinator**

Steve Hollingsworth  
juniors@delmarnational.org

### **Majors Division Coordinator**

Adam Morgan  
majors@delmarnational.org

### **AAA Division Coordinator**

Russ Schreier  
divaaa@delmarnational.org

### **AA Division Coordinator**

Russ Schreier  
divaa@delmarnational.org

### **Rookie Division Coordinator**

David Mitchell  
Rookie@delmarnational.org

### **Coach Pitch Division Coordinator**

Brian Oleksy  
coachpitch@delmarnational.org

### **T-Ball Division Coordinator**

Brian Oleksy  
tball@delmarnational.org

### **Webmaster**

Jason Miramontes  
webmaster@delmarnational.org

## **1. General Guidelines.**

Del Mar National Little League believes that safety is everyone's responsibility and that ongoing evaluation and education are the keys to preventing and eliminating accidents/injury as well as to minimize the potential for accidents/injury.

- Managers and coaches must report all hazardous conditions to the Del Mar National Little League President, Safety Officer, or other DMNLL Board Member immediately upon observing unsafe condition(s).
- Managers, Umpires and Coaches are required to walk fields prior to play and should not allow play on any field deemed unsafe.
- Managers should not allow their players to use any equipment that is deemed unsafe or in violation of Little League mandates.
- Managers should make sure that their players are fully and properly equipped at all times, catchers/protective gear, batters protective gear/bats. Protective cups are mandatory for catchers and should be worn by all players, especially infielders.
- Managers are required to conduct regular/consistent equipment evaluations as it relates to safety.
- Managers are required to instruct all players under their supervision of proper safety procedures and guidelines as dictated by Del Mar National Little League as well as Little League International.
- All board members are responsible for ensuring that this safety plan is adhered to by league representatives.

## **2. League Safety Officer.**

Each year, the league appoints a board member responsible for League Safety. It is the Safety Officer's responsibility to prepare a safety plan and ensure that all information regarding the safety procedures for all activities, equipment, and facilities are communicated and published to all members of our organization. The 2016 Safety Officer is Mike Allen . He can be reached at (619) 368-1018 and/or [mike@woallenlaw.com](mailto:mike@woallenlaw.com) or [safety@delmarnational.org](mailto:safety@delmarnational.org). He is on file with the Little League Headquarters as the league's Safety Officer.

## **3. Medical Emergencies.**

### **A. Medical-Emergency Procedures.**

As part of registration Del Mar National Little League requires all parents to complete

the Little League National Medical release form. Managers are required to keep the emergency medical information in their possession during all league activities. The Safety Officer is responsible for periodic random checks to ensure that proper medical release information is being maintained by team managers.

Managers must notify a player's parents immediately if a medical emergency occurs in the event that the parents/guardians are not present. In the event of a medical emergency, managers, coaches or other parent volunteers should call 911 if immediate medical attention is deemed necessary.

#### **B. First-aid kits.**

The league provides all managers with first-aid kits. In addition, the league includes in its budget funds to replace supplies within the larger first-aid kits and cold packs stored in field boxes. Managers are required to have first-aid kits at each game and practice.

#### **C. First-aid training.**

First-aid training is provided for managers and coaches. At least one coach or manager from each team must attend annually. The training date, location, and attendance are documented by the league. All Managers and coaches in the league must attend at least one first aid clinic every three years.

The first-aid clinic for the 2016 season was held February 6, 2016 at Ashley Falls Park. DMNLL Safety Officer Mike Allen with the assistance of Dr. Robert Patel provided instruction on "PRICES" fundamentals and other first-aid topics. Handouts were provided at the clinic.

#### **D. Injuries.**

In the event of an injury, managers must contact the league Safety Officer and the Player Agent in person, by phone, or by e-mail ([www.safety@delmarnational.org](mailto:www.safety@delmarnational.org)) within 24 hours.

Managers must submit a Little League Baseball Incident/Injury Tracking Report to the safety officer. A copy of the Little League Baseball Incident/Injury Tracking Report is contained in the appendix to this plan.

Managers or the DMNLL Safety Officer are to provide any injured player a copy of the Little League Baseball Accident Notification Form should the player wish to file an insurance claim with Little League Baseball. A link to the Little League Baseball Accident Notification Form is contained in the appendix to this plan.

Officer. The Safety Officer is responsible for ensuring that all the necessary forms, including insurance and injury reports, are distributed and completed.

**E. Managers' Safety equipment check before each game.**

- First-Aid Kit.
- Emergency medical information/Medical Release forms.
- Ice or Ice packs for injuries.
- Safety Plan.
- Injury report and insurance forms.

**4. Fundamentals training.**

Managers/Coaches Clinics are held at the start of each season to address safety procedures, rules, and fundamental training (i.e. pitching, fielding, sliding, and hitting). Emphasis is placed on the importance of Equipment Safety to include; Bat Safety, Helmet Safety, Proper Catcher's gear and how to properly inspect the aforementioned equipment. The training date, location, and attendance are documented by the league.

Managers and coaches are encouraged to communicate with the player agent and safety officer throughout the season regarding any known safety violations or concerns.

Managers and coaches are required to check the field boxes before each game to make sure they are properly equipped.

A manager or coach from each team, in addition to the first aid training, is required to attend a baseball fundamentals and safe training methods clinic. All, managers and coaches are required to attend at least one instructional clinic every three years. Managers and coaches are encouraged to pass the first aid and fundamentals training on to their players/parents at practices.

Several training sessions were offered during the year. The primary clinic for the 2016 season was held February 6, 2016 at Ashley Falls Park. The clinic was coordinated by DMNLL Player Agent Mike Allen with assistance from Chief of Umpires Mike Gormley and other DMNLL Board members. This was in addition to instruction provided by each division level coordinator in regards to practice and game safety expectations.

## **5. Equipment.**

### **A. Distribution.**

The League Equipment Manager is responsible for inventorying and inspecting existing equipment, replacing equipment as needed, and ordering new equipment, subject to approval by the Board of Directors. All equipment purchases are required to meet Little League safety standards. The DMNLL Equipment Manager for 2016 is Larry Jackel.

All Majors and above teams are required to have available two full sets of catcher's gear, which includes helmets, masks, throat protectors, shin guards, and long-model chest protectors. Little League approved Helmets and Little League approved bats are also provided to each team.

The DMNLL Equipment Manager in conjunction with the DMNLL Safety Officer is required to ensure that all Managers/Coaches strictly enforce the proper use of all safety related equipment with each and every player under their supervision. Failure to enforce the equipment safety protocol will result in DMNLL Board review.

### **B. General inspection.**

Managers are required to continually inspect their equipment and report any deficiencies to the DMNLL Equipment Manager or the DMNLL Safety Officer. In the event that those Board members cannot be reached, Managers and Coaches can email [safety@delmarnational.org](mailto:safety@delmarnational.org) and note any safety related equipment issues. Managers and Coaches are also required to inspect player provided equipment for proper Little League compliance and safety compliance.

### **C. Inspection before each game.**

Umpires must inspect team and players' personal equipment for damage. Umpires must ensure that all equipment meets Little League regulations. Umpires are to confirm with team Managers that players under their supervision are properly equipped prior to the start of each game. Managers and coaches must inspect their team's and their players' personal equipment for damage. Managers and coaches must ensure that all equipment meets Little League regulations.

#### **1. Team equipment.**

- Shin guards are in good condition and fit properly.
- Face masks are in good condition and fit properly.
- Throat protectors are in good condition and properly secured.
- Chest protectors are in good condition and fit properly.
- Catcher's mitt is in good condition.

- Batting helmets are in good condition and fit properly.
- Bats are in good condition and conform to Little League specifications.
- Balls appropriate for the level of play, example Soft for Coach Pitch and T-Ball.

## **2. Players' equipment.**

- Batting helmets are in good condition and fit properly.
- No jewelry is allowed with the exception of medical ID bracelets
- Bats are in good condition and Little League compliant.
- Footwear is in safe condition.
- Protective cups are being worn by catchers.

## **6. Del Mar National Little League Facilities.**

### **A. Fields.**

#### **1. Majors Fields: Sage Canyon West; Del Mar Heights East, (Carmel Creek East and West for practice fields only)**

The League has fully-fenced Majors fields. These fields have:

- Two fence-enclosed dugouts.
- Extended 20 ft. backstops extending from dugout to dugout.
- Metal bleachers with safety railings.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- Outfield fences are either plastics or metal with yellow plastic safety railings.

#### **2. "AAA" Division Fields: Sage Canyon East**

The AAA Team may also have games on the Majors Fields; the "AAA" Division fields are fenced and have;

- Two fence-enclosed dugouts.
- Backstops extending from dugout to dugout
- Metal bleachers with safety railings.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- Outfield fences are either plastics or metal with yellow plastic safety railings.

#### **3. "AA" Division Fields: Sage Canyon East, Carmel Creek, East and West**

The AA Teams may also have games on the AAA Fields. The League "AA" fields have:

- Two fence-enclosed dugouts.
- Extended 10ft. backstops extending from dugout to dugout.
- Metal bleachers with safety railings.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- No outfield fences.

#### **4. “Rookie” Division Fields: Sage Canyon East, Del Mar Hills, West and East**

The League has two fenced “A” Division fields. These fields have:

- Two fence-enclosed dugouts.
- Backstops extending from dugout to dugout.
- Metal bleachers.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- No outfield fences.
- A batting cage with safety netting.

#### **5. Coach Pitch Fields: Sage Canyon Small fields, East and West, Sycamore Ridge, East and West**

The League has four fenced Coach Pitch fields. These fields have:

- Two fence-enclosed dugouts (Sage Canyon), two without fence-enclosed dugouts (Sycamore Ridge).
- Backstops extending from dugout to dugout at Sage Canyon. Backstops behind home plate at Sycamore Ridge.
- No bleachers.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- No outfield fences.

#### **6. T-Ball Fields: Sage canyon east and west small, Sycamore Ridge, East and West**

The League uses four fields for T-Ball. These fields have:

- Two fence-enclosed dugouts. Two without.
- Backstops behind home plate.
- No Foul ball fencing above the backstops to restrict foul balls.
- While fields have no outfield fences, they are within schools that are fenced.

#### **B. Joint-use fields.**

Through a joint-use agreement between the Del Mar Union School District and the City of San Diego, our teams have the use of the aforementioned fields. The maintenance of these fields is the responsibility of the school district and the city. Del Mar National Little League, however, assists with improvements and maintenance in order to promote good relations with the school district and the city, and a safe environment for our players. Every year, Del Mar National Little League pays for improvements to the various fields.

#### **C. Field safety.**

All umpires, managers, and coaches are required to walk the fields for hazards before use. They are to look for rocks, glass, debris, holes, trip hazards and any other

hazardous conditions.

Managers and coaches are responsible for checking the condition of the field, the dugouts, all safety equipment, and the spectator area before each game.

All board members on duty are responsible for checking and monitoring the condition of the spectator area before and during each game.

### **1. Field.**

- Backstop is in good condition.
- Home plate is in good condition and properly secured.
- Bases are secure and base level with field.
- Bases are in good condition.
- Pitcher's mound is in good condition.
- Batter's box is level.
- Batter's box is marked.
- Catcher's box is level.
- Grass surface is even.
- Any gopher holes are filled in/leveled.
- All fences are in good condition.
- Foul ball fencing or netting is in good condition.
- Foul lines are marked.
- Sprinklers are in good condition/fully recessed.
- Dugouts are clean and free from debris.
- Any bat racks and helmet racks are in good condition.

### **2. Spectator area.**

- Bleachers are in good condition.
- Safety railings are in good condition.
- Parking area safety.
- Any protective netting is in good condition.
- All trash is placed in trash cans.

### **D. Bikes, skateboards, and roller blades.**

All board members will assist with the enforcement of the public park regulations prohibiting skateboarding and the use of "roller blades" on the cement areas of the field complexes.

All board members will ask that all cyclists walk their bikes while on the cement areas of the field complexes.

## **E. 2016 Annual Little League Facility Survey Requirement.**

The DMNLL Field Coordinator and/or the DMNLL Safety Officer are responsible for completing the 2016 Annual Little League Facility Survey.

A copy of the latest filed Annual Little League Facility Survey can be found online at: <http://facilitysurvey.musco.com/login.php?redirect=index.php>

## **F. Concession stand(s).**

The league currently does not have fixed concession stand at any fields.

Should the league open a concession stand, then all concession workers will be properly trained in food handling and will adhere to the following rules;

### **1. Menu.**

Keep the menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, and avoid foods that have been prepared at home. Complete control over the food, from source to service, is the key to safe, sanitary food service.

### **2. Cooking.**

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, and poultry parts should be cooked to 165° F. Most food borne illnesses from temporary events can be traced back to lapses in temperature control.

### **3. Reheating.**

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

### **4. Cooling and cold storage.**

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has

been the number one cause of food borne illness.

### **5. Hand washing.**

Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing.

### **6. Health and hygiene.**

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

### **7. Food handling.**

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

### **8. Dishwashing.**

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four-step process:

- Washing in hot soapy water;
- Rinsing in clean water;
- Chemical or heat sanitizing; and
- Air drying.

### **9. Ice.**

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause food borne illness.

### **10. Wiping cloths.**

Rinse and store wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well-sanitized work surfaces prevent cross contamination and discourage flies.

### **11. Insect control and waste.**

Keep foods covered to protect them from insects. Pesticides should be stored away from foods. Place garbage and paper wastes in a refuse container with

a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

## **12. Food storage and cleanliness.**

Keep foods stored off the floor at least six inches. After the event is finished, clean the concession area and discard unusable food.

## **13. Barbecue safety.**

Safely transporting food, precooking, and preventing cross-contamination are the major ingredients of barbecue safety.

When transporting food, either from the grocery store or to a picnic area, keep it cool to minimize bacterial growth. Pack meat, poultry, salads, and other perishables in an insulated cooler with ice. Always marinate meats in the refrigerator, not on the counter. Reserve a portion of the marinade that hasn't touched raw meat for a dip or basting sauce. Don't reuse marinade used on raw meat or poultry unless it has been boiled first to destroy any bacteria.

Meats and poultry may be precooked on the stove, microwave or oven to reduce grilling times. If foods are partially precooked, place immediately on the grill to finish cooking. Never partially cook meats and poultry and wait to finish cooking later. If meats and poultry are completely cooked ahead of time and chilled, they may be reheated on the grill to provide a barbecued flavor. If take-out foods such as fried chicken or barbecued beef will be reheated on the grill, and they won't be reheated and eaten within two hours of purchase, buy them ahead of time and chill thoroughly.

Don't use the same platter and utensils for raw and cooked meats and poultry. Be sure there are plenty of clean utensils and platters to allow separate handling of raw foods and cooked foods. Use clean, soapy sponges, cloths and wet "towelettes" for cleaning surfaces and hands.

Cook everything thoroughly. Rare or medium meat or poultry can harbor harmful bacteria. Fish should always be fully cooked. For greatest safety, ground meat should reach 160° F on a meat thermometer, and poultry should reach 180° F for doneness. Since grilled food often browns very fast on the outside, make a "sample cut" to visually check for doneness. The juices should run clear and meat should not be pink, although meat color is not accurate.

Most problems with grills happen when using a grill that hasn't been used for several months. If using a gas grill, check it over thoroughly before using it. Check for leaks, cracking or brittleness, and clean out the tubes that lead into the burner, looking for blockages from spiders or food waste. Make sure the grill is at least 10

feet from any buildings or trees, and never leave the grill unattended. Also, be careful if transporting gas canisters; never leave them in a hot car. The heat could cause some of the gas to leak out. If using a charcoal grill, use starter fluid sparingly and never put it on an open flame. It's always best to have a fire extinguisher nearby; it can stop a fire before it spreads.

## **7. Little League rules.**

Managers and coaches are required to follow and enforce all the Little League rules at practices and games.

Managers and coaches must ensure that their players have the required equipment at all times, even catchers warming up during infield.

Managers and coaches are not allowed to catch pitchers during practices or warming up during games.

Managers and coaches must ensure disengagable bases are in use at all fields.

Managers and coaches are required to know the league rules specific to the running of their division and follow all safety rules for their division and the fields they use.

## **8. Volunteers.**

All Managers, coaches, board members, and all other persons, volunteers or hired workers, who provide regular service to the league and/or who have repetitive access to or contact with players or teams, must provide to the league the necessary information for the league to perform a background check using the Lexis/Nexis Screen Solution available online from the LittleLeague.Org website. As of the submittal of this Safety Manual to the board over 150 volunteers have had a current background check done through the Lexis/Nexis. Additionally another 100 were reviewed using accepted methods of the league. As part of the process the league does required the volunteer to be able to provide a valid driver's license or other government issued photo identification for verification. Del Mar National Little League does not allow **any** person to perform in a volunteer role without successful completion of the Volunteer Registration and subsequent Background check.

## **9. Communication with league families.**

All families are informed of league news through the use of the League website(s); <http://delmarnational.org/>. The website is updated several times per week.

The websites contain information for contacting all board members. If a board member is not already at the field, and it is not a safety situation, families are encouraged to contact the umpire who will contact the Chief of Umpires. Within the information packets provided to Managers is also phone numbers of their coordinator, the safety officer and other board members.

## **10. Travel regulations for managers and coaches.**

All managers and coaches are required to have automobile insurance before transporting any player to or from any Little League event.

All managers and coaches transporting any player to or from a Little League event must ensure that the player is using a safety restraint and should adhere to all laws governing the route of transportation.

# **Appendix**

- Little League Baseball Volunteer Application  
[http://www.littleleague.org/Assets/forms\\_pubs/VolunteerApp2012.pdf](http://www.littleleague.org/Assets/forms_pubs/VolunteerApp2012.pdf)
- Little League Baseball Incident/Injury Tracking Report  
[http://www.littleleague.org/Assets/forms\\_pubs/asap/Injury\\_Tracking\\_Form.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/Injury_Tracking_Form.pdf)
- Little League Baseball Accident Notification Form  
[http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf)
- Little League Baseball Claim Form Instructions  
[http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimFormInstructions.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimFormInstructions.pdf)
- Little League Baseball National Facility Survey