

April 15, 2019



Andover Little League



2019 Safety Manual

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INTRODUCTION TO ANDOVER’S SAFETY PROGRAM

Welcome to another fun and safe season of Andover Little League. This year we continue to improve the safety aspects of our league and further emphasize safety awareness. Our over-arching goal is to eliminate and prevent injury-causing accidents! Our Safety Program is modeled directly after Little League’s “A Safety Awareness Program”, more commonly known as “ASAP”.

To help all our volunteers comply with our safety standards, the Andover Little League Board of Directors has approved the safety rules and procedures as depicted in this manual. The “Safety Officer and Director” position is a formal position of the Andover Little League Board of Directors and the particular individual serving in that position is also registered every year with Little League International. It is critical that each volunteer review and abide by the requirements of this Manual. But also use common sense – safety rests with all volunteers of Andover Little League.

Each year, the Safety Officer updates the Safety Manual and obtains its approval from the Board of Directors, conducts the annual Facility Survey, distributes the Safety Manual to all volunteers, posts the Manual on the league website, and manages the volunteer approval process.

Any suggestions or comments to this Manual, or safety suggestions in general, should be forwarded to the Safety Officer at 978-697-6295 or rjsantagati@yahoo.com.

Qualified Safety Plan

This Manual is also intended to meet the requirements of Little League’s Qualified Safety Plan. This plan is submitted to Little League International along with a completed safety plan registration form. Key elements of such a qualified plan are summarized below:

Requirement for Little League Qualified Safety Plan	Cross Reference
1. Have an active Safety Officer on file with Little League International	Pages 1, 7, and 9
2. Publish and distribute a copy of the applicable safety manual to all appropriate and applicable volunteers.	This Entire Manual
3. Post and distribute emergency and key officials’ phone numbers	Page 7
4. Use the Little League Official Volunteer Application Form and check for sexual abuse.	Page 3; Appendix 2
5. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.).	Page 3
6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending.	Pages 3, 4 & 8
7. Require coaches/umpires to walk fields for hazards before use.	Page 5; Appendix 1



Requirement for Little League Qualified Safety Plan	Cross Reference
8. Complete Annual Little League Facility Survey	Pages 1 & 5; Appendix 4
9. Have written safety procedures for concession stand. Concession manager trained in safe food handling/prep and procedures	Page 10
10. Require regular inspection and replacement of equipment	Page 5; Appendix 1
11 Implement prompt accident reporting and tracking procedure	Page 9; Appendix 3
12. Provide teams with well-equipped First Aid Kits and require them at each game and practice.	Pages 5, 8 & 10
13. Enforce Little League rules including proper equipment	Page 5, 6
14. Submit league player registration data or player Roster data and coach and manager data	Page 13
15. Submit a qualified safety plan registration form with your ASAP plan	Page 1

Andover Little League’s Safety Program also exceeds ASAP’s requirements in many respects, for example by using reduced-impact balls for some leagues, installing protective covers on all outfield fencing, and distributing the ASAP News newsletter within the league. In addition, the annual First Aid and Safety training has been upgraded to include training on heat illnesses, concussions, lightning and thunder storm safety, and proper warm up and training techniques to help reduce injuries.



VOLUNTEERS AND VOLUNTEER TRAINING

Volunteer Approval/Background Checks

Prior to assuming duties, including running practices, all managers, coaches, board of director members and any other person who provides regular service to Andover Little League or has repetitive access to or contact with players must complete a volunteer application (Appendix 2) contained within the [JDP National Little League Background Check](#). In addition, volunteer applicants must submit a Criminal Offender Record Information (CORI) Acknowledgement Form to the league (a copy of which is attached as Appendix 2 to this manual), along with a copy of the applicant's driver's license. The Safety Director processes the forms, verifies compliance, and contacts appropriate stakeholders with any concerns depending on the positions for which the applicant is volunteering.

Andover Little League conducts a national background check on each applicant through [JDP](#) and a state check through the Massachusetts Department of Criminal Justice Information Services. For the Massachusetts screening, a completed CORI form (Appendix 2) is submitted along with the forms above. Both checks are required in Massachusetts.

If Andover Little League receives any information that an applicant has been convicted of or pled guilty to any crime involving or against a minor, the Safety Officer will contact the appropriate government agency to confirm the accuracy of the information. If the information is confirmed, the applicant shall not be permitted to participate in Andover Little League in any manner.

Fundamentals Training

Andover Little League provides and requires fundamentals training for all coaches and managers – at least one representative from each team must receive training each year, and each coach/manager must receive fundamentals training at least once every three years. Most Andover coaches and managers participate annually, exceeding the ASAP requirement.

In 2019, fundamentals training was provided by to all managers and coaches by AAA Commissioner Joe Sarno via a work packet in lieu of face-to-face training due to weather and scheduling difficulties.

First Aid Training

Andover Little League requires First Aid and Safety training for all coaches and managers – at least one representative from each team must attend annually, and each coach/manager must receive First Aid training at least once every three years.

The 2019 Safety and First Aid training was provided online via Little League International's Child Protection Program. All coaches are encouraged to review this material located here:

<https://www.littleleague.org/player-safety/child-protection-program/>



Andover Little League also encourages additional certified First Aid and safety training for all managers and coaches. Andover Little League will reimburse every coach or manager up to \$30 for any safety course successfully completed, if the course has been pre-approved by the League President.



EQUIPMENT, FIELD/FACILITY CHECKS, AND PLAYING RULES

Regular Equipment Inspection and Replacement

Each year, the VP of Equipment shall inspect all equipment to ensure it complies with all Little League requirements, before distributing the equipment to the teams. Any faulty equipment shall be replaced and discarded in a manner to minimize the risk that it will be retrieved and re-used. Break-away bases are used at all fields.

The equipment for each team shall include a properly-stocked First Aid kit.

Each coach is also responsible for inspecting the equipment for his team and ensuring replacement of any faulty equipment during the season.

Equipment Use

Coaches are responsible for ensuring that each catcher properly wears a protective cup, and all other catcher gear required by the Little League Rules. *This must be enforced during practice and warm-up, as well as during games.*

Coaches are also responsible for encouraging use of mouth guards, face guards and protective cups for players.

Annual Facility Survey

Each year, Andover Little League performs a facility survey on each of its fields, and records the information required in the Little League Baseball and Softball Annual Survey. The updated 2019 Facility Survey information was submitted to Little League International along with this 2019 Safety Plan.

This survey includes an assessment of improvements to the current fields which are also addressed by the League board each year in the annual capital improvement plan review.

The survey also includes the required information on any new fields opened.

Required Field Inspection Prior to Each Game and Practice

Each coach shall inspect the field prior to each game and shall not proceed with the game if a safety hazard exists.

Coaches shall report all safety hazards to the Safety Officer and fix any that can be readily corrected.

Coaches shall use the Field and Game Safety Checklist, attached as Appendix 3 to this manual, as a guideline for items to check for.

Thunderstorms – Suspended Play

If thunder is heard, even if lightning is not visible, the game and/or practice is to be immediately stopped and the players should be removed from the fields and into cars. The game/practice is not allowed to start for at least 30 minutes after the last lightning flash is seen or thunder clap is heard.

Andover Little League also distributes copies of the NOAA Lightening Safety Guide as part of its Safety Manual. Please see Appendix 5.



Playing Rules

Each manager is responsible for compliance with Little League rules, including Andover Little League's supplemental rules. To facilitate compliance, each manager is provided with a copy of the official 2019 Little League Rule Book.



PHONE NUMBERS

These numbers are also posted on the League's website, at www.andoverlittleleague.com

Emergency Numbers

Andover Fire Department - Emergency	911
Andover Police Department - Emergency	911

Key Officials/Board Members

Position	Member	Phone	Email
President	Ryan Murphy	978-807-3202	rmurphy@baystatesearch.com
Vice President	Bill Dalton		bdalton@dfllp.com
Clerk and Player Agent	Mike Longo		Allclerkpa@gmail.com
Treasurer	Dick Allard	603-929-5686	rallard@comcast.net
Director of Technology (Registrar)	Timothy Conroy		conroy@mac.com
Player Agent	Sean Norton		S_P_Norton@gmail.com
Fields Scheduling Director	Doug Hubler		douglas@hubler.us
Fundraising Chairman	Andrew Novelline		anovelline@yahoo.com
Equipment Director	Jon Wood		jkwood@gmail.com
Umpire in Chief	Tim Lomasney		omasneyhome@verizon.net
Food Service	Amy Hubler/Jen Conroy		amy.L.hubler@gmail.com, conroy.jennifer@gmail.com
Safety Director	Rick Santagati	978-697-6295	rjsantagati@yahoo.com
Dir Fields & Facilities	Nick Lembo		bellmarket@comcast.net
VP – Big Diamond	Ryan Nelson		ryan.ervin.nelson@gmail.com
VP - 6's (T-Ball)	Jim Doyle		Jamesbdoyle@verizon.net
VP - 7's (Coach Pitch)	John Pino	978-409-2603	johnpino@gmstechrep.com
VP – 9s (AA)	Andrew Novelline		anovelline@yahoo.com
VP – AAA	Joe Sarno	978-809-3013	sarnojoseph@hotmail.com
VP - NL Majors/Big Diamond	Paul Marad	978-470-0951	paulmarad@yahoo.com
VP - AL Majors	Paul DeBenedictis	978-470-1511	PDeBenedictis@jhancock.com
VP – Summer	Mike Giaimo		Michael.S.Giaimo@gmail.com
VP - Fall League	Open		
VP - Challengers	Rob Lubber	978-258-5951	rlubber@verizon.net



FIRST AID

First Aid is the immediate and temporary care of a sick or injured person until professional medical help arrives. Always call 911 first if someone is unconscious or seriously injured. *Never administer First Aid beyond your capabilities.* The average response time to a 911 call is a few minutes – the purpose of first aid is to prevent further harm and keep the victim comfortable in the meantime. Do not try to transport a victim to a hospital; perform whatever First Aid you can and wait for the paramedics to arrive.

Treatment at the Site of the Injury

DO...

- Call 911 immediately if the person is unconscious or seriously injured (bleeding, not breathing, suspected poisoning, or in shock). *If you're unsure of the severity of an injury or how to respond, call 911!*
- Control other players, e.g., tell them all to “take a knee.” Look for additional first aid help from coaches and observers.
- Treat time-critical injuries if you are trained (CPR, etc.). Stop excessive bleeding with direct pressure.
- Access the injury. If the victim is conscious, find out what happened, where it hurts. Watch for shock.
- Know your limitations, and do not administer First Aid beyond your knowledge.
- Look for signs of injury (blood, black and blue, joint deformity, ...)
- Listen to the injured person describe what happened and what hurts if conscious. Before questioning, calm or sooth person if excited.
- Feel gently and carefully the injured area for signs of swelling or grating of broken bone.
- Talk to your team afterwards about the situation if it involves them. Players are often upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

DON'T...

- Administer any medications
- Provide any food or beverages, other than water
- Hesitate in giving help when needed
- Be hesitant to ask for help if you're not sure of the proper procedure
- Transport injured individual, except in extreme injuries.

First Aid Kits – For Simple Treatment

First Aid kits are distributed along with team equipment at the beginning of each season. The kits are for simple treatment, such as band-aids and ointment for small cuts, and ice packs for minor bruises.



INCIDENT REPORTING PROCEDURES

What to Report

Report any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid.

Also report any near-miss, and any condition that you feel is unsafe in any way.

When to Report

All such incidents should be reported to the Andover Little League Safety Officer within 24 hours of the incident.

The 2019 ALL Safety Officer is Rick Santagati, with the following contact information: rjsantagati@yahoo.com (c) 617-251-6243.

How to Make a Report

Initially, email the report to your league VP and the Safety Officer. The report should include the following information

- name and phone number of the individual involved
- date, time, and location of incident
- detailed description of incident
- preliminary estimation of the extent of any injuries
- name and phone number of the person reporting the incident

The person making the report shall also complete the Incident/Injury Tracking Report provided by Little League, a copy of which is included as Appendix 3 to this manual.



CONCESSION STAND SAFETY PROCEDURES

The following safety procedures apply to the “Snack Shack” at Deyermund Blanchard, as well as any temporary concession stands arranged during the course of the season.

The VP(s) Food Service shall be responsible for compliance with these procedures, and for posting these procedures at each Concession Stand.

Procedures

- No more than 3 people at one time will be allowed in the snack shack.
- Children under the age of 7 will not be allowed in the snack shack.
- Children age 7-10 must be accompanied by a parent but will not be allowed behind the counter handling food or cash.
- Children 11 and older will be allowed behind the counter with parental supervision only.
- During Summer seasons, children 13 and older will be allowed to work in the snack shack without parental supervision.
- People working in the concession stands will be trained in safe food preparation and in the safe use of all equipment.
- Cooking equipment will be inspected periodically and repaired or replaced if need be.
- Propane tanks (if used) will be turned off at the grill and at the tank after use.
- Food not purchased by Andover Little League to sell in its concession stands will not be cooked, prepared, or sold in the concession stands.
- Cooking grease will be stored safely in containers away from open flames.
- Cleaning chemicals must be stored in a locked container.
- All concession workers are encouraged to attend a First Aid training session.
- Carbon Dioxide tanks (if used) will be secured with chains so they stand upright and can't fall over. Report damaged tanks or valves to the supplier and discontinue use.
- A Certified Fire Extinguisher suitable for grease fires must be in plain sight at all times.
- All concession stand workers are to be instructed on the use of fire extinguishers.
- A fully stocked First Aid Kit will be placed in each Concession Stand. The Concession Stand shall also include extra First Aid Kits for use by coaches and managers.
- The Concession Stand main entrance will not be locked/blocked while people are inside.



FIELD LOCATIONS

Ballardvale - 160 Andover St. Andover, MA 01810

Located on Andover Street near the Ballardvale Train station. From downtown Andover take Central Street. Go under the train bridge and take a left on Andover Street. Ballardvale field is a few miles down on the left across the street from the Fire Station before you reach Ballardvale Center.

Deyermund Blanchard A - 15 Blanchard St Andover, MA 01810

The Deyermund Blanchard field complex, opened in the spring of 2014, is located five minutes off of Route 133 in Andover. From I93, take Route 133W. Turn left on Bellevue Road, then take another left on Osgood Street. Bear right onto Blanchard Street and the field complex will be on the right. From I495, take Route 133E. Turn right on Haggetts Pond Road, then left on Bellevue Rd, then right on Osgood Street. Bear right onto Blanchard Street and the field complex will be on the right.

Deyermund Blanchard B - 15 Blanchard St Andover, MA 01810

The Deyermund Blanchard field complex, opened in the spring of 2014, is located five minutes off of Route 133 in Andover. See directions for Deyermund Blandard A.

Deyermund Blanchard C - 15 Blanchard St Andover, MA 01810

The Deyermund Blanchard field complex, opened in the spring of 2014, is located five minutes off of Route 133 in Andover. See directions for Deyermund Blandard A.

Doherty 2 "90' Diamond" - 50 Bartlett Street Andover, MA 01810

From Rte 495 take Exit 41 (Rte 28) towards Andover. Follow Rte 28 (Main St) approx 1.7 miles to the center of Andover. Go through the set of lights at the intersection of Elm St and follow to next set of lights. Take left onto Chestnut St. Follow through stop sign and take 1st right after park. Follow behind school to parking lot. Field is on left beyond running track.

Doherty Water - 50 Bartlett Street Andover, MA 01810

Doherty Water Field is immediately to the left the Doherty Junior League Field as you approach from Doherty Middle School.

Freshman Field - 80 Shawsheen Road Andover, MA 01810

The AHS Freshman Field is located at Andover High School. From I-93 take Exit 43, Rte 133 towards Andover. Follow Rte 133 (Lowell St) approximately 1.5 miles. Take a right at the traffic light onto Shawsheen Road. Turn right into School driveway. Follow driveway past ball fields bearing slightly left in front of the High School and park in parking lot to the left of the High School Field house. Freshman Field is at the far end of the field to the left of the parking lot closest to the Football Stadium.

JV Field - 80 Shawsheen Road Andover, MA 01810



Diamond near Andover Youth Services skate park, between Andover High School and West Middle School, on Shawsheen Road.

Sanborn – 90 Lovejoy Rd. Andover, MA 01810

Sanborn Elementary School, Lovejoy Road between Rte 133 and Dascomb Road, Andover. Baseball field is behind the school to the southwest.

South – 55 Woburn St Andover, MA 01810

South Elementary School, at intersection of South St. and Woburn St.

West 1 – 58 Beacon St. Andover, MA 01810

Behind West Elementary School, Beacon St. Baseball diamond closest to the School

West 2 – 58 Beacon St. Andover, MA 01810

Behind West Elementary School, Beacon St. Baseball diamond furthest away from the School



PLAYER REGISTRATION DATA

Player, manager and coach data is supplied to Little League International annually. The data was supplied electronically in approved formats to Little League International via the Little League Data Center. Updates to the data have been uploaded throughout the month as needed.



APPENDIX 1 - FIELD AND GAME SAFETY CHECKLIST

Repair Needed?

<u>Field Condition</u>	<u>Yes</u>	<u>No</u>
Backstop Repair		
Home Plate Repair		
Bases Secure		
Bases Repair		
Pitchers Mound		
Batters box level		
Batters box marked		
Grass surface (even)		
Gopher/Mole Holes		
Infield fence repair		
Outfield fence repair		
Foul Ball net repair		
Foul Lines marked		
Sprinkler Issues		
Warning Track		
Coaches boxes level		
Coaches boxes marked		
Dirt Needed		

<u>Safety Equipment</u>	<u>Yes</u>	<u>No</u>
1 st Aid Kit		
Ice on-hand		
Blanket for Shock		
Safety/Health Manuals		
Accident Forms		

<u>Dugouts</u>	<u>Yes</u>	<u>No</u>
Fencing needs repair		
Bench needs repair		
Roof needs repair		
Bat Racks		
Helmet Racks		

Repair Needed?

<u>Spectator Areas</u>	<u>Yes</u>	<u>No</u>
Bleachers need repair		
Hand rails need repair		
No Smoking		
Parking Area Safe		
Protective Screens OK		
Bleachers Clean		

<u>Catchers Equipment</u>	<u>Yes</u>	<u>No</u>
Shin Guards OK		
Helmets OK		
Face Masks OK		
Throat Protector OK		
Catchers Cup (boys)		
Chest Protector		
Catchers Mitt		

<u>Players Equipment</u>	<u>Yes</u>	<u>No</u>
Batting Helmets		
Jewelry Removed		
Bats Inspected		
Shoes Checked		
Uniforms checked		
Athletic Cups/Supporters (for boys)		

Report all unresolved Safety Issues to the Safety Officer as soon as possible.



APPENDIX 2 – VOLUNTEER APPLICATION/MASS CORI FORM



Little League® Volunteer Application - 2019

Do not use forms from past years. Use extra paper to complete if additional space is required.

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

Name _____ Date _____
First Middle Name or Initial Last

Address _____

City _____ State ____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

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.)? (list) Yes No
 - Do you have a valid driver's license? (list) Yes No
Driver's License#: _____ State ____
 - Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes No
If yes, describe each in full: _____
 - Have you ever been convicted of or plead no contest or guilty to any crime(s) Yes No
If yes, describe each in full: _____
(Answering yes to question 5, does not automatically disqualify you as a volunteer.)
 - Do you have any criminal charges pending against you regarding any crime(s)? Yes No
If yes, describe each in full: _____
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)
 - 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 Umpire Manager Concession Stand
 Coach Field Maintenance Scorekeeper Other _____

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

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: LittleLeague.org/ByStateLaws

ASA CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), 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 _____

If Minor/Parent 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):
Regulation II(c)(9) Mandates all checks include criminal records and sex offender registry records

* JDP Sex Offender Registry Data and National Criminal
 Records check, as mandated in the current season's official regulations

*Please be advised that if you use JDP 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 or email directly from JDP 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.



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
 Department of Criminal Justice Information Services
 200 Arlington Street, Suite 2200, Chelsea, MA 02150
 TEL: 617-660-4840 | TTY: 617-660-4806 | FAX: 617-660-5973
 MASS.GOV/DCJIS



**Criminal Offender Record Information (CORI)
 Acknowledgement Form**

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

_____ is registered under the
 (Organization)
 provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to _____

(Organization)
 to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing _____
 (Organization)
 with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The _____ may conduct
 (Organization)
 subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that
 _____, must first provide me
 (Organization)
 with written notice of this check.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
 Department of Criminal Justice Information Services
 200 Arlington Street, Suite 2200, Chelsea, MA 02150
 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
 MASS.GOV/CJIS



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
 The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last SIX digits of Social Security Number: _____ -- _____ No Social Security Number

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

 Date



APPENDIX 3 – INCIDENT/INJURY TRACKING REPORT

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:

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



APPENDIX 4 – ANNUAL FACILITY SURVEY

This page confirms the completion of the 2016 online Facility Survey

Andover Little League
League Name

14
District #

221-14-19
League ID #

Submit this page with your hardcopy ABAF plan rather than the completed 2016 Facility Survey



APPENDIX 5 – NOAA LIGHTENING SAFETY BROCHURE

What to do if someone is struck by lightning

- ▶ **Lightning victims do not carry an electrical charge, are safe to handle, and need immediate medical attention.**
- ▶ **Call for help.** Have someone call 9-1-1 or your local ambulance service. Medical attention is needed as quickly as possible.
- ▶ **Give first aid.** Cardiac arrest is the immediate cause of death in lightning fatalities. However, some deaths can be prevented if the victim receives the proper first aid immediately. Check the victim to see that they are breathing and have a pulse and continue to monitor the victim until help arrives. Begin CPR if necessary.
- ▶ **If possible, move the victim to a safer place.** An active thunderstorm is still dangerous. Don't let the rescuers become victims. Lightning CAN strike the same place twice.



NOAA

STAY INFORMED

Listen to NOAA Weather Radio for the latest forecast and for any severe thunderstorm WATCHES or WARNINGS. Severe thunderstorms produce winds of 58 mph or greater, or hail 3/4 of an inch or larger in diameter.

A severe thunderstorm WATCH is issued when conditions are favorable for severe weather to develop.

A severe thunderstorm WARNING is issued when severe weather is imminent. National Weather Service personnel use information from weather radar, satellite, lightning detection, spotters, and other sources to issue these warnings.



NOAA WEATHER RADIO IS THE BEST WAY TO RECEIVE FORECASTS AND WARNINGS FROM THE NATIONAL WEATHER SERVICE.

Remember that all thunderstorms produce lightning and all lightning can be deadly to those outside.

Lightning Safety Awareness Week is the last full week of June. For additional information on lightning or lightning safety, visit NOAA's lightning safety web site:

<http://www.lightningsafety.noaa.gov>

or contact us at:

National Weather Service
P.O. Box 1208
Gray, Maine 04039

GYX 0301 (August 2003) - Revised

Coach's and Sports Official's Guide to Lightning Safety...



NOAA

LIGHTNING... the underrated killer!

A SAFETY GUIDE

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION

NATIONAL WEATHER
SERVICE

Gray, Maine



This safety guide has been prepared to help coaches and sports officials recognize the dangers of lightning and take appropriate safety precautions.



LIGHTNING KILLS Play It Safe !

Each year in the United States, more than four hundred people are struck by lightning. On average, about 70 people are killed and many others suffer permanent neurological disabilities. Most of these tragedies can be avoided if proper precautions are taken. When thunderstorms threaten, coaches and sports officials must not let the desire to start or complete an athletic activity hinder their judgment when the safety of participants and spectators is in jeopardy.

It is important for coaches and officials to know some basic facts about lightning and its dangers

- ▶ **All thunderstorms produce lightning and are dangerous.** In an average year, lightning kills more people in the U.S. than either tornadoes or hurricanes.
- ▶ **Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall.** Many deaths from lightning occur ahead of storms because people wait too long before seeking shelter, or after storms because people return outside too soon.
- ▶ **If you hear thunder, you are in danger.** Anytime thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat to your location.
- ▶ **Lightning leaves many victims with permanent disabilities.** While only a small percentage of lightning strike victims die, many survivors must learn to live with very serious, life-long disabilities.

To avoid exposing athletes and spectators to the risk of lightning take the following precautions

- ▶ **Postpone activities if thunderstorms are imminent.** Prior to an event, check the latest forecast and, when necessary, postpone activities early to avoid being caught in a dangerous situation. Stormy weather can endanger the lives of participants, staff, and spectators.
- ▶ **Plan ahead.** Have a lightning safety plan. Know where people will go for safety, and know how much time it will take for them to get there. Have specific guidelines for suspending the event or activity so that everyone has time to reach safety before the threat becomes significant. Follow the plan without exception.
- ▶ **Keep an eye on the sky.** Pay attention to weather clues that may warn of imminent danger. Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.
- ▶ **Listen for thunder.** If you hear thunder, immediately suspend your event and instruct everyone to get to a safe place. Substantial buildings provide the best protection. Once inside, stay off corded phones, and stay away from any wiring or plumbing. Avoid sheds, small or open shelters, dugouts, bleachers, or grandstands. If a sturdy building is not nearby, a hard-topped metal vehicle with the windows closed will offer good protection, but avoid touching any metal.

- ▶ **Avoid open areas.** Stay away from trees, towers, and utility poles. Lightning tends to strike the taller objects.
- ▶ **Stay away from metal bleachers, backstops and fences.** Lightning can travel long distances through metal.
- ▶ **Do not resume activities until 30 minutes after the last thunder was heard.**
- ▶ **As a further safety measure, officials at outdoor events may want to have a tone-alert NOAA Weather Radio.** The radio will allow you to monitor any short-term forecasts for changing weather conditions, and the tone-alert feature can automatically alert you in case a severe thunderstorm watch or warning is issued. To find your nearest NOAA weather radio transmitter, go to <http://www.nws.noaa.gov/nwr/> and click on "Station Listing and Coverage."

If you feel your hair stand on end (indicating lightning is about to strike)

- ▶ **Crouch down on the balls of your feet, put your hands over your ears, and bend your head down.** Make yourself as small a target as possible and minimize your contact with the ground.
- ▶ **Do not lie flat on the ground.**

