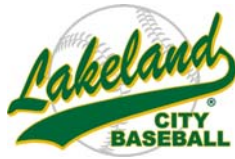


Safety Manual

Spring/Fall 2012

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December 15, 2011

To the LCB managers and coaches:

As LCB's Safety Officer for the 2012 seasons I would like to continue the important task of reminding everyone that **safety is the foremost concern** at Lakeland City Baseball and the responsibility of all of us who participate. We are the primary examples of safety and enjoyment for the players and the families involved in the league.

What follows is the *LCB Safety Manual* which contains a great amount of information regarding the health and welfare of not only the players, but also for managers, coaches and other volunteers. It outlines our policies and procedures for handling safety-related concerns and issues, and now includes our policies on conduct and behavior, non-discrimination, sexual harassment and child sexual abuse.

On the field, managers and coaches become primary caregivers. Every season we emphasize the need to look for signs of dehydration, heat stroke and other conditions that may lead to illness with your players. Please ensure everyone has sufficient water or sports drinks on hand during the warm spring days as you conduct your practices and during games.

Accident claim forms and procedures are posted online at the Safety area of the LCB website. They are also available at the Peterson Park concession area board member closet and through the undersigned. I encourage you to use your best judgment when an incident occurs to determine the need to complete an incident report. **Please, even if in doubt, fill out a report so we may have information and a record of the situation.**

Finally, call me if you have questions or concerns or when an accident does occur involving a player or volunteer, or which form to complete. My number is (863) 661-2794.

Again, this *LCB Safety Manual* is a valuable resource, so please take the time to read it carefully. All LCB participants need to be the eyes and ears when it comes to safety, particularly when our children are involved.

Thank you, and I look forward to partnering with you again in the 2012 Spring and Fall seasons.

Bob Walters
Safety Officer

Ph. 863-661-2794
bwalters57@gmail.com



Important Phone Numbers

Lakeland Regional Medical Center (non-emergency) (863) 687-1100
Lakeland Police - Emergency:9-1-1
Lakeland Fire Dept - Emergency:9-1-1

Lakeland City Baseball Board of Directors main contacts:

President.....	David Scott.....	(863) 712-4642
Vice President.....	David Cochran.....	(863) 581-5277
Umpire coordinator.....	Terry Rubenstein....	(863) 899-3598
Player Agent.....	Dick Greene.....	(863) 602-4529
Safety Officer.....	Bob Walters.....	(863) 661-2794
Team Mom Coordinator...	Tami Harvey	(863) 661-9122

Lakeland City Baseball Leagues, Inc.

Policies

Conduct and Behavior Policy

All participants in Lakeland City Baseball have a responsibility for proper conduct and behavior. This applies to adults and players alike. More importantly, adults must understand their actions directly influence the children participating in our league, therefore they are held to a high standard the league strives to enforce. LCB's rules of conduct and behavior are listed in the appropriate sections of the rule book and for parents, on the electronic and paper player registration forms under the title, "Youth Sports Parent Code of Conduct". These must be agreed to when registering players prior to each season.

Non-Discrimination Policy

Lakeland City Baseball Leagues, Inc. does not discriminate on the basis of race, gender, national or ethnic origin in its admission policies or the administration of its programs.

Sexual Harassment Policy

It is the policy of Lakeland City Baseball Leagues, Inc. that all parties involved in the operation of the league will provide an environment free from all forms of discrimination including sexual harassment. No person shall be subjected to verbal or physical sexual behavior. Sexual harassment will be treated as misconduct and may result in appropriate corrective action up to and including dismissal from participation in all league activities.

Definition – Sexual harassment is defined as unwelcome, unsolicited behavior of a sexual nature which creates a hostile environment and/or interferes with an individual's ability to perform their duties. Examples can include, but are not limited to:

- Unwelcome behavior.
- Repeatedly asking a person for a date.
- Making suggestive or provocative comments of a sexual nature and/or displaying visual sexual references.
- Suggestive looks or leering.
- Creating an intimidating, hostile or offensive operating environment.
- Making an individual's participation in the league conditional on accepting or rejecting a sexual advance.

Reporting – Any person who believes they have been sexually harassed shall contact their immediate superior who shall contact the league president. If the allegation of sexual harassment is made against the person’s immediate superior, the allegation shall be brought directly to the league president. If the allegation is presented in an informal manner, i.e. verbally or second-hand, the superior will document the actions and present it to the league president for investigation and, if necessary, appropriate corrective action.

Monitoring and Privacy – The board of directors, and particularly the league president, shall monitor the operational environment of the league to ensure it is free of sexual harassment. If for any reason the league president is unable to fulfill this obligation or must recuse themselves from the investigating of an incident, the board of directors will appoint a committee in their stead. It is the policy of the league that incidents of sexual harassment are investigated and processed in accordance with this directive. Further, it is league policy to take immediate action to guard against any adverse impact or reprisals against any person who uses this reporting procedure. All reports of sexual harassment will be maintained in strictest confidence.

Child Sexual Abuse Policy

Abusive sexual behavior is not limited to those actions between adults. As a recreational youth sports organization we take most seriously potential abusive sexual behavior directed at children, both those who participate in our activities and those who don’t. Child sexual abuse is defined as “the exploitation of a child by an older child, teen or adult for the personal gratification of the abusive individual.” This form of abuse could involve a range of sexual activities, from touching to non-touching offenses, and may also include acts considered non-sexual, but are done for the gratification of the abuser. This might include talking to a child in a sexually explicit way, voyeurism, or exposure of genitalia to a victim and/or victim’s exposure of his or her genitalia.

Stopping child abuse before it happens involves knowing who might be a child abuser and where child abuse may happen. Myths and stereotypes are abundant:

- “*Sex abusers are dirty old men.*” Not true. The average age of a sex offender is 32.
- “*Strangers are responsible for most of the sexual abuse.*” Not true again. Statistics indicate 90 percent or more of all sexual abuse cases in this country are committed by an individual familiar to the victim. 10 percent or less of all abusers are strangers.
- “*Sex abusers suffer from some form of mental illness.*” Not true. Only about 10 percent of sex abusers have serious mental illness or psychosis, the same amount found in the general population of the U.S.
- “*Most sex abusers are homosexual.*” False. Most are heterosexual.
- “*Children usually lie about sexual abuse, anyway.*” Definitely not true. In fact they rarely lie about being sexually abused, so if they say it, don’t ignore it.

- *“It only happens to girls.”* While females comprise the largest number of sexual abuse victims, it is now believed that the number for male victims is much higher than reported.

One of the greatest obstacles in identifying sexual abuse cases is that it is shrouded in secrecy. This is because often abusers scare young children into silence by saying things like, “This must be our secret. If you tell, something bad will happen to you.” Child victims are made to feel as though they’ve brought the abuse on themselves and therefore made to feel guilty. For these reasons, victims of sexual abuse rarely disclose the victimization. Some estimate that for every abuse case reported, ten more go unreported.

It is clear that we all must be vigilant for cases of child sexual abuse. Children need to understand that it’s never their fault, and both children and adults need to know what they can do to keep it from happening.

To further decrease the possibilities of any form of child abuse occurring during league activities, Lakeland City Baseball Leagues, Inc. has the following general guidelines in place:

- Dropping off players for games or practices. We discourage parents from this practice, which could potentially leave a child unattended. We recognize there are special circumstances that could require the parent to be away from the game or practice, and strongly advise parents that when this is the case, to inform the team manager and/or Team Mom of the need to do so.
- Access – Playing and practicing as we do in large, open, outdoor public facilities, it is not easy to control access to our players. LCB’s policy is for all our approved volunteers, including board members on duty during games, to be vigilant for unknown individuals wandering through or loitering in the area, and to report any suspicious behavior to the board member on duty or local authorities.
- Use of toilet facilities – Most of our players are capable of using the restroom facilities on their own. For younger players, such as those in Tee Ball or Coach Pitch, or those requiring special assistance, such as LCB Buddy Ball League players, our aim is to ensure adequate privacy for that child when using the City of Lakeland facilities and/or the handicap-accessible portable toilet. We strongly recommend an adult or older sibling or friend accompany these younger and/or special needs children to the restroom facilities.
- Screening of Adult Volunteers – It is the policy of Lakeland City Baseball Leagues, Inc. to screen all persons wishing to act as volunteers in our league. The policy requires any adult person who will have more than incidental contact with players to apply to volunteer, acknowledge the policies and procedures concerning volunteering with LCB, give personal information and references, consent to background check(s) and provide the league a copy of a government-issued picture identification. Approved volunteers will be issued badges on an annual basis and must display their current badge when on the field of play. Any person who is a known sex-offender or with a record of

arrests, guilty pleas and/or convictions for any crime(s) against a minor will be denied participation in the league. Lakeland City Baseball Leagues, Inc. reserves the right to prohibit any individual from participating as a volunteer for any reason regardless of previous appointments. Any approved volunteer's status may be revoked at any time and his/her badge must be surrendered upon demand.

Enforcement and reporting of child abuse

Despite our best efforts to prevent child abuse it can still happen. In the unfortunate instance of a case where child abuse, or sexual abuse, is suspected and/or reported, LCB has specific steps in place that should be followed:

Reporting – Any individual suspecting a case of abuse of any sort within the league should report it immediately to law enforcement, then to any member of the board of directors or league president as quickly as possible.

Investigating – The league president will appoint an individual or individuals with appropriate and significant professional background(s) to work in conjunction with a member or members of the board of directors to receive, investigate and act on abuse allegations. These individuals will act in a confidential manner and serve as the league's liaison with law enforcement. League volunteers should not attempt to investigate suspected abuse on their own.

Suspending/Terminating – When an allegation of abuse is made against an approved LCB volunteer, it is the duty of the organization to protect the children from any possible further abuse by keeping the alleged abuser away from the children in the program. If the allegation is substantiated the league will ensure the individual will not have any further contact with the children in the program.

Immunity from liability – It is often the case that concern for potential criminal or civil liability, should a report of abuse subsequently be found to be unsubstantiated, is a deterrent to or reason for not reporting potential abuse. Adults and children alike should not be afraid to come forward in these cases, even if they didn't have to and even if there is the possibility of being wrong. The state of Florida provides immunity from liability to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been improperly accused.

To recap the league policy on reported, or even potential, child abuse:

1. *Know what it is and know where to look.* This helps spot dangerous situations.
2. *Educate parents, players and volunteers to what it is.* The children need to know it's not their fault.
3. *Follow safety procedures.* Stay in lighted areas; don't leave children alone; use the 'buddy system'. These can keep abuse from happening in the first place.
4. *Effective volunteer screening.* We'll do our best to keep abusers out of our system.
5. *Don't be afraid to speak out.* If someone honestly feels something is wrong, laws are in place to protect them.

CODE OF CONDUCT



Lakeland City Baseball Code of Conduct for Coaches & Volunteers:

- I will never place the value of winning before the safety and welfare of all players.
- I will always show respect for players, coaches, umpires, league officials and fans.
- I will lead by example, demonstrating fair play and sportsmanship at all times.
- I will be knowledgeable of the rules of baseball and teach these rules to my players.
- I will never use abusive, insulting or foul language.
- I will treat everyone with dignity.
- I will not tolerate inappropriate behavior, regardless of the situation.
- I will neither consume nor allow the use of anabolic agents or stimulants, drugs, tobacco or alcohol by any of my players or assistants.
- I will never knowingly jeopardize the eligibility and participation of a player.
- I will be a role model to my players.
- I will at all times conduct myself in a positive manner.
- I will remember that coaching is about motivating players to produce their best effort and inspiring players to learn.

The board of directors has the authority to review all infractions of the LCB Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.

Safety is everyone's responsibility

Safety is everyone's responsibility

LCB SAFETY CODE



The Board of Directors of Lakeland City Baseball has mandated the following *Safety Code*. All managers and coaches will read this *Safety Code* and should make every effort to communicate its contents and intentions to the players on their team and their parents.

- Responsibility for safety procedures belong to every adult involved with Lakeland City Baseball.
- Each player, manager, coach and umpire shall use proper reasoning and care to prevent injury to him/herself and to others during practice and games.
- Only league approved managers and/or coaches are allowed to practice teams. Parents and older siblings may participate in practice with the manager/coaches' approval, supervision and responsibility.
- Only league-approved managers and/or coaches will supervise batting cages.
- A First-Aid kit will be located at the central location of the concession stand during games. Each manager is *encouraged* to keep a small First-Aid Kit with them as well, as part of their "equipment" for the team.
- No games or practices will be held when weather or field conditions are poor or unsafe, particularly when lightning is in the area.
- Play area should be inspected before games and practices for holes, damage, stones, glass and other foreign objects.
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play", except for bat racks and on-deck areas, where permitted.
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games.



- Responsibility for keeping bats and loose equipment off the field of play should be that of the team's manager and designated coaches. Bats should be placed on the bat racks installed on the chain link fence within the field of play or in the on-deck space.
- Foul balls batted out of playing area should not be thrown over the fence during a game and should be placed in the ball return dispenser behind home plate on every field.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.



- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endangering spectators, (i.e., playing catch, pepper, swinging bats etc.)
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games. No helmets that are cracked, broken, or with paint or decals placed on them are permitted.



- Managers should inspect all equipment for approval.
- Except when a runner is returning to a base, head first slides are not permitted.
- At no time should "horse play" be permitted on the playing field or dugouts.
- Parents of players who wear glasses should be encouraged to provide "safety glasses" or glasses straps for their children.
- On-deck batters are not permitted except at the Major/Junior/Senior levels.



- No bat weight devices ("doughnuts" or weighted sleeves) permitted on the field of play except at the Major/Junior/Senior levels.
- Managers will only use official baseballs supplied by LCB.
- All male players will wear athletic supporters or cups during games. Catchers must wear a cup and "dangling" throat protector. Managers should encourage that cups and "dangling" throat protectors be worn at practices too.
- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector. The bottom flap should not be folded up



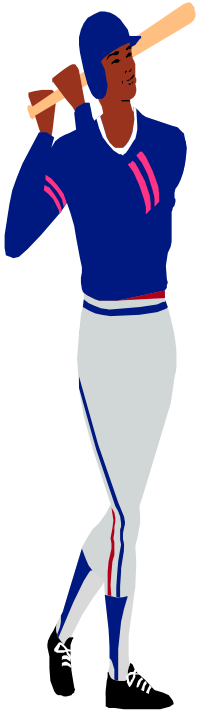
and should remain in its unfolded position to provide maximum protection.

- All catchers must wear chest protectors, shin guards and catcher's mask with a "dangling" throat protector in games and practices.
- Shoes with metal spikes or cleats are **not** permitted. Shoes with molded cleats are permissible.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- No food or drink, at any time, in the dugouts. (Exception: bottled water, sports drinks and water from drinking fountains.)
- Catchers must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) of any shape, size or weight consistent with protecting the hand. (Does not apply to LCB Buddy Ball, Tee Ball or Coach Pitch.)
- When warming up pitchers catchers must wear a catcher mask at minimum.
- Managers will never leave an unattended child at a practice or game.
- No children under the age of 12 are permitted inside the concession stand.
- **Never hesitate to report or contact the LCB Safety Officer or other board member on duty of any present or potential safety hazard at the park or on the field.**
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- Speed Limit is 5 miles per hour in roadways and parking lots.
- Keep vehicles locked and valuables out of sight.
- No alcohol, drugs or use of tobacco products (including spit tobacco) allowed on the premises at any time.
- **No medication** will be taken by a player at the facility unless administered directly by the child's parent. This includes aspirin and non-aspirin medications.
- No playing in the parking lots at any time.
- No playing on and around lawn equipment, machinery at any time.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.



- No throwing rocks.
- No climbing fences, batting cage nets or trees within the park complex.
- No swinging on dugout roofs or supports.
- By city of Lakeland ordinance, no pets are permitted on the premises at any time.
- Observe all posted signs.
- Players, volunteers and spectators should be alert at all times for foul balls and errant throws.
- All gates to the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- Bicycle helmets must be worn at all times when riding bicycles on the premises as well as to and from the premises. At Peterson Park, bicycles can be parked in the bike rack available next to the west entrance gate, near fields 1 and 4.
- No bicycles, skateboards, rollerblades, etc. are permitted within the fenced perimeter of the fields at Peterson Park.
- Use crosswalks when crossing roadways. Always be alert for traffic in the parking lot and main drive ways of the park.
- No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.
- There is no running allowed in or jumping from the bleachers.





SAFETY FIRST!

BE ALERT!

CHECK PLAYING FIELD FOR HAZARDS

PLAYERS MUST WEAR PROPER EQUIPMENT

ENSURE EQUIPMENT IS IN GOOD SHAPE

MAINTAIN CONTROL OF THE SITUATION

MAINTAIN DISCIPLINE

BE ORGANIZED

KNOW PLAYERS' LIMITS AND DON'T EXCEED
THEM

MAKE IT FUN!

HYDRATION

Good *nutrition* is important for children. Sometimes, the most important nutrient children need is *water* -- especially when they're physically active. When children are physically active, their muscles generate *heat* thereby increasing their *body temperature*. As their body temperature rises, their cooling mechanism - sweat - kicks in. When sweat evaporates, the body is cooled. Unfortunately, children get hotter than adults during physical activity and their body's cooling mechanism is not as efficient as adults. If fluids aren't replaced, children can become *overheated*.

We usually think about *dehydration* in the summer months when hot temperatures shorten the time it takes for children to become overheated. But keeping children well hydrated is just as important in the winter months. Additional clothing worn in the colder weather makes it difficult for sweat to evaporate, so the body does not cool as quickly.

It does not matter if it's January or July, thirst is not an indicator of fluid needs. In Florida, any day can see temperature extremes and it can be hot. Therefore, *children must be encouraged to drink fluids even when they don't feel thirsty*.

Managers and coaches should schedule drink breaks every 15 to 30 minutes during practices on hot days, and should encourage players to drink between every inning.

During any activity water is an excellent fluid to keep the body well hydrated. It's economical too! Offering flavored fluids like sport drinks or fruit juice can help encourage children to drink. Sports drinks should contain between 6 and 8 percent carbohydrates (15 to 18 grams of carbohydrates per cup) or less. If the carbohydrate levels are higher, the sports drink should be diluted with water. Fruit juice should also be diluted (1 cup juice to 1 cup water). Beverages high in carbohydrates like undiluted fruit juice may cause stomach cramps, nausea and diarrhea when the child becomes active. *Caffeinated beverages (tea, coffee, Colas) should be avoided* because they are diuretics and can dehydrate the body further. *Avoid carbonated drinks*, which can cause gastrointestinal distress and may decrease fluid volume.



WEATHER



Most of our days in Central Florida are warm and sunny but there are those days when the weather turns bad and creates *unsafe weather conditions*.

Rain:

If it begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
2. Determine the direction the storm is moving.
3. Evaluate the playing field as it becomes more and more saturated.
4. Stop practice if the playing conditions become unsafe -- use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.



Lightning: (Do not take for granted!)

The average lightning stroke is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second.

The average thunderstorm is 6-10 miles wide and moves at a rate of 25 miles per hour.

Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead.

On average, the thunder from a lightning stroke can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached to within 3-4 miles!

The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm's leading edge. By the time you feel the wind, the storm can be less than 3 miles away!

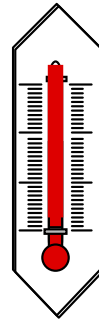
If you can **HEAR, SEE OR FEEL** a **THUNDERSTORM**:

1. **Suspend all games and practices immediately.** Use good judgment and common sense! The safety of all involved is the most important concern!
2. Stay away from metal including fencing and bleachers.
3. Do not hold metal bats.
4. Get players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not to continue the game or practice.

Hot Weather:

Precautions must be taken in order to make sure the players on your team do not **dehydrate** or **hyperventilate** in hot weather.

1. Suggest players take drinks of water between innings. (*Drinking fountains are located at the concession stands.*)
2. If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout A.S.A.P.
3. If a player should collapse as a result of heat exhaustion, call **9-1-1** immediately. Get the player to drink water and use the ice bags available at the concession stand to cool him/her down until the emergency medical team arrives. (*See section on Hydration*)

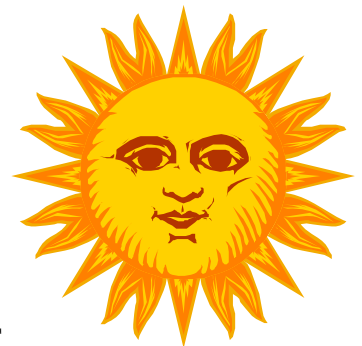


Ultra-Violet Ray Exposure:

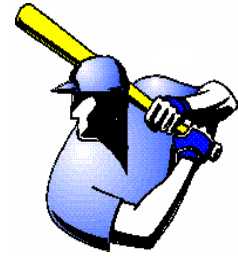
This kind of exposure increases and athlete's risk of developing a specific type of skin cancer known as **melanoma**.

The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time that they are 18 years old.

Therefore, LCB recommends the use of sunscreen with a SPF (sun protection factor) of at least 15 as a means of protection from damaging ultra-violet light.



ACCIDENT REPORTING PROCEDURE



What to report –

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

When to report -

All such incidents described above must be reported to the LCB Safety Officer within 24 hours of the incident. The *LCB Safety Officer* is *Bob Walters*, who can be reached at the following:



Bob Walters	
Cell:	(863) 661-2794
email:	bwalters57@gmail.com

The LCB Safety Officer's contact information will be posted at all times on the main message board outside the Peterson Park concession stand or online. **Accident forms are in the board member closet or with the Safety Officer.**

How to make a report -



Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.
- If a child or player is involved in the incident, the name and phone number of the parent or guardian. The parent or guardian must sign the claim form if one is being completed.



HEALTH AND MEDICAL - Giving First-Aid



What is First-Aid?

First-Aid means exactly what the term implies -- it is the ***first care*** given to a victim. It is usually performed by the ***first person*** on the scene and continued until professional medical help arrives, (9-1-1 paramedics). At no time should anyone administering First-Aid ***go beyond*** his or her capabilities. ***Know your limits!***

The average response time on ***9-1-1*** calls is 5-7 minutes. En-route paramedics are in constant communication with the local hospital at all time preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First Aid you can and wait for the paramedics to arrive.

Treatment At Site -

Some Important Do's and Don'ts

Do...

- ⇒ **Access** the injury. If the victim is conscious, find out what happened, where it hurts, watch for shock.
- ⇒ **Know** your limitations.
- ⇒ **Call** 9-1-1 immediately if person is unconscious or seriously injured.
- ⇒ **Look** for signs of *injury (blood, black-and-blue, deformity of joint etc.)*
- ⇒ **Listen** to the injured player describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- ⇒ **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. Often players are 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 aid when needed.
- **Don't be afraid** to ask for help if you're not sure of the proper procedure, (i.e., CPR, etc.)
- **DO NOT transport** injured individual except in extreme emergencies.



9-1-1 EMERGENCY NUMBER



The most important help that you can provide to a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure that you or another caller follows these steps:

- **DIAL 9-1-1**
- Give the dispatcher the necessary information. Answer any questions that he or she might ask. Most dispatchers will ask:
 - The exact location or address of the emergency. Include the name of the city or town, nearby intersections, landmarks, etc.
 - *The address for Peterson Park is: 3700 Peterson Park Ave., off Cleveland Heights Blvd., behind the YMCA.*
 - *The address for Lake Bonny Park is: 800 Hwy 98 (Bartow Rd.), across the street from Lakeland High School.*
 - The telephone number from which the call is being made.
 - The caller's name.
 - What happened - for example, a baseball related injury, bicycle accident, fire, fall, etc.
 - How many people are involved.

- The condition of the injured person - for example, unconsciousness, chest pains, or severe bleeding.
- What help (First-Aid) is being given.
- Do not hang up until the dispatcher hangs up. The EMS dispatcher may be able to tell you how to best care for the victim.
- Continue to care for the victim till professional help arrives.
- Appoint somebody to go to the street and look for the *ambulance* and/or *fire engine* and flag them down if necessary. This saves valuable time. Remember, every minute counts.

When to call -

If the injured person is unconscious, call **9-1-1** immediately. Sometimes a conscious victim will tell you not to call an ambulance, and you may not be sure what to do. Call **9-1-1** anyway and request paramedics if the victim -

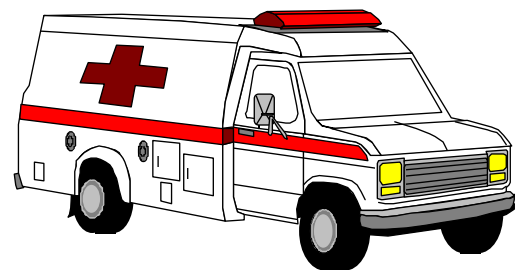


- Is or becomes unconscious.
- Has trouble breathing or is breathing in a strange way.
- Has chest pain or pressure.
- Is bleeding severely.
- Has pressure or pain in the abdomen that does not go away.
- Is vomiting or passing blood.
- Has seizures, a severe headache, or slurred speech.
- Appears to have been poisoned.
- Has injuries to the head, neck or back.
- Has possible broken bones.

If you have any doubt at all, call 9-1-1- and requests paramedics.

Also Call 9-1-1 for any of these situations:

- Fire or explosion
- Downed electrical wires
- Vehicle Collisions
- Vehicle/Bicycle Collisions
- Victims who cannot be moved easily



Incident Reporting and Accident Insurance Claim Procedures

Although we wish to have a record of any injury to any person during LCB-approved events, please be aware the league's insurance coverage only extends to players and volunteers, not spectators or others on the premises.

If the incident involves an injury to a player or volunteer, and if the injury merits consideration for a claim to the LCB insurance carrier, the "Special Risk Accident and Sickness Claim Form" must be completed and signed by the injured party or parent/legal guardian *as soon as possible* and provided to the Safety Officer within **5 days** after the accident. Blank forms are available at the Peterson Park concession stand board member closet, on the league website by clicking the 'Safety' link, or through the Safety Officer.

Upon receiving the completed claim form the Safety Officer will work with the player's parent(s) or volunteer to determine if an insurance claim is to be submitted. ***Please be aware*** we only have a **10-15 day window** for these documents to be submitted to the insurance carrier for a claim to be given consideration.

In addition to the timely submission of the claim forms, there are specific time frames in which treatment for the injury must be initiated and itemized billing provided.

Please communicate to your players' parents and volunteers on your team the following key points about Lakeland City Baseball Leagues Inc.'s insurance:

- LCB's insurance policy is an "**excess coverage, accident only**" plan, to be used as a **supplement to other insurance**. If there is no primary coverage, the league's insurance will provide benefits with specific limitations and deductibles similar to all medical/health policies. These decisions are not to be made locally and committed to locally by the league or any league representative.
- The Lakeland City Baseball insurance policy only covers injuries to players and volunteers involved in Lakeland City Baseball-approved activities.