

# 2025 Safety Manual



John Belliveau Collection

**Port Huron**



# Little League Port Huron, MICHIGAN 48060 I.D. 01220711

## TABLE OF CONTENTS

<b>Mission Statement</b>	<b>5</b>
<b>Active Safety Officer</b>	<b>5</b>
<b>Distribute a Safety Manual</b>	<b>6</b>
<b>Emergency and Board Members contact numbers</b>	<b>7-8</b>
<b>Volunteer Applications &amp; Sexual Abuse Registry</b>	<b>9-10</b>
<b>Provide Fundamentals Training</b>	<b>11</b>
<b>First Aid Training</b>	<b>12</b>
<b>Prior to Game Time – Check Fields for Hazards</b>	<b>13</b>
<b>Inclement Weather &amp; Little League Field Survey</b>	<b>14</b>
<b>Safety Procedures for Concessions</b>	<b>15</b>
<b>Inspect and Replace Equipment</b>	<b>16</b>
<b>Other Safety Considerations</b>	<b>16</b>
<b>Accident Reporting Procedures</b>	<b>17</b>
<b>First Aid Kits</b>	<b>18</b>
<b>Enforcement of Little League Rules including Equipment</b>	<b>18</b>
<b>Appendix</b>	<b>19</b>



# **APPENDIX**

- **Incident/Injury Tracking Report**
- **Communicable Disease Procedure**
- **Accident Claim Form**
- **First Aid Kits: What goes in them?**
- **Concession Stand Tips**
- **Concussion Training**
- **Abuse Awareness Training**





## **MISSION STATEMENT**

**Port Huron Little League (“PHLL”) is a volunteer-based organization that serves the youth of the community. It is important to provide a fun and safe environment for our youth to learn the fundamentals of being part of a team. We respect the game, those who play it, coach it, officiate it and enjoy it.**

## **ACTIVE SAFETY OFFICER**

**PHLL Safety Officer for 2025 Season:**

**Keith Walker  
810-531-1643  
williwalker7@gmail.com**



## **DISTRIBUTE A SAFETY MANUAL**

PHLL will Email a link to the ASAP via newsletter to officers, volunteers and parents and post a link on the PHLL league website.

Print and distribute the safety plan to all staff:

- Concession manual to concession workers
- Equipment policies to facilities crew
- First aid to managers and coaches, etc.
- Keep copies in common areas for all volunteers.

While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.



## **PHLL BOARD OF DIRECTORS AND EMERGENCY NUMBERS**

### **EMERGENCY – POLICE/FIRE/AMBULANCE – CALL 911**

#### **Non-Emergency**

Lake Huron Medical Center	(810) 216-1500
Port Huron Fire Dept.	(810) 984-9750
McLaren PH Hospital	(810) 987-5000
Port Huron Police	(810) 984-8415
St Clair County Sheriff's Dept.	(810) 987-1700
Tri-Hospital EMS	(810) 985-7115
Semco Energy – emergency	(888) 427-1427
DTE – emergency	(800) 477-4747



## **2025 Port Huron Little League Board Members**

## President

Kandace Vincent(810) 455-3636    kandace.vincent@yahoo.com

**Vice President**

Vice President  
Don Nichols (810) 841-8146 kimnichols9@outlook.com

## Treasurer

Karrie Green (810) 357-6098 karrielank@yahoo.com

**Secretary**

Jessica Winn (810) 705-4169 jessi\_lynne\_15@hotmail.com

## Player Agent

Gabriel Killion (810) 357-8286 kable922@gmail.com

## Equipment Manager

Equipment Manager  
Jake Noel (810) 956-4070 jnoely15@gmail.com

**Safety Officer**

Keith Walker (810) 531-1643 williwalker7@gmail.com

## Umpire In Chief

Gabriel Killion (810) 357-8286 kable922@gmail.com

## Tee Ball

Karrie Green (810) 357-6098 karrielank@yahoo.com

## Softball Director

Keith Walker (810) 531-1643 williwalker7@gmail.com

**Fundraising Director.**

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Kelsey Killion (810) 357-5235 kkillion@phasd.us

## Tournament Director

Kandace Vincent (810) 455-3636    kandace.vincent@yahoo.com

## Concessions Director

Heather Bombard (810) 710-1038 hotchic\_sailormoon2006@yahoo.com

## Field Maintenance Director

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Josh Bombard (810) 710-0364 mkbbombard@gmail.com



## **LITTLE LEAGUE VOLUNTEER APPLICATIONS AND SEXUAL ABUSE REGISTRY**

### **Volunteer Applications & Background Checks**

PHLL will abide by Little League Regulations that require all volunteers, including but not limited to, board members, managers, coaches, team parents, and any other volunteers or hired workers who provide regular service to PHLL and/or have repetitive access to, or contact with, players or teams, be required to fill out a volunteer application annually.

PHLL will conduct a background check on each applicant through JDP. The JDP Criminal File database contains more than 270 million records including criminal and sex offender registry records covering 50 states and the District of Columbia. If JDP is not available, we will utilize the nationwide sex offender registry and the Michigan Department of Corrections Offender Tracking Information System.

An individual who has been convicted or plead guilty to charges involving or against a minor, no matter when the offense occurred, will not be permitted to be a member or volunteer for PHLL. Any volunteers who refuse to submit a fully completed Volunteer Application will be immediately terminated or eliminated from the PHLL for any position.

PHLL President Kandace Vincent and Safety Director Keith Walker will handle all background checks and retain each volunteer application, background check information, and any other documents obtained on file for the current year of service for that individual. The league must complete the annual screening process prior to any individual assuming his/her duties for the upcoming year.





## Little League® Volunteer Application – 2025

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



This volunteer application should only be used if a league is manually entering information into JDP. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP.  
Visit [LittleLeague.org/LocalBGcheck](http://LittleLeague.org/LocalBGcheck) for more information.  
**A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.**

**All RED fields are required.**

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): \_\_\_\_\_

1. Do you have children in the program? ☐ Yes ☐ No  
If yes, list full name and what level? \_\_\_\_\_

2. Special Certification (CPR, Medical, etc.)? If yes, list: \_\_\_\_\_ ☐ Yes ☐ No

3. Do you have a valid driver's license? ☐ Yes ☐ No  
Driver's License#: \_\_\_\_\_ State: \_\_\_\_\_

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? ☐ Yes ☐ No  
If yes, describe each in full: \_\_\_\_\_  
(If volunteer answered yes to Question 4, the local league must contact Little League International.)

5. 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.)

6. 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.)

7. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? ☐ Yes ☐ No  
If yes, explain: \_\_\_\_\_  
(If volunteer answered yes to Question 7, the local league must contact Little League International.)

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/BgStateLaws](http://LittleLeague.org/BgStateLaws)**

AS A 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 \_\_\_\_\_

**Review the Little League Regulation 1(c)(9) for all background check requirements**

☐ JDP Background Check Completed (Includes review of the U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)\*

\*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.**

☐ Proof of completion of Little League Abuse Awareness Training for Adults provided to league.  
Mandatory Training Course is available at [LittleLeague.org/AbuseAwareness](http://LittleLeague.org/AbuseAwareness)

Last Updated: 12/4/2024

## FUNDAMENTALS TRAINING

PHLL will conduct a Coaches Clinic on March 8th, 2025. Managers and Coaches will be trained on the appropriate method of hitting, sliding, fielding, and pitching fundamentals. A minimum of one participant per team must attend this training in order to be an approved coach for Port Huron Little League.



Managers and coaches will be required to attend this clinic annually. This clinic will help ensure the consistency of rules and regulations of our umpire in chief's specifications and is also mandatory.

Below are links to basic fundamentals of baseball such as, hitting, throwing and do's and don'ts. These videos are currently referenced in PHLL coach's clinic.

[https://youtu.be/4d9K0m\\_VR2k](https://youtu.be/4d9K0m_VR2k)

<https://youtu.be/UVV77MgX3Hc>

<https://youtu.be/yGTqNEyfGRk>

### **FIRST AID AND CPR TRAINING**

**Basic First Aid and CPR Training will be done via an in-person clinic on April 5th, 2025. One manager or one coach from each team MUST participate in the training.**

**Certain medical professions, i.e. doctors, nurses, paramedics, do not need to meet this requirement but are required to show proof of certifications.**

**Training qualifies volunteers for three years. Recertification will be mandatory.**

**Managers and coaches are also advised to educate themselves on concussions.**

[HEADS UP to Youth Sports Coaches: Online Concussion Training | HEADS UP | CDC](#)





## **WALK FIELDS PRIOR TO PLAY AND CHECK FOR HAZARDS**

Before all games and/or practices the fields are to be checked for hazards before use. Managers, Coaches and Umpires are instructed to do this before EVERY field use. If any hazard is found that cannot be immediately fixed, the President and/or Safety Officer should be notified immediately. If there is any doubt about the playability of the field, err on the side of caution and reschedule the game. Such things that should be watched for:

- Holes, damage, rough or uneven spots, slippery areas, and long grass.
- Glass, rocks, foreign objects.
- Damage to screens or fences, including holes, sharp edges, or loose edges.
- Unsafe conditions around backstop, pitcher's mound, or warning track.
- Safety bases are secured in place, level and free of tears.



## **Inclement weather**

If thunder is heard, halt play, and have everybody take cover. If you hear thunder, you are close enough to be struck by lightning. If lightning is seen, the game is to be immediately halted and rescheduled if necessary. Managers and/or Coaches should stay at the location until all players are picked up. Seek shelter in a building or car. Do not stay in dug out or under a tree.

### **If somebody is struck by lightning:**

- **The person who has been struck carries no electrical charge, they are safe to touch.**
- **Call 911 immediately.**
- **Check the body for burns.**
- **Give first aid as needed.**
- **If breathing and/or heartbeat have stopped, perform CPR until EMS arrives.**
- **Contact the Safety Officer and/or President immediately.**

If temperatures should reach 90° or more, or if humidity is above 95°, a halt for rest and fluids should occur as necessary. Encourage players to drink fluids in small amounts and frequently. Any player exhibiting signs of heat related illness (cramps, fatigue, lightheadedness, nausea, vomiting or headache) should be removed from the game immediately, placed in the shade, and rehydrated. If symptoms do not respond to treatment, seek professional medical treatment immediately.

## **COMPLETE ANNUAL LITTLE LEAGUE FIELD SURVEY**

**Required each year to help leagues find and correct facility concerns.**



The Facility Survey is part of the step-by-step ASAP submission process and the paper form is no longer necessary.

## **SAFETY PROCEDURES FOR CONCESSIONS**

### **Temperature Control:**

**Never allow food to remain in the danger zone for longer than 4 hours. Danger zone is between 41 to 140 degrees.**

**Cook ground beef or pork to a temperature of at least 155 degrees. Poultry must be cooked up to a temperature of at least 165 degrees.**

**All reheated foods must be brought up to a temperature of at least 165 degrees.**

**Cool foods by bringing the temperature down to 41 degrees within 4 hours. Break food into smaller containers if needed.**

**Cold foods should be kept at 41 degrees or lower and hot foods kept at 135 degrees or higher.**

### **Handwashing:**

**Wash hands after using the restroom, handling money, sneezing or coughing, handling raw foods, eating or smoking, touching hair or body, cleaning tables or dishes, handling garbage, and touching animals or any other non-sanitized surface.**

**No person under the age of sixteen will be allowed behind the counter in the concession stand.**

**Cooking equipment will be inspected periodically and repaired or replaced as needed. Propane tanks will be turned off at the grill and at the tank after use. Carbon dioxide tanks or valves will be reported to the supplier immediately. If no propane tanks are available, then a stove will be checked before concession stand shutdown to make sure all gas is turned off.**

**Cleaning chemicals must be stored in a secure area away from areas of food preparations.**

**A fully stocked First Aid Kit will be placed in each concession stand along with an ample supply of ice. Extra chemical ice packs will be stored in the concession stand if needed by teams.**

**The Concession Stand main entrance door will not be locked or blocked while people are inside.**

**No smoking or use of tobacco products will be allowed in the concession stand.**



**All state and local health departments' regulations and guidelines will be followed.**

## **REGULAR INSPECTION AND REPLACEMENT OF EQUIPMENT**

Coaches and umpires will inspect equipment prior use by players.

Do not just discard bad/broken equipment. It should be destroyed or made unusable to stop children from trying to save it.

Repair or replace defective equipment.

Contact the equipment manager for replacement of any items  
Jake Noel 1-810-956-4070

## **OTHER SAFETY CONSIDERATIONS**

- Have all players remove all jewelry.
- Parents should be encouraged to provide safety glasses for players who wear glasses.
- All medical release forms are available in the PHLL office.
- All teams should have a first aid kit with them at all games and practices.
- Have access to a telephone in case of an emergency.
- Know where the closest emergency shelter is in case of severe weather.
- Ensure warm-up procedures have been completed by all players.
- Stress the importance of paying attention.
- Instruct the players on proper fundamentals of the game to ensure safe participation.
- Each practice should have at least 2 coaches in case of an emergency.
- Only players, managers, coaches, and umpires are permitted on the playing field during play and practice sessions.
- Batters must wear approved protective helmets during practice and games.
- Catchers must wear a catcher's helmet (with face mask and throat guard), chest protector, and shin guards. Male catchers must wear long-model chest protectors (divisions below Jr/Sr League), protective supportive and cup at all times.
- No climbing fences or on dugouts.
- Except when runner is returning to a base, headfirst slides are not permitted (12 years and under).





## **ACCIDENT REPORTING PROCEDURES**

### **What to Report**

An accident that causes any player, manager, coach, umpires, or volunteer(s) to receive medical treatment and/or first aid must be reported to the Safety Director and/or President. This includes even passive treatment such as evaluation and diagnosis of the extent or the injury.

### **When to Report**

All such incidents described above must be reported to the Safety Director within 24 hours of the incident. The Safety Director is responsible for completing an Incident Tracking Report (see Appendix). The Port Huron Little League Safety Director, Keith Walker, can be reached at the following numbers:

**Cell Phone:** (810) 531-1643  
**E-Mail** williwalker7@gmail.com

The Safety Director's contact information will be posted at all times in the Little League club house.

Within 24 hours of receiving the incident report, the Safety Director will contact the injured party or parties or legal guardian and:

1. Verify the information received;
2. Obtain any other information necessary; and
3. Check on the status of the injured party.

In the event that the injured required other, medical treatment (i.e., emergency room visit or doctor's visit) will advise the parent or legal guardian of the Port Huron Little League's insurance coverage and the provisions for submitting any claims.

If the extents of the injuries are more than minor in nature, the Safety Director shall periodically call the injured party to (1) check on the status of any injuries; and (2) check if any other assistance is necessary such as submission of insurance forms, etc., until such time as the incident is considered "closed."



### **FIRST AID KITS**

New First Aid kits are to be distributed to all managers and coaches when they receive their equipment. The kits should be with managers/coaches at every game and practice. Additional kits can be found at the Concession Stand. If a new kit is needed, managers and/or coaches should contact the Safety Officer. (“First Aid Kits: What goes in them? – see Appendix)

**COMMUNICABLE DISEASE PROCEDURE – SEE APPENDIX**

### **ENFORCE LITTLE LEAGUE RULES INCLUDING PROPER EQUIPMENT**

Board members, managers, coaches, and umpires should all be thoroughly knowledgeable with the current Little League rule book. The PHLL board is responsible for strictly enforcing rules, regulations and safety procedures. These rules will be followed during games and practices.

**The PHLL will follow all further Rules and Regulations as set forth by ASAP.**



## **Appendix**

### **Incident/Injury Tracking Report**

[littleleague.org/downloads/incident-injury-tracking-form/](http://littleleague.org/downloads/incident-injury-tracking-form/)

### **Communicable Disease Procedure**

[baseball06.p65](#)

### **Accident Claim Form**

[littleleague.org/downloads/accident-claim-form/](http://littleleague.org/downloads/accident-claim-form/)

### **First Aid Kits:**

[littleleague.org/downloads/asap-requirement-12-first-aid-kits/](http://littleleague.org/downloads/asap-requirement-12-first-aid-kits/)

### **Concession Stand Tips**

[Concession Stand Safety Tips: 12 Steps to Safe, Sanitary Food Service - Little League](#)

### **Concussion Training**

[HEADS UP to Youth Sports Coaches: Online Concussion Training | HEADS UP | CDC](#)

### **Abuse Awareness Training**

[Abuse Awareness Training Course - Little League](#)