

# **APPENDIX**

- 1. Emergency / League Contact Information**
- 2. 2016 Little League Volunteer Application**
- 3. Field Safety Checklist**
- 4. Concession Stand Procedures**
- 5. Incident/Injury Tracking Report**
- 6. Insurance Claim Form Instructions**
- 7. Little League Accident Claim Form**



## **WALLKILL VALLEY LITTLE LEAGUE**

### **Emergency Response Phone List**

### **EMERGENCY 911**

<b>Franklin Police (Non-Emergency)</b>	<b>(973)827-7040</b>
<b>Hamburg Police (Non-Emergency)</b>	<b>(973)827-6211</b>
<b>Hardyston Police (Non-Emergency)</b>	<b>(973)823-7022</b>
<b>Ogdensburg Police (Non-Emergency)</b>	<b>(973)827-3160</b>
<b>St. Clare's Hospital (Sussex)</b>	<b>(973)702-2714</b>
<b>Newton Memorial Hospital</b>	<b>(973)383-2121</b>
<b>Morristown Memorial Hospital</b>	<b>(973)971-5000</b>

#### **Little League Officers**

<b>Christopher Morciglio – President</b>	<b>(845)598-7645</b>
<b>Brian Westergaard – Vice President</b>	<b>(973)248-7992</b>
<b>Kristin Alexander – Secretary</b>	<b>(201)953-3267</b>
<b>Melissa Westergaard – Treasurer</b>	<b>(973)248-7992</b>
<b>Deborah Zemietra – Safety Officer</b>	<b>(973)570-9427</b>
<b>Joohn Zemietra – Equipment Manager</b>	<b>(973)896-5808</b>

## **FIELD SAFETY CHECKLIST**

BEFORE ANY PRACTICE OR GAME, ANY MANAGER, COACH OR UMPIRE PRESENT IS REQUIRED TO WALK THE FIELD AND CHECK FOR:

- BROKEN GLASS
- HOLES OR RUTS
- EQUIPMENT LEFT BEHIND
- OTHER FOREIGN OBJECTS
- WET CONDITIONS – MUD OR STANDING WATER
- CONDITION OF FENCING AND BACKSTOP
- CONDITION OF DUG OUTS / BENCHES

AS A MANAGER OR COACH YOU NEED TO HAVE AT LEAST THE FOLLOWING AT ALL PRACTICES AND GAMES:

- A WORKING PHONE
- A FIRST AID KIT
- MEDICAL RELEASE FORMS
- ACCIDENT/INJURY REPORT FORMS
- SAFETY MANUAL

PLEASE CHECK **ALL** EQUIPMENT PRIOR TO USE

**WALLKILL VALLEY LITTLE LEAGUE**

## **CONCESSION STAND PROCEDURES**

1. Adult supervision must be in effect at all times
2. Only adults are allowed to operate or be near the cooking appliances
3. Outdoor grills will be placed in an area away from spectators
4. All volunteers will clean their hands on a regular basis (Hand Sanitizer available)
5. Un-wrapped foods must be handled with paper towels or plastic wrap
6. No glass containers of any type will be sold at the concession stand
7. Everything must be cleaned and put away at the end of each shift
8. A complete first aid kit will be kept in the concession stand
9. A fire extinguisher shall be kept in the concession stand for emergency use
10. A list of emergency numbers will be posted in the concession stand