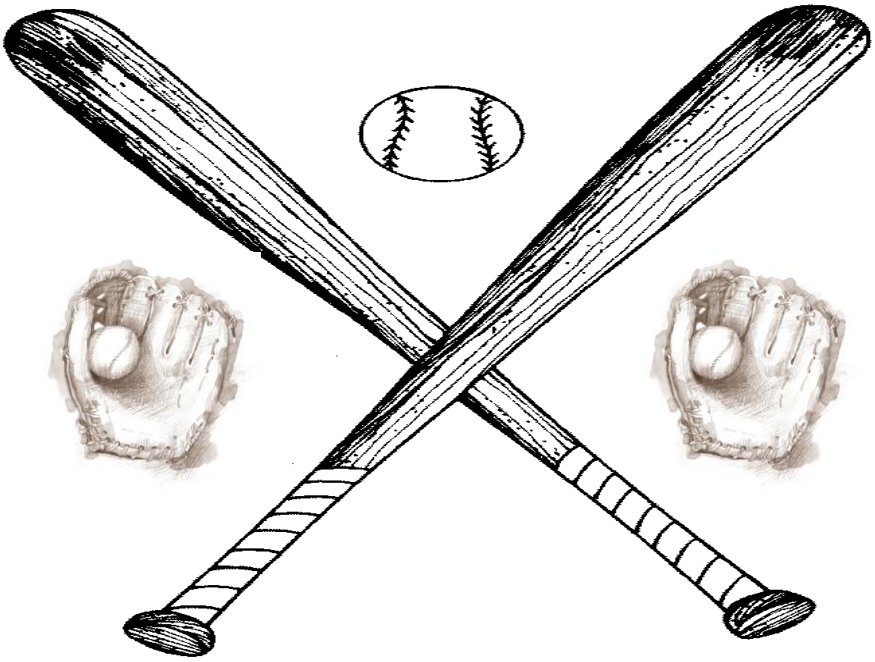
GREENSBORO PARKS AND RECREATION



2015
5-6 Rookie League

League Director:
Phil Hardin, Assistant Athletic Director (373-2955)
Email: phil.hardin@greensboro-nc.gov

2015: 5-6 Rookie League Baseball Program

GSOPARKSANDREC

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2015 Points of Emphasis:

- **Athletic Division reserves the right to place players' base on the needs of the program.**

- The focus for this year's season is about promoting sportsmanship and learning proper mechanics and basic fundamentals for youth baseball. Coaches should encourage learning through drills and organized practices for all players.

1. Uniforms The Greensboro Parks and Recreation Department will provide each team player with a t-shirt and cap. This uniform should be worn during all games.
2. Registration fees will be collected per player.
3. Each team must have a maximum of 12 players on a roster.
4. Only the Head Coach and authorized assistant coaches may be in the dugout.
5. All coaches must submit and pass the background check before being allowed to coach.
6. The Greensboro Parks and Recreation Department will place players based on their zip codes and residence.
7. Coaches playing an unauthorized player will be immediately suspended for no less than one (1) year without an appeal.
8. No player refunds will be given after the first practice of the season.
9. Coach will throw each player (3) pitches, if player does not put ball into play, the Tee will be used. If player does not put ball in play off Tee, they will be considered out. If player swings at all 3 pitches and misses he / she will be considered out.
10. Game Length: 5 innings or 65 minutes.
11. Coaches are responsible for the safety of their players at all times.
12. Coaches are encouraged to carry a first-aid kit with their team for practices and games.
13. Warm-ups are only allowed before games.
14. Player playing the catcher will be placed in "safe zone" while the head or assistant coach assumes the catching position. Once ball is in play, the catcher will engage in play.
15. Runners may advance one base on all overthrown balls that go out of play.
16. Face mask are required on all batting helmets supplied by each team. Any player coming to the plate without a proper helmet will be considered out.

The league coordinator or his representative will act as the umpire during the games.

GREENSBORO PARKS & RECREATION DEPARTMENT
2015 BASEBALL PROGRAM
5-6 ROOKIE LEAGUE
LOCAL RULES AND BY-LAWS

PARKS & RECREATION MISSION STATMENT:

"The Greensboro Parks and Recreation exists to provide professional, diverse leisure opportunities through inclusive programs, facilities, parks, and open space ensuring that Greensboro is a desirable place to work, live, and play."

ATHLETICS PHILOSOPHY

The mission of the Athletic Section of the Greensboro Parks and Recreation Department is to create a positive environment for youth and adults:

I. By emphasizing each individual's right to participate
II. By teaching life skills, good sportsmanship and game fundamentals
III. By stressing fun and enjoyment above all else

PURPOSE:

To provide an opportunity for youth, ages 5-6 to play baseball in an organized team setting emphasizing safety, fundamental skills, teamwork, sportsmanship and fair play.

ORGANIZATIONAL SET UP AND DUTIES:

1. League Director – Is responsible for scheduling all leagues. Along with the Athletic Director, the League Director shall be the chief supervisor of all teams in the Parks and Recreation Department Rookie League program and reserves the right to suspend any manager, coach, player, or spectator who breaks any of the department policies as stated in these By-Laws.
   The League Director will handle all protests. If a player or team appeals a ruling from the League Director, the Athletic Director will hear the appeal for a final ruling.
2. Field Supervisors will be Parks and Recreation Department employees working under the supervision of the League Director. Their duties include, but not limited to:
   a. General supervision of games, fields and spectators
   b. Handling any problems which may arise at the fields
   c. Enforcement of the Rules and By-Laws, City and Department Policies

TEAMS AND LEAGUES:

5-6 Rookie League is for youth ages 5-6. Players' age is determined by cut-off date April 30, 2015.

SEASONAL GAMES:

The season will consist of 5 games and no tournament play. Final league assignments will be made by the League Director. Field locations will be based on field size and availability.

ENTRY FEE:

The fee to participate for is $35 per player. ($40 late fee) A t-shirt and cap will be provided for all players. Individual medallions will be awarded to each player after the completion of the season. *NO player refunds will be given after the first practice of the season.*

REFUND POLICY:

Greensboro Parks and Recreation Refund Policy
For Youth Baseball

The Greensboro Parks and Recreation Department reserves the right to cancel a program at the sole discretion of the department, including when a program's minimum enrollment is not met. In the event of a program cancellation, the department will endeavor to provide as much advance notice as possible to participants. In addition, the department reserves the right to alter schedules, fees, and instructors as necessary. In the event that the department cancels a program or event, registration fees are 100% refundable except in cases when an alternative refund policy has been provided in writing to registrants at the time of registration.

Program withdrawal and refund requests initiated by participants will be processed in accordance with the criteria set forth below. All requests for a refund of program fees must be received by the department in writing. Refund requests are processed according to the guidelines included below and generally take 2-4 weeks to process, with the exception of payments made by check, which may take additional processing time. The refund check will be mailed to address provided on the written refund request.

Prior to Program Start Date: Fees are fully refundable less a $10 processing fee per registration. (No equipment issued)

No refund is available except in extenuating circumstances as determined by the program supervisor. (All equipment must be returned)

GREENSBORO PARKS AND RECREATION

REGISTRATION:

Each parent/legal guardian is required to register their child(ren) during assigned registrations dates (January 5 – February 27). A fee of $35 per player is due at registration. (Late Registration dates: March 2-6: Late fee is $40.00) Each registrant is required to show the original/legible birth certificate and P.A.Y.S. Card (Parent's Association of Youth Sports) when registering. Children will be placed on teams by the Athletic Staff to create teams. At the conclusion of registration, a mandatory volunteer coaches meeting will be scheduled to review program information.

Players may only play for one team at a time and are encourage playing in their age division. If a parent wants their child to play up an age division, they must submit the request in writing. Athletic Staff will make the final decision on the age division the child will play in.

PLAYER REGISTRATION GUIDELINES:

1. Legal residence is defined as that listed by the school where the player attends. Home school or Private schooling will be determined by home address. League Director reserves the right to assign players to create teams.
2. A player's age is determined by the cut-off date of April 30, 2015. If a legal Birth Certificate is not available, a Passport or Green card will be accepted. (note: any player, coach, parent believed to have encouraged and/or assisted with the submission of an altered birth certificate will be removed from the program no less than (1) one year.
3. Each parent/legal guardian must register using the Greensboro Parks and Recreation form. Parents will register their child at the Parks & Recreation Office. Forms will not be available for pick-up due to roster limits for teams.

TEAM ROSTERS:

1. Roster maximum is (15) players. The Head Coach will be provided their roster. Rosters will include player's assigned jersey/t-shirt number listed beside their name.
2. The Head Coach should have a copy of the official team roster at all games and practices.
3. Any coach signing a registration form for a player or playing an unregistered player will be suspended for (1) year without an appeal.
4. Roster additions will be approved by the League Director only.
5. Any coach playing a player under an assumed name will be suspended for a minimum of (1) one year.
6. Any coach who knowingly plays an illegal player will serve a suspension of (1) one year.

SCHEDULES:

The League Director will design all schedules. Games will be played as scheduled with the League Director reserving the right to make changes in exceptional cases.

PRACTICE:

During pre-season, teams will be allowed to practice (1) day per week. Once regular season begins, teams will be allowed (1) practice per week.

GAME TIME LIMITS:

All games will be limited to 5 innings or 1 hour/05 minutes time limit. No new inning may begin after (1) one hour. Teams may only score up to a total of (5) runs per inning. For the purpose of clarification of the time limit rule, a new inning starts as soon as the home team makes the third out or 5 runs are scored in a inning.

The clock time will be determined by the P&R Staff Person or Official. Players should take advantage of outside field areas to begin their warm-ups while teams are playing games or finishing their game. Additional time may be taken before game time in the outfield based on game time start. Coaches should meet with their teams after the games on the outside of the dugout area so other teams may begin their warm-up/game on time.

Any considerations of cancellations due to weather will be listed on the Athletics Weather Cancellation line: (373-2366). If no information is listed, all teams should report to the field.

All games will be considered official after 3 innings if weather becomes an issue.

PLAYING RULES:

2015 Official Rules of Major League Baseball w/variations of Greensboro Parks & Recreation By-Laws.

1. Player's t-shirt/jersey numbers must be listed on the line-up card beside player's name. Changes require prior notification.
2. All roster players present for the game shall be placed in the batting order. Any player who arrives after the game starts shall be added to the bottom of the batting order.
3. A team must have at least (8) players to start and finish a game.
4. Players are positioned as follows: (11) players will be used defensively. The four outfielders must be positioned 15 feet behind the baseline (in the outfield grass) when the pitching motion is made.
5. The coach should pitch approximately 35 feet from the plate. Each player will receive (**3**) pitches, if player does not put ball into play, the Tee will be used. If player does not put ball in play off Tee on the 4th attempt, they will be considered out.
6. Runners may advance one base on all overthrown balls.
7. No infield fly rule will apply.
8. All players must play at least two innings in the field each game.

BATTER;

1. All players present for the game will be placed in the batting lineup.
2. The Batter is out if they fail to hit a fair ball in three pitches or from the tee on the 4th attempt. If batter swings at the three pitches and misses, they will be out.
3. The battered ball must cross the 15 foot line or it is considered a foul ball
4. Regulation T-ball bats may be used.
5. Coaches will only be allowed to help place the batters feet in the batter's box one time during the at bat.
6. All batters must wear helmets with face mask.

FIELDING:

1. A fourth outfielder and seven infielders will be placed defensively, making eleven players in the field.
2. Two players will be placed on either side of the pitching mound adjacent to the pitching rubber and will assume the defensive role of pitcher.
3. The catcher will be placed in the "safe area" and assume the role of catcher as soon as the ball is put into play. Catcher must wear a helmet with a face mask.
4. The catcher cannot block home plate when base runners are running home. The catcher may stand on the front side of the plate when there is a play at home.
5. There is no infield fly rule.
6. Each player listed on the batting lineup must play at least two innings in the field.
7. When a ball is hit, the defensive play cannot call for time until they have procession of the ball inside the baseline. The player should hold the ball above their head and ask and for time.

BASE RUNNING:

1. There is no leading of base or stealing.
2. When a ball is hit, base runners may advance until the baseball is returned to the infield (inside the baseline) and time is asked for. The staff person will help direct players and coaches when time is called and play stops. Runners may be directed to return to the previous base based on the situation.
3. Base runner may advance one base on an overthrown ball. If the defensive team recovers the ball and throws to the next base and the throw beats the runner there; the runner will be out.

FORFEITS:

1. Failure to have eight (8) players on the field ready to play at game time. (P&R decision)
2. Failure to field a legal number of players once the game begins.
3. Any time a coach or team's behavior becomes detrimental to the normal progress and conclusion of the game.
4. Playing without an assigned jersey/t-shirt or non-assigned numbers without notification.

RAIN-OUT POLICY:

If rain sets in (2) two hours prior to game time the Parks and Recreation Athletics Office will leave a message on the rain line. **Game cancellation line (373-2366).** This number is located at the top of all game schedules. If no message is provided, report to the fields. When it rains after arriving at the fields the decision to play or not will be determined based on the safety rule. If the first game is cancelled due to weather and the weather clears in time for the next scheduled game, the second, third and fourth games may be played if field conditions are safe. If the first two games are cancelled, all other games will be cancelled for that day at that field. Be prepared to play in the rain if conditions are safe. Any cancelled games should be reported to the League Director.

Text YOUTHBASEBALL to 84483 to receive alerts from Greensboro Parks & Recreation Department
(Organization or Group's Keyword) (Organization or Group Name)

For email alerts, search for our organization on www.RainedOut.com

SHORTENED GAMES:

Any game interrupted, halted, or delayed due to injury, rain or dangerous weather conditions will Count as a complete game if 3 innings have been completed.

CONDUCT:

The Parks and Recreation Department strives to encourage good sportsmanship and clean competition. All are expected to cooperate with other coaches, managers and Parks and Recreation personnel.

The following will not be allowed at any ball field during practices or games.

1. Drinking of alcoholic beverages or use of illegal drugs by any coach, spectator or sponsor (before, during or after games on City property).
2. Profanity.
3. Fighting.
4. Managers/Coaches/Spectators or players confronting or threatening others.
5. Bringing a dog to the field.
6. Smoking or using any tobacco products.
7. Excessive or abusive arguing with others on a judgment call.
8. Coaches or team representatives may not physically touch or jerk players.
9. Any player ejected from a game will remain in the dugout supervised by a coach.
10. Any adult ejected from a game or site will need to leave the playing area immediately. ("Out of sight, out of mind").

SUSPENSION POLICY:

The Suspension Policy is designed to define major and minor suspensions and to outline the offenses for which one may be suspended from any or all activities programmed within the Greensboro Parks and Recreation Department/Athletic Division.

In order to ensure the safety and rights of program participants, coaches, managers, players, and the Parks and Recreation Staff, the following Suspension Policy has been initiated for all sports programs.

The Suspension Policy is defined as disciplinary actions taken by the Parks and Recreation Department towards an individual(s) or team(s) that violate the Program Rules and By-Laws that are written by officials or Parks and Recreation staff.

The action prohibits the offender(s) from participating in activities in any way other than a spectator for a designated period of time or number of games.

There are two (2) types of Suspension: Minor and Major

Minor Suspension is a short-term suspension in a given sport. Suspensions of minor violations will be ONE (1) game in all sports. The following are examples of minor violations. The list is not inclusive of all violations.

1. Negatively approaching another coach and or P&R staff before, during or after a game.
2. Failure to leave the field or facility immediately after ejection.
3. Use of alcohol or illegal drugs prior, during or after game on city property.
4. Ejection/unsportsmanlike conduct by a coach, manager, or player. (NO APPEAL)

Major Suspension is a long-term suspension that will carry over to all sports offered by Greensboro Parks and Recreation/Athletics for a specific period of time. Minimum suspension for major violations is one (1) year. This list is not inclusive of all violations

1. Coach playing a player that is not registered with Parks and Recreation Department.
2. Player playing under an assumed name.
3. Attempting to inflict bodily harm with any piece of equipment and/or assaulting an Official or Parks and Recreation employees.
4. Fighting.
5. Continued unsportsmanlike conduct towards staff and others.

Two violations in a given sports may be sport may be considered a major violation and warrants suspension.

The Parks and Recreation Athletic Staff will determine the severity of the violation and notify the offender(s) in writing as to why, length and period of suspension.

The offender(s) will have forty-eight (48) hours to appeal the suspension. This appeal must be written and submitted to the League Director. A $25.00 Appeal Fee must accompany the appeal, which is non-refundable, The appeal will be made to the Athletic Director and his decision will be final.

SEASON AWARDS:

The Greensboro Parks and Recreation Department will supply all participants with a medallion at the last regular season game.

CONCUSSION FACTS

According to the CDC and the NFHS standards a concussion is defined as a bump, blow, or jolt to the head can cause a concussion, a type of traumatic brain injury. **Concussions can also occur from a blow to the**

body that causes the head and brain to move rapidly back and forth. Even a "ding,""getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. During sports and recreation activities, concussions may result from a fall or from players colliding with each other, the ground, or with obstacles. The potential for concussions is greatest in athletic environments where collisions are common.

Concussions can occur, however, in any organized or unorganized sport or recreational activity, as well as outside of sports from events such as a motor vehicle crash. Sometimes people do not recognize that a bump, blow, or jolt to the head or body can cause a concussion. As a result, athletes may not receive medical attention at the time of the injury, but they may later report symptoms such as a headache, dizziness, or difficulty remembering or concentrating. These symptoms can be a sign of a concussion.

Did you know?
Athletes who have ever had a concussion are at increased risk for another concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems.

- A concussion is a brain injury.
- All concussions are serious.
- Most concussions occur without loss of consciousness.
- Concussions can occur in any sport or recreation activity.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

RECOGNIZING A POSIBLE CONCUSSION
To help recognize a concussion, you should watch for and ask others to report the following two things among your athletes:

1. *A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.*
2. *Any concussion symptoms or change in the athlete's behavior, thinking, or physical functioning: Athletes who experience* **one or more** *of the signs and symptoms associated with a concussion should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it's OK to return to play.*

Concussions:

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision

Moves clumsily

Answers questions slowly

Loses consciousness (even briefly)

Shows mood, behavior, or personality changes

Can't recall events ***prior*** to hit or fall

Can't recall events ***after*** hit or fall

Sensitivity to light and noise

Feeling sluggish, hazy, foggy, or groggy

Concentration or memory problems

Confusion

Just not "feeling right" or is "feeling down"

When a Concussion is Suspected: If you suspect that an athlete has a concussion, implement the following IMMEDIATELY:

1. Remove the athlete from play. Look for signs and symptoms of a concussion if the athlete has experienced a bump or blow to the head or body. ***When in doubt, sit them out.***

2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help healthcare professionals in assessing the athlete after the injury:

    - *Cause of the injury and force of the hit or blow to the head or body• Any loss of consciousness(passed out/knocked out) and if so, for how long*

    - *Any memory loss immediately following the injury• Any seizures immediately following the injury*

    - *Number of previous concussions (if any)*

3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion. Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.

4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom - free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

The City of Greensboro requires a medical release form from the physician before the player can return to play. This documentation must be submitted to the League Director for clearance. League Director will notify the Head Coaches when clearance has been obtained. Parents must bring the medical release form to the Parks and Recreation Administration Office located at 1001 Fourth Street, Greensboro, NC 27405.

Remember, you can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. Most people with a concussion will recover quickly and fully. But for some people, signs and symptoms of concussion can last for ***days, weeks,*** or ***longer***. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms(such as headache or tiredness) to reappear or get worse. After a concussion,

physical ***and*** cognitive activities—such as concentrating and learning—should be carefully managed and monitored by a health care professional.

It is normal for athletes to feel frustrated, sad and even angry because they cannot return to sports right away or cannot keep up with their school work. Talk with athletes, parents, and other coaches about these issues and offer support and encouragement.

Additional Information is available @ this website: www.cdc.gov/Concussion/Resources.html

WELLNESS TIPS – Heat Related Issues

Safety of every youth participating during the football season is ALWAYS a priority! To ensure the safety and well – being of players during **HOT WEATHER**, extra precautions have been implemented. Remember it is much easier to keep FLUIDS in you, even when you are not thirsty than it is to treat heat related problems. ***DRINK PLENTY OF WATER!!!***

The following HEAT INDEX GUIDELINES/STEPS must be adhered to:

During a **RED OZONE ALERT** (heat index: 130 & above) teams will **NOT PRACTICE** outdoors and should not practice in a non-air conditioned indoor facility.

During a **PINK OZONE ALERT** (heat index: 105 – 129) the following guidelines should be followed for ALL participants/organizations. Teams must guard against serious heat problems. The training regimens of any team practicing under high heat and humidity conditions must do the following:

a. Limit or eliminate laps entirely. **DO NOT** assign laps for disciplinary reasons.
b. All practices will be limited to 1 hour w/ low intensity.
c. Schedule practices for early evening (approximately 7 – 8pm), after the sun is low. Rest in shaded areas in 10 - 15 minute intervals
d. All organizations MUST have multiple water stations and give the players all the water they want to drink anytime they want it – take breaks ***every 15 – 20 minutes -- MANDATORY.***
e. Limit or eliminate soft drinks as substitute for water, players should have drinks with ***ELECTROLYTES.***
f. All coaches need to keep an eye on players and fellow coaches for the slightest sign of heat exhaustion or fatigue.
g. Players should practice **WITHOUT** pads and helmets, players MUST wear ventilated or light colored clothing during practices
h. Players should not wear sweat suits
i. Players should be given frequent water breaks

During **YELLOW OZONE ALERT** (heat index: 90 – 104) the following guidelines should be followed, use caution, remove helmets and other equipment if not involved in contact. Rest/shade/water must be given in 15 minute intervals (10 minute duration) during the activity -- especially for participants who are sensitive to heat and/or have breathing problems.

During **GREEN OZONE ALERT** (heat index: 80 – 90) use caution, monitor athletes for necessary action -- especially for participants who are sensitive to heat and/or have breathing problems.

Temperature F °	Relative Humidity 10%	20%	30%	40%	50%	60%	70%	80%	90%
104 °	98	104	110	120	>130	>130	>130	>130	>130
102 °	97	101	108	117	125	>130	>130	>130	>130
100 °	95	99	105	110	120	>130	>130	>130	>130
98 °	93	97	101	106	110	125	>130	>130	>130
96 °	91	95	98	104	108	120	128	>130	>130
94 °	89	93	95	100	105	111	122	128	>130
92 °	87	90	92	96	100	106	115	122	128
90 °	85	88	90	92	96	100	106	114	122
88 °	82	86	87	89	93	95	100	106	115
86 °	80	84	85	87	90	92	96	100	109
84 °	78	81	83	85	86	89	91	95	99
82 °	77	79	80	81	84	86	89	91	95
80 °	75	77	78	79	81	83	85	86	89
78 °	72	75	77	78	79	80	81	83	85
76 °	70	72	75	76	77	77	77	78	79
74 °	68	70	73	74	75	75	75	76	77

Directions: Locate the current temperature on the left hand column and then locate the relative humidity on the top row. Follow the temperature across and the humidity down until they meet; this measurement is the heat index. The heat index will increase 15 degrees in direct sunlight.

Extreme Danger:	Heat Stroke likely to occur when working under these conditions.
Danger:	Heat Exhaustion or Heat Cramps likely. Heat Stroke may occur upon prolonged exertion.
Extreme Caution:	Heat Cramps or Heat Exhaustion likely to occur.
Caution:	Heat Fatigue may occur. Normal summer working conditions should be observed.

EMERGENCY RESPONSE PLAN

Statement of Purpose – Though we attempt to avoid accidents and emergencies by adequate planning and training, as well as maintain safe facilities and equipment, these situations will inevitably still occur. For that reason, the entire leadership who is involved in all aspects of Athletic programming including professional staff, part-time employees, officials and volunteers must have a clear understanding and follow this emergency response plan.

Prevention

1. All participants must provide a completed Medical History/Registration form. This form must be attached to the roster prior to the first game of each season.

2. It is highly recommended that all participants have a pre participation physical examination with a follow-up examination prior to each season.
3. We recommend Coaches have a stocked first aid kit at every practice and game. A first aid kit will be provided at all indoor game locations and at sites with concession areas. In addition, it's strongly recommended that all coaches maintain a copy of each participant's medical history emergency contact information, etc.
4. If a player is injured during a game, only the Athletics Staff, officials, and the coaches will be allowed on the playing field/area with the injured player. Persons who are available with any type of first aid training (first responder, athletic trainer, EMT, nurse or doctor) will be allowed to help the injured person. All other players must go to another area of the field or bench. Spectators will not be allowed in the field area at anytime during the game.
5. Anyone administering first aid, especially in dealing with blood and/or other bodily fluids must wear protective gloves and any other personal protective equipment that is available.
6. Blank accident forms must b kept with each first aid kit. A for must be completed by the field/gym supervisor and coaches at the scene for every major emergency and/or accident. Forms must be submitted within 24 hours to League Director.
7. A telephone must always be available at each game site. Coaches are responsible for emergency communications at practices.

In Case of Emergency

For major emergencies, follow ALL steps.
For minor emergencies, follow the **BOLD** items ONLY.

1. **Assess the injury.**
2. Activate the medical response plan / emergency action plan.
3. Send a "phone runner" to call emergency medical personnel and to call or locate the injured person's parents if under age.
4. **Administer basic first aid.**
5. Send another person to direct the arriving emergency medical personnel.
6. Prepare the injured person to be transported. **Do not move the injured person until emergency medical personnel arrive or if the scene becomes unsafe.**
7. Designate someone to go to the hospital with the injured person if parents, spouse or relative are not available.
8. **Field/gym supervisors, coaches or staff on duty must interview witnesses and fill out an Accident Report. This report is due in the Athletic Director's office within 24 hours of the emergency or accident.**

Emergency Phone Number (for Rescue, Fire or Police) – Dial 911

Note: The Athletics Section of the Greensboro Parks and Recreation Department has compiled, distributed and mandated this information to all the leadership involved in our athletics programming. Each person should be aware that failure to adhere to the information contained herein may leave them open to litigious situations. Signatures that show compliance to this plan have been collected on a separate sheet.