

**SAFETY PLANS &
INSURANCE
TRAIL BLAZING
IN 2025**



PLEASE NOTE

- **SESSION IS BEING RECORDED TO PLACE ON THE LLA WEBSITE.**
- **PLEASE MUTE YOUR MICROPHONES IF NOT SPEAKING.**
- **RAISE HAND IF YOU HAVE A QUESTION.**
- **TURN YOUR CAMERA OFF IF YOU DO NOT WISH TO BE SEEN ON THE RECORDING.**
- **THANK YOU FOR PARTICIPATING!!**

Overview

WELCOME

UPDATE ON LLA – Kevin Kvame

TONIGHT'S SAFETY & INSURANCE INFORMATION
SESSION OVERVIEW





INTRODUCTION:

BRIAN HOLLETT

Little League Alberta Provincial Safety Officer

**Protecting Our
Players:**

**Little League Alberta's
2025 Safety Initiatives**



Table of Contents

- Our Goal
- Introduction
- Safety Officers – District & League
- Safety Manual
- Risk Assessment
- Vulnerable Sector Check
- Coaches Concussion Training
- Child Protection Policy & Training (Canadian Training)
- Zero Tolerance Policy
- Emergency Response/First Aid Kits
- Injury Management (QR Code)
- Records & Statistics
- Future State
- Questions



Our Goal....

Protect Our Players, Support Our Coaches, and Lead the
Way in Safety.

Introducing **Brian Hollett**

New Safety Director, Little League Alberta



Lifelong Little League Alberta player, coach, and dedicated director.

✓ **Experienced Safety Leader** – CRSP-certified with 20+ years in risk management.

✓ **Stronger Safety Support** – Enhancing injury prevention and emergency response.

✓ **Clearer Safety Guidelines** – Updating policies to prioritize player safety.

✓ **Open Communication** – Providing guidance, resources, and direct engagement.



Safety Officer

What is a Safety Officer in Little League?

A **Safety Officer** is responsible for overseeing and implementing safety initiatives within their **local league** or **district** to ensure a safe environment for **players, coaches, volunteers, and spectators**.

- **Each league** is required to have a **League Safety Officer** who manages safety at the local level.
- **Each district** must have a **District Safety Officer**, who can also be a league officer, ensuring safety compliance across multiple leagues.



Safety Officer

Why Does Each League Need a Safety Officer?

1. Player Safety is the Top Priority
2. Emergency Readiness
3. League Member Compliance
4. Liability Protection
5. Consistency in Safety Practices
6. Parent and Community Confidence

Key Responsibilities of a Little League Safety Director

- **Emergency Preparedness & Crisis Management**
- **Injury Prevention & Response**
- **Safety Program Management**
- **Facility & Field Safety**
- **Compliance & Documentation**
- **Education & Training**
- **Parent & Community Engagement**
- **Collaboration & Continuous Improvement**



Little League Alberta 2025 Safety Manual & Child Protection Policy



ASAP-C

A Safety Awareness Program - Canada

League Safety Manuals

The Little League Alberta 2025 Safety Manual & Child Protection Policy is a comprehensive document that outlines safety protocols, emergency response procedures, and child protection policies for all Little League programs in Alberta.

Purpose of the Manual:

- Ensures the safety and well-being of players, coaches, and volunteers.
- Implements a zero-tolerance policy for abuse, bullying, and misconduct.
- Provides guidelines for emergency response, injury management, and weather-related risks.
- Establishes standardized safety procedures across all leagues.

Each League is required to tailor a safety manual, Templates available.

Little League Alberta 2025 Safety Manual & Child Protection Policy



ASAP-C

A Safety Awareness Program - Canada

The Safety Manual – What's in it?

- General Safety & Emergency Procedures
- Communicable Disease Procedures & Precautions
- Emergency Calling Procedure
- Manager and Coach Training
- First Aid Training & Basics
- Concussion Protocol & Treatment
- Shock & Fractures Management
- Weather Safety Guidelines
- Heat Illness Prevention
- Player, Parent, and Coach Codes of Conduct
- Zero Tolerance Policy for Abuse & Misconduct
- Child Protection & Abuse Prevention Policy
- Mandatory Screening & Training for Volunteers
- Disciplinary Action Policy & Procedures
- Umpire Safety Guidelines
- Best Safety Practices for Managers, Coaches & Volunteers
- Required Safety Equipment & Procedures
- Game & Practice Safety Rules
- Field & Facility Safety Inspections
- Concession Stand Safety Procedures
- Contact Information
- Signatures of commitment from your President.

Your tool during an emergency!

Little League Alberta 2025 Safety Manual & Child Protection Policy



ASAP-C

A Safety Awareness Program - Canada

Additional Requirements

- ❖ League Name & Logo
- ❖ Emergency Contact Information
- ❖ League Directors Contact List
- ❖ Revision Number / Issue Date / Issuance Details
- ❖ Issuers (League President & Safety Officer) – Signed

Remember!

- ❖ Distributed to Each Coach – Required in the Field
- ❖ Sent to District Safety Officer for Housing



Risk Assessment

Little League Alberta - District 2

Safety Management System

Page 1 of 3

Risk Assessment – What is it?

- Document that identifies potential hazards on the field and in facilities
- Evaluate risks based on likelihood and severity
- Implement control measures to mitigate risks
- Conduct regular visual assessments before games and practices

CONTROL MEASURE EXAMPLES TABLE (Column C)		
Effectiveness	Controls	Examples
	Elimination (Remove the hazard altogether)	Cancel games or practices during extreme weather conditions (e.g., AQHI above 7, lightning storms) to eliminate the risks associated with playing in hazardous environments.
	Substitution (Replace the material/process with a less hazardous one)	Replace wooden bats with aluminum or composite bats, which are lighter and less likely to splinter, reducing the risk of injuries from broken equipment.
	Engineering/Isolation (Design effective control measures to protect people and the environment)	Install protective netting around the field to isolate spectators from errant balls or bats, preventing injuries.
	Warning (Alert people to the hazards)	Place clearly visible signs around the field warning spectators and players of potential hazards, such as "Beware of Flying Balls" or "No Unauthorized Access to Dugouts."
	Administrative (Provide training, procedures, etc.)	Implement a heat safety policy requiring mandatory water breaks every 20 minutes during hot weather and train coaches and volunteers on recognizing signs of heat-related illnesses.
	PPE (Personal protective equipment)	Require all batters and base runners to wear helmets with faceguards and ensure catchers wear full protective gear, including chest protectors, shin guards, and masks.

SEVERITY TABLE (Column D)			
Severity Level	People	Impact On	
		Environment / Community	Equipment / Property
Catastrophic - 16	Multiple (multiple) or single fatality	<ul style="list-style-type: none"> Long-term (multiple year) impacts to air, surface/ground water, or soil; or Widespread areas (including offsite area/community) affected; or Extensive adverse publicity/media coverage 	<ul style="list-style-type: none"> Extensive losses of high value equipment/<u>property</u>; Major schedule impacts; or Losses exceeding \$1,000,000; or Significant unplanned financial impacts to business unit
Critical - 8	Injury or illness resulting in permanent total or partial disability	<ul style="list-style-type: none"> Lasting (up to one year) impacts to air, surface/ground water, or soil; or Offsite area/community affected; or Events that are reportable to regulatory authorities; or Some adverse publicity/media coverage 	<ul style="list-style-type: none"> Losses of equipment/property that cannot be readily replaced; or Losses exceeding \$100,000; or Significant unplanned impact on project budget and schedule
Major - 4	Injury or illness resulting in temporary disability or loss of function	<ul style="list-style-type: none"> Temporary (up to one month) impacts to air, surface/ground water, or soil; or Significant area of the project site affected; or Breach of regulatory requirement or limit; or Potential for adverse publicity/media coverage 	<ul style="list-style-type: none"> Loss of equipment that can be readily replaced; or Losses exceeding \$10,000; or Significant unplanned impact on project budget
Moderate - 2	Injury or illness requiring medical treatment	<ul style="list-style-type: none"> Short-term (up to one day) impact to air, surface/ground water, or soil; or Very small area within the project site affected; and No potential for adverse publicity/media coverage 	<ul style="list-style-type: none"> Damage to equipment/property that can be repaired within a reasonable timeframe; or Losses exceeding \$1,000; or Minor impact on project budget
Minor - 1	Injury or illness requiring first-aid treatment only	<ul style="list-style-type: none"> No direct impact to air, surface/ground water, or soil; or Effects restricted within buildings or containment structures; and No potential for adverse publicity/media coverage 	<ul style="list-style-type: none"> No impact on equipment functionality; Minor, cosmetic damage; or Repair costs easily covered by normal project operating budget

LIKELIHOOD TABLE (Column E)		
Likelihood Level	Probability	Chances of Occurrence
Very Likely	5	1 x 10 ⁻²
Likely	4	1 x 10 ⁻³
Possible	3	1 x 10 ⁻⁴
Unlikely	2	1 x 10 ⁻⁵
Very Unlikely	1	1 x 10 ⁻⁶

		Risk Matrix (Column F)				
		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
Severity	Catastrophic - 16	11	13	14	14	15
	Critical - 8	8	11	12	13	14
	Major - 4	4	7	9	10	12
	Moderate - 2	2	4	6	8	10
	Minor - 1	1	2	3	4	6

Overall Risk Ratings				
Very Low 1-3	Low 4-6	Medium 7-9	High 10-12	Very High 13-15

Note: The District Safety Manager must personally review any items with a High or Very High risk score and approve by signing this form.

Risk Assessment Why?

	Risk Assessment	
Little League Alberta – District 2	Safety management Systems	Page 2 of 3

GENERAL INFORMATION			
EMERGENCY CONTACT NAME		EMERGENCY CONTACT PHONE NUMBER	
Primary Contact:	Secondary Contact:	Primary Contact:	Secondary Contact:
Location:		New <input type="checkbox"/> or revised <input type="checkbox"/>	Date:
Specific Location(s):		Game Details (Teams, time of day, etc.):	
Conditions (Weather, air quality, etc.):			

Insert additional rows or print additional sheets as necessary to accommodate all steps.

JOB HAZARD ANALYSIS				
ACTIVITY/STEP	RISKS	INITIAL RISK (PRE-CONTROLS)	CONTROL MEASURES	RESIDUAL RISK
Player Health & Safety: Sprains, strains, or fractures from sliding, running, or collisions. Dehydration, or respiratory issues can occur during games due to physical activity.	• Player Injury during game play: Sprains, strains, or fractures from sliding, running, or collisions.	9	• Provide regular training sessions on safe sliding, running, and collision-avoidance techniques.	3
		8	• Require the use of high-quality, properly fitted gear such as cleats, shin guards, and padded gloves to reduce impact injuries.	2
		10	• Conduct pre-game field inspections to ensure surfaces are even and free from hazards like holes or debris.	4
		7	• Enforce rules to prevent reckless play, such as avoiding unnecessary collisions and ensuring proper base-running paths.	2
		8	• Implement mandatory warm-up routines, including dynamic stretching and light drills, to prepare muscles and reduce the risk of strains or sprains.	3
		9	• Monitor player fatigue and enforce substitutions when players show signs of overexertion or reduced agility.	2
		10	• Ensure a trained first aid responder is present and that first aid kits are fully stocked with supplies for treating sprains, strains, and fractures.	2
		8	• Educate coaches, players, and parents on proper responses to injuries, including immobilization of fractures and when to seek professional medical assistance.	3
		9	• Provide mandatory training for players and coaches on	3

- Template will be provided to Districts
- Reviewed and approved by league representatives
- Ensure volunteers have access to it (signed if possible)

Why? - Due Diligence

APPROVALS AND SIGNATURES			
REVIEWED/APPROVED – League			
Print Name	Signature	Position	Date
REVIEWED BY Volunteers			
Print Name	Signature	Position	Date



Vulnerable Sector Check

- Required for all coaches and volunteers working with youth
- Ensures individuals have no history of offenses related to children
- Must be renewed periodically (2 or 3 years - TBD)
- Protects players and upholds league integrity
- Insurance

Coaches –

Concussion Protocol

Any members mandated for concussion training protocol shall complete the online training found at www.Littleleague.ca under the Safety tab, or <https://www.cdc.gov/HeadsUp/>.

Once the course is completed, you shall send a copy of your certificate of completion to one or all the following:

- **Safety Officer**
- **Coach in charge**
- **League President**

**When in doubt, check
you Safety Manual**





Little League Alberta – Child Protection & Abuse Prevention Program

Our program is designed to **protect young athletes** and create a **safe, supportive, and respectful** environment in Little League Alberta. We do this with:

- Mandatory Training & Education
- Screening & Background Checks
- Zero Tolerance Policy
- Clear Reporting & Action Plan
- Support & Prevention Tools
- Safety Oversight & Enforcement

Why It Matters:

Protecting our players is not just a policy—it's our responsibility. By working together, we ensure that **Little League Alberta remains a safe and welcoming place for all young athletes.**

Little League Alberta – Child Protection & Abuse Prevention Program



- **Mandatory for all coaches, volunteers, and officials** before the season starts.
- Covers **recognizing, preventing, and responding** to abuse, bullying, and harassment.
- Approved courses:
- **Little League Child Protection Program – SafeSport Resources:**
<https://www.littleleague.org/player-safety/child-protection-program/safesport-resources-parents/>
- **SafeSport Canada:** <https://safesport.coach.ca/>
- How often? - TBD



Remember!

- All volunteers (coaches, managers, umpires, and board members) **must** acknowledge and agree to follow the league's safety policies and that the required training.
- Volunteer training sessions
- Annual Safety Policy Acknowledgment Forms

Without it...

YOUR LEAGUE IS AT RISK!

Little League Alberta – Zero Tolerance Policy

- Little League Alberta has a **Zero Tolerance Policy** for **abuse, harassment, and violence** toward players, coaches, officials, volunteers, and parents.
- Abuse includes **emotional, physical, and verbal mistreatment**—it has no place in our league.
 - **Physical violence = Immediate suspension** (minimum 1 year, up to a lifetime ban).
 - **Emotional abuse = Progressive discipline**, starting with mandatory education and escalating to suspension.
- Every participant deserves a **safe, positive environment** to learn and grow.

We are setting the standard—help us create the safest and most respected Little League in Canada.



**Respect the
Game. Protect
Our Players.
Support Our
Coaches.**

Emergency Response Plan



- Clearly defined emergency response plan (ERP) for each facility. -
- There is an ERP contained within the Risk Assessment that can be used

Quick access to emergency contacts and medical facilities

First Aid

- **Every coach's equipment bag must have a fully stocked, up-to-date first aid kit that is replenished as needed.**
- **Prior to starting a game, coaches should identify a first aider (if available) on-site to assist in case of injuries.**
- **When in doubt, take them out!**

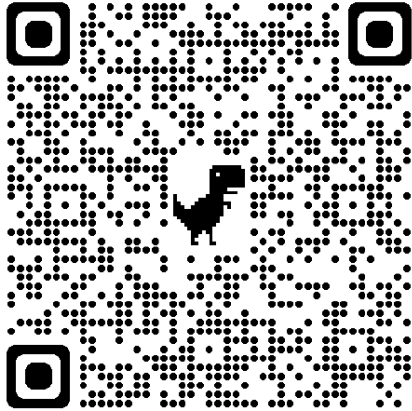
This ensures that injury response is proactive rather than reactive and that every game has a plan in place for potential medical incidents.





QR Code for Injury / Incident Tracking Form

This online form is the primary means of reporting Injuries or Incidents that occur during a game or practice



How to scan a QR Code

1. Open the Camera App on your phone's home screen, control center, or lock screen
2. When the Camera App starts, make sure the REAR Camera is selected.
3. Hold your phone so that the QR CODE appears on the screen in the Camera App.
4. When a notification automatically pop's up on your screen, tap the notification and the phone will open the internet link connected to the online form for you to complete and submit.



You may also type the following website into your web browser

<https://forms.gle/ynMGumsygUFYUQpr6>

Update: 2024-04-01

Injury Management

Why Injury Tracking is Important:

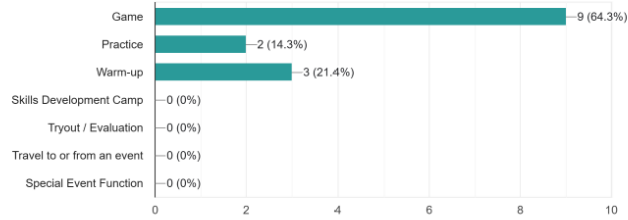
- Ensures **timely reporting** for insurance claims & medical coverage.
- Identifies **trends & recurring safety hazards** for improvements.
- Provides **documentation for liability protection** in case of disputes.

District Requirements for Injury Reporting:

- **Standardized Process** (QR codes, online forms, or paper reports).
- **Mandatory Submission** of all injuries requiring medical attention.
- **Secure Storage & Review** by the Safety Officer to track injury patterns.

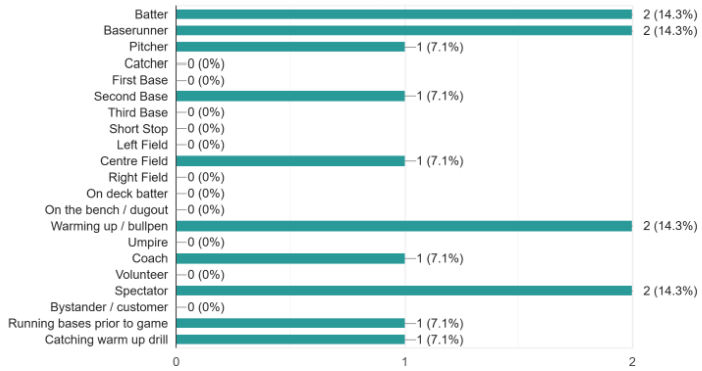
Q18: The incident occurred while participating in:

14 responses



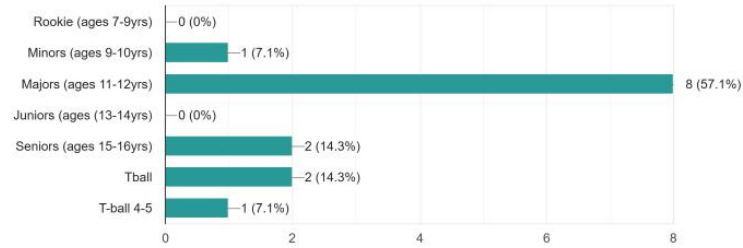
Q19: Position/Role of injured person at the time of the incident.

14 responses



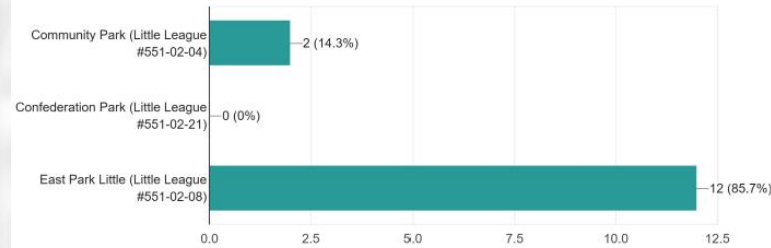
Q8: What age division are you referring to for this report (choose one)?

14 responses



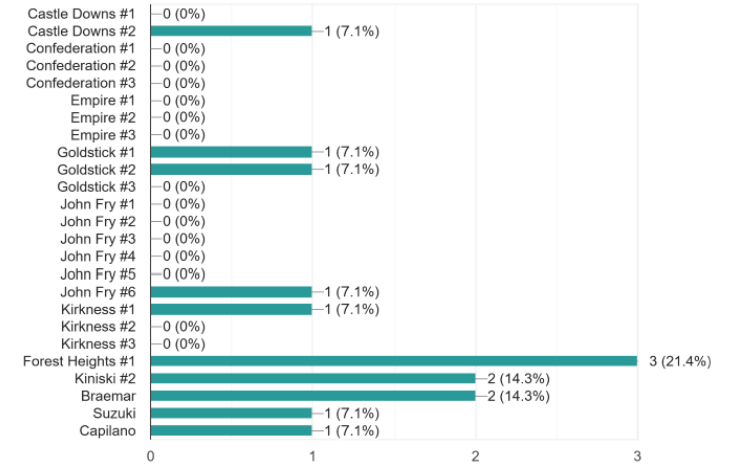
Q9: What league is the injured person playing with?

14 responses



Q7: Location of the incident (specific name of facility, field, diamond #, etc):

14 responses



Analytics

The Future of Safety in Little League Alberta

- **Leading the way in safety, accountability, and child protection** across youth sports in Canada.
- **Strengthening screening, training, and enforcement** to create a culture of prevention and responsibility.
- **Proactive risk management**—eliminating threats before they arise.
- **Safety is not just a priority—it is our foundation.**



League Presidents & Safety Officers: Your leadership ensures every league is engaged, trained, and aligned with this vision. **Together, we are protecting the future of the game.**

Thank you!





INTRODUCTION:

VALERIE WALLACE, CAO

Western Canadian Amateur Baseball Foundation



February



Sometime in late February you will receive an e-mail with a Form attached asking you to fill out the form


LITTLE LEAGUE ALBERTA



2024/25 MEMBERSHIP & INSURANCE APPLICATION FORM

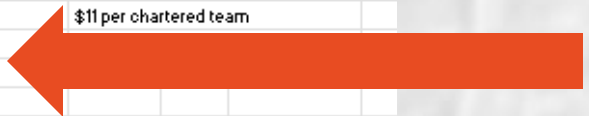
The application will take approximately 10 minutes to complete provide you have all required information. Please read and fill out this form carefully and accurately. Coverage is from April 1, 2024 - March 31, 2025
This application must be received on or before May 3rd, 2024 to secure membership and insurance coverage. By filling out this application the organization becomes a member of Little League Alberta, and agrees to the policies, programs, reporting, and fee requirements of Little League Alberta and Little League Canada..

Data Collection

 Little League Canada/Little League Alberta 2025 Charter & League Fee Details MEMBER:		PRELIMINARY <input checked="" type="checkbox"/> FINAL <input type="checkbox"/>			
	Original Team	Per Team	Total	Adjusted Team	Adj Total
LLC Charter Fees	T-Ball	0	\$15.00	0	\$0.00
	Coach Pitch	0	\$15.00	0	\$0.00
	Minor	0	\$42.00	0	\$0.00
	Major	0	\$42.00	0	\$0.00
	Intermediate	0	\$48.00	0	\$0.00
	Junior	0	\$48.00	0	\$0.00
	Senior	0	\$48.00	0	\$0.00
	Challenger	0	\$17.00	0	\$0.00
	Major Softball	0	\$42.00	0	\$0.00
	Junior Softball	0	\$48.00	0	\$0.00
	Senior Softball	0	\$48.00	0	\$0.00
	Sub Totals	0	-	0	\$0.00
	Other Fees				
	TOTAL TEAMS	0		TOTAL CHARTER FEES:	\$0.00
Little League Alberta Membership Fee -District Level					\$0.00
Insurance	Group Policy Fee (Directors & Officers coverage)		\$225.00		
	Mandatory Abuse Coverage Add On - Child Protection		\$0.00		
	Liability & Accident Coverage (\$5.00 Per Person Estimate)		\$0.00		
	Liability & Accident Coverage Adjustment		\$0.00		
	Umpire Coverage (if required)	0	\$0.00		
	Additional Property Coverage as per Certificates Issued		\$0.00		
	Special Coverages:				
	Awards Banquet		\$0.00		(\$25 Basic, \$100 w/alcohol)
	Field Maintenance		\$0.00		(\$50/Field-\$250/Assoc)
	Concession Coverage		\$0.00		(\$50 Pre-Pack, \$250 Hot)
	TOTAL INSURANCE FEES		\$225.00		
Tournament Sanctions (# x \$30)	# of Sanctions	0			\$0.00
Final Number of Players/Coaches	0	Calculated From Your LL Data Center Uploads			
Final Liability & Accident Premium	\$ -	This is your total that will be adjusted from Estimate on Preliminary Fee Details			
TOTAL BALANCE CALCULATED - Charter, Membership, Insurance, Sanctions					\$ 225.00
TOTAL DEPOSIT DUE BY MAY 15/25 - 75% of Above Total					\$ 168.75 (Due Now from Prelim Fee Details)
PAYMENTS RECEIVED PRIOR TO FINAL FEE DETAIL STATEMENT					\$ - (Will be filled on Final Fee Details)
FINAL BALANCE DUE AFTER ADJUSTMENTS DONE ON JUNE 15					\$ - (Amount Owing Final Fee Details)

IMPORTANT DATES
PRELIMINARY DEPOSIT DUE May 15/25
CHARTER ADJUSTMENTS June 1/25
PLAYER & COACH DATABASE June 1/25
FINAL BALANCE DUE June 15/25

\$11 per chartered team



Coverages	Limits of Insurance	
Bodily Injury and Property Damage	\$5,000,000	Each Occurrence
Products and Completed Operations	\$5,000,000	Aggregate Limit
Personal and Advertising Injury	\$5,000,000	Any One Person or Business Entity
	\$5,000,000	Aggregate Limit
Medical Payments	\$1,000	Any One Person
Tenants' Legal Liability	\$1,000,000	Any One Premises
Errors and Omissions Liability With Coverage for Directors and Officers	\$5,000,000	Each Occurrence
	\$5,000,000	Aggregate Limit
Employers' Liability	\$1,000,000	Each Accident
	\$1,000,000	Aggregate Limit
S.P.F. No. 6 - Standard Non-Owned Automobile Liability Policy	\$5,000,000	Any One Accident
S.E.F. No. 94 - Legal Liability For Damage To Non-Owned Automobiles	\$50,000	Any One Accident



Coverages	Deductibles / Retention
Bodily Injury and Property Damage	\$1,000 Each Occurrence
Personal and Advertising Injury	\$1,000 Any One Person or Business Entity
Tenants' Legal Liability	\$1,000 Any One Premises
Errors and Omissions Liability With Coverage for Directors and Officers	\$1,000 Each Claim
Employers' Liability	\$1,000 Each Accident
S.E.F. No. 94 - Legal Liability For Damage To Non-Owned Automobiles	\$1,000 Any One Accident

Coverages	Limits of Insurance	
Abuse Incident Coverage	\$1,000,000	Each Occurrence
	\$1,000,000	Aggregate Limit

\$5,000.00 Deductible for each Occurrence

Coverages	Limits of Insurance	
Abuse Incident Coverage	\$1,000,000	Each Occurrence
	\$1,000,000	Aggregate Limit

\$5,000.00 Deductible for each Occurrence

PARTICIPANT ACCIDENT

Coverages	Limits of Insurance
Accidental Death And Dismemberment Limit	\$20,000
Accidental Medical Expense Limit	\$10,000
Accidental Dental Expense Limit	\$1,000
Aggregate	\$1,000,000

Coverages	Deductibles / Retention
Participant Accident	Not Applicable

PROPERTY INSURANCE



2025/26 ADDITIONAL PROPERTY INSURANCE APPLICATION FORM

You indicated that your organization was wanting property coverage for 2025/26 year. If that is the case, please complete all of the questions on this form. You will be billed separately for the cost of the property coverage.

Note: You can bundle small items together, ie. Baseball Equipment, and attach one value. You can also do the same for equipment such as mowers, etc. however the premiums may be slightly higher then if you were to list each piece of equipment with the serial number and a value beside it. It is up to you to determine the method which you wish.

PROPERTY INSURANCE

You have applied for insurance and We rely upon underwriting information provided by You and in consideration of the Premium having been paid to Us, We agree to pay or indemnify to the extent and in the manner herein provided.

PROPERTY INSURED

This Form insures the following property but only those items for which an amount of insurance is specified on the Declarations Page.

Building

Equipment

Stock

Contents of Every Description

ADDITIONAL INSURED

7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)		
City of Lethbridge 6th Floor, City Hall 910 4th Avenue South		
Lethbridge	AB	POSTAL CODE T1J 0P6

There is no cost to add additional insured names – and you must include the mailing address for each additional insured you want added. This could include the owner of the property, who you are renting from, who you have a use agreement with, etc.

February

