

PALOS VERDES LITTLE LEAGUE 2023 SAFETY PLAN



**Palos Verdes Little League
Is A Non-Profit Organization
Run By Volunteers
Who's Mission
Is To Provide An Opportunity
For Our Community's Children
To Learn The Game Of Baseball
In A Safe And Friendly Environment.**

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**TO ALL PALOS VERDES LITTLE LEAGUE MANAGERS, COACHES, UMPIRES,
VOLUNTEERS AND PARENTS:**

Welcome to the Palos Verdes Little League's 68th baseball season! Our mission is to provide the opportunity for our community's children to learn the game of baseball in a safe and friendly environment.

As part of our responsibility to protect the safety of our children while playing Little League baseball PVLL Board annually updates and reviews goals for our Safety Awareness Program. In 1995, ASAP (A Safety Awareness Program) was incorporated into Little League Baseball "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball." This plan must be distributed to all board of directors and managers as well as a copy will be kept in all common areas such as concession stands and equipment sheds. This safety manual is offered as sources of information and guidance to assist us in meeting the ASAP goal.

League Safety Officer: Paul Young, on file with Little League Headquarters

Even before the first pitch is thrown, Palos Verdes Little League conducts many activities to protect our children

- Board of Directors meets and reviews all pertinent safety issues including fields and facilities, snack shack operation, accident reporting and injury prevention ideas.
- Board of Directors completes a needs assessment list and the field and maintenance manager completes the Annual Little League Facility Survey. Areas considered are fields, bleachers, field equipment sheds, storage facilities, snack shack, score booths, scoreboards, equipment and training.
- Development of goals, a "to do" list and a budget to complete tasks.
- Registration requires medical release forms and all pertinent medical information.
- Conduct player tryouts and evaluations where emphasis is placed on age appropriate drills to determine skill level and thereby place the children in the appropriate division.

All volunteers complete Little League Volunteer Application along with government issued photo i.d. card. Volunteers also undergo two background checks, one of which is LiveScan fingerprinting. This information is used to conduct a search of the nationwide sexual offender registry.

- All equipment is checked and defective equipment is replaced.

Our Commitment to Safe Playing Conditions:

Our League places a major emphasis on maintaining and upgrading the condition of its fields, equipment, and facilities. This approach includes both short and long-term projects designed to enhance the experience for players, managers, coaches, and fans, with a particular emphasis on safety.

Fields and Practice Facilities - Our primary field complexes are Valmonte and Malaga Cove. Lower Valmonte includes our main playing field, batting cages, bullpens and a Snack Shack. Upper Valmonte includes our Tee-Ball and Farm fields. Malaga Cove consists of three fields (Malaga 1, 2 and 3). Malaga 1 has a Snack Shack and bullpens. The other two Malaga fields are used for practices. Our League's Fields and Facilities Managers constantly check the fields. We have a maintenance crew to check and maintain sprinklers, grass and dirt conditions.

Recent field and practice facility improvements include:

Valmonte Field Repairs:

- Grass repairs and leveling of infield base paths and batter's box areas
- Holes in field repaired

Valmonte Batting Cages:

- Repair and replacement of pitching machines
- Repair of netting around cages

Malaga Cove Practice Fields:

- Tree trimming to prevent falling branches
- Bleacher repair where rotting and unsafe

Our Commitment to Safety for Spectators and Families:

Palos Verdes Little League prides itself on providing a safe and family friendly environment for the community to enjoy. Recent improvements include:

Bleachers and Spectator Areas:

- Hand Sanitizer in dugouts, fields and other common areas
- Signs recommending mask to prevent spread of COVID 19
- Thermometers available for temperature checks
- Implemented policy for all league members to adhere to LA County Guidelines regarding COVID 19 procedures

Background checks, Incident Reporting, and Code of Conduct:

- Background check process streamlined with online access to Volunteer Forms for faster processing and increased number of background checks.
- LiveScan checks of all managers, coaches and board members
- Addition of electronic incident reporting to expedite communication and processing of incidents.
- Updated and Revised Code of Conduct signed by all families at time of registration.

- Updated and revised Coaches Code of Conduct to be signed by all Coaches and Managers.

Our Commitment to Injury Prevention:

Equipment - At the beginning of the season our Equipment Manager takes inventories, inspects and orders new equipment or repairs substandard equipment. Unusable or defective equipment is destroyed. Equipment is sized to the appropriate age group. Tee-Ball teams may only use Tee-Balls. With new changes in bat regulations, PVLL implemented the following:

- Education on USA Bat Requirements posted on website and email communication
- USA Bat Requirements enforced at all levels
- USA Approved Bats provided at tryouts.

Injury Prevention – Injury prevention and promotion of healthy habits is the top priority PVLL. As overuse injuries continue to rise in youth sports, PVLL will take proactive steps in 2023 to prevent arm and shoulder injuries.

PVLL Arm Strengthening and Injury Prevention Program

- Introduction and awareness training to all Managers and Coaches at all levels.
- Education and training on warm-up exercises and stretching.
- Coaches Clinic Instruction from Professional Baseball Coach on Warm-up exercises and arm strengthening program for upper divisions.
- Mandatory enforcement of warm-up exercises before all practices and games.
- Stricter pitching limits BEYOND Little League International and USA Baseball Medical recommendations. See appendix for pitching guidelines.

First Aid - First aid kits are issued to each team manager in their equipment bags. Two, large first aid kits and extra cold packs are stored in the equipment sheds and snack shacks at both Malaga Cove and Valmonte. Our safety program includes various educational opportunities including:

- Field maintenance rules are reviewed with instructional meetings for managers, coaches and other parent volunteers prior to the start of each season.
- We provide coaching fundamentals, safety and first aid training at our annual coaches' clinic each year.
- Heads Up Concussion awareness education at Managers/Coaches meeting and educational materials added to Safety Packet
- Distribution of an electronic/mobile contact list and safety manual to all coaches, managers and parents so emergency numbers and safety protocols are easily available to everyone.
- Placement of Bat Safety signs to reinforce our "Don't Swing It" policies.
- Strict enforcement of no on-deck players allowed to make practice swings.

Thank you for taking the time to review the safety manual and to become familiar with the practices and policies put in place to ensure a safe environment for our children and families. Please contact Paul Young, Safety Officer and/or Ben Eroen President, with any questions, concerns or feedback.

Sincerely,
Paul Young
Safety Officer

Ben Eroen
President

SAFETY MANUAL AND FIRST AID KITS

Each team will be issued a Safety Manual and a First Aid Kit at the beginning of the season. Additional ice packs are available at all times in the equipment sheds at both Valmonte and Malaga Cove. Both equipment sheds will have a First Aid Kit and a Safety Manual in plain sight at all times.

The Safety Manual will include maps to hospitals and other emergency services, phone numbers for all Board Directors, the Palos Verdes Little League Code of Conduct, Do's and Don'ts of treating injured players. This information will also be posted in concession stands and/or equipment sheds at both field complexes.

The First Aid Kit will include the necessary items to treat an injured player until professional help arrives if need be (*see First Aid section*).

The manager or the team will acknowledge the receipt of both by signing in the space provided below when taking possession of these articles.

I have received my Safety Manual and First Aid Kit and will have them both present at all practices, batting cage practices, games (season games and post-season games) and any other event where team members could become injured or hurt.

Print name of Manager

Team name and division

Signature of Manager

Date

Sign and return to Paul Young, PVLL Safety Officer

MANAGER/COACHES CHECKLIST

AT EVERY PRACTICE AND GAME:

- ✓ PERFORM WARM UP SESSION PRIOR TO EACH PRACTICE AND GAME.
ABIDE BY PITCH COUNT RULES AND REST DAYS
- ✓ **HAVE THE SAFETY MANUAL, EMERGENCY CONTACT INFORMATION/LIST, AND AN AVAILABLE PHONE**
- ✓ **HAVE FIRST AID KIT AND ICE PACKS**
- ✓ CHECK FOR PROPER FITTING EQUIPMENT FOR ALL PLAYERS
- ✓ CHECK FIELD FOR ANY SAFETY HAZARDS PRIOR TO PLAY
- ✓ PERSONALLY ENSURE THAT ALL PLAYERS LEAVE PRACTICES AND GAMES WITH AN ADULT
- ✓ INJURY POLICY: **"IF IN DOUBT, SIT THEM OUT"** ESPECIALLY FOR ANY SUSPECTED/RISK FOR CONCUSSION OR HEAD INJURY
- ✓ MONITOR PLAYERS FOR SORENESS/PAIN/FATIGUE TO PREVENT OVERUSE INJURIES
- ✓ ONLY ONE PLAYER OUT OF THE DUGOUT SWINGING THE BAT AT ANY TIME.
NO ON-DECK PLAYERS!!
- ✓ HELMET ON HEAD SHOULD ALWAYS ACCOMPANY A BAT IN HAND
- ✓ FULL CATCHER'S GEAR (MASK, THROAT GUARD, CHEST PROTECTOR) FOR ANYONE BEHIND THE PLATE CATCHING PITCHERS (INCLUDING WARM-UP)
- ✓ ENCOURAGE ALL PLAYERS AND FAMILIES TO ADHERE TO LA COUNTY COVID GUIDELINES

SAFETY MUST DO'S:

- ✓ REPORT ANY INJURIES/INCIDENTS TO SAFETY OFFICER THAT REQUIRE FIRST AID OR MEDICAL TREATMENT WITHIN 24 HOURS
- ✓ NOTIFY PARENTS/GUARDIANS OF ANY INJURY, INCIDENTS, OR ILLNESS
- ✓ ALL INJURIES REQUIRING A DOCTOR'S ATTENTION MUST HAVE A WRITTEN RELEASE PRIOR TO THE INJURED PLAYER RETURNING TO PRACTICE OR GAME.
- ✓ PLACE COVID SUPPLIES IN COMMON AREAS
- ✓ CALL 911 IF ANYONE IS SERIOUSLY INJURED

CODE OF CONDUCT:

- ✓ ZERO TOLERANCE FOR ANY VERBAL OR PHYSICAL ABUSE UPON OR BY PLAYERS, COACHES, UMPIRES OR PARENTS.
- ✓ BE ORGANIZED, RESPECT THE GAME, KEEP IT POSITIVE AND KEEP IT FUN!

Palos Verdes Little League

Code of Conduct

Youth sports programs play an important role in promoting the physical, social and emotional development of children. As such, it is essential for parents, coaches, volunteers and officials to encourage youth athletes to embrace the values of good sportsmanship and its six core principles.

Trustworthiness, Respect, Responsibility, Fairness, Caring, Good Citizenship

The highest potential of sports is achieved when competition reflects these “six pillars of character.” Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control.

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth sports event and shall conform my behavior to the following code of conduct:

1. I (and my guests/family) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
2. I will demand a sports environment for my child that is free from drugs, tobacco/smoking, and alcohol and I will refrain from their use at all youth sports events or practices.
3. I will not engage in or encourage the use of profanity or verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
4. I will not initiate or encourage a physical altercation with any coach, parent, player, participant, official or any other attendee.
5. I will place the emotional and physical well-being of the players ahead of any personal desire to win.
6. I will inform my coach of any physical injury, ailment, or disability that may affect the safety of my child or the safety of others.
7. I will remember that children participate to have fun and that the game is for youth, not adults.
8. I will not discuss publicly with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
9. I will not speak disrespectfully to any manager, coach, official or representative of the league.
10. I will not be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
11. I will not challenge an umpire's authority.
12. I will learn the rules of the game and the policies of the league.

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event, unless otherwise specified in the penalties, I will be subject to disciplinary action, including but not limited to the following in any order or combination:

1. Verbal warning issued by Palos Verdes Little League.
2. Written warning issued by Palos Verdes Little League.
3. Suspension or immediate ejection from a youth sports event issued by Palos Verdes Little

League Board Member, umpire, or other official who is authorized to issue such suspension or ejection. When the manager, coach, parent or a player is ejected from a game, they shall leave the field immediately and take no further part in that game. They may not sit in the stands and may not be recalled.

4. Suspension from multiple youth sports events issued by Palos Verdes Little League official who is authorized to issue such suspension.
5. Season suspension or multiple season suspension issued by Palos Verdes Little League official.

I further understand that these rules and actions are effective whether participating at either of the Palos Verdes Little League complexes or at another location as a representative of Palos Verdes Little League.

PRINT NAME

SIGNATURE

DATE

EMERGENCY NUMBERS & KEY CONTACTS

Emergency 9-1-1

Palos Verdes Estates Fire/Paramedic Services **310-373-6539**

Palos Verdes Estates Police Department **310-378-4211**

Hospitals

Torrance Memorial Medical Center **310-325-9110**
3330 Lomita Blvd., Torrance CA 90505

Little Company of Mary Hospital **310-540-7676**
4101 Torrance Blvd., Torrance, CA 90503

Utilities

Southern California Edison **800-611-1911**
Southern California Gas Company **800-427-2200**
California Water Company **310-257-1400**
Verizon **800-483-1000**

Board of Directors

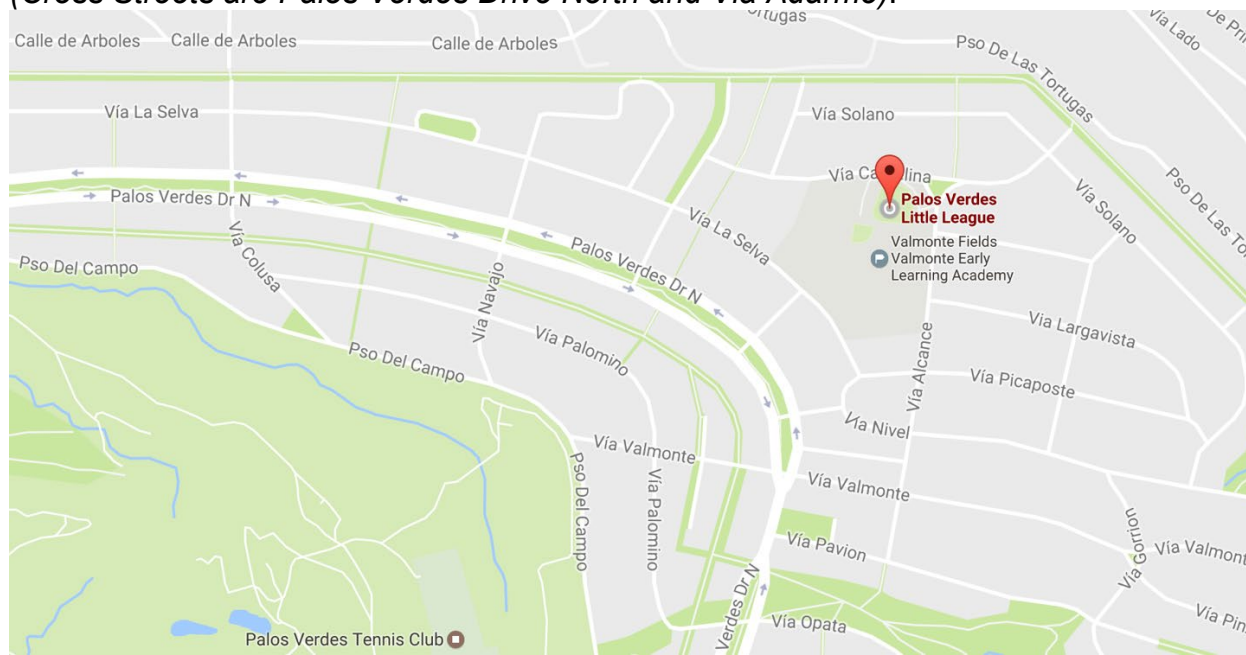
President	Ben Eroen	310.804.6342
League Secretary	Rob Kane	213.321.4327
Treasurer	Tom Nguyen	714.244.2326
Safety Officer	Paul Young	310.818.1389
Registration/Commnications	Cristin Rigg	310.704.3062
Valmonte Maintenance	Ben O'Rourke	310.704.3715
Malaga Maintenance	Ben Archer	310.292.8313
Tee Ball Player Agent	Eric Lee	510.505.2780
Sponsorships/Junior League	Chad Mcallister	310.283.4795
Equipment Manager	Mike Byard	562.743.9119
Player Development	Sudha Reddy	310.766.0715
Farm Player Agent	John Sheffield	310.938.9397
Majors Player Agent	Ryan Waggoner	310.974.2655
Intermediate Player Agent	Art Lopes	650.315.4386
Minors Player Agent	Chris Brandon	323.286.8585

Maps and Location of Fields:

Valmonte fields address:

3801 Via La Selva, Palos Verdes Estates, CA 90274

(Cross Streets are Palos Verdes Drive North and Via Adarme).



Malaga fields address:

300 Paseo Del Mar, Palos Verdes Estates, CA 90274

(Cross Streets are Palos Verdes Drive West and Via Almar)

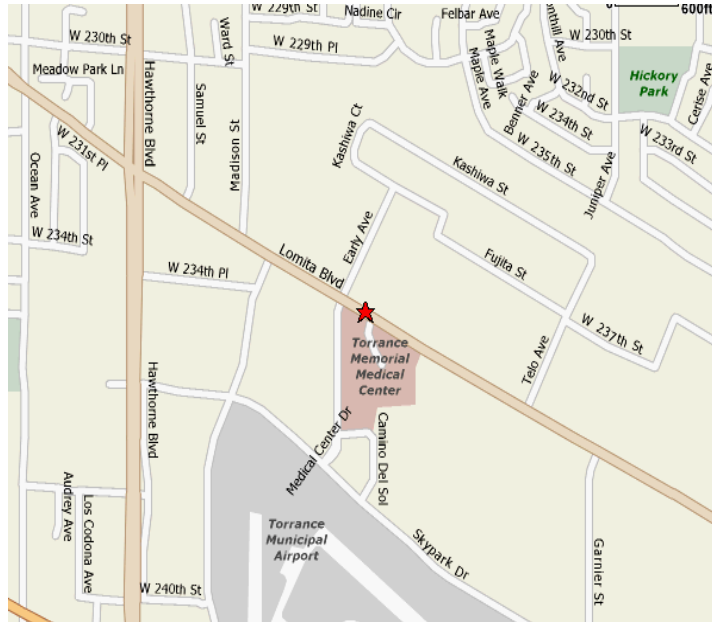


Maps and locations of local Hospitals

Torrance Memorial Medical Center

310-325-9110

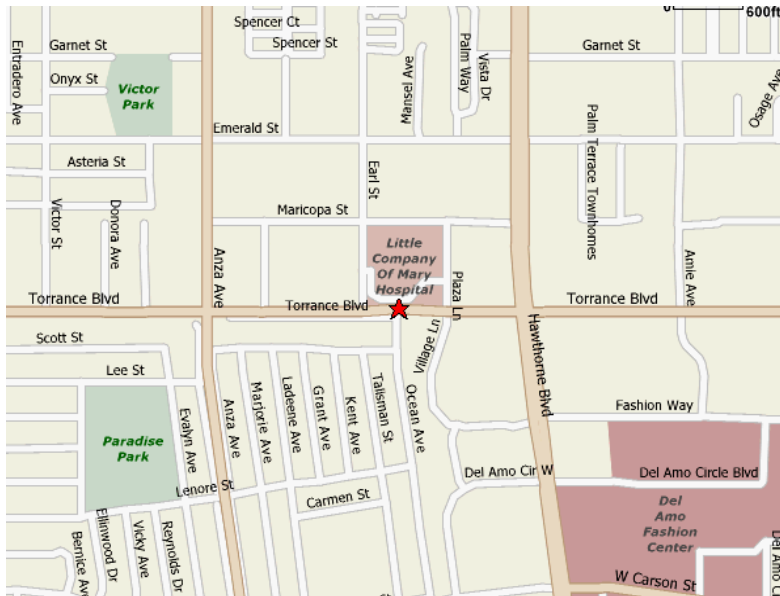
3330 Lomita Blvd., Torrance CA 90505



Little Co of Mary Hospital

310-540-7676

4101 Torrance Blvd , Torrance CA 90503



Palos Verdes Little League

Description of Responsibilities

The President:

Is responsible for ensuring that the policies and regulations of the PVLL Safety Officer are carried out by the entire league to the best of his/her abilities.

Safety Officer:

The main responsibility of the PVLL Safety Officer is to develop and implement the League's safety program. The PVLL Safety Officer is the link between the Board of Directors of Palos Verdes Little League and its managers, coaches, umpires, players, spectators, and any other third parties on the complex in regards to safety matters, rules and regulations.

The PVLL Safety Officer's responsibilities include:

- Submit qualified safety plan registration form with PVLL ASAP Form
- Coordinate submission of league player, coach and manager registration data to Little League Data Center
- Coordinating the team managers in order to provide the safest environment possible for all.
- Keeping the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which divisions (major, intermediate, minor, farm, tee ball), at what times, under what supervision.
- Correlating and summarizing the data in the First-Aid Log to determine proper accident prevention in the future.
- Ensuring that each team receives its Safety Manual and its First-Aid Kit at the beginning of the season.
- Installing First-Aid Kits in all concession stands and the club-house and re-stocking the kits as needed.
- Make Little League's "no tolerance with child abuse" clear to all.
- Inspecting concession stands and checking fire extinguishers.
- Checking fields with the Field Managers and listing areas needing attention.
- Scheduling a First-Aid Clinic training class for all managers and coaches during the pre-season.
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.
- Making spot checks at practices and games to make sure all managers have their First-Aid Kits and Safety Manuals.

Managers and Coaches:

The Manager is the person appointed by the president of PVLL to be responsible for the team's actions on the field, and to represent the team in communications with the umpire and the opposing team. Managers will:

Pre-season *Take possession of this Safety Manual and the First-Aid Kit* supplied by PVLL.

- Attend a *mandatory training session* on First Aid given by PVLL.
- Meet with all parents to discuss Little League philosophy and *safety issues*.
- Cover the basics of *safe play* with his/her team before starting the first practice.
- Return the signed *Safety Manual and first aid acceptance form* to the PVLL Safety Officer or President before the first game.

- Teach players how to *slide* before the season starts. A board representative will be available to teach these fundamentals if the Manager or designated coaches do not know them.

Season Play

- Notify parents that if a child is injured or ill, he or she can not return to practice unless they have a note from their doctor. This *medical release* protects you if that child should become further injured or ill. *There are no exceptions to this rule.*
- Encourage players to bring *water bottles* to practices and games.
- Tell parents to bring *sunscreen* for themselves and their child.
- Make sure *equipment* is in proper working order.
- Make sure that *telephone access* is available at all activities including practices. It is suggested that a *cellular phone* always be on hand.
- Not expect more from their players than what the players are capable of.
- Teach the *fundamentals* of the game to players while advocating safety.
- Always have First-Aid Kit and Safety Manual on hand.
- Use common sense.

Pre-Game and Practice

- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Make sure players are wearing the proper uniform and catchers are wearing a cup.
- Make sure that the equipment is in good working order and is safe.

During the Game

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory.
- Keep players *alert*.
- Maintain *discipline* at all times.
- Be *organized*.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the *proper equipment*.
- Encourage everyone to think *Safety First*.
- Observe the "*no on-deck*" rule for batters and keep players behind the screens at all times. No player should handle a bat in the dugouts at any time.
- Keep players off fences.
- Get players to *drink* often so they do not dehydrate.
- Not play children that are ill or injured.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents and passerby's.

Post Game

- Not leave the field until every team member has been picked up by a known family member or designated driver.
- *Notify parents if their child has been injured* no matter how small or insignificant the injury is. *There are no exceptions to this rule.* This protects you, Little League Baseball, Incorporated and PVLL.
- If there was an injury, make sure an accident report was filled out and given to the PVLL Safety Officer.

- Return the field (including dugouts and concessions stands) to its pre-game condition, per PVLL policy.

Umpires:

Pre-Game

- Check equipment in dugouts of both teams, equipment that does not meet specifications must be removed from the game.
- Make sure catchers are wearing helmets when warming up pitchers.
- Run hands along bats to make sure there are no cracks or dents.
- Make sure bats have grips.
- Make sure there are foam inserts in helmets and that helmets meet Little League *NOCSAE* specifications and bear Little League's seal of approval.
- Inspect helmets for cracks.
- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Check players to see if they are wearing jewelry.
- Check players to make sure they are not wearing metal cleats.
- Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.
- Secure official Little League balls for play from home team.

During the Game

- Govern the game as mandated by Little League rules and regulations.
- Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field;
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.
- Make sure players and spectators keep their fingers out of the fencing.

Facilities Officer:

Responsible for completion of the annual Little League Facility Survey submitted by e-mail together with this plan and to ensure the fields and structures used by PVLL meet the safety requirements as set forth in this manual.

Concessions Manager:

Is responsible to ensure the Concession Stand Volunteers are trained in the safety procedures as set forth in this manual.

Equipment Manager:

Is responsible to get damaged equipment repaired or replaced as reported by team managers or coaches. This replacement will happen in a timely manner. The Equipment Manager will also exchange equipment if it doesn't fit properly.

Palos Verdes Little League

Safety is Everyone's Responsibility

Our Palos Verdes Little League Safety Code

- Responsibility for League Safety Policies and Procedures will be that of the League Safety Officer, as well as all members of the Palos Verdes Little League Board of Directors.
- Arrangements should be made in advance of all games and practices for emergency medical services. (Managers and Coaches must know the location of the nearest telephone and have the team first aid kit at all games and practices. In the absence of a stationary phone at the field, a cellular phone must be present at all games and practices.)
- All coaches, managers, Board members, and other key volunteers are required to complete the Little League Volunteer Application form which will be used to conduct a search using the state wide sexual offender register.
- All teams are issued a first aid kit at the beginning of the pre-season.
- Managers and umpires must inspect all field, facilities and equipment before and after each practice and game. No games, practices or other team functions will take place if field, facilities, equipment, lighting or weather conditions are not good. Immediately correct and/or report any unsafe situations to the League Safety Officer.
- Dugouts and bat racks should be positioned behind screens.
- Only players, managers, coaches and umpires are permitted in the dugouts or on the playing fields during play and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose.
- 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.
- Equipment should be inspected regularly. Make sure it fits properly.
- Batters must wear approved protective helmets during batting practice, as well as during games.
- Catchers must wear catcher's helmet, mask, dangling throat protection, long model chest protector, shin guards and male catchers must wear a protective supporter at all times.
- Except when runner is returning to a base, headfirst slides should be avoided.
- During slide practice bases should not be strapped down and should be located away from the base anchoring system.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses."
- Players should not wear watches, rings, pins or other metallic items.
- All managers must have their players' medical release forms with them at all team functions.
- Alcohol is prohibited in or near the ballpark facilities.
- Only certified managers and coaches may conduct any batting cage practice or operate any pitching machines.
- No adult may warm-up the pitcher or stand at backstop as an informal catcher during batting practice
- All players should complete a proper warm-up prior to participating in a practice or game.
- Climbing is not permitted on fences, walls, dugouts, field equipment sheds, poles or trees.
- It is MANDATORY that a doctor evaluates ALL head, face and spinal injuries. All injuries requiring a doctor's attention must have a written release prior to the injured player returning to any practice or game.
- No skate boarding, roller blading, scooter or bike riding in the park. No dogs.

Palos Verdes Little League

Bat Safety

1. No one should swing a bat at any time unless in the presence of an adult and in a clear space
2. A helmet on the head should always accompany a bat in the hand.
3. When a bat is carried from one place to another, it should be on a shoulder, in a bag or dragged on the ground.
4. Only one player should be out of the dugout and allowed to swing a bat at any time.
5. No player should take practice or warm-up swings other than the batter at the plate. NO "ON-DECK BATTER" WARM UPS ALLOWED!
6. Tee ball and farm bats should be stored in a bag or hung up high in the dugout until a coach is immediately supervising the player.
7. Tee ball, farm and minor players should never have a bat in their possession until a coach is immediately supervising them.

Copy and post in dugouts.

Don't Swing It

...Until You're Up to the Plate!



(Photos from North Scott, Iowa, Little League)

Don't let this happen to you, or to a teammate.

REMEMBER:

Don't pick up your bat until you leave the dugout, to approach the plate.

RULE 1.08, Notes

"1. The on-deck position is not permitted in Tee Ball, Minor League or Little League (Majors) Division. 2. Only the first batter of each half-inning will be allowed outside the dugout between the half-innings in Tee Ball, Minor League or Little League (Majors) Division."

Palos Verdes Little League

Providing Safer Environments

Regulation I (b) “As a condition of service to the league, all managers, coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams, must complete and submit an official ‘Little League Volunteer Application’ to the local league president.”

Providing a safe atmosphere for kids to enjoy themselves is the top priority for any youth organization. Having parents know they can trust the people who are involved in training their children is central to any group's success. So how can leagues assure parents their children are being supervised by a responsible and trustworthy volunteer? You have to earn their trust. That's why Little League makes the Child Protection Program available and mandates background checks. Before beginning the background process, which must be completed annually on all new and returning individuals prior to the individual assuming his/her duties for the current season, the league needs in its possession a fully completed “official volunteer application along with a copy of a government-issued photo ID, usually a driver's license, in order for the league to verify that the information on his/her volunteer applications is correct. Anyone refusing to fill out the volunteer application is ineligible to become a league member. See volunteer application in the appendix of this safety manual.

Effective in 2007, the local league must conduct a nationwide search that contains the applicable government sex offender registry data. Our league will use the resources available through the National Sex Offender Public Registry (<http://www.nsopr.gov>), coordinated by the United States Department of Justice. This is a cooperative effort between the federal government and the states that host public sexual offender registries. A check conducted only in one state no longer meets the minimum requirements of the regulations. If a positive result is returned on any candidate, we are required to perform more research to determine whether the results actually belong to this candidate. If a more thorough background check is required, Little League International recommends the services offered by Choice Point (<http://www.littleleague.choicepoint.com/>.) This service is provided at a nominal cost per individual search.

How to protect yourself and your family

One of the major reasons why it is important to be informed about sexual assault is to that you can take steps to prevent it. And, there are indeed steps you can take to reduce your risk of sexual assault, your child's risk, or the risk facing others:

- Inform children that it is wrong for adults to engage children in sexual activity. Stress to your child that he or she should feel comfortable telling you anything, especially if it involves another adult. If your child does not feel comfortable being completely honest with you, then together you should find another trusted adult your child can talk to in confidence.
- Make an effort to know the people with whom your child is spending time.
- Knowledge is power. This is especially true for protecting children from sexual assault. Teach your children about their bodies; give them the correct language to use when describing their private parts. Emphasize that those parts are private.

- Make sure you know where each of your children is at all times. Know your children's friends and be clear with your children about the places and homes they may visit. Make it a rule that your children check in with you when they arrive at or depart from a particular location and when there is a change in plans. You should also let them know when YOU are running late or if your plans have changed so that they can see the rule is for safety purposes and not being used to "check up" on them.
- Be involved in your children's activities. As an active participant, you will have a better opportunity to observe how the adults in charge interact with your children. If you are concerned about anyone's behavior, take it up with the sponsoring organization.
- Notice when someone shows one or all of your children a great deal of attention or begins giving them gifts. Take the time to talk to your children about this person and find out why the person is acting in this way.
- Teach your children that they have the right to say NO to any unwelcome, uncomfortable, or confusing touch or actions by others. Teach them to tell you immediately if this happens. Reassure them that you are there to help and it is okay to tell you anything.
- Be sensitive to any changes in your children's behavior or attitude. Encourage open communication and learn how to be an active listener. Look and listen to small cues and clues that something may be troubling your children, because children are not always comfortable disclosing disturbing events or feelings. This may be because they are concerned about your reaction to their problems. If your children do confide problems to you, strive to remain calm, non-critical, and nonjudgmental. Listen compassionately to their concern and work with them to get the help they need to resolve the problem.
- Be sure to screen babysitters and caregivers. Many states now have public registries that allow parents to screen individuals for prior criminal records and sex offenses. Check references with other families who have used the caregiver or babysitter. Once you have chosen the caregiver, drop in unexpectedly to see how your children are doing. Ask your children how the experience with the caregiver was, and listen carefully to their responses.
- Practice basic safety skills with your children. Make an outing to a mall or a park a "teachable" experience in which your children can practice checking with you, using pay phones, going to the restroom with a friend, and locating the adults who can help if they need assistance. Remember that allowing your children to wear clothing or carry items in public on which their name is displayed can bring about unwelcome attention from inappropriate people who may be looking for a way to start a conversation with your children.
- Remember that there is no substitute for your attention and supervision. Being available and taking time to really know and listen to your children helps build feelings of safety and security.
- Also remember that in the vast majority of cases (up to 90%); children are molested by someone they know. Your efforts at keeping your child safe must be informed by this fact and not focused exclusively on the danger that strangers may present.

Palos Verdes Little League

Volunteer Training

SAFETY TRAINING FOR OUR MANAGERS, COACHES AND OTHER VOLUNTEERS:

- **At least one manager or coach is to required attend a mandatory pre-season training first-aid and sports injuries held in January. A local physician and the League Safety Officer will lead the clinic. At least one manager or coach is required to attend a mandatory pre-season training of coaching fundamentals. This will include: proper warm-ups, fielding, pitching, hitting, sliding techniques, use and maintenance of equipment and little league philosophy.**
- **League Safety Manual is provided at this meeting. The manager or reviews the appropriate information with all parents and players at their team meeting.**
- **Snack Shack workers are trained by experienced Snack Shack Volunteers how to handle food and keep the snack shack clean and safe.**
- **First aid information, reporting procedures and emergency phone numbers are supplied to each Board member, Manager and Snack Shack representative.**
- **Our umpires are also safety trained and made aware of the Safety Code. A copy is maintained in the Snack Shack.**
- **All Managers and Coaches who anticipate using the batting cages or pitching machines must attend a Batting Cage/Pitching Machine Safety Seminar.**

Palos Verdes Little League

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 times 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.

First Aid-Kits

First Aid Kits will be furnished to each team at the beginning of the season.

The First Aid Kit will become part of the Team's equipment package and shall be taken to all practices, batting cage practices, games (whether season or post-season) and any other PVLL Little League event where children's safety is at risk.



To **replenish materials** in the Team First Aid Kit, the Manager or coaches must contact the PVLL Safety Officer. (See contact information and address in phone # section of this Safety Manual)

First Aid Kits and this Safety Manual must be turned in at the end of the season along with your equipment bag.

The First Aid Kit will come in a plastic white and red box and include at a minimum the following items:

<p>3 Instant Ice Packs 2 Plastic Bags for Ice 6 Antiseptic Wipes 1 Roll of Gauze 2 Large Bandages 2"x4" 2 Large Non-stick Bandages 20 Band-Aids 1"x3" 2 Antiseptic Cream Packs</p>
--

1 Cloth Athletic Tape 2 Eye Pads 1 Roll of Gauze 2 Burn Cream Packs 1 Scissors 1 Pair of Latex Gloves 1 Tweezers 2 Sterile Gauze Pads 1 Plastic Kit
--

If you are missing any of the above items, contact the PVLL safety officer immediately.

Two additional First-Aid Kits will be available in the Valmonte and Malaga Cove field equipment sheds.

Materials from these additional kits may not be used to replenish materials in the Team's Kit but only used in emergency situations.

Good Samaritan Laws

There are laws to protect you when you help someone in an emergency situation. The **"Good Samaritan Laws"** give legal protection to people who provide emergency care to ill or injured persons. When citizens respond to an emergency and act as a *reasonable* and *prudent* person would under the same conditions, Good Samaritan immunity generally prevails. This legal immunity protects you, as a rescuer, from being sued and found financially responsible for the victim's injury. For example, a reasonable and prudent person would –

- Move a victim only if the victim's life was endangered.
- Ask a conscious victim for permission before giving care.
- Check the victim for life-threatening emergencies before providing further care.
- Summon professional help to the scene by calling **9-1-1**.
- Continue to provide care until more highly trained personnel arrive.

Good Samaritan laws were developed to encourage people to help others in emergency situations. They require that the "Good Samaritan" use common sense and a reasonable level of skill, not to exceed the scope of the individual's training in emergency situations. They assume each person would do his or her best to save a life or prevent further injury.

People are rarely sued for helping in an emergency. However, the existence of Good Samaritan laws does not mean that someone cannot sue. In rare cases, courts have ruled that these laws do not apply in cases when an individual rescuer's response was grossly or willfully negligent or reckless or when the rescuer abandoned the victim after initiating care.

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 the following steps.

- First 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 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 **fire engine** and flag them down if necessary. This saves valuable time. Remember, every minute counts.

Compliance and Reporting – Be Aware! The League Safety Officer and Board Members randomly monitor games and practices to ensure compliance with the Palos Verdes Safety Code and Little League requirements. All infractions or unsafe conditions must be corrected immediately!

DO'S AND DON'TS

Treatment at Site –

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.
- ⇐ Be afraid to ask for help if you're not sure of the proper Procedure, (i.e., CPR, etc.)
- ⇐ Transport injured individual except in extreme emergencies.

Palos Verdes Little League

Accident and Injury Reporting

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 PVLL 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 PVLL Safety Officer within 24 hours of the incident using the PVLL Accident Investigation Form included in the appendix of this safety manual.

The PVLL Safety Officer, Paul Young, can be reached at the following:

Cell: (310 818-1389

Email: paulmatthewyoung@me.com

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.

Team Manager's Responsibility –

The Manager will fill out the *PVLL Accident Investigation Form* and submit it to the PVLL Safety Officer *within 24 hours of the incident*. **Online PVLL Accident Investigation Forms can be found on the PVLL Website under "Accident Reporting"** or paper form are in the Appendix of this Manual or at the concessions stands. Each manager must have at least 3 blank Accident Investigation Forms on hand at all times. Accidents occurring outside the team (i.e., spectator injuries, concession stand injuries and third party injuries) shall be handled directly by the PVLL Safety Officer or by other PVLL Board Member.

PVLL Safety Officer's Responsibilities –

Within 24 hours of receiving the *PVLL Accident Investigation Form*, the PVLL Safety Officer will contact the injured party or the party's parents and; verify the information received; obtain any other information deemed necessary; check on the status of the injured party; and in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, et.) will advise the parent or guardian of the Palos Verdes Little League's insurance coverage and the provision for submitting any claims. If the extent of the injuries are more than minor in nature, the PVLL Safety Officer shall periodically call the injured party to: 1) check on the status of any injuries, and 2) check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the League again).

Any information received from the Accident Investigation Forms will be shared with our Little League District office.

Equipment and Batting Cage Safety

REMEMBER DON'T JUST DISCARD DAMAGED EQUIPMENT – DESTROY IT OR MAKE IT UNUSABLE TO PROTECT OUR KIDS!

The Equipment Manager is an elected PVLL Board Member and is responsible for purchasing and distributing equipment to the individual teams. This equipment is checked and tested when it is issued but it is the Manager's responsibility to maintain it. Managers should inspect equipment before each game and each practice.

The PVLL Equipment Manager will promptly replace damaged and ill-fitting equipment.

Furthermore, kids like to bring their own gear. This equipment can only be used if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book.

At the end of the season, all equipment must be returned to the PVLL Equipment Manager. First-Aid kits and Safety Manuals must be turned in with the equipment.

The following are equipment guidelines for managers and coaches:

- Each team, at all times in the dugout, shall have seven (7) protective helmets, which must meet NOCSAE specifications and standards. These helmets will be provided by PVLL at the beginning of the season. If players decide to use their own helmets, they must meet NOCSAE specifications and standards.
- Use of a helmet by the batter and all base runners is mandatory.
- Use of a helmet by a player/base coach is mandatory.
- All male players must wear athletic supporters.
- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.
- Female catchers must wear long or short model chest protectors.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games. NOTE: Skullcaps are not permitted.
- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
- Bats with dents, or that are fractured in any way, must be discarded.
- Only Official Little League balls will be used during practices and games.
- No wood bats at any time. On Dec. 30, 2010, Little League International announced it had expanded its moratorium on the use of composite bats to all of its baseball divisions, including the Little League (Majors) division, effective immediately
- Make sure that the equipment issued to you is appropriate for the age and size of the kids on your team. If it is not, get replacements from the Equipment Manager.
- Make sure helmets fit.
- Replace questionable equipment immediately by notifying the PVLL Equipment Manager.
- Make sure that players respect the equipment that is issued.

OUR BATTING CAGES RULES

1. Adult supervision is required at all times when the batting cage is in use.
2. The pitching machine must be operated by an adult.
3. Only one batter and one/pitching machine operator are allowed in the cage at a time.
4. The pitcher/pitching machine operator must use an "L" fence protector.
5. Lock/secure the batting cage at all times when not being used by the league.
6. Enforce helmet use for everyone in the batting cage: hitters and pitchers.
7. Place second fence around the batting cage at a safe distance to keep people from being struck by balls hit into the netting, causing the netting to flare out.

PITCHING MACHINE RULES AND TIPS

ALL MANAGERS AND COACHES MUST BE ORIENTED ON PROPER OPERATION OF PITCHING MACHINES BEFORE OPERATING ON THEIR OWN.

BALL SELECTION

- Never mix leather balls with synthetic pitching machine balls.
- Be careful not to mix new with old balls or balls from different manufacturers. Balls must be consistent in type and amount of wear to produce repeatability.
- Never use wet balls!

BATTING PRACTICE

The **horizontal swivel lock must be securely tightened** before the batter approaches the plate.

ALWAYS test and adjust the Hack Attack before a batter steps up to the plate:

1. Adjust so that Hack Attack throws a ball across the plate.
2. Throw test pitches until required velocity and break are reached.
3. Throw several pitches to verify pitch location repeatability.

DO NOT make any speed or pitch location changes while the batter is at the plate.

Batter must wear batting helmet while in the cage.

Only one ADULT at a time should operate the machine.

Always present the ball to the batter before feeding the ball into the machine.

Operator must stand behind a protective screen to prevent injury from balls and the bat.

Palos Verdes Little League

Snack Shack Safety Requirements

(Posted in the Snack Shack at All Times)

The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of food borne illness.

1. Menu. Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. ***Complete control over your food, from source to service, is the key to safe, sanitary food service.***

2. Cooking. Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. ***Most food borne illnesses from temporary events can be traced back to lapses in temperature control.***

3. Reheating. Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. ***Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.***

4. Cooling and Cold Storage. Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. ***Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of food borne illness.***

5. Hand Washing. ***Frequent and thorough hand washing remains the first line of defense in preventing food borne disease.*** The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene. Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. Food Handling. Avoid hand contact with raw, ready-to eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. ***Touching food with bare hands can transfer germs to food.***

8. Dishwashing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. ***Ideally***, dishes and utensils should be washed in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

9. Ice. Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. ***Ice can become contaminated with bacteria and viruses and cause food borne illness.***

10. Wiping Cloths. Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. ***Well sanitized work surfaces prevent cross contamination and discourage flies.***

11. Insect Control and Waste. Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness. Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable Food.

Palos Verdes Little League

Coaching and Teaching Fundamentals

Palos Verdes Little League is a volunteer organization that operates without professional or paid coaches. As such, the league encourages volunteer coaches to educate themselves using the many publicly available coaching and teaching resources. To assist with this education, Palos Verdes Little League provides access to certain reference materials on its website that coaches might find useful prior to and during the season. These resources include, among other things, information provided by Qcbaseball.com, an instructional website focused on coaching youth baseball.

The league strongly encourages new and returning coaches to review these materials, as well as other publicly available resources, for assistance with coaching philosophies, teaching baseball fundamentals, as well as stretching and conditioning drills.

For links to these and other useful coaching materials, please visit <http://www.pvlittleleague.com/>

Materials/Education Available on Website Include:

- Stretching, warm-up, and arm strengthening exercise videos
- Pitch count rules for PVLL and other information on arm safety

Palos Verdes Little League

Threatening Weather

Most of our days in Southern California 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.
5. If playing a game, consult with the other manager and the umpire to formulate a decision.

LIGHTNING

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.**
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

One thing we do get in Southern California is hot weather. Precautions must be taken in order to make sure the players on your team do not **dehydrate** or **hyperventilate**.

1. Suggest players take drinks of water when coming on and going off the field between innings.
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 instant ice bags supplied in your First-Aid Kit to cool him/her down until the emergency medical team arrives. (See *section on Hydration*)

EARTHQUAKE

In case of an earthquake, managers and coaches must:

- Move players to the center of the playing field, away from falling debris.
- Account for all team players and volunteers
- Administer first aid as needed. Check medical release forms to determine any significant health conditions.
- Attempt to keep the children calm.
- Keep the players with you until the parent(s) or approved contact person retrieves them. Do not allow children to attempt to walk/ride home.
- Do not tie up phone lines except in the case of an emergency.

EVACUATION PLAN

Severe storms, lightning, earthquakes and fire are all possible in Southern California. For this reason, PVLL must have an ***evacuation plan***.

1. At that time all players will return to the dugout and wait for their parents to come and get them. In the case of an earthquake, move to the middle of the field.
2. If a player's parent is not attending the game, the Manager will take responsibility for evacuating that child.
3. Once parents have obtained their children, they will proceed to their cars in a calm and orderly manner.
4. Drivers will then proceed slowly and cautiously out of the facility, observing the 5 MPH speed limit.
5. Once outside the facility, drivers will observe the posted speed limits.

APPENDIX

Activities/Reporting

A Safety Awareness Program's Incident/Injury Tracking Report

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: ☐ Male ☐ Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD

B.) ☐ Challenger ☐ T-Ball (5-8) ☐ Minor (7-12) ☐ Major (9-12) ☐ Junior (13-14)
☐ Senior (14-16) ☐ Big League (16-18)

C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
☐ Travel to ☐ Travel from ☐ Other (Describe): _____

Position/Role of person(s) involved in incident:

D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second
☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout
☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: _____

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

A.) On Primary Playing Field

☐ Base Path: ☐ Running or ☐ Sliding
☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted
☐ Collision with: ☐ Player or ☐ Structure
☐ Grounds Defect
☐ Other: _____

B.) Adjacent to Playing Field

☐ Seating Area
☐ Parking Area

C.) Concession Area

☐ Volunteer Worker
☐ Customer/Bystander

D.) Off Ball Field

☐ Travel:
☐ Car or ☐ Bike or
☐ Walking
☐ League Activity
☐ Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: () _____

Signature: _____ Date: _____

HEADS UP CONCUSSION



SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

› SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- 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

› SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"



ACTION PLAN

As a coach, if you think an athlete may have a concussion, you should:

1. **Remove the athlete** from play.
2. **Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a health care provider.** Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion.
3. **Record and share information about the injury**, such as how it happened and the athlete's symptoms, to help a health care provider assess the athlete.
4. **Inform the athlete's parent(s) or guardian(s)** about the possible concussion and refer them to CDC's website for concussion information.
5. **Ask for written instructions from the athlete's health care provider** about the steps you should take to help the athlete safely return to play. Before returning to play an athlete should:
 - › Be back to doing their regular school activities.
 - › Not have any symptoms from the injury when doing normal activities.
 - › Have the green-light from their health care provider to begin the return to play process.

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.



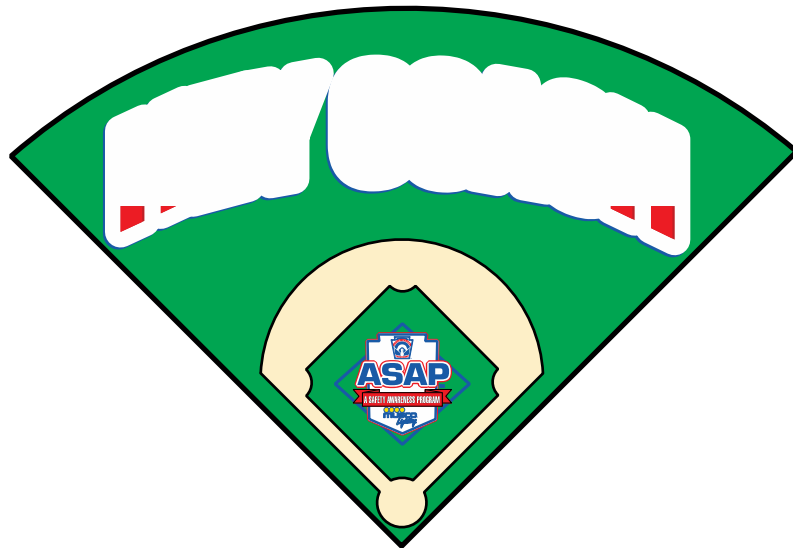
For more information and to order additional materials **free-of-charge**, visit: www.cdc.gov/HEADSUP.

You can also download the CDC **HEADS UP** app to get concussion information at your fingertips. Just scan the QR code pictured at left with your smartphone.

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider.



Centers for Disease
Control and Prevention
National Center for Injury
Prevention and Control



HAVE YOU:

- ✓ **Walked field for debris/foreign objects**
- ✓ **Inspected helmets, bats, catchers' gear**
- ✓ **Made sure a First Aid kit is available**
- ✓ **Checked conditions of fences, backstops, bases and warning track**
- ✓ **Made sure a working telephone is available**
- ✓ **Held a warm-up drill**

Volunteers Must Wash Hands

HOW



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.
Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand
when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

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Equipment Checklist

Keep Your Players Safer

Do you know what equipment is required for player safety on the field? Do you know which optional items can help keep players safer? Check out the following list for ideas and reminders.

Offense

- ☐ **Helmet** – adults in coaches boxes
- ☐ **Helmet with Face Guards or C-Flap** meeting NOCSAE standards – all batters, esp. in younger divisions
- ☐ **Mouth guard** – batters, defensive players
- ☐ **Goggles/Shatterproof glasses** – any player, esp. those with vision limitations

IMPORTANT:

BPF RULE GOES INTO EFFECT FOR BASEBALL DIVISIONS

Buying bats for your league's baseball divisions? If it is composite metal, make sure it has the BPF 1.15 label. Bats in use in Little League Baseball (Majors Division and younger) must have the new bat performance factor listed on the bat.

Unless this marking is present, the bat will be removed from games.

Little League officials are aware some bats do not have the required markings but are Little League approved. And some of the bats on the approved bat list may not carry the required BPF 1.15 marking, depending on when they were manufactured and licensed.

Little League is building a list of bats that are approved but do not have the BPF marking due to special circumstances. For these bats, the eligibility for play will be extended until December 31, 2009. As Little League is made aware of bats that meet the BPF rule for this extension, the bats will be added to the list.

ONLY bats with a BPF 1.15 marking or that are listed below will be allowed for use in the Little League (Majors) Baseball and younger divisions in 2009.

Non-BPF-marked bats approved until Dec. 31, 2009:

Adidas – Vanquish (blue design) A newer model of this bat, also named Vanquish with copper and black markings, has the proper labeling, so is therefore not subject to the one-year rule.

DeMarini – Black Coyote, Rogue, Distance, Rumble, Tengu, Mach 10, Patriot

Easton – LZ-810, LZ-800, Stealth Optiflex LST 1,

Louisville Slugger – YB31

NIKE – Areo