



ALLIED GARDENS LITTLE LEAGUE

0405-33-01

SAFETY PLAN 2017

(Final: Revised: 01/31/2017)

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ALLIED GARDENS LITTLE LEAGUE SAFETY MISSION STATEMENT

The responsibility for safety is that of every adult member of ALLIED GARDENS LITTLE LEAGUE. The procedures in this manual are for the safety of every player and adult in this league. Safety will be a priority and never an afterthought. We believe that safe play will always be fun play. Anyone not abiding by these safety procedures will be removed from his or her position.

DISTRIBUTION OF SAFETY PLAN

A copy of the relevant parts of the safety plan will be distributed as follows: Concession Manual reviewed by concession workers; Equipment Policies to facilities crew, First Aid and coach information and responsibilities to managers and coaches. Copies of the Safety Manual will be kept available for reference at Concession Stands, Equipment Sheds and printed copies will be carried by managers/coaches as part of the equipment to all games and practices.

ALLIED GARDENS LITTLE LEAGUE

Declaration by the Manager of ALLIED GARDENS LITTLE LEAGUE

I have reviewed this League Safety Plan and am aware of its contents and my responsibilities as a manager. I will also:

- 1) Make sure my coaches have also reviewed this Safety Plan in order to promote safety awareness.
- 2) Make sure my coaches and I have met our league requirements for Player Development and Emergency Management/Safety Clinics as described in this League Safety Plan.
- 3) I understand my coaches and I must sign in at all clinics we attend to ensure credit for clinic attendance on the District 33 Clinic Attendance List.
- 4) I am aware that coaches and managers who do not meet clinic attendance requirements as stated in the League Safety Plan are not eligible to participate in any District 33 sponsored tournaments during or at the end of the season.
- 5) I will ensure that the League Safety Plan and a First Aid Kit are at every game and practice, even if I am not attending.
- 6) I will ensure that I know where Emergency Medical Services (EMS) will access the playing fields and practice areas and the procedure for meeting and directing them.
- 7) I will verify that I have completed Medical Releases for all players on my team no later than the third practice at the beginning of the season.
- 8) I will review all Medical Releases so that I understand any medical issues and necessary treatments.
- 9) I will ensure that all players who have need for asthma inhalers, Epi-Pens or other necessary medications have **non-expired medications/devices with them and that I know where these are kept in the player's equipment bag.**
- 10) I am aware of my responsibility to inform the league of any injuries that occur to players, coaches or myself in the course of Little League activities.
- 11) I am aware of my responsibility to check the fields and practice areas for any hazards before games or practices.
- 12) I have the names and phone numbers of the League President, Vice President, Coach Coordinator and Safety Officer entered into my cell phone.

Team: _____ **Division:** _____

Manager signature

Date

League Copy - To be retained for reference. Coaches copy in Coaches section of this Safety Plan

COACHES' CODE OF ETHICS PLEDGE

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children rather than adults.

Team: _____ **Division:** _____

Manager

Date

Coach

Date

Coach

Date

Coach

Date

Coach

Date

League Copy - To be retained for reference. Coaches copy in Coaches section of this Safety Plan

ALLIED GARDENS LITTLE LEAGUE

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Injury/Accident Tracking and Reporting

All injuries or accidents, whether they require a doctor visit or not, must be reported to League Officials within 48 hours. League Safety Officer or other designated league official is responsible to complete the **Injury Tracking Report** and review at the next league board meeting. For all claims, or injuries which could become claims, fill out and mail to LL the **Accident Claim/Notification Form** (appended to this Safety Plan). **Retain copies for league records and for parents** before mailing/faxing to the address or fax number at the top right of the form. Both Injury Tracking and Accident Notification forms are available via <http://www.littleleague.org> (in Forms and Publications/Insurance).

District 33 officials and Administrators should be notified if a form is completed:

District 33 Safety Officer: Steve Taylor (858) 337-8699 llcad33.safetyofficer.staylor@gmail.com
District 33 Administrator: Clay Berry (619) 787-7593 llcad33@yahoo.com
AGLL Safety Officer: Peter Beck (619) 318-2435 safety@agllittleleague.org

Emergency Numbers

- POLICE / FIRE 9-1-1
- Emergency Medical Services (EMS) 9-1-1
- Kaiser Permanente 619-528-5000
- Sharp Memorial Hospital 858-939-3400
- Rady Children's Hospital 858-576-1700
- Poison Control System 2-1-1 or 800-876-4766 www.calpoison.org
- Animal Control Dispatch 619-236-4250 www.sddac.com/

Key Officials on File with Little League

President:	Pete Famolaro	619-405-4194	president@agllittleleague.org
Vice President:	Dennis Gildehaus	619-980-3454	dennis@agllittleleague.org
Player Agent:	Nikki Meek	619-884-2026	nikki@agllittleleague.org
Info Officer:	Trevor Yancey	619-994-4320	info@agllittleleague.org
Chief Umpire:	Jake Fenno	619-855-6897	jake@agllittleleague.org
Safety Officer:	Peter Beck	619-315-1955	safety@agllittleleague.org

District Administrator and CA D-33 Website: <http://www.eteamz.com/District33/>

Clay Berry District 33 Administrator
CA District 33 Cell 619-787-7593 Home 619-282-7616 (cell phone first)
3765 42nd Street llcad33@yahoo.com
San Diego, CA 92105
Steve Taylor, District Safety Officer (858) 337-8699 llcad33.safetyofficer.staylor@gmail.com

Little League Support Numbers

Western Region Little League
6707 Little League Drive
San Bernardino, California 92407
Phone: 909-887-6444 Fax: 909-887-6135

LL International Office (570) 326-1921
FAX - LL International Office (570) 322-2376 or (570) 326-1074
Mailing address: P.O. Box 3485 Williamsport, PA 17701

Little League Database Requirements: League Information Officer shall maintain current data on Little League’s Database: League officials (after September Board meeting), Team Player and Manager/Coach Roster- by March 1st, and send updated (all) data again if information changes.

VOLUNTEER APPLICATION AND BACKGROUND CHECKS

Each Adult Volunteer for ALLIED GARDENS LITTLE LEAGUE will fill out a current **Volunteer Application** (see attached). This includes, but is not limited to, coaches, managers, board members, umpires and members of the auxiliary or anyone who provides regular service to the league and/or has repetitive access to or contact with players or teams. Each application must include a government issued identification card for ID verification and provide a social security number. Each volunteer’s application will be kept confidential and remain on file for one year.

Anyone refusing to completely fill out a Volunteer Application will not be able to serve as a volunteer or provide any service to ALLIED GARDENS LITTLE LEAGUE. 2017 Volunteer form: www.littleleague.org, click on “League Officers” (drop down menu), “Forms & Pubs”, “League & District Administrators”; volunteer applications will be at the bottom of this section. Little League has created a “**Returning Volunteer Application**” which returning volunteers may complete annually. A background check will still be done annually if this form is used.

Background checks using Volunteer Application forms are to be done as early in the season as possible on all volunteers who have regular/ongoing contact with league. Regular/ongoing contact includes coaches and managers, repeat umpires, regular snack bar staff, team parents and other volunteers who will become familiar to the players over the course of the season.

ALLIED GARDENS LITTLE LEAGUE uses the **First Advantage** national criminal background check available through the Little League website. **First Advantage** accesses the National Criminal File database that contains more than 281 million records which include criminal records and sex offender registry records across 50 states and the District of Columbia.

VOLUNTEER CODE OF CONDUCT

Volunteers working on behalf of ALLIED GARDENS LITTLE LEAGUE, having submitted to a background check and having been accepted as a volunteer by the league Board of Directors, shall be aware of the following responsibilities:

- 1) To interact with other league volunteers and players in a positive manner, setting an example for all participants in the league;
- 2) To fulfill your role within the league in a way that facilitates cooperation with other volunteers and is supportive of them in fulfilling their role;
- 3) To accept direction from volunteers who are in a leadership role;
- 4) In the event of differences of opinion, to take appropriate steps to address concerns with the intent to reach an amicable resolution;
- 5) When acting as a Scorekeeper, Umpire, or in some other official capacity, to conduct yourself in a manner that is impartial and above reproach so as to not create the appearance of favoritism

MANAGERS AND COACHES

This Safety Plan must be kept by all managers in their equipment bag.

- Responsibility for implementing safety procedures/practices belongs to all adult members of Allied Gardens Little League.

MANDATORY CLINICS

- **Allied Gardens Little League maintains a record of clinic participation and a list of all managers and coaches (to verify clinic attendance).**
 - **One manager/coach from each team must attend the two required clinics in the current year (2017). All other coaches/managers must attend both required clinics either: (A) within the current year (2017); or (B) have attended within the preceding two years (2015 or 2016) to be eligible for T.O.C or other District 33 sponsored tournaments.**
- 1) **Manager/Coach Fundamentals Clinic** (required for all new coaches and every three years for continuing coaches/managers).
 - At minimum, one Manager or Coach from each team must attend a District 33 sponsored or a District 33 approved fundamentals clinic during 2017, with all other Managers and Coaches having attended within the current (2017) or past two years (2015 or 2016), as reflected on District 33's Clinic Attendance record (<http://www.eteamz.com/District33/news/index.cfm?cat=885796>).
 - Manager/Coach Clinic dates in 2017: 01/29/2016, 2/4/17.
 - League in-house clinics require a minimum of 2 weeks advance notice to District 33 Administrator or Safety Officer, including info on qualifications of person(s) presenting and submitting a dated sign-in form (available on the CA District 33 website).
 - 2) **Emergency Management/Safety Clinic- District sponsored or district approved- Same requirements as for Manager/Coach Clinics**
 - At minimum, one Manager or Coach from each team must attend a District 33 sponsored or a District 33 approved safety clinic during 2017, with all other Managers and Coaches having attended within the current (2017) or past two years (2015 or 2016), as reflected on District 33's Clinic Attendance record (<http://www.eteamz.com/District33/news/index.cfm?cat=885796>).
 - Emergency Management/Safety Clinic dates in 2017: 01/29/2016, 2/4/17.
 - League in-house clinics require a minimum 2 weeks advance notice to District 33 Administrator or Safety Officer, including info on qualifications of person(s) presenting and submitting a dated sign-in form (such as is available on the CA District 33 website).
 - Safety Clinic handouts, Presenter Notes and a Powerpoint presentation are all available on the website.

FIRST AID INFORMATION

Review the Medical Release form when the player joins your team

- Be aware of any important information/warnings about medical conditions the player may have. Make sure you understand what the condition looks like; for example Diabetes, seizures, allergies to insect stings.

Typical injuries associated with baseball include:

- Contusions
- Muscle pulls/strains or ligament/tendon strains or separations
- Over-use injuries
- Bone Fractures
- Injuries to small joints
- Injuries to teeth
- Eye injuries
- Facial injuries
- Concussion
- Insect bites and stings
- Heat illness

Triage and Emergency Management

- Managers/coaches must stop all play to protect the player from further injury, as well as to protect those not being closely monitored due to the focus on the injured player.
- Check player's breathing, pulse and alertness to judge the seriousness of the injury:
- If necessary, have someone call 9-1-1 who can give information about the situation and location.
- Send someone to the nearest field access point to direct Emergency Medical Services (EMS) to your location.
- Call the player's parent/guardian if not present.

In Case of Injury

- **Evaluate the injury:**
 - Can the player be moved off the field without causing further injury?
 - If not, clear the area around the player and begin assessment;
 - If so, move player to sideline/shaded area for assessment;
 - Determine whether the player needs first aid or other medical treatment or can return to play;
 - Give the appropriate first aid for the injury.
 - **If you determine the injury should be medically evaluated (in the absence of a parent):**
 - **Call for EMS.**
- Once professionals arrive, step back and allow them to assess and provide treatment.
- If parents are not available, an adult league representative (manager, coach, league official) follows player to treatment center; turn over team to authorized coach.
- If emergency medical treatment isn't required and you judge the injury to be moderate or severe, urge player and parents to see a doctor for a proper diagnosis and treatment.
- **Record the injury on an Injury Report Form**
(See appendix section at the end of this section; copies also available in Snack Bar, and online at: www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf)
- Follow up with the player until the injury is healed and the player can return to play (requires a Doctor's release with any identified limitations).
- **If medical treatment was provided, parents must provide a medical release prior to the league**

allowing the player to return to participation in practice or games. Medical releases may define limitations (for the player's safety), and these limitations must be followed until removed.

Please ensure that you carry your cell phone during all practices and games in case you need to contact EMS for severe or life-threatening injuries.

Regular participation in Safety Clinics help the coaches/managers understand assessments to determine whether an injured player is ready to practice and play again.

Evaluating Injuries

- The evaluation process involves determining whether injuries are mild, moderate or severe, and should address what to do in each case. Your assessment includes classifying injuries using symptoms and signs, by looking, listening and careful feeling and, if appropriate, the player moving the injured part.
- In evaluating an injury that occurred, be mindful of the three types of motion:
 - **Active motion** – Player is able to move the part themselves;
 - **Active assistive motion** – Player is able to move with a little help from you; watch for warning signs like the player telling you it hurts to move the affected area; and
 - **Passive motion** – the player's injured area is moved by someone else; be especially cautious with passive motion that you do not make the injury worse through excessive movement.
- Look for disability (the player can't use injured part); this suggests the most serious injury. If a player sprains his ankle, but can still limp around, it may be mild or moderate; if he can't get up, it is probably severe.
- Look for swelling, the more immediate and noticeable the swelling, the more serious the injury, because swelling outwardly means bleeding in the muscle tissue. A noticeable deformity means a serious injury. If the body part doesn't look the way it did before the accident, something is wrong.
- Treat unconsciousness or any eye injury as a serious situation, in the category of a severe injury, until you are assured otherwise by a medical professional.

Use the **PRICES** guide for treating injuries:

P = Protection R = Rest I = Ice C = Compression E = Elevation S = Support

Concussion

While participating in baseball, a concussion could result from a fall while running such that the head strikes the ground, a collision with another player, or being struck by an object, such as a ball flying through the air as well as other less likely but possible scenarios. The possibility of a concussion cannot be taken lightly - further head injury while in recovery can result in a much more severe concussion. Little League's regulations regarding concussions are as follows:

Regulation III (d) (2) (Note 3):

If a medical professional, Umpire in Chief, the player's coach, the player's manager or the player's parent has determined a player sustains a possible concussion, the player must be, at a minimum, removed from the game and/ or practice for the remainder of that day. The league must also be aware of its respective state/provincial/municipal laws with regards to concussions and impose any additional requirements as necessary. His/her return to full participation is subject to:

- 1.) The league's adherence to its respective state/provincial/municipal laws,
- 2.) An evaluation and a written clearance from a physician or other accredited medical provider, and
- 3.) Written acknowledgment of the parents.

Little League International strongly encourages all leagues and teams to not only comply with any applicable state/provincial/municipal laws, but also, to review the information and training materials on concussions that are available free of charge on the Centers For Disease Control website, accessible from the link below. This link provides concussion information from all 50 states:
LittleLeague.org/concussions.

Any blow to the head has the potential to cause a concussion, which is a traumatic brain injury (TBI). This concussion/TBI must be medically evaluated to determine the severity and treatment!

Concussion/Traumatic Brain Injury (TBI)

There are some common physical, mental and emotional signs a person may display following a blow to the head. Any of the following could be a sign of traumatic brain injury (concussion):

- **Loss of consciousness (knocked out cold) = Severe concussion!**
- Confusion or feeling dazed
- Concentration difficulties
- Balance problems or dizziness
- **Ring in ears- suggests a more severe concussion**
- Slow speech- indicates difficulty processing information
- Slurred speech
- Sensitivity to light
- Sensitivity to noise
- Memory loss- not able to remember event or retain information
- Blurred vision
- Clumsiness
- Sluggishness
- Headache
- Nausea or vomiting
- Behavior or personality changes- agitation, silliness, extreme irritability

The more signs observed, the more severe the concussion.

Evaluating concussions/Traumatic Brain Injury (TBI)

- While a concussion /TBI can be rated as mild, moderate or severe (Grade 1, 2 or Grade 3) by medical professionals, this is what you need to know:
 - A concussion, which is a traumatic brain injury, occurs when the brain strikes the inside of the skull. All neurons within the brain fire at one time as a result of the impact.
 - The brain needs 20 minutes to reset itself, while glycine, carried by the blood circulatory system, enters the neurons and recharges them. Reducing stimulation (resting in a dark, quiet area) helps the process.
 - The more signs of TBI initially present and still evident after 20 minutes suggest a more severe concussion.

- In the event of a severe concussion, the brain could be bleeding inside the skull and creating additional brain damage and for this reason it must be medically evaluated.

Heat Illness

There are three categories of heat illness, each more severe than the previous. If a player or other individual is believed to be suffering from heat illness, the first step is to get them into shade.

1) **Heat Cramps**

- Treatment: Rest, cooling, shade. Gentle stretching to relieve the cramp. Drink a diluted salt solution or a sports drink (replacing depleted electrolytes).

2) **Heat Exhaustion**

- Treatment: Rest, rapid cooling of body (ice, cold water) shade. Diluted salt solution or sports drink (electrolytes). Call 911 or transport to nearest emergency room, as this could quickly progress to heat stroke. Body is losing its ability to cool itself. Notify parents.

3) **Heat Stroke: This is an extreme medical emergency- call 911.**

- Treatment: Rapid cooling- remove clothing, pack in ice, wet and fan in an effort to bring the internal body temperature down. EMS can treat this more effectively during transport to a hospital. This is life threatening.

Prevention:

- **Pre-hydrate (Drinking water in advance).**
 - Start pre-hydration with water 24 hours in advance. Drinking water (versus sports drinks) ahead of the activity is the best form of pre-hydration.
- **Hydrate during activity.**
 - Hydrating during the activity to prevent dehydration is better than attempting to catch up once dehydrated. Water is the best source for hydration.
- **Feeling thirsty = dehydration.**
 - Feeling thirsty means you have lost 3% of the optimal fluid levels in your body.

INJURY PREVENTION

In conclusion, managers/coaches need to consider how to prevent injuries:

- Review the player's Medical Release Form, which identifies health concerns and medications;
- Ensure proper maintenance of playing site (game and practice facilities);
- Pay attention to playing conditions (heat and humidity as well as stormy weather);
- Make sure players know basics of good nutrition (especially water replacement on hot days);
- Practice proper athletic conditioning (stretching, strengthening and endurance drills);
- Avoid over use (pay special attention to activities outside of Little League, to allow rest to avoid over-use injuries);
- Ensure consistent use of all protective equipment, especially with regards to catcher's equipment;
- Ensure close coach supervision and organization of warm-ups, practices and games;
- Ensure careful compliance with all Little League rules, especially those having to do with safety.

If any league representative is ever concerned about the nature or seriousness of an injury, they should NOT attempt treatment; a health care professional should be consulted immediately- contact EMS or encourage the parents to seek medical evaluation/treatment.

HANDLING EMERGENCIES

- **Keep Calm:** Remaining calm while helping the victim will help the individual remain calm and cooperative. If the victim becomes anxious or excited it could make their condition worse.
- **Think Clearly:** Learn basic First Aid procedures, or have your First Aid manual available, so you can care for the victim. Remember your ABC's (Airway: Does your victim have an open airway? Breathing: Is the victim breathing on his or her own? Circulation: Ensure they have a pulse and control any bleeding). Wait for EMS help to arrive- make sure they have been called if you suspect moderate to severe injury. This is your decision in the absence of a parent.
- **Act Decisively:** Send someone for EMS help as soon as possible, or go get help once you have done all you can. Quick response of emergency personnel could be the difference between life and death.

IMPORTANT DO'S

Do

- Reassure and aid children who are injured, frightened or lost.
- Provide, or assist in obtaining, medical attention via Emergency Med Services for injured players.
- Know your limitations.
- **Carry your first-aid kit to all games and practices.**
- Assist those who require medical attention – when administering aid, remember to:
 - LOOK for signs of injury (blood, redness, discoloration, swelling, deformities, etc.)
 - LISTEN to the injured person describe what happened and what hurts. Before questioning you may have to calm the person.
 - FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone.
- **Have your players Medical Release forms with you at all Practices and Games**
- Have a cell phone available when your game or practice is at a site without a public phone.
- Have a manager or coach must stay until all players have been picked up from a game or practice.

IMPORTANT DON'TS

Don't

- Administer any medications including Tylenol (acetaminophen) or Motrin (ibuprofen) - these can hide pain in an evaluation.
- 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 procedures (e.g., CPR. etc.).
- Transport injured individuals except in extreme emergencies, due to the risk of the individual going into shock while en route.
- Leave a child unattended after a practice or a game.
- Hesitate to report any present or potential safety hazards to the League Safety Officer immediately, or another league official if the Safety Officer is not available.

COMMUNICABLE DISEASE PROCEDURES

- If an athlete is injured and had an opened wound the bleeding must be stopped, the wound must be covered and the uniform changed (if there is blood on it) prior to the athlete continuing to participate.
- Managers, Coaches, Volunteers, or parents who have sustained an open wound will refrain from all direct contact with others until the wound has been cared for.
- Medical Gloves provided in the team first aid kits shall be used when dealing with blood and/or any other bodily fluid.
- Persons coming in contact with blood and/or bodily fluids will immediately wash his or her hands as well as any other body parts that were contaminated.
- Any surfaces and equipment that was contaminated will be cleaned with a 1/10 solution of bleach and water or alcohol wipes.
- All contaminated items shall be bagged up and disposed of immediately after the incident has been resolved.

EQUIPMENT/STORAGE SHED SAFETY

The following applies to all equipment/storage sheds used by Allied Gardens Little League and to anyone who has been issued keys to these sheds.

- All individuals with keys to the equipment sheds (e.g., Managers, Coaches, etc.) are aware of their responsibilities for the orderly and safe storage of tools such as rakes, shovels, and chalkers.
- Before the use of any machinery located in the sheds (e.g., lawn mowers, weed whackers, pitching machines, etc.), contact the Equipment Manager or President for proper training in the operation of a machine.
- Chemicals or organic materials stored in the equipment sheds will be in the original container.
- All chemicals or organic materials stored in these sheds will be separated from the storage of machinery and gardening equipment, to minimize the potential for puncturing the containers and/or spilling their contents.
- No unauthorized hazardous materials will be stored in these sheds.
- Minors cannot handle any chemicals (i.e., fertilizer, gas, and/or chalk) stored in these sheds.
- Any spilled chemicals or organic materials within these sheds should be cleaned up as soon as possible to prevent accidental poisoning. First observer needs to take action or report the problem.

PARENTS: LEAGUE PARTICIPATION

- Parents will be given a copy of the **District 33 Parent Code of Conduct** to read and sign (see included form).
- **A member of the league board of directors may be present** at every scheduled game, which will be designated as the **Officer on Duty**.
- The Officer on Duty will be responsible for enforcing proper parent conduct before, during and after games.
- Offending parents will be removed from the premises if the improper behavior continues.
- A report will be filed with the board of directors if a parent is asked to leave the premises so that further action can be considered

CONCESSION STAND SAFETY

- No minor under the age of fourteen (14) will be allowed to work in the concession stand.
- People working in the concession stand will be trained in safe food preparation. Training will cover safe use of the variety of cooking equipment, and be given to all volunteers prior to serving in the concession stand by a qualified person.
- Cooking equipment will be inspected annually in the pre-season for proper operation and repaired or replaced if needed and equipment will be cleaned after each day's use. Defective equipment will be taken out of service and reported to the Concession leader and league president.
- All propane tanks will be shut off at the tank and the tank disconnected after use.
- Food not purchased by our league to sell in the concession stands will not be cooked, prepared or sold in the concession stands.
- Cooking grease will be sealed, stored and labeled in proper containers after each use and prior to securing the concession stand.
- Carbon Dioxide tanks will be secured with chains in the upright position so they cannot fall over.
- Cleaning chemicals will be labeled and stored in original containers in a separate cabinet.
- A Fire Extinguisher rated for grease fires must be mounted in plain sight inside the concession stand. Persons working in the concession stands will know the procedures for using the Fire Extinguisher.
- A stocked First Aid Kit will be maintained in the concession stand, checked pre-season.
- Unsafe conditions are to be reported to a board member or league official, equipment shut down, marked "Out of Service" and unplugged if necessary.

UMPIRE DUTIES AND RESPONSIBILITIES

Before the Game

1. Check the field for unsafe conditions by walking it. Check the equipment in each dugout. Inspect helmets for cracks and damage to padding. Equipment that does not meet specifications must be removed from the game.
2. Make sure all catchers are wearing at least a catcher's helmet while warming up pitchers
3. Check bats for damage (i.e. cracks, dents, flat spots, loose tape, etc.)
4. Make sure helmets have foam inserts and the helmets meet Little League specifications and bear the NOCSAE Label.
5. Check players for jewelry.
6. Check for Medical Releases for each team.

During The Game

1. Govern the game as mandated by Little League Rules.
2. No Spectators are allowed on the field at any time during the game.
3. Ensure catchers are wearing all the proper equipment, including a cup. Have the player tap the cup.
4. Monitor the field for safety hazards and/or obstructions.
5. Ensure that players and spectators keep fingers and body parts out of the fence.
6. Act as sole judge as when to sustain or continue play due to weather conditions or visibility conditions (i.e. darkness).

After the Game

1. Report any unsafe situations to the League Official on Duty and the League Safety Officer by telephone, email or text.
2. Write up any incidents of player/coach/manager misconduct that would warrant discipline by the League Board of Directors. Send this information to the League President and V.P.

Umpire Guidelines

North Issaquah, Washington, Little League

Before the Game — Meet at home plate

- Introduce plate and base umpires, managers/coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, etc.)
- Discuss the strike zone
- Discuss unsportsmanlike conduct by the players
- Discuss the innings pitched by a pitcher rule
- Clarify calling the game due to weather or darkness
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions or balks, if needed
- Discuss no head-first slides, no on-deck circle rules
- Get two game balls from home team
- Be sure players are not wearing any jewelry
- Be sure players are in uniform (shirts in, hats on)
- Inspect equipment for damage and to meet regulations
- Ensure that games start promptly

During the Game — Umpires and Coaches

- Encourage coaches to help speed play by having catchers and players on the bench prepared and ready to take the field with two outs
- Make sure catchers are wearing the proper safety equipment
- Continually monitor the field for safety and playability
- Pitchers warming up in foul territory must have a spotter and catcher with full equipment
- Keep game moving — one minute or eight pitches to warm up the pitcher between innings or in case of mid-inning replacement
- Make calls loud and clear, signalling each properly
- Umpires should be in position to make the call
- No protesting of any judgment calls by the umpire
- Managers are responsible for keeping their fans and players on their best behavior
- Encourage everyone to think “Safety First!”

8 January-February 2004

Copy and provide to umpires for reference.

MANAGER/COACH RESPONSIBILITIES

Safety Plan to be kept by all Managers in Equipment Bag

- Safety is the responsibility of all adult members of Allied Gardens Little League.
- Managers and coaches should have training in First-Aid. First-Aid kits are issued to each Team Manager and an additional First-Aid Kit is located in each Concession Stand. First-Aid kits must be available at all practices and games. Manager and coaches will carry cell phones.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Fields should be inspected before use for holes, wet spots, damage, stones, glass, and other foreign objects- before practice and before each game. This is the “Home” Manager responsibility.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the Umpires as “in play.”
- Only Players, Managers, Coaches, and Umpires are permitted on the playing field or in the dugout during the games (this is a Little League insurance requirement).
- Responsibility for keeping bats and loose equipment off the field belongs to a player assigned for this purpose. The player must be wearing a helmet when leaving the dugout to retrieve a bat.
- Procedures should be established for retrieving foul balls batted out of the playing area.
- During practice and games, all Players should be alert and watching the batter on each pitch.
- During warm-up drills, Players should be spaced apart so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups (e.g., playing catch, pepper, swinging bat) should be performed within the confines of the playing field and not within areas that are frequented by spectators
- Equipment should be inspected regularly for good condition as well as proper fit. Damaged equipment is to be removed and turned into the League Equipment Manager for destruction.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catchers must wear a Catcher’s Helmet/Mask with Throat Protector, Chest Protector appropriate for the division, Shin Guards, and protective cup at all times (male) for all practices and games- no exceptions. Managers and Coaches should encourage all male players to wear protective cups for practices and games, especially infielders.
- Players in the vicinity of an adult with a bat must wear a catcher’s helmet.
- Except when a runner is returning to a base, headfirst slides are not permitted.
- During sliding practices, bases must be disengage-able.
- Players cannot wear watches, rings, earrings, pins, or metallic items during games or practices.
- Managers or Coaches may not catch/warm up pitchers before or during a game.
- At no time should “horseplay” be permitted in the dugouts or on the playing field.
- Parents of Players who wear glasses should be encouraged to provide Safety Glasses.

Low Impact Balls

“Low impact” baseballs for Lower Minor/Caps and T Ball divisions are issued to each manager for use during all practices and games. This provides the opportunity to teach skills with increased safety.

Disengage-able Bases (Bases that detach from their anchor if impacted)

Disengage-able bases are used at all fields for games. Disengagement of the base is appropriate to the playing division.

FIELD AND GAME SAFETY CHECKLIST

All umpires, managers and coaches are responsible for checking field safety conditions before each game.

Field Condition	Yes	No	Safety Equipment	Yes	No
Backstop Needs Repair			First-Aid Kit Each Team		
Home Plate Needs Repair			Medical Release Forms		
Bases Secure			Ice For Injuries		
Bases Need Repair			Blanket For Shock		
Pitchers Mound			League Safety Manual		
Batters Box Level			Injury Report Form		
Batters Box Marked			Cell Phone		
Grass Surface (even)			Emergency Management Plan		
Gopher Holes					
Infield Fence Secure			Catchers Equipment	Yes	No
Outfield Fence Secure			Shin Guards OK		
Foul Ball Net Secure			Helmets OK		
Foul Line Marked			Face Mask OK		
Sprinkler Heads Down			Throat Protector Attached		
Warning Track Clean			Catcher Has Cup (Boys)		
Coaches Boxes Level			Chest Protector		
Coaches Box Marked			Catcher's Mitt (baseball)		
Dirt Needed			Equipment Fits Catcher		
Dugouts	Yes	No	Players Equipment	Yes	No
Fencing Needs Repair			Batting Helmet Inspected		
Bench Needs Repair			Jewelry Removed		
Roof Needs Repair			Bats Inspected		
Bat Racks Secure			Shoes Checked		
Helmet Racks Secure			Uniforms Checked		
Trash Cans Available			Athletic Supporters (Boys)		
Clean Up Needed			Little League Patch		
Gate Secure					
Spectator Areas	Yes	No			
Bleachers Need Repair					
Hand Rails Secure					
No Smoking Signs Posted					
Parking Area Safe					
Protective Screens Secure					
Bleachers Clean					

ALLIED GARDENS LITTLE LEAGUE

Declaration by the Manager of ALLIED GARDENS LITTLE LEAGUE

I have reviewed this League Safety Plan and am aware of its contents and my responsibilities as a manager. I am also aware of these concerns:

- 1) Make sure my coaches have also reviewed this Safety Plan in order to promote safety awareness.
- 2) Make sure my coaches and I have met our league requirements for Player Development and Emergency Management/Safety Clinics as described in this League Safety Plan.
- 3) I understand my coaches and I must sign in at all clinics we attend to ensure credit for clinic attendance on the District 33 Clinic Attendance List.
- 4) I am aware that coaches and managers who do not meet clinic attendance requirements as stated in the League Safety Plan are not eligible to participate in any District 33 sponsored tournaments during or at the end of the season.
- 5) I will ensure that the League Safety Plan and a First Aid Kit are at every game and practice, even if I am not attending.
- 6) I will ensure that I know where Emergency Medical Services (EMS) will access the playing fields and practice areas and the procedure for meeting and directing them.
- 7) I will verify that I have completed Medical Releases for all players on my team by the third practice at the beginning of the season (for all games/practices).
- 8) I will review all Medical Releases so that I understand any medical issues and necessary treatments.
- 9) I will ensure that all players who have need for asthma inhalers, Epi-Pens or other necessary medications have **non-expired medications/devices with them and that I know where these are kept in the player's equipment bag.**
- 10) I am aware of my responsibility to inform the league of any injuries that occur to players, coaches or myself in the course of Little League activities.
- 11) I am aware of my responsibility to check the fields and practice areas for any hazards before games or practices.
- 12) I have the names and phone numbers of the League President, Vice President, Coach Coordinator and Safety Officer entered into my cell phone.

Team: _____ **Division:** _____

Manager signature

Date

This copy to remain in the League Safety Manual for Manager/Coach reference

COACHES' CODE OF ETHICS PLEDGE

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children rather than adults.

Team: _____ **Division:** _____

Manager

Date

Coach

Date

Coach

Date

Coach

Date

Coach

Date

This copy to remain in the League Safety Manual for Mgr./Coach reference

D-33 Parent Code of Conduct

Preamble:

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) 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.
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by league official, manager/coach, and/or board member of league.
- Written warning
- Parental game suspension with written documentation of incident kept on file by league involved
- Parental season suspension

Parent/Guardian Signature _____

Parent/Guardian Signature _____



Little League Volunteer Application - 2017

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

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory with First Advantage) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

Do you have children in the program? Yes No If yes, list full name and what level? _____ Special _____

Certification (CPR, Medical, etc.): _____

Do you have a valid driver's license: Yes No

Driver's License #: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor? Yes No

If yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes No If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes No

If yes, explain: _____

In which of the following would you like to participate? (Check one or more.)

League Official Coach Umpire Field Maintenance

Manager Scorekeeper Concession Stand Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: <http://www.littleleague.org/learn/program/schildprotection/state-law/bg-checks.html>

A SA CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked):
 Regulation I(c)(9) Mandates First Advantage or another provider that is comparable

*First Advantage Sex Offender Registry Data along with a National Criminal Records check of at least 281 million records

*Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from Lexipol in compliance with the Fair Credit Reporting Act containing information regarding all of the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background checks reports that were provided to me of this application.

Little League® "Returning" Volunteer Application - 2017

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

If you filled out a volunteer application last year and your league uses the background check tools provided by Little League International, please fill out the returning volunteer application. Otherwise, please use the standard volunteer application.

You must provide the information to all the questions in this section.

Have you ever been convicted or plead guilty to any crime(s) involving or against a minor?

Yes No

If Yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor?

Yes No

If Yes, describe each in full: _____

Have you ever been refused participation in any other youth program? Yes No
If Yes, explain: _____

In which of the following would you like to volunteer? (Check one or more)

League Official Manager Coach Umpire Field Maintenance

Score Keeper Concession Stand Other: _____

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Name (please print or type): _____

Applicant Signature: _____ Date: _____

If Minor — Parent Signature: _____ Date: _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

Please update ONLY the information in this section which has changed since last year.

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ E-Mail Address: _____

Driver's License #: _____ State: _____

Occupation: _____

Employer: _____

Address: _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name / Phone: _____ / _____

_____ / _____

_____ / _____

Special professional training, skills, hobbies: _____

Special Certifications (CPR, Medical, etc): _____

Special Affiliations (Clubs, Service Organizations, etc): _____

Previous volunteer experience (including baseball/softball and year(s)): _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: <http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

LOCAL LEAGUE USE ONLY:

Background Check completed by league officer _____

System(s) used for background check (minimum of one must be checked):

Regulation (1c)(9) Mandates First Advantage or another provider that is comparable

* First Advantage Sex Offender Registry Data along with a National Criminal

Records check of at least 281 million records

**Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from First Advantage in accordance with the Fair Credit Reporting Act containing information regarding all the criminal association with the name which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

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 to being allowed in a game or practice.)

Type of incident and location:

- A.) On Primary Playing Field B.) Adjacent to Playing Field D.) Off Ball Field
 - Base Path: Running *or* Sliding Seating Area Travel:
 - Hit by Ball: Pitched *or* Thrown *or* Batted Parking Area Car *or* Bike *or*
 - Collision with: Player *or* Structure C.) Concession Area Walking
 - Grounds Defect Volunteer Worker League Activity
 - Other: _____ Customer/Bystander 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: _____