

# Western Region West Hills Little League



## 2024 ASAP Safety Plan

League ID 405-41-14

“Where Safety Comes First”



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# 1. Introduction

Dear Managers, Coaches, Umpires, Parents, Guardians, and Friends:

Welcome to another year of fun, and exciting baseball at West Hills Little League. We are dedicated to improving our safety program with each successive year. Our Board of Directors continues to establish safety goals by providing the necessary support and funding to reach these goals. In an effort to assist our volunteers this season, we have assembled this safety manual with information that will help you to understand various roles and responsibilities related to safety and the West Hills Little League program. We hope that our demonstrated adherence to a “safety plan” is an indication of our commitment to yourself, your children, and our West Hills Little League goals. Please read this plan carefully, as it will better familiarize you with safety fundamentals. Remember that safety rests with all of us. If you see an unsafe condition, please attempt to immediately remedy the problem. Always use common sense while reporting all safety incidents when they occur to our Safety Officer or me, or any available board member.

Sincerely,  
Mike Gregus  
West Hills Little League - President

This ASAP includes important features, policies and requirements that have been developed and included as an overall safety plan. Utilizing the principles set forth will ensure safety awareness is brought to the forefront of teaching, coaching, and mentoring youth and help to instill safety awareness in our league. Throughout this manual you will find ease of navigation and use, to allow for easy accessibility in the event something does occur.

If there are any questions, concerns or additional comments please feel free to contact West Hills Little League Safety Officer (see List of Important Phone Numbers). West Hills Little League is always striving to enhancing our safety culture, so please feel free to comment if you have ideas to enhance our program, remember safety is not one person’s responsibility, it’s a community, it is our culture.

## **DISTRIBUTION:**

This manual is provided to:

- Each team manager
- West Hills Little League website.
- A copy is also available at each primary field location and/or concessions area.
- Emergency Numbers will be posted in each dugout and concessions area.

## 2. Safety Mission

West Hills Little League strives to provide the youth of our community with fun and safe environment to learn the game of baseball. Safety is Our Culture.

## 3. Important Numbers and Contact Info

(this shall be posted in all dugouts and concession stand)

Police / Fire / EMS - Emergency	911
Sheriff – non-emergency	858-565-5200
Fire – non-emergency	858-565-5200
Rady’s Children’s Hospital	858-576-1700
Sharp Grossmont Hospital	619-740-6000
<b>WHLL Safety Officer - Jason Jervis*</b>	<b>619-249-8535</b>

\* Contact Jason Jervis to track/report injuries.

## 2024 Primary Board Contacts

<u>Name</u>	<u>Position</u>	<u>Phone #</u>
Mike Gregus	President	619-920-687
<b>Jason Jervis</b>	<b>Safety Officer</b>	<b>619-249-8535</b>
Mike McEwen	1st Vice President	619-990-8487
Robert Chassar	2nd Vice President	619-971-1671
Charr Jervis	Lower Division Player Agent	619-647-0463
Andrea Carey	Upper Division Player Agent	619-972-2056
Bill Balog	Umpire in Chief	619-719-7250
Will Defelice	Manager Coordinator	619-504-5210
Joe Carey	Equipment Manager	858-437-7423

## 4. Safety Code-Measures

- Responsibility for safety procedures should be that of an adult member of the West Hills Little League.
- Arrangements should be made in advance of all games and practices for emergency medical services. Emergency phone numbers will be posted in the concession stand.
- Managers and coaches must have training in first aid and baseball fundamentals.
- **Important Date/Fundamentals Training**

Description	Dates	Times	Location
Early Bird Registration	11/4/2023- 12/10/2023	All Day	Online
Regular Registration	12/11/2023 1/12/2024	All Day	Online
Late Registration	1/13/2024- 1/27/2023	12:30 PM	Online
In Person Registration	12/6/2023 1/10/2024	6:00 PM	Carlton Hills Elementary
Tryouts	1/19/2024 1/20/2024	All Day	WHLL Majors Field
Make up Tryouts	1/27/2024	All Day	WHLL Majors Field
Coaches Safety Clinic (Mandatory)	2/18/2024		WHLL Majors Field
Opening Day	3/2/2024		WHLL Majors Field

- First-aid supplies/kits will be available to each team and are located at the concession stand.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected by coaches frequently for holes, damage, rocks, glass, etc.
- If issues are noted on a playing field, please inform the WHLL Board Member (contact info provided above).
- 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 games 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, or the team's manager and coaches.
- Procedure should be established for retrieving foul balls batted out of playing area. During practice and games, all players should be alert and watching the batter each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field, and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment should be inspected regularly for the condition of the equipment, as well as for proper fit. Broken equipment must be replaced.
- Batters must wear Little League approved helmets during batting practice and games.
- Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter always (males) for all practices and games. NO EXCEPTIONS.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and during practices.
- Managers and Coaches may not warm up pitchers before or during a game (Rule 3.09).
- Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when runner is returning to a base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored. During games, breakaway "safety bases" shall be used, if available.
- At no time should "horse play" be permitted on the playing field.
- Coaches/umpires should walk fields before use to ensure fields are safe and playable. Any unsafe conditions should be corrected or, if immediately uncorrectable, reported to the League Safety Officer.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Players must not wear watches, rings, pins or metallic items during games and practices.
- On-deck batters are not permitted (except in Juniors Division).
- Concession stand coordinators will receive training in proper food handling, and concession stand safety. Safety procedures (See Appendix 3) will be posted.
- All volunteers must fill out a 2024 Little League Volunteer Application form and consent to a mandatory background check. (See Appendix 3)
- Anyone that refuses a background check is ineligible to be a volunteer.
- The safety officer will perform an annual safety inspection of the West Hills Little League facilities. Deficiencies shall be communicated to the league president and resolved appropriately. The Annual Little League Facility Survey will be submitted to Little League

International with the submission of this annual safety plan and the safety plan registration form.

- League registration data and/or roster data and coach/manager data will be uploaded to the Little League Data Center upon closing of registration.

## Important Do's and Don'ts

### Do...

- Reassure and aid children who are injured, sick, frightened, or lost.
- Provide, or assist in obtaining medical attention for those who require it.
- Know your limitations.
- Carry your first aid kit to all practice sessions and games.
- Keep your Prevention and Emergency Management of Little League Baseball and Softball Injuries booklet with your first aid kit.
- Assist those who require medical attention - and when administering aid, remember to...
- LOOK for signs of injury (Blood, Bruising, Deformity, etc
- LISTEN to the injured describe what happened and what hurts (if conscious).
- Before questioning, you may need to calm and soothe an excited child.
- FEEL gently and carefully the injured area for signs of swelling or evidence of broken bone.
- Have your players. Medical Clearance Forms with you at all games and practices.
- Arrange to have use of a cellular phone when practicing at fields with no accessible public phone.
- Place a lost tooth in milk or water if milk is not available to help preserve it.
- Place ice on an impact injury to reduce swelling.
- Report hazardous conditions to the Safety Director or other board member immediately.

### Don't...

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving assistance when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e. CPR, etc.).
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Hesitate to report any present or potential safety hazard.

## 5. Code of Conduct

- Watch for small children moving in between and around parked cars.
- No alcohol allowed on field, or common areas within a West Hills Little League complex.
- Appear on the field of play, stands, or anywhere on the West Hills Little League Complex while in an intoxicated state at any time.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- No profanity.
- No swinging bats or throwing baseballs at any time outside the designated areas at the West Hills Little League complex. Players not currently batting in a properly designated areas should not have bats in-hand; bats should be put away or laying on the ground until it is such player's time to bat.
- No throwing balls against dugouts or against fences and backstops.
- No throwing rocks.
- No horseplay in walkways at any time.
- No climbing fences.
- Only a player on the field and at bat, may swing a bat (Age 4 - 12).
- Juniors (Age 13) on the field at bat or on deck may swing a bat. Be alert of area around you when swinging bat while in the on-deck position.
- Observe all posted signs. Players and spectators should be always alert for foul balls and errant throws.
- During game, players must always remain in the dugout area in an orderly fashion.
- After each game, each team must clean up trash in dugout.
- All gates to the field must always remain closed. After players have entered or left the playing field, gates should be closed and secured.
- No children under the age of 15 are to be permitted in the Concession Stand unless granted permission by the adult in charge.
- Use profane, obscene, or vulgar language in any manner at any time.

**Failure to comply with the above may result in expulsion from the West Hills Little League field or complex.**



## 6. Safety Procedures

### CHILD PROTECTION PROCEDURE, BACKGROUND CHECKS

1. Managers, coaches board members, volunteers or hired workers, who provided regular services to West Hills Little League and/or have repetitive access to the children of the league must complete a 2024 Little League Volunteer Application form and will be checked for sexual offenses against children. A copy of this form and requirements are included in (Appendix – 3).
2. California State law states all volunteers in any capacity shall complete the following-
  - a. Abuse Awareness Protocol (Annually) Federal law
  - b. Sudden Cardiac Arrest Prevention Protocol (Required Once)
  - c. Concussion Protocol (Required Once)
3. After a successful background check, certificates of completion from the listed above course need to be provided and kept on file with the league safety officer. Failure to do so will result in termination of current and future volunteer opportunities.
4. Links to courses found on the West Hills League website under resources or in (Appendix-6)

### COMMUNICABLE DISEASE PROCEDURES

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (provided in first-aid kit).
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

## **LIGHTNING PROCEDURES**

### **At Practices....**

1. Be aware of weather reports before heading to your practice field.
2. At the first sign of approaching weather or sound of thunder, stop practice immediately and get everyone into cars or inside a walled building. DO NOT congregate under trees or near metal fences/backstops.
3. DO NOT wait for the first sight of lightning. The first one could be the one that hits you!
4. Do not resume practice until the weather has safely passed.

**Managers are responsible for player safety at practices ... DO NOT RISK SAFETY!**

### **At Games....**

1. The league's President will track lightning via phone app at all games.
2. When approaching lightning is detected to be within 10 miles from the field, the scorekeeper or other person will inform the home plate umpire who will immediately stop the game on the major field.
3. The concession stand will make a verbal announcement to notify the other fields that lightning is approaching.
4. The other fields will immediately stop the games in progress.
5. All managers, coaches, and players will immediately move all players to safe surroundings. either inside a solid building or inside cars. No one is to remain outside or in the dugouts.

## FIELD MAINTENANCE and STORAGE SHED PROCEDURES

1. All individuals using the equipment sheds (i.e., Managers, coaches, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.
2. Before you use any machinery located in the shed (i.e., weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
3. All chemicals or organic materials stored in West Hills Little League sheds shall be properly marked and labeled as to its contents.
4. All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
5. Any witnessed “loose” chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.
6. No one under the age of 18 is allowed to operate any power or electrical equipment or handle any chemicals.
7. When using equipment such as weed whackers, proper eye protection should be used.

## BATTING CAGE PROCEDURES

1. A maximum of two children are allowed in the batting cage at a time... a batter with proper batting helmet, and catcher in full gear, if desired.
2. The pitching machine must be set up, put away and operated by an adult only.
3. No children are allowed to stay behind the screen with the adult feeding the machine.
4. The pitching machine shall not be operated during rain. It must be switched off and at least covered or put away.
5. No players should be swinging a bat outside the cages unless in a designated caged, warm-up area.
6. Throwing balls in the area around the cages is not allowed.

## HEAT STRESS AWARENESS

Make sure to allow practice breaks that provide fluid consumption and shade from the sun. Be aware of the following-

### **Signs and Symptoms:**

- **Mild** – sweating, irritability, heat cramps
- **Moderate** (Heat Exhaustion) – excessive sweating, weakness, dizziness, cold skin, pale/clammy
- **Severe** (Heat Stroke) – lack of sweat (hot dry skin), headache, nausea, confused/dizzy, rapid pulse

Remember to get help immediately if moderate or severe cases are suspected.

## 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 Safety Officer, appropriate Player Agent, and league President. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. All incidents must be reported within 48 hours to the league safety officer.

**When to report** - All such incidents described above must be reported to the Safety Officer, appropriate Player Agent, and the league President within 48 hours of the incident. (See page 4 for contact info).

**How to make the report** - Reporting incidents can come in a variety of forms. It is recommended to use Appendix 1, Incident/Injury Report. 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.

**Safety Officer's Responsibilities** - Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the West Hills Little League's insurance coverage's and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any injuries, and (2) to 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).

If any league office reporting is required, the Safety Officer shall be responsible to ensure process is completed in a timely manner.

# CONCESSION STAND PROCEDURE

West Hills Little League operates a small concession stand between the baseball fields. The concession stand consists of primarily pre-packaged food, drinks and snacks. There is also a small grilling area used for hot dogs and hamburgers. Volunteers who operate the concession stand will be provided with instruction by the Snack Bar Manager (Auxiliary President) and given copies of the West Hills Little League Concession Stand policy. The manager will maintain a food handler safety certification.

- 1. Adult supervision must be always in effect.**
- 2. Only adults are allowed to operate or be near the grill.**
- 3. Outdoor grills will be placed in an area away from spectators.**
- 4. All volunteers will wash their hands on a regular basis. (Please see Appendix - 3).**
- 5. Un-wrapped food must be handled with paper towels or plastic wrap.**
- 6. No glass containers of any type will be sold at the concession stand.**
- 7. Everything must be cleaned up and put away at the end of each shift.**
- 8. A complete First-aid Kit will be kept in the concession stand.**
- 9. A fire extinguisher shall be kept in the concession stand for emergency use. The fire extinguisher will be inspected at the beginning of each season to verify it is compliant. If not in compliance, please notify safety office immediately for replacement.**
- 10. A list of emergency phone numbers will be posted in the concession stand.**

## 7. Expectations

### WHAT, AS A MANAGER, DO I EXPECT FROM MY PLAYERS?

- To be on time for all practices and games.
- To always do their best whether in the field or on the bench.
- To be always cooperative and share team duties.
- To respect not only others, but themselves as well.
- To be always positive with teammates.
- To try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

### WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

### WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.
- Finally, don't expect most children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits!

**Little League Parent** program: <https://www.littleleague.org/parents/>

# Appendix 1

## Incident/Injury Tracking

### For Local League Use Only

### 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       Minor       Major       Intermediate (50/70)

Junior       Senior       Big League

**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:**

<p><b>A.) On Primary Playing Field</b></p> <p><input type="checkbox"/> Base Path:      <input type="checkbox"/> Running or      <input type="checkbox"/> Sliding</p> <p><input type="checkbox"/> Hit by Ball:      <input type="checkbox"/> Pitched or      <input type="checkbox"/> Thrown or      <input type="checkbox"/> Batted</p> <p><input type="checkbox"/> Collision with: <input type="checkbox"/> Player or      <input type="checkbox"/> Structure</p> <p><input type="checkbox"/> Grounds Defect</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>B.) Adjacent to Playing Field</b></p> <p><input type="checkbox"/> Seating Area</p> <p><input type="checkbox"/> Parking Area</p> <p><b>C.) Concession Area</b></p> <p><input type="checkbox"/> Volunteer Worker</p> <p><input type="checkbox"/> Customer/Bystander</p>	<p><b>D.) Off Ball Field</b></p> <p><input type="checkbox"/> Travel:</p> <p><input type="checkbox"/> Car or <input type="checkbox"/> Bike or</p> <p><input type="checkbox"/> Walking</p> <p><input type="checkbox"/> League Activity</p> <p><input type="checkbox"/> Other: _____</p>
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**Please give a short description of incident:** \_\_\_\_\_

**Could this accident have been avoided? How:** \_\_\_\_\_

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential 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 Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at [http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf) and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: [http://www.littleleague.org/Assets/forms\\_pubs/asap/GLClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf).

Prepared By/Position: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 2



This volunteer application can be used as a reference for leagues utilizing the JDP Quick App or for leagues that are using an outside background check provider that meets the standards of Little League Regulation 1(4)(9). Visit [LittleLeague.org/LocalBackcheck](http://LittleLeague.org/LocalBackcheck) for more information.

**All RED fields are required.**

Name \_\_\_\_\_  
First Middle Name or Initial Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address \_\_\_\_\_

Diner's License# \_\_\_\_\_

1. Have you ever been charged with, convicted of, pled no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?  
 If yes, describe each in full: \_\_\_\_\_  Yes  No  
 [If volunteer answered yes to Question 1, the local league must contact the Little League Security Manager.]

2. Have you ever been convicted of or pled no contest or guilty to any crime(s)?  
 If yes, describe each in full: \_\_\_\_\_  Yes  No  
 [Answering yes to Question 2, does not automatically disqualify you as a volunteer.]

3. Do you have any criminal charges pending against you regarding any crime(s)?  
 If yes, describe each in full: \_\_\_\_\_  Yes  No  
 [Answering yes to Question 3, does not automatically disqualify you as a volunteer.]

4. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list?  
 If yes, explain: \_\_\_\_\_  Yes  No  
 [If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.]

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

League Official  Field Maintenance  Concession Stand

Coach  Manager  Other \_\_\_\_\_

Umpire  Scorekeeper

**A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION (NOT NECESSARY IF VOLUNTEER IS RETURNING).**  
 Please provide updated information below if there are any changes from previous years or requesting a new position.

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Special professional training, skills, hobbies: \_\_\_\_\_

Special Certifications (CR, Medical, etc.): \_\_\_\_\_

Special Affiliations (Clubs, Services, Organizations, etc.): \_\_\_\_\_

Previous volunteer experience (including baseball/softball and years (s)): \_\_\_\_\_

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background checks on me now and as long as I continue to be active with the organization, which may include a review of past offender registries (some of which contain names only, sometimes 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 approved, my position is conditional upon the league making no inappropriate information on my background, I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Inc. (hereinafter, "the officers, employees and volunteers thereof, or any other persons" or organization that may provide such information) I also understand that, regardless of previous criminal records, Little League will not be held liable for any volunteer position if approved. I understand that, prior to the expiration of my term, am subject to suspension by the league if removed by the board or Director 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 Backcheck 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):  
 JDP (Includes review of the U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible List)\*  
 OR \_\_\_\_\_

National Criminal Database check  U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible List  
 National Sex Offender Registry

\*Please be advised that if you use JDP and there is a name match at the level address where an individual's name is searched, you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding the criminal records associated with the name, which may or may not be the volunteer.

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



# Concession Stand Tips

# SAFETY FIRST

## Requirement 9

### 12 Steps to Safe and Sanitary

#### Food Service Events: The

following information is

intended to help you run a

healthful concession stand.

Following these simple

guidelines will help minimize

the risk of foodborne illness.

This information was provided

by District Administrator

George Glick, and is excerpted

from "Food Safety Hints" by

the Fort Wayne-Allen County,

Ind., Department of Health.

#### 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 foodborne 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 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 foodborne illness.

#### 5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne 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. Wash 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 foodborne 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.

#### 13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

*Safety plans must be postmarked no later than May 1st.*

# 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

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture Cooperating, UMass Extension provides equal opportunity in programs and employment.



## Appendix 4

### PRE-GAME FIELD INSPECTION CHECK LIST

**MANAGERS NAME:**

**FIELD:**

**DATE:**

**Time:**

<b>Field Condition</b>	<b>Yes</b>	<b>No</b>	<b>Catchers Equipment</b>	<b>Yes</b>	<b>No</b>
Backstop Intact			Hockey Catchers Helmet		
Home Plate Intact			Dangling Throat Guard		
Bases Secure			Helmets		
Pitcher's Mound Safe			Catcher's Mitt		
Batter Box Lined/Level			Chest Protector		
Infield Fence Repair			Shin guards		
Outfield Fence Repair			<b>Dugouts</b>	<b>Yes</b>	<b>No</b>
Foul Lines Marked			Fencing Needs Repair		
Infield Need Repairs			Bench Needs Repair		
Outfield Need Repairs			Trash Cans		
Warning Track			Clean Up Is Needed		
Coaches' boxes Lined					
Free Of Foreign Objects			<b>Spectator Area</b>	<b>Yes</b>	<b>No</b>
Grass Surface Even			Bleachers Need Repair		
			Protective Screens Ok		
<b>Player Equipment</b>	<b>Yes</b>	<b>No</b>	Bleachers Clean		
Batting Helmets			Parking Area Safe		
Jewelry Removed			<b>Safety Equipment</b>	<b>Yes</b>	<b>No</b>
Shoes/Bats Inspected			First-aid Kit Each Team		
Face Mask (Minor/Mjrs)			Medical Release Forms		
Proper Cleats			Ice Pack/Ice		
Athletic Cups (boys)			Safety Manual		
Full Uniform			Injury Report Forms		
Bats Meet Standards			Drinking Water		

**REPORT ANY PROBLEMS TO YOUR COMMISSINER OR SAFETY OFFICER.**

**Turn this form into the concession stand or to your division Rep.**

## Appendix 5

### SAFE TO COMPETE

# TIPS for PROTECTING CHILD ATHLETES from Sexual Abuse

Every child athlete deserves a safe and fun sports experience.  
Use these tips to help your child have one.

### Make a game plan

Ask these questions to find out if preventing child sexual abuse is a priority for your child's youth-sports program.

- Are background checks performed on **all** staff with access to youth?
- Does staff receive training on recognizing and reporting child sexual abuse? How often?
- Is there a staff code of conduct/ethics? Does it address inappropriate behaviors?
- What is your organization's reporting procedure?

### Know the plays

Every youth-sports program should have policies addressing:

**Bullying and hazing** - There should be a zero-tolerance policy.

**Coach-athlete communications** - Staff should not communicate with youth about non-sports related matters. Parents should be included in all communications, including those via text message, telephone or social media.

**Locker and restrooms** - These areas should be supervised by two staff full-time as well as the children using them. Staff should respect children's privacy while supervising them. Parents should have access to the facilities in order to assist young children and those with disabilities.

**Supervision** - Children should be supervised by at least two staff full-time at all team activities.

**Travel** - Staff should not stay in the same hotel rooms as youth.

### Get off the bench

Child sex abusers often target youth whose parents appear uninvolved. Help protect your child by being an active participant in his or her athletic experience.

**Go to practices and games.** You'll be able to get to know the staff and monitor their treatment of children.

**Talk to your child about being on the team.** If he or she does not like it, find out why. It may indicate a more serious problem or concern.

**Help children set boundaries.** Teach them they have the right to be treated with respect, even by adults.

**Empower youth to say "no."** Let them know it's OK to stand up to anyone who makes them feel confused or uncomfortable. Use role-playing scenarios to practice this skill.


**Speak up.** Address red flag behaviors by speaking with the team's coach. If the issue remains unresolved, discuss your concerns with the organization's administration.


**Report.** Contact local law enforcement with suspicions of child sexual abuse **immediately**. Call the National Center for Missing & Exploited Children® at 1-800-THE-LOST® (1-800-843-5678) for additional assistance.


**Be a team player.** Not all children have someone looking out for them. Bring out red flag behaviors even if your child is not the one being affected.


### Learn red flag behaviors


While these warning signs do not always indicate abuse, they do cross appropriate athlete-coach boundaries.

 Singling youth out for special attention or gift giving.

 Spending one-on-one time with children such as in private practices.

 Touching children in ways not related to training for the sport.

 Telling youth sexual or inappropriate jokes and stories.

 Commenting on children's appearances when not related to the sport.

For more resources visit [www.SafeToCompete.org](http://www.SafeToCompete.org)

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Tips for Protecting Child Athletes from Sexual Abuse is adapted from Know the Rules® For Child Safety in Youth Sports copyright © 2000, 2005 and 2011 National Center for Missing & Exploited Children. All rights reserved.

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NATIONAL  
CENTER FOR  
  
**MISSING &  
EXPLOITED**  
CHILDREN®

## Appendix 6

### Abuse Awareness Protocol: (Annually) Federal Law



1. (a) All managers/coaches, administrators and officials must complete the Abuse Awareness training provided by USA Baseball and SafeSport. The managers and coaches must carry documentation in their team binders that the course has been completed.
2. Please sign into your account at [USABDevelops.com](https://usabdevelops.com)
3. Hover over the education tab and select the Course Catalog.
4. It should take you to <https://usabmobilecoach.com/courses>- sign in again (you will only have to do this once).
5. From there you can take any of the courses.

To access your course certificates:

1. Log in to [USABMobileCoach.com](https://usabmobilecoach.com)
2. Select your name in the top right corner
3. Click "My Account"
4. Select "Courses" option.

### Sudden Cardiac Arrest Prevention Protocol: (Required Once)



AB379 now requires the same protocols used for concussions in youth and high school sports to be used to help protect young athletes participating in school and community youth sports organizations from sudden cardiac arrest—the #1 killer of young athletes. Community youth sports organizations include an organization, business, nonprofit entity, or a local governmental agency that sponsors or conducts amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate. The online Sudden Cardiac Arrest Prevention Training is at: <https://epsavealife.org/sca-prevention-training/>

**State of California Requires Training and Certifications for Managers/Coaches, Administrators and Sports Officials.** Must be completed before any engagement with the players. This includes All Managers, Coaches, Umpires and Board Members. If you fall into one of these categories, you are required to produce the mandatory certificate for each protocol. Please save and carry each of the certification certificates for all managers/coaches in your team binder. Administrators and Sports Officials should carry a hardcopy or an electronic copy with them to all game sites.

**Concussion Protocol: (Required Once)**



1. (a) California law requires that all managers/coaches, administrators and officials must complete an online concussion training *at least once* before supervising youth athletes; a certificate from a prior season is valid for this season. It takes only about 30 minutes to complete the training. The online Concussion Protocol Training is at: <https://www.cdc.gov/headsup/youthsports/training/>.
2. A concussion and head injury information sheet must be signed by both the athlete and a parent/guardian before the athlete initiates practice or competition.