



VIEJO
LITTLE LEAGUE

2023

Safety Manual
For
Managers and Coaches

Play Hard - Play Safe ®

Safety Officer- Alberto Martinez
viejofafetyofficer@gmail.com



Viejo Little League 2023 Safety Plan

League ID Number

405-55-03

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
A.....INTRODUCTION.....	1
B.....CONTACTS AND PHONE NUMBERS	2
C.....MISSION STATEMENT	4
D.....ORGANIZATION.....	5
1. Active Safety Officer <u>(Requirement 1)</u>	
2. Publish and Distribute Safety Manual <u>(Requirement 2)</u>	
3. Post and Distribute Emergency Phone Numbers <u>(Requirement 3)</u>	
4. Volunteer Application Form and Background Checks <u>(Requirement 4)</u>	
E.....TRAINING	7
5. Baseball Fundamentals Training <u>(Requirement 5)</u>	
6. Safety/First Aid Training <u>(Requirement 6)</u>	
• Concussion Awareness	
F.....FACILITIES & EQUIPMENT	10
7. Field Inspections <u>(Requirement 7)</u>	
8. Facility Survey <u>(Requirement 8)</u>	
9. Snack Bar Safety Procedures <u>(Requirement 9)</u>	11
10. Equipment Inspection <u>(Requirement 10)</u>	14
G.....ACTIVITIES	15
11. Accident Reporting and Tracking Procedures <u>(Requirement 11)</u>	
12. First Aid Kits <u>(Requirement 12)</u>	
13. Enforce Little League Rules <u>(Requirement 13)</u>	16
14. League Player Registration or Roster Data and Coach and Manager Data <u>(Requirement 14)</u>	
15. Complete Survey Questions on LL Data Center <u>(Requirement 15)</u>	
16. Qualified Safety Program Registration Form <u>(Requirement 16)</u>	17
H.....FIELD RULES	17
I.....SAFETY CODE DEDICATED TO INJURY PREVENTION	18
J.....EMERGENCY PLANS/PROCEDURES	19
K.....INCIDENT REPORTING	24



Viejo Little League 2023 Safety Plan

L.....LIGHTNING FACTS & SAFETY PROCEDURES.....	25
M.....CHILD PROTECTION PROGRAM	27
N.....MEGAN'S LAW IN CALIFORNIA	32
O.....EXPECTATIONS	33
P.....APPENDIX.....	35
• VLL Safety/Injury Report	
• What Parents should know about Little League Insurance.....	41
• Claim Form Instructions.....	42
• Accident Notification Form	44
• 2023 Volunteer Form (Requirement 4)	46
• Safety/First Aid Clinic Attendance.....	47
• Field Safety Checklist (Requirement 7)	48
• 2023 Facility Survey (Requirement 8)	49
• Concession Stand Safety Procedures (Requirement 9)	56



Viejo Little League 2023 Safety Plan

SECTION A INTRODUCTION

To: All Viejo Little League (VLL) Board Members, Managers, Coaches & Volunteers
From: Alberto Martinez - Safety Officer
RE: Safety Plan

Congratulations on being selected to manage a team for VLL. Below is a list of things that are important to do to ensure the safety of every Little League participant:

1. Attend the Safety/First Aid training class provided by the League. This course certifies you for 3 years. Please make sure your First Aid kit is with you at all practices and games. If you use something in it, be sure it gets replaced.
2. Please inspect the fields for hazards such as rocks, glass, snakes etc. before you send the children out to play.
3. Please inspect all equipment before each practice and game. If a piece of equipment does not meet the safety requirements, do NOT use it, and place it such that it is un-usable by anyone else. Contact the Equipment director for any replacements and provide him with the equipment that does not meet safety standards.
4. Have access to a phone - no matter where you practice. Always have more than one adult at your practices.
5. Enforce Little League rules on proper equipment during games and practices, even during warm-ups.
6. Warm-up your team properly before a practice or a game.
7. Please watch your pitchers and keep track of the number of pitches they have thrown. Teach pitchers the proper way to throw.
8. Last, please report any accidents to me immediately. I have enclosed a form that I hope will make it easier for you (attached herein in the Appendix).

Thank you for your support of the VLL Safety Plan. Have a fun and safe season!



Viejo Little League 2023 Safety Plan

SECTION B

IMPORTANT PHONE NUMBERS

Requirement #3

Paramedic/Fire/Police Emergency	911
Mission Viejo Police Non-Emergency	949 770-6011
Animal Services	949 470-3045
League Safety Officer, Accident Reporting – Alberto Martinez	949 291-7413
League President – John Hudgins	949 939-4750
City of Mission Viejo – Park Maintenance	949 470-3064
City of Mission Viejo	949 289-3064
Mission Hospital	949 364-1400
Oso Medical Group	949 582-5430
National Poison Center	800-222-1222
Gilleran Park after hours facility emergency	949 472-1666
Musco Lighting	877 347-3319

League ID Number: 405-55-03

League Address: 25108 Marguerite Parkway, A190
Mission Viejo, CA 92692

League Phone: 949-939-4750



Viejo Little League 2023 Safety Plan

Board of Directors 2023



VIEJO LITTLE LEAGUE 2022-2023

BOARD OF DIRECTORS

League # 405-55-03

Position	Name
President	John Hudgins
Vice-President	Ryan James
Treasurer	Michael Hambel
Secretary	Julie Hayes
Player Agent 1	David Kuhn
Player Agent 2	Todd Winchester
Registrar	Colleen Magana
Safety Officer	Alberto Martinez
Coaching Coordinator	Steve Tashjian
Snack Bar Director	Elisa Kuhn
Snack Bar Scheduler	Nicole Diaz
Sponsorship	Leona Halonen
Chief Ump	Kyle McDougald
Asst. Chief Ump	Travis Van Der Wal
Scheduler	John Hudgins
Equipment	Sebastian Zapart
Fields	Michael Hambel
Uniforms & Trophies	Garrett Gray
Team Parent Coordinator & Yearbook	Colleen Magana
Scorekeeper Coordinator	Cara Tashjian
Events Coordinator	Danielle Ciminiera
Events Committee	Sara Geiss, Amy Martinez, & Brandi Anderson
Social Media / Website	Alberto Martinez
Commissioners:	
T-ball / Coach Pitch / A	Brandi Anderson
AA	Andrea Kosewick
AAA	Matt Brundage
Majors	Gus Culver
Juniors / Seniors	Scott Andersen
Fall Ball	Mike Furlong

Please reach out to viejollpresident@gmail.com to reach anyone on your Board



Viejo Little League 2023 Safety Plan

SECTION C

MISSION STATEMENT

Viejo Little League Safety Mission Statement

The safety of children is our primary concern. No game, no outcome, no Championship supersedes our quest to keep our children safe.

We will strive to provide safe facilities for our children. Our fields will be inspected, well maintained, and re-inspected to ensure that all physical hazards are removed prior to child participation.

We will seek to assign safe and qualified leadership for our children. Applications for Managers and Coaches will be scrutinized at all times to ensure that each embraces the commitment to provide a safe physical and emotional environment for each child.



Viejo Little League 2023 Safety Plan

SECTION D

ORGANIZATION

1. Active Safety Officer

Requirement #1

Alberto Martinez

Phone # (949) 291-7413

Email address – viejosafetyofficer@gmail.com

2. Publish and Distribute Viejo Little League’s Safety Manual

Requirement #2

The Viejo Little League Safety Manual is distributed to each Manager/Coach and Board Member, and is also available at the Snack Bar. These Safety Manual copies are to remain with the Managers at every game and practice. The 2023 Safety Manual will be distributed to the Managers/Coaches by **TBD**. VLL Board Members (BOD) will receive the plan by the first Board Meeting Scheduled in the month of February. **The Safety/Injury Report forms are distributed to each manager and are attached herein in the Appendix.** The Safety Plan will be made more accessible by adding the entire document to the league’s website.

3. Post and Distribute Viejo Little League’s Emergency Phone Numbers

Requirement #3

The emergency numbers are included within each Manager’s packet given to them at the Safety/First Aid Clinic. A copy of the list is also provided herein (see Section 2), and prominently within the snack bar. Detailed Emergency Procedures are covered in Section 10 herein. The Safety Officer, Alberto Martinez, will be the contact for any injury and will track/report the injury with the District and Little League International.

4. Volunteer Application Form and Background Checks

Requirement #4

Effective January 1, 2023 California State law requires all regular youth sports volunteers be Live Scanned (finger printed). This means at a minimum, all managers, coaches and board members. VLL will provide multiple opportunities to have this completed at either league functions or at Gilleran Park. If you are unable to perform this check at one of the opportunities provided, you may have it performed at a Live Scan facility of your choice. Locations can be found at <https://oag.ca.gov/fingerprints/locations>. The application form has been included herein in the Appendix.



Viejo Little League 2023 Safety Plan

If a match is identified through the course of the background check, the League President is immediately notified and the appropriate action steps are then taken. The District Administrator and District Safety Coordinator are also immediately notified for further guidance on the matter.

ALL volunteers must also fill out a Basic Volunteer Application form. This form is required by Little League International for insurance coverage purposes.

District Review of Safety Plan

The Safety Plan will be reviewed by the District Safety Coordinator prior to submittal to Little League International. A Meeting with the District to review the plan will be scheduled (and attended).

Safety Officer

Viejo Little League has maintained the position of “Safety Officer” on the Board of Directors for over 10 years.

Budget

A budget has been created for the Safety Officer in our 2023 budget. The use of these funds is solely for the purchase of safety related items.

The budgeted amount of \$2,500.00 is to be spent on:

- A. The Safety/First Aid clinic
- B. First Aid supplies
- C. Copies of the Safety Manual for all Managers/Coaches, Board Members, and Snack Bar.

Safety Mission Statement

The Viejo Little League Safety Mission Statement can be found in Section 3 herein.



Viejo Little League 2023 Safety Plan

SECTION E

TRAINING

5. Baseball Fundamentals Training

Requirement #5

All new and previous Managers and Coaches have been instructed and encouraged to attend a Fundamentals Training Clinic provided by District 68. The Coaching Clinic is to take place on TBD, for all ages.

Rules Clinic

VLL Managers and one Coach are **required** to attend one of the offered Little League Rules Clinics. VLL's rules clinic will be held on TBD at the Norman P Murray Center.

Coaching Training

All Managers and Coaches will be provided access to online training, books, videos, instructions, examples of coaching by Big Al Baseball. www.bigalbaseball.com

Note

Complete lists of the attendees who participated in the Training Clinics may be forthcoming as an addendum to this current Safety Plan.

6. Safety/First Aid Training

Requirement #6

VLL will host a Safety/First Aid Clinic in the season or at a designated facility. A Manager or Coach from each team is **required** to attend. Managers and Coaches will be required to attend.

Viejo Little League has purchased and distributed a first aid kit for each team, as well as 2 kits for the snack bar. The kits are issued and kept with the team equipment and are returned to the League with a full inventory at the end of the season. The Manager must have the First Aid kit at each game and practice. Additional First Aid Kits are also available in the Snack Bar.

Additionally, the Safety Officer, Alberto Martinez, will review all of the Sections of the Safety Manual with the group and field questions at the conclusion of the Clinic. The



Viejo Little League 2023 Safety Plan

Safety/First Aid Clinic attendee list may be forthcoming as an addendum to this Safety Plan.

In 2012, the City of Mission Viejo purchased AEDs and these are kept inside the snack bar. The safety officer will coordinate with city and AED manufacturer regarding training.

In 2013, VLL (along with the other Mission Viejo Little Leagues) started participating in ECHO and EKG screening through Heartfelt Cardiac Screenings. This is a tool to detect SCA (sudden cardiac arrest) symptoms and can reduce sudden cardiac death. **The flyer is attached herein in the appendix.**

7. Required Coaches Certifications

All managers are required to take and pass each of the following three certifications each year. These must all be completed and certificates submitted to the coaching coordinator prior to start of games.

Concussion Awareness

<https://www.cdc.gov/headsup/youthsports/training/index.html>

Sudden Cardiac Arrest

<https://epsavealife.org/sca-prevention-training/>

Abuse Awareness

<https://www.usabdevelops.com/ItemDetail?iProductCode=OCAAA&Category=ONLINE>

CONCUSSION AWARENESS

A concussion is a type of traumatic brain injury usually caused by a bump, blow or jolt to the head, or by sudden deceleration of the head causing movement of the brain within the skull.

This is a serious and potentially life threatening injury that should be evaluated by a trained medical professional.

- I. Signs and symptoms for determining a concussion may include any or all of the following symptoms to a varying degree:
 - Difficulty thinking clearly
 - Feeling slowed down
 - Difficulty concentrating
 - Difficulty remembering new information
 - Headache
 - Nausea or vomiting
 - Balance problems
 - Dizziness
 - Fuzzy or blurred vision



Viejo Little League 2023 Safety Plan

- Feeling tired
- Sensitivity to noise or light
- Irritability
- Sadness
- Emotional
- Nervousness or anxiety
- Abnormal sleep patterns

Any person exhibiting any of these symptoms after an impact incident will be determined as a potential concussion risk.

- II. ALL District 68 Tournament Directors and ALL MANAGERS AND COACHES will be REQUIRED to take the following training and pass the quiz to get a certificate of completion for the Center for Disease Control (CDC) online training for concussion awareness to the VLL Safety Officer before working any tournament games.

http://www.cdc.gov/concussion/headsup/online_training.html

- III. A player who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A player who has been removed from play may not return to play until the player is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

Note 1: The team's manager and assistant coaches need to evaluate players who experience head impacts. This observation extends beyond the first couple of minutes after the impact incident.

The manager needs to comply with the reporting procedures by notifying the Safety Officer and completing an Accident Report, noting possible concussion on the form.

Note 2: Umpires should also make independent observations of a player who experiences a head impact. If an umpire observes any of the concussion symptoms in a player after a head impact incident, the umpire should inform the manager that the player is to be removed from the game. The umpire's judgment is final. The umpire must then notify the Safety Officer who will initiate the Accident Report Form.

Note 3: If a medical professional, Umpire in Chief, the player's coach, the manager or 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.



Viejo Little League 2023 Safety Plan

2. An evaluation and a written clearance from a physician or other accredited medical provider, AND
 3. Written acknowledgment of the parents
- IV. At the conclusion of the game, the Safety Officer will notify the President, District Administrator or the District Safety Officer that the identified player was removed from the game for concussion like symptoms (the preferred method is by email so that a record of the notification is created). The District Representative will then send the notification to the league's President to insure that the team's manager complies with the necessary safety guidelines. District Administrators should be advised of positive diagnosis of concussion. As always District Safety Officer will receive all incident reports with updates as to the clearance for play, or further restriction from play.
- V. The Manager needs to insure that the involved player is medically cleared to participate in the team's next practice or game. The player's parents will be instructed to seek medical advice to allow the player to continue participation. A letter must be presented to the Safety Officer prior to the next game that the player has been medically cleared to participate. The player will not be allowed to participate until the letter is presented to the Safety Officer. Any manager who fails to comply with the established guidelines is subject to review by the league's Board of Directors for possible disciplinary action.

SECTION F

FACILITIES AND EQUIPMENT

8. Field Inspections

Requirement #7

Managers and Coaches of both participating teams and umpires are required to thoroughly inspect all areas of the field, backstop, fencing, bases, and pitching rubber prior to each game and practice, specifically looking for holes, sticks or metal and any animals (especially snakes). Managers will receive "**Field Inspection Checklist**" forms to assist in field inspection ([attached herein in the Appendix](#)). In the event that a potential safety hazard is identified, report it to the Safety Officer, or call the appropriate Emergency Number located in Section 2 herein. The Safety Officer and the Director of Fields will evaluate the hazard and follow up with the appropriate remedy. A safety hazard may halt play or any field activities, until repairs have been made. The Safety Officer will be advised, in writing, of all deficiencies found and action steps taken. Managers have been briefed on these procedures during the Safety/First Aid meeting.

9. Facility Survey

Requirement #8



Viejo Little League 2023 Safety Plan

An annual facility survey is done and continues with ever use through frequent safety checks . A copy of the “Facility Survey” form is attached in the Appendix.



Viejo Little League 2023 Safety Plan

Snack Bar Safety Procedures and Training

Requirement #9

The Menu will be posted and approved by the Safety Officer and the League President.

A Copy of the “Concession Safety Procedures” ([attached herein in the Appendix](#)) will be posted in the Snack Bar.

A Snack Bar Training class will be scheduled and held by the Snack Bar Committee at the Gilleran Snack Bar. Training on the proper use of the BBQ, the CO2 tanks, and food handling will be discussed. Additionally, the Emergency Plans/Procedures, detailed in Section 10 herein, will be reviewed.

Representatives of the Snack Bar Committee will also attend the Team Parent meeting where these guidelines can be shared with each of the teams prior to the beginning of the season.

Before the Season Starts

- Take everything out of the Snack Bar and clean it thoroughly.
- Check all machinery to make sure it's in safe working order.
- Order and replace any worn parts.
- Check cords for fraying and make sure plugs are adequate.
- Call Coca-Cola and ICEE / Slush Puppy to clean and service the machines and replace any worn parts.
- Have a **Safety/Health ‘Training-Workshop’** for all volunteers and Snack Bar Managers. **Review minimum age requirements (13yrs old)** for snack-bar volunteers (18 yrs old for BBQ) in relation to health, safety, and liability. Review procedures and etiquette during snack bar shifts (i.e.: small children, family, mingling, money, and CO2 training, etc.). Review Section 6 of this Safety Plan.
- BBQ must be manned by adults, 18 years of age or older.
- Basic Burn Care / First Aid Burn Treatment

The important thing to remember when dealing with burn injuries is that you should never underestimate the seriousness of a burn. You should seek medical help if any doubt exists with regard to the seriousness of a burn.

The old adage persists today, Stop, Drop, and Roll if clothes ignite, no matter how young or old, and cover the face while rolling.



Viejo Little League 2023 Safety Plan

Cool the burn immediately with cool water to reduce the skin temperature and stop the burning process, numb the pain, and prevent or reduce swelling. **Do not use ice on burns** as it may decrease the blood supply to the area and may actually make the burn worse.

Remove burned clothing, metal from belt buckles, etc., as these things can continue to burn if they retain heat. Disposable diapers will especially retain heat. Loosen or remove tight clothing, jewelry, or boots before swelling occurs. If burn is over 30% of the total body surface area you may have swelling in an area remote from the burn due to fluid shifts, so remove everything that might constrict.

After cooling the burn with water, cover the burn with a clean dressing to the burn area. If you don't have a dressing, cover the burn with a clean t-shirt (never a towel as the fiber can stick in the wound and be painful to remove). People are usually more comfortable if exposed nerve endings are covered, and also it is important to keep the burn victim warm.

Get Medical Help! Never underestimate the seriousness of a burn!

For serious burns don't give anything to the victim to eat or drink prior to seeking medical attention.

Elevate burns to the extremities to reduce swelling.

For a person who is burned around the head, there is a danger of an airway injury; as such they must be brought to the hospital immediately if there are singed nasal hairs, burned face, or burns around the mouth. In this case, always keep the head elevated.

During the Season

- Post all safety regulations and health rules in several locations.
- Keep fire extinguishers and First Aid kits clearly labeled for quick access.
- Have access to a phone with a list of emergency numbers and the 911 procedures on hand.
- Keep pre-made ice packs in the freezer.
- Post, at eye level above or next to each machine, instructions for how to use the machine properly and safely.
- Flush ICEE / Slush Puppy Machine with hot water after daily use.



Viejo Little League 2023 Safety Plan

Snack Bar Rules

- Minimum age to volunteer (or be) in the Snack Bar is **13 years old**. Adult supervision will be present at all times.
- Volunteers are to wear tennis shoes and comfortable clothing. No heels.
- All spills are to be cleaned up quickly with the appropriate equipment.
- At the end of each day, all food products are to be stored at correct temperature and in the proper containers.
- Floors are to be swept each night.
- All machines are to be unplugged and cleaned of all food products.

Safety Procedures for the Storage Sheds

The following applies to all of the storage sheds used by VLL and apply to anyone who has been issued a key by VLL to use those sheds.

- All individuals with keys to the VLL equipment sheds, i.e., Managers, Umpires, etc., are aware of their responsibilities for the **orderly and safe storage of rakes, shovels, bases, etc.**
- Before you use any machinery located in the shed, i.e., vehicles, lawn mowers, weed whackers, lights, scoreboards, public address systems, etc., please locate and read the written operating instructions for that equipment.
- All chemicals or organic materials stored in VLL sheds shall be properly marked and labeled as to its contents.
- 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 to minimize the risk of puncturing the storage containers.
- Any witnessed “loose” chemicals or organic materials within the sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.



Viejo Little League 2023 Safety Plan

10. Equipment Inspection

Requirement #10

Before each season, VLL's Equipment Director will conduct a thorough inspection of all equipment prior to distribution for the season. This includes catchers' gear, batting helmets, bats, first aid kits, and any other items distributed to managers at the start of the season. Damaged equipment will be immediately destroyed and replaced with replacement equipment.

Managers and Coaches of both participating teams are required to thoroughly inspect all articles of playing equipment prior to each game and practice. In the event that a safety hazard is identified, no activity with that equipment will be allowed until repairs/replacements have been orchestrated. The Safety Officer will be advised, in writing, of all deficiencies found and action steps taken. The Safety Officer will coordinate with the Equipment Director to rectify any situations that may be identified throughout the season.

Managers are briefed on these procedures during the mandatory meeting. In this area, special attention will always be paid to the serviceability of all catchers' equipment. Additionally, all umpires have been directed to inspect all bats, helmets and catcher's gear prior to all games. Any equipment damaged or not meeting Little League standards will be removed immediately from competition.

Equipment and Field Improvements

- In January 2023, all equipment was inspected for serviceability and replaced as necessary.
- In January 2023, yellow fence tops were installed on all temporary outfield fencing installed in preparation for the 2023 spring season. All permanent outfield fencing has yellow protective fence tops.
- In January, 2023, a fencing contractor and City crews installed all temporary fencing for Tee Ball, Coach Pitch, A and AA fields, and completely enclosed each temporary field with fencing.
- In Feb, 2012 city of Mission Viejo purchased AEDs and these are kept inside the snack bar. The city will be providing training on the how to use an AED.



Viejo Little League 2023 Safety Plan

SECTION G

ACTIVITIES

11. Accident Reporting and Tracking Procedures

Requirement #11

In 1998, the VLL Board adopted the use of the District 55 Injury/Incident Report Form, (this has since been replaced by the District 68 version of this form.) These forms are distributed to each Manager and are **attached herein in the Appendix**. Managers are instructed to report **ANY** incident to the Safety Officer, within 24 hours, that remotely involves the well being of a player or spectator.

See the appendix of this manual for the injury report form or go to viejolittleleague.org and click on "Forms". You can then access the "VLL Injury Report Form". Forms can be turned into the Safety Officer, Alberto Martinez, in person, by calling (949) 291-7413, or by emailing viejosafetyofficer@gmail.com. The Safety officer will fill out a more detailed report and send it to the District 68 Safety Officer via email at dbamsey@district68.com.

12. First Aid Kits

Requirement #12

All teams and the snack bar are supplied with First Aid kits. These kits are issued with, and kept in the team equipment bag, to be returned with a complete inventory at the end of the season with the team equipment.

The First Aid Kits contain supplies to support minor injuries; scrapes, cuts, bruises, minor bleeding, bug bites, etc. Supplies include various band-aids, gauze, disinfectant ointment, rubbing alcohol pads, and a cold pack. Please note: do not rely on cold packs. Best practice: have ICE available. Pre-bagged and available in a cooler is always best.

ICE is the most commonly requested or required first-aid item!

If you require a replacement First Aid Kit, please contact Alberto Martinez (Safety Officer), or Sebastian Zapart (Director of Equipment). Their contact information is located at the beginning of this manual.

PLEASE NOTE: Basic First Aid Kits (supplies) are required-standard equipment. If it becomes necessary to re-supply or restock used-items to provide or enhance the basic/League-supplied First Aid Kit, please provide (oneself) and request reimbursement from VLL, if necessary.



Viejo Little League 2023 Safety Plan

MANAGERS are RESPONSIBLE to carry properly supplied First Aid kits and have them present at each game and practice.

In 2012, the City of Mission Viejo purchased AEDs and these are kept inside the snack bar. The safety officer will coordinate with the city and AED manufacturer regarding training.

13. Enforce Little League Rules

Requirement #13

Attendance of Rules Clinics

VLL Managers and one Coach are **required** to attend one of the offered Little League Rules Clinics; everyone else is encouraged to attend. VLL's rules clinic will be held on TBD.

Focus on Catcher Safety

VLL demands that all players fulfilling the role of a catcher be fully outfitted in catcher's equipment that fits correctly. The equipment includes a mask, helmet, throat guard, long chest protector (OPTIONAL), shin guards, and protective cup. In 2023, Little League International rules allow for coaches to catch a pitcher in between innings. No game will begin or continue until the catcher is properly equipped.

Additional Field Safety

ALL TEAMS in ALL DIVISIONS of VLL must enforce ALL Little League Rules, including:

- No on-deck batters, Majors and lower divisions
- Bases must disengage on all fields

Parents Code of Conduct

All parents are required to review and sign a Parent Code of Conduct form. These forms are to be kept in the managers binder for the duration of the season.



Viejo Little League 2023 Safety Plan

14. **League Player Registration Data or Player Roster Data and Coach and Manager Data.**

Requirement #14

League Player Registration Data or Player Roster Data, which also includes Coach and Manager Data, MUST be submitted separately through the LLI Data Center on or before March 1, 2023 (also mandatory per LL Regulation IV g). Player agents shall complete this requirement.

15. **Complete Survey Questions in LL Data Center and Implement New Ideas to Promote or Improve the Safety Plan.**

Requirement #15

SECTION H

FIELD RULES

- **Speed Limit is 5 MPH** in roadways and parking lots while attending any VLL function. Watch for small children around parked cars.
- **No playing** in parking lots at any time.
- **No profanity**, please!
- **No swinging bats** or throwing baseballs at any time within the walkways and common areas of any VLL complex.
- **No throwing balls** against fence or backstops.
- **No climbing** fences or backstops.
- **No throwing** rocks.
- **No playing** on slopes or in landscape.
- **Observe all posted signs.** Players and spectators should always be alert of foul balls or errant throws; including rattlesnakes near the hillsides
- **During the game**, players must remain in the dugout in an orderly fashion at all times except when batting, running the bases, or fielding a defensive position.
- **After each game**, players must clean up trash in the dugout and around the stands.
- **All gates to the field must remain closed** at all times. After players have left the playing field, gates should be closed and secured.
- **No smoking** on or around the field.
- **No alcohol** is allowed in any parking lot, field, or common areas.



Viejo Little League 2023 Safety Plan

- **No children under the age of 13** are allowed in the Snack Bar.

SECTION I

SAFETY CODE DEDICATED TO INJURY PREVENTION

- Responsibility for safety procedures should be that of an adult member of Viejo Little League.
- Plans should be made in advance of all games and practices for any emergency medical services that may become necessary.
- Managers, Coaches, and Umpires should have training in First Aid. First Aid kits are issued to each team manager and are located at the snack bar.
- Managers must have medical releases with them at all games and practices.
- 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 frequently by managers and coaches for hazards such as holes, damage, stones, glass, and other foreign objects.
- 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.
- Procedure 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 so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups, i.e., playing catch, pepper, swinging bats, etc. should be performed within the confines of the playing field and not within the areas that are frequented by spectators.
- Only players with helmets may retrieve bats. Managers and Coaches will not leave the dugout to retrieve bats or other equipment.
- Batters must wear Little League approved protective helmets during batting practices and games.
- All male players are required to wear a protective cup with athletic supporter at all times for all practices and games. **NO EXCEPTIONS.**
- Catcher shall wear a catcher’s helmet, mask, throat guard, long model chest protector, shin guards, and protective cup with athletic supporter at all times for all practices and games.
- Use only reduced impact baseballs in the T Ball and Coach Pitch Divisions.



Viejo Little League 2023 Safety Plan

- Headfirst slides are not permitted in the majors division and below, except when a runner is returning to a base.
- During sliding practice, bases should not be strapped down or anchored.
- At no time shall “horse play” be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide “safety glasses”.
- Players shall not wear watches, rings, pins, or metallic items during games and practices.
- The catcher shall wear a catcher’s helmet and mask with throat guard when warming-up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- There is no “on-deck” circle in the Majors division and below. Players shall stay in the dugout until their “at-bat” (Majors division and below). No swinging of bats in the dugout.
- Disengage-able bases shall be used on all fields.

SECTION J

EMERGENCY PLANS/PROCEDURES

- An Emergency Vehicle/Personnel Access Procedure was created for Gilleran Park and is currently posted in the snack bar. The procedure is detailed below.
- An Emergency Vehicle/Personnel Access Procedure was created for Curtis Park and is posted in the snack bar. The procedure is detailed below.
- An earthquake kit was assembled with all First Aid equipment and put in the snack bar at Gilleran Park.
- A brush fire evacuation plan was created and posted in the snack bar. All staff will direct players and spectators to evacuate using the pedestrian exits on Olympiad (i.e., stairs). **DO NOT** attempt to drive vehicles from parking lots. Emergency personnel will not be able to access the park if cars are clogging the entrance.
- All Snack Bar Managers are to be trained in all the above procedures.

1. Medical Emergency Plan

- A. Give First Aid treatment and have a designated person call 911 immediately if an ambulance and/or professional medical attention is necessary, i.e., severe injury, neck or head injury, not breathing – err on the side of caution.
- B. Notify parents immediately if they are not at the scene.
- C. **Notify the Safety Officer by phone within 24 hours.**



Viejo Little League 2023 Safety Plan

- D. **Fill out a VLL Incident Report and hand deliver or email within 24 hours to the safety officer – Alberto Martinez at viejofafetyofficer@gmail.com.** A copy of the form is included in this manual in the Appendix or at www.viejolittleleague.org.
- E. Talk to your team about the situation if it involves them. You may need to reassure other team members as they are often upset and worry when a player is injured. They need to feel safe and understand why the injury occurred.
- F. VLL insurance is supplemental to players' own insurance policy. Be sure parents are aware that their injured child must be treated under their own insurance plan. All claims must be filed with the League Safety Officer.

2. Communicable Disease Procedures

While the risk of one person infecting another with HIV/AIDS during games or practice is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not be limited to the following:

- A. Bleeding must be stopped, the open wound covered, and if there is any excessive amount of blood on the uniform it must be changed before the player may participate.
- B. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or body fluids is anticipated.
- C. Immediately wash hands and other skin surfaces if contaminated (have come in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- D. Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach, which is 1 part bleach to 100 parts water, or by using another disinfectant before competition resumes.
- E. Practice proper disposal procedures to prevent spread of infection.
- F. Although saliva has not been implicated in HIV transmission, mouthpieces or other ventilation devices should be available for use during emergency mouth-to-mouth resuscitation.
- G. Contaminated towels should be disposed of or disinfected properly.



Viejo Little League 2023 Safety Plan

3. Covid-19 Procedures

While the risk of outdoor Covid-19 exposure is low, VLL does require that all persons in attendance at any league function adhere to current state and local safety guidelines. This includes but is not limited to the following:

- A. Wash hands well and often.
- B. To the extent possible, maintain physical distance between you and others.
- C. If you show any signs or symptoms of Covid-19, please stay home!

In the event that someone tests positive (player or spectator) for the infection after having attended a VLL event (any game, practice, etc.) and they were in close contact with other individuals, they must notify their manager immediately. The manager will report to the League Safety Officer and current isolation / quarantine procedures will be communicated to them.

4. Rattlesnake Bites

You've probably heard a number of myths concerning snakebites and the proper treatment for them. Since rattlesnake bites can be fatal, the treatment is very important. The best possible response to a rattlesnake bite is to get to the hospital as quickly as possible, though you can do a few things to help the bite:

- A. **Get medical attention.** It's important to seek medical attention as quickly as possible. Most hospitals will have an appropriate antivenom, and most treatments attempted by people before the hospital do not help much. If you can dial 911, that is your best option. If not, try to find help to take you or the injured person to the nearest hospital.
- B. **Do NOT maneuver the bitten area above the heart.** If you place the bite area above the heart, the blood containing venom from the bite will go to the heart more quickly.
- C. **Keep the person immobile.** If possible, keep the person from moving until help arrives. Movement increases blood flow, spreading the venom more readily. Therefore, you or the person bitten should try not to move as much as possible.
- D. **Let the wound bleed.** Allow the bite to bleed freely for about half a minute. This process may allow some of the venom to flow out of the wound.
- E. **Look for signs of shock.** One symptom is paleness. Other signs of shock include rapid heartbeat, fast breathing, nausea, and dizziness. Also, look for a person's pupils getting larger.



Viejo Little League 2023 Safety Plan

5. Important Do's and Don'ts

DO.....

- Reassure any children who are injured, frightened, or lost
- Provide, or assist in obtaining, medical attention for those who require it
- Know your limitations
- Bring your First Aid kit to all games and practices
- Make sure you have your medical release forms, safety manual, accident report forms at all games and practices.
- Remember to report all incidents within 24 hours
- Have a cell phone available if at all possible
- Check restrooms daily

DON'T.....

- Administer any medications
- Provide any food or beverage other than water
- Hesitate to give First Aid when necessary
- Be afraid to ask for help if you're not sure of the proper procedures
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or a game
- Hesitate to report any present or potential safety hazard to the Safety Officer

5. Emergency Vehicle/Personnel Access Procedure for Gilleran Park

All Emergency and First Aid equipment is located in the Snack Bar.

Package contents include:

- Maps of the park – 3
- Orange safety flags – 3
- Instructions for individuals using flags

Flag #1 – Follow steps 1-4

1. You are to go to the Gilleran Park entrance at Felipe.
2. Flag down all responding emergency vehicles. Expect Paramedics, Fire trucks, Police and Ambulance.
3. Direct emergency vehicles to Flag #2 at the Snack Bar.
4. Remain at your post until the emergency is clear.

Flag #2 – Follow steps 1-4

1. Obtain the exact location of the emergency. (What field?)
2. Stand by the Snack Bar.
3. Flag down all responding emergency vehicles. Expect Paramedics, Fire trucks, Police and Ambulance.



Viejo Little League 2023 Safety Plan

4. Direct emergency vehicles to Flag #3.

Flag #3 – Follow steps 1-4

1. Go to the emergency site and find out what type of emergency, i.e., bloody nose, person sick, broken limb, etc.
2. Locate yourself 50 feet away from the emergency.
3. Flag down all responding emergency vehicles. Expect Paramedics, Fire trucks, Police and Ambulance.
4. Report to Paramedics the type of emergency, i.e., bloody nose, person sick, broken limb, etc.
5. Keep emergency area clear.

7. Major Incident Response Guidelines

Little League managers and coaches need to consider the possibility of a major incident occurring during a Little League sponsored practice or baseball game. Major incidents can include earthquakes, power failure and terrorist type incidents, to name just a few. Managers, coaches, and league officers are in a leadership role during these types of incidents. Pre-planning is necessary to be successful.

A majority of the teams' activities are occurring while outdoors and in the confines of a sports complex. It is impossible to cover every type of possible incident, but there a couple of simple practices that can be developed to assist in the management of a major incident. The manager is responsible for the safety of the players and coaching staff. Establish an emergency meeting location in a safe place at or near the sport complex. It should be a location away from the playing field. The manager is supplied with a first aid kit and the contact information for all of the players under his charge. The manager should share their Major Incident plan with the parents of his assigned players.

In the event of a major earthquake, people who are outdoors are vulnerable to injury from falling objects. In most playing field locations the safest location is in the center of the field. Before an incident, survey the environment for overhead power lines and lighting standards. Be sure to identify a location that would minimize exposure to theses falling objects. Players should be instructed to stay with the coaching staff until the player's parent(s) take responsibility. The parent or player needs to be sure that the manager is aware of the player's status.

Power failure has a more significant effect if it occurs during darkness. A manager should have a flashlight, or other lighting device, in his equipment bag to deploy in the event of a lighting failure. The manager should instruct his players to stay with them until the player's parents come to take responsibility for the player.

Terrorist type incidents vary in how they occur. Basic human instinct is to react in flight or fear (freeze). In the event of an active shooter (someone with a gun who is discharging it in close proximity of others) players should be instructed to run in a direction away from



Viejo Little League 2023 Safety Plan

the perpetrator. Players should be instructed that when the shooting stops and the sirens of the responding emergency personnel stop (meaning that they are on scene and neutralizing the threat) then the players are to assemble at the emergency rallying location so that the manager can account for all of their players. The manager will be able to arrange for the safe reuniting of the player with his parent(s).

In almost every type of incident the team's manager can be of the most assistance by being able to account for his players. Have the player list and the parents contact information readily available at all practices and games. Be prepared to administer first aid and summon the necessary emergency response personnel.

SECTION K

INCIDENT REPORTING PROCEDURES

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 within 24 hrs. This includes even passive treatment such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When To Report – All such incidents described above must be reported to the Safety Officer ***within 24 hours of the incident***. The VLL Safety Officer for 2023 is Alberto Martinez, and he can be reached at the following:

Cell Phone: (949) 291-7413
Email viejosafetyofficer@gmail.com

How-To Make The Report – Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. The preferred method is the VLL safety/ Injury report form scanned and emailed to viejosafetyofficer@gmail.com. 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 VLL's insurance coverage and the provisions for submitting claims.



Viejo Little League 2023 Safety Plan

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 again.

SECTION L

LIGHTNING FACTS AND SAFETY PROCEDURES

Consider the Following Facts:

- ✓ The average lightning strike is 6 – 8 miles long; follow “flash-bang method” below.
- ✓ The average thunderstorm is 6 – 10 miles wide and travels at a rate of 25 miles per hour.
- ✓ Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm’s overhanging anvil cloud. For example, the lightning that injured 13 people during a concert at RFK in the summer of 1998 occurred while it was sunny and dry.
- ✓ On average, thunder can only be heard over a distance of 3 – 4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

“Flash-Bang” Method

One way of determining how close a recent lightning strike is to you is called the “flash-bang” method. A person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it. If the time between lightning and corresponding thunder is 30 seconds or less. This would indicate that the thunderstorm is 6 miles away or less and you should halt play.

Lightning Detector

In 2009 the Board approved the purchase of a lightning detector device that detects bursts of electromagnetic radiation – in forms of very low frequency radio signals – generated by lightning flashes up to 40 miles away. It is located near the Snack Bar. The detector is set to detect lightning within 8 miles of the device. When the detector’s alarm sounds, a concession stand worker will sound a horn signifying an immediate halt to play and evacuation of the fields.

Rule of Thumb

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a Manager, Coach, or Umpire who feels threatened by an approaching storm should stop play and get the kids to safety – regardless of whether or not the lightning detector goes off, or the “flash-bang” proximity measure applies. When in doubt the following rule of thumb should be applied:

When you hear it – clear it!

When you see it – flee it!



Viejo Little League 2023 Safety Plan

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest (like our Snack Bar and rest rooms). For the majority of participants, the best area for them to seek shelter is a fully enclosed vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears to try and prevent eardrum damage.

Where **NOT to Go!!**

Avoid high places and open fields, isolated trees, unprotected gazebos, rail or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

First Aid to a Lightning Victim

Typically, the lightning victim exhibits symptoms similar to someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

- ✓ The first tenet of emergency care is “make no more casualties”. If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary. Lightning can and does strike the same place twice. If movement of the victim is a viable option and does not put the rescuer at risk, the victim should be moved.
- ✓ If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- ✓ Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

NOTE: CPR should only be administered by a person that is has professional knowledge of the technique, or a person with CPR training and/or certification.

SECTION M

CHILD PROTECTION PROGRAM

California Assembly Bill 506 (AB506) - Youth service organizations: child abuse and neglect prevention.

Effective January 1, 2022: This bill requires an administrator, employee, or regular volunteer, as defined, of a youth service organization, as defined, to complete child abuse and neglect reporting training, as specified. The bill requires an administrator, employee, or regular volunteer of a youth service organization to undergo a background check, as specified. The bill would require a youth service organization to develop and implement child abuse prevention policies and procedures that, among other things, ensure the reporting of suspected incidents of child abuse to persons or entities outside of the organization.



Viejo Little League 2023 Safety Plan

- 18975. (a) An administrator, employee, or regular volunteer of a youth service organization shall complete training in child abuse and neglect identification and training in child abuse and neglect reporting. The training requirement may be met by completing the online mandated reporter training provided by the Office of Child Abuse Prevention in the State Department of Social Services.
- (b) An administrator, employee, or regular volunteer of a youth service organization shall undergo a background check pursuant to Section 11105.3 of the Penal Code to identify and exclude any persons with a history of child abuse.
- (c) A youth service organization shall develop and implement child abuse prevention policies and procedures, including, but not limited to, both of the following:
 - (1) Policies to ensure the reporting of suspected incidents of child abuse to persons or entities outside of the organization, including the reporting required pursuant to Section 11165.9 of the Penal Code.
 - (2) Policies requiring, to the greatest extent possible, the presence of at least two mandated reporters whenever administrators, employees, or volunteers are in contact with, or supervising, children.
- (d) Before writing liability insurance for a youth service organization in this state, an insurer may request information demonstrating compliance with this section from the youth service organization as a part of the insurer's loss control program.
- (e) For purposes of this section:
 - (1) "Regular volunteer" means a volunteer with the youth service organization who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.
 - (2) "Youth service organization" means an organization that employs or utilizes the services of persons who, due to their relationship with the organization, are mandated reporters pursuant to paragraph (7) of subdivision (a) of Section 11165.7 of the Penal Code.

Introduction

Studies show that the #1 reason children participate in sports is to have fun. Yet, 75% of children involved in sports will drop out between the ages of 8 and 13 because it is no longer fun! Managers, Coaches, and Volunteers place grossly inappropriate expectations on winning and performance that leads to high levels of stress.

The National Institute for Child Centered Coaching defines child abuse in youth sports as "Any action taken by an adult who results in the direct or indirect physical and/or emotional harm of children." It can be either active or passive. Active child abuse is when abuse is directed at that child. Passive child abuse is when the child watches other being abused.

Goal

Our goal as Little League volunteers is to protect each and every child for whom we are responsible. That includes every child on your team. We also need to protect our league and ourselves. We want to make it so safe at Little League that more emphasis can be put on the fundamentals of baseball.



Viejo Little League 2023 Safety Plan

Definition

Child abusers don't discriminate. They victimize all races, all genders, any ages. Child abuse is defined as:

1. Physical Abuse
2. Physical Neglect
3. Emotional/Verbal Abuse
4. Sexual Abuse

All of these abuses have signs that we can look for and recognize. Be careful, just because a child shows one of the symptoms doesn't always mean he or she has been abused.

Education

What is Child Abuse?

Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and development. This includes: (1) physical abuse (inflicted trauma and non-accidental injury); (2) emotional abuse (negative attitudes towards the child); (3) emotional deprivation (no love, attention, or training); (4) physical neglect (and/or inadequate supervision); and (5) sexual abuse (interfamilial, extra familial, and exploitation such as in child pornography or prostitution).

Primary Target Zone: The largest percentage of injuries in physical abuse is directed to the area between the neck and the area just below the knees on the backside of a child. Normally injuries caused from falling are not found in this area because a child tends to fall forward, not backward. Inflicted injuries commonly occur in a series and will frequently reflect the pattern of the instrument used: a rigid object leaving straight lines; a flexible object curving with the body; and objects (belts, hands, etc.) leaving the outline of the object on the child's skin.

Planes of the Body: The body is divided into four planes: front, back, right, and left. In the event of accidental injury the more serious wound is going to be at the point of impact with the lesser ones moving outward from that point. Single bruises to forehead and chin, in addition to shin or knee bruises, are normal for small children. However, bruises on multiple planes of the body as a result of an accident are extremely unlikely. Compare the injuries with the statements from the child on how the accident happened. **Apply simple common sense, but suspect child abuse where there are injuries on multiple planes of the body.**

Diagnosis of Physical Abuse:

You can't stop child abuse if you don't know what to look for. In this section we will discuss the signs of child abuse. Some of the indicators of abuse that you might encounter are listed below. Take special note of any indicators that occur on a repetitive basis. Other things can cause these characteristics, but they are indications that the child is in need of help.



Viejo Little League 2023 Safety Plan

1. Eyewitness story: Someone, child or adult, states they saw and describes mechanism of the injury.
2. Unexplained injury: Child unable to state how injury occurred.
3. Implausible history: Mechanism described is inconsistent with common sense or medical knowledge. Behavior of child is not compatible with development level of child.
4. Discrepant histories: Different histories from separate witnesses; differing story by victim over a period of time.
5. Delay in seeking medical care: Parents don't want to or refuse to take child to seek medical treatment.

Physical Indicators of Abuse:

The following is by no means a complete description of common physical findings in the abused child. We as Managers, Coaches, and volunteers are just that: "VOLUNTEERS". We are not licensed doctors or nurses. We are not trained professionals in dealing with or investigating child abuse.

Listen to the children. Look at the children and report what you see and hear. **Don't physically examine a child's body.** If you can't see it with the naked eye, let trained professionals examine it.

Most of the time a child will communicate with someone the fact that he or she is being abused. Listen to what a child says to you or other volunteers. Depending on what a child says, it might be an indicator of some type of abuse. Keep your eyes open for signs of abuse. If you check a child's stomach or back due to an injury that occurred during baseball, keep your eyes open for any indicators of child abuse.

Other important observations are multiple injuries of differing ages and the physical injuries marked by *** that are almost always the result of intentional injury when an inadequate history of accidental trauma is given.

1. Bruises
 - Multiple bruises on several body surfaces
 - Multiple bruises of varying ages
 - Bruises involving the face, back, trunk, and buttocks
 - ***Bruises conforming to a pattern of instruments (bites, belts, hands)
2. Burns
 - Patterned burns (irons, grills, heaters)
 - Round cigarette or cigar burns, especially on palms, soles & buttocks
 - ***Immersion burns (foot, hand, or genital-buttocks distribution with a "high water" mark)
3. Fractures
 - Spiral fractures of long bones



Viejo Little League 2023 Safety Plan

- Multiple fractures
- Combined old and recent fractures
- Skull fractures, especially multiple, complex, and any associated with brain injury

Behavioral Indicators

You can also see signs in a child from his or her behavior. Remember, if a child shows signs of one of the following behavioral indicators, it doesn't necessarily mean that they are a victim.

1. Strongly suspicious
 - Child discloses abuse
 - Sexual activity/acting out behavior or knowledge inappropriate for a child
 - Sexual promiscuity in adolescent
 - Sexually abused sibling
2. Not specific, but consistent with sexual abuse
 - Sleep disturbance, fears, nightmares
 - Develops fears or phobias, especially regarding people or places
 - Regressive behavior; bedwetting, thumb sucking, dependency
 - Schoolwork deterioration
 - Depression, suicidal ideas or action
 - Eating disorders
 - Child withdrawn, daydreams excessively

Physical Signs and Helpful Hints

In many cases there are NO overt, indisputable physical signs of sexual abuse. The absence of such evidence does NOT indicate that sexual abuse has not occurred since many sexual offenses are not physically traumatic and do not leave physical evidence. There are several things that might constitute or be an indicator of sexual abuse.

- Sexual advances
- Inappropriate touching
- Child might talk about it to someone

There are several things that a Manager, Coach or volunteer might want to keep in mind when dealing with a child/player:

- Praise publicly
- Scold privately
- Don't embarrass kids by word or deed
- Follow up negatives with positives
- Always offer encouragement
- Don't just criticize – Offer a solution
- Require respect from all and show respect to all



Viejo Little League 2023 Safety Plan

- Set an example

Remember, whatever the case might be, we are the volunteers and the safety of the children depends on us. **They are the victims.**

Prevention

If the volunteers can prevent a child predator from victimizing a child, then we have been successful. In most cases we will never know if we were successful or not. The only way you will know is if nothing occurs to any child in your league. The harder you make it for a child predator to get to a child or the harder you make it for a child predator to have access to a child, the more likely you will be successful.

Implement and follow these prevention measures and you will make it difficult for a child predator to victimize a child.

1. Use the Buddy System

- Don't allow a child to go to the bathroom by him/herself
- Always have enough parents on hand to supervise all children/players
- Don't leave anyone by themselves
- Don't allow children to play outside of the snack bar without supervision
- Don't allow a child or player to walk home by himself or herself

2. Rides

- Don't allow a Manager, Coach, or Volunteer to drive a child/player home without parental/guardian consent
- If a child/player is waiting for a ride, it is recommended that 2 adults stay with that player until their ride comes

3. Access

- Limit the access to children while they are in the dugout
- Beware who talks to the children/player while you are away from the facility
- Know who has legal custody of your players, so there are not possible child custody abductions

4. Background Checks

- California State Law – AB506: All volunteers; 16 hours per month or 32 hours per year will be required to be LiveScanned
- Little League International: Background checks are run on all Managers, Coaches, and volunteers through **JDP**.
 - All Managers, Coaches and Volunteers complete an application that includes: full name, driver license number, date of birth, references, telephone numbers and **Social Security Numbers**.
- All Managers, Coaches, and Volunteers sign a waiver to have a criminal background check conducted on them.
- All records are kept confidential and access to the records is limited.



Viejo Little League 2023 Safety Plan

5. Documentation

- The parent or legal guardian of all players that are registered in the league signs a Medical Release (Application) form. The Managers receive a copy and are required to have them in their possession at any practice or game.
- VLL has an injury report form and each report is kept on file.

6. Facility

- VLL facilities have proper lighting, not just on the field, but also in the parking lot, around restrooms and in the outfield.
- The inside of the facilities are well lit also, including the restrooms and in all buildings.

Reporting Suspected Child Abuse

If you suspect child abuse, promptly report it to law enforcement and the Orange County Social Services Administration. It is always better to be safe than sorry.

1. **Contact your local law enforcement agency**
2. **County of Orange Social Services Agency: If you would like to discuss or report child abuse, you may call 714-940-1000 or 800-207-4464, 24 hours a day, 7 days a week.**
3. **Contact the Viejo Safety Officer and advise of the confidential reporting**

VLL will take every measure to protect itself also. There are laws to protect individuals from civil litigation for making a report, unless it can be proven that a false report was made, and the person knew or should have known that the report was false.

Once you have contacted law enforcement, contact the Safety Officer. All reports will be documented. The report will include full details with witnesses, victim, and reporting person. **The report will be kept confidential.**

SECTION N

MEGAN'S LAW IN CALIFORNIA

Frequently Asked Questions

Q. What is the procedure for viewing the Megan's Law Database?

A. California's Megan's Law Database is available online: <https://meganslaw.ca.gov/>.

Q. Is the information on the Megan's Law Database accurate?

A. It is estimated that the majority of California's registered sex offenders are in compliance with the registration requirement. However, some of the offender



Viejo Little League 2023 Safety Plan

registrants have failed to comply with California's registration laws. Since the Database has been available, the public has helped law enforcement identify offenders who are not registered with the correct address. State agents from the California Department of Justice and the Bureau of Investigations work with local law enforcement to arrest sex offenders who do not comply with registration laws.

Q. Why are the local law enforcement agencies assigned the responsibility to determine when to notify the public about a high-risk or serious offender?

A. Local law enforcement is considered to be in the best position to determine what level and method of notification is appropriate for their community.

Q. When are sex offenders required to register with local authorities?

A. Sex offenders are required to register with local law enforcement agencies within five working days of being released from a local jail or state prison or completion of any alternate sentence. Sex offenders also must re-register within five working days of his or her birthday, moving, or changing his or her name. With few exceptions, the registration requirement is a lifetime mandate. During annual registration, the registered sex offender is required to verify his or her name and address or temporary location. Failure to properly register may be a felony and may count as a "Third Strike" (Penal Code, Section 290).

SECTION O

EXPECTATIONS OF PLAYERS, MANAGERS, COACHES AND PARENTS

Are Your "Expectations" Reasonable and Consistent?

What Do I Expect From My Players?

- To be on time for all practices and games.
- To always do their best whether on the field or on the bench.
- To be cooperative at all times and share in team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others. We all make our share of mistakes 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 Each 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.



Viejo Little League 2023 Safety Plan

- To be open to ideas and suggestions for help.
- To never yell at any member of my team, the opposing team, or the umpires. Any confrontation will be handled in a respectful, quiet, and individual manner.

What Do I Expect From 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 make mistakes and so will I.
- Do not yell at the players, the umpires or me. We are responsible for setting examples for our children. We must be the role models. 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 the fans. My phone number is available and you can call me at any time if you have a concern. Please call me if you wish to offer your services at practice. A helping hand is always welcome.

Finally, don't expect the majority of 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!

Some Gentle Reminders:

Viejo Little League provides various training clinics and instruction for managers, coaches, and umpires. We encourage and/or mandate attendance where appropriate for individual volunteers.

Frequently check the Viejo Little League Website. It is a great resource for League information and updates.

Whenever possible, make sure someone at your practice or game has a cell phone to use.

Remember:

- **Safety is everyone's job.**
- **Prevention is the key to reducing accidents.**
- **Report all hazardous conditions to the Safety Officer or another Board Member immediately.**



Viejo Little League 2023 Safety Plan

- **Don't play on a field that is not safe or with unsafe playing equipment.**
- **Be sure your players are fully equipped at all times, especially catchers and batters.**
- **Check your team's equipment often.**



Viejo Little League 2023 Safety Plan

SECTION P

APPENDIX

- VLL Safety/Injury Report
- What Parents should know about Little League Insurance
- Claim Form Instructions
- Accident Notification Form
- 2023 Volunteer Application Form (Requirement #4)
- Pre-Game Field Safety Checklist (Requirement #7)
- Pre-Game Equipment Checklist (Requirement #7)
- 2023 National Facility Survey (Requirement #8)
- Concession Stand Safety Procedures (Requirement #9)



VLL SAFETY/INJURY REPORT

Date _____ Time _____

Name of Injured Person: _____

Phone Number of injured person _____

DIVISION: _____

TYPE OF INJURY (Brief Description)

Action Taken: ___ First Aid at field ___ To Doctor ___ To Hospital

Cause (Brief Description) _____

Person Filing Report _____

Phone Number _____

League Position _____

**THIS FORM MUST BE SUBMITTED FOR EVERY (major or minor)
INJURY WHICH OCCURS DURING A LITTLE LEAGUE FUNCTION,
PRACTICE OR GAME.**

Complete the form and send it to the Viejo Little League Safety Officer:

Email – viejosafetyofficer@gmail.com

Alberto Martinez

WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball / Softball.

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by an employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area. A \$50 deductible applies for all claims, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, date of service, procedure and diagnosis codes for medical services/ supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/ Letter of Denial for each charge directly to Little League International, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment after the 52-week time limit when:
 - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
 - (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment.

Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.

No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.

Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in providing a better understanding of the operation of the Little League insurance program.

Little League® Baseball & Softball CLAIM FORM INSTRUCTIONS



WARNING — It is important that parents/guardians and players note that: *Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball.*

To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims.

The National Union Fire Insurance Company of Pittsburgh, Pa. (NUFIC) Accident Master Policy acquired through Little League® contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

The Accident Claim Form must be fully completed, including a Social Security Number, for processing. To help explain insurance coverage to parents/guardians refer to *What Parents Should Know* on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

If injuries occur, initially it is necessary to determine whether claimant's parents/guardians or the claimant has other insurance such as group, employer, Blue Cross and Blue Shield, etc., which pays benefits. (This information should be obtained at the time of registration prior to tryouts.) If such coverage is provided, the claim must be filed first with the primary company under which the parent/guardian or claimant is insured.

When filing a claim, all medical costs should be fully itemized and forwarded to Little League International. If no other insurance is in effect, a letter from the parent/guardian or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The NUFIC Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, a Pennsylvania Insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC Number 19445. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the Policy, the Policy shall govern.

The current insurance rates would not be possible without your help in stressing safety programs at the local level. The ASAP manual, *League Safety Officer Program Kit*, is recommended for use by your Safety Officer.

TREATMENT OF DENTAL INJURIES

Deferred Dental Treatment for claims or injuries occurring in 2002 and beyond: If the insured incurs injury to sound, natural teeth and necessary treatment requires that dental treatment for that injury must be postponed to a date more than 52 weeks after the date of the injury due to, but not limited to, the physiological changes occurring to an insured who is a growing child, we will pay the lesser of the maximum benefit of \$1,500.00 or the reasonable expense incurred for the deferred dental treatment. Reasonable expenses incurred for deferred dental treatment are only covered if they are incurred on or before the insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury is sustained.

CHECKLIST FOR PREPARING CLAIM FORM

1. Print or type all information.
2. Complete all portions of the claim form before mailing to our office.
3. Be sure to include league name and league ID number.

PART I - CLAIMANT, OR PARENT(S)/GUARDIAN(S), IF CLAIMANT IS A MINOR

1. The adult claimant or parent(s)/guardians(s) must sign this section, if the claimant is a minor.
2. Give the name and address of the injured person, along with the name and address of the parent(s)/guardian(s), if claimant is a minor.
3. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**
4. It is mandatory to forward information on other insurance. Without that information there will be a delay in processing your claim. If no insurance, written verification from each parent/spouse employer must be submitted.
5. Be certain all necessary papers are attached to the claim form. (See instruction 3.) Only itemized bills are acceptable.
6. On dental claims, it is necessary to submit charges to the major medical and dental insurance company of the claimant, or parent(s)/guardian(s) if claimant is a minor. "Accident-related treatment to whole, sound, natural teeth as a direct and independent result of an accident" must be stated on the form and bills. Please forward a copy of the insurance company's response to Little League International. Include the claimant's name, league ID, and year of the injury on the form.

PART II - LEAGUE STATEMENT

1. This section must be filled out, signed and dated by the league official.
2. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**

IMPORTANT: Notification of a claim should be filed with Little League International within 20 days of the incident for the current season.



LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

Send Completed Form To:
Little League International
539 US Route 15 Hwy, PO Box 3485
Williamsport PA 17701-0485
Accident Claim Contact Numbers:
Phone: 570-327-1674

Accident & Health (U.S.)

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. *Limited* deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name			League I.D.		
Name of Injured Person/Claimant		SSN	Date of Birth (MM/DD/YY)		Age
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)		Bus. Phone (Inc. Area Code)	
Address of Claimant		Address of Parent/Guardian, if different			

The Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> PM	

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in each column:

- | | | | | |
|---|---|---|---|---|
| <input type="checkbox"/> BASEBALL | <input type="checkbox"/> CHALLENGER (4-18) | <input type="checkbox"/> PLAYER | <input type="checkbox"/> TRYOUTS | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES) |
| <input type="checkbox"/> SOFTBALL | <input type="checkbox"/> T-BALL (4-7) | <input type="checkbox"/> MANAGER, COACH | <input type="checkbox"/> PRACTICE | <input type="checkbox"/> SPECIAL GAME(S) (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> CHALLENGER | <input type="checkbox"/> MINOR (6-12) | <input type="checkbox"/> VOLUNTEER UMPIRE | <input type="checkbox"/> SCHEDULED GAME | |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12) | <input type="checkbox"/> PLAYER AGENT | <input type="checkbox"/> TRAVEL TO | |
| | <input type="checkbox"/> INTERMEDIATE (50/70) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM | |
| | <input type="checkbox"/> JUNIOR (12-14) | <input type="checkbox"/> SAFETY OFFICER | <input type="checkbox"/> TOURNAMENT | |
| | <input type="checkbox"/> SENIOR (13-16) | <input type="checkbox"/> VOLUNTEER WORKER | <input type="checkbox"/> OTHER (Describe) | |
| | <input type="checkbox"/> BIG (14-18) | | | |

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature

For Residents of California:

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

For Residents of New York:

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

For Residents of Pennsylvania:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

For Residents of All Other States:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)

Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official	Position in League	
Address of League Official	Telephone Numbers (Inc. Area Codes) Residence: () Business: () Fax: ()	

Were you a witness to the accident? Yes No
Provide names and addresses of any known witnesses to the reported accident.

Check the boxes for all appropriate items below. At least one item in each column must be selected.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards? YES NO
If YES, are they Mandatory or Optional At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date	League Official Signature
------	---------------------------



Little League® Volunteer Application – 2023



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

This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)9. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit LittleLeague.org/localBGcheck for more information.

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

All RED fields are required.

Name _____ Date _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory) _____

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): _____

1. Do you have children in the program? Yes No

If yes, list full name and what level? _____

2. Special Certification (CPR, Medical, etc.)? If yes, list: _____ Yes No

3. Do you have a valid driver's license? Yes No

Driver's License#: _____ State _____

4. Have you ever been charged with, convicted of, plead 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 4, the local league must contact Little League International.)

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes No

If yes, describe each in full: _____

(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes No

If yes, describe each in full: _____

(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? Yes No

If yes, explain: _____

(If volunteer answered yes to Question 7, the local league must contact Little League International.)

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

League Official Umpire Manager Concession Stand

Coach Field Maintenance Scorekeeper 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: LittleLeague.org/BgStateLaws

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 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):

Review the Little League Regulation 1(c)(9) for all background check requirements

JDP (Includes review of the US. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)* _____

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

*Please be advised that if you use JDP 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 or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated 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.

Field Safety Checklist

Pre-game Field Safety Checklist

Date: _____

Time: _____

Home Team: _____

League: _____

Visitor Team: _____

Field Location: _____

Division: _____

Field Condition:

Dugouts:

	Repairs Needed	
	Yes	No
Wet or Muddy	<input type="checkbox"/>	<input type="checkbox"/>
Backstop Repairs	<input type="checkbox"/>	<input type="checkbox"/>
Bases	<input type="checkbox"/>	<input type="checkbox"/>
Pitchers Mound	<input type="checkbox"/>	<input type="checkbox"/>
Holes in the Field	<input type="checkbox"/>	<input type="checkbox"/>
Sprinklers Exposed	<input type="checkbox"/>	<input type="checkbox"/>
Fences Need Repair	<input type="checkbox"/>	<input type="checkbox"/>
Home Plate	<input type="checkbox"/>	<input type="checkbox"/>
Foul Lines Marked	<input type="checkbox"/>	<input type="checkbox"/>
Batter's Box Holes	<input type="checkbox"/>	<input type="checkbox"/>
Catcher's Box Holes	<input type="checkbox"/>	<input type="checkbox"/>
Umpire Area Holes	<input type="checkbox"/>	<input type="checkbox"/>
Field Ready to Play	<input type="checkbox"/>	<input type="checkbox"/>

	Repairs Needed	
	Yes	No
Fences Need Repair	<input type="checkbox"/>	<input type="checkbox"/>
Bench Need Repair	<input type="checkbox"/>	<input type="checkbox"/>
Bat Rack	<input type="checkbox"/>	<input type="checkbox"/>
Helmet Rack	<input type="checkbox"/>	<input type="checkbox"/>
Clean-up Needed	<input type="checkbox"/>	<input type="checkbox"/>
Shade Provided	<input type="checkbox"/>	<input type="checkbox"/>
Seating Area Protected	<input type="checkbox"/>	<input type="checkbox"/>

Spectator Areas:

Bleachers	<input type="checkbox"/>	<input type="checkbox"/>
Handrails	<input type="checkbox"/>	<input type="checkbox"/>
Protective Fence	<input type="checkbox"/>	<input type="checkbox"/>
Area Clean	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Pre-game Equipment Safety Checklist

All equipment needing repair must be physically removed from the game.

	Checked		Checked
Batting Helmets		Bats	
Cracks in Bill	<input type="checkbox"/>	Approved Composite Bat	<input type="checkbox"/>
Cracks on Earpiece	<input type="checkbox"/>	Diameter of Bat	<input type="checkbox"/>
Other Cracks	<input type="checkbox"/>	Length of Bat	<input type="checkbox"/>
Non-Factory Stickers	<input type="checkbox"/>	Both Caps Present	<input type="checkbox"/>
Non-Factory paint	<input type="checkbox"/>	Handle Grip Present	<input type="checkbox"/>
All Pads Present	<input type="checkbox"/>	Handle in Good Condition	<input type="checkbox"/>
Catchers Helmets		Any Cracks Present	<input type="checkbox"/>
Cracks on Helmet	<input type="checkbox"/>	Any Dents Present	<input type="checkbox"/>
Non-Factory Stickers	<input type="checkbox"/>		
Non-Factory paint	<input type="checkbox"/>		
All Pads Present	<input type="checkbox"/>		
Mask Securely fastened	<input type="checkbox"/>		
Throat Protector Present	<input type="checkbox"/>		

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 stereo 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.

