

**PARK VIEW
LITTLE LEAGUE
2009
SAFETY MANUAL**

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Mission Statement

Park View Little League

Is a Non-Profit organization

Run by Volunteers

Whose Mission is to Provide

An Opportunity for our

Community Children to

Learn the Game of Baseball

In a Safe and Friendly Environment

Park View Little League

Board of Directors

2008-2009

President	Vice President - Administration
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Information Officer	Chief Umpire
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Treasurer	Sponsorship
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Emergency Phone List

EMERGENCY.....911

Non-Emergency

Chula Vista Police.....691-5151
Chula Vista Fire.....691-5055
Sharp Chula Vista Hospital.....482-5800

Utilities

SDGE.....1-800-411-7343

City of Chula Vista

Park Ranger

Dennis Young.....520-9633
Richard Belesky.....587-9800

Park View Little League

President – Rod Roberto.....708-4320
Safety Officer – Steve Myers.....952-0234

District 42

DA – Ernie Lucero.....370-8001
Safety Officer – Ray Diaz.....572-2156

CODE OF CONDUCT

The Board of Directors of Park View Little League has mandated the following Code of Conduct. All Managers and Coaches will read the Code of Conduct and sign in the space provided acknowledging that he or she understands and agrees to comply with the code.

As a Park View Little League Manager/Coach, I will:

- 1) Be courteous to all game officials, opponents, umpires, and fans at all times.
- 2) Exercise self-control at all times
- 3) Be familiar with the rules and regulations of the game
- 4) Show respect to all players, game officials and coaches
- 5) Refrain from the use of profane and/or abusive language.
- 6) Refrain from the use of alcohol, drugs, and tobacco
- 7) Respect the integrity and judgment of the umpires
- 8) Practice good sportsmanship at all times and insist that my coaches and parents do the same.
- 9) Encourage our fans to positively support our team and refrain from booing and other negative demonstrations.
- 10) Refrain from using paging system or cellular phone during games.
- 11) Winning is secondary.

ZERO TOLERANCE POLICY

Park View Little League has a zero tolerance policy toward violence. Any form of violence will result in immediate expulsion from the league.

VIOLATIONS

Park View Little League has the right to suspend or expel any coach or manager for violating any of the above policies.

I have read and understood this code of conduct and I agree to abide by its provisions.

Name Print _____ Signature _____ Date _____

Name Print _____ Signature _____ Date _____

Name Print _____ Signature _____ Date _____

HEALTH AND MEDICAL

WHAT IS FIRST AID?

First-Aid means exactly what the term implies -- it is the **first care** given to a victim. It is usually performed by the **first person** on the scene and continued until professional medical help arrives, (9-1-1 paramedics). At no time should anyone administering First-Aid *go beyond* his or her capabilities. **Know your limits!**

The average response time on **9-1-1** calls is 5-7 minutes. En-route Paramedics are in constant communication with the local hospital at all time preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First Aid you can and wait for the paramedics to arrive.

SAFETY MANUAL AND FIRST AID KITS

Each team will be issued a Safety Manual and a First Aid Kit at the beginning of the season. All first-aid kits will be new and contain all items that are needed to provide basic first-aid. Each first-aid kit contains one instant ice pack. Additional ice packs and actual ice are available in the snack bar. Additional First-Aid kits can be obtained from your Park View Safety Officer. First Aid kits must be carried with the manager at **ALL** games and practices. Any manager not having a first aid kit in his/her possession will be subject to disciplinary action. An additional first aid kit will be kept in each fields score booth.

The Safety Manual will include maps to hospitals and other emergency services, phone numbers for all Board Directors, the Park View Little League Code of Conduct, Do's and Don'ts of treating injured players. Each manager is responsible for all information contained in this Safety Manual. One copy of the manual will be kept in the snack bar. If you need an additional copy, contact the Safety Officer....**Steve Myers 619-952-0234.**

First Aid Training All Managers and coaches are required to be **basic first aid certified**. All managers and coaches will be required to show proof of this certification. As a service to all of its managers and coaches, Park View will host a first aid certification class on Feb 21. Location and time TBD. All managers and coaches must have their certifications no later than Feb 28. Contact the Park View Safety Officer for more details.

Coaching Clinic

All Managers and coaches are also required to attend a mandatory skills clinic. This clinic will cover everything needed to be a successful coach/manager. This class will be held on February 21 at 2pm.

PVLL SAFETY CODE

The Board of Directors of Park View Little League has mandated the following ***Safety Code***. All managers and coaches will read this ***Safety Code*** and then read it to the players on their team.

Responsibility for safety procedures belong to every adult member of Park View Little League.

- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only league approved managers and / or coaches are allowed to practice teams.
- First-aid kits are issued to each team manager during the pre-season and additional kits will be located at each concession stand and in the clubhouse.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects.
- Team equipment should be stored within the team dugout or

behind screens, and not within the area defined by the umpires as “in play

- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of the team’s manager and designated coaches.
- Foul balls shall be returned to the nearest manager or coach and not thrown over the fence.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills, player should be spaced so that endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endangering spectators, (i.e., playing catch, pepper, swinging bats etc.)
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games.
- Head first slides are not permitted.
- At no time should “horse play” be permitted on the playing field.
- On-deck batters are not permitted. Players shall not have a bat in his/her hand unless they are batting.
- Manager and coaches are not allowed to warm up players.
- Managers will only use the official Little League balls supplied by PVLL.
- All male players will wear athletic supporters or cups during games. Catchers must wear a cup. Managers should encourage that cups be worn at practices too.
- All catchers must wear chest protectors with neck collar and tail, throat guard, shin guards and one piece catcher’s helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, “dangling” type throat protector and

catcher's helmet during practice, pitcher warm-up, and games. **Note:** Skullcaps are **not** permitted.

- Shoes with metal spikes or cleats are **not** permitted. Shoes with molded cleats are permissible.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- Catchers must wear a catcher's mitt. T-Ball may wear a fielders glove
- Catchers may not catch, whether warming up at practice or games without wearing full catchers gear and an athletic cup
- Food or drinks are not allowed in dugouts (Exception – Bottled water or Gatorade)
- Managers will never leave an unattended child at a practice or game.
- No children under the age of 16 are permitted in the Concession Stands.
- Never hesitate to report any present or potential safety hazard to to a Park View Board Member immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- No alcohol or drugs allowed on the premises at any time.
- **No medication** will be taken at the facility unless administered directly by the child's parent. This includes aspirin and Tylenol.
- No smoking within 200 feet of children, dugouts, bleachers, and concession stand.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.
- No throwing rocks.
- No climbing fences.
- No hitting balls against fences.
- Players and spectators shall be alert for foul balls at all times.

RESPONSIBILITY

PRESIDENT:

The President of PVLL is responsible for ensuring that the policies and regulations of the PVLL Safety Officer are carried out by the entire membership to the best of his abilities.

SAFETY OFFICER:

The main responsibility of the PVLL Safety Officer is to develop and implement the League's Safety program. The PVLL Safety Officer is the direct link between the Board of Directors and the and its managers, coaches, umpires, parents and players on the complex regarding safety matters, rules, and regulations. Your Safety Officer for the 2009 season is **Steve Myers**.

The PVLL Safety Officer's responsibilities include:

- Coordination with managers when a player has been injured
- Assisting the parents with filing a claim with Little League
- Assisting the parents with filling out the appropriate insurance paperwork.
- Insuring that each team receives the Safety Manual and first aid kit at the beginning of the season.
- Making sure each score booth has an adequate first aid kit with all supplies.
- Inspecting the concession stand and fire extinguisher.
- Coordinating with Field Maintenance Officer on field repairs.
- Scheduling a first aid and CPR class at the beginning of the season.
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.
- Making spot checks at practices to make sure managers have their first aid kits.

PVLL INFORMATION OFFICER:

The PVLL Information Officer is responsible for maintaining the league website at **www.parkviewlittleleague.com** and updating all safety information regularly.

MANAGERS:

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

(a) **The Manager** shall always be responsible for the team's conduct, observance of the official rules and deference to the umpires.

(b) **The Manager** is also responsible for the safety of his players. He/She is also ultimately responsible for the actions of designated coaches

(c) If a **Manager** leaves the field, that **Manager** shall designate a **Coach** as a substitute and such **Substitute Manager** shall have the duties, rights and responsibilities of the **Manager**.

- Attend a **mandatory training session on First Aid** given by PVLL with his/her designated coaches
- Attend a **mandatory basic skills training class** given by PVLL.
- Cover the basics of *safe play* with his/her team before starting the first practice.
- Return the signed *PVLL Code of Conduct* and *the PVLL Safety Code* to the PVLL Safety Officer before the first game.
- **Teach players the fundamentals** of the game while advocating safety.
- Encourage players to bring *water bottles* to practices and games.
- Work closely with League Safety Officer to make sure *equipment* is in first-rate working order.
- Make sure that *telephone access* is available at all activities including practices. It is suggested that a *cellular phone* always be on hand.
- Not expect more from their players than what the players are capable of.

- Teach the ***fundamentals*** of the game to players.
- Make sure all player have the proper uniform, equipment and catcher are wearing a cup.
- Ensure that proper stretching techniques are completed prior to practicing or games
- Observe the ***“no on-deck”*** rule for batters and keep players behind the screens at all times. No player should handle a bat in the dugouts at any time.
- Keep players off fences.
- Not lose focus while engaging in conversation.
- Not leave the field until every team member has known family member or designated driver.
- ***Notify parents if their child has been injured*** no matter how small or insignificant the injury is. ***There are no exceptions to this rule.*** This protects you, Little League Baseball, Incorporated and PVLL.
- If there was an injury, make sure an accident report was filled out and given to the PVLL Safety Officer.
- Return the field to its pre-game condition, per PVLL policy.

If a manager knowingly disregards safety, he or she will come before the PVLL Board of Directors to explain his or her conduct.

UMPIRES:

During the game **umpires** shall:

- Check equipment in dugouts of both teams, equipment that does not meet specifications must be removed from the game.
- Make sure catchers are wearing helmets when warming up pitchers.
- Make sure that bats have grips.
- Make that all helmets contain the appropriate padding and that the helmets meet Little League ***NOCSAE*** specifications and bear Little League’s seal of approval.
- Inspect helmets for cracks.

- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Check players to see if they are wearing jewelry.
- Check players to see if they are wearing metal cleats.
- Secure official Little League balls for play from both teams.

FIELD MAINTENANCE OFFICER:

The PVLL Field Maintenance Officer is responsible for ensuring that all PVLL fields meet all safety standards.

CONCESSIONAIRE:

The PVLL Concessionaire is responsible for ensuring that all safety standards are in place in the concession stand. He or she is also responsible for training all staff in correct safety practices.

EQUIPMENT OFFICER:

The PVLL Equipment Officer is responsible for repairing or replacing damaged or worn equipment or uniforms. The Equipment Officer will also replace equipment that does not fit properly.

ACCIDENT REPORTING PROCEDURE

What to Report:

Any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the PVLL Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

When to Report:

All such incidents described above must be reported to the PVLL Safety Officer and President within 24 hours of the incident. The PVLL Safety Officer, **Steve Myers @ 619-952-0234**.

How to make a report:

Accident forms were given to you at the beginning of the season. If you need additional forms contact the PVLL Safety Officer or go to **www.parkviewlittleleague.com**

INSURANCE:

All players are insured under Little League Baseball. Players must only participate in Little League games and practices during the season. For complete insurance coverage and how to file a claim....see the PVLL Safety Officer.

CONCESSION STAND SAFETY

- No person under the age of **16** is allowed in the snack bar.
- People working in the concession stand will be given a brief training session prior to start of work. This will cover general safety and safe food preparation.
- Any person working with food must wear gloves at all times.
- Cooking equipment will be checked periodically for safety.
- Propane tank will be disconnected from grill after use.
- A certified fire extinguisher will be visible at all times.
- A fully stocked first aid kit and a copy of this Safety Manual will be kept in the snack bar at all times.

The door to the snack bar will be kept clear of people and objects at all times.

Volunteers/Child Abuse Prevention

Volunteers:

Volunteers are the greatest resource Little League has in aiding children's development into leaders of tomorrow. But some potential volunteers may be attracted to Little League to be near children for *abusive reasons*.

Big Brothers/Big Sisters of America defines *child sexual abuse* as "the exploitation of a child by an older child, teen or adult for the personal gratification of the abusive individual." So abusing a child can take many forms, from touching to non-touching offenses.

Child victims are usually made to feel as if they have brought the abuse upon themselves; they are made to feel guilty. For this reason, sexual abuse victims seldom disclose the victimization.

Consider this:

Big Brothers/Big Sisters of America contend that for every child abuse case reported, *ten more go unreported*. Children need to understand that *it is never their fault*, and both children and adults need to know what they can do to keep it from happening.

Anyone can be an *abuser* and it could happen *anywhere*. By educating parents, volunteers and children, you can help reduce the risk it will happen at Granada Hills Little League.

Like all safety issues, **prevention** is the key. Park View Little League has implemented a 3-step process for insuring safe volunteers. Any person that is in contact with the players in PVLL must go through this process. Managers, Coaches, Umpires, Team Moms, etc.

Fiction and Fact

"Sex abusers are dirty old men." Not true. While sex abusers cut across socioeconomic levels, educational levels and race, the average age of a sex offender has been established at 32.

"Strangers are responsible for most of the sexual abuse." Fact: 80-85% of all sexual abuse cases in the US are perpetrated by an individual familiar to the victim. Less than 20% of all abusers are strangers.

"Most sex abusers suffer from some form of serious mental illness or psychosis." Not true. The actual figure is more like 10%, almost exactly the same as the figure found in the general population of the United States.

"Most sex abusers are homosexuals." Also not true. Most are heterosexual.

"Children usually lie about sexual abuse, anyway." In fact, children *rarely* lie about being sexually abused. If they say it, don't ignore it.

"It only happens to girls." While females do comprise the largest number of sexual abuse victims, it is now believed that the number for male victims is much higher than reported.

1) **Volunteer Application:** To include ***residence information, employment history and three personal references*** from non-relatives. All potential volunteers must fill out the application that clearly asks for information about *prior criminal convictions*. This application will then be used to conduct a background investigation on each volunteer. All Background checks will be nationwide with rapsheets.com

2) **Interview:** Make all applicants aware of the policy *that no known child-sex offender will be given access to children in the Little League Program.*

3) **Reference Checks:** Make sure the information given by the applicant is corroborated by references.

REPORTING:

In the unfortunate case that child sexual abuse is suspected, you should immediately contact the PVLL President, or a PVLL Board Member if the President is not available, to **report** the abuse. PVLL along with District 42 administrators will contact the proper *law enforcement agencies*.

INVESTIGATION:

PVLL will appoint an individual with significant professional background to receive and act on abuse allegations. These individuals will act in a confidential manner, and serve as the League's liaison with the local law enforcement community. ***Little League volunteers should not attempt to investigate suspected abuse on their own.***

SUSPENDING/TERMINATION:

When an allegation of abuse is made against a Little League volunteer, it is our duty to protect the children from any possible further abuse by keeping the alleged abuser away from children in the program. If the allegations are substantiated, the next step is clear -- assuring that the individual will not have any further contact with the children in the League.

IMMUNITY FROM LIABILITY:

According to Boys & Girls Clubs of America, "Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be unsubstantiated." However, we want adults and Little Leaguers to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. All states provide ***immunity from liability*** to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused.

EQUIPMENT

EQUIPMENT OFFICER:

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

The PVLL Equipment Officer will promptly replace worn or damaged equipment.

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

- Each team, at all times in the dugout, shall have four (4) protective helmets which must meet NOCSAE specifications and standards. These helmets will be provided by PVLL at the beginning of the season. If players decide to use their own helmets, they must meet NOCSAE specifications and standards.
- Each helmet shall have an exterior warning label.
- At the end of the season, all equipment must be returned to the PVLL Equipment Officer.
- Use of a helmet by all batters and base runners is mandatory.
- Use of a helmet by a player/base coach is mandatory.
- All male players must wear athletic supporters.
- Male catchers must wear a plastic hard type cup and the chest protector must have tail portion.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- Bats with dents, or that are fractured in any way, must be discarded.
- All catcher mask must have a throat guard attached.
- Skull Caps are not permitted.
- All bats must have grips
- Any equipment that is broken or does not fit a player properly needs to be returned the PVLL Equipment Officer.
- Multi-Colored gloves are permitted to be used by pitchers as long as the glove does not contain grey or white.

WEATHER

If it begins to rain,

- Evaluate the strength of the rain. Is it a light drizzle? Is it pouring.
- Evaluate the playing field. Is it unsafe to play on?
- Stop game or practice immediately if conditions are unsafe.
- If the field is muddy or puddled....STAY OFF IT!!!!
- If lightning is present **stop** all activities immediately.

Hot Weather:

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

- Suggest players take drinks of water when coming on and going off the field between innings.
- If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout A.S.A.P.

If a player should collapse as a result of heat exhaustion, call **9-1-1** immediately. Get the player to drink water and use the instant ice bags supplied in your First-Aid Kit to cool him/her down until the emergency medical team arrives.

CONDITIONING AND STRETCHING

Conditioning is an intricate part of *accident prevention*. Extensive studies on the effect of conditioning, commonly known as “*warm-up*,” have demonstrated that:

- The *stretching* and *contracting* of the muscles just before an athletic activity improves general control of movements, coordination and alertness.
- Such drills also help develop the strength and stamina needed by the average youngster to complete with minimum accident exposure.
- The purpose of stretching is to increase *flexibility* within the various muscle groups and prevent tearing from *overexertion*. Stretching should never be done forcefully, but rather in a gradual manner to encourage looseness and flexibility.

Hints on Stretching:

- Stretch necks, backs, arms, thighs, legs, and calves
- Don't ask the child to stretch more than he or she is capable of.
- Hold the stretch for at least 10 seconds.
- Don't allow bouncing while stretching. This tears the muscle rather than stretching it.
- Have one of the players lead the stretching exercises.

PITCHING

Pitch Count:

Pitch count does matter. Every year, at our annual First-Aid clinic, the sports doctor that lectures focuses the majority of his material on warning future managers and coaches about pitching injuries and how to prevent them.

Remember that in Major League Baseball a pitcher is removed after approximately 100 pitches.

A child cannot be expected to perform like an adult.

A child should not be told to play through pain. Pain is an early sign of injury.

HYDRATION

Good *nutrition* is important for children. Sometimes, the most important nutrient children need is *water* -- especially when they're physically active. When children are physically active, their muscles generate *heat* thereby increasing their *body temperature*. As their body temperature rises, their cooling mechanism - sweat - kicks in. When sweat evaporates, the body is cooled. Unfortunately, children get hotter than adults during physical activity and their body's cooling mechanism is not as efficient as adults. If fluids aren't replaced, children can become ***overheated***.

We usually think about ***dehydration*** in the summer months when hot temperatures shorten the time it takes for children to become overheated. But keeping children well hydrated is just as important in the

winter months. Additional clothing worn in the colder weather makes it difficult for sweat to evaporate, so the body does not cool

It does not matter if it's January or July. Thirst is not an indicator of fluid needs. Therefore, **children must be encouraged to drink fluids even when they don't feel thirsty.**

SCOREBOOTH AND GATES

- Keys to the score booths and gates will be issued by the Equipment Officer.
- Keys must be returned at the end of the season.
- Score booths and gates must be locked at end of day. Don't assume anything. Always double check.
- All individuals with keys to the equipment sheds are aware of their responsibility for the orderly and safe storage of equipment, tools, etc...

No children are allowed in the score booths.

HOSPITAL:

The nearest hospital to Park View Little League is Sharp Chula Vista. The address for the hospital is 751 Medical Center Court Chula Vista, CA. In case of emergency call **9-1-1**.

