

Parkview Little League

Parkview Little League 2011 ASAP

2011 Safety Manual

Jim Withrow
1/20/2011

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Mission Statement

***Parkview 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***

Board of Directors

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Sponsorship Coordinator

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Emergency Phone List

Emergency.....911

Non-Emergency

Chula Vista Police691-5151

Chula Vista Fire Department.....691-5055

Sharp Chula Vista Hospital.....482-5800

Utilities

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

City of Chula Vista

Park Rangers

Dennis Young.....520-9633

Richard Belesky.....587-9800

Parkview Little League

President – Rod Roberto.....619-708-4320

Safety Officer – Jim Withrow.....619-254-9102

District 42

DA – Ernie Lucero.....370-8001

Safety Officer – Ray Diaz.....572-2156

Code of Conduct

The Board of Directors at Parkview Little League has mandated the following Code of Conduct. All managers and coaches must 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 Parkview 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) Abstain from the use of profane and/or abusive language.
- 6) Abstain from the use of alcohol, drugs, and tobacco during all Little League events
- 7) Respect the integrity and judgment of the umpires.
- 8) Practice good sportsmanship at all times and insist that my coaches, parents and players do the same.
- 9) Encourage our fans to positively support our team and abstain from booing and other negative demonstrations.
- 10) Abstain from using paging systems or cellular phone during game (unless during an emergency).
- 11) Remember that winning is secondary to having fun and teaching the game of baseball.

Zero Tolerance Policy

Parkview Little League has a ZERO TOLERANCE policy towards violence. Any form of violence will result in immediate expulsion from the league.

Violations

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

I have *read* and I *understand* this code and these policies and I agree to abide by the provisions stated.

Name (Print)_____Signature_____Date_____

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 level of training.

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, preparing them for whatever emergency action might need to be administered. You cannot do this, therefore do not attempt to transport a victim to a hospital. Perform First Aid 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; actual ice is available in the snack bar. Additional or replacement **First Aid Kits** can be obtained from you Parkview Little League Safety Officer. **First Aid Kits** must be carried with the manager at **ALL** games and practices. Any manager found not have a **First Aid Kit** in possession during a practice or game is subject to disciplinary action. Additionally, **First Aid Kits** will also be maintained in every score booth.

The Safety Manual will include maps to local hospitals and other emergency services, phone numbers for Board Members, the Parkview Little League Code of Conduct, and 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 Safety Manual will be kept in the snack bar. If you need an additional copy, contact the **Safety Officer: Jim Withrow 619-254-9102**.

First Aid Training

All manager and coaches are required to be trained in basic first aid. All managers and coaches will be required to show proof of this training. As a service to all of its managers and coaches, District 42 will host a First Aid certification class before the season begins. The actual date and location will be posted as soon as it is determined. At least one manager and/or coach **MUST** attend. All managers and coaches must have their First Aid certifications no later than the beginning of practices and games. Contact the Safety Officer (**Jim Withrow 619-254-9102**) 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 manager/coach. This clinic will be held shortly after tryouts are

conducted and prior to the beginning of actual play. Details will be delivered as soon as they are confirmed.

Parkview Little League Safety Code

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

Responsibility for safety procedures belongs to every adult member of Parkview Little League.

Each player, manager, designated coach, umpire, and team safety officer shall use proper reasoning and care to prevent injury to all players, him/herself and to others.

Only league-approved managers and/or coaches are allowed to conduct practices with the team.

First Aid Kits are issued to each team manager during the pre-season and additional kits will be located at each score booth as well as in the concession stand. First Aid Kits are required at all practices and games.

No Games or practices are to be held when weather or field conditions are poor; particularly when lighting is inadequate.

Game and practice areas will be inspected by coaches and umpires for holes, damage, stones, glass, and other foreign objects that may injure a player, prior to all games and practices

Team equipment should be stored within the team dugout or behind the screens during games and practices. No items are to be left in an area deemed as "in play", by the umpire, during games.

Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games. Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams **must fill out application form as well as provide a government-issued photo identification card for ID verification**. Volunteer Background forms must be submitted prior to being permitted to volunteer services.

The responsibility for keeping bats and loose equipment off the field of play lies with the team manager.

Foul balls shall be returned to the nearest manager or coach and not thrown over the fence and onto the field of play.

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During practice and games, all players should be alert and watching the batter during every pitch.

During warm-up drills, players should be spaced as to avoid being hit by errant throws and/or missed catches.

All pre-game warm-ups (i.e., playing catch, pepper, swinging bats, etc.) will be performed within the confines of the playing field and not within areas that are frequented by spectators (outside fenced areas).

Equipment should be inspected regularly for proper fit and to ensure that it is in playable condition.

Batters must wear Little League approved protective helmets that bear the NOCSAE seal any time they are swinging a bat. No stickers are allowed to be on the batting helmet and no modifications can be made to the helmet.

Only disengage-able bases may be used during practices and games.

Headfirst slides are not allowed in little league. Although diving back to a base during a "pick-off" attempt is allowed, it should be discouraged.

At no time should "horse play" be allowed on the playing field.

On-deck batters are not permitted. Players shall not have a bat in their hands unless they are batting.

Managers, coaches, and volunteers are not allowed to warm-up players.

Managers will only use the official Little League approved baseballs supplied by Parkview Little League.

All male players will wear athletic supporters or cups during games and practices. Catchers must wear a cup. Managers should encourage all players to wear a cup.

All catchers must wear chest protectors with neck collar and tail, throat guard, shin guards, and a 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.

Catchers must wear a catcher's mitt. (T-ball catchers may wear a fielder's glove)

Shoes with metal spikes are not permitted in the Majors, Minors, and T-ball divisions. Shoes with molded cleats are permitted.

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Players are not permitted to wear any type of jewelry during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible but must be taped in place)

No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.

Food and drinks (other than water and/or sports drinks) are not allowed in dugouts or on the playing field (this includes sunflower/pumpkin seeds, and gum).

Managers will never leave an unattended child at a practice or game.

No children under the age of 16 are permitted in the Concession stand.

Players and spectators shall be alert for foul balls at all times.

Parents, managers, coaches and all volunteers should keep players and other children from:

- Throwing rocks
- Climbing fences
- Hitting balls against fences

At least one cellular phone should be made available during all games or practices that take place where public phones are not available.

No alcohol or drugs are permitted on the premises at any time!

No medication will be taken at the facilities unless administered directly by the child's parent.

Smoking is not permitted within 200 feet of children, dugouts, bleachers, and the concession stand.

Never hesitate to report any present or potential safety hazard to a Parkview Little League Board Member immediately.

Responsibility

President:

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

Safety Officer:

The main responsibility of the Parkview Little League 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 managers, coaches, umpires, parents, and players on the complex regarding safety matters, rules, and regulations. Your Safety Officer for the 2011 season is Jim Withrow (619-254-9102).

The Safety Officer's responsibilities include:

- Coordination with managers when a player has been injured
- Assisting parents with filing a claim with Little League
- Assisting parents with filling out appropriate insurance paperwork
- Insuring that each team receives the Safety Manual and First Aid kit at the beginning of the season
- Scheduling a First Aid class at the beginning of the season
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his attention
- Making spot-checks at practices to make sure managers have their First Aid kits and medical forms
- Complete and submit the 2011 Annual Little League Facility Survey

Information Officer (Webmaster):

The Parkview Little League Information Officer is responsible for maintaining the league's website (www.parkviewlittleleague.com) and updating all safety information regularly.

Managers:

The Manager is the person designated by the president of PVLL to be responsible for the team's actions on the field, and to represent the team with regards to all communication 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/her 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. The **Substitute Manager** shall have the duties, rights, and responsibilities of the **Manager**.

Duties, rights, and responsibilities include:

- i) Attend a **mandatory training session** (with his/her designated coaches) on **First Aid** given by District 42.
- ii) Attend a **mandatory basic skills** training class given by PVLL.
- iii) Cover the basics of safe play with his/her team before starting the first practice.
- iv) Return the signed PVLL **Safety Code** and PVLL **Code of Conduct** to the Safety Officer before the first game.
- v) Teach players the **fundamentals** of the game while advocating **Safety**.
- vi) Encourage players to remain hydrated during all practices and games. Remind players of the importance of bringing their own water/sports drinks.
- vii) Work closely with the PVLL Safety Officer to make sure equipment is in first-rate working order.
- viii) Make sure that telephone access is available during all team activities. (It is recommended and suggested that a cellular phone always be available).
- ix) Not expect more from their players than what the players are capable of.
- x) Make sure all players have the proper uniform, equipment, and catchers are always wearing a cup.
- xi) Ensure that proper stretching techniques are completed prior to practices and games.
- xii) Observe the “**no on-deck batter**” rule. Ensure that no player, except the actual batter, handles a bat.
- xiii) Keep players off fences.
- xiv) Not lose focus when engaged in conversations.
- xv) Not leave the field or practice facility until every player has a known family member or designated representative present.
- xvi) **Notify parents** if their child has been injured **no matter how minor or insignificant** the injury may seem to be. **There are no exceptions to this rule!** This protects you, PVLL, and Little League Baseball Inc.
- xvii) If there is an injury, make sure an accident report is filled out and submitted to the **Safety Officer**.
- xviii) Return the field to its pregame condition.

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

Umpires:

During the game, **umpires** shall:

- a) Check equipment in both dugouts. Equipment that does not meet specifications must be removed from the game.

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- b) Make sure catchers are wearing helmets while warming up pitchers.
- c) Make sure that bats have grips.
- d) Make sure that all helmets contain the appropriate padding and that the helmets meet Little League **NOCSAE** standards, bear Little League's seal of approval, and are free from any cracks and any foreign stickers or markings.
- e) Walk the field in (with the coaches) order to identify any hazards and/or obstructions (e.g. rocks, holes, glass, etc.)
- f) Inspect players to ensure they aren't wearing jewelry.
- g) Ensure that Majors and below division players are not wearing metal cleats.
- h) Secure official Little League baseballs for all games.

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 members in correct safety and food-handling 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.

When to report:

All such incidents described above must be reported to the **PVLL Safety Officer and President** within 24-48 hours of the incident. **Safety Officer – Jim Withrow (619)254-9102**

How to file a report:

Accident forms will be issued at the beginning of the season. Additional copies are available from the Safety Officer. Additionally, they will be available for download at the league's website:

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 information on complete coverage and additional assistance with filing a report, contact the Safety Officer.

Concession Stand Safety

- a) No person under the age of **16** is allowed in the snack bar.
- b) People working in the concession stand will be given a brief training session prior to start of work. Brief will cover general safety as well as safe food handling practices.
- c) Gloves must be worn at all times when handling food.
- d) Cooking equipment must be checked periodically for safety.
- e) The propane tank must be disconnected from the grill during storage.
- f) A certified fire extinguisher must be visible at all times.
- g) A fully stocked First Aid Kit and a copy of this Safety Manual will be kept in the snack bar at all times.
- h) 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 Parkview 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. (i.e., Managers, Coaches, Umpires, Team Moms, etc.)

3-step process:

- 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 rap sheets.com

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.

- 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, for players that 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.

- a) Each team shall have four (4) protective helmets at all times, 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.
- b) Each helmet shall have an exterior warning label.
- c) At the end of the season, all equipment must be returned to the PVLL Equipment Officer.
- d) All batters and base runners must wear an approved helmet.
- e) All male players must wear athletic supporters. Male catchers must wear a plastic hard type cup and the chest protector must have tail portion that covers the area of the protective cup.
- f) Bats with dents, or that are fractured in any way, must be discarded.
- g) All catcher masks must have a "dangling" throat guard attached.
- h) "Skull Caps" are not permitted.
- i) All bats must have grips.
- j) Any PVLL-issued equipment that is broken or does not fit a player properly needs to be returned to the PVLL Equipment Officer.
- k) Multi-Colored gloves are permitted to be used by pitchers as long as the glove does not contain grey or white.

Weather

Rain:

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 puddles have formed on the playing field, **STAY OFF OF 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.

Managers and Coaches should encourage players to take drinks of water when coming off and going on 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 immediately.

If a player should collapse as a result of heat-related issues, 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. Use a clean, wet rag or shirt to moisten their head and neck while you wait for emergency paramedics to arrive. It is extremely important that medical help is contacted **AS SOON AS** you see serious signs of heat-related symptoms.

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 young player to compete with minimal accident exposure.
- The purpose of stretching is to increase flexibility with various muscle groups and to prevent tearing muscles and ligaments from over exertion. Stretching should never be done forcefully, but rather in a gradual manner to encourage looseness and flexibility.

Hints on stretching:

- Stretch necks, backs, arms, and legs every time before practice and games.
- Don't ask the player 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 can tear the muscle rather than stretching)
- ❖ Have one of the players lead the stretching exercise.

Pitching

Pitch Count

The actual pitch count is a tool used to set a limit on how many pitches a little player is permitted to throw (pitch). This number is used to eliminate overuse and prevent damage to a young player's arm.

Pitch count does not matter! Just because there are set numbers for the allowable pitches thrown doesn't mean that a pitcher should be left in a game up to that limit. Remember, we are molding young

baseball players and they are there for FUN! If you overuse a pitcher at this young age, there can be life-lasting damage done to their arms.

Every year at our annual First-aid clinic, the sports doctor always focuses the majority of his material on warning prospective managers and coaches about pitching injuries and how to prevent them.

Remember, in Major League Baseball, a pitcher is normally removed after approximately 100 pitches. This is done to preserve the pitchers' arms. The maximum amount of pitches that a 12 year-old little leaguer can throw is 85 pitches. Just 15 short of what a multi-million dollar player is normally throwing!

A child cannot be expected to perform like an adult and therefore more precaution should be taken.

Pain is an early sign of injury and therefore ANY player that mentions or shows signs of pain/injury should be evaluated immediately and removed from play if an injury is present and not be allowed to pitch if they are in pain.

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.***

Score Booths 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 the end of the day; don't assume that someone else is going to be there after you. It is much easier for you to lock the gates and score booths and then the next team unlocking them than it is for the league to replace stolen or damaged gear because they were left unlocked!

Individuals with keys to the equipment sheds must be aware of their responsibility for the orderly and safe storage of equipment, tools, etc. Children should be permitted in the score booths and equipment sheds!

Hospital

The nearest hospital to Parkview Little League is Sharp Chula Vista. The address for the hospital is:

751 Medical Center Court, Chula Vista, CA

To get there by car: Turn left out of the PVLL parking lot and go down the hill to East Palomar. Turn left on East Palomar and go to Medical Center Court. Turn left on Medical Center Court and the hospital will be on the right after about ¼ mile.

In case of emergency

Call 9-1-1

