

SANTA CRUZ LITTLE LEAGUE

2018
Safety Manual

FOR
MANAGERS AND
COACHES

Play Hard - Play Safe



League ID Number

04053908



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REQUIREMENTS

ASAP QUALIFIED SAFETY PROGRAM REQUIREMENTS

The following requirements outline a qualified safety program per Little League International (LLI), and shall form the basis of the Santa Cruz Little League (SCLL) Safety Program.

Have an active Safety Officer on file with LLI	<input checked="" type="checkbox"/>
Publish and distribute a paper copy of this Safety Manual to all appropriate and applicable volunteers. <input type="checkbox"/> Send a copy to the District Administrator for review. ⁷	<input checked="" type="checkbox"/>
Post and distribute key officials phone numbers.	<input checked="" type="checkbox"/>
Use the Little League official Volunteer Application Form, and check for sexual abuse.	<input checked="" type="checkbox"/>
Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.).	<input checked="" type="checkbox"/>
Require first-aid training for coaches and managers, with at least one coach or manager from each team attending.	<input checked="" type="checkbox"/>
Require coaches/umpires to walk fields for hazards before use.	<input checked="" type="checkbox"/>
Complete the annual Little League Facility Survey.	<input checked="" type="checkbox"/>
Have written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures.	<input checked="" type="checkbox"/>
Require regular inspection and replacement of equipment. <input type="checkbox"/> Coaches and umpires inspect equipment before each use by players.	<input checked="" type="checkbox"/>
Implement prompt accident reporting and tracking procedures.	<input checked="" type="checkbox"/>
Require a first-aid kit at each game and practice.	<input checked="" type="checkbox"/>
Enforce Little League rules, including proper equipment.	<input checked="" type="checkbox"/>
Submit a Qualified Safety Plan Registration (ASAP) Form. <input type="checkbox"/> The Plan will not show as <i>received</i> without one.	<input checked="" type="checkbox"/>

COACHES, MANAGERS AND TEAM REQUIREMENTS FOR SANTA CRUZ LITTLE LEAGUE SAFETY PROGRAM PARTICIPATION

1. All coaches and managers agree to support the Santa Cruz Little League Safety Program as outlined in the SCLL Safety Manual. A printed ASAP plan will be distributed to all Managers and available online.
2. All volunteers must fill out a Volunteer Application Form and be checked for sexual abuse record. Additional forms are available in each Team Manager's Binder.

The Qualified Safety Plan Requirement for Little League Baseball requires that the Volunteer Application Form and check for sex abuse be used in the following manner:

Must have managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams fill out application form as well as provide a government-issued photo identification card for ID verification.

Using Volunteer Applications, SCLL must conduct a search of appropriate governmental entity or the statewide sex offender registry on all applicable volunteers.

Anyone **refusing** to fill out a Volunteer Application is ineligible to be a league member.

League president must retain these confidential forms for the year of service.

3. A minimum of one coach or manager from each team **must** attend a baseball fundamentals training session each year and First Aid training.
 - a. 2018 Training:
 - i. Manager's Rules/First Aid Training: February 2018 TBD
 - ii. Harbor High Coaching Clinic: On going throughout 2018
 - iii. Big Al Baseball: Sunday February 25, 2018

iv. Paradigm Sports Fundamental Training: Ongoing throughout the 2018 season

4. A minimum of one coach or manager from each team **must** attend a first aid training session prior to the start of practice for the season each year.
5. Prior to every game both the home and visiting managers **must** walk the field checking for hazards. Look for rocks, glass, holes, fence damage etc.
6. Managers must carry both the Little League Intl Rulebook and Santa Cruz Little League Local Rules at all practices and games and abide by these rules.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Director of Safety or another Board Member immediately.

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. And, check your team's equipment often.

INTRODUCTION

ASAP - WHAT IS IT?

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball”. This manual is offered as a tool to place some important information at manager and coaches fingertips. In addition to the Safety Plan, SCLL will submit an updated Facility Survey annually.

SAFETY CODE

Responsibility for Safety procedures should be that of an adult member of Santa Cruz Little League.

Arrangements should be made in advance of all games and practices for emergency medical service. Always have a minimum of 2 adults with cell phones at every event.

Managers, coaches and umpires should have training in first-aid.

First-aid kits are issued to each team manager. Extras are located at each concession stand. Managers must have these first aid kits at every practice and game.

No games or practices should be held when weather or field conditions are inclement, particularly when lighting is inadequate.

Play area should be inspected frequently for 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”.

SCLL will use break-away bases on all fields.

Reduced impact balls shall be used for all players in A, Farm and Tee.

Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.

Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team’s manager and coaches.

Procedure should be established for retrieving foul balls batted out of playing area.

During practice and games, all players should be alert and watching the batter on each pitch.

Before practice drills begin spend some time stretching/exercising – have fun.

During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches. Line them up on outfield line, no cross fire.

Pre-Game batter warm up is allowed in designated areas only.

- All pre-game warm-ups should be performed in safe areas outside of the playing field and not with areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment should be inspected regularly by managers, coaches and umpires for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter (or sliding shorts with pocket for the cup) at all times (males) for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when runner is returning to a base, head first slides are not permitted.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses."
- Player must not wear watches, rings, pins or metallic items during games and practices.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- Managers and Coaches may not warm up pitchers before or during a game or at practice.
- On-deck batters are not permitted.
- Ensure all players bats are Little League approved. Check approved bat list at (<http://littleleague.org/learn/equipment/approvedcompbatssmall.htm>) especially for composite bats. Do this before game time and often.

See a need to add to the safety code? Contact Danielle

***Devonshire, Safety Officer @ (831) 421-1720 or email
danielledevonshire1891@gmail.com***

Whenever possible, make sure
someone at your practice or game has a
cellular phone to use (especially on those
fields where no public phone access is
available)!!!

SANTA CRUZ LITTLE LEAGUE DIRECTORY

Santa Cruz Little League

PO Box 1723

Santa Cruz, CA 95061-1723

Main Number: (831) 429-8181

Rain-Out Line (831) 420-6192

Santa Cruz Co Sheriff – Emergency	911
Santa Cruz Co Sheriff – Non-Emergency	831-471-1121
Santa Cruz City Police - Emergency	911
Santa Cruz City Police – Non Emergency	831-471-1131

Santa Cruz Little League Contacts

Safety Officer	Danielle Devonshire	831-421-1720
President	Rachael Marion-Tsukamaki	559-433-7766
Vice President	Wendy Willis	831-252-7883
Player Agents	Mandy Antonetti Adriana Figueroa	831-359-3124 831-212-0820

CODE OF CONDUCT

SANTA CRUZ LITTLE LEAGUE CODE OF CONDUCT

- **Speed Limit 5 mph** in roadways and parking lots while attending any Santa Cruz Little League function. Watch for small children around parked cars.
- **No Alcohol allowed** in any parking lot, field, or common areas within a Santa Cruz Little League complex.
- **No Playing in parking lots** at any time.
- **No Playing on and around** lawn equipment.
- **Use Crosswalks** when crossing roadways. Always be alert for traffic.
- **No Profanity** please.
- **No Swinging Bats or throwing baseballs** at any time within the walkways and common areas of a Santa Cruz Little League complex.
- **No throwing balls** against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- **No throwing** rocks.
- **No horseplay** in walkways at any time.
- **No climbing** fences.
- **During games only a player** at bat, may swing a bat (Age 5 - 12).
- **Pre game warm up hitting/wiffle ball allowed in designated areas only.**
- Observe all posted signs. Players and spectators should be Alert at all times for Foul Balls and Errant Throws.
- **During game**, players must remain in the dugout area in an orderly fashion at all times.
- **After each game, each team must clean up trash** in dugout and around stands.
- **All gates to the field must remain closed** at all times. After players have entered or left the playing field, gates should be closed and secured.

Failure to comply with the above may result in expulsion from the Santa Cruz Little League field or complex.

ACCIDENT 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. This includes even passive treatments 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 Safety Officer for 2018 is Danielle Devonshire, and she can be reached at the following:

24 hours: (831) 421-1720
Email: danielledevonshire1891@gmail.com

HOW TO MAKE THE REPORT

Reporting incidents can come in a variety of forms.. **The Incident /Injury Tracking Report must be completed for each incident.** At a minimum, the following information must be provided:

1. The name and phone number of the individual involved
2. The date, time, and location of the incident
3. As detailed a description of the incident as possible
4. The preliminary estimation of the extent of any injuries
5. The name and phone number of the person reporting the incident.

DIRECTOR OF SAFETY RESPONSIBILITIES

Within 48 hours of receiving the incident report, the Director of Safety 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 Santa Cruz Little Leagues insurance coverage and the provisions for submitting any claims. If the extent of the injuries are more than minor in nature, the Director of Safety 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).

HEALTH AND MEDICAL – GIVING FIRST-AID

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 times 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.

FIRST AID-KITS

First Aid Kits will be furnished to each team at the beginning of the season. Remember the two adults with cell phone rule.

The First Aid Kit will become part of the Team's equipment package and shall be taken to all practices, batting cage practices, games (whether season or post-season) and any other Santa Cruz Little League event where children's safety is at risk.

To **replenish materials** in the Team First Aid Kit, the Manager, designated coaches or the appointed Team Safety Officer must contact the SCLL Safety Officer.

Throughout season check your ice packs and replenish as necessary.

First Aid Kits and Safety Packs must be turned in at the end of the season along with your equipment package.

The First Aid Kit will come in a plastic white and red box and include the following items:

- | | |
|---|--|
| <input type="checkbox"/> 3 Instant Ice Packs | <input type="checkbox"/> 1 Cloth Athletic Tape |
| <input type="checkbox"/> 2 Plastic Bags for Ice | <input type="checkbox"/> 2 Eye Pads |
| <input type="checkbox"/> 5 Antiseptic Wipes | <input type="checkbox"/> 1 Scissors |
| <input type="checkbox"/> 1 Roll of Gauze | <input type="checkbox"/> 1 Pair of Latex
Gloves |
| <input type="checkbox"/> 2 Large Bandages 2"x4" | <input type="checkbox"/> 1 Tweezers |
| <input type="checkbox"/> 25 Assorted Band-Aids | <input type="checkbox"/> 2 Sterile Gauze Pads |
| <input type="checkbox"/> 2 Antiseptic Cream Packs | |

If you are missing any of the above items, contact the SCLL safety officer immediately. Traveling teams (50:70) have larger First-Aid Kits that contain more supplies.

Additional First-Aid Kits will be available in the field #1 concession stand. Materials from these additional Kits may not be used to replenish materials in the Team's Kit but only used in emergency situations.

GOOD SAMARITAN LAWS

There are laws to protect you when you help someone in an emergency situation. The "**Good Samaritan Laws**" give legal protection to people who provide emergency care to ill or injured persons. When citizens respond to an emergency and act as a *reasonable* and *prudent* person would under the same conditions, Good Samaritan immunity generally prevails. This legal immunity protects you, as a rescuer, from being sued and found financially responsible for the victim's injury. For example, a reasonable and prudent person would:

- Move a victim only if the victim's life was endangered.
- Ask a conscious victim for permission before giving care.
- Check the victim for life-threatening emergencies before providing further care.
- Summon professional help to the scene by calling **9-1-1**.
- Continue to provide care until more highly trained personnel arrive.

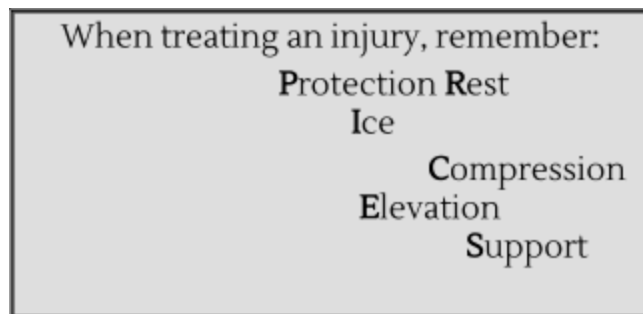
Good Samaritan laws were developed to encourage people to help others in emergency situations. They require that the "Good Samaritan" use common sense and a reasonable level of skill, not to exceed the scope of the individual's training in emergency situations. They assume each person would do his or her best to save a life or prevent further injury. People are rarely sued for helping in an emergency. However, the existence of Good Samaritan laws does not mean that someone cannot sue. In rare cases, courts have ruled that these laws do not apply in cases when an individual rescuer's response was grossly or willfully negligent or reckless or when the rescuer abandoned the victim after initiating care.

AED – Automated External Defibrillator

Santa Cruz Little League has an AED located in the Scorekeepers Booth on Field 1. And AED automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient,[and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm. Instructions for use of our AED machine will be reviewed during annual safety meetings.

PERMISSION TO GIVE CARE

If the victim is conscious, you must have his/her permission before giving first-aid. To get permission you *must* tell the victim who you are, how much training you have, and how you plan to help. Only then can a conscious victim give you permission to give care. Do not give care to a conscious victim who refuses your offer to give care. If the conscious victim is an infant or child, permission to give care should be obtained from a supervising adult when one is available. If the condition is serious, permission is implied if a supervising adult is not present. Permission is also implied if a victim is unconscious or unable to respond. This means that you can assume that, if the person could respond, he or she would agree to care.



SOME IMPORTANT DO'S AND DON'TS

Do . . .

Access the injury. If the victim is conscious, find out what happened, where it hurts, watch for shock.

Know your limitations.

Call 9-1-1 immediately if person is unconscious or seriously injured.

Look for signs of *injury (blood, black-and-blue, deformity of joint etc.)*

Listen to the injured player describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.

Feel gently and carefully the injured area for signs of swelling or grating of broken bone.

Talk to your team afterwards about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

DON'T . . .

Administer any medications.

Provide any food or beverages (other than water).

Hesitate in giving aid when needed.

Be afraid to ask for help if you're not sure of the proper procedure, (i.e., CPR, etc.)

Transport injured individual except in extreme emergencies.

COMMUNICABLE DISEASE PROCEDURES

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

EQUIPMENT

The Equipment Manager is an elected SCLL 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 SCLL Equipment Manager will promptly replace damaged and ill-fitting 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.

At the end of the season, all equipment must be returned to the SCLL Equipment Manager. Safety Packs must be turned in with the equipment.

- Each team, at all times in the dugout, shall have seven (7) protective helmets which must meet NOCSAE specifications and standards. These helmets will be provided by SCLL 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. **NOTE:** The warning label cannot be embossed in the helmet, but must be placed on the exterior portion of the helmet and be visible and easy to read.
- Use of a helmet by the batter and all base runners is mandatory.
- Use of a helmet by a player/base coach is mandatory.
- Use of a helmet by an adult base coach is optional.
- All male players must wear athletic supporters.
- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.
- Female catchers must wear long or short model chest protectors.
- 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.
- 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.
- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
- Bats with dents, or that are fractured in any way, must be discarded.

- Only Official Little League balls will be used during practices and games.
- Make sure that the equipment issued to you is appropriate for the age and size of the kids on your team. If it is not, get replacements from the Equipment Manager.
- Make sure helmets fit.
- Replace questionable equipment immediately by notifying the SCLL Equipment Manager.
- Make sure that players respect the equipment that is issued.
- Two-toned gloves can no longer be worn by pitchers.

Submit Player / Coach and Manager Data

Submit league player registration data or player roster data and coach and manager data.

- League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at www.LittleLeague.org.

Written Safety Procedures for Concession Stands

Santa Cruz Little League operates a concession stand (Snack Shack) at its facilities.

The concession stand is operated under the guidelines listed below, and is under the direction of the Snack Shack Coordinator. The Snack Shack Coordinator for 2018 is Victoria Toohey. The following information is intended to help ensure a healthful concession stand. Following these simple guidelines will help minimize the risk of food-borne illness.

1. Menu - Keep the 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 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 food-borne illnesses from temporary events can be traced back to lapses in temperature control.
3. Reheating - Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach proper 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 served. To cool foods down quickly, use an ice water bath, 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 the temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the #1 cause of food-borne illness.
5. Hand Washing - Frequent and thorough hand washing remains the first line of defense in preventing food-borne disease.
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 have open sores or infected cuts on the hands should not be allowed in or around the food and concession area. Workers should wear clean clothing. There is no smoking allowed around Little League facilities. 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. Avoid touching food as much as possible.
8. Dishwashing - Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed 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 hands. Ice can become contaminated with bacteria and viruses and cause food-borne illness.
10. Wiping Cloths - Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ 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. Recycling – Santa Cruz Little League has implemented a plan to reduce, reuse and recycle. All non-recyclable items shall be bagged and placed in the locked dumpster on the high school campus. All recyclable items shall be retrieved and placed in the recyclables- only container on the high school campus