

# ARLINGTON



# LITTLE LEAGUE

## 2019 SAFETY MANUAL

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## **Arlington Little League Safety Plan**

The Arlington Little League Board of Directors has adopted the following policy statement and is committed to insuring all volunteers' work with this goal in mind.

**Arlington Little League Safety Officer**

**Bob Burke**

**951-790-7393**

# **POLICY STATEMENT**

**Arlington Little League is a Non-profit organization run by volunteers whose mission is to promote Sportsmanship, Teamwork, Respect and Safety to the children of our community while teaching the great game of baseball.**

## **Letter to our Managers and Coaches from the Arlington Little League Board of Directors**

Managers and Coaches:

As we prepare to begin another great baseball season at Arlington Little League we, The Arlington Little League Board of Directors, want to thank you for your continued commitment to the children of our community.

The Arlington Little League Board is working hard to insure that all volunteers, umpires, spectators, and participants are provided a safe environment to play the game of baseball. The following pages outline our league safety policies.

Each team will be issued a copy of this completed safety manual.

One manager or coach from each team will be required to attend *two* training courses, which will be provided by the league and must be renewed every three years. These courses are ***Baseball Fundamentals*** and ***First-Aid Training***. The date for the Baseball Fundamentals is (). The First-Aid Training will be held on () at the Managers/Team Parent meeting. These courses **WILL** be **MANDATORY** for the 2019 Spring Season.

Managers are also required to complete the HEADS UP Online Training Course found at <http://headsup.cdc.gov> and bring the completed certificate to the Managers meeting (). This is **MANDATORY** and managers will not be allowed to coach without it.

Please carefully read this safety manual and share its content with your coaches and team.

Your commitment and assistance in implementing this safety plan will help insure everyone in our league to have a Safety-First attitude. Thank you again and have a great 2019 season!

Representatives of your Board of Directors:

Leah Gibson  
League President

Bob Burke  
League Safety Officer

Arlington Little League  
2019 Board of Directors

President	Leah Gibson	714-686-5384
Vice President	Patrick Rye	951-378-6295
Secretary	Dawn Lombardi	951-218-2473
Treasurer	Breanne Bosworth	951-283-8942
Safety Officer	Bob Burke	951-790-7393
Sponsorship/ Fundraising Manager	Amanda Burke	909-201-1426
Team Parent Coordinator	Rachel Burke	707-291-4883
Uniform Coordinator	Maira Casteneda	562-991-3184
Concession Manager	Janisheia Decuir	951-824-0685
Umpire-in-Chief	Mathew Degraffenreid	714-308-6457
Information Officer	Dominick Lombardi	951-901-0492
Player Agent	Mallori Weyland	714-422-9037
Coaching Coordinator	Rudy	
Auxiliary Members	Daniel Hansen	

## Emergency Contact Information

### **Emergency**

#### **Police/Fire**

**911**

American Medical Response

951-782-5200

Poison Control Center

800-122-1222

#### **Non-Emergency**

Riverside Police Department

951-354-2007

Riverside Fire Department

951-354-2007

Riverside County Sheriff

951-776-1099 Opt. 5

#### **Utilities Non-Emergency**

SoCalGas

800-427-2200

Riverside Public Utilities

951-782-0330

Riverside Public Works

951-351-6127

Riverside City Hotline

811

Riverside Parks and Recreation

951-826-2000

#### **Area Hospital**

Parkview Community Hospital

951-688-2211

3865 Jackson Street

Riverside, CA 92503

#### **Arlington Little League Safety Officer**

**Bob Burke**

**951-790-7393**

## **Volunteer Information:**

Volunteers are the cornerstone to a successful Little League program. Arlington Little League is an all-volunteer league and we encourage participation by all in our community.

It is a Little League requirement that all 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 a volunteer application form as well as provide a valid Social Security Number and government issued photo identification for background check and verification.

Arlington Little League will conduct a background check using the information provided on the volunteer application. When the background check is complete, a league representative will call with the volunteer's approval status. Please do not allow any volunteer to have contact with your team until you have been notified of a clear background check.

T-Ball Managers and Coaches will be required to wear an approved volunteer badge, given to them by the leagues safety officer, at every league activity.

All volunteer applications must be submitted through the leagues registration site under "*volunteer opportunities*".

**Important: Anyone refusing to submit a complete volunteer application and government issued photo identification is ineligible to volunteer as a Manager, Coach, Board Member, and/or League Member.**

## **Manager/Coaches Training:**

Each team will be required to have a manager or coach that has completed training courses provided by the league. Upon completion of these courses, the person will be certified and will have met this requirement for a 3-year period.

The first training course will cover baseball fundamentals and will include hitting, sliding, fielding, pitching, etc. The fundamentals learned in this course should be utilized by you and your coaching staff and incorporated into your practices and games. While you may have previous baseball experience, we encourage you to be open-minded and positive about the information obtained in this course.

The second training course will cover basic first-aid training. As you know, baseball is a physical sport and injuries can and do occur. This course will better prepare you to handle situations as they arise on and around the field. If a serious injury occurs, we recommend that you use proper judgement and call emergency services (9-1-1) immediately. Immediately following contacting emergency services, a team representative must find an on duty board member and notify them of the injury. The training in this course is intended for minor treatment or to manage a situation until emergency services arrive.

**Important Note: It is never permissible for a volunteer to administer any type over medication to a player. Medications may only be administered by a trained City of Riverside First Responder.**

Every year, a mandatory HEADS UP Concussion Online Training (<https://headsup.cdc.gov>) will need to be completed by each manager and (1) coach prior to the managers meeting. Once completed, managers will be required to bring back the completed certificate as proof of completion of the program.

**Important Note: Although it is only required to have Managers and (1) coach from your staff complete the HEADS UP Concussion Online Training, it is highly recommended to have all coaching staff complete this training. This brings the concept of, the more eyes on a players safety ensures excellent attention to a players well-being.**

These training courses will be given in the Spring of 2019 at Arlington Heights Sports Park. A master list of volunteers who have completed this training with the date completed will be kept and maintained by the league safety officer, Bob Burke, 951-790-7393.

### **First-Aid Kit:**

Managers are required to have a first-aid kit available at all practices and games. The league will provide a basic first-aid kit to you. This first-aid kit will come with an inventory list of what is included in the kit. As items are used, deduct the items and amounts used from the inventory list. The league will replenish supplies when the kit is turned in prior to the issuance next season. If you require replenishment of items during the season, notify the league safety officer and the items will be provided as soon as practically possible. This kit is and will remain league property and you will be required to return it at the end of your season.

### **Little League Facility Survey:**

Prior to the beginning of each year, the League Equipment Manager and Safety Officer is required to complete the Annual Little League Facility Survey. This will help us find and correct facility concerns. Team Managers should also address facility concerns with the League Equipment Manager.

### **Arlington Little League Safety Code:**

The Board of Directors has adopted this safety code. All League Officers, Managers/Coaches, and Umpires are required to enforce this code. All League Officers; Participants, Employees, Umpires, and Volunteers are required to abide by this code. The League Safety Officer shall author and/or make any revisions to this Safety Code from year to year. If changes are made, the modified final draft shall be submitted to the Board of Directors prior to each season for Board Approval.

- Responsibilities for safety procedures are assigned to Arlington Little League's Safety Officer.
- Arrangements should be made in advance of all games and practices for emergency medical services. Cell phone and emergency phone list should be available at all games and practices.
- A minimum of one manager, coach, or umpire should have training in first-aid. First-aid kits must be available at the field.
- 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 before every game and practice for holes, damage, glass and other foreign objects by each manager, coach, and/or umpire.
- Dugouts and bat racks should be positioned behind screens.
- Only players, managers, coaches, and umpires are permitted on the playing field during play and practices.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a regular player assigned for this purpose.
- Foul balls batted out of the playing area shall be returned to a coach or manager on either side. Manager or coach will then return the ball to the umpire.
- During practice sessions and games all players should be alert and watching the batter on each pitch.
- During warm up drills, players should be spaced so that errant balls endanger no one.
- Equipment should be inspected regularly. Make sure it fits properly.
- Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
- Batters must wear protective NOCSAE helmets during practice, as well as during games.
- Catchers must wear catcher's helmet with face mask and throat guard, chest protector and shin guards. Male catchers must wear long-model chest protector (divisions below Junior/Senior/Big League), protective supporter and cup at all times.
- Except when runner is returning to a base, headfirst slides are not permitted. This rule applies to little league, major/minor, and tee-ball.
- During sliding practices, bases should not be strapped down.
- At no time should "horseplay" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Players must not wear watches, rings, pins, jewelry or other metallic items.
- Catchers must wear catcher's helmet, facemask and throatguard in warming up pitchers. This applies between innings and bullpen practice. Skull caps are not permitted.
- Batting/Catcher's helmets should not be painted unless approved by the manufacturer.
- Regulations prohibit on-deck batters. This means no player should handle a bat, even while in an enclosure until his/her time at bat. This rule applies to Little League, Minors/Majors, and Tee Ball.
- Players who are ejected, ill or injured should remain under supervision until released to the parent or guardian.
- Vehicles traveling in the parking lot shall not exceed 5 MPH. (Always be on the lookout for children).
- Carts are to be driven by licensed drivers only.

- There shall be no climbing or playing on fences, backstops, or trees.
- Children should never be sent to the restroom alone.
- Managers/Coaches cannot leave the facilities until their parent or guardian has picked up all children.
- Except baseballs or softballs on the field areas, there shall be no throwing of objects (rocks, equipment, etc.) at the Arlington Little League facilities.
- Managers or Coaches must not warm up a pitcher at home plate or in the bull pen or elsewhere at any time, they may however, stand by to observe a pitcher during warm up in the bullpen.
- If a manager or coach suspects a player has a potential concussion, the player must be removed from play, and must adhere to the HEADS UP Action Plan (see appendix).

## **Arlington Little League Code of Conduct**

The Arlington Little League Board of Directors has approved and mandated the following “Code of Conduct”. All Coaches and Managers will read this code of conduct and share it with their team and parents/guardians, sign in the space provided below acknowledging that he/she understands and agrees to comply with the Code of Conduct. Return the signed copy to the Arlington Little League Safety Officer / League President or Vice President.

No Board Member, Manager, Coach, Player, or Spectator shall:

- At any time, lay a hand upon, push, shove, strike, or threaten to strike an official.
- Be guilty of personal verbal or physical abuse upon any official for any belief of a wrong decision or judgement.
- Be guilty of an objectionable demonstration of dissent at an official’s decision by throwing gloves, helmets, hat, bats, balls, or any other forceful unsportsmanlike action.
- Be guilty of using unnecessarily rough tactics in the play of game against the body of an opposing player.
- Be guilty of a physical attack upon any Board Member, Official, Manager, Coach, Player, or Spectator.
- Be guilty of the use of profane, obscene, or vulgar language in any manner at any time.
- Appear on the field of play, in the stands, or anywhere on the Arlington Little League complex while in an intoxicated state at any time. No alcohol is allowed in any parking lot, field, or common areas within the Arlington Little League complex.
- Smoke or use any tobacco products while in the stands, on the playing field, in the dug out, or any common areas at any time.
- Speak disrespectfully to any manager, coach, official, spectator, or representative of the league.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections or positions, official score books, rankings, financial records, or procedures.
- Shall challenge an umpire’s authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including removal from the game.

The Board of Directors will review all infractions of the Arlington Little League Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action, up to and including expulsion from the league.

Sign this page and keep in this manual for your records. Sign the copies of this form that are attached and return to the Arlington Little League Safety Officer / League President or Vice President. (See appendix)

**I have read and understand the Arlington Little League Code of Conduct and promise to adhere**

\_\_\_\_\_  
Print Name of Manager

\_\_\_\_\_  
Team Name and Division

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

## **CONCESSION STAND SAFETY RULES:**

The Concession Stand Manager shall be responsible for maintaining a clean safe environment in the concession stand. He/She shall be trained in the safe handling and preparation of food. He/She shall also be responsible to post, implement, and enforce the concession stand safety rules listed below.

- No person under the age of 16 shall be allowed in the concession stand as a worker or bystander.
- All persons must be 16 years of age or older to operate any equipment contained in the concession stand.
- No open toed shoes are allowed in concession stand.
- Long hair must be tied back while working the concession stand.
- Hands must be thoroughly washed prior to beginning work.
- Persons handling money must not touch food.
- Persons working in the concession stand will be trained by the Concession Stand Manager on the following:
  - Safe use of equipment.
  - Food handling & temperature regulations.
  - Proper hand washing techniques.
  - Proper cleaning of machinery, including but not limited to, hot dog rollers and coffee pots.
  - Equipment will be inspected periodically and repaired or replaced as needed.
- Hot dog roller machine and coffee pot burners will be turned off at the end of each night.
- No smoking
- CO2 tanks shall be stored upright and shall be chained to prevent from falling over.
- Cleaning chemicals shall be kept stored away from any food products.
- Food not purchased or prepared by Arlington Little League shall not be sold at the concession stand.
- A minimum of one fully charged fire extinguisher shall be mounted and accessible in the concession stand. Concession Stand Manager shall be trained in the proper use of a fire extinguisher.
- One fully stocked first-aid kit shall be in the concession stand at all times.
- Menu – the menu shall be posted and approved by the Safety Officer and Concession Stand Manager.

## **SAFETY RESPONSIBILITIES FOR MANAGERS, COACHES, AND UMPIRES:**

### **Field Inspection**

The field must be walked and inspected by the manager or a coach from the home team. This inspection is intended to identify potential hazards on the field (fair territory/foul territory/dugout areas). He/She should be looking for hazards such as; rocks, glass, holes, loose bases etc. Hazards that are identified should be removed or repaired prior to beginning play. If you are unable to correct the problem immediately notify the opposing manager and umpire. All fields have some hazards that you may not be able to correct. The umpire will then determine if the problem deems the field “unsafe for play”. If the field is determined to be unsafe for play the league president should be immediately notified and the game will be cancelled or rescheduled. If the field is determined to be playable, all managers, coaches, and players should be made aware of the problem to avoid potential injury.

### **Equipment Inspection**

Managers and Coaches should regularly inspect the equipment provided by the league and all players owned equipment for damage. They should also check that the equipment is approved for little league use. Umpires should inspect all bats, helmets, and balls prior to the beginning of each game to determine if they are little league approved and are in good condition. Refer to the Official Regulations and Playing Rules provide by the league to determine what equipment is approved. Damaged equipment that has been provided by the league should not be used and immediately returned to the League Equipment Manager for replacement. The League Equipment Manager shall immediately destroy and dispose of any and all damaged league owned equipment. Damaged or unapproved player owned equipment should be removed from the dugout and given to the child’s parent or guardian.

All Managers/Coaches/Umpires are responsible for making sure all equipment including bats are approved for Little League play. Rule 1.10 - Baseball

The bat must be a baseball bat which meets the USA Baseball Bat standard (USABat) as adopted by Little League. It shall be a smooth, rounded stick, and made of wood or of material and color tested and proved acceptable to the USA Baseball Bat standard (USABat).

**Beginning with the 2018 season, non-wood and laminated bats used in the Little League (Majors) and below, Intermediate (50-70) Division, Junior League divisions, and Challenger division shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball’s Youth Bat Performance Standard. All BPF – 1.15 bats will be prohibited beginning with the 2018 season. Additionally, starting in 2018, the bat diameter shall not exceed 2 $\frac{3}{8}$  inches for these divisions of play. Additional information is available at [LittleLeague.org/batinfo](http://LittleLeague.org/batinfo).**

### **Enforcement of League Rules**

It is the responsibility of all Managers, Coaches, and Umpires to enforce league safety rules at all practices and games.

## **INJURY REPORTING PROCEDURES:**

All managers, coaches, parents, umpires, and volunteers concerning injuries should use the following reporting procedures.

### **What should I report?**

An incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/or first aid must be reported to the league safety officer. The terms “medical treatment and/or first aid” should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. Any incident that (a) causes a player to miss any practice or game; or (b) any event that has the potential to require medical assistance must be reported promptly.

### **When should I report it?**

All such incidents described above must be reported to the league safety officer within 48 hours of the incident. The league safety officer for 2018 can be reached at:

Cell: (951) 790-7393

Email: [bob@star1ms.com](mailto:bob@star1ms.com)

### **How do I make a report?**

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- The Name and phone number of the individual involved (or of their parents)
- 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 individual reporting the incident.

## **LEAGUE SAFETY OFFICER'S RESPONSIBILITIES:**

The league safety officer will receive this injury report and will enter it into the league's safety database and complete a safety awareness program Incident/Injury Tracking Report. 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 little league's insurance coverage's and the provisions for submitting the claims for reimbursement.

If the extent of the injuries is more than minor in nature, the league 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). (See Accident Notification Form appendix page 18)

# **APPENDIX**

**ARLINGTON LITTLE LEAGUE CODE OF CONDUCT**

**And SAFETY MANUAL**

(Signature Form)

Sign this form, tear out and return to the Arlington Little League Safety Officer / League President or Vice President.

**I have read and understand the Arlington Little League Code of Conduct and Safety Manual and promise to adhere to its rules and regulations.**

\_\_\_\_\_  
Print Name of Manager

\_\_\_\_\_  
Team Name and Division

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date