

Ladera Ranch Little League



Safety Manual

**For Managers, Coaches and Umpires
Play Hard - Play Safe
2016**

League ID Number
405-68-00159875

Matt MacDougall
SAFETY OFFICER

Rev. 1/31/16

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- A. 2016 Little League Volunteer Application Form
- B. Ladera Ranch Safety/Injury Report
- C. Medical Release Form
- D. Field Survey Form – Will be added upon completion.

SECTION 1: SAFETY POLICY STATEMENT

Dear Managers, Coaches, Umpires, and Members:

Welcome to the 13th season of Ladera Ranch Little League Baseball! Ladera Ranch Little League is committed to insuring that our safety policies insure that our children learn the joy of baseball in a fun, yet safe environment. Our league is led in this commitment to safety by an active Board of Directors who meet biweekly to discuss league policies – what is working, what needs improvement, etc. The Board has elected Matt MacDougall as Safety Officer.

Ladera Ranch Little League's Board of Directors has implemented safety objectives which are being met by raising the necessary money and authorizing changes to enhance safe playing conditions as well as raise safety awareness. We continue to coordinate efforts with the local Ladera Ranch governance that oversees our fields in a renewed effort to create a safe environment for our players, coaches, managers, volunteers, and spectators, to enjoy the game of baseball. For example, we recently added ball returns to each of our fields and covered spectator stands at some of our primary field locations.

Our safety manual and all of the accident reporting forms, travel forms, medical forms and volunteer applications are available and updated regularly on-line at (www.laderaranchll.com).

This year our safety goals include:

- Increased awareness of good safety practices during all LRLI activities, including procedures for identifying concussion symptoms and instituting related policies.
- Board of Directors has put forth a mandate of safety rules to be followed as outlined in this manual, and has directed the Safety Officer to ensure that its safety policies are followed.
- It is the Safety Officer's duty and obligation to ensure enforcement of all safety rules and policies.

Through the annual update and publication of this Safety Manual, the Ladera Ranch Little League Board has demonstrated its commitment to safety at all LRLI activities. Please read this manual carefully, from cover to cover, and become familiar with safety fundamentals. Then use the manual as a powerful reference guide throughout the season.

In closing, remember that safety rests with all of us, as the volunteers that allow Ladera Ranch Little League to operate. Always use common sense, never doubt what children tell you, and report all accidents or safety infractions when they occur. Now, play ball and play it safe!

Very truly yours,

Rob Adams

Matt MacDougall

SECTION 2: SAFETY PLAN

PURPOSE:

The LRLI SAFETY PLAN has been established to provide guidelines and procedures for all Board Members, Managers, Coaches, Umpires, Facilities/Maintenance Crew, Concession Stand volunteers, players, and all others who participate in some capacity with our League so that a Fun and Safe environment exists while teaching, coaching, playing and watching Little League Baseball in Ladera Ranch.

REQUIREMENTS:

Many of the guidelines and content of the LRLI SAFETY PLAN are required by both our insurance carrier and Little League International in Williamsport, PA. Thus, it is critical that the SAFETY PLAN is reviewed by every Board Member, Manager, Coach, Umpire, and Concession Stand Volunteer to insure the safest environment possible. Each Manager shall carry the printed safety plan with them at all times and one copy of all emergency contact information/procedures shall be posted in any concession stand or maintenance shed areas throughout the league. A safety plan will be kept on file at the league office and one shall be sent to both the District 68 safety officer and to Little League International.

SAFETY OFFICER:

The Ladera Ranch Safety Officer is responsible for the annual development and implementation of the published Ladera Ranch Safety Manual. Additionally, the Ladera Ranch Safety Officer's responsibilities include, but are not limited to:

- Coordinate with all members of the Ladera Ranch Little League organization to provide the safest environment for all participants.
- Assist with filing of insurance claims; act as liaison between parents, injured adults and the insurance company.
- Review and enter all member signed, properly documented, and approved Little League International Volunteer Applications. Responsible for researching all volunteers through Livescan. **In the event of a "positive criminal hit", the League President is notified, who in turn, will brief the Executive Board, who will vote on whether to retain any Individual.**
- Provide all Incident Tracking Forms to Mike Reynolds (District 68 Safety Officer) within 48 hours via email.
- Ensure all First Aid kits are distributed to managers and all replacement requests made with Al Carrison are complete and fulfilled.
- Insure the Snack Bar Kit is available and stocked with supplies.
- Act immediately to resolve unsafe and hazardous conditions.
- Insure the Ladera Ranch Code of Conduct is clear to all participants.
- Confirm all proper posting of emergency phone numbers and Board contact information are made available in the snack bar and umpire equipment room.
- Ensure adherence to all Little League baseball rules in regards to safety.
- Insure that his/her information is on file with Little League International headquarters.
- Submit to LLI headquarters, an annual, cohesive Safety Plan for Ladera Ranch Little League.
- Complete and submit prior to the due date the facility and lighting surveys.

SECTION 3: LADERA RANCH CONTACT #S

EMERGENCY CONTACTS

OC Sheriff/Fire Dept. - Emergency	9-1-1
OC Sheriff Dept. - Non-emergency	949-425-1800
California Poison Action Line	800-222-1222
Mission Hospital	949-364-1400
Norris Rushing, LARMAC Facilities Admin.	949-582-2414
Mudline	949-276-6900

LADERA RANCH L.L. SAFETY CONTACTS

Matt MacDougall	Safety Officer	949-246-2831
Rob Adams	President	949-292-1383
Justin Brennan	VP,	734-717-8702

BOARD OF DIRECTORS:

[See Attached 2016 BoD List]

SECTION 4: VOLUNTEER APPLICATIONS / BACKGROUND CHECKS

VOLUNTEER APPLICATIONS

Every volunteer, including but not limited to: board members, managers, coaches, assistant coaches, parent volunteers, team parents, umpires, etc., who provide services or support for Ladera Ranch Little League is required to file with the league either a fully completed Official 2016 Returning Volunteer Form or a fully completed Official 2016 Little League Volunteer Application as required by Little League Baseball, Inc in Regulation I (c) 8 and 9. They must also provide a government issued photo identification card for verification. Failure to provide a fully completed application will immediately terminate that person's participation in Ladera Ranch Little League.

A copy of the 2016 Little League Volunteer application is attached at the end of this section.

LIVESCAN BACKGROUND CHECK

Ladera Ranch Little League, in compliance with Little League Baseball, Inc. requirements, will conduct background checks on all volunteers, including but not limited to board of directors, managers, coaches, assistant coaches, parent volunteers, umpires, and all others that are involved or may become involved with our children. [Starting](#) this year, Livescan will be utilized for all background checks.

The league Safety Officer, President and Vice President are responsible for conducting each background check.

The safety of our children is our most important function. Ladera Ranch Little League will not tolerate any type of abuse, verbal or physical, or violation of the code of conduct policy.

SECTION 5: FUNDAMENTALS / TRAINING

All volunteers who wish to manage, coach or umpire in Ladera Ranch Little League MUST attend a Rules Clinic (**2/10**, 6-9pm at Oso Grande Elementary & **2/18**, 6-9pm at Chaparral Elementary) AND a Mechanics Clinic (**2/6**, 8am-1pm at YAP Field Complex & **2/21**, 12-5pm at Gillian Fields). In addition, our website and umpire page list additional dates and times of clinics within our District that provide additional options. The league will provide updated information on the location of these clinics as the dates approach via email and website communication.

The intent is to provide training to ALL managers, coaches and umpires on the fundamentals, including but not limited to hitting, fielding, sliding, pitching, etc. Proper techniques help minimize

injuries to players that arise from improper form.

In lieu of attendance / training at the LRLL hosted events, the manager shall present evidence of training to the Safety Officer for his coaching and umpiring staff. Every manager/coach will be required to attend formal training not less than once every three years.

All managers are expected to cover the basics of safe play with his/her team before starting the first practice and to teach the fundamentals of the game to every player.

The league safety officer will require each division commissioner to provide evidence that his/her division meets these standards.

In addition, the League is invited to participate in an annual Big Al's clinic on **1/25 & 1/26** from 6:15–10pm at St. John's School gym in Rancho Santa Margarita. The league invites players / teams to participate in this free clinic. Finally, District 68 is holding a Positive Coaching Clinic on **2/3** from 7-8pm at the Norman P. Murray Center in Mission Viejo.

SECTION 6: FIRST AID SAFETY PROGRAM

All volunteers who wish to manage, coach or umpire **MUST** attend a Rules Clinic (**2/10** or **2/18**, 6-9pm) AND a Mechanics Clinic (**2/6**, 8am-1pm **or 2/21** 12-5pm).

INTRODUCTION

The First Aid Safety and Treatment Clinic is designed to provide at least one manager or coach from each team with a general understanding of first aid evaluation and treatment. It is also designed to provide an understanding of and how to properly use the AED unit at our primary fields. Finally, the course is designed to provide a sense of calm during an incident or other emergency that promotes a quick response to the incident.

Safety Officer Matt MacDougall will conduct periodic inspections throughout the league during the season to insure that safety policies and rules are performed and are enforced.

INCIDENT EVALUATION

Any incident that requires the use of First Aid evaluation **MUST** be reported via email to Safety Officer Matt MacDougall (mattmacd2@yahoo.com) within 48 hours of the incident.

If a player is evaluated and it appears that the player may be **CONCUSSED** – that player must sit the remainder of the practice or game. Further, any player that is evaluated and requires first aid treatment will be required to remain out of practice or a game for the remainder of the session. Any player that requires medical attention will not be allowed back on the field of play until a medical release is provided to Safety Officer Matt MacDougall by the player's attending physician.

IMPORTANT: If an incident occurs that, after initial evaluation by a manager, coach, and/or umpire, is believed to require more than simple First Aid (band aid / ice), do not hesitate: **DIAL: 9-1-1!**

WHAT IS FIRST AID?

First aid is the initial care of the injured or sick. It is the care administered by a manager or coach as soon as possible after an accident. It is this prompt care and attention that sometimes means the difference between life and death, or between a full or partial recovery.

First aid has limitations - not everybody is a doctor - but it is an essential and vital part of the total medical concept. **FIRST AID SAVES LIVES!** . . . Ask any paramedic or doctor who works in the emergency medical field. Every manager is provided with a fully stocked mobile first aid kit and shall have the kit, along with medical release forms available at all practices and games.

COMMON INCIDENTS IN OUR AREA

CONCUSSIONS

Of all the head injuries, this is the most insidious, and many players have succumbed several hours after the incident. **Be especially observant during contact sports or activities involving children - the myth that you can “run off” your concussion by playing on is dangerous**, and has caused grief to many players, parents and coaches when the player eventually collapses. A concussion is potentially very serious, and an indifferent attitude should be discouraged.

Legal Update from Little League International:

As of 2013, LLI amended Regulation III(d), Note 3 as follows:

NOTE 3: If a medical professional, Umpire in Chief, the player’s coach, the player’s manager or the player’s parent has determined a player sustains a possible concussion, the player must be, at a minimum, removed from the game and/or practice for the remainder of that day. The league must also be aware of its respective state/provincial/municipal laws with regards to concussions and impose any additional requirements as necessary. His/her return to full participation is subject to:

1. The League’s adherence to its respective state/provincial/municipal laws;
2. An evaluation and a written clearance from a physician or other accredited medical provider; and
3. Written acknowledgment of the parents.

“Already existing law found in the Cal Education Code (Cal. Educ. Code Section 35179.1 (c)(6), known as the 1998 California High School Coaching Education and Training Program requires that coaches be certified in CPR and first aid and have a basic understanding of the signs and symptoms of concussions and the appropriate response to concussions. Governor Brown signed AB 25 into law on October 4, 2011, which can be found at sections 38131(6) and 49475 of the Education Code. (Cal. Educ. Code § 38131(6)).

This law provides that if a school district offers an athletic program, any athlete who is suspected of sustaining a concussion must be removed immediately from the activity for the rest of the day. The student is not permitted to return to activity until cleared in writing by a health care professional. Parents/guardians of any student wishing to participate in an athletic activity are required to annually sign a concussion information sheet before the student can participate. This law also applies to recreational activities taking place on school owned grounds which are not sponsored or part of school run activities.

Key provisions

- **Broad coverage:** The law covers all athletes participating in school-sponsored athletics *and* organizations that use public school facilities for youth sports.
- **Education:** In order to participate in athletics, students and a parent or guardian must sign and return to the student's school each year a form acknowledging receipt and review of a concussion and traumatic brain injury information sheet.
- **Immediate removal from play in case of suspected concussion:** Athletes suspected of having sustained a concussion must be immediately removed from play for the remainder of the day.

- **No return to play without written medical clearance:** Athletes who have been removed may not return to play until evaluated and received written clearance from a licensed health care provider trained in the management of concussion acting within the scope of his or her practice.

In August 2012, California strengthened its youth sports concussion safety law by adding training to the first aid certification required of all California high school coaches

The current dilemma in light of the foregoing legislation is that non-school sponsored events are exempt; however, its message to protect youth players is clear; as such, the Ladera Ranch Little League intends to abide by, as much as practicable, the requirements set forth in this legislation.

- Immediately remove suspected concussed player from activity, whether during practice, game, or otherwise;
- Check for symptoms of concussion-related side-effects;
- If any symptoms are apparent, immediately seek first aid, and/or contact physician, and keep player from reentering activity until cleared by medical personnel and parent/guardian;

The Board is working to devise a plan, inclusive of an information sheet to be provided to each League member prior to the start of each season that complies with state legislation and otherwise conforms to Little League International and District 68 recommendations.

WEATHER CONDITIONS

Most of our days in Southern California are warm and sunny but there are those days when the weather turns bad and creates unsafe weather conditions.

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. Initially, players should be mindful that fluids should be consumed prior to practice.

1. Suggest players take drinks of water when coming on and going off the field between innings. (Drinking fountains are located at most field locations, including Cox Sports Park, Ladera Ranch Little League's main facility.)
2. 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.
3. 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. (See section on Hydration.)

ULTRA-VIOLET RAY EXPOSURE:

This type of exposure increases the athlete's risk of developing a specific type of skin cancer known

as melanoma. The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time that they are 18 years old. Therefore, the League recommends the use of sunscreen with a SPF (sun protection factor) of at least 30 as a means of protection from damaging ultra-violet light.

RAIN:

If it begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
2. Determine the direction the storm is moving.
3. Evaluate the playing field as it becomes more and more saturated.
4. Stop practice if the playing conditions become unsafe -- use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

LIGHTNING:

The average lightning stroke is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second. The average thunderstorm is 6-10 miles wide and moves at a rate of 25 miles per hour. Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead.

On average, the thunder from a lightning stroke can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached to within 3-4 miles! The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm's leading edge. By the time you feel the wind; the storm can be less than 3 miles away!

If you can HEAR, SEE OR FEEL a THUNDERSTORM:

1. Suspend all games and practices immediately.
2. Stay away from metal including fencing and bleachers.
3. Do not hold metal bats.
4. Get players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not to continue the game or practice.

EMERGENCY EVACUATION PLAN

Severe storms, lightning, earthquakes and fire are all possible in Southern California. For this reason, Ladera Ranch Little League has an evacuation plan.

1. At that time all players will return to the dugout and wait for their parents to come and get them. If lightning is possible or occurring, players are to wait by the restroom under non-metal covering, as a team with their coaches, and shall not be released until their parent or other adult guardian arrives to pick them up.

2. If a player's parent is not attending the game, the manager will take responsibility for evacuating that child.
3. Once parents have obtained their children, they will proceed to their cars in a calm and orderly manner.
4. Drivers will then proceed slowly and cautiously out of the facility, observing the 5 MPH speed limit.
5. Once outside the facility, drivers will observe the posted speed limits.

ASTHMA

Asthma is a respiratory condition in which the player suffers the onset of a constricted airway and it becomes progressively more difficult to EXHALE. Asthma can be a life-threatening condition. Asthma is usually considered in three classifications of severity:

MILD - Where a player can suffer periodic "wheezing" associated with climate change, or even when waking up in the morning, but the condition does not usually restrict any normal physical activities.

MODERATE - Which causes players to resort to medication when affected by climate, allergenic sources (pollens, grass seeds, etc.), or by intense **physical exertion**. The moderate asthmatic usually responds well to orally-administered medications.

SEVERE - A condition that necessitates immediate medicinal or medical intervention to support the respiratory function. This condition is serious, and acute onset of an asthma attack leads to respiratory arrest or death if not treated immediately. The severe asthmatic is heavily dependent on a variety of drugs, in many cases requiring respiratory assistance from medication through a "nebulizer" into a special facemask.

As a manager or coach you should be aware that both mild and moderate asthmatics are subject to unexpected severe attacks, and that minor respiratory infections such as colds and flu, as well as seasonal changes, may cause an asthmatic condition to worsen. Treat the condition with care, as the effects are sudden and serious.

AUTOMATED EXTERNAL DEFIBRILLATOR

In late 2013, the Ladera Ranch Little League formally authorized the use of an Automated External Defibrillator ("AED"). The AED is presently located at the main field and is housed during the baseball season in the snack bar. Certification is not required to utilize the AED, though training will be provided on its use. While it is hoped that the AED is never required, our league is safer with it in our possession. The Safety Officer is responsible for testing and keeping the AED up-to-date with batteries and related equipment and supplies.

SECTION 7: FIELD USE / INSPECTION

Prior to usage, the home and visiting manager as well as the umpire shall inspect the field for any hazards. This is a common sense activity and should include a visual search of the playing surface for items such as rocks, glass, holes/ruts, etc....basically anything that would present a danger to the players or umpires.

Should any issue be discovered which cannot be immediately remedied, please bring it to the attention of the Officer of the Day and, thereafter, to the Board to track and document any facility issue. Ultimately, the head umpire is responsible for determining if this condition represents a safety hazard sufficient to delay/suspend or postpone the game.

SECTION 8: FIELD SURVEY

At the beginning of each season, the league safety officer in conjunction with the division commissioners and the league field manager and league equipment manager shall complete a league facility survey for each field used during the season. This action will be used to insure the following:

1. That proper lighting safety and long range facility safety enhancements;
2. That bases are dis-engageable for ALL fields;
3. That outfields utilize safety features to protect outfielders;
4. That all fence tops / hazards are properly padded;
5. That fencing/netting is in use to protect spectators from foul balls;
6. And, that the fields otherwise comply with Little League mandates for field safety.

This form is available on the Little League International website at <http://facilitysurvey.musco.com> or can be obtained by e-mailing asap@musco.com. The field survey is prepared online each season, and updated as necessary.

This form will be kept on file in the LRLI offices for any future needs.

SECTION 9: CONCESSION STAND SAFETY MANUAL

TO ENSURE THE SAFETY AND WELL-BEING OF OUR CONCESSION STAND CUSTOMERS AND VOLUNTEERS, THE FOLLOWING SAFETY REQUIREMENTS MUST BE FOLLOWED

- No person under the age of fifteen will be allowed unaccompanied behind the counter in the concession stands without a responsible adult.
- Training takes place before the start of the season by the Snack Bar Supervisor or her designate. Additionally, safe food preparation instructions will be posted in the Cox (only LRLI operating snack bar) facility.
- Training too will cover safe use of all the equipment. This training will be provided by the concession stand manager (a board member certified in restaurant safety) and given to those scheduled to work in the concession stands prior to the beginning of the season.
- Cooking equipment will be inspected periodically and repaired or replaced if need be upon recommendation by Matt MacDougall, or any LRLI Board representative.
- Food not purchased by the league to sell in its concession stands will not be cooked, prepared, or sold in the concession stands.
- Carbon dioxide tanks will be secured with chains so they stand upright and can't fall over. Report damaged tanks or valves to the supplier and discontinue use. (See "Concession Stand Weekly Check List" in appendix).
- Cleaning chemicals must be stored in a locked container.
- A certified fire extinguisher suitable for grease fires must be placed in plain sight at all times.
- All concession stand workers are to be instructed on the use of fire extinguishers.
- A fully stocked first aid kit as well as league AED will be placed in the concession stand.
- The concession stand main entrance door will remain unlocked and the door way clear while people are inside.
- All items on the "Concession Stand Weekly Check List" shall be verified and kept on file to ensure the safety of the concession stand.

THE SNACK BAR SHALL HAVE BOTH A STATIONARY FIRST AID KIT AS WELL AS A COMPACT PORTABLE KIT THAT CAN BE USED FOR A MINOR EMERGENCY. ICE WILL ALSO BE AVAILABLE.

KEEP IT CLEAN: CONCESSION STAND TIPS

'12 Steps to Safe and Sanitary Food Service Events'

The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of food borne illness. This information was provided by District Administrator Ezio Petronella, and is excerpted from "Food Safety Hints" by the Orange County Department of Health.

1. Menu. Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. *Complete control over your food, from source to service, is the key to safe, sanitary food service.*

2. Cooking. Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F; poultry parts should be cooked to 165° F. *Most 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 killing temperatures.*

4. Cooling and Cold Storage. Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. *Allowing hazardous foods to remain un-refrigerated for too long has been the number ONE cause of food borne illness.*

5. Hand Washing. *Frequent and thorough hand washing remains the first line of defense in preventing food borne disease.* The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene. Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. Food Handling. Avoid hand contact with raw, ready-to-eat foods & food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

8. Dishwashing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. *Ideally*, dishes and utensils should be washed in a four-step process:

- A. Washing in hot soapy water;
- B. Rinsing in clean water;
- C. Chemical or heat sanitizing; and
- D. Air-drying.

9. Ice. Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. *Ice can become contaminated with bacteria and viruses and cause food-borne illness.*

10. Wiping Cloths. Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. *Well-sanitized work surfaces prevent cross-contamination and discourage flies.*

11. Insect Control and Waste. Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness. Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

Additional - BBQ. The BBQ is to be used by League Approved Private vendors/sponsors and adult Ladera Ranch Little League members ONLY.

CLEAN HANDS FOR CLEAN FOODS

Since the staff at concession stands may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands.

THE FOLLOWING MAY SERVE AS A GUIDE:

- Use soap and warm water.
- Rub your hands vigorously as you wash them.
- Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails.
- Rinse your hands well.
- Dry hands with a paper towel.
- Turn off the water using a paper towel, instead of your bare hands.

WASH YOUR HANDS IN THIS FASHION BEFORE YOU BEGIN WORK AND FREQUENTLY DURING THE DAY, ESPECIALLY AFTER PERFORMING ANY OF THESE ACTIVITIES:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After using the restroom.
- After caring for or handling animals.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After handling soiled surfaces, equipment or utensils.
- After drinking, using tobacco, or eating.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- When switching between working with raw food and working with ready-to-eat food.
- Directly before touching ready-to-eat food or food-contact surfaces.
- After engaging in activities that contaminate hands.

TOP CAUSES OF FOOD BORNE ILLNESS

From past experience, the US Centers for Disease Control and Prevention (CDC) list these circumstances as the most likely to lead to illness. Check this list to make sure your concession stand has covered these common causes of food borne illness.

- Inadequate cooling and cold holding.
- Preparing food too far in advance for service.
- Poor personal hygiene and infected personnel.
- Inadequate re-heating. Inadequate hot holding.
- Contaminated raw foods and ingredients.

THE HEIMLICH MANEUVER

THE HEIMLICH MANEUVER IS AN EMERGENCY METHOD OF REMOVING FOOD OR FOREIGN OBJECTS FROM THE AIRWAY TO PREVENT SUFFOCATION.

When approaching a choking person, one who is still conscious, ask: "Can you cough? Can you speak?" If the person can speak or cough, do not perform the Heimlich maneuver or pat them on the back. Encourage them to cough.

TO PERFORM THE HEIMLICH MANEUVER:

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person's breastbone (sternum), but above the naval;
- Wrap second hand firmly over this fist; Pull the fist firmly and abruptly into the top of the stomach. It is important to keep the fist below the chest bones and above the naval (belly button).
- The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp).
- These will be violent thrusts, as many times as it takes.

FOR A CHILD:

- Place your hands at the top of the pelvis
- Put the thumb of you hand at the pelvis line;
- Put the other hand on top of the first hand;
- Pull forcefully back as many times as needed to get object out or the child becomes limp.
- Most individuals are fine after the object is removed from the airway.
- However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought by calling 911 or going to the local emergency room.

SECTION 10: EQUIPMENT INSPECTION/REPLACEMENT

Each year our Equipment Manager, Al Carrison, does a complete inspection of all the equipment. Upon review, the league donates any equipment that is not planned on being used to other leagues who desire the equipment. Additionally, on "Opening Day" a used equipment drive is conducted. Our Equipment Manager, based on needs orders the necessary equipment. LRLI will immediately destroy all equipment deemed damaged and unusable and report action to Al Carrison for replacement and inventory purpose.

MANAGERS

Prior to each game or practice, managers/coaches should inspect the league provided equipment to ensure that it is in proper working condition and presents no safety risks to the players.

Managers will:

- Make sure that players are wearing the proper uniform and catchers are wearing a cup (and should recommend to all male players that wearing a cup is strongly recommended).
- Make sure that all equipment is in good working order and is safe.
- After physical inspection of field (safety check), agree with the opposing manager that the field is fit for play. In case the managers cannot agree on the fitness, the League Officer of the Day will make the determination. Report all potential improvement observation to your division commissioner and/or league safety officer.
- Make sure all equipment is in the dugout when not in use.

UMPIRES

Prior to each game, the umpires should inspect all cleats, batting helmets and bats to ensure they are in compliance with Little League standards. Cleats should be rubber, not metal and no toe cleats are allowed. Batting helmets should not be cracked and proper padding should be in place inside the helmet. Bats must be checked for compliance with Little League standards for weight and composition.

Umpires will:

- Check equipment in the dugouts of both teams.
- Remove and return equipment that is unsafe, damaged or does not conform to the official rules of Baseball. Contact Al Carrison.
- Make sure that catchers are wearing helmets with throat guard and catcher's mitt when warming up pitchers. Adults are not allowed to warm up pitchers, whether on the field, in the bullpen, or elsewhere in a Little League sanctioned event.
- Walk the field for hazards and obstructions to immediate play; report to OOD any observations for improvement.
- Check players to see if they are wearing jewelry. The only jewelry allowed is Medic Alert bracelets.
- Make sure all players (majors and below) are wearing non-metal cleat shoes.

Each manager receives the following equipment at the beginning of the year:

- Six (6) helmets
 - One (1) catcher's mitt
 - One (1) set of catcher's equipment
 - Three (3) dozen league approved baseballs
 - Four (4) bases for practice
 - One (1) first aid kit
 - One Safety / Drill Card Pack
 - One Safety Plan/Manual

Additional equipment needs throughout the season are requested by the team manager via e-mail or phone call to the Equipment Manager, Al Carrison.

SECTION 11: ACCIDENT REPORTING PROCEDURE

WHAT TO REPORT:

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

This year, our League is recommending that near misses be reported as well.

WHEN TO REPORT:

All such incidents described above shall be reported to the Safety Officer within 48 hours of the incident. The Safety Officer, **Matt MacDougall**, can be reached at the following:

Email: mattmacd2@yahoo.com
Phone: (949) 246-2831

The Safety Officer's contact information will be posted at all times on the main message board outside the clubhouse.

HOW TO MAKE A REPORT:

Coaches are required to have with them at all times a Safety/Injury Report form. All the appropriate questions are outlined in this form. If an incident occurs, fill out the report and contact our Safety Officer for further instructions. At a minimum, the following information must be provided:

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

COACHES RESPONSIBILITY:

The coach will fill out the Safety/Injury Report form and submit it to the Safety Officer within 48 hours of the incident. Accident Investigation Forms can be found on the Ladera Ranch Little League Web Site (www.laderaranchll.com).

Accidents occurring outside the team (i.e., spectator injuries, concession stand injuries and third party injuries) shall be handled directly by the league Safety Officer.

SAFETY OFFICER'S RESPONSIBILITY:

Within 48 hours of receiving the Safety/Injury Report, the Safety Officer will contact the injured party or the party's parents:

- Verify the information received.
- Obtain any other information deemed necessary.
- Check on the status of the injured party: and in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, et.) will advise the parent or guardian of the Ladera Ranch Little League's insurance coverage and the provision for submitting any claims.
- If the extent of the injuries are more than a minor nature, the Safety Officer shall periodically call the injured party to check on the status of any injuries;
- 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).

NEAR MISS REPORTING

To provide the safest environment possible, it is the league's responsibility to work towards *preventing* incidents. If a near miss occurs in your presence, please report this to our Safety Officer (via e-mail) along with any suggestion on how the incident could be prevented in the future. This will be reviewed by the Safety Officer along with the appropriate board members to set additional measure(s) of safety into effect. The safety officer shall share information on accidents and near misses with district staff.

INSURANCE POLICIES:

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball, Incorporated. Ladera Ranch Little League (Majors), Minor League and Tee Ball, Junior League, Senior League and Softball participants shall not participate as a Little League in games with other teams of other programs or in tournaments except those authorized by Little League Baseball, Incorporated. However, they may participate as individuals in other programs during the Little League regular season and tournament provided such participation does not disrupt the Little League season or tournament team. Unless expressly authorized by the Board of Directors, games played for any purpose other than to establish a League champion or as part of the International Tournament are prohibited. (See IX - Special Games, pg.15 in the Rule Book for further clarification)

EXPLANATION OF COVERAGE:

The Chartis Little League's insurance policy is designed to afford protection to all

participants at the most economical cost to the league. It can be used to supplement other insurance carried under a family policy or insurance provided by a parent's employer. If there is no other coverage, Chartis Little League insurance - which is purchased by the League, not the parent - takes over and provides benefits, after a \$50 deductible per claim, for all covered injury treatment costs up to the maximum stated benefits. This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

Ladera Ranch Little League Insurance Policy is designed to *supplement* a parent's existing family policy.

How the insurance works:

1. First have the child's parents file a claim under their own insurance policy, as listed on the application forms.
2. Should the family's insurance plan not fully cover the injury treatment, the Little League Chartis Policy will help pay the difference, after a \$50 deductible per claim, up to the maximum stated benefits.
3. If the child is not covered by any family insurance, the Little League Chartis Policy becomes primary and will provide benefits for all covered injury treatment costs, after a \$50 deductible per claim, up to the maximum benefits of the policy.
4. Treatment of dental injuries can extend beyond the normal fifty-two week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum dollar benefit is \$500 for eligible dental treatment after the normal fifty-two week period, subject to the \$50 deductible per claim.

Filing a Claim:

When filing a claim, (see claim forms in appendix) all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent's or guardian's or claimant's employer explaining the lack of Group or Employer insurance must accompany a claim form.

On dental claims, it will be necessary to fill out a Major Medical Form, as well as a Dental Form; then submit them to the insurance company of the claimant, or parent(s)/guardian(s), if claimant is a minor. "Accident damage to whole, sound, normal teeth as a direct result of an accident" must be stated on the form and bills. Forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, League ID, and year of injury.

Claims must be filed with the Safety Officer. He/she forwards them to Little League Baseball, Incorporated, PO Box 3485, Williamsport, PA, 17701. Claim officers can be contacted at (717) 327-1674 and fax (717) 326-1074. Contact the Safety Officer for more information.

SECTION 12: FIRST AID KITS

Every Manager WILL have a well-stocked first aid kit handy at practices and games, including ice bags and ice should the concession stand be closed or too far from the playing field (Distributed during equipment allotment.) The contents of the first aid kit may vary depending upon the number of players it is designed to protect as well as where it will be used (game or practice).

For example, first aid kits during a practice where there may be no access to ice should certainly have ice packs in its kit. If a player is a known diabetic, your kit at practice and games should have a glucose or sugar solution.

When reviewing your first aid kit, whether for use at practice, game or the family car, you should make sure that your kit would treat any possible injuries you are likely to encounter.

It's also important to check your kit weekly to restock items that have been used and to replace items that are out-of-date.

The following contents are included in the league's first aid kit distributed to managers:

- Ace bandage
- Sting relief pads (5)
- Rubber gloves
- 3 X 3 gauze pads
- 2 X 2 gauze pads
- Butterfly bandages (4)
- Scissors
- First aid tape
- Tweezers
- First aid ointment
- Plastic bag for ice
- Band aids (12)

To replace items contact Al Carrison or Matt MacDougall via e-mail.

SECTION 13: FIELD / EQUIPMENT RULES

The following applies to all of the storage sheds used by Ladera Ranch Little League and further applies to anyone who has been issued keys by the Board to use these sheds.

- League President will only issue keys to the equipment sheds.
- A record shall be kept of all individuals possessing keys/combo codes.
- All storage sheds will be kept locked at all times.
- All individuals with keys/codes to the equipment sheds are aware of their responsibility for the orderly and safe storage of heavy machinery, hazardous materials, fertilizers, poisons, tools, etc.
- Before the use of any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in storage sheds shall be properly marked and labeled and stored in its original container if available.
- Keep products in their original container with the labels in place.
- Use poison symbols to identify dangerous substances.
- Dispose of outdated products as recommended.
- Use chemicals only in well-ventilated areas.
- Wear proper protective clothing, such as gloves or a mask when handling toxic substances.

MACHINERY

Tractors, mowers and any other heavy machinery will:

- Be operated by appointed staff only.
- Never be operated under the influence of alcohol or drugs (including medication)
- Not be operated by any person under the age of 16.
- Never be operated in a reckless or careless manner.
- Be stored appropriately when not in use with the brakes in the on position, the blades retracted, the ignition locked and the keys removed.
- Never be operated or ridden in a precarious or dangerous way (i.e. riding on the fenders of a tractor).
- Never left outside the tool sheds or appointed garages if not in use.

CODE OF CONDUCT

- No Alcohol is allowed within any Ladera Ranch Little League complex.
- Speed Limit is 5 mph in roadways and parking lots while attending any Ladera Ranch Little League function. Watch for small children around parked cars.
- No playing in parking lots at any time.
- No skateboarding or scooter riding or other wheel toy is allowed within the Cox Park complex.
- No playing on or around lawn equipment or utility boxes.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- No profanity is tolerated at any time.
- No swinging bats or throwing baseballs (or other hard ball) at any time within the walkways or the common areas of a Ladera Ranch Little League complex.
- No throwing balls against dugouts, inside dugouts, or against backstop. Catchers must be used for all batting practice sessions and shall wear appropriate gear, including face mask with appropriate throat guard. Full gear is strongly recommended for catchers.
- No throwing rocks.
- No climbing fences, equipment storage lockers, or other field accessories.
- No pets are permitted on Ladera Ranch Little League fields during games or practices
- Pets in other areas must be kept on leashes at all times.
- Only a player on the field and at bat, wearing a helmet, may swing a bat (age 5-12).
- 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 and remain on the bench in an orderly fashion at all times.
- After each game, each team is responsible to clean up trash in dugout and around stands.
- All gates to the field and dugouts 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 any of the above may result in punishment up to and including expulsion from the Ladera Ranch Little League field or complex.



LADERA RANCH LITTLE LEAGUE

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LRLI BOARD OF DIRECTORS

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Justin Brennan	Vice President	vicepresident@laderaranchll.com
Kjersten Oylear	Secretary / Webmaster	secretary@laderaranchll.com
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Terry Schafer	Scheduling	tschafer@dsmlp.com
Rob Milo	Events Coordinator	robmilo@cox.net
Jeanette Melton	Events Coordinator	jenmac2@cox.net
Al Carrison	Equipment Coordinator	alcarrison@cox.net
Hoddy Fritz	Uniforms / Merchandise Coordinator	hfritz4@cox.net





Little League Volunteer Application - 2016

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

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

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory with First Advantage or upon request) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

Do you have children in the program? Yes No If yes, list full name and what level? _____

Special Certification (CPR, Medical, etc.): _____

Do you have a valid driver's license: Yes No

Driver's License#: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor? Yes No

If yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes No If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes No If yes, explain: _____

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

- League Official
- Coach
- Umpire
- Field Maintenance
- Manager
- Scorekeeper
- Concession Stand
- Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:

<http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____ System(s) used for background check (minimum of one must be checked): _____

Sex Offender Registry Criminal History Records *First Advantage

**Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from LexisNexis in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.*

Only attach to this application copies of background check reports that reveal convictions of this application.