



*Fountain Valley Little League*

2017

# **Safety Manual & Code of Conduct**



## *Fountain Valley Policy Statement*

It is the intent of Fountain Valley Little League to provide and encourage a fun, safe, and supportive environment for the players, families, and spectators.

To help us accomplish this, the Board of Directors has made available the Little League, Inc. Playing Rules and Operating Manual, as well as our Standing Rules and Constitution for all Managers, Coaches, and Membership of Fountain Valley. We also provide all Managers and Coaches this Safety Manual & Code of Conduct as a guideline to follow at all times throughout the season to minimize the possibility of injuries.

Background checks are conducted on all managers, coaches, Board of Directors, General Board members, and all field parents who help the coaches and have regular contact with the players. The Little League Volunteer form is completed by ALL volunteers and provided to the League President with a copy of their driver license. A Board member conducts the national sex offender registry with Lexis/Nexis and forwards any negative results to the President of Fountain Valley. NO persons who have been convicted of a crime against a child will be permitted to participate in Fountain Valley.

Learning and following the first aid procedures and protocols provided will help you safely treat injuries, should they occur.

The Do's and Don'ts offered here are to be followed **ONLY** if professional medical help is needed, but not available.

A Fundamental Training for Managers and Coaches was conducted on January 28, 2017 at Fountain Valley Little League Fields in Fountain Valley, CA.

First-Aid Training for Board Members, Managers and Coaches was conducted on January 28, 2017 at Fountain Valley Little League Fields in Fountain Valley, CA.

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## **Code of Conduct**

- 5 MPH Speed Limit is to be observed in the parking lot and while driving the ATV on the field. Always remain alert to children coming out from between cars and crossing fields!



- No Smoking is permitted at our fields per the city of Fountain Valley
- NO Horseplay.
- NO playing on or around lawn equipment.
- NO tobacco is permitted anywhere within Mile Square Park / Fountain Valley Little League.



- NO alcohol is permitted anywhere within the Mile Square Park / Fountain Valley Little League.
- NO on-deck batters permitted. The next batter up must stay inside the dugout, behind the fence.
- NO warm-ups are allowed in the common areas or walkways. Pitchers and catchers are to utilize the appropriate bullpen.
- NO Profanity. Disciplinary action may be taken upon any manager or coach who uses profanity during a game or practice. Spectators using profanity will be asked to leave.
- NO Pepper Drills. Do not throw balls against the dugout or fencing at any time. Soft toss may be done with whiffle balls.

Players are to remain in the dugout in an orderly manner. A maximum of three adults.

- Gates are to remain closed.

## *Field Safety Policies*



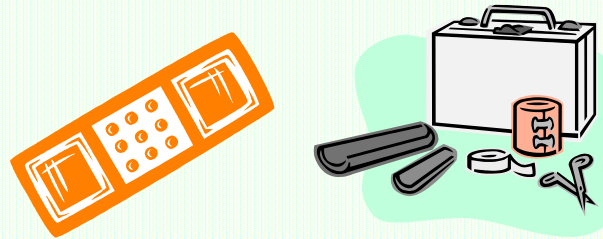
It is the responsibility of an adult member of each team (field parent, manager, coach, etc.) to ensure everyone adheres to the following field safety procedures:

- All Board Members, Managers and Coaches are required to enforce Little League rules at all games and practices.
- All Managers, Coaches of Record and other interested parties attend any/all fundamental training clinics and CPR training offered by the League.
- No practices are to be held on fields other than those specified by the Board of Directors.
- No practices or games are to be held when weather and/or daylight is not satisfactory. SAFETY FIRST!!
- A Board member, Manager or Coach will inspect all areas of the field for holes, rocks, glass and other foreign objects and corrected PRIOR

to the start of play. All common areas are to be inspected by the assigned Officer of the Day.

- All equipment will be stored in the dugouts in a safe manner to avoid tripping. A coach is to be assigned to retrieve any loose balls or bats.
- Ensure all players are focused on the game.
- Warm-ups are to be conducted on the field or bullpen ONLY. When utilizing the bullpen secure the gate. Adults are NOT permitted to catch pitchers
- Managers are responsible for inspecting and reporting any defective equipment for immediate replacement.
- Painting of batting helmets is prohibited without consent from the manufacturer to ensure the integrity of the helmet.
- All catcher helmets are to have a throat protector.
- Headfirst sliding is not allowed except when returning to a base.
- Parents of players who wear glasses are encouraged to purchase "safety glasses".
- Players are not permitted to wear jewelry. Medic-Alert bracelets are allowed.
- All bats must be Little League approved.
- Only molded cleats are acceptable.
- Managers, coaches, and/or scorekeepers should keep a pitch count to avoid injury.
- Safety cap on fencing is provided for all players and should not be removed. No one should ever climb the fences.

## *First Aid Do's and Don'ts*



<b>DO...</b>	Have a wireless phone with you or know the location of a public phone to call 911.
<b>DO...</b>	Have at least one other adult with you at ALL times to assist in getting help.
<b>DO...</b>	Reassure, calm, and aid children who are lost, frightened or injured.
<b>DO...</b>	Carry your First Aid kit and registration forms, with medical information on each player, to all practices and games. (Extra ice packs are available in the snack bar.)
<b>DO...</b>	Look for signs of injury such as blood, bruising, or deformity of a joint.
<b>DO...</b>	Listen to the injured person describe what happened and where they are hurt. Remember to stay calm.
<b>DO...</b>	Gently and carefully feel the injured area for swelling or grating of a possible broken bone.
<b>DO...</b>	Complete an Accident Form and contact the League Safety Officer within 24 hours.
<b>DON'T...</b>	Administer any medicines.
<b>DON'T...</b>	Provide food or drink.



<b>DON'T...</b>	Hesitate in giving as much aid of which you are capable.
<b>DON'T...</b>	Be afraid to ask for help if you are not sure what to do.
<b>DON'T...</b>	Transport the injured person except in extreme cases.
<b>DON'T...</b>	Leave any practice or game until ALL of your players are picked up by their parent/guardian.

## *Communicable Disease Procedures*



- Latex gloves **MUST** be worn when there is **ANY** possibility of contact with bodily fluids. Wash your hands with soap and warm water after removing gloves. Antibacterial soap is located in the snack bar.
- Bleeding must be stopped. If blood is on any part of a player's uniform, it must be removed prior to the player returning to the game.
- Immediately wash off any surfaces contaminated by any bodily fluids.
- Managers, Coaches, and any volunteers with open wounds should refrain from all direct contact until the wound is healed or covered.
- Follow the accepted guidelines for the immediate control of bleeding and handling/disposing of bloody dressings and any articles containing bodily fluids.



When treating an injury, remember:

Protection

Rest

Ice

Compression

Elevation

Support

Report anything you feel needs attention to the President or any member of the Board of Directors or General Board member. Try to correct field problems immediately or put up caution tape (found in the snack bar) to warn others.

## *Emergency and Important Phone Numbers*



**F.V. Police (714) 593-4485**



**F.V. Fire (714) 593-4436**



**Poison Control (800) 876-4766**

### **\*\*Board of Directors\*\***

<b>President</b>	<b>Kristin Rousselo</b>	<b>714-719-6929</b>
<b>Vice President</b>	<b>Rich Romine</b>	<b>714-847-9865</b>
<b>Player Agent</b>	<b>Alison Santiago</b>	<b>714-874-6855</b>
<b>Secretary</b>	<b>Kenya Umphenour</b>	<b>714-624-1543</b>
<b>Treasurer</b>	<b>Bryan Umphenour</b>	<b>714-454-8196</b>
<b>Safety Officer</b>	<b>Julian Santiago</b>	<b>714-874-6736</b>
<b>Umpire in Chief</b>	<b>Travis Blanke</b>	<b>714-262-2128</b>

Fountain Valley's Web site is: [www.fvlittleleague.com](http://www.fvlittleleague.com)

The Standing Rules, Constitution, and other informative documents are located in the *Handouts* section on the web site.

## Snack Bar Procedures



- Before handling food, volunteers must wash their hands with hot water and antibacterial soap. Serving gloves must be worn when handling food.
- NO EATING IN THE SNACK BAR!
- All utensils and containers must be thoroughly washed with hot water and dish soap before and after use.
- Keep trash picked up inside and immediately adjacent to snack bar. Immediately clean up any spills to avoid falls.
- A fully stocked first aid kit is kept near the door of the snack bar.
- Complete an accident report for all accidents that occur within the snack bar and notify the Safety Officer.
- At closing, all food items must be properly stored and refrigerated as needed. Dispose of all expired food items.
- Remove fountain machine spouts and store in luke-warm water to keep sanitary.
- Clean all equipment and counters thoroughly.
- Sweep floor and empty trash container.

## REMEMBER

This is a food service and you are serving your family and friends.

## *Accident Reporting Procedures*



**WHAT TO REPORT:** Any incident that causes any participant to receive medical treatment and/or first aid. If you have a doubt, REPORT IT!

**WHEN TO REPORT:** Any incidents described as above must be reported within 24 hours to the League Safety Officer. During games held at Fountain Valley Mile Square Park, an Executive Board member or Division Director who has been assigned to act as the Officer of the day can be found posted outside the snack bar.

**HOW TO REPORT:** Contact the League Safety Officer Julian Santiago 714-874-6736 to report an accident. An accident report and insurance claim form will be completed. Be prepared to provide the name and phone number of the injured person, date/time/location of accident, detailed description of accident, including possible cause, first aid steps taken, and indicate anything that may be done to prevent the same kind of accident in the future.

Each team has been provided with a brand new first aid kit. Please keep your first aid kit stocked. If items need to be replaced, contact the League Safety Officer. Disposable ice packs are located in the snack bar.










## Storage Shed Procedures



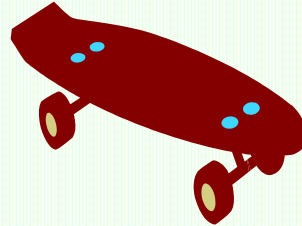
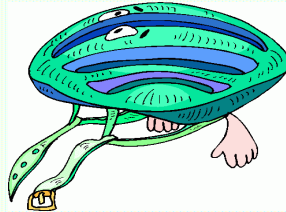
The following procedures apply to all storage sheds owned by Fountain Valley Little League:

- Anyone granted access to the equipment sheds are to be made fully aware of their responsibilities and to ensure the safe and orderly storage, as well as usage, of all items contained within the sheds.
- Before attempting to use ANY items contained within the sheds, you must receive proper usage and safety policies that apply (i.e. ATV, lawn mower, etc.)
- Safety goggles are MANDATORY for the use of edgers, weed-whackers and spraying of any chemicals.
- If any equipment should break, immediately stop utilizing and notify the Field Maintenance Manager or any Board Member.
- NO CHILDREN ARE ALLOWED TO USE ANY MACHINERY AT ANY TIME. YOU MUST BE AT LEAST 16 YEARS OF AGE AND PROPERLY TRAINED BY THE FIELD MAINTENANCE MANAGER TO USE THE ATV TO DRAG THE FIELDS. NO ONE IS PERMITTED TO "GIVE RIDES" ON THE ATV.

## TRAVEL Safety

-  Ensure your vehicle is in safe operating condition.
-  Observe all traffic signs and road conditions.
-  Always drive defensively.
-  Give yourself time to get to your destination.
-  Observe the 5 MPH speed limit in the parking lot at Fountain Valley (Mile Square Park).
-  Only park in marked stalls at Fountain Valley.
-  Do not accept rides from strangers.
-  Never "hitch a ride" by holding onto vehicles while in motion.
-  Never ride in the back (bed) of a truck or on a bum

## *Bicycle & Skateboard Safety*



- + Always wear a helmet.
- + Observe all traffic signs.
- + Keep to the right always going in the same direction as the flow of traffic.
- + Ensure your bicycle is functioning properly.
- + Give pedestrians the right-of-way.
- + Stop at intersections and check both ways before crossing.
- + Be cautious of parked vehicles opening doors or driving away from curbs.
- + Stop at all intersections. Check both ways before crossing.
- + Don't carry packages that obstruct your view or control the bike.
- + Never allow someone to ride on your handlebars.
- + Use hand signals to indicate your intention of turning.



## Walking Safety



- ✚ Don't take a ride from anyone you don't know.
- ✚ Make sure adult stays with you at all games and practices until your ride comes.
- ✚ Stay in well lit walkways and be aware of your surroundings at all times.
- ✚ Be aware of moving traffic and other people walking.
- ✚ Walk with a buddy.
- ✚ Only cross at marked crosswalks.
- ✚ If you must walk at night, wear light or reflective clothing and carry a flashlight.