

SAFETY PLAN

2011



CANYON CREEK LITTLE LEAGUE

ESTABLISHED 1980

PO Box 2639 SAN RAMON, CALIFORNIA 94583

LEAGUE ID NUMBER 04055706

INTRODUCTION

CANYON CREEK LITTLE LEAGUE (CCLL) is a fully chartered Little League open to boys and girls between the ages of 5-18 living within the boundaries for CCLL as determined and approved by Little League Baseball. We play within the District 57 of the Western Region of Little League Baseball®.

Canyon Creek Little League consists of seven franchised Leagues:

T-Ball, Rookie, "A", "AA", "AAA", Majors, Juniors, Seniors, & Big League.

Each of these three leagues contains teams within each of the following levels:

T-Ball Consists primarily of 5 and 6 year olds. The ball is hit from a tee at home plate and where hitting, throwing, and catching a baseball is taught for the first time.

Rookie Consists of 6 and 7 year olds. Introduction to pitched balls is made through "coach pitch" using a soft, Reduced Injury Factor (RIF) ball for safety.

"A" Consists primarily 7 and 8 year olds. "Coach pitch" is used primarily in the first half of the season with players pitching in the second half. Regulation Little League® balls are used and protective cups are required.

"AA" Is the first "draft" level division. Consists primarily of 9-10 year olds, with 8 year old players being allowed to try out. Players are pitched the ball by another player.

"AAA" Consists primarily of 10-12 year olds who have not yet acquired the experience or skill to participate in the major league.

Majors Consists of skilled and experienced 10-12 year olds.

Junior 80 Consists of 13 year olds playing on fields with 80' base paths.

Junior 90 Consists of 14 year olds playing on fields with 90' base paths.

Seniors Consists of 15 and 16 year olds playing on fields with 90' base paths.

Big League Consists of 17 and 18 year olds playing on fields with 90' base paths.

CANYON CREEK LITTLE LEAGUE started a Safety Plan that was initially authored with spring baseball in mind; it should be pointed out that the Safety Plan is also in effect and enforced for the post season program as well.

Canyon Creek Little League has long shown a commitment for the safety and well-being for all those involved in all of our divisions of play. It is an active and willing participant in the ASAP program.

Each year Canyon Creek Little League looks for specific ways "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball®". We believe that the Safety Plan that follows provides for the maximum opportunity to put forth a formal methodology that can be easily repeated and reused from year to year. We also believe that the plan accommodates new recommendations and initiatives that can be "rolled" into the plan for the future.

ASAP

What is It?

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball®". In order to be an ASAP-compliant league, a Little League® approved Safety Plan must be filed with Williamsport.

CANYON CREEK LITTLE LEAGUE SAFETY PLAN

The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, Canyon Creek Little League also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan.

The Safety Plan, by reference, includes the Canyon Creek Little League's Safety Code, the Canyon Creek Little League's Code of Conduct, and the Canyon Creek Little League's Safety Manual. The combination of these documents outlines specific safety issues and the Canyon Creek Little League's policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

DIRECTOR OF SAFETY

One of the elected members is the Director of Safety. For the 2011 season, the elected Director of Safety is Michael Kanceljak. This individual acts as Canyon Creek Little League's primary point of contact for the creation and enactment of the Safety Plan. The Director of Safety authors or modifies the League's Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary. These documents are then presented to the Board for approval and ratification (usually in February or March) for the upcoming season. A copy is then to be given to each Board member and Manager/Coach.

The ultimate responsibility for ensuring compliance of the Safety Plan lies with the Director of Safety. Because of the size of Canyon Creek Little League, and to provide more width to the enforcement of the plan, the following individuals are tasked with ensuring the overall Safety Plan compliance.

CANYON CREEK LITTLE LEAGUE

EXECUTIVE BOARD

President	Kelvin Friedel **, *	
VP, Baseball Operations	John Morris	baseballops.vp@ccllbb.org
VP, League Administration	Lorraine Kalich *	scorekeeper@ccllbb.org
VP, Finance (Treasurer)	Michael Marver	finance_vp@ccllbb.org
VP, Communications & Events	Ross McKeon	communications.vp@ccllbb.org
Player Agent	Diana Waterson **, *	playeragent@ccllbb.org
Secretary	Jeni Bernard	info.vp@ccllbb.org

Director, Challenger	Rick Charles	challenger@ccllbb.org
Director, T-Ball	Scott Love	t-ball@ccllbb.org
Director, Rookie	Gary Wallace	rookie@ccllbb.org
Director, A-Ball	David Verespey	a-ball@ccllbb.org
Director, AA	Paul Leffel	aa@ccllbb.org
Director, AAA	John Giffins	aaa@ccllbb.org
Director, Majors	David Lawrence	majors@ccllbb.org
Director, Juniors	Ron Kalich	juniors@ccllbb.org
Director, Post-Season	John Morris	baseballops.vp@ccllbb.org
Director, Background Check	Amy Wong Steinmetz	backgroundchk@ccllbb.org
Director, Fields & Equipment	Stephen Fields & Curtis Mentz	equipment@ccllbb.org
Director, Field Maintenance	Scott Anderson	fields@ccllbb.org
Director, Uniforms	John Morris	baseballops.vp@ccllbb.org

Director, Fund Raising	Michelle Stanchina	fundraising@ccllbb.org
Director, Sponsorships	Michelle Stanchina	fundraising@ccllbb.org
Director, CCLL Store	Nadine McKeon	store@ccllbb.org

FINANCE OPERATIONS

Director, Volunteer Training	Lorraine Kalich	scorekeeper@ccllbb.org
Director, Safety (Safety Officer)	Michael Kanceljak *	safety@ccllbb.org
Director, Player Training	Josh Nevarez	playertraining@ccllbb.org
Director, Umpire In Chief (UIC)	Dave Bellinger **	uic@ccllbb.org
Protest Committee Chair	James McGuire **	protest@ccllbb.org

TRAINING/SAFETY

Director, Registrar	Anne Reed	registrar@ccllbb.org
Director, Team Parents	Michelle Simpson	teamparent@ccllbb.org
Director, Publicity	Ross McKeon	communications.vp@ccllbb.org
Webmaster	Phil Tsang	info@ccllbb.org

* Safety Committee

** Rules Committee

EMERGENCY CONTACT PROCEDURE

TO REPORT AN EMERGENCY:

- From wireline phones for fire, medical & police: **911**
- From wireless phones, FOR FASTER RESPONSE, dial the below local emergency numbers:
- Fire & Paramedics, San Ramon Valley Fire Protection District: **925-838-6691**
- Police, San Ramon: **925-228-8282**
- STAY CALM
- Give Dispatcher:
- Nature of Emergency
- Location of Emergency including Zip Code (Be Both Exact & Concise)
- Number of people Involved
- STAY ON THE PHONE until you have been told to hang up.
- Meet or arrange for someone to meet emergency responders on street to direct them to the source of the crisis.
- After the emergency is over, initiate Injury Reporting Procedure.

OTHER IMPORTANT ADDRESSES & PHONE NUMBERS

MEDICAL:

San Ramon Regional Medical Center 6001 Norris Canyon Road **925-275-9200**

FIRE STATIONS:

- Administration: 1500 Bollinger Canyon Road **925-838-6600**
- San Ramon Valley Fire Station # 30: 11445 Windemere Parkway
- San Ramon Valley Fire Station #34: 12599 Alcosta Blvd.
- San Ramon Valley fire Station #38: 1600 Bollinger Canyon Road
- San Ramon Valley Fire Station #39: 9399 Firecrest Lane

POLICE STATION:

San Ramon Police Department 2220 Camino Ramon **925-973-2700**

ONGOING IN 2011

Each year, Canyon Creek Little League looks for specific ways to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball®. Some of the specific initiatives the league will enact in 2011:

- No Casts – Casts may not be worn in the playing area. Players, coaches, managers and umpires wearing casts must remain in the dugout during the game.
- Alcohol Prohibited – New language making it clear that alcohol is prohibited at the game site.
- Baseball Bat Alteration – Altered bats are to be removed from play.

Canyon Creek Little League continues to maintain initiatives developed in the past years including but not limited to:

- Wireless Phone Emergency Call Procedures – All 911 calls from wireless phones in the San Francisco Bay Area are currently routed through an overloaded dispatch center and then re-directed to the local call center at the source of the crisis. This causes delay at a very critical moment. It is not uncommon to receive busy signals after dialing 911 from a wireless phone. As wireless phones are becoming a dominant form of communications, managers will be educated in utilizing seven digit local emergency numbers for immediate connection to local dispatch centers. Also included are procedures in placing an emergency call.
- Background Checks – Canyon Creek Little League will continue its scope in performing criminal background checks on league officials, managers, coaches, volunteers, any adult who has interaction with children.
- Canyon Creek Little League understands the extreme importance of background checks and the safety of our children. We have dedicated a specific position for this. The Director of Background Checks reports directly to the President any and all information that relates to such.
- Updated Street Addresses for CCLL Fields – For faster arrival of first responders, educating managers and coaches to be as familiar with their home field locations as they are with their residential and business addresses. Fields are now posted on the Canyon Creek website.
<http://www.canyoncreekll.org/FacilityList.asp?snid=135224649&org=canyoncreekll.org>
- Pitch Counts – To protect the arms of players, Canyon Creek Little League strictly follows the policies and procedures of Little League® by monitoring pitchers as well as maintaining a comprehensive pitch count log.
- Break Away Bases – To reduce injuries related to bases staked into the playing surface, Little League® has been requiring disengage-able bases on all fields.
- Continuous Learning -Managers, coaches, and parents on ways to prevent injury through the use of proper mechanics and technique.

BOARD MEETINGS

The Board meets at least once every month. The date and times of Board meetings can be obtained from the league secretary, Jeni Bernard info.vp@ccllbb.org or by accessing the league's site www.canyoncreekll.org. All adults are welcome and encouraged to attend.

The Director of Safety is included on every meeting's agenda. Besides providing an opportunity for the Safety Director to inform and update the other Board members on the status of certain safety initiatives (whether they be at the local, District, or Headquarters level), it also ensures the continued awareness and attention to the subject of safety within Canyon Creek Little League.
Safety Committee

SAFETY COMMITTEE

In 2004, Canyon Creek Little League formally assembled the Safety Committee. This committee will continue in 2011, and will have the primary responsibility to consider, discuss, and recommend courses of action regarding any safety issues that may present itself to the League. For example, in 2010, the committee assembled to discuss the use of composite baseball bats. On Sept. 1, Little League International placed a moratorium on composite bats in the Junior, Senior, and Big League Baseball Divisions of Little League. Subsequent to that moratorium, some composite bat models have received a waiver and may be used in those divisions.

RULES COMMITTEE

This committee, consisting of the President of the Board of Directors, the Chief Umpire and the Vice President of the Board of Directors, is responsible for drafting any proposed new or modified Local Rules for Canyon Creek Little League. Areas such as competitive balance, player participation, speed of play, and safety are discussed and any changes or additions are presented to the Board for discussion and/or ratification. Each and every year, this committee evaluates existing Local Rules and considers any necessary changes and/or additions to these rules.

SEX OFFENDER BACKGROUND CHECKS PROCEDURE

Effective 2007, Little League® has mandated that all leagues check volunteer applicants who will have repetitive contact with their league's children against sex offender registries across the nation. This is a significant improvement over past efforts in which single state registries have been utilized. Single state registries may by-pass newcomers to the state with an unfavorable criminal record.

In aiding local leagues to conduct a successful nationwide check on volunteers, Little League International has teamed up with LexisNexis® to provide each chartered U.S. league with 125 free searches. Also, any additional searches above 125 for each league will be available at a reduced cost of only \$1 per search. Specifics to the program can be found at the following link: <http://littleleague.lexisnexis.com/>

Canyon Creek Little League will use LexisNexis® to perform the background checks. As always, Canyon Creek Little League will render a volunteer candidate ineligible if their name is discovered with any crime against a child or appears on a sex offender registry (SOR). In addition to the important task of protecting children, this endeavor ensures our volunteers match Little League Baseball's® commitment to character, commitment and loyalty. You will find a copy of the volunteer form on pge 23.

EQUIPMENT

Little League Baseball® provides a comprehensive list of mandatory as well as optional equipment to help reduce injuries associated with the game. Canyon Creek Little League has dedicated equipment directors on a board level position to ensure not only there is sufficient stock on hand but to make certain it is in an unbroken condition.

While Canyon Creek Little League provides basic safety equipment for team use, players are responsible for providing their own personal safety equipment. A list of required equipment will be presented by managers, coaches and team parents during the first team meeting. Managers and coaches as well as umpires inspect the field and all equipment prior to each game. Unsafe equipment is removed from the game and returned to the equipment director for destruction and replacement.

REQUIRED FIELD EQUIPMENT:

- 1st, 2nd and 3rd bases that disengage from their anchors.
- Pitcher's plate and home plate.
- Players' benches behind protective fences.
- Protective backstop and sideline fences.

- Double 1st base that disengages from its anchor.
 - Baseball mound for pitcher's plate.*
 - Portable pitchers baseball mound with pitcher's plate.*
 - Protective/padded cover for fence tops.*
 - Foul ball return in backstop fencing.
- * Used on select facilities by Canyon Creek Little League.

- Athletic supporter – all male players.
- Metal, fiber, or plastic type cup – all male catchers.
- Catcher's helmet and mask, with "dangling" throat guard; NO skull caps – all catchers; must be worn during pitcher warm-up, infield practice, while batter is in box.
- Catcher's mitt – all baseball catchers.
- Chest protector and leg protectors – all catchers; must be worn while batter is in box; long model chest protector required for Little League (Majors) and younger catchers.

DEFENSE OPTIONAL:

- Metal, fiber, or plastic type cup – any player, especially infielders.
- Pelvic protector – any female, especially catchers.
- Heart Guard/XO Heart Shield/Female Rib Guard – any defensive player, especially pitchers, infielders.
- Game-Face Safety Mask – any player, especially infielders.
- Goggles/shatterproof glasses – any player, especially infielders or those with vision limitations.

OFFENSE MANDATORY:

- Helmet meeting NOCSAE (National Operating Committee on Standards for Athletic Equipment) standards – all batters, base runners, and players in coaches' boxes.
- Helmet chinstrap – all helmets made to have chinstrap (with snap buttons, etc.)
- Regulation-sized ball for the game and division being played; marked RS for regular season or RS-T for regular season and tournament in baseball respectively.
- Regulation-sized bat – all batters; Little League (Majors) and younger baseball divisions must have bat marked with BPF (Bat Performance Factor) 1.15. Rule was enacted in 2009.
- Non-wood bats must have a grip of cork, tape, or composite material, and must extend a minimum of 10 inches from the small end. Slippery tape is prohibited.
- On September 1, 2010, Little League International placed a moratorium on composite bats in the Junior, Senior, and Big League Baseball Divisions of Little League. Subsequent to that moratorium, some composite bat models have received a waiver and may be used in those divisions. Please visit our website for a list of these bats.

OFFENSE OPTIONAL:

- Helmet – adults in coaches' boxes.
- Helmet with Face Guards or C-Flap meeting NOCSAE standards – all batters, especially in younger divisions.
- Mouth guard – batters, defensive players.
- Goggles/Shatterproof glasses – any player, especially those with vision limitations.
- Batters vest/Heart Guard/Heart Shield/Female Rib Guard – any batter.
- Regulation-sized reduced impact ball.

PITCH COUNT RULES

Little League Baseball® has a rich history of pioneering baseball safety innovations. Following recommendations from researchers and medical professionals in the field of sports medicine, it has been determined that the actual number of pitches thrown is a safer method to regulate pitching in youth baseball. A maximum number of pitches allowed are dependent upon league age.

Since 2010, Little League Baseball® has aligned regular season and tournament pitching rules. Pages 38-39 of the 2010 Little League Baseball® Green Book describes in detail how the pitch count is to be administered. Below is a general overview of Little League Baseball's® pitch count rules:

VI – PITCHERS

(a) Any player on a regular season team may pitch. (NOTE: There is no limit to the number of pitchers a team may use in a game.)

(b) A pitcher once removed from the mound cannot return as a pitcher. Junior Senior, and Big League Divisions only: A pitcher remaining in the game, but moving to a different position, can return as a pitcher anytime in the remainder of the game, but only once per game.

(c) The manager must remove the pitcher when said pitcher reaches the limit for his/her age group as noted below, but the pitcher may remain in the game at another position:

League Age: Maximum Pitches:

17-18	105 pitches per day
13 -16	95 pitches per day
11-12	85 pitches per day
9-10	75 pitches per day
7-8	50 pitches per day

Exception: If a pitcher reaches the limit imposed in Regulation VI (c) for his/her league age while facing a batter, the pitcher may continue to pitch until anyone of the following conditions occurs: 1. That batter reaches base; 2. That batter is put out; 3. The third out is made to complete the half-inning. Note 1: A pitcher who delivers 41 or more pitches in a game cannot play the position of catcher for the remainder of that day.

(d) Pitchers league age 14 and under must adhere to the following rest requirements:

- If a player pitches 66 or more pitches in a day, four (4) calendar days of rest must be observed.
- If a player pitches 51 - 65 pitches in a day, three (3) calendar days of rest must be observed.
- If a player pitches 36 - 50 pitches in a day, two (2) calendar days of rest must be observed.
- If a player pitches 21 - 35 pitches in a day, one (1) calendar day of rest must be observed.
- If a player pitches 1- 20 pitches in a day, no (0) calendar day of rest is required.

PITCH COUNT RULES

(CONTINUED)

Pitchers league age 15-18 must adhere to the following rest requirements:

- If a player pitches 76 or more pitches in a day, four (4) calendar days of rest must be observed.
- If a player pitches 61 - 75 pitches in a day, three (3) calendar days of rest must be observed.
- If a player pitches 46 - 60 pitches in a day, two (2) calendar days of rest must be observed.
- If a player pitches 31 - 45 pitches in a day, one (1) calendar day of rest must be observed.
- If a player pitches 1-30 pitches in a day, no (0) calendar day of rest is required.

(e) Each league must designate the scorekeeper or another game official as the official pitch count recorder.

(f) The pitch count recorder must provide the current pitch count for any pitcher when requested by either manager or any umpire. However, the manager is responsible for knowing when his/her pitcher must be removed.

(g) The official pitch count recorder should inform the umpire-in-chief when a pitcher has delivered his/her maximum limit of pitches for the game, as noted in regulation VI (c). The umpire-in-chief will inform the pitcher's manager that the pitcher must be removed in accordance with Regulation VI (c). However, the failure by the pitch count recorder to notify the umpire-in-chief, and/or the failure of the umpire-in-chief to notify the manager, does not relieve the manager of his/her responsibility to remove a pitcher when that pitcher is no longer eligible.

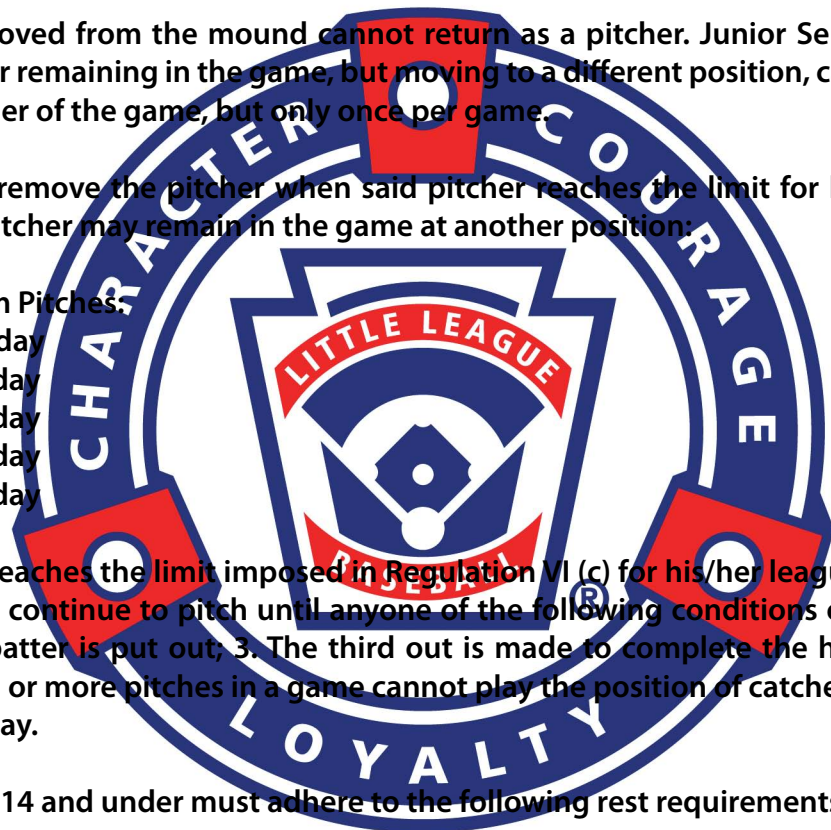
(h) Violation of any section of this regulation can result in protest of the game in which it occurs. Protest shall be made in accordance with Playing Rule 4.19.

(j) A player who has attained the league age of twelve (12) is not eligible to pitch in the Minor League. (See Regulation V - Selection of Players)

(k) A player may not pitch in more than one game in a day. (Exception: In the Big League Division, a player may be used as a pitcher in up to two games in a day.)

(l) Players selected from the pool to play for another team are ineligible to pitch for that team.

(m) A pitcher who delivers 41 or more pitches in a game cannot play the position of catcher for the remainder of that day.



NOTES:

1. The withdrawal of an ineligible pitcher after that pitcher is announced, or after a warm-up pitch is delivered, but before that player has pitched a ball to a batter, shall not be considered a violation. Little League officials are urged to take precautions to prevent protests. When a protest situation is imminent, the potential offender should be notified immediately.

2. Pitches delivered in games declared "Regulation Tie Games" or "Suspended Games" shall be charged against pitcher's eligibility.

3. In suspended games resumed on another day, the pitchers of record at the time the game was halted may continue to pitch to the extent of their eligibility for that day, provided said pitcher has observed the required days of rest.

Example 1: A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes on the following Thursday. The pitcher is not eligible to pitch in the resumption of the game because he/she has not observed the required days of rest.

Example 2: A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes on Saturday. The pitcher is eligible to pitch up to 85 more pitches in the resumption of the game because he/she has observed the required days of rest.

Example 3: A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes two weeks later. The pitcher is eligible to pitch up to 85 more pitches in the resumption of the game, provided he/she is eligible based on his/her pitching record during the previous four days.

Note: The use of this regulation negates the concept of the "calendar week" with regard to pitching eligibility.

Canyon Creek Little League has furnished the complete copy of the Little League Baseball® Pitch Count Regulation Guide to all board members, managers and coaches. Canyon Creek Little League will document pitch counts by use of a Little League® Baseball Game Pitch Log (exhibit on page 25) as well as Little League Baseball® Pitcher Eligibility Tracking Forms (exhibit on page 26) that will be signed by both opposing managers. A scorekeeper or volunteer can be assigned to perform pitch count entries; however each manager owns the accuracy and accountability of the pitch count.

Completed pitch logs and eligibility tracking will follow the same routing as the score sheet to the President of Canyon Creek Little League or the assigned board representative.

FIRST-AID TRAINING

All Canyon Creek Little League managers and coaches receive first-aid training. First-aid kits are located at each field within the equipment lockers. At least one representative of each team must attend. Little League Baseball® uses an acronym called PRICES to help remember the basics of first aid.

- Protection – When a player feels pain or just "something wrong," he or she should stop immediately to protect the area from further harm. If a player "plays through the pain," he or she risks further injury, delayed recovery and more pain.
- Rest – Not playing until recovery is complete; don't use the arm, stay off the leg or use a crutch to properly rest a limb if appropriate.
- Ice – should be applied as soon after an injury as possible to reduce swelling and inflammation. Apply ice for no more than 5 - 10 minutes and then remove it for 5 - 10 minutes, repeating the cycle several times. Apply the ice over a towel or other dressing, and make sure the skin does not come in direct contact with the ice. Ice the area several times each day. Be careful to watch the skin color to avoid damage to the skin; when the skin is pink for light-skinned players or darker for dark-skinned athletes, remove the ice.
- Compress – the injured area to further reduce swelling, which if not controlled can put pressure on muscles and connective tissues, causing damage. Use elastic bandages, air casts or splints. This should be done carefully, as circulation can be restricted if done improperly; if throbbing begins, loosen the wrapping.
- Elevate – the area when possible above the heart to further reduce swelling.
- Support - Keep the limb supported and protected from further harm.

CONSCIOUS CHOKING-ADULT & CHILD

The American Red Cross recommends the following procedures for rendering aid to victims of conscious choking. Note that a victim is considered an adult over the age of 12 while a child is considered to be 1 through 12 years of age:

- Check the scene, and then check the victim.
- Have someone initiate emergency call to the emergency medical technician (San Ramon Valley Fire Protection District) per emergency call procedures.
- Obtain consent to help.
- Lean the victim forward and give 5 back blows with the heel of your hand in the space between the victim's shoulder blade and spine.
- Give 5 quick, upward abdominal thrusts.
- Continue back blows & abdominal thrusts until:
- Object is forced out.
- Victim can breathe or cough forcefully.
- Person becomes unconscious.

FIRST-AID TRAINING (CONTINUED)

UNCONSCIOUS CHOKING & CPR-ADULT & CHILD

In the event the victim becomes unconscious, the American Red Cross recommends the following procedures for rendering aid to victims of unconscious choking:

- If not already done, initiate emergency call per prior instruction.
- Lie the victim on a hard surface, tilt the head back (slightly less for children under 12 years old) and provide 2 rescue breaths.
- If chest does not rise, give 30 chest compressions with two hands in the center of chest (on lower half of the sternum). Compress 1 ½ to 2". For children under age 12, compress 1 to 1 ½". Compressions are to be completed in about 18 seconds.
- Look for an object.
- Remove if one is seen.
- Try two rescue breaths.
- Continue CPR until:
 - Another trained person takes over CPR for you.
 - Emergency medical technicians arrive.
 - You are too exhausted and unable to continue.
 - The scene becomes unsafe.
 - Signs of life return.

COACHES AND MANAGERS TRAINING

Canyon Creek Little League requires all coaches and managers to attend two different training seminars. For the most current and complete list of training seminars please visit our website at: www.canyoncreekll.org



CODE OF CONDUCT

The Canyon Creek Little League Code of Conduct has been adopted by the Board of Directors. This Code is enforced by the Director of Safety, the League President, and the League Directors. All league officers, participants, employees and volunteers are required to abide by this code. It is the job of the Director of Safety to author and/or make any revisions to this Code of Conduct from year to year, as necessary.

Canyon Creek Little League Code of Conduct

- Speed Limit 5 mph in roadways and parking lots while attending any Canyon Creek Little League function. Watch for small children around parked cars.
- No alcohol or tobacco allowed in any parking lot, field, or common areas within a Canyon Creek Little League complex. On an international level, new for 2010, Little League Baseball® has added verbage forbidding alcohol at the game site.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- Use Cross walks when crossing road ways. Always be alert for traffic.
- No Profanity.
- No Swinging Bats at any time within the walkways and common areas of a Canyon Creek Little League complex.
- No throwing balls against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, all gates should be closed and secured.
- No children under the age of 16 are to be permitted in the Snack Bars.
- No throwing baseballs at any time within the walkways and common areas of a Canyon Creek Little League complex.
- No throwing rocks.
- No horse play in walkways at any time.
- No climbing fences.
- No pets are permitted at games or practices.
- Only a player on the field and at bat may swing a bat (Age 5 - 12). Juniors (Age 13) on the field at bat or on deck may swing a bat. Be Alert of area around you when swinging bat while in the on deck position.
- Observe all posted signs. Players and spectators are to be Alert at all times for Foul Balls and Errant Throws.
- During game, players must remain in the dugout in an orderly fashion at all times.
- After each game, each team must clean up trash in dugout and around stands.

Failure to comply with this Code of Conduct may result in expulsion from the Complex.

SAFETY CODE

The Canyon Creek Little League Safety Code has been adopted by the Board of Directors and is enforced by the Director of Safety, the three League's Presidents, and the League Directors. All league officers, participants, employees and volunteers are required to abide by this code.

It is the job of the Director of Safety to make any revisions to the Safety Code from year to year, as necessary.
Canyon Creek Little League Safety Code

- Responsibility for Safety procedures should be that of an adult member of Canyon Creek Little League
- Arrangements should be made in advance of all games and practices for emergency medical services
- Managers, coaches and umpires should have training in first-aid. First-aid kits are located at each container box.
- Managers of the home team will own the responsibility of inspecting the field for holes, damage, stones, glass and other foreign objects prior to games or practices.
- In games where Umpires are presiding, the Umpire will ensure that field inspections have been carried out by the managers. Umpires have the discretion to call the game if it is determined that the field is not suitable for play.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play".
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.
- Procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League Baseball® approved protective helmets during batting practice and games.
- Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. NO EXCEPTIONS. Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when runner is returning to a base, head first slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field
- Parents of players who wear glasses should be encouraged to provide "safety glasses"
- Player must not wear watches, rings, pins or metallic items during games and practices.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bull-pen during a game and also during practices
- Managers and Coaches may not warm up pitchers anytime.
- On-deck batters are not permitted
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus, endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)

INJURY REPORTING PROCEDURES

The following reporting procedures should be used by all managers, coaches, parents, umpires, and volunteers concerning injuries.

What to report - An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Director of Safety. The terms "medical treatment and/or first aid" 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 time; or (b) any event that has the potential to require medical assistance must be reported promptly.

When to report - All such incidents described above must be reported to the Director of Safety within 24 hours of the incident. The Director of Safety for 2011 is Michael Kanceljak, and he can be reached at the following:

Email: safety-officer@ccllbb.org

How to make the report - reporting incidents can come in a variety of forms. Most typically, they are by way of Incident/ Injury Tracking Report (exhibit page 27). 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.

Director of Safety's Responsibilities - The Director of Safety will receive this injury report and will enter it into the league's safety database. 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 Canyon Creek Little League's insurance coverage through CHARTIS® and the provisions for submitting any claims for reimbursement.

If the extent of the injuries are more than minor in nature, the Director of Safety shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

When the injury requires the player to miss 2 weeks or more it is mandatory that a player is brought up from the lower division and added to the teams roster.

CANYON CREEK LITTLE LEAGUE INJURY REPORT

Player Injured: _____

Date of Injury: _____ Age: _____ Sex: M F

Time of Injury: _____

Name and phone number of person filling out this form: _____

Player Injured Address: _____

Player Injured Phone #: _____ Field: _____

Exact location injured on the playing field: _____

Incident occurred during: Game Practice Other

Detail: _____

What was the injured player doing when the incident occurred? _____

Who else was involved? _____

What specific parts of the body were injured? _____



IMMEDIATE ACTION TAKEN (Please Check)

No treatment of injury:

First aid administered: Type of first aid: _____

Taken to a physician: Person's name escorting injured player: _____

Taken to hospital: Hospital name: _____

Was a parent / relative / guardian notified: Yes No

If "YES": Name and relationship to injured player: _____

FOLLOW UP

Please explain any follow up action taken by the coach.

(Example: Coach calls injured player at home)

Comments or suggestions on how this injury could be avoided in the future:

COMPLETE AND MAIL (OR E-MAIL) WITHIN 24 HOURS OF THE INCIDENT TO:

Michael Kanceljak, League Safety Officer

PO BOX 2639 · San Ramon, CA 94583

(This form is used by CCLL for statistics and safety purposes. This is not an insurance form.)

GENERAL HEALTH

PHYSICAL EXAMS - With regard to the general health of its participants, Canyon Creek Little League includes the following wording in its Registration Booklet:

"While physical exams are not required by league policy, Little League Baseball® strongly recommends that participants be in good general health. If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your leagues' Player Agent. Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem."

MEDICAL APPROVAL AND RELEASE - Although not required, the Medical Approval and Release form is provided to all managers. This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (i.e. allergies, etc.). Managers are strongly encouraged to obtain a completed Release for each of the players on their team and are instructed to have these forms with them for every practice and game.

COMMUNICABLE DISEASE PROCEDURES - While the risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach or other disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Managers, coaches, umpires, and volunteers with bleeding or oozing skin should refrain from all direct athletic care until condition is resolved.
- Contaminated towels should be disposed of or disinfected properly.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings and other articles containing body fluids.

Copies of the Code of Conduct, the Safety Code, and the Manager's Expectations are provided to each manager. It is expected that the manager provide each member of his or her team with a copy of each of these. The Code of Conduct and the Safety Code were listed previously in this document. The Manager's Expectations can be found on the following page.

MANAGER'S EXPECTATIONS

WHAT DO I EXPECT FROM MY PLAYERS?

- To be on time for all practices and games.
- To always do their best whether in the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

WHAT DO I EXPECT FROM YOU AS PARENTS AND FANS?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.

Finally, don't expect the majority of children playing Little League Baseball® to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits!

SOME IMPORTANT DO'S AND DON'TS

Do ...

- Reassure and aid children who are injured, frightened, or lost
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices
- Keep your "Prevention and Emergency Management of Little League Baseball® and Softball Injuries" booklet with your first-aid kit.
- Assist those who require medical attention - and when administering aid, remember to ...
- LOOK for signs of injury (Blood, Black-and-blue deformity of joint etc.).
- LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Have your players' Medical Clearance Forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

DON'T ...

- Administer any medications
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.)
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game
- Hesitate to report any present or potential safety hazard to the Director of Safety immediately.

STORAGE CONTAINER PROCEDURES

The following applies to all of the storage containers used by Canyon Creek Little League and apply to anyone who has been issued a key by Canyon Creek Little League to use those containers.

- All individuals with keys to the Canyon Creek Little League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Director of Safety or another Board member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, check your team's equipment often. Locking storage container is always mandatory.

CONCLUSION

I wish to thank all of you who helped make the 2010 in Canyon Creek Little League a safe and rewarding year and look forward to working with all of you in 2011. Remember, safety is everyone's job and prevention is the key to reducing accidents. If you ever have a question or suggestion, please don't hesitate to contact me. Thank you and let's make this year the best in our 31 years of Canyon Creek Little League.

Michael Kanceljak
Director of Safety



Little League Volunteer Application -2011

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 _____
 Cell Phone _____ Business Phone _____
 E-mail Address: _____
 Date of Birth _____
 Occupation _____
 Social Security # (mandatory upon request or with LexisNexis) _____
 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): 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 _____
_____	_____
_____	_____

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct a background check on me, which may include a review of sex offender registries, 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 _____
 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 *LexisNexis
 *Please be advised that if you use LexisNexis 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.

FIELDS

COYOTE CROSSINGS

3495 Rosinress Drive
San Ramon, CA 94583

COYOTE CREEK

8700 Northgale Ridge Road
San Ramon , CA 94582

HIDDEN HILLS

12995 Harcourt Way
San Ramon, CA 94582

HIDDEN VALLEY

10907 Albion Road
San Ramon, CA 94582

GALE RANCH 1

6400 Main Branch Road
San Ramon, CA 94582

GALE RANCH 2

6400 Main Branch Road
San Ramon, CA 94582

BOLLINGER WEST

2300 Talavera Drive
San Ramon, CA 94583

BOLLINGER EAST

2300 Talavera Drive
San Ramon, CA 94583

TWIN CREEKS

2785 Marsh Drive
San Ramon, CA 94583



2011 Qualified Safety Program Registration Form



Registering your qualified safety plan is as easy as 1, 2, 3!

- 1) Complete all four sides of this Registration Form;
- 2) Complete the 2011 Little League Baseball and Softball National Facility Survey;
- 3) Submit **both** forms *with* your complete safety plan — including *all 13 minimum requirements clearly detailed* — with

a **postmark** no later than *May 1, 2011*. This will register your safety program with Little League International (see pages 2.1-2.3 for more information). Due to the volume of plans received, plans may be submitted starting Jan. 1, 2011.

Approved safety plans will win your league a cash award based on the number of teams your safety plan covers, if you carry Little League Chartis Insurance. In addition, your program will automatically be entered in the 2011 ASAP Awards!

District Administrators: To earn the district incentive for ASAP participation, a district's league plans must be *submitted to and approved by Little League International by April 1*. This is different than the league deadline and requirement.

Districts achieving **86%** or better of their leagues submitting a qualified safety plan by April 1 will earn a **\$350 credit**.

Districts achieving **70%-85%** of their leagues submitting a qualified safety plan by April 1 will earn a **\$150 credit**.

This Registration Form **MUST** Accompany Safety Plan Submission

League Name _____ League I.D. # _____
 City _____ State _____ League I.D. # _____
 (If league operates more than one charter, please list all:) League I.D. # _____

League Safety Officer _____	League President _____
Address _____	Address _____
City _____	City _____
State _____ Zip Code _____	State _____ Zip Code _____
Work Telephone () _____	Work Telephone () _____
Home Telephone () _____	Home Telephone () _____
Cell/Pager Number () _____	Cell/Pager Number () _____
Email _____	Email _____

Items included with this application form:

of pages of league's safety program outline: _____

of non-returnable photographs: _____

Person submitting application (if different from above):

Name _____ Title _____

Address _____ City _____

State _____ Zip Code _____ Telephone () _____

Signature _____ Date _____

Name and signature of professional photographer to be credited and granting permission for reproduction of photographs (if applicable)

Return this form and 2011 LL Facility Survey, along with supporting safety manual, to:

Mailing Address: ASAP Award Program
 Little League International
 P.O. Box 3485
 Williamsport, PA 17701

Shipping Address: ASAP Award Program
 Little League International
 539 U.S. Route 15 Hwy.
 So. Williamsport, PA 17702

Return by April 1st to meet DA incentive or no later than May 1st for basic requirement

Over →

Qualified Safety Plan Requirements



Making It "Safer For The Kids"

These two pages contain the 13 minimum requirements for your safety plan to qualify for the cash award if you take Little League Chartis player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. ***This form does not constitute a safety program.*** Please submit the safety manual that was distributed to league personnel, as well as any other supporting pieces illustrating your safety program. Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.). **Judging:** All judging will be conducted based on the material submitted. Non-original, or copied, safety plans will not be considered for the awards portion.

- Please list dates when training was/will be held; and where each requirement can be found in your plan.
- **Please note: Leagues are required to conduct a background check for sexual abuse offenses for all applicable personnel. See Requirement 4. This is a regulation for all leagues: See Regulation I(b), Reg. I(c)8 and I(c)9.** This begins with leagues using the Little League Volunteer Application Form.

*** Please List Page Number Where Each Item Below Is Located In Your Safety Plan**

- 1. Have active safety officer on file with Little League International** **1. Page: _____**
- 2. PUBLISH and distribute a paper copy of the applicable safety manual to volunteers** **2. Page: _____**
 - The intent is to print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
 - While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.
 - Samples can be found in the example safety manuals on the CD or LL web site.
 - Include all relevant material for coaches, including these minimum standards.
 - Keep a copy for your league. Send a copy to your DA or District Safety Officer. Little League International does not keep copies for leagues' future use.
- 3. Post and distribute emergency and key officials' phone numbers** **3. Page: _____**
 - Include emergency procedures for handling injuries and who to contact to track/report them.
 - Include emergency phone numbers for ambulance, police, fire department, etc.
 - Include league president and safety officer, consider head umpire, board members.
- 4. Use 2011 Volunteer Application Form and check for sex abuse** **4. Page: _____**
 - Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams **must fill out application form as well as provide a government-issued photo identification card for ID verification.** Check name spellings and numbers for accuracy.
 - Must conduct a search of the Department of Justice's *nationwide* sex offender registry, using 2011 Volunteer Application Forms, on all applicable volunteers.
 - Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website (www.littleleague.org.)
 - May conduct nationwide criminal background check using resources such as *LexisNexis*.
 - Anyone **refusing** to fill out Volunteer Application is **ineligible** to be even league member.
 - League president must retain these confidential forms for the year of service.
 - Do not send in volunteers' forms; blank copy of league's application form from correct year should be sent.
- 5. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)** **5. Page: _____**
 - *It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.*
 - Document date, location, who is required to attend and who did attend. Intent is to provide training to ALL coaches and managers; *minimum of one participant per team.*
 - Training qualifies volunteer for 3 years; but one team representative still required each year.
 - High school, college or experienced league coaches can be great resources.
 - Districts can assist by providing training sessions on a district-wide basis.
 - Training should be modified annually to meet the local needs of players and their facilities.

5. Date Was/ Will Be Held: _____
5. Date Was/ Will Be Held: _____

Qualified Safety Plan Requirements



Making It “Safer For The Kids”

- 6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending**

 - *It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.*
 - Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training.
 - Other individuals who attend various outside first aid training and courses are **not** exempt.
 - Document date, location, who is required to attend and who did attend. Again, the intent is to provide training to ALL coaches/managers; *minimum of one participant per team.*
 - Training qualifies volunteer for 3 years, but one team representative still needed each year.

6. Page: _____

6. Date Was/ Will Be Held: _____

6. Date Was/ Will Be Held: _____
- 7. Require coaches/umpires to walk fields for hazards before use**

 - Recommend leagues use form to track and document any facility issues needing to be fixed.
 - Common sense activity — look for rocks, glass, holes, etc.
 - Specify who is responsible for doing this — home coach, visitors, umpire, or all?

7. Page: _____
- 8. Complete the 2011 ANNUAL Little League Facility Survey**

 - A requirement each year, can help leagues find and correct facility concerns.
 - Provided with mailing to League Safety Officers, also available from web site — facilitiesurvey.musco.com or email asap@musco.com
 - Excel spreadsheet included on CD for easy filing, recording for future use and records.
 - *Keep a copy on file* for future needs; Little League does not maintain copies of surveys.

8. Page: _____
- 9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures**

 - Local restaurant operators are good resources for training assistance.
 - Training should also cover safe use, care and inspection of equipment.
 - See concession suggestions: April and June, 2000, issues of ASAP News available on Little League’s website and Safety Officer Manual CD.

9. Page: _____
- 10. Require regular inspection and replacement of equipment**

 - Inspect equipment before each use by coaches and umpires.
 - Don’t just discard bad equipment: destroy it or make it unusable to stop children from attempting to “save it” from waste.
 - Recommend use form to remind coaches and to track equipment needs.

10. Page: _____
- 11. Implement prompt accident reporting, tracking procedure**

 - Accident forms to safety officer within 24-48 hours of incident is common.
 - Forms are available through Little League website and now on CD.
 - Track “near-misses” as a proactive tool to evaluate practices and avoid future injuries.
 - Share information on accidents and “near-misses” with District staff.

11. Page: _____
- 12. Require a first-aid kit at each game and practice**

 - Many leagues have a complex, but each team needs some form of first-aid kit for off-site practices or travel/tournament games.
 - Local hospitals and medical supply companies are good sources.
 - If necessary, fund through special drive.

12. Page: _____
- 13. Enforce Little League rules including proper equipment**

 - Most Little League rules have some basis in safety — follow them.
 - Ensure players have required equipment at all times, even catchers warming up during infield.
 - Make sure coaches and managers enforce rules at practices as well as games.
 - Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.
 - Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.

13. Page: _____