



VALLEY CENTER LITTLE LEAGUE

2011

SAFETY MANUAL



www.valleycenterll.com

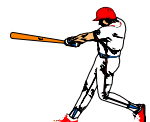
Table of Contents



Mission Statement.....	3
Safety Code.....	3-5
Suggestions for Improved Safety.....	5
Basic Code of Conduct.....	5
Emergency Procedures & Phone Numbers.....	5-6
Facility Survey.....	6
Training.....	7
Medical Release Form.....	7
Basic First Aid.....	7
Accident Reporting.....	8
Weather.....	9-10
Concession Stand Safety.....	10
How the Insurance Works	11
Conditioning.....	12
Operation of Equipment.....	13
Volunteer Application Form.....	13-14
Appendix B Medical Release.....	15
Appendix C Basic Code of Conduct	16
Appendix D Players Code of Conduct	17
Appendix E Activities/Reporting.....	18
Appendix F Concession Stand Safety.....	19-20

Valley Center Little League Safety Mission

To provide the safest possible environment for our players, fans, managers, coaches and umpires by adhering to a safety code that will not be



Safety Code

The Board of Directors of Valley Center Little League has mandated the following Safety Code. It is the responsibility of every adult member of Valley Center Little League to understand and implement this Safety Plan. All Managers and Coaches will read this Safety Code and acknowledge adherence by signing the document in Appendix A and returning it to the Safety Officer.

A. Safe Playing Area

Regular safety inspections of all fields (practice & games), structures and dugouts are the best way to eliminate conditions that cause accidents. Managers, Coaches and Umpires should routinely check playing areas.

- ❑ Managers, Coaches and umpires shall inspect play area for holes, damage, stones, glass and other foreign objects prior to games and practices. Unsafe field conditions must be reported to the Safety Officer and condition must be corrected before play may resume.
- ❑ Do not practice or play games when weather or field conditions are unfavorable, or when there is inadequate lighting. The umpire has the final say as to whether a game can continue or not.
- ❑ Store all team equipment in dugouts, 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 dugouts during games and practice sessions.
- ❑ Responsibility for keeping bats and loose equipment off of the playing field should be that of a player assigned for this purpose or the team’s manager and designated coaches.
- ❑ All gates to the field must remain closed at all times. After players have entered the playing field, gates should be closed and secured.
- ❑ Anchored bases will not be used at any time.
- ❑ On-deck batters are not permitted, except in Juniors. No player may swing a bat during practice or games unless the player is up at bat.
- ❑ No one is allowed on the field of play with open wounds at any time. Wounds should immediately be treated and properly bandaged.

A. Safe Equipment

All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. Managers, coaches and umpires own this responsibility.

- ❑ Composite Bats that meet the Ball Exit Speed Ratio (BESR) and the Accelerated Break In (ABI) procedure are approved for Juniors only.
- ❑ Before each game or practice, inspect the condition and proper fit of equipment. Replace any unsafe equipment. Discard and destroy rejected equipment to prevent salvaging and reuse.
- ❑ Batters must wear Little League approved protective helmets during batting practice and games. Base runners must also wear helmets.



- ❑ Helmets cannot have any stickers unless placed there by the manufacturer.
- ❑ Catchers must wear catcher's helmet, mask, throat protector, 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, especially infielders to wear protective cups and supporters during practices and games.
- ❑ Catchers must wear catcher's helmet, mask and throat protector and protective cup with athletic supporter at all times when warming up pitchers.
- ❑ Catchers must wear a catcher's mitt (not a first baseman's mitt or fielders glove) of any size or weight consistent with protecting the hand.
- ❑ Shoes with metal spikes are not permitted. Shoes with molded cleats are permissible. Note baseball cleats are different than soccer cleats in that they have a plastic molded spike in the toe for better traction. Baseball cleats are thus recommended.
- ❑ Parents of players who wear glasses are encouraged to provide "safety glasses".
- ❑ Players must not wear watches, rings, pins or metallic items except for emergency bracelets (which must be taped in place) during games and practices.
- ❑ Managers will only use Official Little League balls.
- ❑ Bats must be Little League approved with a BPF 1.15 rating.
- ❑ Bats with the gripping tape starting to unravel must not be used until repaired. Bats with dents or that are fractured in any way must not be used.
- ❑ Managers and coaches should make sure helmets fit properly.



A. Safe Procedures

Managers and Coaches include:

- ❑ Managers and designated coaches and umpires will be trained in first-aid procedures as defined by the Mandatory Coaches Training section of this Safety Manual.
- ❑ Managers will have players' medical forms (as shown in Appendix B) at all games and practices.
- ❑ Each team will have access to a fully stocked first-aid kit that must be present at all games and practices.
- ❑ Managers and coaches will have a means to contact emergency medical services during games and practices (i.e. cell phones).
- ❑ Coaches should emphasize that 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.
- ❑ All pre-game warm-ups should be supervised by a coach and performed within the confines of the playing field and not within areas that are frequented by spectators (i.e. playing catch, swinging bats and etc.)
- ❑ Headfirst slides are not permitted except when a runner is returning to a base.

- ❑ At no time should “horse play” be permitted on the playing field.
- ❑ Managers and coaches may not warm up pitchers before or during a game. This includes standing at backstop during practice as an informal catcher for batting practice.
- ❑ No alcohol or drugs are allowed on the premises at any time.
- ❑ Managers will never leave an unattended child at a practice or game.
- ❑ Speed Limits are 5 miles per hour in all parking lots and roadways.
- ❑ No medication will be taken at the facility unless administered directly by the child’s parent. This includes aspirin and Tylenol.

Suggestions for Improved Safety

Any comments or suggestions regarding this safety code should be made to the Safety Officer. Suggestions from coaches, parents and players concerning ways to improve safety are welcome. E-mail suggestions to the leagues Safety Officer, contact information is defined in the list of VCLL Board of Directors.



Basic Code of Conduct

Managers and Coaches

The Board of Directors of Valley Center Little League has mandated the Code of Conduct as defined in Appendix C. All managers and coaches will read the Code of Conduct, sign and return it to the Safety Officer. The signature acknowledges that he/she understands and agrees to comply with the Code of Conduct.

Players

Appendix D is a Players Code of Conduct that can be used with a team’s players to define the expectations of each player (and parents). This form is encouraged but can be used at the manager’s discretion.

Emergency Procedures & Phone Numbers

In Case of Emergency:

- Provide or assist in obtaining medical attention for those who require it.
- Notify parents or emergency contact as soon as possible
- Know your limitations and degree of training.
- **Never** administer any medication.
- **Never** provide food or any beverage other than water.
- Get help when providing first aid or CPR.
- Don’t transport an injured person.
- Report any incident or potential safety hazard to the Safety Officer.

Emergency Phone Numbers

Emergency	911
San Diego County Fire Station 72 (Non Emergency)	1-760-751-7600



San Diego Sheriff (Valley Center Substation) (Non Emergency)	1-760-749-1303
Palomar Hospital Emergency Room	1-760-739-3300

VCLL Board of Directors

Please visit our website at www.valleycenterll.com for the most up-to-date listings.

President	Bill Layne	1-760-473-2113
VP of Player Operations	Lance Klem	1-949-278-0337
Secretary	Christina Mahrenholz	1-760-215-4918
Treasurer	Dean Gittleson	1-760-488-2350
Umpire-in-Chief	John Thompkins	1-760-449-1447
Safety Officer	Chad Gustine	1-619-990-2068
Player Agent	Roy Stevenson	1-760-518-4877
Information Officer	Tony Katzdorn	1-760-751-0530

Facility Survey

Each year the Safety Officer will assure a facility survey is conducted in accordance with Little League's ASAP program. This form can be found at the Little League web site (Forms and Publications):

<http://www.littleleague.org>

Training

Mandatory Coaches Training-Fundamentals and First Aid

Each year Valley Center Little League will provide and require 1) Fundamentals training (i.e. hitting, sliding, fielding, pitching and etc.) and 2) First Aid training. At least one coach or manager from each team must attend. Training qualifies a volunteer for 3 years; but one team representative is still required each year to attend the training.

First Aid Kits

A First Aid Kit will be located in the storage area of each dugout. The concession stand will also have a First Aid Kit and a Safety Manual in plain sight at all times. Ice packs will be available at the concession stand when open. Managers which participate in off-site tournaments or chose to practice off site must have a First Aid kit with them at all times. Extra First Aid kits will be available. See the league Safety Officer for check out. Call the Safety Officer for replenishment as needed.

Medical Release Form

All players are required to have a Medical Release form on file with the team manager. The Team Manager must assure the forms are present at all games and practices, no exceptions. The form is available on the league's web site and is shown in Appendix B.

Basic First Aid

Partial or Complete Airway Obstruction in Conscious Victim

Symptoms may include: Weak cough; high-pitched crowing noises during inhalation; inability to breathe, cough or speak; gesture of clutching neck between thumb and index finger; exaggerated breathing efforts; dusky or bluish skin color.

The Heimlich Maneuver:

- ☐ Stand behind the victim.
- ☐ Reach around victim with both arms under the victim's arms.
- ☐ Place thumb side of fist against middle of abdomen just above the navel.
- ☐ Grasp fist with other hand.
- ☐ Give quick, upward thrusts.
- ☐ Repeat until object is coughed up.



CPR

While it isn't mandatory at this time, the VCLL will make available to any manager or team representative (one person per team) CPR training. The team manager should determine in advance who (coaches, parents and etc.) is CPR certified/trained. **NOTE: CPR should only be administered by a person knowledgeable and trained in the technique.**

Accident Reporting

What to Report

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the safety officer. This includes passive treatments such as the evaluation and diagnosis of the extent of the injury. If a player leaves a game for medical reasons, a report must be filed.

When to Report

Report all incidents to the Safety Officer *within 48 hours*. The Safety Officer can be reached at the contacts listed previously under the list of VCLL Board of Directors. If the Safety Officer is unavailable, contact the Board President.

How to Make the Report

Typically, reports will be made by telephone, however any other method is acceptable. As a minimum, reports must contain:

- ❑ The name and phone number of the individual involved
- ❑ The date, time and location of the incident
- ❑ A detailed description of the incident
- ❑ An estimation of the extent of any injury
- ❑ The name and phone number of the person reporting the injury

Appendix E is an "Activities/Reporting" form that may be used to report an incident or as a guide to report an incident by telephone.

Safety Officer's Responsibilities

Within 48 hours of receiving an incident report, the Safety Officer will contact the injured party or the party's parents. The information received will be verified. The status of the injured party will be discussed. In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) the parent or guardian will be advised of the Valley Center Little League's insurance coverage and the provisions for submitting claims.

If the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to check on the status of the injuries. The Safety Officer shall offer assistance regarding insurance 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).

A signed Doctor's Release Form must be submitted to the safety officer before the injured party can resume any league activity.

Weather

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

Rain:

If it begins to rain:

- ❑ Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
- ❑ Determine the direction the storm is moving.
- ❑ Evaluate the playing field as it becomes more and more saturated.
- ❑ 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 strike 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 strikes 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 strike 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 mile away!



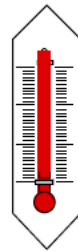
If you can **HEAR, SEE OR FEEL** a **THUNDERSTORM**:

- ❑ ***Suspend all games and practices immediately.***
- ❑ Stay away from metal including fencing and bleachers.
- ❑ Do not hold metal bats.
- ❑ 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.

Hot Weather

Occasionally, we are subject to very hot weather. Precautions must be taken in order to make sure the players on your team do not **dehydrate** or **hyperventilate**.

- ❑ Suggest players take drinks of water when coming on and going off the field between innings.
- ❑ If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout or other shelter A.S.A.P.



- ❑ 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.

Ultra-Violet Ray Exposure:

This kind of exposure increases and 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, VCLL will recommend the use of sunscreen with a SPF (sun protection factor) of at least 15 as a means of protection from damaging ultra-violet light.



Concession Stand Safety

The Concession Stand at Valley Center Little League is not operated by the league, but is controlled by an independent contractor. The contractor is responsible for the training of their employees and volunteers. Any issues concerning the Concession Stands should be directed to contractor or to the league president. See Appendix F for Concession Stand Safety Best Practices.

How the Insurance Works

1. First have the child's parents file a claim under their insurance policy; Blue Cross, Blue Shield or any other insurance protection available.
2. Should the family's insurance plan not fully cover the injury treatment, the Little League CNA 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 CNA 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, all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent's/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 the injury on the form. Claims must be filed with the VCLL 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 VCLL Safety Officer for more information.

Conditioning

Conditioning is an intricate part of accident prevention. Extensive studies on the effect of conditioning, commonly known as “warm-up,” have demonstrated that:

- ❑ The stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness.
- ❑ Such drills also help develop the strength and stamina needed by the average youngster to compete with minimum accident exposure.

The purpose of stretching is to increase flexibility within the various muscle groups and prevent tearing from overexertion. Stretching should never be done forcefully, but rather in a gradual manner to encourage looseness and flexibility.

Hints on Stretching

- ❑ Stretch necks, backs, arms, thighs, legs and calves.
- ❑ Don't ask the child to stretch more than he or she is capable of.
- ❑ Hold the stretch for at least 10 seconds.
- ❑ Don't allow bouncing while stretching. This tears down the muscle rather than stretching it.
- ❑ Have one of the players lead the stretching exercises.



Heel Cord Stretches

Stand up against a wall. Reach one leg toward you. Keep the knee straight, heel on the ground, and toes pointed forward. Slightly bend the leg that's closer to the wall. Lean forward. You should feel the stretch along the back of your calf. Repeat with the other leg.



Head and Neck Circles

Make a circle with your head, going around first in one direction five times. Then reverse and make five circles in the opposite direction.



Low Back Stretches

Lie on your back, bring one knee up, and pull the knee slowly toward your chest. Hold and repeat three times. Switch legs and repeat.



Shoulder Stretches #1

Stand or sit, holding your flexing arm at the wrist with your other hand. Put your arm over your head and pull gently, feeling your upper arm against your head. You should feel the stretch inside your shoulder.



Shoulder Stretches #2

Stand or sit, holding onto the elbow of your flexing arm with your other hand. Gently pull your flexing arm across your chest. You should feel the stretch inside your shoulder, especially at the back.



Shoulder Stretches #3

Stand or sit with your flexing arm out to the side and your elbow bent. Move your arm back until you feel the stretch in the front of your shoulder.



Thigh Stretches #1

Sit on the floor. Stretch both legs out in front of you. Reach forward, touching your toes. Eventually, you want to lean forward far enough to put your head on your knees. You should feel the stretch along the backs of your legs.

Thigh Stretches #2

Sit on the floor with one leg stretched out in front of you. Bend the other knee and put your foot behind you. Lean backwards. You should feel the stretch along the front of your thigh.



Hints on Calisthenics

- ❑ Repetitions of at least 10.
- ❑ Have kids synchronize their movements.
- ❑ Vary upper body with lower body.
- ❑ Keep the pace up for a good cardio-vascular workout.

Operation of Equipment

Pitching Machine

The league has pitching machines in both the batting cages and in use on the fields at various times. While pitching machines are a proven safe and effective tool for hitting and fundamentals development, there are a few safety precautions to keep in mind.

- All operators should review the manual that came with the pitching machine for full safety guidelines.
- Only Managers and Coaches that are knowledgeable on the usage of the pitching machine will be allowed to operate it. Under no circumstances should players operate the machine.
- All operators should be cautious of loose clothing or dangling strings from their clothing while operating the pitching machine.
- Players should remain approximately 7 to 10 feet from the pitching machine. Players are not allowed to get near the pitching machines, even to retrieve balls.
- Use good judgment in setting the pitching machine's speed to the player's ability.
- In the case of inclement weather, the pitching machine should not be used.

Any team violating the safety rules may be suspended from usage of the pitching machine based on the discretion of the league president and/or safety officer.

Maintenance Equipment

The league has purchased various golf carts and other mechanical equipment. Board Members, Managers and Coaches are the only ones permitted to operate this equipment

Volunteer Application Form

The league requires completion of the official Little League Volunteer Application form for all managers, coaches, board members and other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive contact with players or teams. The form can be found on the Valley Center Little League web site and is shown on the following page for reference. A government-issued photo identification card will also be required for ID verification. Using the Volunteer Application the league will conduct sex offender background checks using an appropriate governmental database.

Appendix A Volunteer Application



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 **employer**

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.

Appendix B Medical Release



Little League Baseball®

Medical Release

NOTE: To be carried by any Regular Season or Tournament Team Manager together with team roster or eligibility affidavit.



Player: _____ Date of Birth: _____

League Name: _____ I.D. Number: _____

Parent or Guardian Authorization:

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: _____ Phone: _____

Address: _____

Hospital Preference: _____

In case of emergency contact:

Name	Phone	Relationship to Player

Name	Phone	Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Date of last Tetanus Toxoid Booster: _____

Mr./Mrs./Ms. _____

Authorized Parent/Guardian Signature

WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball/Softball.

Little League Baseball does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

Appendix C Volunteer Code of Conduct

Volunteer Code of Conduct

The Valley Center Little League Board of Directors has mandated the following Code of Conduct. All coaches and managers will read this Code of Conduct and sign in the space provided below, acknowledging that he or she understands and agrees to comply with the Code of Conduct. Return the signed Code of Conduct to the Safety Officer.

Valley Center Little League Code of Conduct:

No board member, manager, coach, player or spectator shall, **at any time**:

- ◆ Lay a hand upon, push, shove, strike, or threaten to strike an official.
- ◆ Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- ◆ Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike action.
- ◆ Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- ◆ Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- ◆ Be guilty of the use of profane, obscene or vulgar language in any manner at any time.

- ◆ Appear on the field of play, stands, or anywhere on the Little League complex while in an intoxicated state. Intoxicated will be defined as an odor or behavior issue.
- ◆ Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- ◆ Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- ◆ As a manager or coach, be guilty of mingling with or fraternizing with spectators during the course of the game.
- ◆ Speak disrespectfully to any manager, coach, official or representative of the league.
- ◆ Be guilty of tampering or manipulating any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- ◆ Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including expulsion from the game.
- ◆ Smoking is not permitted anywhere on the Valley Center ball fields.

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

I have read the Valley Center Little League Code of Conduct and promise to adhere to its rules and regulations.

Print name of Manager

Team name and division

Signature of Manager

Date

Coach #1

Coach #2

Appendix D Volunteer Code of Conduct

Players Code of Conduct

Coaching Philosophy

- To provide encouragement, guidance, and instruction so that the players may learn the game of baseball and its rules.
- To facilitate the players growth physically, mentally, and emotionally in order to enable them to achieve a great degree of confidence and self-esteem.
- **TO HAVE FUN!**
- To create an environment where the boys and girls enjoy playing the game. The energy they build up will be out of enthusiasm and desire.
- To develop a team that is skilled, cohesive and competitive by the end of the baseball season.

Player/Parent Responsibilities

- You are expected to be at all practices 10 minutes before we begin.
- Parents should return for pickup 10 minutes prior to the end of practice (or earlier if bad weather or darkness)
- You will be expected to be at all games 30 minutes before the game begins.
- When at practice it will be your responsibility to listen to all of the coaches.
- You will show respect at all times for yourself, your teammates, coaches, umpires, and the other team.
- You will encourage fair play.
- You will cheer in a positive manner for all players.
- You will not loudly criticize the opponents.
- You will let the coaches do the coaching.
- You will show respect for the umpires by not openly or otherwise criticizing them in any way that would undermine their authority in the eyes of the children.
- You will display good sportsmanship.

We have read, discussed, and understand the responsibilities and coaching philosophy of the VCLL program.

Player Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Appendix E Activities/Reporting Form

Activities/Reporting	A Safety Awareness Program's Incident/Injury Tracking Report			
League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____ Field Name/Location: _____ Incident Time: _____ Injured Person's Name: _____ Date of Birth: _____ Address: _____ Age: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female City: _____ State _____ ZIP: _____ Home Phone: () _____ Parent's Name (If Player): _____ Work Phone: () _____ _____ Parents' Address (If Different): _____ City _____				
Incident occurred while participating in: A.) <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger <input type="checkbox"/> TAD B.) <input type="checkbox"/> Challenger <input type="checkbox"/> T-Ball (5-8) <input type="checkbox"/> Minor (7-12) <input type="checkbox"/> Major (9-12) <input type="checkbox"/> Junior (13-14) <input type="checkbox"/> Senior (14-16) <input type="checkbox"/> Big League (16-18) C.) <input type="checkbox"/> Tryout <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event <input type="checkbox"/> Travel to <input type="checkbox"/> Travel from <input type="checkbox"/> Other (Describe): _____				
Position/Role of person(s) involved in incident: D.) <input type="checkbox"/> Batter <input type="checkbox"/> Baserunner <input type="checkbox"/> Pitcher <input type="checkbox"/> Catcher <input type="checkbox"/> First Base <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Short Stop <input type="checkbox"/> Left Field <input type="checkbox"/> Center Field <input type="checkbox"/> Right Field <input type="checkbox"/> Dugout <input type="checkbox"/> Umpire <input type="checkbox"/> Coach/Manager <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____				
Type of injury: _____ _____				
Was first aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____				
Was professional medical treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____ (If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)				
Type of incident and location: <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> A.) On Primary Playing Field <input type="checkbox"/> Base Path: <input type="checkbox"/> Running <i>or</i> <input type="checkbox"/> Sliding <input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched <i>or</i> <input type="checkbox"/> Thrown <i>or</i> <input type="checkbox"/> Batted <input type="checkbox"/> Collision with: <input type="checkbox"/> Player <i>or</i> <input type="checkbox"/> Structure <input type="checkbox"/> Grounds Defect <input type="checkbox"/> Other: _____ </td> <td style="vertical-align: top; width: 50%;"> B.) Adjacent to Playing Field <input type="checkbox"/> Seating Area <input type="checkbox"/> Parking Area C.) Concession Area <input type="checkbox"/> Volunteer Worker <input type="checkbox"/> Customer/Bystander </td> <td style="vertical-align: top; width: 50%;"> D.) Off Ball Field <input type="checkbox"/> Travel: <input type="checkbox"/> Car <i>or</i> <input type="checkbox"/> Bike <i>or</i> <input type="checkbox"/> Walking <input type="checkbox"/> League Activity <input type="checkbox"/> Other: _____ </td> </tr> </table>		A.) On Primary Playing Field <input type="checkbox"/> Base Path: <input type="checkbox"/> Running <i>or</i> <input type="checkbox"/> Sliding <input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched <i>or</i> <input type="checkbox"/> Thrown <i>or</i> <input type="checkbox"/> Batted <input type="checkbox"/> Collision with: <input type="checkbox"/> Player <i>or</i> <input type="checkbox"/> Structure <input type="checkbox"/> Grounds Defect <input type="checkbox"/> Other: _____	B.) Adjacent to Playing Field <input type="checkbox"/> Seating Area <input type="checkbox"/> Parking Area C.) Concession Area <input type="checkbox"/> Volunteer Worker <input type="checkbox"/> Customer/Bystander	D.) Off Ball Field <input type="checkbox"/> Travel: <input type="checkbox"/> Car <i>or</i> <input type="checkbox"/> Bike <i>or</i> <input type="checkbox"/> Walking <input type="checkbox"/> League Activity <input type="checkbox"/> Other: _____
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Please give a short description of incident: _____ _____				
Could this accident have been avoided? How: _____				
<p>This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.</p>				
Prepared By/Position: _____ Phone Number: (____) _____ Signature: _____ Date: _____				

Appendix F Concession Stand Safety Best Practices

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 foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., 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 foodborne 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 temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne 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 and 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. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

9. Ice.

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

13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

Volunteers Must Wash Hands

HOW



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.
Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand
when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

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