



SAFETY PLAN

2011

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Information and Forms
Questions: E-mail safety@eyll.com

EYLLL SAFETY PLAN OUTLINE

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1. INTRODUCTION

1.1. Safety Philosophy

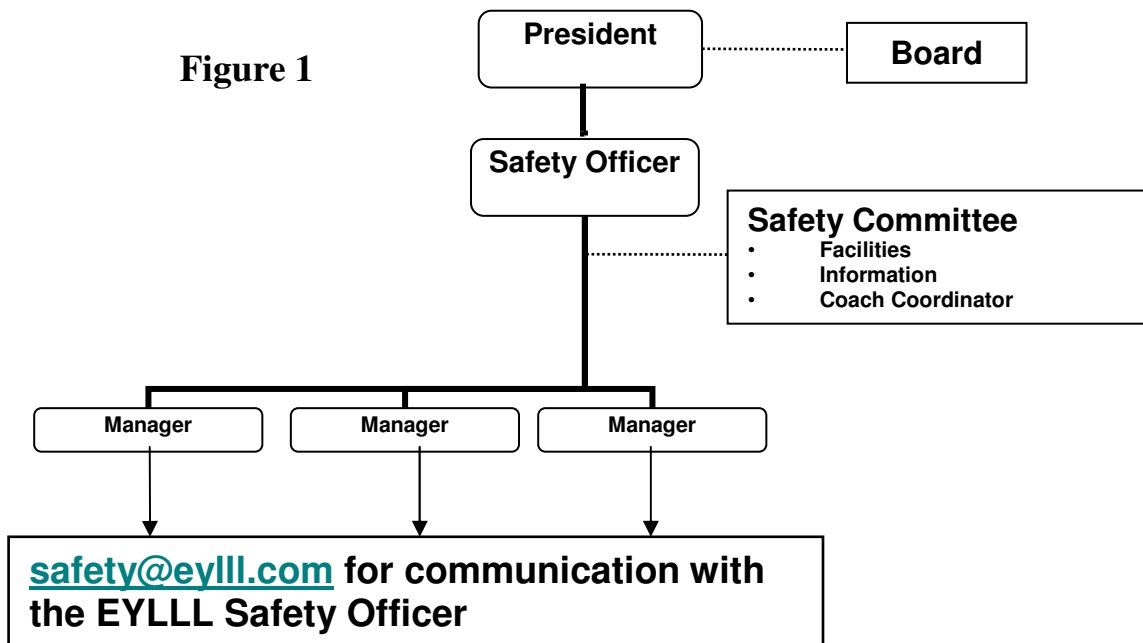
East Yorba Linda Little League (EYLLL) is totally committed to its Safety Program which is defined in the 2011 EYLLL Safety Plan. It is through compliance with this Plan and the belief that every accident can be prevented that the League intends to provide a safe environment for players, umpires, and spectators.

1.2. Purpose of the Plan

The EYLLL Safety Plan is the primary vehicle for documentation and communication of safety-related information to all those who must be aware of the rules and requirements needed to establish and maintain a safe environment. By clearly communicating these requirements to key people and those affiliated with the League, we are laying the groundwork to fully support our goal of providing a “safe environment”. The Safety Plan is meant to be a working document, which can be used as a continual reference to ensure safe practices are in place.

1.3. Safety Structure

The probability of smooth implementation of and compliance to the Safety Plan are all significantly improved by choosing the best structure. This structure, which is shown in the EYLLL Safety Program Structure (Figure 1) below, is simple and facilitates the communication of information to those responsible for the success of the Plan. It is the League’s belief that the Plan will only be as strong as the structure that supports it. In Section II, the responsibilities of all those identified in the structure will be defined.



Schools:

Placentia/Yorba Linda Unified	996-2550
Bernardo Yorba Middle	970-0650
Fairmont Elementary	970-0160
Glenknoll Elementary	970-0720
Travis Ranch Elementary/Middle	777-0584
Woodsboro Elementary	970-2474

2. RESPONSIBILITIES**2.1. The President and the Board**

The President and the Board must be the leaders in supporting the Safety Plan. Through their example, they must embody and embrace the attitude, principles and rules set forth in the Plan. In short, they must “walk the talk”. Anything less than a stellar effort from the President or any of the Board members would seriously jeopardize the goal of the Plan. It must be emphasized that the President and the Board must continue to be active participants in the “Safety Process” by always seeking to maintain and improve the safety environment in EYLLL. The President must run background checks on the Board, Managers, and Coaches, and all volunteers using the mandatory volunteer applications collected by the Coaching Coordinator.

2.2. EYLLL Safety Officer

The main responsibility of the EYLLL Safety Officer is to develop and implement the League’s Safety Program. It is his or hers’ energy and passion that will determine the ultimate success of the Program. Their ability to organize the Program and effectively communicate its policies and regulations will be the drivers for success. The EYLLL Safety Officer is the link with regard to safety matters between the Board of Directors and the managers, coaches, umpires, players, parents, spectators and any other third party on the complex. In this role, he/she must create awareness through education and timely dissemination of information regarding the opportunities that exist to make a safer environment for children and all participants of the League.

The EYLLL Safety Officer’s responsibilities include:

- Determining the composition of and staffing the Safety Committee.
- By serving as the Chairman of the Safety Committee, coordinate all the League’s safety activities.
- Keep the President and Board informed of all safety-related situations including “near misses” and accident prevention activities.
- Oversee the development and distribution of the Safety Plan.
- Coordinate the safety activities of the team managers (e.g., compliance, reporting, etc.)

- Ensure each team receives a fully-stocked First-Aid Kit and a fully-stocked First-Aid Kit is placed in the concession stand.
- Keep the First-Aid log. This log will list the place and types of accidents and injuries that are occurring, to whom, in which divisions (Senior, Junior, Majors, etc.) and at what times and under whose supervision.
- Analyze, correlate and summarize the data from the First-Aid log to determine the most effective method of future accident prevention.
- Schedule pre-season Skills, First-Aid, and CPR training for all Managers & Coaches.
- Act immediately to resolve unsafe conditions once a situation has been brought to his/her attention.
- Ensure that all accident reporting is done in a timely and correct manner.
- Coordinate the completion and submission of the Little League[®] Annual Facilities Survey.
- Coordinate inspection procedures which will include regular inspections and spot checks to assure compliance to the Safety Plan.
- Set up an electronic mailbox which is published on the League's website through which anyone can quickly communicate safety-related information to the Safety Officer.
- Collect all Volunteer Application Form and perform background checks for sex abuse

2.3. Safety Committee

The Safety Committee will assist the Safety Officer in the development and implementation of all facets of the Safety Program. The structure of the committee should be chosen to facilitate decision making on safety issues and communication of safety information to all relevant parties. The current committee meets these requirements and is composed of the following: (1) The Field Manager, (2) The Coach Coordinator, (3) The Treasurer who was the former Information Officer, and (4) the Umpire-in-Chief.

2.4. Supportive Functions

2.4.1. Field Manager

The Field Manager(s) are responsible for implementing the elements of the Safety Plan with regard to the playing and practice fields and the general facilities. After implementation, he/she must assure through inspection that the fields and facilities remain in compliance with the specifications put forth in the Plan.

2.4.2. Snack Shack Manager

The Snack Shack Manager is responsible for implementing the elements of the Safety Plan as they apply to the Snack Shack/Concession Stand. He or she will be responsible for training the Snack Shack workers and for

continuous inspection of the facility for compliance with the specifications set forth in the Safety Plan.

2.4.3. Equipment Manager

The Equipment Manager will ensure that the equipment each Team Manager receives prior to the start of practice meets the safety guidelines contained in the Safety Plan. He or she will also be responsible for replacing all damaged or faulty equipment and for purchasing, distributing, and replenishing the First-Aid Kits, which go to each Team.

2.4.4. Information Officer

The Information Officer will be responsible for engineering the EYLLL web site to accommodate relevant safety-related information (e.g., accident reporting forms, checklists, etc.). Also, he/she will need to place various safety messages, updates, and educational information on the EYLLL web site.

2.4.5. Coaching Coordinator

The Coaching Coordinator is responsible for establishing and implementing the Training Program for Managers and Coaches. This training is critical to the Safety Program and must include: (1) Skill Education, and (2) First-Aid and CPR Training. During the entire season, he/she must remain in close contact with the Manager and Coaches in order to educate and reinforce the principles of the Safety Plan. As a member of the Board and of the Safety Committee, a positive example set forth by him/her will be needed to give credibility to the Safety Program. The Coaching Coordinator must collect the Volunteer Applications from the Board, Managers, and Coaches, and all other volunteers and give them to the President to run background checks.

2.5. Managers

The Manager is the person appointed by the President and approved by the Board to be responsible for the team's actions on the field and to represent his or her Team in communications with the umpire and opposing team. The Manager is responsible for the safety of his/her players and for the actions of his/her designated Coaches. The Manager will always be responsible for the team's conduct, observance of official baseball and local rules, deference to umpires and most importantly, unwavering adherence to the rules and principles set forth in the EYLLL Safety Plan. He/she must make "safety" their number one priority and become the positive role model that the team can emulate. Because of the critical nature of the Manager's role in the Safety Program, it is important to

clearly state the safety-related responsibilities which the Manager will be required to perform. They are as follows:

Pre-Season, Practice and Games

- Take possession of this Safety Plan as supplied by EYLLL.
- Read and understand the Safety Plan and have it at all practices and games.
- Attend mandatory training session on First-Aid/CPR coordinated by EYLLL.
- Attend mandatory fundamental skills training coordinated by EYLLL.
- Have parents fill out players Medical Release Forms and have them at all practices and games and have a duplicate copy in the Snack Shack. The forms are in the Manager packets and are available on the EYLLL web site.
- Have a fully stocked First-Aid Kit at all practices and games.
- Adopt and emphasize a team philosophy of “Safety First”.
- Stress the importance of paying attention to “no horse-playing allowed”.
- Teach the players the proper fundamentals to ensure safe play.
- Teach the players how to slide and how to protect themselves at the plate.
- Have players wear sliding pads to assist in the prevention of cut or scrapes on their legs.
- Cover the basics of safe play before the first practice with an emphasis on prevention as the best method to approach safety.
- Return a signed copy of the EYLLL Managers and Coaches Code of Conduct to the EYLLL Safety Officer before the first game. **(See Appendix 1)**
- Abide by the EYLLL Code of Conduct contained in the 2011 Parent Information Handbook.
- Discuss safety issues at the initial team meeting with players and parents.
- Make sure all equipment is in first-rate working order and meets Little League® specifications.
- Make sure telephone access is available at all practices.
- Follow guidelines in Communicable Disease Procedures when bleeding is present **(See Appendix 2)**
- Review and be prepared to follow the Emergency Safety Guidelines **(See Appendix 3)** when at practice and games.
- Encourage players to bring sufficient water to practices and games.
- Make sure that players returning from an injury have a medical release signed by their doctor or they cannot play.
- Make sure that all male players are properly equipped and are wearing cups.
- Notify parents if their child has been injured no matter how small or insignificant the injury may be.
- Do not leave the field until all team members have been picked up by a known family member or designated driver.

- Prior to allowing players on the field for practice or a game, thoroughly inspect the field for potential dangers (e.g., holes, rocks, glass, damage to screens and fences, slippery areas, etc.) **(See Appendix 4)**
- Make sure each practice has two (2) Coaches or a Coach and team parent in case of an emergency.
- Do not expect more from players than they are capable of.
- Make sure warm-up routines have been completed by all players before practices and games.
- Ensure that only fully-equipped catchers, not adults, warm-up pitchers at practices and games (exception Single A). **(See Appendix 5)**

During the game, the Manager will:

- Be organized and maintain discipline at all times.
- Keep players alert, even those on the bench.
- Make sure all equipment is inside the dugout.
- Do not allow any food other than sunflower seeds and drinks in the dugout.
- Observe the “no on-deck” rule for batters.
- Get players to drink often so they do not dehydrate.
- Keep players off fences.
- Do not play players that are ill or injured.
- Attend to children that become injured.
- Do not lose focus by engaging in excessive conversation with parents or spectators.
- After the game, the Manager should report any injuries to the EYLLL Safety Officer and file an injury or accident report **(See Appendix 14)** using the guideline in the Reporting Section.
- Return the field to its pre-game condition per EYLLL policy.

Because of the key role of the Manager in the Safety Program and in providing a positive Little League® experience for players and families, they must adhere to the following standards and expectations:

- EYLLL Code of Conduct. **(see Appendix 1)**
- EYLLL Coaching Development and Expectations. **(see Appendix 6)**

In order to meet these standards, the Manager must not only know baseball and the Little League® and EYLLL local rules, but also display excellent character and leadership qualities.

2.6. League Members

All of the players and parents of EYLLL play a significant role in creating a safer environment for players, coaches, and spectators if they are active in reporting

any situation they believe to be potentially unsafe. There are many ways to bring these situations to light by raising the issue with the EYLLL Safety Officer, any Board member, a Manager or by e-mail to the EYLLL Safety mailbox at Safety@eylll.com. If the members work together with committed Managers and Board Members, then a powerful team will exist to ensure that EYLLL can do its very best to make the environment safe.

3. SAFETY SPECIFICATIONS BY AREA

3.1. General Facilities

3.1.1. Fields

3.1.1.1. Playing Fields

The condition and consistent maintenance of the playing field is critical to establishing and maintaining a safe playing environment. The following requirements and rules apply to these fields:

- Use break away bases on all fields.
- Use proper clay mixture for infield, including pitcher's mound, keeping clay loose and soft by constant maintenance and moisture.
- Keep all grass trimmed.
- Keep pitcher's mound, home plate and outfield free from holes and stumbling hazards.
- The backstops should be painted green for the safety of the catcher.
- Materials used to mark the field will consist of non-irritating white pigment (no lime).
- Chain-link fences will be checked regularly for holes and sharp edges which will be repaired or replaced accordingly.
- The yellow safety caps on top of the chain-link fences will be checked regularly for cracks and will be repaired or replaced accordingly.
- All dugouts must have bat racks.
- Dugouts will be clean and free of debris or sharp or protruding hazards at all times.
- Each field should have a defect free hose connector.
- Field must be watered after last game by Manager, Coach or designee.
- All score booths will have a working P.A. System with an emergency alarm.
- Managers must inspect the fields prior to games using the Field Safety Checklist. **(see Appendix 7)**
- Maintain a supply of tools and equipment to keep the fields in proper condition.

- Repair and replace broken or defective tools and equipment immediately.
- Manager must return the fields to their pre-game condition by following the Manager’s post-game checklist. **(See Appendix 8).**

3.1.1.2. Practice Fields

Practice fields are generally more numerous and varied than the playing fields. However, those items that apply from the playing field list in 3.1.1.1 should be done. Most importantly, the Manager must thoroughly inspect the practice field and determine if it is safe to play on. If there is any question, they should contact the EYLLL Safety Officer or a member of the Safety Committee. Their phone numbers can be found on the emergency phone number contact list.

3.1.2. Storage Sheds

The following items apply to all storage sheds:

- Must be organized and swept out weekly.
- All chemicals and other materials must be stored in their original containers, if possible, or be in a clearly labeled container which states their contents.
- All chemical and materials shall be separated from the equipment within these sheds.
- Dispose of outdated products immediately as recommended.
- Any loose chemicals and other materials within the sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.
- Will have a certified fire extinguisher inside and in plain sight.
- If gasoline or other flammable materials are to be stored, they must be in an approved container and a sign posted “gas stored or flammable materials”.
- Use chemicals, materials and gasoline and other toxic substances in well-ventilated areas.
- Wear proper protective clothing, such as gloves and mask, when handling toxic substances.

3.1.3. Other Areas of Complex

In order to be sure all parts of the “Baseball Complex” are addressed, the following apply:

- All bleachers must have safety rails.

- No swinging bats anywhere but home plate.
- The area outside the “fence” must be kept free of debris.
- Keep all fences in good repair.
- No bikes, roller blades, skateboards or scooters on the cement walkway between fields.
- No playing ball or warming up players in the spectator's area.
- Garbage containers must be emptied daily by the last teams to play.
- Restrooms must be kept clean and free of excess water, and soap must be available for hand washing.
- No playing in the parking lots at any time.

3.2. Snack Shack

The Snack Shack is an integral part of the Little League® experience in EYLLL. Its safe and efficient function is critical to the success of the League. The responsibility for this area will be the EYLLL Snack Shack Coordinator. He/she will be responsible for training the workers and for implementing and assuring adherence to the following:

- No person under the age of 14 will be allowed behind the counter in the Snack Shack.
- People working in the Snack Shack will be trained in safe-food preparation and safe use of equipment.
- Follow the guidelines presented in the following Appendices:
 1. **Appendix 9:** “Keep It Clean: Concession Stand Tips” ’12 Steps to Safe and Sanitary Food Service Events’
 2. **Appendix 10:** Clean Hands for Clean Food/Top Six Causes
 3. **Appendix 2:** Communicable Disease Procedures
 4. **Appendix 11:** Daily Snack Shack Safety Checklist
- Food not purchased by EYLLL to sell in its Snack Shack will not be cooked, prepared or sold in the Snack Shack.
- A properly certified fire extinguisher must be in plain sight at all times.
- Workers must be instructed on the proper use of fire extinguishers. **(See Appendix 12).**
- A fully stocked First-Aid Kit will be available in the Snack Shack at all times.
- The Snack Shack main door will not be locked or blocked while people are inside.
- Cooking equipment will be inspected periodically and repaired or replaced immediately if needed.

- If used, carbon dioxide tanks will be secured with chains so they stand upright and cannot fall over. Report damaged tanks and valves to the supplier and discontinue use immediately.
- Inspect the Snack Shack on a weekly basis using the Snack Shack Weekly Checklist. (see **Appendix 13**)
- Ensure that the person who closes the Snack Shack after all games are completed is escorted to their car.
- A list of emergency phone numbers will be posted in the Snack Shack. (See page 4)
- A copy of the Safety Plan will be available in the Snack Shack.
- A copy of the emergency injury procedure will be posted in the Snack Shack. (See **Appendix 3**)
- A copy of all Teams' Medical Release Forms will be stored in the Snack Shack.

3.3. Equipment

3.3.1. Baseball Equipment

Equipment issued by EYLLL and used in practices and play must comply with Little League® safety standards. Privately owned equipment must also meet the same standards or will not be permitted to be used.

The following standards should be clearly visible and marked on each piece of the following equipment:

- Batting and catching helmets must be the National Operating Committee on Standards for Athletic Equipment (NOCSAE). Only factory installed colors and adhesive applications of any kind are permitted.
- Bats must be approved for Little League® baseball, all youth league baseball or both for all divisions up to and including Majors.

Equipment should be inspected to assure proper use, fit, and condition. Any piece of equipment not deemed safe, should not be used. Damaged or faulty equipment will be immediately reported to EYLLL Equipment Manager for correction.

- Any broken straps and buckles, torn, cracked or impaired leg protectors and chest protectors must not be used.
- Batting and catching helmets outside shells must not be bent, cracked or damaged in any fashion. Padding inside must be serviceable intact and provide protection. Catching helmets must also have a “dangling type” throat protector affixed. Only factory-installed colors and adhesive applications of any kind are permitted.

- Bats with dents or are fractured in any way must be discarded immediately.

It must be re-emphasized that it is the Manager's responsibility to ensure that the Team's equipment is in good working order and that it is being used properly to protect the players.

3.3.2. Machinery/Associated Tools

It is important for the Field Manager that the machinery and associated tools are in good working order and are utilized in a safe manner. To ensure safe operation the tractors mowers and other heavy machinery will:

- Be operated by appointed staff only.
- Never be operated under the influence of drugs (including medication).
- Never be operated by any person under the age of 16.
- Never be operated in a reckless manner.
- Never be operated with children as passengers.
- Be maintained on a regular basis to ensure safe and efficient operation.

4. TRAINING

EYLLL believes that proper skills and safety training will have a major positive influence on the goals of the Safety Program. The following groups must attend League coordinated training:

4.1. Managers and Coaches

Managers and Coaches must attend a mandatory coaching clinic. The clinic will stress techniques designed to efficiently teach baseball fundamentals as well as giving guidelines for safe-play during practice and games (e.g., overuse injuries, etc.)

In addition to the Skills training, the Manager, Coach and/or Team Parent must attend a mandatory CPR/First Aid Training since a certified adult must be present with the Team at all times. Since a two-year certification is offered at the training, those who have been certified previously through the EYLLL training or other training does not have to attend.

4.2. Snack Shack

The Snack Shack Coordinator has the responsibility for training Snack Shack workers. He/she needs to develop the Training Program which should minimally include procedures for safe handling of food (**See Appendix 9**) and proper use of equipment (**See Appendix 13**). After development of the Training Program based on the guidelines set forth in the Safety Plan, they need

to communicate the information effectively to the workers. Since we have formed a liaison with a local Restaurateur, the Coordinator may use this person as a resource to more effectively develop and communicate the training material.

4.3. Youth Umpires

EYLLL has a substantial Youth Umpire Program. Because of this, it benefits the League to not only train these umpires in umpiring fundamentals but also to make them part of the Safety Program. To that end, they will be exposed to the material that is in the EYLLL Safety Plan during their basic pre-season training sessions. The goal is to use the knowledge and presence of the Youth Umpires to ensure that the environment during games remains safe for the players, coaches, and spectators. The Umpire Guidelines that will be used to maintain a safe game environment are as follows:

Before the Game—Meet at Home Plate

- Introduce plate and base umpires, managers/coaches.
- Ask if scorekeepers have lineup cards from each team.
- Discuss any local playing rules (time limit, playing boundaries, etc.).
- Discuss strike zone.
- Discuss unsportsmanlike conduct by the players.
- Discuss the pitching rules.
- Clarify calling the game due to weather or darkness.
- Inspect playing field for unsafe conditions (holes, rocks, glass, etc.).
- Make sure catchers are wearing full equipment when warming up pitchers.
- Discuss no head-first slides, no on-deck circle rules.
- Get two official game balls from home team.
- Be sure players are not wearing any jewelry or metal cleats.
- Be sure players are in uniform (shirts in, hats on).
- Inspect equipment for damage and to meet regulations (helmets, bats, etc.).
- Ensure that games start promptly.

During the Game—Umpires and Coaches

- Encourage coaches to help speed play by having catchers and players on the bench prepared and ready to take the field with two outs.
- Make sure catchers are wearing the proper safety equipment.
- Continually monitor the field for safety and playability.
- Pitchers warming up in foul territory must have a spotter and catcher with full equipment.
- Keep game moving—one minute or eight pitches to warm up the pitcher between innings or in case of mid-inning replacement.
- Make calls loud and clear, signaling each properly.
- Umpires should be in position to make the call.

- No protesting of any judgment calls by the umpire.
- Managers are responsible for keeping their fans and players on their best behavior.
- Encourage everyone to think “Safety First!”
- Enforce rule no spectators on the field.
- Check baseballs for discoloration and nicks and remove from play if it exhibits these traits.
- Make sure players and spectators keep their fingers out of fencing.
- Make sure players and coaches remain in the dugout.

After the Game

- Check with the Manager of both teams regarding safety situations.
- Report any unsafe situations to the EYLLL Safety Officer by phone or by e-mail at safety@eylll.com.

5. COMPLIANCE

This Plan which is very detailed in documenting and communicating the elements to establish a safe environment will only be effective if there is compliance to it. In order to succeed, the League must require competent reporting regarding “safety incidents”:

5.1. Reporting

Without accurate reporting of safety incidents, there is no way to determine the current status of or how to improve the safety situation in EYLLL. Our ability to prevent accidents is directly proportional to the quality of the reporting.

5.1.1. Safety Officer

Within 48 hours of receiving the incident injury report, the League Safety Officer will contact the injured party or the party’s parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor’s visit, etc.) will advise the parent or guardian of the Little League’s® insurance coverage and the provision for submitting any claims.

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

5.1.2. Accidents

WHAT TO REPORT

The Team Manager should report any incident that causes any player, manager, coach, umpire, spectator, Snack Shack worker to receive medical treatment and/or First-Aid. All incidents should be reported to the EYLLL Safety Officer. This includes even passive treatments such as evaluation as to the extent of injury. **IF THERE ARE DOUBTS, CONTACT THE LEAGUE'S SAFETY OFFICER.**

WHEN AND HOW TO REPORT

All incidents as described above must be reported to the EYLLL Safety Officer within 48 hours of the incident using the Incident/Injury Tracking Report (**See Appendix 14**). The report can be delivered to the Snack Shack and placed in the box marked EYLLL Safety Officer. If the Manager feels it is necessary, he/she can give the Safety Officer an initial summary by e-mailing their comments to safety@eylll.com.

5.2. Enforcement

The rules, regulations, guidelines and principles described in the EYLLL Safety Plan are not elective. They are the absolute requirements. If any Board Member, Manager, Coach or team parent were to knowingly violate these safety requirements, they may be subject to disciplinary action by the Board. While the Board certainly does not wish to become disciplinarians, in order to support the Safety Plan, they would not hesitate to discipline someone if the situation warranted it.

6. **APPENDIX SECTION**

**SEE ATTACHED
APPENDIXES**

APPENDIX 1

East Yorba Linda Little League Managers and Coaches Code of Conduct

The Board of Directors of EYLLL has adopted the following Code of Conduct for its Managers and Coaches. Violation of this code will cause immediate disciplinary action, which may lead to possible suspension as well as possible expulsion from the League.

No Manager or Coach shall at any time:

1. Refuse to abide by the Little League Rule book and the Operating Manual of EYLLL.
2. Demonstrate obvious disrespect for any board members, managers, coaches, players, parents or spectators.
3. Instruct and coach unnecessary rough tactics during play against opposing players or teams.
4. Tamper or manipulate with any Little League rosters, schedules, draft choices/positions, umpires, player agents, official scorebooks, team rankings, financial rankings, records, financial receipts, player age verification or player residence verification.
5. Use profane or obscene language during any Little League activities.
6. Promote excessive team taunting towards other managers, coaches, and players.
7. Appear at the field of play or practice while intoxicated.
8. Smoke while at practice, games or any Little League function with players present.
9. Carry out verbal abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
10. Demonstrate objectionable dissent at an official's decision by throwing gloves, helmets, hats, bats, or any other object or any vigorous poor sportsmanlike actions.
11. Lay a hand upon, push, shove, strike or threaten to strike an official, manager, coach, board member, parent, spectator, or player.

I hereby agree to the above Code of Conduct:

Manager

Date

Coach #1

Date

Coach #2

Date

APPENDIX 2

Communicable Disease Procedures

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in First-Aid Kit).
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, Coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressing, mouth guards, and other articles containing body fluids.

APPENDIX 3

Emergency Safety Guidelines

In case of a potential emergency, time is of the essence and it is important to follow these guidelines in treating the victim:

1. Call 911 immediately if the person is unconscious or seriously injured.
2. Appoint someone to go to the street and look for the emergency vehicle(s) and flag them down. Every minute counts in an emergency.
3. Know your limitations.
4. Do not attempt to move the injured if you are unsure as to its seriousness.
5. Look for signs of injury (blood, black and blue, vomiting, dizziness, deformity of joint, etc.)
6. Follow guidelines in communicable disease procedures (**See Appendix 2**) when bleeding is present.
7. Watch for shock.
8. If the injured person is coherent, find out what happened and location of injury and feeling of pain, etc. Before questioning, you may have to calm the child.
9. If any doubt remains regarding the seriousness of the injury, call 911.
10. Give First-Aid, if necessary.
11. Do not administer any medications, not even over-the-counter medications like Aspirin, Tylenol or Ibuprofen.
12. Do not provide any food or beverage.
13. Do not be afraid to ask for help if you are unsure of the proper procedure. (e.g., CPR, etc.)
14. Do not transport the person except in extreme emergencies.
15. Notify parents.
16. Have the Medical Release Form ready in case the person needs immediate treatment at the hospital.

APPENDIX 4



HEY COACH, HAVE YOU:

- Walked field for debris/foreign objects**
- Inspected helmets, bats, catcher's gear**
- Made sure a First-Aid Kit is available**
- Checked conditions of fences, backstops, bases and warning track**
- Made sure a working telephone is available**
- Held a warm-up drill**

APPENDIX 5

Coach, Please Let Players Catch!



REMEMBER:

Coaches and managers must not warm up pitchers. Let Players Catch.

RULE 3.09

“...Managers or coaches must not warm up a pitcher at home plate or in the bull pen or elsewhere at any time. They may, however, stand to observe a pitcher during warm-up in the bull pen.”

APPENDIX 6

East Yorba Linda Little League Coaching Development and Expectations

Coaching in EYLLL is a privilege. We ask you to review the following teaching philosophies and coaching processes. Baseball knowledge and skill development are very critical components that make up a **good coach**. A **great coach** develops life skills while teaching baseball. Are you a baseball coach or a life skill teacher?

If you need coaching assistance, do not hesitate to ask your Player Agent or Coach Coordinator for help.

- Do you create a fun/safe environment for children?
- Do you know and teach the correct fundamentals of baseball which are appropriate for the age group?
- Have you reviewed the skill development expectations for your division?
- Do you provide positive coach building upon a strong self-esteem program for kids?
- Are you a good role model (i.e., no smoking, drinking, vulgarity, or emotional behavior)?
- Do you emphasize good sportsmanship in both winning as well as losing situations?
- Do you emphasize baseball as a team game, de-emphasizing individual statistics?
- Are your practices organized and well-planned out?
- Do you have plenty of volunteer coaching assistance?
- Are you truthful, consistent, fair and honest with your players and their parents?
- Is there an environment where children can improve their skills?
- Do you set realistic skill goals for your players?
- Does your coaching character change during games? (too competitive)
- Do you properly handle team failure?
- Do you reward effort properly?
- Do you condemn poor performance?
- Is every child an important part of your team?
- Do you understand the rules of the game and our League?
- Are you safety trained?
- Do you put winning in its proper place?
- Do you emphasize effort, hustle and desire?
- Do you demonstrate respect for other coaches, umpires, players and parents?

Have a great season!

Your Board of Directors

APPENDIX 7

Field and Game Safety Checklist

All managers, coaches and umpires are responsible for checking field safety conditions before each game.

<i>Field Condition</i>	Repair needed?		<i>Catchers Equipment</i>	Repair needed?	
	Yes	No		Yes	No
Backstop repair			Shin guard OK		
Home plate repair			Helmets OK		
Bases secure			Face masks OK		
Bases repair			Throat protectors OK		
Pitchers mound			Catchers cup (boys)		
Batters box level			Chest protector		
Batters box marked			Catchers mitt (boys)		
Grass surface (even)					
Gopher holes			<i>Safety Equipment</i>		
Infield fence repair			First-Aid Kit each team		
Outfield fence repair			Medical Release forms		
Foul lines marked			Ice for injuries		
Sprinkler condition			EYLLL Safety Manual		
Warning track			Injury report forms		
Coaches boxes level					
Coaches box marked			<i>Players Equipment</i>		
Dirt needed			Batting helmets OK		
			Jewelry removed		
<i>Dugouts</i>			Bats inspected		
Fencing needs repair			Shoes checked		
Bench needs repair			Uniforms checked		
Roof needs repair			Athletic cups (boys)		
Bat racks			Little League patch		
Helmet racks					
Trash cans			<i>Spectator Areas</i>		
Clean up needed			Bleachers need repair		
			Hand rails need repair		
			No smoking		
			Parking area safe		
			Protective screens OK		
			Bleachers clean		

APPENDIX 8

Manager's Post Game Field Safety Checklist

1. Cleanup dugout/bench area and perimeter.
2. If you are the last game for the day, remove bases from the field and store in the storage bin. Make sure that all tools, hoses, and drags are locked up. Also, check with the Snack Shack workers to see if they need to be escorted to their cars.

APPENDIX 9

Keep It Clean: Snack Shack Stand Tips

'12 Steps to Safe and Sanitary Food Service Events'

The following information is intended to help you run a healthful concession stand. Following these simple guide-lines will help minimize the risk of food borne illness. This information was provided by District Administrator Denny Curin, and is excerpted from "Food Safety Hints" by the Orange County Department of Health. OCDH Health Bulletins have been provided to Concession Stand.

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

2. Cooking. Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. *Most food borne illnesses from temporary events can be traced back to lapses in temperature control.*

3. Reheating. Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. *Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.*

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

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

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

7. Food Handling. Avoid hand contact with raw, ready-to-eat foods 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. *Ideally*, dishes and utensils should be washed 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 food-borne illness.*

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

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

12. Food Storage and Cleanliness. Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food. *(Remember: Training your concession stand volunteers is one of the 12 requirements for a qualified safety plan.)*

APPENDIX 10

Clean Hands for Clean Foods

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

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

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

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

Top Six Causes

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

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

APPENDIX 11

Daily Snack Shack Safety Checklist

1. Fire Extinguisher
2. Food Preparation Glove
3. Emergency Contact List
4. Fire Escape Plan/Map
5. Keys

APPENDIX 12

Fire Extinguisher



THINK **PASS!**

- ✓ **P**ull Ring
- ✓ **A**im at Base of Fire
- ✓ **S**queeze Lever
- ✓ **S**weep Side to Side

APPENDIX 13

Snack Shack – Weekly Check List

Deliveries

- | Yes | No | | Date |
|--------------------------|--------------------------|---|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All products meet visual quality standards and have no off odors (no spoilage). | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All packaging is in good condition—not wet, no stains, leaks, holes, tears, etc. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Items put away in proper order (frozen, refrigerated, dry storage). | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Code dates within code. | _____ |

Food Temperature and Specifications

All refrigerators and freezers must have a properly functioning thermometer in place (built in or clamped on, easily visible, and not glass).

Freezer/Food Storage

- | Yes | No | | Date |
|--------------------------|--------------------------|---|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Freezer interior is clean and sanitized. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Temperature of freezer is less than or equal to 20 degrees Fahrenheit. | _____ |

Refrigerator/Food Storage

- | Yes | No | | Date |
|--------------------------|--------------------------|--|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Refrigerator interior is clean and sanitized. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Temperature of refrigerator is 33-43 degrees Fahrenheit. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Interior light is working and is properly shielded. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Shelving is clean, free of rust and in good repair. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. All items stored correctly on shelves (covered and a minimum of 6” off floor). | _____ |

Sanitation

- | Yes | No | | Date |
|--------------------------|--------------------------|--|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Proper dishwashing method used. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Hand sanitizer dispensers are mounted and in use. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Personal items stored correctly (medication, drinks, food, clothing, etc.) | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Floors clean. (floor drains unobstructed and proper draining) | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. No sign of pest infestation (insects, rodents, etc.) | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. All trash is emptied from the inside containers. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Dumpster enclosure and surrounding area are clean and free of debris. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Dumpster is closed. | _____ |

Chemicals

- | Yes | No | | Date |
|--------------------------|--------------------------|---|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Chemicals stored in locked containers and not the same shelf as food or food preparation items. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Maintain manufacturer’s labels on or label containers accordingly. | _____ |

Snack Shack – Weekly Check List (con’t)

Other

	Yes	No		Date
<input type="checkbox"/>	<input type="checkbox"/>		22. Snack Shack workers (Team Mom and Parents) have gone through EYLLL’s initiation safety and food preparation training before working in the Snack Shack.	_____
<input type="checkbox"/>	<input type="checkbox"/>		23. Children under 14 are not allowed in the Snack Shack or in other areas where food is prepared.	_____
<input type="checkbox"/>	<input type="checkbox"/>		24. A fire extinguisher with a current certification is in plain sight.	_____
<input type="checkbox"/>	<input type="checkbox"/>		25. A fully stocked First-Aid Kit is in plain sight.	_____

CORRECTION ACTION REPORT

If any item on this check list is checked “No”, then complete the steps below:

STOP the person, food, process, or use of equipment, as appropriate.

DETERMINE if the product(s) or ingredient(s) are not safe to serve (for example, cross contamination has occurred, or ingredient is undercooked). **If not safe, discard the item!**

IDENTIFY source of problem.

TAKE correction action, as appropriate.

- Troubleshoot equipment problem using the Equipment Management Reference Manual.
- Re-train Snack Shack workers.
- Wash and sanitize hands.
- Wash and sanitize counter/equipment.

NOTIFY the Snack Shack Coordinator and/or another EYLLL Board member if the problem cannot be resolved.

NOTE corrective action below (include number identification infraction above).

APPENDIX 14

Please Print from EYLLL Web Site

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: Male Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.** Baseball Softball Challenger TAD
- B.** Challenger T-Ball (5-8) Minor (7-12) Major (9-12)
- Junior (13-14) Senior (14-16) Big League (16-18)
- C.)** Tryout Practice Game Tournament
- Special Event Travel to Travel from
- Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.)** Batter Baserunner Pitcher Catcher
- First Base Second Third Short Stop
- Left Field Center Field Right Field Dugout
- Umpire Coach/Manager Spectator Volunteer
- Other: _____

Type of injury:

Was first aid required? Yes No If yes, what: _____

Was professional medical treatment required? Yes No If yes, what: _____
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

A.) On Primary Playing Field

B.) Adjacent to Playing Field **D.) Off Ball Field**

Base Path: Running or Sliding

Seating Area

Travel:

Hit by Ball: Pitched Thrown Batted

Parking Area

Car Bike or

Collision with: Player Structure

C.) Concession Area

Walking

Grounds Defect

Volunteer Worker

League Activity

Other: _____ Customer/Bystander Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How:

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.

Prepared By/Position: _____ Phone Number: (_____) _____

Signature: _____ Date: _____