

Evergreen Little League

Safety Program 2007

League ID# 405-59-04

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1.0 Emergency Phone Numbers / ELL Officers

ELL Officers/Emergency Phone Numbers		
Emergency Calls Only:		911
Police:		(408) 277-5300
Fire:		(408) 277-4444
League Phone Number:		408) 534-1727
President:	Scott Karstetter	(408) 238-9220
Vice President:	Mike Crawford	(408) 23-7441
Safety Officer:	Toby Strite	(408) 324-6317
Equipment:	Ken Arrechiga	(408) 226-4848

2.0 Safety Mission Statement, Code of Conduct and Safety Code

Evergreen Little League is a non-profit organization run by volunteers whose mission is to provide an opportunity for our community's children to learn the game of baseball in a safe and friendly environment.

The purpose of little league baseball is to develop healthy, well-adjusted children who understand the principles of fair play, teamwork and sportsmanship. All volunteers of Evergreen Little League will do their best to provide a safe environment for youth to pursue the game of baseball as governed by Little League Baseball Inc. by following this Code of Conduct:

ELL Code of Conduct

No Board Member, Manager, Coach, Umpire, Player, Parent or Spectator shall:

1. At any time, lay a hand upon, push, shove, strike or threaten to strike an official.
2. Be guilty of personal verbal or physical abuse upon any official for real or imagined belief of a wrong action, decision or judgement.
3. Be guilty of an objectionable demonstration of dissent at an official's decision by throwing equipment or other articles or any other forceful unsportsmanlike action.
4. Be guilty of using any unnecessarily rough tactics in the play of the game against an opposing player.
5. Be guilty of a physical or verbal attack upon any board member, manager, coach, umpire, player, parent or spectator.
6. Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
7. Appear at any ELL field of play, stands or other venue in an intoxicated state. Intoxicated state may be defined as an odor or behavioral issue.
8. Be guilty of gambling upon any play or outcome of any game or at any practice with anyone at any time.
9. Smoke while in the stands, on the playing field or in any dugout at any time.
10. Be guilty of publicly discussing in a derogatory or abusive manner any play, decision or personal opinion about a Board Member, Manager, Coach, Umpire, Player, Parent or Spectator during the game.

11. No manager or coach shall be guilty of fraternizing or mingling with spectators during the course of the game.
12. Be guilty of speaking disrespectfully to any official, manager, coach or player before, after or during the course of the game.
13. Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, any official scorebooks, rankings, financial records or proceedings.
14. Be guilty of challenging the umpire's authority. Umpires shall have the authority and discretion during the game to penalize an offender in an appropriate manner up to and including removing the offender from the game and ELL complex.

The ELL Board will review any infractions of this code of conduct at its regular monthly meetings or at an emergency session, depending on the seriousness of the offense.

The ELL Board of Directors has mandated the following planned program of safety which is intended to reduce or eliminate personal injury to all the players, spectators and volunteers of Evergreen Little League.

This Safety Plan will be published on our website and available to all parents and players in the League. It will also be distributed to all coaches and managers. Copies will be available in Snack Shacks for volunteers, in the League Safety Manual, and sent to District 59 Safety Officer and Little League Headquarters. To support this and other safety related activities, a part of the ELL operating budget is allocated for Safety.

All Coaches, Managers, League Officials and some other key volunteers complete the 2007 Little League Volunteer Application Form and are subject to background checks..

3.0 Facility and Equipment Report

- 3.1. Field Inspection (December / January) documented via 2007 Annual Little League Facility Survey.
 - Bleachers
 - Dugouts
 - Fencing
 - Field Conditions

Inspection REQUIRED prior to each use. Coaches and Umpires must inspect the playing field before each practice and game. All debris must be removed. Hazards must be repaired prior to play. Unsafe conditions or potential safety hazards must be reported to the safety officer as soon as possible.

1. Uneven playing surfaces
 2. Base anchors
 3. Sprinkler Vaults / Heads / Hose bibs
 4. Submit annual Little League Lighting Safety Audit (if artificially-lighted fields are available in the future)
- Lock Boxes
 1. First Aid Kits are provided at each facility. Coaches, umpires, league officers and volunteers are responsible for maintenance of these kits.
 2. Helmets for base coaches are provided for each facility.
 - Bases
 - Pitchers Mound
 - Maintenance Tools - broom, shovel, rake, hose, mowers, generators, electrical cords, pitching machines

3.2. Equipment Inspection

- Inspection is done annually before season begins by the Equipment Coordinator.
- Unsafe equipment should be destroyed to prevent future use. Only equipment adhering to Little League rules for proper equipment is permitted. Reduced impact balls are used for T-ball.
- Umpiring Equipment – Inspection REQUIRED prior to each use.
- Player Equipment - Inspection REQUIRED prior to each use. All player equipment will be inspected after each use. Necessary repairs may then be scheduled prior to the next use.

3.3. Facilities Inspection

- Parking
- Snack Shacks
 1. Cooking Equipment inspected annually
 2. Fire extinguisher required in each snack shack
 3. Decking inspected annually

4.0 Safety Education

4.1. General Meeting with all managers and coaches regarding safety procedures. (January / February)

- Player Travel
 1. Practice times and games must allow for sufficient daylight for players traveling without adult supervision to reach their destination safely.
 2. Also refer to the ELL Handbook - no players are left behind after a practice or a game.
- Darkness / Inclement Weather
 1. Refer to the ELL Handbook - Darkness is called when the street lights are lit or when conditions are deemed by the Umpire to be unsafe for play due poor lighting conditions.
 2. Play will be halted when weather conditions are deemed unsafe - i.e. rain, lightning or heat.

4.2. Review of safety procedures for all Participants

- Players – all male players must wear an athletic supporters or a cup during games. Mouthguards are encouraged. Players may not wear any metallic items like watches, jewelry, rings or pins during practice or games unless that item serves a medical alert purpose (and this must be taped into place). Coaches are encouraged to require them at practices as well. Managers are encouraged to appoint at least one player at a time as team safety representative to assist with the inspection of the facility and equipment prior to practices and games. At no time during a practice or game is “horseplay” permitted. Players should remain alert and focused on baseball.

- Catchers – catchers must wear catcher's mitts. First basemen's or regular fielder's mitts are not permitted due to risk of hand injury. Catchers must wear a fiber or plastic cup. Catchers must wear the helmet and facemask while warming up a pitcher. Catchers are not allowed to squat unless they are fully equipped, (shin guards, chest protector, helmet, face mask, gobbler, cup). Female catchers must wear long or short model chest protectors. Bullpen catchers must also be fully equipped. Parents and coaches are not allowed to warm up pitchers.
- Batters / Runners – In the absence of an on-deck circle, on-deck batters are NOT allowed to handle bats. All batters and runners must wear a helmet, preferably with a chinstrap and face-guard. Shoes with metal spikes or cleats are not permitted. Shoes with molded cleats are permissible.
- Managers / Coaches – managers and coaches should sign the Volunteer Code of Conducts form. Only approved Managers and Coaches shall be allowed to practice teams, supervise batting cages or coach a game. If the manager for some reason must leave the field or dugout he/she must designate a Coach in-charge until the manager returns.
- Spectators – spectators must observe from a safe distance, out of the bounds of play including a safety margin for overrun and preferably behind player's dugout and backstop area.
- Parents – Managers are encouraged to appoint one team parent as Team Safety Representative to assist with reviewing the status of the facility and equipment prior to practice or games. If a manager fails to appoint a parent, then the manager is assumed to hold this responsibility.
- Dugout - only players, coaches and managers are allowed in the dugout area and on the playing area. At least one manager or coach MUST remain in the dugout at all times. Food is not permitted in the dugout or playing area, but bottled water or sports drinks in plastic containers are.
- Pre-game Field Inspection - before each game, coaches/umpires must walk the field and inspect for hazards before permitting the field to be used.
- Umpires – umpires wear proper protective gear (mask, chest protector and shin guards). An athletic supporter or a cup is recommended.

4.3. Injury Reporting Procedures

- It is the Manager's responsibility to report Injuries to the League Safety Officer (If the Manager is absent the "Coach in charge" makes the report)
- Injuries that should be reported to the Safety Officer include:
 - a. Any injury that results in the player, Coach, or Spectator leaving the game or practice
 - b. Any injury to the Head
 - c. Any other injury that a Coach or Manager feels should be reported (If you are unsure, REPORT IT!)
- The Safety Officer's responsibilities in case of injury or incident are:
 - 1) Record the necessary information on an "Incident/Injury Tracking Report"
 - 2) Contact the injured party to assess the degree of the injury
 - 3) Contact the injured party for a follow-up in 24-48 hours
 - 4) File a copy of the Report in the ELL Safety Manual and provide a copy to:
 - a. District 59
 - b. League President and Vice-President
 - 5) Summarize the Report at the next monthly Board Meeting

4.4. First Aid Training

- Managers and Coaches must attend one First Aid Training Clinic conducted by a Certified First Aid Instructor.
- At least one representative from each team must attend one First Aid Training Clinic conducted by a Certified First Aid Instructor.
- Parent volunteers are encouraged to attend the Certified First Aid Training. It is also recommended that a trained First Aid Volunteer be present at each practice and game.

5.0. Managers/Coaches Training

- Managers and Coaches must attend one First Aid Training clinic conducted by a Certified First Aid Instructor. Due to their training

and their education, licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics are exempt.

- Managers and Coaches must attend a training clinic on baseball fundamentals.
- Returning Managers and Coaches must attend both First Aid and Fundamentals trainings at least once every three years.
- Training Schedule for 2007:

Managers Meeting/Fundamental Training

January 17, 2007, 8:00pm – 10:00pm. LeyVa Middle School

January 31, 2007, 8:00pm – 10:00pm. LeyVa Middle School
(Jr/Sr)

AI and AI Clinic – Coach Training (Mandatory)

February 17, 2007 at Oak Grove High School

285 Blossom Hill Road, San Jose, CA

For 9 to 12 year old coaches 8:00AM-12:00AM

For 5 to 8 year old coaches 12:30 PM - 4:00 PM

Positive Coaching Alliance Manager Training and First Aid

Clinic March 10, 2007. 9:00am -11:30am, Evergreen Valley High School.

Rules Clinics – Every Monday Night beginning February 26th through May 21st, 2007 at 7:30 PM @ Ida Jew Intermediate School – 1966 Flint Ave, San Jose, CA 95148

6.0 Monthly Safety Report

- Safety Officer is obligated to attend the ELL Monthly Board Meeting to:
 - a. Report on Injuries
 - b. Report unsafe field conditions
 - c. Report equipment failures
 - d. Report suggestions from managers/coaches/parents

7.0 End of Season: Safety Program Evaluation

- Presentation to ELL Board
 - a. Summarize injuries
 - b. Evaluate overall field conditions

- c. Summarize overall equipment failures
- d. Safety evaluation survey results.

- Recommendations for next season

8.0. Facility Survey of Fields

- See ELLFacilitySurvey2007.xls to be completed and submitted to Little League by May 1st, 2007

9.0. Snack Shack/Concession Stand Safety

- Our Snack Shacks/Concession Stands serve packaged foods, hot and cold drinks, and occasionally BBQ items.
- No person under the age of fifteen are allowed behind the counter in the Snack Shack/Concession Stand.
- People working in the Snack Shacks/Concession Stands are trained in safe food preparation. Training covers safe use of equipment and plastic gloves are used when handling unpackaged food (such as hot dogs and buns). This training is provided by the League Snack Shack/ Concession Stand Coordinator/Manager (an ELL extended Board member certified by the County Health Dept.) and given to Team Parents during one of the Parent Auxiliary Meetings in the beginning of the season. See Parent Auxiliary schedule in Section 5.0.
- Cooking equipment is inspected periodically and repaired or replaced if necessary. (See Snack Shack/Concession Stand Weekly Check List)
- Any use of BBQ grill is done outside in a properly ventilated area
- Propane Tanks are turned off at the grill and at the tank after use.
- Food not purchased by ELL to sell in its Snack Shacks/Concession Stands will not be cooked, prepared, or sold in the Snack Shacks/Concession stands.
- Cooking Grease is stored safely in containers away from open flames.
- Carbon Dioxide tanks are upright secured with chains so they cannot fall over. (See Snack Shack/Concession Stand Weekly Check List).
- Cleaning chemicals are stored in a locked container.
- A certified Fire Extinguisher suitable for grease fires must be in plain view of the Snack Shack/Concession Stand workers at all times. All workers are instructed on its use.
- All Snack Shack/Concession Stand workers are encouraged to attend a training session in the Heimlich Maneuver.

- A fully stocked First Aid Kit and a copy of this safety plan is available in all Snack Shacks/Concession Stands.
- The Snack Shack/Concession Stand main entrance door is never locked or blocked while people are inside.