

TO ALL LUNADA BAY LITTLE LEAGUE MANAGERS, COACHES, UMPIRES, VOLUNTEERS AND PARENTS:

It is our responsibility to protect the safety of our children while playing Little League baseball. In 1995, ASAP (A Safety Awareness Program) was incorporated into Little League Baseball “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.” This manual, and excerpts from the Prevention and Emergency Management of Little League Baseball and Softball Injuries booklet distributed to all managers and coaches, is offered as sources of information and guidance to assist us in meeting the ASAP goal.

Our Lunada Bay Little League Safety Code

- Responsibility for League Safety Policies and Procedures will be that of the League Safety Officer, as well as all members of the Lunada Bay Little League Board of Directors.
- Arrangements should be made in advance of all games and practices for emergency medical services. (Managers and Coaches must know the location of the nearest telephone and have the team first aid kit at all games and practices. In the absence of a stationary phone at the field, a cellular phone must be present at all games and practices.)
- **All managers, coaches, Board members, and other key volunteers are required to complete the 2009 Little League Volunteer Application form which will be used to conduct a search using the state wide sexual offender registry.**
- All teams are issued a first aid kit at the beginning of the pre-season.
- Managers and umpires must inspect all field, facilities and equipment before and after each practice and game. No games, practices or other team functions will take place if field, facilities, equipment, lighting or weather conditions are not good. Immediately correct and/or report any unsafe situations to the League Safety Officer.
- Dugouts and bat racks should be positioned behind screens.
- Only players, managers, coaches and umpires are permitted in the dugouts or on the playing fields during play and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose.
- During practice and games, all players should be alert and watching the batter on each pitch. During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- Equipment should be inspected regularly. Make sure it fits properly.
- Batters must wear approved protective helmets during batting practice, as well as during games.
- Catchers must wear catcher’s helmet, mask, throat protection, long model chest protector, shin guards and male catchers must wear a protective supporter at all times.
- Except when runner is returning to a base, headfirst slides should be avoided.
- During slide practice bases should not be strapped down and should be located away from the base anchoring system.
- At no time should “horse play” be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide “safety glasses.”
- Players should not wear watches, rings, pins or other metallic items.
- All managers must have their players’ medical release forms with them at all team functions.
- Alcohol is prohibited in or near the ballpark facilities.
- Only certified managers and coaches may conduct any batting cage practice or operate any pitching machines.
- No adult may warm-up the pitcher.
- All players should complete a proper warm-up prior to participating in a practice or game.
- Climbing is not permitted on fences, walls, dugouts, field equipment sheds, poles or trees.
- It is MANDATORY that a doctor evaluates ALL head, face and spinal injuries. All injuries requiring a doctor’s attention must have a written release prior to the injured player returning to any practice or game.
- No skate boarding, roller blading, scooter or bike riding in the park.
- No dogs allowed in the park.
- No soft toss is allowed.

ACCIDENT AND INJURY REPORTING

Accident Reporting Procedures: What is an Accident? – An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid. Accidents must be reported to the League Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When Must You Report an Accident? - Managers must report all injuries to the League Safety Officer within two hours (Ned Sasaki 310-658-8080). Ned Sasaki is the League Safety Officer on file with Little League Headquarters. Incident/Injury Tracking Forms are distributed to all managers and are also available in every snack shack and equipment shed.

MANAGER AND COACHES – REMEMBER TO CHECK YOUR E-MAIL REGULARLY FOR ASAP BULLETINS AND LEAGUE SAFETY UPDATES

What to Do if An Accident Occurs

1. Immediately provide first aid and call 9-1-1 if paramedics are necessary (e.g., all neck, face and head injuries, any breathing difficulties or any other severe injury).
2. Notify parents as soon as possible (keep your player's medical release forms with you at all times).
3. Notify the League Safety Officer by phone within two hours of occurrence:
Ned Sasaki (310)658-8080 or (310) 377-8196
4. If necessary, discuss the injury (e.g., how it occurred and why) with your team in case a player is concerned about their safety. Often, they may be upset or worried when another player is injured. The children need to feel safe, protected and understand how the injury occurred and how to prevent it from happening again.

Upon notification of an accident, The League Safety Officer will complete a Preliminary Accident/Injury Tracking Form and/or notice Of Unsafe Condition Form within twenty-four hours. The Safety Officer will contact the injured party or 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 will advise the parent or guardian of the Lunada Bay Little Leagues' insurance coverages and the provisions for submitting any claims.

EMERGENCY NUMBERS

This information is posted at the Snack Shack at all times

	<u>Emergency</u>
Palos Verdes Fire/Paramedic Services	(310) 373-6539
Palos Verdes Police Department	(310) 378-4211
Hospitals:	
Little Company of Mary Hospital 4101 Torrance Blvd., Torrance, CA.	(310) 540-7676
Torrance Memorial Hospital 3330 Lomita Blvd., Torrance CA.	(310) 325-9110

KEY CONTACTS

President	Buddy Parks	(310) 791-8401 (home)	(310) 261-9728 (cell)
League Safety Officer	Ned Sasaki	(310) 377-8196 (home)	(310) 658-8080 (cell)
Fields & Maintenance	Mitch Boehm	(310) 377-9611 (home)	(310) 849-1845 (cell)
Snack Shack Mgr.	Irene Hill	(310) 541-6607 (home)	(310) 347-6446(cell)
Head Umpire	Shawn Talbott	(310) 683-3723 (cell)	

Earthquake

In case of an earthquake, managers and coaches must:

- Move players to the center of the playing field, away from falling debris.
- Account for all team players and volunteers
- Administer first aid as needed. Check medical release forms to determine any significant health conditions.
- Attempt to keep the children calm.
- Keep the players with you until the parent(s) or approved contact person retrieves them. Do not allow children to attempt to walk/ride home.
- Do not tie up phone lines except in the case of an emergency.

OUR BATTING CAGES RULES

1. Adult supervision is required at all times when the batting cage is in use.
2. The pitching machine must be operated by an adult.
3. Only one batter and one/pitching machine operator are allowed in the cage at a time.
4. The pitcher/pitching machine operator must use an "L" fence protector.
5. Lock/secure the batting cage at all times when not being used by the league.
6. Enforce helmet use for everyone in the batting cage: hitters and pitchers.
7. Place second fence around the batting cage at a safe distance to keep people from being struck by balls hit into the netting, causing the netting to flare out.



INCLEMENT WEATHER AND LIGHTING POLICY

When the weather is clearly inclement (rain or saturated ground), the League President will notify team managers two hours before scheduled game. If weather conditions are not that obvious, the Managers and Umpire are to meet at the field to determine field playability and safety. The games will be cancelled if any unsafe conditions exist. Games will also be called for darkness when the automatic sensor light goes on (notifying the Umpire of decreased visibility) or when the Umpire decides visibility is not adequate or unsafe.

Compliance and Reporting – Be Aware! The League Safety Officer and Board Members randomly monitor games and practices to ensure compliance with the Lunada Bay Safety Code and Little League requirements. All infractions or unsafe conditions must be corrected immediately!

SNACK SHACK SAFETY REQUIREMENTS (POSTED IN THE SNACK SHACK AT ALL TIMES)

1. ALL SNACK SHACK WORKERS MUST WASH HANDS WITH SOAP AND WARM WATER AT THE BEGINNING OF, AND FREQUENTLY DURING, THE SHIFT, PARTICULARLY BEFORE AND AFTER HANDLING RAW FOOD.
2. ALL SNACK SHACK WORKERS MUST KNOW WHERE THE FIRE EXTINGUISHER IS LOCATED AND HOW TO USE IT.
3. TEENAGERS OVER THE AGE OF 14 MAY WORK IN THE SNACK SHACK AS LONG AS THE SNACK SHACK COORDINATOR HAS CLEARED THEM. THEY MAY NOT OPERATE THE BARBECUE GRILL.
4. FOODS THAT REQUIRE REFRIGERATION MUST BE COOLED TO 41 DEGREES F AS QUICKLY AS POSSIBLE AND HELD AT THAT TEMPERATURE UNTIL READY TO COOK OR SERVE. DO NOT LEAVE RAW FOOD UNREFRIGERATED!
5. KEEP FOOD STORED OFF THE FLOOR AT LEAST SIX INCHES.
6. THE LAST SHIFT OF THE DAY MUST WIPÉ DOWN ALL COUNTERS WITH AN ANTI-BACTERIAL SANITIZER, SWÉEP THE FLOORS, WASH ALL UTENSILS WITH SOAP AND HOT WATER, AND DISPOSE OF TRASH.
7. ONLY ADULTS APPROVED BY THE SNACK SHACK COORDINATOR MAY OPERATE THE BARBECUE GRILL. THE SNACK SHACK COORDINATOR OR SHIFT LEADER SHOULD CHECK THE GRILL TO ASSURE PROPER OPERATION.
8. A FULLY STOCKED FIRST AID KIT IS AVAILABLE AT THE SNACK SHACK. ALL WORKERS SHOULD KNOW THE LOCATION OF THE FIRST AID KIT. WORKERS MAY BE CALLED ON TO PROVIDE FIRST AID SUPPLIES OR HELP MAKE EMERGENCY PHONE CALLS.
9. ALL SNACK SHACK WORKERS CAN HELP REMEDY UNSAFE CONDITIONS AT THE FIELDS. PLEASE NOTIFY YOUR SHIFT LEADER OR A LITTLE LEAGUE BOARD MEMBER IF YOU SEE A POTENTIAL SAFETY HAZARD.

LUNADA BAY LITTLE LEAGUE

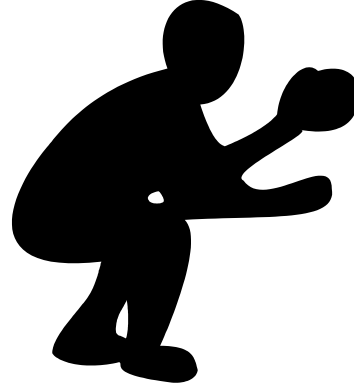
TEN RULES OF SAFETY

1. **Be Alert! - SAFETY First!**
2. **Check playing field and equipment for safety hazards.**
3. **Wear proper fitting equipment.**
4. **Insure that a first aid kit, ice packs and phone are available.**
5. **Maintain discipline while remembering to keep it SAFE and FUN.**
6. **Safety must be a TEAM effort!**

- 7. Be punctual and organized.**
- 8. Personally see that each player leaves every practice and game with an authorized adult.**
- 9. Follow foul ball return policy.**
- 10. Smile and have FUN!**

Game Procedures

Pre Game - Inspect equipment, remove player's jewelry, and be sure that all players are wearing complete uniforms (including caps and rubber cleats) with shirts tucked in. Players complete proper warm-ups. Home Team duties: prepare field 45 minutes before game time (chalk lines, set out bases, rake sliding areas, tap mound, water infield dirt and inspect for and correct any field hazards). Umpires & Managers meet at home plate and exchange lineup cards and review safety and playing rules (e.g., strike zone, field of play, infield fly, etc.), clarify legal pitching motions and innings pitched by any pitcher rules, and calling the game due to darkness, time or weather. Games should start and end on time.



During the Game - Encourage everyone to Play SAFE, have FUN and TRY his or her best. Catchers must wear full protective equipment. Umpires should be in the proper position to safely and correctly make the call in a loud and clear voice. *The umpire's right to err on a judgment call, without challenge, is absolute.* It is the responsibility of the Managers to control their spectators. Positive chatter only.

Post Game - *Cheer your opponent.* Both teams with coaches should line up for "high-fives". Thank the Umpire. Collect and inspect team equipment. Cleanup and inspect the dugout, field and bleachers.

SOME IMPORTANT FIRST AID DO'S AND DON'TS

DO ...

- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices.

- Have your players' Medical Clearance Forms with you at all games and practices.
- Assist those who require medical attention – and when administering aid, remember to...
- **Look** for signs of injury. (Blood, Black-and-blue deformity of joint etc.)
- **Listen** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- **Feel** gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

DON'T...

- Hesitate in giving aid when needed.
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Hesitate to report any present or potential safety hazard to the League Safety officer immediately.
- Be afraid to ask for help if you are not sure of the proper procedures (i.e. CPR, etc)

REMEMBER DON'T JUST DISCARD DAMAGED EQUIPMENT – DESTROY IT OR MAKE IT UNUSABLE TO PROTECT OUR KIDS!

Even before the first pitch is thrown, Lunada Bay Little League conducts many activities to protect our children:

- *Board of Directors meets and reviews all pertinent safety issues including fields and facilities, snack shack operation, accident reporting and injury prevention ideas*
- *Board of Directors completes a needs assessment list and the field & maintenance manager completes the Annual Little League Facility Survey. Areas considered are fields, bleachers, field equipment sheds, storage facilities, snack shack, score booths, scoreboards, equipment and training.*
- *Development of goals, a “to do” list and a budget to complete tasks*
- *Registration requires medical release forms and all pertinent medical information*

- *Conduct player tryouts and evaluations where emphasis is placed on age appropriate drills to determine skill level and thereby place the children in the appropriate division*
- *All volunteers complete Little League Volunteer Application*
- *All equipment is checked and defective equipment is replaced*

SAFETY TRAINING FOR OUR MANAGERS, COACHES AND OTHER VOLUNTEERS:

- *At least one coach or manager attends a mandatory pre-season training held on Feb. 21, 2009 in first aid and fundamentals including: proper warm-ups, batting, hitting, and sliding techniques, use and maintenance of equipment and little league philosophy. Local Orthopedic Physicians familiar with sports injury prevention and treatment, and the League Safety Officer lead the clinic.*
- *Little League, medical and dental informational handouts are provided at this meeting as well as the League Safety Manual and excerpts from Prevention and Emergency Management of Little League Baseball and Softball Injuries booklet. The Manager or Coach reviews the appropriate information with all parents and players at their team meeting.*
- *Snack Shack workers are trained by a local caterer in how to handle food and keep the snack shack clean and safe.*
- *Each Team Manager completes a necessary skills checklist to minimize injuries related to sliding.*
- *First aid information, reporting procedures and emergency phone numbers are listed in our league Safety Manual, which is supplied to each Board member, Manager and Snack Shack representative.*
- *Our umpires are also safety trained and made aware of the Safety Code. A copy is maintained in the Snack Shack.*
- *All Managers and Coaches who anticipate using the batting cages or pitching machines must attend a Batting Cage/Pitching Machine Safety Seminar. Keys to the batting cage are only issued to those trained.*

UPDATE ON OUR FIELDS, FACILITIES AND EQUIPMENT

Our League places a major emphasis on the condition of the fields and facilities. Safety and quality are top priorities. In 1995 and 1996 the League spent approximately \$20,000 to replace all existing fences on Major and Minor fields with a heavier gauge fence with safety rails top and bottom to prevent rolled edges and possible injury. A four-foot fence with three safety gates was added to separate the bleachers and snack shack from the parking lot. Fences were raised in the bullpen

area; all dugouts enclosed; new backstops were installed with heavier gauge fencing and padding; netting was added in batting cages between batters 1,2,3; foul ball netting checked and tightened; bleachers were painted and all have safety rails; breakaway, safety bases installed; area behind fence was cleared and walkways made for spectator safety; the curb along field exit painted red to ensure good visibility when leaving. In 1997 the League spent at least \$15,000 to renovate both Major and Minor fields including: new grass outfields, new grass infields, 10 foot warning tracks, new regulation pitching

mounds, removal of on-deck circles and also developed a new practice field at a nearby elementary school with an all dirt infield and storage shed. For the 2007 season, new grass was added to Major and Minor fields, new fencing and backstop installed at the practice field and new overhead netting was replaced at the batting cages.

At the beginning of the season, the Equipment Manager inventories, inspects and orders new equipment or repair substandard equipment. Unusable or defective equipment is destroyed. Equipment is sized to the appropriate age group. Tee-Ball teams may only use Tee-Balls.

Once again in 2009, all first aid kits were restocked and re-issued to each team manager. The large first aid kit which is stored in the snack shack was also restocked. For safety purposes, new field maintenance rules are instituted with instructional meetings for Managers, Coaches and other parent volunteers prior to the start of each season. Our League's Fields and Facilities Manager is constantly checking the fields and we hired a maintenance crew to check sprinklers, grass and dirt. Last year, Lunada Bay Little League began requiring that all players provide their own batting helmet to reduce the risk of head lice. All parents were informed of the Little League rule regarding the placement of stickers on helmets. Managers, coaches and umpires will enforce this rule. We continuously purchase new equipment to replace damaged items.

LOOK AT US NOW!

Prior to the 2001 season, the League gained approval from the owners of the property (the local School Board) and the City of Palos Verdes Estates, to construct a new Snack Shack. Through generous contributions of money and time, our community's dream is now a reality. This concrete block structure is designed to the same strict safety standards that are required by the State of California for schools. The Snack Shack includes a new

kitchen and appliances, outdoor grill, and plumbed bathrooms. This new snack shack represents significant improvements for our children in the areas of safety and hygiene (indoor bathroom facilities replacing portable toilets) and enlarged storage facilities for food items. The larger facilities also provide more room for the workers, minimizing the risk of accidents. The Snack Shack is equipped with smoke alarms and a sprinkler system.

Lunada Bay Little League has arranged for a local caterer to train the snack shack volunteers in proper food handling and equipment cleaning and maintenance. A cleaning service maintains the cooking/serving areas and bathrooms on a regular basis.

Before the season started in 2002, we rebuilt the home and visitors' dugouts to improve drainage. A path was built to improve footing from the minor league field to the restrooms and snack shack. Heavy-duty shelving was put up in the snack shack to store equipment safely, and to provide easy access. A loud speaker and music system was installed. This could be useful in cases of emergency.

Prior to the 2003 season, LBLL in conjunction with the Palos Verdes Unified School District, converted the minor league field to one that could accommodate both softball and baseball. The infield was skinned and the pitcher's mound was removed. A portable pitcher's mound will be used during baseball games.

Prior to the 2004 season the batting cages were upgraded and expanded. We also acquired a new grill, which was hooked up to a gas line, thus eliminating the need for propane tanks. The major infield was groomed and reseeded. Protective fence tops were placed on all fencing to protect fielders.

The major improvement for 2005 was the refurbishing and/or installation of new bleachers for the major and minor fields. This was accomplished through donations from parents and community organizations. We completed the beautification of our snack shack's exterior and dining area. The 3rd base dugout on the major field was modified to eliminate flooding during periods of rain.

The 2008 season brought more improvements to the minor and major fields. The leaky hose hook up behind the pitcher's mound was replaced in order to prevent puddles from forming posing a slipping hazard. Over the years of dragging the infield dirt we formed a berm around the infield which was a major hazard for groundballs to take bad hops potentially causing head injuries to the players. The major field had the berm in between the cut of the infield dirt and outfield grass removed. Five to six feet of new sod was placed around the outside of the infield dirt thus leveling the transition from the infield dirt to the outfield grass.

The last improvement for 2008 was the replacement of all portable backstops and L-screens which had deteriorated to the point they were potential hazards for cuts and for falling. The new backstops and L-screens were placed on both the minor and major fields and the two pitching lanes. All these improvements were done through the generous donations from our community.

For the 2009 season our list of future improvements continues to grow. The following are a few of our planned improvements:

- New sheds for the major and minor fields built on cement foundations with higher ceilings allowing most adults to stand inside and more wall space to allow clearing of floor space to decrease tripping hazards
- Relaying of the sprinkler system to prevent puddling of water
- Replacement of the wood planks for the backstop on the major field
- Replacement of the pitcher's mound on the minor field to reduce the slope

MANAGERS AND COACHES – Fully stocked first aid kits were distributed to all teams during the pre-season. These should be brought to **all** practices and games. If you need any items replaced, please contact Ned Sasaki at 310-658-8080.

ORGANIZATION

Lunada Bay Little League Major and Minor Fields and Snack Shack Location

2020 Palos Verdes Drive West
Palos Verdes Estates, CA. 90274

Phone Location: At Snack Shack

Other Field and Phone Locations

(First aid kits and instant ice packs are located in all snack stands and equipment sheds)

Palos Verdes Minor Field*

300 Paseo del Mar

Dapplegray Field

Palos Verdes Dr. North and Dapplegray
377-9152

Phone Location: At Snack Shack

Ernie Howlett Field

25851 Hawthorne Blvd.
541-4585

Phone Location: In office by Tennis Courts

Palos Verdes Field

3801 Via la Selva
378-9966

Phone Location: At Snack Shack

Margate Field*

2161 Via Olivera

Lunada Bay School*

520 Paseo Lunado

*For practice fields without phones: Cell phone must be brought to **ALL** league functions.

Lunada Bay Little League Board of Directors

		<u>Home</u>	<u>Cell</u>
President	Buddy Parks	(310) 791-8401	(310) 261-9728
Vice President	Dave McCann	(310) 544-9515	(213) 247-7232
Treasurer	Bill Foltz	(310) 791-7222	(310) 867-1197
Snack Shack	Margaet Waite	(310) 265-0509	(310) 291-5073
Sponsorship	William McBride	(310) 541-0511	(310)
Safety & Insurance	Ned Sasaki	(310) 377-8196	(310) 658-8080
Player Agent	John Moody	(310) 791-3232	(310) 729-7449
Equipment	Steve Gherardi	(310) 377-0840	(310) 850-4969
Farm & T-Ball	Kevin Shannon	(310) 378-7659	(310) 872-6103
Fields and Maintenance	Mitch Boehm	(310) 377-9611	(310) 849-1845

Sport Parent Code of Conduct

Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.