



# San Juan Capistrano Little League

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# Safety Manual 2019



## **Mission Statement**

**The San Juan Capistrano Little League Board of Directors is dedicated to providing the children of the community with a fun, supportive and rewarding baseball experience in a caring and safe environment.**

With this in mind, the SJCLL Safety Plan was created. It provides the Board of Directors a fundamental guideline with which to proceed. It was designed to instill a culture of safety that reaches every facet of the organization, an all-inclusive document that brings everyone together to accomplish a single goal;

**To provide a safe environment for our children**

Managers, coaches and volunteers:

Welcome to another exciting season of San Juan Capistrano Little League baseball 2019!

This Safety Manual was created to help all managers and volunteers comply with safety standards set forth by the Board of Directors of SJCLL and mandated by Little League Baseball, Incorporated. It is recommended that each manager assign a Team Safety Officer or TSO to help ensure that safety guidelines are met for your team and for the league as a whole while attending any SJCLL event including Opening Day, practices and games.

The Board of Directors is committed to the safety of our children at all League sanctioned events and games. Please read it carefully as it will familiarize you with safety fundamentals. Remember that safety rests with all of us, the volunteers of San Juan Capistrano Little League. Use common sense, report all accidents, and correct all hazards immediately.

**Let's Play Ball!**

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**Little League Safety Plan:  
13 Required Elements**



## **Little League Safety Plan: Requirement #1**

### **Safety Officer Information for San Juan Capistrano Little League:**

Eric Robles is appointed Safety Officer for 2019 and is registered with District 68.

He can be contacted via e-mail at [safetymanger@sjcll.com](mailto:safetymanger@sjcll.com) Cell: 949-338-5595

Additional contact information is listed on the SJCLL Phone numbers page of this manual and under the Board of Directors tab on the website at [sjcll.com](http://sjcll.com).

## **Little League Safety Plan: Requirement #2**

**PUBLISH and distribute a paper copy of the applicable safety manual to all appropriate and applicable volunteers.**

Once approved by the District 68 Administrator, the Safety Manual will be distributed as follows:

A hard copy of the complete Safety Manual will be kept in the concession stands at the Sports Park and Old Majors Field.

An electronic version of the complete Safety Manual will be published on the league website at [sjcll.com](http://sjcll.com).

Each manager will get a copy of the Managers and Coaches Handbook, the First Aid Handbook, the Phone Numbers List and the Parents Handbook.

The remaining Handbooks will be distributed to concession workers, equipment manager, player development manager, etc. as appropriate.

A complete copy of the Safety Manual will be sent to the District 68 administrator of District 68 Safety Officer.

### **Little League Safety Plan: Requirement #3**

#### **Post and distribute emergency and key officials Phone numbers.**

All emergency phone numbers and key Board Member phone numbers can be found in the SJCLL Phone Numbers page of this manual.

Eric Robles 949-338-5595

Cesar Loya 949-280-4109

They are also available on the league website at [sjcll.com](http://sjcll.com).

In case of accident, call 911 for emergency assistance and complete an accident report form, provided in the Managers and Coaches Handbook. Completed form must be forwarded to League President or Safety Officer within 48 hours after the accident.





## **Little League Safety Plan: Requirement #4**

### **Use the Little League official Volunteer Application and volunteer check procedure.**

Volunteer Applications are required for all persons as described below. This is required per Little League Baseball's Official Regulations and Playing Rules, regulation 1c (8) (9).

The following people must complete a Volunteer Application in order to serve in their positions in the Little League:

- League Board members
- Managers
- Coaches
- Umpires
- Anyone who provides regular services to the league and/or have repetitive access to or contact with players or teams.

Anyone who refuses to fill out a Volunteer Application will not be eligible to be even a league member.

A copy of the Volunteer Application can be found in the Safety Officer's Handbook and also in the Managers and Coaches Handbook.

All Volunteer Applications must be completed in full, signed, and forwarded along with a copy of a government-issued photo identification card to the League President.

The league President will conduct a criminal background check using **"JD PALATINE background check services"**

Completed forms are kept on file with the League President while he or she is in office.

## **Little League Safety Plan: Requirement #5**

**Provide and require fundamentals training with at least one coach or manager from each team attending.**

Fundamentals training provide helpful ideas and drills for managers and coaches to use to teach their teams the basics of baseball.

At least one representative from each team must attend each year and each manager/coach must attend at least once every 3 years.

Announcements will be circulated when training is scheduled. Below is the current listing of little league mechanics clinics scheduled for spring 2019. Big Al Coach's clinic fliers will also be circulated to all team managers.

**Mechanics Clinics: 2/9/19**

## **Little League Safety Plan: Requirement #6**

### **Require first aid training with at least one coach or manager from each team attending.**

First-aid training will be provided to coaches and managers as part of their fundamentals training.

Volunteer who may be a licensed Medical Doctor, Registered Nurse, Nurse Practitioner or licensed Paramedic or EMT are not required to attend first aid training. However, they are encouraged to teach first aid at training sessions.

Other individuals, not licensed as described above, are not exempt from training, regardless of other outside training in first aid, CPR, etc.

Attendance to a training session will qualify a volunteer for 3 years, but one team representative still must attend each year.

Subjects covered will be treatment of wounds, fractures, choking, head injuries, asthma and diabetes and when to activate the 9-1-1 system.

A copy of the First Aid handbook will be given to each manager for reference and review of first aid procedures.

The First Aid training clinic is set for January 26, 2019. The training clinic will be taught by Chris Scheutz, Emergency Medical Technician for the City of Long Beach, Ca.

### **Little League Safety Plan: Requirement #7**

#### **Require coaches/umpires to walk the fields for hazards before use.**

Every manager, coach or TSO and umpire is required to walk the field before games or practices to ensure that hazards are identified and removed.

Common sense hazards must be identified and remedied. Remove rocks, glass, etc.; fill in or clearly mark holes or hazards and look for potentially dangerous wildlife, including bee swarms, rattle snakes, etc. Each Home teams Coach/Manger must communicate to the Umpire in charge his field are cleared of any and all field hazards before any players take the field before practices and before games as well.

### **Little League Safety Plan: Requirement #8**

#### **Complete the annual Little League Facility Survey.**

The Facility Survey is conducted every year prior to the start of the season. It is comprehensive and is kept on file with the League Secretary and emailed to Little League offices

### **Little League Safety Plan: Requirement #9**

#### **Have written safety procedures for the concession stand.**

A copy of the Concession Stand Checklist and a description of Responsibilities are contained in the Concession Stand Safety Handbook section of this manual.

### **Little League Safety Plan: Requirement #10**

#### **Require regular inspection and replacement of equipment.**

Responsibilities and detailed inspection procedures are contained in the Equipment Manager Handbook section of this manual.

Managers/Coaches are required to inspect equipment before each use by the players

### **Little League Safety Plan: Requirement #11**

#### **Implement prompt accident reporting and tracking procedures.**

Accident reporting procedures and forms are located in the Managers & Coaches Handbook section of this manual.

### **Little League Safety Plan: Requirement #12**

#### **Require a first-aid kit at each game and practice.**

First-aid kits are provided to every manager of a team in SJCLL. They are also located in the concession stands at the Sports Park and Old Majors Field.

A list of the first aid contents is provided in the Managers & Coaches Handbook section of this manual.

### **Little League Safety Plan: Requirement #13**

#### **Enforce Little League rules, including proper equipment.**

Every manager, coach, umpire, volunteer and parent is in charge of enforcing Little League Rules of play and authorized equipment use at all times, in practice or during games. Failure of managers, coaches and parents to abide by the rules will be subject to punishment identified in the SJCLL By Laws.

All San Juan Capistrano fields must have bases that disengage from their anchors.

Every Manager must attend a Rules Clinic every year to familiarize themselves with new rules and refresh themselves on old rules. Below is the schedule for the rules clinic, 02/11/2019

Catchers must wear helmets during warm up's and infield/outfield practice.

Coaches and Manager **must not** warm up Pitchers at any time.

**Rules Clinics: February 11, 2019 at the San Juan Capistrano Community Center 6:00 pm**



## WHERE ARE WE NOW?

This questionnaire will assist in determining our League's current level of safety awareness; these ideas were gathered from many of the best safety programs of the past several years. They seem to address all the components of a great safety plan. Use them to target areas for starting or expanding your program. ***The numbered items, 1-12, are requirements for a qualified safety program, the rest are highly recommended.*** Issues that can't be addressed this year will provide opportunities for the future. Remember, ***improvement*** is the goal.

***PLEASE NOTE: Filling this checklist out does NOT qualify as a safety plan.***

### ORGANIZATION: Does your league?

#### Minimum Requirement:

- |   |            |
|---|------------|
| <b>1. Have an active safety officer?</b>  | <b>Yes</b> |
| <b>2. Have published league safety policy or manual?</b>  | <b>Yes</b> |
| <b>3. Post and distribute emergency and key league Officials' phone numbers?</b>                          | <b>Yes</b> |
| <b>4. Use the 2019 Little League Volunteer Application form and conduct nationwide background checks?</b> | <b>Yes</b> |

#### Highly Recommended:

- |   |     |
|---|-----|
| Have your safety plan reviewed by your DA/DSO?                              | Yes |
| Include the safety officer as a board position?                             | Yes |
| Have team safety representatives (i.e. team parents)?                       | No  |
| Allocate part of the annual budget for safety?                              | Yes |
| Conduct background checks on coaches and managers                           | Yes |
| Distribute ASAP News newsletter within league?                              | No  |
| Make use of local safety resources<br>(Police, fire department, hospitals)? | Yes |
| League mission statement on safety  | Yes |

**TRAINING: Does your league?**

**Minimum Requirement:**

- |  |            |
|--|------------|
| <b>5. Provide fundamentals training for coaches such as sliding, batting, hitting?</b> | <b>Yes</b> |
| <b>6. Require First-Aid training for coaches and managers?</b>                         | <b>Yes</b> |

Highly recommended:

- |   |     |
|---|-----|
| Provide bicycle and traffic training?   | No  |
| Provide drug education training?  | No  |
| Provide information to coaches and managers on:                                       | Yes |
| A. heat related illness?  | Yes |
| B. when to stop play due to weather and/or darkness                                   | Yes |
| C. teaching the fundamentals of sport including Proper warm-up for practice and play? | Yes |
| Involve umpires in safety training?   | Yes |

**FACILITIES & EQUIPMENT: Does your league?**

**Minimum Requirement:**

- |  |            |
|--|------------|
| <b>7. Require field inspections before games or practices?</b> | <b>Yes</b> |
| <b>8. Complete the annual Little League Facility Survey?</b>   | <b>Yes</b> |
| <b>9. Have written safety procedures for concession stand?</b> | <b>Yes</b> |
| <b>10. Require inspection and replacement of equipment?</b>    | <b>Yes</b> |

Highly recommended:

- |   |     |
|---|-----|
| Complete the annual Little League Lighting Safety Audit     | Yes |
| Have a long range facility plan?                            | No  |
| Use break-away or other special bases?                      | Yes |
| Have a telephone available to all fields?                   | No  |
| Control speed and flow of traffic in and around facilities? | No  |

**Activities: Does your league?**

**Minimum Requirement:**

- |  |            |
|--|------------|
| <b>11. Have a method to report and track injuries?</b>                                 | <b>Yes</b> |
| <b>12. Provide each team with well-equipped First-Aid Kits at games and practices?</b> | <b>Yes</b> |
| <b>13. Enforce catcher's gear and helmet rule during Practice and warm-up?</b>         | <b>Yes</b> |

Highly recommended:

- |   |     |
|---|-----|
| Provide continuous safety message through Bulletin boards, newsletter, etc.?                        | Yes |
| Encourage and recognize safety efforts from kids (I.e. a safety poster contest, safety tips, etc.)? | Yes |
| Encourage use of mouth guards or face guards?   | Yes |



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## Phone List



## **SJCLL PHONE LIST**

<b>Fire/Police/Medical</b>		<b>911</b>
SJCLL Direct Line		(949) 228-0928
Field Mud Line		(949) 487-4318
League President	Cesar Loya	(949) 280-4109
Safety Officer	Eric Robles	(949) 338-5595
Police-Non Emergency		(949) 770-6011
Fire-Non Emergency		(714) 573-6000

**SJCLL Board of Directors 2019**

Cesar Loya	President
Mike Boucher	Vice President
Daniel Evans	Treasurer
Leslie Gerstlauer	Secretary
Brett Vermeulen	Equipment Manager
Rudy De La O	Player Agent
Kevin Gonzalez	UIC/ Coaching Coordinator
Andrew Nissen	Lower Divisions Administrator/Assistant UIC
Chevon Vermeulen	Concessions Manager
Elizabeth Evans	Concessions Manager
Eric Robles	Safety Officer
Danielle Boucher	Uniform Coordinator
David Allen	Field Maintenance
Becky Bojorques	Team Mom Coordinator
Vanessa Kinder	Fundraising Coordinator
Danielle Boucher	Uniforms & Fanware



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## League Responsibilities



**SJCLL League Safety Responsibilities**

**The President:**

The President of San Juan Capistrano Little League is responsible for ensuring that a League Safety Plan is developed and carried out by the League Safety Officer.

**SJCLL Board Members:**

All SJCLL Board Members have a responsibility to adhere to, carry out, and enforce the safety policies contained in this manual.





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## Safety Officer Handbook



## **The League Safety Officer:**

- Develops and publish a League Safety Manual and post to league Website.
- Provides appropriate sections to managers, in the form of a Managers Handbook, concession stand locations and to parents in the form of a Parents Safety Information Pamphlet.
- Posts and distribute emergency contact information to include names, phone numbers and email addresses of League, City, EMS, Fire and Police officials to all managers, volunteers, concession stand locations, league website and fields in SJCLL.
- Requires Volunteer applications and background checks for all persons "...who have regular service to the league and/or repetitive access to, or contact with, players or teams" per Little League Baseball Official Regulations and Playing Rules, Regulation 1c (8) (9).
- Reports all "hits" to the SJCLL Board of Directors. Anyone refusing to fill out Volunteer Application Form will be ineligible to be a league member.
- Requires managers and coaches to attend player fundamental skills clinics, classes or web based learning that include, but are not limited to, warm up, proper technique and cool down.
- Requires attendance and provides first-aid training for all managers, coaches, volunteers and umpires that may include, but is not limited to, basic first-aid, bandaging, CPR, Heimlich maneuver and access to EMS, Fire and Police services.
- Require field inspections before games and practices.
- Require all managers, coaches and umpires to inspect all fields for hazards and take corrective action as necessary.
- Require a thorough inspection of all facilities, fields and concession stands on an annual basis.
- Ensure an Annual Little League Facility Survey Report is completed and kept on file with the League Secretary.
- Require written safety procedures for concession stand operation and establish personnel requirements and training.
- Require regular inspection and replacement of league equipment.
- Provide teams and concession stands with properly equipped First-Aid kits.

- Ensure that concession stands have certified fire extinguishers in easily accessible locations.
- Require certified Automatic External Defibrillators to be installed in each concession stand.
- Ensure that all rules as required by this Safety Manual are known, understood and enforced.
- Document and track all accidents, injuries and near misses within the jurisdiction of SJCLL.
- Correlate and summarize data to determine accident prevention in the future.
- Represent the league and assist in the filing of claims.
- Ensure that every team manager receives their Managers Handbook and First-Aid Kits at the beginning of the season.
- Ensure that all Managers Handbooks contain Medical Release forms and a supply of Accident Report Forms.
- Require all coaches to have signed Medical Release Forms for each of their players in their Managers Handbook.
- Schedule First-Aid clinics for all managers, coaches, umpires and Volunteers.
- Ensure that important information signs are posted on all fields and Concession stands.
- Act immediately to mitigate unsafe or hazardous conditions when it has been brought to his/her attention.
- All local Little Leagues are required to conduct background checks on Managers, Coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams.
- Individuals are also required to complete and submit a Little League Volunteer Application to their local league. Effective in 2015, the local league must conduct a nationwide search that contains the applicable government sex offender registry data.

## **Important Notice on Background Checks for Little Leagues**

**In order to assist local leagues, Little League International has teamed up with J.D. Palatine (855-799-8753)**

**. Also, any additional searches above 125 that may be necessary for each league will be available at a reduced cost of only \$1 per search. Effective in 2007, the local league must conduct a nationwide search that contains the applicable government sex offender registry data. A check conducted only in one state no longer meets the minimum requirements of the regulations.**

The Safety Officer will conduct a criminal background check Requirements set forth in Regulation I(c)9 of the Little League Official Regulations and Playing Rules for all states.

**Note:** A letter, which includes a copy of the completed background screening report & Summary of Rights, will be sent to every volunteer where a criminal record from the public records database is reported to your local Little League. According to the Fair Credit Reporting Act (FCRA), you must obtain authorization from the applicant before performing a background check. Failure to comply with FCRA requirements imposes civil liability.

Sex offender registry data in a few states is obtained through a Name-Only-Search and uses no other identifiers such as date of birth and/or social security number. It is very important to notify all volunteers that if a criminal record is identified in any of these states that use Name-Only-Searches, that person will receive a report from LexisNexis® showing that his/her name was identified on a criminal record. Please note, this may or may not be the person for whom the league is conducting a background check.



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## First Aid Handbook



## **FIRST AID INTRODUCTION**

This program has been prepared by the Board of Directors, Major League Managers, and with assistance of Paramedics who for many years have provided training in first aid, CPR and Advanced life support. The material presented conforms to commonly accepted standards; it is intended to provide for formalized classroom instruction for managers, coaches and Board members. It is the League's hope that this training can be relied upon for use at the time of a sports injury. Little League believes the best time to learn first aid is BEFORE you need to use it!

## **WHAT IS FIRST AID?**

First aid is the initial care of the injured or sick. It is the care administered by a manager or coach as soon as possible after an accident. It is this prompt care and attention that sometimes means the difference between Life and death, or between a full or partial recovery. First aid has limitations - not everybody is a doctor - but it is an essential and vital part of the total medical concept. **FIRST AID SAVES LIVES!** . . . Ask any paramedic or doctor who works in the emergency medical field.

## **FIRST AID INDEX**

### **BASIC TECHNIQUES USED TO HANDLE COMMON SPORTS INJURIES**

- Introduction
- Legal & Ethical Considerations
- Body Systems
- Preventing Disease Transmission
- Primary and Secondary Survey
- Skeletal Injuries
- Head Injuries
- Spinal Injuries
- Facial Injuries
- Chest Injuries and Abdominal Injuries
- Bleeding
- Shock
- Environmental Injuries
- Medical Injuries
- Obstructed Airway

### **LEGAL & ETHICAL CONSIDERATIONS**

Legislators in almost every state in the country have passed GOOD SAMARITAN LAWS which are intended to protect good people who offer first aid help to others. Most of the Good Samaritan Acts are very similar in their content and usually provide two basic requirements which must be met in order for the person providing first aid to be protected by their provisions:

- The person providing first aid must not deliberately cause harm to the victim.
- The person providing first aid must provide the level & type of care expected of a reasonable person with the same amount of training & in similar circumstances.

**THERE SHOULD BE LITTLE, IF ANY, CONCERN ABOUT LEGAL CONSEQUENCES INHERENT IN PROVIDING FIRST AID. YOU NEED ONLY HAVE THE VICTIM'S CONSENT AND THEN OFFER THE LEVEL OF CARE FOR WHICH YOU ARE QUALIFIED.**

## **PRIMARY AND SECONDARY SURVEY**

In EVERY emergency situation, there is a logical order to be followed. First, it is important to carefully assess the scene of an emergency BEFORE any further steps are taken. The purpose of this assessment is to assure it is safe to provide first aid care. For example, an unconscious player might be lying on the field when it starts to rain (lightning). If a manager were to leave the player on the field to administer treatment, the manager could become a victim as well! Always be sure it is safe before you attempt to help a player! Once you determine it is safe for you to help a player, you should immediately determine if the player has any life threatening conditions.

- Check to see if the player is responsive.
- Kneel and ask, “ARE YOU OK”? If there is no response, you must immediately summon an ambulance! Recent studies have conclusively shown that victims who are not breathing and do not have a heartbeat have a substantially greater chance for survival if they receive prompt advanced medical care in a hospital or by trained paramedics.
- Only after a call is placed for emergency medical services does a manager attempt to further help an unconscious player.
- If there are other parents on the scene, summon someone to your side to provide assistance.
- With the player on his back, OPEN THE PLAYER’S AIRWAY by placing the heel of your hand on the victim’s forehead and the tips of your fingers under the bony part of the jaw.
- Push down on the forehead while lifting up the chin until the jaw is pointing straight up.
- Now place your ear over the player’s mouth and LOOK, LISTEN & FEEL for breathing for 3 to 5 seconds
- LOOK at the chest to see if it is rising, LISTEN for sounds of breathing and FEEL for air coming from the victim.



## **SKELETAL INJURIES**

Fractures, sprains, strains and dislocations may be hard for the lay person to tell apart for this reason; first aid treatment of any of these conditions is handled as though the injury was a fracture. There are 206 bones in the human body and they are important, not just because they hold our skin up but they act as factories for the production of blood and essential blood cells through bone marrow. Bones are also integral to the body's strength. Some bones have a protective function (skull), some a supporting function (pelvis), while others are for movement (fingers, jaw). When a bone is broken, or fractured, it affects not only blood production and function, but there are also complications associated with the muscles, tendons, nerves and blood vessels which are attached, or are close, to the bone.

## **FRACTURES**

Fractures are generally classified as:

### **OPEN:**

Where the bone has fractured and penetrated the skin leaving a wound.

### **CLOSED:**

Where the bone has fractured but has no obvious external wound.

### **COMPLICATED:**

Complicated fractures may involve damage to vital organs and major blood vessels as a result of the fracture.

Signs and symptoms of the above conditions may include a “grating” sensation of bones rubbing together, pain, tenderness, swelling, bruising and an inability to move the injured part.

First Aid for any of these conditions consists of:

- Control bleeding if present.
  - Treat for shock.
  - Splint affected area to prevent further movement (should be done by a paramedic), but do so only if possible without causing further pain to victim.
  - Cold packs may help reduce pain and swelling.

## **CARE AND TREATMENT OF A FRACTURED FOREARM**

Check for pulse. If none - gentle traction until pulse returns, treat any wounds, pad bony prominences. Apply adequate splint, secure above and below fracture, secure wrist reassess pulse or capillary return, elevate injury with arm sling, seek medical attention.

## **CARE AND TREATMENT OF A FRACTURED UPPER ARM**

Check for pulse, if none - gentle traction, treat any wounds, pad between arm and chest, apply “collar and cuff” sling secure above and below fracture firmly, against chest with triangular bandages, reassess pulse or capillary return, seek medical attention.

## **CARE AND TREATMENT OF A FRACTURED LEG**

Check for pulse, if none - traction treat any wound, insert splint between legs, pad bony prominences, secure feet with “figure-8” bandage, secure above and below fracture, secure knees with a wide bandage, reassess pulse or capillary return, seek medical attention.

Players with traumatic injuries, such as those caused by being struck by a bat or ball in the head, breaking a leg while sliding into a base etc. **should not be moved except by trained rescue workers.** Head, neck and back injuries are serious and require special care for movement and transport of players with these conditions. In exceptional circumstances, such as when a player is at risk of further injury unless moved, the victim’s head and neck should be stabilized and the body moved with minimal flexing of the head, neck or spinal cord.

***ALL PLAYERS WITH FRACTURES OR DISLOCATIONS REQUIRE PROFESSIONAL MEDICAL ATTENTION.***

## **SOFT TISSUE INJURIES**

All other injuries, excluding fractures, affecting the joints and muscles of the limbs, sprains, strains and dislocations are considered soft tissue injuries, with some authorities also including bruising.

The treatment of soft tissue injuries is based on resting the injured part, applying ice packs to limit swelling and reduce pain, the elevation of the limb and immobilization.

### **Rest, Ice, Elevation, Immobilization**

## **SPRAINS**

Sprains involve the over extension of a joint, usually with partial rupture of the ligaments. There may also be blood vessel, nerve and tendon damage. An injury with severe ligament damage may require subsequent immobilization in a plaster cast.

### *SIGNS AND SYMPTOMS*

- Sudden pain in the joint, loss of power and ability to bear weight, bruising, swelling, site becomes tender, painful to palpate.

### *CARE AND TREATMENT*

- Seek medical attention for assessment of ligament damage.

## **BRUISING**

Bruising, or more correctly, “contusion”, is bleeding by damaged blood vessels beneath the surface of the skin. This is invariably caused by blunt trauma, the application of force to the injured site. A common injury, especially in contact sports, is a heavy blow to the muscle mass of the thigh, which involves damage to blood vessels as well as injury to the thigh muscle tissue. Although not a serious injury, it is very painful, and prompt first aid assists in a rapid recovery.

### *SIGNS AND SYMPTOMS*

- Causes are a blow to the muscle area, pain and tenderness, swelling and discoloration.

### *CARE AND TREATMENT*

- After four hours, gently exercise of limb.

### **STRAINS (must common in pitchers)**

Strains involve over stretching of the major muscles of a limb. Muscles are attached to bones by tendons, which tear if a muscle is forced to stretch excessively. This injury is usually less severe than a sprain, but can still have complications if not managed correctly.

#### *SIGNS AND SYMPTOMS*

- Pain at the site1 an audible “crack” may be heard as the tendon parts from the bone, may have a discernible gap between muscle and bone, tenderness, discomfort when weight bearing, swelling if near joint

#### *CARE AND TREATMENT*

- Avoid stretching or massaging the injured limb, if pain persists, seek medical attention.

### **DISLOCATIONS**

Dislocations involve the displacement of bone from a joint. These injuries may be underestimated, and can have serious consequences in the form of damage to nerves and blood vessels. Many people have joints, which dislocate easily due to either a congenital condition, or to weak ligaments, stretched by previous repeated dislocations.

#### *SIGNS AND SYMPTOMS*

- Sudden pain in the affected joint, loss of power and movement, deformity of the joint, swelling, tenderness, may have some temporary paralysis.

#### *CARE AND TREATMENT*

- Support limb in position of comfort, seek medical attention, DO NOT attempt to reduce the dislocation.

## **HEAD INJURIES**

A manager or coach can be easily misled by a head injury because will not exhibit the expected signs and symptoms immediately after an incident. In many instances, the player has appeared unaffected after the incident only to collapse with life-threatening symptoms some hours later. This is inevitably due to a small amount of bleeding in the brain that eventually increases and applies excessive pressure on the brain tissue.

As a manager or coach, you should always examine the cause of the incident, and the mechanism of injury. If, in your opinion, the incident had the potential to cause serious injury, assume the worst and treat as a head injury. **A general rule is that anyone who is rendered unconscious should always be examined by a doctor - NO EXCEPTIONS!**

**Head injuries are generally classified as either:**

### **OPEN**

- A head injury with an associated head wound.

### **CLOSED**

- A head injury with no overt sign of injury.

In many instances, serious head injury is readily identified by certain signs peculiar to the injury.

These may include:

- A straw-colored fluid oozing from the nose or ears. This is cerebrospinal fluid (CSF), which surrounds the brain. When a fracture occurs, usually at the base of the skull, the fluid leaks out under pressure into the ear and nose canals.
- The kinetic energy from a blow, which is transmitted through the head and brain, is expelled through soft tissue, e.g. the eyes, and behind the ears. Bruising at these points indicates that the head has suffered exposure to considerable force.
- It should be remembered that a player has two black eyes this does not necessarily mean that he/she has been struck in the face.
- Blurred or double vision. This symptom is common with players who have experienced a concussion. It indicates that the brain has been dealt a blow that has temporarily affected its ability to correctly process the sight senses.

## **CONCUSSIONS**

Of all the head injuries, this is the most insidious, and many players have succumbed several hours after the incident. **Be especially observant during contact sports or activities involving children - the myth that you can “run off” your concussion by playing on is dangerous**, and has caused grief to many players, parents and coaches when the player eventually collapses. A concussion is potentially very serious, and an indifferent attitude should be discouraged.

## **SPINAL INJURIES**

The spinal column consists of a series of interconnected bones, called vertebrae, which enclose the spinal cord, an integral part of the central nervous system. It is the spinal cord, through its attached nerve roots, which provides the means by which we breathe, move and sense. Any injury to the spinal cord has serious ramifications for our ability to function normally, and a separation of the cord may cause quadriplegia, paraplegia, or chronic painful conditions, dependent on the location of the injury.

Spinal injuries can be caused by a variety of physical incidents. Some common cause of spinal injuries may include:

- Improperly sliding into a stationary base.
- Players running at full speed and sliding with a stiff leg into a stationary base which ends up putting stress on the spinal column.

## *SIGNS AND SYMPTOMS*

- History of trauma, generally slow pulse. LOOK at the player, does the posture seem unnatural? May have pale, cool, clammy skin, “tingling” unusual, or absent feeling in extremities, absence of pain in extremities, inability to move arms and/or legs, onset of shock.

## *CARE AND TREATMENT*

- Extreme care in initial examination - minimal movement,  Always carefully remove any clothing
- Urgent ambulance transport, treat for shock
- Treat any other injuries
- Maintain body heat
- If movement is required, “log roll” and use assistants,
- Always maintain the head in line with the shoulders.

## **FACIAL INJURIES**

Facial injuries are also head injuries and the manager or coach should not be unduly distracted by obvious facial injuries and forget to assess the player for associated brain injury. Facial injuries can also be very complicated when the airway is affected.

### *SIGNS AND SYMPTOMS*

- History of trauma, head wounds, deformation and/or crepitus of the skull
- Altered level of consciousness
- Evidence of CSF leaking from ears or nose
- Unequal pupils, headache, nausea and/or vomiting
- Restlessness and irritability
- Confusion, blurred or double vision
- Snoring respiration's if unconscious

### *CARE AND TREATMENT*

- Apply a cervical collar as appropriate

Treat any wounds

- Urgent paramedic assistance

Complete rest

San Juan Capistrano Little League Safety Manual  
First Aid Handbook

- Put player in the stable side position while supporting the cervical spine,
- Allow any CSF to drain freely -REMEMBER - Head, neck and spinal injuries are all related
- Don't forget the cervical collar!

## **EYE INJURIES**

Be extremely careful and gentle when treating eye injuries. Eye injuries in baseball are very common and treatment should not be rushed. Dirt, grass, and other objects entering an eye during a game can easily be made worse by mistreatment or lack of treatment. An eye that has been struck by a baseball or bat should always be carefully checked by a doctor before the player returns to the field. Floating objects in the eye which can be visualized may be flushed from the eye with water. If the object cannot be removed in this manner, the victim should seek medical attention. **NEVER ATTEMPT TO REMOVE OBJECTS IMBEDDED IN THE EYE!**

### *CARE AND TREATMENT*

- Bandage BOTH eyes and seek professional care promptly!
- An inverted paper cup covered with a bandage is appropriate for serious eye injuries while the victim is transported to the hospital. For chemical burns of the eye:
  - Wash the eye with copious amounts of water for 15 to 30 minutes.
  - Then wrap a bandage around both eyes and seek professional help.



## **NOSE INJURIES**

A severe nosebleed can be most frightening. It can also lead to shock if enough blood is lost! Many cases of nosebleed can be controlled simply by having the victim sit down, pinch the nostrils shut and lean forward to prevent blood from running into the throat. Once the bleeding has been stopped, talking, walking and blowing the nose may disturb blood clots and allow the bleeding to resume. The victim should rest quietly until it appears the bleeding remains stopped.

In the event a player has been struck in the nose by a ball or bat, check for a broken nose as well as head, back and neck injuries. If it is suspected that the victim has suffered head, neck or back injuries **DO NOT** attempt to control the blood flow as they may cause increased pressure on injured tissue. All uncontrolled nosebleeds require prompt medical attention!

## **TOOTH INJURIES**

When a tooth is knocked out, appropriate emergency medical and dental care is necessary. A permanent tooth can often be saved if prompt action is taken and the tooth is handled carefully. The delicate tissue covering the root must be protected to ensure successful re-implantation.

## **TREATMENT**

- Hold the tooth by the crown (the top), not the root.
- Rinse the tooth immediately with saline solution or milk.
- Do not scrub the tooth to remove dirt. Give the player a gauze pad or handkerchief to gently bite down on, which will help control bleeding and ease the pain see a dentist right away, within 20 minutes if possible.

**DO NOT** replace the tooth or place anything in the mouth of a drowsy or unconscious player.

- Control bleeding by placing a moist gauze pad in the tooth socket, and then get the player to bite gently down on the pad.
- Do not rinse out the mouth because this can interfere with blood clotting. If the gums are bleeding, put cold water on a piece of gauze and push it between the bps and gum. Have the player hold pressure on the bleeding site.

## **CHEST AND ABDOMINAL INJURIES**

The potential for serious complications exists when injuries are sustained involving either the chest or the abdomen, or both. Serious chest injuries usually involve the lungs, and compromised breathing is common.

Abdominal injuries indicate that the organs contained within may have been damaged to varying degrees. Chest and abdominal injuries are difficult for the manager or coach to treat and players with these injuries must be referred to a doctor as a matter of priority.

## **CHEST INJURIES**

The major chest injuries encountered by a manager or coach are FRACTURED RIBS, and PENETRATING CHEST WOUNDS.

## **FRACTURED RIBS**

Ribs are composed of successive layers of flat bone, which give the ribs their flexibility, or “spring”. When ribs fracture, often the “spring” is reduced, rather than the entire bone being detached from the spinal column or the sternum. Rib injuries cause distress due to the difficulty the player has in breathing.

### *SIGNS AND SYMPTOMS*

- History of trauma to the chest, pale, cool skin, pain at the site, especially when inhaling, rapid pulse, rapid shallow breathing, ‘guarding’ of the injury.

### *CARE AND TREATMENT*

- Place injured arm in a sling to act as a splint.  Bind the upper arm close to the side.
- Seek medical attention
- Observe for any respiratory problems.

## **PENETRATING CHEST WOUND**

A penetrating chest wound may be a wound where the object is still in place in the wall of the chest, or it may be an open wound left by the object, e.g., a stab wound, or bullet wound. If the object is still in place - **DO NOT REMOVE IT.**

### *SIGNS AND SYMPTOMS*

- Pale, cool clammy skin, rapid weak pulse, rapid shallow painful breathing, pain at the site, onset of shock.
- 

### *CARE AND TREATMENT*

- Activate 911, if object is in the player, stabilize and pad around entry wound, if open wound, apply non-adherent pad, taped on three sides only, posture player in position of comfort, provide reassurance, observe for breathing difficulties.

## **ABDOMINAL INJURIES**

Abdominal Injuries usually involve either BLUNT or PENETRATING TRAUMA, or EVISCERATION.

In either case, vital organs are involved, and the manager or coach should be prepared to treat for internal bleeding and shock.

## **BLUNT OR PENETRATING TRAUMA**

If the injury is either blunt trauma, e.g. a severe blow to the abdomen without any associated wound, or a penetrating injury, the initial first aid treatment will be the same.

### *SIGNS AND SYMPTOMS*

- Pale, cool, clammy skin
- May be evidence of wound
- Rapid weak pulse
- Rapid shallow breathing
- Abdominal rigidity, “guarding” of abdomen
- Lying in a fetal position.

### *CARE AND TREATMENT*

- Activate 911
- Control bleeding
- Stabilize any impaled object
- Lay player on back and elevate legs bent at the knees, provide reassurance.

## **BLEEDING**

Major bleeding may be a life-threatening condition requiring immediate attention.

Bleeding may be external or internal:

- ARTERIAL:** Characterized by bright red blood
- VENOUS:** Characterized by dark red blood
- CAPILLARY:** Characterized by oozing blood

## **TYPES OF WOUNDS**

Incision

- Is the type of wound made by “Slicing” with a sharp knife or sharp piece of metal.

Laceration

- Is a deep wound with associated loss of tissue - the type of wound barbed wire would cause.

Abrasion

- Is a wound where the skin layers have been scraped off.

Puncture wounds

- Are perforations of the skin

**TREATMENT:**

- Stop the bleeding
- Prevent infection
- Prevent shock

## **HOW TO CONTROL BLEEDING:**

- DIRECT PRESSURE** on the wound.
- Use a dressing, if available. If a dressing is not available, use a rag, towel, piece of clothing or your hand alone.
- IMPORTANT: ONCE PRESSURE IS APPLIED, KEEP IT IN PLACE. WHEN DRESSINGS BECOME SOAKED WITH BLOOD, APPLY NEW DRESSINGS OVER THE OLD DRESSINGS. THE LESS A BLEEDING WOUND IS DISTURBED; THE EASIER IT WILL BE TO STOP THE BLEEDING!**
- ELEVATE** the wound above the level of the heart and continue to apply direct pressure.
- PRESSURE BANDAGE**
- If the bleeding still cannot be controlled, the next step is to apply **PRESSURE AT A PRESSURE POINT**. For wounds of the arms or hands, pressure points are Located on the inside of the wrist (radial artery-where a pulse is checked) or on the inside of the upper arm (brachial artery) For wounds of the legs, the pressure point is at the crease in the groin (femoral artery). Steps 1 and 2 should be continued with use of the pressure points.

**A SLOW PULSE RATE, OR BLUISH FINGERTIPS OR TOES, SIGNAL A BANDAGE MAY BE IMPEDING CIRCULATION.**

## **INTERNAL BLEEDING**

### *SIGNS AND SYMPTOMS*

- Bruised, swollen, tender or rigid abdomen
- Bruises on chest or signs of fractured ribs
- Blood in vomit
- Wounds that have penetrated the chest or abdomen
- Bleeding from the rectum or vagina
- Abnormal pulse and difficulty breathing
- Cool, moist skin

### *TREATMENT:*

First Aid on the playing field for internal bleeding is limited. If the injury appears to be a simple bruise:

- Apply cold packs to slow bleeding, relieve pain and reduce swelling. If you suspect more severe internal bleeding:
- carefully monitor the player and be prepared to administer CPR if required (and you are trained to do so) You should also reassure the player
- Control external bleeding, care for shock, loosen tight-fitting clothing and place victim on side so fluids can drain from the mouth.

## **SHOCK**

SHOCK is common with many injuries, regardless of their severity. The first hour after an injury is most important because it is during this period that symptoms of shock appear.

**IF SHOCK IS NOT TREATED, IT CAN PROGRESS TO CAUSE DEATH! ANY TYPE OF INJURY CAN CAUSE SHOCK.** Shock is failure of the cardiovascular system to keep adequate blood circulating to the vital organs of the body, namely the heart, lungs and brain.

### *SIGNS AND SYMPTOMS*

- Confused behavior
- Very fast or very slow pulse rate
- Very fast or very slow breathing
- Trembling and weakness in the arms or legs
- Cool and moist skin, pale or bluish skin, lips and fingernails and enlarged pupils.

### *TREATMENT*

A GOOD RULE TO FOLLOW IS TO ANTICIPATE THAT SHOCK WILL FOLLOW AN INJURY AND TAKE MEASURES TO PREVENT IT BEFORE IT HAPPENS!

- Put the player in a supine position
- If the player is not suspected of having head or neck injuries, or leg fractures, elevate the legs.
- If you suspect head or neck injuries, keep patient lying flat.  If the player vomits, turn on their side.
- If player is experiencing trouble breathing, place them in a semi-reclining position.
- Maintain the player's body temperature, but do not overheat.



## **ENVIRONMENTAL EMERGENCIES**

There are three types of heat emergencies you may be required to treat

**HEAT CRAMPS:** Heat cramps are muscular pain and spasms due to heavy exertion. They usually involve the abdominal muscles or legs: It is generally thought this condition is caused by loss of water and salt through sweating.

### *TREATMENT*

- Get player to a cool place. If they can tolerate it, give one half glass of water every 15 minutes. Heat cramps can usually be avoided by increasing fluid intake when active in hot weather.
- Do not give victim anything by mouth except water.
- Treat for shock.

**HEAT EXHAUSTION:** Heat exhaustion is less dangerous than heat stroke. It is caused by fluid loss which in turn causes blood flow to decrease in vital organs, resulting in a form of shock.

### *SIGNS AND SYMPTOMS:*

- Cool, pale and moist
- Heavy sweating
- Dilated pupils (wide)
- Headache
- Nausea, dizziness and vomiting
- Body temperature will be near normal.

### *TREATMENT*

- Get the player out of the heat and into a cool place
  - Place in the shock position. Lying on the back with feet raised
- Remove or loosen clothing
- Cool by fanning or applying cold packs or wet towels or sheets.  If conscious, give water to drink every 15 minutes
  - IMPORTANT: WHILE HEAT EXHAUSTION IS NOT A LIFE-THREATENING EMERGENCY LIKE HEAT STROKE, IT CAN PROGRESS TO HEAT STROKE IF LEFT UNTREATED**

**HEAT STROKE:** This is the most serious type of heat emergency. It is LIFE-TREATENING and requires IMMEDIATE and AGGRESSIVE treatment! Heat stroke occurs when the body's heat regulating mechanism fails. The body temperature rises so high that brain damage and death may result unless the body is cooled quickly.

*SIGNS AND SYMPTOMS:*

- Skin is HOT, RED and usually DRY
- Pupils are very small
- The body temperature is VERY HIGH, sometimes as high as 105 degrees

*TREATMENT*

Remember, Heat Stroke is a life threatening emergency and requires prompt action!

- Summon professional help
- Get the player into a cool place.
- COOL THE PLAYER AS QUICKLY AS POSSIBLE IN ANY MANNER POSSIBLE!**
- Place the player into a tub of cool water, wrap in wet sheets, and place in an air conditioned room.

## **DIABETIC EMERGENCIES**

Sugar is required in the body for nourishment. Insulin is a hormone that takes sugar from the bloodstream to the cells where it is used. When the body does not produce enough Insulin, body cells do not get the needed nourishment and diabetes results. A player with this condition will take insulin to keep their diabetes under control. A player with a diabetic condition should have been identified on the medical release form; parents should also notify the manager.

Diabetics are subject to two very different types of emergencies:

**INSULIN REACTION (OR INSULIN SHOCK):** This condition occurs when there is TOO MUCH INSULIN in the body. This condition rapidly reduces the level of sugar in the blood and brain cells suffer. Insulin reaction can be caused by taking too much medication, by failing to eat, by heavy exercise and by emotional factors.

### ***SIGNS AND SYMPTOMS:***

- Fast breathing
- Rapid pulse
- Dizziness, weakness, change in the level of consciousness
- Vision difficulties
- Sweating
- Headache
- Numb hands or feet
- Extreme hunger

### DIABETIC COMA:

This condition occurs when there is TOO MUCH SUGAR and too little INSULIN in the blood and body cells do not get enough nourishment. Diabetic coma can be caused by eating too much sugar, by not taking prescribed medications, by stress and by infection.

### *SIGNS AND SYMPTOMS:*

Diabetic Coma develops more slowly than Insulin shock, sometimes over a period of days.

- Drowsiness
- Confusion
- Deep and fast breathing
- Thirst, dehydration
- Fever
- Change in the level of consciousness

Sweet or fruity-smelling breath.

### *TEATMENT*

Looking for the signs and symptoms listed above will help to distinguish the two diabetic emergencies. In addition, if the player is conscious, you can ask two very important questions which will help determine the nature of the problem:

- Ask the patient if he/she has eaten. Someone who has eaten but has not taken prescribed medication may be in a diabetic coma.
- Ask if the patient has taken their medication. Someone who has not eaten, but did take their medication, may be having an Insulin reaction.
- Look for an identifying bracelet which may reveal a player's condition.
- A PLAYER IN INSULIN SHOCK NEEDS SUGAR, QUICKLY! IF THE PLAYER IS CONSCIOUS, GIVE SUGAR IN ANY FORM: CANDY, FRUIT JUICE OR A SOFT DRINK! SUGAR GIVEN TO A PERSON IN INSULIN SHOCK CAN BE LIFE-SAVING!
- IF THE PLAYER IS SUFFERING FROM DIABETIC COMA, THE SUGAR IS NOT REQUIRED BUT WILL NOT CAUSE THEM FURTHER HARM.

## **MEDICAL EMERGENCIES**

### **SEIZURES:**

Seizures are a common occurrence. Seizures may be caused by many different types of conditions such as insulin shock, high fevers, viral infections of the brain, head injuries or drug reactions. When seizures recur with no identifiable cause, the person is said to have epilepsy.

### ***SIGNS AND SYMPTOMS***

- Many individuals have a warning AURA (or sensation) before the onset of a seizure. Many times, a person about to have a seizure will physically move themselves from danger (as from the edge of a train platform) before the seizure begins.
- Seizures can range from mild to severe. Mild seizures may take place and end in a matter of seconds.
- Severe seizures may involve uncontrollable muscle spasms, rigidity, and loss of consciousness, loss of bladder and bowel control and in some cases, breathing that stops temporarily. Many epileptics carry cards or bracelets which identify their condition.
- Summon professional help. Prevent the person from injuring themselves by moving furniture or equipment.
- DO NOT ATTEMPT TO RESTRAIN A PERSON SUFFERING A SEIZURE AND DO NOT PUT ANYTHING TN THEIR MOUTH!**
- Loosen clothing. If they vomit, turn on their side to allow fluids to drain Stay with the person until they are fully conscious.

## **ASTHMA**

Asthma is a respiratory condition in which the player suffers the onset of a constricted airway and it becomes progressively more difficult to EXHALE. Asthma can be a life-threatening condition. Asthma is usually considered in three classifications of severity:

- MILD:** Wheezing” associated with climate change, or even when waking up in the morning, but the condition does not usually restrict any normal physical activities.
- MODERATE:** Which causes players to resort to medication when affected by climate, allergenic sources (pollens, grass seeds, etc.), or by intense **physical exertion**. The moderate asthmatic usually responds well to orally-administered medications.
- SEVERE:** A condition that necessitates immediate medicinal or medical intervention to support the respiratory function. This condition is serious, and acute onset of an asthma attack leads to respiratory arrest or death if not treated immediately. The severe asthmatic is heavily dependent on a variety of drugs, in many cases requiring respiratory assistance from medication through a “nebulizer” into a special face mask. As a manager or coach you should be aware that both mild and moderate asthmatics are subject to unexpected severe attacks, and that minor respiratory infections such as cold and flu, as well as seasonal changes, may cause an asthmatic condition to worsen. Treat the condition with care as the effects are sudden and serious.

### *SIGNS AND SYMPTOMS*

- Rapid, labored respirations
  - Difficulty exhaling
  - Difficulty in speaking
  - Pale, cool, clammy skin
  - Wheezing or whistling on exhalation
  - Labored breathing. Using all the chest and diaphragm muscles to breathe
  - Anxiety, rapid, weak pulse, severe asthma attack: collapse
- Eventual respiratory arrest.

### *CARE AND TREATMENT*

- Urgent paramedic treatment
- Assist with medication
- Place patient in sitting position



# San Juan Capistrano Little League

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## Equipment Manager Handbook



### **Equipment Manager:**

- Ensures that equipment given to each team is in good condition and ready for use.
- Ensures that bad equipment that can't be repaired is thoroughly destroyed and made unusable to prevent future accidents from unsuspecting potential users.
- Responsible for equipment used on the field of play such as breakaway bases, field maintenance tools, equipment storage, hoses and golf carts.
- Establishes and post requirements and procedures for the use of league golf carts.
- Establishes and post maintenance procedures and schedules for all motorized equipment.
- Ensures that storage facilities are clean and maintained in orderly condition.
- Establishes rules for use of batting cages and post them in an appropriate location.
- Ensures that warning signs are posted in plain sight on dugouts, fences and any location where potential hazards may exist.
- Ensures that contact and emergency information is posted in plain sight.
- Performs an annual facility survey and complete a Little League National Facility Survey form and file it with the League Secretary.



## **STORAGE SHED PROCEDURES**

The following applies to all of the storage sheds used by San Juan Capistrano Little League and further applies to anyone who has been issued keys by the Board to use these sheds.

- League President will only issue keys to the equipment sheds.
- A record shall be kept of all individuals possessing keys.
- All storage sheds will be kept locked at all times.
- All individuals with keys to the equipment sheds are aware of their responsibility for the orderly and safe storage of heavy machinery, hazardous materials, fertilizers, poisons, tools, etc.
- Before the use of any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in storage sheds shall be properly marked and labeled and stored in its original container if available.
- Keep products in their original container with the labels in place.
- Use poison symbols to identify dangerous substances.
- Dispose of outdated products as recommended.
- Use chemicals only in well-ventilated areas.
- Wear proper protective clothing, such as gloves or a mask when handling toxic substances.

## **MACHINERY**

Tractors, mowers and any other heavy machinery will:

- Be operated by appointed staff only.
- Never be operated under the influence of alcohol or drugs including medication.
- Not be operated by any person under the age of 16.
  - Must have a valid **California Drives lic** on hand while operating any drivable machinery.
    - Never be operated in a reckless or careless manner.
- Be stored appropriately when not in use with the brakes in the on position, the blades retracted, the ignition locked and the keys removed.
- Never be operated or ridden in a precarious or dangerous way (i.e. riding on the fenders of a tractor).
- Never be left outside the tool sheds or appointed garages if not in use.

## **EQUIPMENT INSPECTION AND REPLACEMENT**

Each year our equipment manager does a complete inspection of all the equipment. Upon review, the league donates any equipment that is not used to other leagues who desire this equipment. Additionally, on “Opening Day” a used equipment drive is conducted. Our equipment manager, based on our league’s needs orders the necessary equipment.

Each manager receives the following equipment at the beginning of the season:

One (1) catcher’s mitt as needed maybe used

One (1) Set of Catcher’s equipment maybe used

Two (2) dozen league approved baseballs

Four (4) bases for practices T-Ball Only

One (1) first aid kit included ice-pack(s)

Additional equipment needs throughout the season are requested by the team manager through the Equipment Manager.



# San Juan Capistrano Little League

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## Director, Team Services Handbook



**Director, Team Services:**

- Recruit and train concessions stand volunteers.
- Ensure that the concession stands are clean, orderly, safe and stocked.

Ensure that concession stand operations are performed with reasonable and common sense health practices.

- Produce and post procedures for opening and closing concession stands, tracking monies and inventory control.
- Ensure that fire extinguishers are serviced by a qualified servicing company or replaced each year.

# Volunteers Must Wash Hands

## HOW



## WHEN

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

### Wash after you:

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

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

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

### Wear gloves

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

### If you wear gloves:

- ▶ wash your hands before you put on new gloves

### Change them:

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

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.



**UMASS  
EXTENSION**

# FIGHT BAC!

Keep Food Safe From Bacteria



TM



**T**hermy™ says:

"It's Safe to Bite  
When The Temperature is Right!"



Think **PASS!**

1. **P**ull Ring
2. **A**im at Base of Fire
3. **S**queeze Lever
4. **S**weep Side to Side



# San Juan Capistrano Little League

Safety Manual  
2019

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## Concession Stand Safety Handbook





**TO ENSURE THE SAFETY AND WELL-BEING OF OUR CONCESSION STAND CUSTOMERS AND VOLUNTEERS, THE FOLLOWING SAFETY REQUIREMENTS MUST BE FOLLOWED.**

- No person under the age of fifteen will be allowed behind the counter in the concession stands.
  - People working in the concession stands will be trained in safe food preparation.
  - Training will cover safe use of the equipment. This training will be provided by the concession stand manager and given to team moms and team parents prior to the beginning of the season.
  - Cooking equipment will be inspected periodically and repaired or replaced if need be.
  - Food not purchased by the league to sell in its concession stands will not be cooked, prepared, or sold in the concession stands.
  - Cleaning chemicals must be stored in a locked container.
  - A certified fire extinguisher suitable for grease fires must be placed in plain sight at all times.
  - All concession stand workers are to be instructed on the use of fire extinguishers.
  - A fully stocked first aid kit will be placed in each concession stand.
  - The concession stand main entrance door will remain unlocked and the doorways clear while people are inside.
- All related injuries must be reported as soon as possible or within 24 hours of time of injury to any Little League Rep. or  
Safety Officer Contact: Eric Robles 949-338-5595 or email:  
safetymanager@sjcll.com

**Rodent and Insect Control:**  
*How can we control rats and mice?*

**Build them out**

- Block all possible entrances
- Rodent-proof foundations
- Seal cracks at rear doors
- Seal around pipes & conduits

**Get rid of their nesting places**

- Clean up all piles of rubbish, inside and outside the premises

**Starve them out**

- Protect food at night
- Keep garbage containers closed
- Do a thorough clean up job

**Kill them**

- Use traps or bait for temporary control (follow directions carefully)

*How can we control flies?*

**Get rid of their breeding places**

- Control the sources

**Keep them out**

- Screen doors & windows properly
  - See that all doors open and are self-closing.
- Install overhead fly fans or air curtains

**Kill them**

- Use an acceptable insect spray inside the buildings
- Caution:** Do not use sprays with any food or food surfaces exposed in the room

**Do a good job of housekeeping**

- Keep foods covered
- Keep garbage containers sealed
- Remove food accumulations promptly

***How can we control cockroaches and other insects?***

Be alert to first signs of infestation & destroy infested food

Do a good job of housekeeping and storage

Use proper insecticides (carefully)

Then if rats, mice, flies, cockroaches or other insects still infest your establishment, contact your Safety Officer. Eric Robles 949-338-5595 or Email: safety manager @sjcll.com.

## **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 CAUSES OF FOOD BORNE ILLNESS**

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.



# San Juan Capistrano Little League

Safety Manual  
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## Player Development Handbook



**Player Development Coordinator:**

- Provide fundamentals training to all managers and coaches.
- Ensure that the basics of baseball and the philosophies of Little League, Inc. are promoted.
- Provide training in the form of hands-on clinics, classes or web-based instruction.
- Ensure that coaches use proper warm up and cool down procedures for all players.
- Produce and post on the league web site, the schedule of clinics for managers and coaches.
- List all attendees of all coach's clinics.
- Post skill development videos to the league web page.

# Suggestions for Warm-up Drills



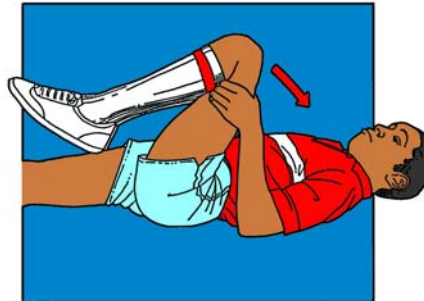
## Heel Cord Stretches

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



## Head and Neck Circles

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



## Low Back Stretches

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



## Shoulder Stretches #1

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



## Shoulder Stretches #2

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



## Shoulder Stretches #3

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



## Thigh Stretches #1

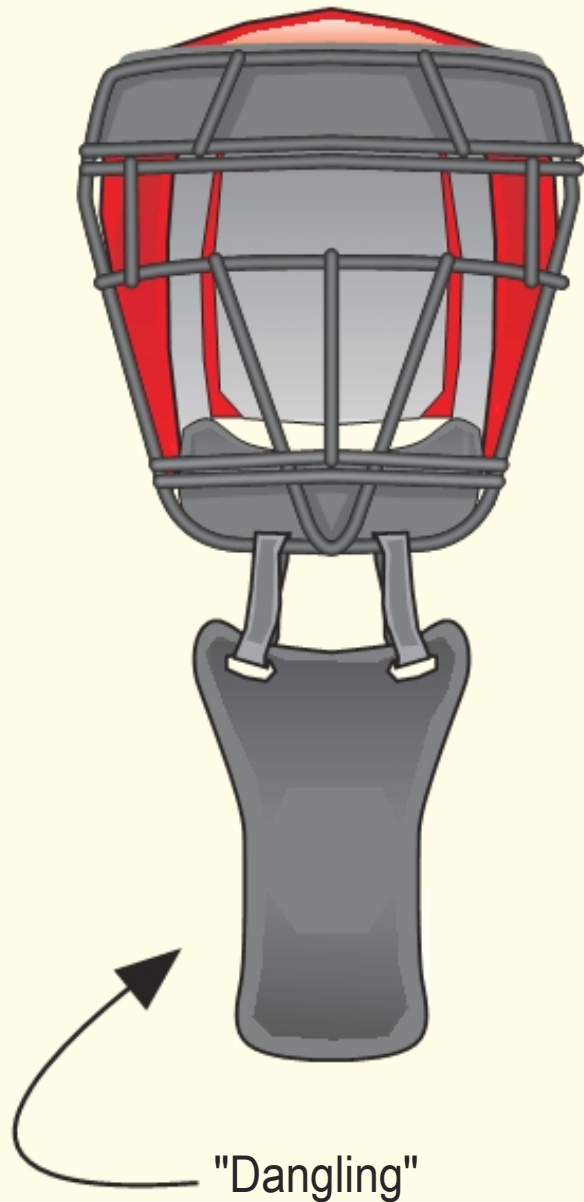
Sit on the ground. Stretch both legs out in front of you. Reach forward, touching your toes. Eventually, you want to lean forward far enough to put your head on your knees. You should feel the stretch along the backs of your legs.

## Thigh Stretches #2

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







Make  
Sure  
They  
Are  
Safe!

REMEMBER:

Catchers must wear helmets during warm-ups and infield/outfield practice.

**RULE 1.17**

"...All catchers must wear a mask, 'dangling' type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up and games."



# San Juan Capistrano Little League

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## Challenger Administrator Handbook



**Challenger Administrator:**

- Provide a safe and fun environment for our participants with special needs.
- Ensure that proper accommodations and caregivers are available.
- Have in place appropriate procedures to handle any emergency that may arise.

# LITTLE LEAGUE®

i n t e r n a



*urban initiative*

The Little League® Urban Initiative, established in 1999, is a component of Little League Baseball and Softball and is currently operating with more than 200 leagues in nearly 85 cities in the United States. Through the 2009 Little League season, the Little League Urban Initiative has stimulated the participation of 3,901 teams, which equals out to approximately 51,000 players, and has participated nearly 30 field renovation and development projects. The Little League Urban Initiative provides assistance packages for eligible leagues that aid the local volunteer group with equipment acquisition, capital improvement cash grants, field development and renovation, access to Little League Baseball and Softball Education and Training programs, advocacy, and networking.

# Little League® Urban Initiative

## TRAINING AND EDUCATION:

The Little League Urban Initiative promotes recruitment and retention for local leagues through Little League Training and Education programs. At various times throughout the year, Little League provides a variety of clinics at its five regional centers and at Little League International in Williamsport. The clinic topics include instruction for managers, coaches, umpires and league administrators, with emphasis

on safety, child protection, and parent orientation. Any volunteer involved with a local Urban Initiative league can attend any of the clinics at no charge and receive resource materials free or at a reduced cost.

## NETWORKING/ADVOCACY:

Because many of the Little League Urban Initiative leagues and independent organizations operating in these environments face the same problems, networking opportunities are crucial to the growth of a volunteer-based organization. Little League encourages mentoring relationships with other Urban Initiative leagues, working toward positive relationships with the appropriate municipal agencies, developing an assessment of their program's budgetary needs and concerns, and compiling a list of funding

opportunities in their communities.

**THE PRESENT, THE FUTURE:** The Little League Urban Initiative has recently renovated fields used by Little League programs in Portland, Ore.; the Bronx, NY; Stockton, Calif.; and Richmond, Va. Through grants made available to the Little League Urban Initiative, the program plans to continue to renovate and develop Little League fields in 2010.



The companies and organizations that are supporting and have contributed to the Little League Urban Initiative include:

- The Conrad N. Hilton Foundation
- The Wilson Sporting Goods Company
- Major League Baseball
- The American Honda Motor Company
- Bank of America
- The Torii Hunter Project
- The Walt Disney Company
- Popular Mechanics Magazine
- Comcast/The Comcast Foundation
- The Annie E. Casey Foundation
- The 25th Century Foundation
- The Tampa Bay Rays
- The Los Angeles Dodgers
- The San Diego Padres

For more information about the Urban Initiative contact:

**Demiko Ervin, Director of the Urban Initiative**

**570-326-1921 ext. 245**

**[dervin@LittleLeague.org](mailto:dervin@LittleLeague.org)**



# San Juan Capistrano Little League

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## Information Officer Handbook



**Information Officer:**

The League Information Officer is responsible to:

- Ensure that the League Safety Plan is posted to the league website in a timely manner and available for viewing.
- Post all Accident and Insurance Forms to the league web site and make them available to download.



# San Juan Capistrano Little League

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## Umpire-in-Chief Handbook





### The Umpire-in-Chief:

- Governs the game according to Little League rules and regulations.

Working with the managers and coaches ensures the field is safe and ready for play.

- Ensures that players are properly equipped.
- Ensures all equipment used meets the rules and regulations of Little League, Inc.
- Has authority to terminate play if he/she determines conditions are unsafe to continue because of deteriorating weather or fading light conditions.
- Corrects any condition or action that in his/her judgment appears to be unsafe.



# San Juan Capistrano Little League

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## Managers and Coaches Handbook



## **Managers and Coaches:**

- Promote the ideals and philosophy of Little League Baseball, Inc.
- Adhere to the rules and regulations of SJCLL and Little League Baseball, Inc.
- Ensure that his/her Managers Handbook contains signed Medical Release forms and an ample supply of Accident Report forms.
- Is responsible for team actions on the playing field and at practices.
- Responsible for the safety of his/her players at games and practices.
- Prepares their players with the appropriate skills and knowledge of baseball fundamentals.
- Ensures that his/her players are physically ready for athletic performance.
- Ensures with the Umpire that the field is safe and ready for play.
- Inspects equipment before each game to ensure it is safe and OK to use in the game.
- Appoints coaches as needed to assist in the management of the team.
- Provide to the league parent volunteers to fill mandatory positions.
- Represents the team in communications with the umpire, game officials and opposing teams.
- Maintains the highest standards of personal accountability.
- Managers /coaches are not allowed to catch pitchers - this includes standing at backstop during practices as informal catcher for batting practice.
- Please print The Sport Parent Code of Conduct and give copies to each parent as appropriate. Have team's parent(s) sign and keep all copies in Managers manual.

**Inspection checklist prior to all games and practices:**

- Check all equipment to make sure it is not damaged and safe for the kids to use in practice or the game.
- Walk the field and remove any glass, metal, rocks, etc. that could present a potential danger.
- Look for damaged dugout benches, nails sticking out of fixtures and any other potential hazards with the facilities.
- Look for any wildlife hazards, such as rattle snakes (not very common in San Juan Capistrano), bee swarms, moles, dead animals, etc.
- Make the safety of everyone attending the game or practice a priority!



## **HAVE YOU:**

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- Walked field for debris/foreign objects**
- Inspected helmets, bats, catchers' 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**

# 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.”

## **DRINKING GUIDELINES FOR HOT DAY ACTIVITIES**

### **BEFORE:**

Drink 8 oz. immediately before exercise

### **DURING:**

Drink at least 4 oz. every 20 minutes

### **AFTER:**

Drink 16 oz. for every pound of weight lost

### **DEHYDRATION SIGNS:**

Fatigue, flushed skin, light-headed

### **WHAT TO DO:**

Stop exercising; get out of sun, drink

### **SEVERE SIGNS:**

Muscle spasms, clumsiness, and delirium



**WHEN IT'S HOT,  
DRINK BEFORE  
YOU'RE THIRSTY.**

© 1996 Little League Baseball® and Musco Lighting, Inc.

### **Drinking Guidelines For Hot Day Activities**

Before: Drink 8 oz. immediately before exercise  
During: Drink at least 4 oz. every 20 minutes  
After: Drink 16 oz. for every pound of weight lost

Dehydration signs: Fatigue, flushed skin, light-headed  
What to do: Stop exercising, get out of sun, drink  
Severe signs: Muscle spasms, clumsiness, delirium



## **First Aid Kit Contents**

### **Main First Aid Kit** (found in snack bar)

Usable ice bag

Instant cold packs

Cold pack holder

Blister kit

Bandages

Large bandages

Plastic wrap

Scissors

Antimicrobial skin wipes

Blood-off cloth towelettes

Latex gloves

Eye wound wash

Rolls athletic tape

Roll pre-wrap

Sport wound care kit (includes gauze, PVC swab, pad, latex gloves, and tape)

### **Team First Aid Kits** (Managers should have with them at all times)

Instant cold packs

Bandages

Large bandages

Elastic wrap

Antimicrobial skin wipes

Blood-off cloth towelettes

Rolls athletic tape

### **Sports wound care kit**

**NOTE:** Additional instant ice packs are available to replenish the kit as necessary. Please contact the safety officer on duty to replace used packs.

## Accident Reporting Procedures

All incidents described below must be reported to the League Safety Officer within 24 hours of the incident. Copies of the Accident Report Form are included.

### What to report:

- Any accident that causes any player, manager, coach, umpires or volunteers to receive medical treatment and/or first aid.
- This includes minor treatment or evaluation of the extent of an injury.

### How to make a report:

- Take care of the injury first.
  - Call 911 if needed or unsure of what to do.
  - Fill out the Accident Report Form.
  - Be sure to fill out the form completely.
  - Provide as much information as possible.
  - Phone, email or speak to the League Safety Officer, Eric Robles (949/338-5595 or President Cesar Loya(949-280-4109) within 24 hours of the injury. Preferable the same day of your players injury(s).
- Updated January 23rd 2019

## **Safety Officer Responsibilities after receiving an Accident Report Form**

Within 24 hours of receiving the Accident Report Form the League Safety Officer will contact the injured party or the party's parents for follow up information.

- Verify the information received.
- Obtain any other pertinent information.
- Check the status of the injured party.
- If the injured party required more extensive treatment, will advise the party, parent or guardian of league insurance coverage and procedures for submitting claims.
- Be available for assistance until the incident is considered "closed".





# **San Juan Capistrano Little League**

**Safety Manual  
2019**

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**Parent  
Handbook**



Welcome to San Juan Capistrano Little League. We are thrilled that your child has chosen to participate in baseball. Through Little League, your child will learn how to play baseball and will experience the benefits and joys of belonging to a team. You are encouraged to be involved in Little League as we work together to help your son or daughter develop new skills and learn lifelong lessons.

**Parent Handbook Purpose:**

The Purpose of this handbook is to familiarize both the player and the parents with the operation and organization of the San Juan Capistrano Little League program. We encourage you to use this handbook as a reference throughout the season to answer questions you may have. However, should you desire additional information or interpretation, please contact your team manager or any of our Board members.

**SJCLL Facts:**

San Juan Capistrano Little League is a non-profit organization that was first chartered in 1958. The entire program is supervised and administered by adult volunteers. Over 300 San Juan Capistrano area youth, ages 4 through 18, will participate in the program during the season. The funds necessary to operate the program come entirely from player registration, parent contributions, sponsor contributions, concession sales, and fund raising. Our little league program is chartered by the National Little League organization based in Williamsport, Pennsylvania. San Juan Capistrano Little League is part of District 68, the local little league organization which oversees the leagues in our area. You have elected our SJCLL Board of Directors to maintain and operate our local league. The Board is responsible for carrying out the little league program guidelines, and managing all parts of pre-season, regular season and post-season activities necessary to run a successful program for the players.

**Volunteers:**

Little League is run completely by volunteers. It is the parents of the players who must all take an active role in running the league. There are ample volunteer opportunities for everyone to choose from including board member, manager, coach, umpire, scorekeeper, team mom, snack bar assistance, picture day, etc. Please offer your assistance and help out when you are asked. With everyone's dedication to the children, we will maintain a high-quality little league program.

**League Age:**

Age Determination date for a Little League Baseball player is the actual date of a child as of August 31st of the current year. That respective date identifies the "League Age" as it relates to a player's eligibility to participate in any of Little League's divisions of play. As an example, a player who is 8, but whose 9th birthday is prior to September 1st, 2019 is considered league age 8.

Age breakdowns for the upcoming spring 2019 season is posted under the Divisions section of the web site to help you determine where your child will play.

### **Player Evaluations:**

After registration, the first event in which players participate in is the player evaluations. Attendance at player evaluations is MANDATORY for every player wishing to participate in the Double A through Major level divisions. Players playing in the Tee-ball and Single A divisions do not try out.

The purpose of the player evaluations is for the players to display their hitting, fielding, throwing, and running skills for assessment by the league managers. Player evaluations allow the managers to determine the appropriate division for each player to be drafted into and assist in establishing an equitable distribution of talent. This assessment is used by the managers to make player selections to fill the teams during the player draft.

Every player will be assigned to a team.

All players should wear appropriate baseball attire including cleats, their own baseball glove, and hat. Players may bring their own bat and batting helmet but it is not required. All other equipment (bats, helmets, balls) will be furnished by SJCLL. Prior to the player evaluation date

Each player will be notified of their assigned tryout time. Player evaluations are typically scheduled for the first weekend in January, depending on the weather.

### **Divisions:**

San Juan Capistrano Little league has seven different divisions of play to accommodate players of all age and ability levels. Below is a brief summary of each division. Please refer to the local rules section of the website for more details describing the playing rules for each division.

### **Seniors:**

Players in this division are typically league ages 15-16. Play is on a standard baseball size field (60ft.6in. pitching mound and 90 ft. base paths) with seven inning games. Interleague play with other leagues in District 68 is utilized. This is a competitive league where standings are kept. Players from this division are also eligible to be selected to represent SJCLL in All-Star tournaments.

### **Juniors:**

Players in this division are typically league ages 13-14. Placement on teams in this division is by a draft following player evaluations. Play is on a larger size field (80 ft. or 90 ft. base paths) and seven inning games. Leading off and base stealing are allowed. Interleague play with other leagues in District 68 is utilized. This is a competitive

league where standings are kept. One or two teams from this division (criteria-determined by division commissioner before the season) will represent the league in the District 68 Tournament of Champions (TOC). Players from this division are also eligible to be selected to represent SJCLL in All-Star tournaments.

**Majors:**

Players in this division are typically league ages 11-12 and are able to demonstrate advanced baseball skills. Placement on teams in this division is by a draft following player evaluations. Standard little league rules are utilized. Standard little league size fields are utilized. Games are 6 innings or 2 hours and 30 minutes. This is a competitive league where standings are kept. The top two teams from this division (criteria determined by division commissioner before the season) will represent the league in the District 68 Tournament of Champions (TOC). Players from this division are also eligible to be selected to represent SJCLL in All-Star tournaments.

**Triple A:**

Players in this division are typically league ages 9-11. Placement on teams in this division is by a draft following player evaluations. Standard little league rules are utilized. Standard little league size fields are utilized. Games are 6 innings or 2 hours and 30 minutes. This is a competitive league where standings are kept. The top two teams from this division (criteria determined by division commissioner before the season) will represent the league in the District 68 Minor Tournament of Champions (TOC). Players from this division are also eligible to be selected to represent SJCLL in All-Star tournaments.

**Double A:**

Players in this division are typically league ages 8-10. Placement on teams in this division is by a draft following player evaluations. This is the first division where players are allowed to pitch. Pitching is from a standard little league distance of 46 ft. The field expands to an outfield fence of approximately 140 ft. Stealing of bases is allowed. Games are 6 innings or 2 hours and 30 minutes. This is a competitive league where standings are kept.

**Single A:**

Players in this division are typically league ages 7-9. Placement on teams in this division is by a draft following player evaluations. A machine is used to pitch or the Coach may pitch if teams agree. Defensive team will field nine (9) players. The field expands to 60ft. base paths with an outfield fence of approximately 120ft. A standard baseball is utilized. Games are 6 innings or 2 hours and 15 minutes. This is a noncompetitive league and standings are not kept.



### **T-Ball:**

Players in this division are typically league ages 4-6. This division provides an introduction to baseball. Batting is off a tee and the entire lineup bats each inning. Defensive team will field all players. Play is on a smaller field with a RIF (reduced Injury factor) baseball utilized. Games are limited to 3 innings or 1 1/2 hours. No game scores or standings are kept. Participation trophies are awarded to all teams at the end of the season.

### **Little League Season:**

Season play consists of three categories: Pre-season practice, Regular season play and practice, and Post Season Tournaments.

- Pre-season practice - Your child's team manager will conduct practices during the days following team assignments and prior to the start of regular season play. Each manager will have a practice schedule and you should assist your child in maintaining regular attendance. Practices typically can begin on February 1.
- Regular season play and practice - Regular season play begins with Opening day and is typically the last weekend of February or the first weekend of March and continues through May. Each team will usually play two games per week - one during the week and one on Saturday. In addition, practices will be scheduled during the season at the discretion of the manager.
- Post Season Tournaments - The AAA through Senior divisions will participate in post season district-wide tournaments. Teams from each division will represent SJCLL in the District 68 Tournament of Champions. This is a two week tournament and starts at the end of the regular season. AAA through Senior divisions will also participate in the Little League All Stars tournament. Players will be chosen to represent SJCLL All-Star teams by a vote of each Division Manager at the end of the season. The All-Star Teams will be announced at the end of the season, no earlier than June 15th. All-Star tournament games typically begin the last week of June.

### **League Rules:**

Local Rules establish the local league's policies in certain areas where leeway is allowed by the established Little League Baseball Incorporated (LLBI) Rules, Regulations, and Policies. No local rules can conflict with the published Rules, Regulations, Policies, or Principles of LLBI without the expressed written permission from the LLBI Charter Committee at Williamsport, Pennsylvania. SJCLL's [local rules](#) are posted under the Local Rules section of the website. We encourage you to review the specific rules in place for your child's division.

**Communication:**

Good communication is extremely important to the success of our league. We want to make sure you have all the information you need for a smooth, fun, and successful season. The league website is our key tool for communicating to you about all of the league events and activities. Please check the SJCLL website on a frequent basis to stay current with the most up to date information. Your team manager and team mom will also be key sources of information for communicating team specific activities. In addition, the SJCLL Information Line (also known as the Mud Line) is 949-487-4318.

In the event of inclement weather on or before a scheduled game or practice, you should call this number to check if the fields are open. Determination of the playability of the fields during inclement weather is at the sole discretion of the City of San Juan Capistrano.

Should you have any questions about the San Juan Capistrano Little League program, they are probably best answered by the team manager. If you need further information, please feel free to contact the appropriate Board Member. The Board of Directors of SJCLL is always willing to listen to you and help make your child's experience in Little League the best that it can be. You can usually find one of us at the fields during the season and a list of members is included on this website.

We all look forward to a great season and a fun time for everyone!

Sincerely,

SJCLL Board of Directors 2019

## *Appendix A* - Training attendance list

### Coaches Clinic (2019) Attendance List

Bryan Hayter  
Matt Kaufold  
Brent Hurt  
Matthew Easton  
Raul Bracamontez  
Jesus Cota  
Joseph Liao  
Gale Deidre  
Alisha Schwenn  
Jed Noll  
Donovan Dorsey  
Nate Franklin  
Charlie Landrigan  
Robert Woidneck

Todd Ricker  
Michael Ulrich  
Andrew Nissen  
John Han  
Brett Vermeulen  
Mick Volmer  
William Minnich  
Kevin Gonzalez  
Matt Boland  
Seth Honeycutt  
Aaron Tunison  
Bob Parks  
Cesar Loya

### San Juan Capistrano Rules Clinic Attendance List

Bryan Hayter  
Matt Kaufold  
Brent Hurt  
Matthew Easton  
Raul Bracamontez  
Jesus Cota  
Joseph Liao  
Gale Deidre  
Alisha Schwenn  
Jed Noll  
Donovan Dorsey  
Nate Franklin  
Charlie Landrigan  
Robert Woidneck

Todd Ricker  
Michael Ulrich  
Andrew Nissen  
John Han  
Brett Vermeulen  
Mick Volmer  
William Minnich  
Kevin Gonzalez  
Matt Boland  
Seth Honeycutt  
Aaron Tunison  
Bob Parks  
Cesar Loya

Big Al's Coaching Clinic  
Performed On-Line



# LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

Send Completed Form To:  
Little League International  
539 US Route 15 Hwy, PO Box 3485  
Williamsport PA 17701-0485  
Accident Claim Contact Numbers:  
Phone: 570-327-1674

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. *Limited* deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name		League I.D.	
Name of Injured Person/Claimant		SSN	PART 1 Date of Birth (MM/DD/YY)
			Age      Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
		(    )	(    )
Address of Claimant		Address of Parent/Guardian, if different	

The Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> PM	

Describe exactly how accident happened, including playing position at the time of accident:

---

Check all applicable responses in each column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	(Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE(9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	
	<input type="checkbox"/> INTERMEDIATE (50/70) (11-13)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature

**For Residents of California:**

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**For Residents of New York:**

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**For Residents of Pennsylvania:**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**For Residents of All Other States:**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)**

Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official	Position in League	
Address of League Official	Telephone Numbers (Inc. Area Codes) Residence: (    ) Business: (    ) Fax: (    )	

Were you a witness to the accident?     Yes     No

Provide names and addresses of any known witnesses to the reported accident.

Check the boxes for all appropriate items below. At least one item in each column must be selected.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards?     YES     NO  
If YES, are they  Mandatory    or     Optional    At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date	League Official Signature
------	---------------------------



# Little League® Volunteer Application - 2019

Do not use forms from past years. Use extra paper to complete if additional space is required.

**A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.**

Name \_\_\_\_\_ Date \_\_\_\_\_

First Middle Name or Initial Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # (mandatory) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Special professional training, skills, hobbies: \_\_\_\_\_

Community affiliations (Clubs, Service Organizations, etc.): \_\_\_\_\_

Previous volunteer experience (including baseball/softball and year): \_\_\_\_\_

1. Do you have children in the program? Yes  No   
If yes, list full name and what level? \_\_\_\_\_

2. Special Certification (CPR, Medical, etc.)? (list) Yes No

3. Do you have a valid driver's license? Yes  No   
Driver's License#: \_\_\_\_\_ State \_\_\_\_\_

4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes  No   
If yes, describe each in full: \_\_\_\_\_

5. Have you ever been convicted of or plead no contest or guilty to any crime(s) Yes  No   
If yes, describe each in full: \_\_\_\_\_  
(Answering yes to question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes  No   
If yes, describe each in full: \_\_\_\_\_  
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs? Yes  No   
If yes, explain: \_\_\_\_\_

In which of the following would you like to participate? (Check one or more.)

- League Official     Umpire     Manager     Concession Stand
- Coach     Field Maintenance     Scorekeeper     Other \_\_\_\_\_

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: [LittleLeague.org/BeStableLaw](http://LittleLeague.org/BeStableLaw)**

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name (please print or type) \_\_\_\_\_

*NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.*

### LOCAL LEAGUE USE ONLY:

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_

System(s) used for background check (minimum of one must be checked):  
Regulation 1(c)(9) Mandates all checks include criminal records and sex offender registry records

\* JDP  Sex Offender Registry Data and National Criminal Records check, as mandated in the current season's official regulations

\*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

# Little League® "Basic" Volunteer Application - 2019

Do not use forms from past years. Use extra paper to complete if additional space is required.

This volunteer application can be used as a reference for leagues utilizing the JDP Quick App or for leagues that are using an outside background check provider that meet the standards of Little League Regulation 1(c)9.

## All fields are required.

Name     
First Middle Name or Initial Last

Address

City  State  Zip

Home Phone:  Cell Phone

Work Phone:  E-mail Address:

Driver's License#:

1. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes  No   
If yes, describe each in full:
2. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes  No   
If yes, describe each in full:   
(Answering yes to question 2, does not automatically disqualify you as a volunteer.)
3. Do you have any criminal charges pending against you regarding any crime(s)? Yes  No   
If yes, describe each in full:   
(Answering yes to question 3, does not automatically disqualify you as a volunteer.)
4. Have you ever been refused participation in any other youth programs? Yes  No   
If yes, explain:
5. In which of the following would you like to participate? (Check one or more.)  
 League Official     Field Maintenance     Concession Stand  
 Coach     Manager     Other  
 Umpire     Scorekeeper

### LOCAL LEAGUE USE ONLY:

Background check completed by league officer  on   
System(s) used for background check (minimum of one must be checked): Regulation 1(c)9 Mandates all checks include criminal records and sex offender registry records  
Sex Offender Registry Data and National Criminal Records   
\*JDP  check, as mandated in the current season's official regulations

\*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.  
Only attach to this application copies of background check reports that reveal convictions of this application.

Please provide updated information below if there are any changes from previous years or requesting a new position.

Occupation:

Employer:

Address:

Special professional training, skills, hobbies:

Special Certifications (CPR, Medical, etc.):

Special Affiliations (Clubs, Services Organizations, etc.):

Previous volunteer experience (including baseball/softball and years (s)):

**IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: [LittleLeague.org/ByStateLaws](http://LittleLeague.org/ByStateLaws)**

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Name (please print or type)

Applicant Signature  Date

If Minor/Parent Signature  Date

**NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.**

# 2016 San Juan Capistrano Little League Parent Code of Conduct

The San Juan Capistrano Little League (SJCLL) has implemented the following Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their children in sports. Parents should read, understand and sign this form prior to their children participating in SJCLL. Any parent exhibiting improper conduct at any game will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension or the season forfeiture of the privilege of attending all games for that parent(s).

## 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
- Good Citizenship

The highest potential of sports is achieved when competition reflects these “six pillars of character.”

## I therefore agree that:

- 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.
- 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.
- I will remember that children participate to have fun and the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the SJCLL.
- I (and my guests) will be a positive role model(s) for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing, taunting, refusal to shake hands or use of profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the players.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of their race, creed, color, sex or ability.
- 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.
- I will praise my child for competing fairly and trying hard and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.



- 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.
- I will promote the emotional and physical well-being of the players ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during the games and will never question, discuss or confront coaches at the game field and will take time to speak with coaches at an agreed time and place.
- I understand that violations of any of the above codes of conduct made using electronic communication are identical to violations made in person.

By signing this SJCLL Parent Code of Conduct, I understand and agree to adhere to all of the above terms.

Parent/Guardian Signature:



# A Parent's Guide to the Little League Child Protection Program

## Introduction

The backbone of Little League® is the adult volunteer. One million strong, it is this corps of dedicated people who coach the teams, umpire the games, work in the concession stands, serve on the local board of directors, and serve at the District level. These people, who live in every U.S. state and more than 100 other countries, make Little League the world's largest and most respected youth sports organization.

We know that the greatest treasure we have is children. As adults, we must ensure that these young people are able to grow up happy, healthy and, above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them.

The Little League Child Protection Program seeks to educate children and volunteers in ways to prevent child abusers from becoming involved in the local league. Part of that education has been to assist local Little League volunteers in finding effective and inexpensive ways to conduct background checks. Little League regulations now say: "No local league shall permit any person to participate in any manner, whose background check reveals a conviction for any crime involving or against a minor." (Reg. I [c] 9.)

Background checks were optional until the 2003 season. Effective in 2007, the local league must conduct a nationwide search that contains the applicable government sex offender registry data. Advances in computer technology - allowing greater access to public records - make it possible for background checks (at a minimum, to see if an individual is a registered sex offender in any given state) to be conducted in every U.S. state. Local Little League programs are now **required** to annually conduct a background check of Managers, Coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. (Reg. I [b], Reg. I [c] 9.)

The purpose of these background checks is, first and foremost, to protect children. Second, they maintain Little League as a hostile environment for those who would seek to harm children. Third, they will help to protect individuals and leagues from possible loss of personal or league assets because of litigation.

The United States Department of Justice National Sex Offender Public Registry is free and available at [www.nsopr.gov](http://www.nsopr.gov).

---

## What Can Parents Do?

Most children have been warned about the dangers of talking to strangers. But for many children, sexual molestation is committed by someone they know. In fact, 80 to 85 percent of all sexual abuse cases in the U.S. are committed by an individual familiar to the victim, according to statistics compiled by Big Brothers & Big Sisters of America.

The truth is, child sex offenders can come from every background, every occupation, every race, and every level of education. They may be married, and they may have children of their own. It is dangerous to believe that the only threat is the stranger in a long raincoat, lurking behind a tree.

In fact, the promotion of this myth may contribute to the problem. Sometimes, a child who is molested by a known and “trusted” person will feel so guilty about not reacting the “right” way that he or she never reports the problem.

Sadly, we have all seen too many reports in which teachers, police officers, clergy, youth sports volunteers, etc., trusted by all, have violated that trust and molested children in their care. Of course, this must never be tolerated in Little League or anywhere else.

In many of these situations, the young victims are actually seduced, sometimes over a period of months or even years. The child’s family is lulled into believing the unusual attention being lavished is a bond of friendship between the adult and the child. In fact, the adult abuser often uses gifts, trips attention and affection as part of a courtship process. Sometimes, the courtship process extends to the child’s parent(s), but the real target is the child..

Often, but not always, the victim of this type of child sex offender is the child of a single parent. In these cases, the single parent sees the child’s adult friend as a surrogate parent - a Godsend. The very opposite is true.

### **Two good rules of thumb for all local Little Leagues and parents**

· Generally, a person involved in a local Little League program should not put himself or herself in a one-on-one situation involving a child who is not their own. Of course, some isolated situations may arise where one-on-one situations could take place. However, a one-on-one situation should not be actively *sought out* by the adult, and should not be an ongoing occurrence.

· Generally, a person involved in a local Little League program should not provide unwarranted gifts, trips, attention and affection to individual children who are not their own. The key word is *unwarranted*.

## Warning Signs of a Seducer

While it remains important to teach young children about the dangers of accepting items from strangers, or talking to them, we should all beware of the danger posed by the “seducer-type” child sex offender.

*Each of the individual signs below means very little.* Taken as a group, however, the signs **MAY** point to this type of child sex offender, and should be applied to anyone who has repetitive access to, or contact with, children.

- Provides unwarranted gifts, trips, affection and attention to a specific child or small group of children
- Seeks access to children
- Gets along with children better than adults
- “Hangs around” children more than adults
- Has items at home or in vehicle specifically appealing to children of the ages they intend to molest, such as posters, music, videos, toys, and even alcohol or drugs
- Displays excessive interest in children (may include inviting children on camping trips or sleepovers)
- Single, over 25 years old (but could be married, sometimes as a “cover,” and could be any age)
- Photographs or videotapes children specifically
- Lives alone, or with parents
- Refers to children as objects (“angel,” “pure,” “innocent,” etc.)
- Manipulates children easily

Again, each of these items, by themselves, is relatively meaningless. Taken together, however, they may indicate a problem.

## What to Watch For in Your Child

We've seen the signs that could point to a child sex offender, but what about the signs a child might display when he or she has been sexually abused or exploited? Some of these symptoms may be present in a child who has been or is being sexually abused, when such symptoms are not otherwise explainable: sudden mood swings, excessive crying, withdrawal, nightmares, bed-wetting, rebellious behavior, fear of particular people or places, infantile behavior, aggressive behavior, and physical signs such as pain, itch, bleeding, fluid or rawness in private areas.

## Getting More Information

*These items are meant solely as a general guide, and should not be used as the only means for rooting out child sex offenders.* Parents can access more information on child abuse through the National Center for Missing and Exploited Children (a non-profit organization founded by John Walsh, <http://www.missingkids.com/>) and the National Clearinghouse on Child Abuse and Neglect Information (part of a service of the Children's Bureau, within the Administration on Children, Youth and Families, Administration for Children and Families, U.S. Department of Health and Human Services, <http://www.calib.com/nccanch/>).

## How to Report

### Suspected Child Maltreatment

The National Clearinghouse on Child Abuse and Neglect Information advises this: If you suspect a child is being maltreated, or if you are a child who is being maltreated, call the Child help USA National Child Abuse Hotline at 1-800-4-A-CHILD (1-800-422-4453; TDD [text telephone] 1-800-2-A-CHILD). This hotline is available 24 hours a day, seven days a week. The Hotline can tell you where to file your report and can help you make the report.

Or, for a list of states' toll-free telephone numbers for reporting suspected child abuse, visit the "Resource Listings" section at this site: <http://www.calib.com/nccanch/pubs/prevenres/organizations/tollfree.cfm>, or call the Clearinghouse at 1-800-FYI-3366.

## Talk to Your Kids; Listen to Your Kids

It is important that you as a parent talk frankly to your children. If a child reports sexual abuse, statistics show he or she is probably telling the truth.

Unfortunately, the sexually molested child often sees himself or herself as the one "at fault" for allowing abuse to happen. Your children **MUST** know that they can come to you with this information, and that you will support them, love them, and *believe* them.

If there is an allegation of sexual abuse of a minor, the crime should be reported immediately. These criminals who steal childhood **MUST BE STOPPED.**

*This brochure was produced by Little League Baseball, Incorporated; P.O. Box 3485; Williamsport, PA 17701*

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

Facility surveys may also be entered online at: <http://facilitysurvey.musco.com>.

# LITTLE LEAGUE BASEBALL® & SOFTBALL

## NATIONAL FACILITY SURVEY

2019



League Name: San Juan Capistrano Little League

District #: 68

ID #: \_\_\_\_\_ (if

needed) ID #: \_\_\_\_\_ (if

needed) ID #: \_\_\_\_\_

City: San Juan Capistrano State: CA

President: Cesar Loya Safety Officer: Eric Robles

Address: \_\_\_\_\_ Address: 27882 Camino Del Rio

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: San Juan Capistrano City: San Juan Capistrano

State: CA ZIP: 92675 State: CA ZIP: 92675

Phone (work): \_\_\_\_\_ Phone (work): 949-338-5595

Phone (home): \_\_\_\_\_ Phone (home): 949-338-5595

Phone (cell): 949-280-4109 Phone (cell): 949-338-5595

Email: president@sjcll.com Email: safetymanager@sjcll.com

### PLANNING TOOL FOR FUTURE LEAGUE NEEDS

What are league's plans for improvements?	Indicate number of fields in boxes below.		
	Next 12 months.	1-2 yrs.	2+ yrs.
a. New fields	0	0	0
b. Base path/infield	0	0	0
c. Bases	1	0	0
d. Scoreboards	0	1	0
E. Press box	0	0	0
f. Concession stand	0	0	0
g. Restrooms	0	0	0
h. Field lighting	1	0	0
i. Warning track	0	0	0
j. Bleachers	1	0	0
k. Fencing	1	0	0
l. Bull pen's	0	0	0
m. Dugouts	1	0	1
n. Other (specify):	0	0	0

## FIELD DIMENSION DATA

Please complete for each field. Use additional space if necessary.

Field No.	Height of outfield fence	Distance from home plate to:				Foul territory distance from:						
		Outfield fence			Back stop	Left field line to fence at:			Right field line to fence at:			
		Left	Center	Right		Home	3rd	Outfield foul pole	Home	1st	Outfield foul pole	
1												
2												
4												
6												
8												
10												
12												
14												
16												
18												
20												

Return completed survey with safety program registration and supporting materials by May 1, 2019 to:

Mailing address:  
 Little League International  
 PO Box 3485  
 Williamsport, PA 17701

Shipping address:  
 Little League International  
 539 US Route 15 Hwy.  
 South Williamsport, PA 17702

Leagues completing their facility survey online at <http://facilitiesurvey.musco.com> should include it with safety plan submission.

2019 LL Season



Ladera Ranch  
 North Mission Viejo  
 Rancho Mission Viejo  
 San Clemente American  
 San Clemente National  
 San Juan Capistrano

**Little League**  
**California District 68**  
 P. O. Box 3025  
 Mission Viejo, California 92690

Santa Margarita American  
 Santa Margarita National  
 South Mission Viejo  
 Trabuco Canyon  
 Viejo



## Pre-game Equipment Safety Checklist

**All equipment needing repair must be physically removed from the game.**

	Checked		Checked
<b>Batting Helmets</b>		<b>Bats</b>	
Cracks in Bill	<input type="checkbox"/>	Approved Composite Bat	<input type="checkbox"/>
Cracks on Earpiece	<input type="checkbox"/>	Diameter of Bat	<input type="checkbox"/>
Other Cracks	<input type="checkbox"/>	Length of Bat	<input type="checkbox"/>
Non-Factory Stickers	<input type="checkbox"/>	Both Caps Present	<input type="checkbox"/>
Non-Factory paint	<input type="checkbox"/>	Handle Grip Present	<input type="checkbox"/>
All Pads Present	<input type="checkbox"/>	Handle in Good Condition	<input type="checkbox"/>
<b>Catchers Helmets</b>		Any Cracks Present	<input type="checkbox"/>
Cracks on Helmet	<input type="checkbox"/>	Any Dents Present	<input type="checkbox"/>
Non-Factory Stickers	<input type="checkbox"/>		
Non-Factory paint	<input type="checkbox"/>		
All Pads Present	<input type="checkbox"/>		
Mask Securely fastened	<input type="checkbox"/>		
Throat Protector Present	<input type="checkbox"/>		



Ladera Ranch  
 North Mission Viejo  
 Rancho Mission Viejo  
 San Clemente American  
 San Clemente National  
 San Juan Capistrano

**Little League**  
**California District 68**  
 P. O. Box 3025  
 Mission Viejo, California 92690

Santa Margarita American  
 Santa Margarita National  
 South Mission Viejo  
 Trabuco Canyon  
 Viejo



## Pre-game Field Safety Checklist

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**Home Team:** \_\_\_\_\_ **League:** \_\_\_\_\_  
**Visitor Team:** \_\_\_\_\_ **Field Location:** \_\_\_\_\_  
**Division:** \_\_\_\_\_

### Field Condition:

	Repairs Needed	
	Yes	No
Wet or Muddy	<input type="checkbox"/>	<input type="checkbox"/>
Backstop Repairs	<input type="checkbox"/>	<input type="checkbox"/>
Bases	<input type="checkbox"/>	<input type="checkbox"/>
Pitchers Mound	<input type="checkbox"/>	<input type="checkbox"/>
Holes in the Field	<input type="checkbox"/>	<input type="checkbox"/>
Sprinklers Exposed	<input type="checkbox"/>	<input type="checkbox"/>
Fences Need Repair	<input type="checkbox"/>	<input type="checkbox"/>
Home Plate	<input type="checkbox"/>	<input type="checkbox"/>
Foul Lines Marked	<input type="checkbox"/>	<input type="checkbox"/>
Batter's Box Holes	<input type="checkbox"/>	<input type="checkbox"/>
Catcher's Box Holes	<input type="checkbox"/>	<input type="checkbox"/>
Umpire Area Holes	<input type="checkbox"/>	<input type="checkbox"/>
Field Ready to Play	<input type="checkbox"/>	<input type="checkbox"/>

### Dugouts:

	Repairs Needed	
	Yes	No
Fences Need Repair	<input type="checkbox"/>	<input type="checkbox"/>
Bench Need Repair	<input type="checkbox"/>	<input type="checkbox"/>
Bat Rack	<input type="checkbox"/>	<input type="checkbox"/>
Helmet Rack	<input type="checkbox"/>	<input type="checkbox"/>
Clean-up Needed	<input type="checkbox"/>	<input type="checkbox"/>
Shade Provided	<input type="checkbox"/>	<input type="checkbox"/>
Seating Area Protected	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spectator Areas:</b>		
Bleachers	<input type="checkbox"/>	<input type="checkbox"/>
Handrails	<input type="checkbox"/>	<input type="checkbox"/>
Protective Fence	<input type="checkbox"/>	<input type="checkbox"/>
Area Clean	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





Ladera Ranch  
 North Mission Viejo  
 Rancho Mission Viejo  
 San Clemente American  
 San Clemente National  
 San Juan Capistrano

**Little League**  
**California District 68**  
 P. O. Box 3025  
 Mission Viejo, California 92690

Santa Margarita American  
 Santa Margarita National  
 South Mission Viejo  
 Trabuco Canyon  
 Viejo



**DISTRICT 68 SAFETY/INJURY REPORT**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Injured Player's League:** \_\_\_\_\_

**Name of Injured Player:** \_\_\_\_\_

**Injured Player Phone Number:** \_\_\_\_\_

**Tournament:** TOC:  Minor TOC  Major TOC  Junior TOC

**All Star:**  9/10 AS  11 AS  Major AS  
 Junior AS  Senior AS

**Level:**  District  Sections  State

**Action Taken:**  First Aid at Field  Doctor at Field  Paramedics

**Type of Injury/incident:** \_\_\_\_\_

**Brief Description of incident:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tournament Directors Name:** \_\_\_\_\_

**Tournament Director Phone #:** \_\_\_\_\_

**This Form Must be Completed for all Injuries, no matter the severity  
 Complete the Form and keep it in the Tournament Director Notebook  
 Report any injury when reporting your score**