



Safety Plan 2017

Sacramento, California

February 2017

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ADDENDUM (Attached Files)

Facility Survey
 Volunteer Application Form
 Accident Notification Form
 Injury Tracking Form
 Coaching Clinic Announcement
 Coaches Code of Ethics
 First Aid Manual
 Parent/Athlete Concussion Information Sheet

1. KEY OBJECTIVES

The Arden Park Little League has identified the following key objectives in developing its Safety Plan.

- Practice and playing field conditions are made as safe as feasibly possible.
- Players protective equipment and other facilities are available and in good condition
- Arrangements have been made for first aid treatment and more severe emergencies.
- All managers, coaches, umpires, and little league volunteers have been instructed in the inclusion of suitable safety precautions as an integral part of their regular duties.
- Traffic safety is addressed, including players travel to and from the field.
- A process is in place for the prompt investigation and reporting of accidents and near-misses with a definite follow up for the prevention of further accidents of a similar nature.

1.1. Safety Mission

Arden Little League is dedicated to providing a safe and fun environment, which encourages participation and advancement of sportsmanship, character building, education, and skill development to the betterment of the youth or our league.

- ### 1.2.
- To meet Arden Little League Safety Mission statement, all managers and coaches are required to attend the Positive Coaching Alliance clinic, which will be held February 11, 2017 at the Capital Christian School.

2. SAFETY PLAN REQUIREMENTS

2.1. Safety Officer

The Safety Officer for Arden Little League for the 2017 season is Eric Bakke. Eric's information has been submitted and is on file with Little League Headquarters. Safety Officer is a board position.

2.2. Safety Manual

Copies of this Safety Plan are distributed to Arden Little League managers, coaches, Board Members, concession workers and field maintenance personnel. A copy is also kept available in the concession building and on the Arden Little League website. A copy is also on file with the District 5 Safety Officer.

2.3. Emergency and Key Official's Phone Numbers

Emergency and key official's phone numbers are provided on Page 6.

2.4. Required Forms

All managers and coaches are required to fill out Volunteer Application Forms and provide a government-issued photo identification card for ID verification. Also, a

search of DOJ's nationwide sex offender registry is conducted for these individuals. Background checks are performed and the league retains the forms. See form attached.

2.5. Fundamentals Training

One manger or coach from each team is required to attend a Fundamentals Training course. The training consists of approximately 4 hours of basic training related to instruction, drills and rules of the game. Every coach and manager must attend at least once every three years. The training is scheduled for February 19, 2017 at the Arden Little League fields.

Managers and coaches are also required to attend an Umpire Clinic given by District 5 umpires. The Clinic is scheduled for February 11, 2017 at the Arden Little League fields.

2.6. Safety Training

A Safety Clinic is scheduled for February 11, 2017 and will be held at Arden Little League Fields. A representative manager/coach must attend this clinic, and every manager and coach is required to attend at least once every three years.

2.7. Field Inspections

Umpires for Arden Little League baseball are asked to walk the field before each game to check for hazards. Coaches and managers shall perform field inspections prior to practices.

2.8. Facility Survey

A Facility Survey was performed to help identify and correct facility concerns. The survey is attached.

2.9. Snack Bar Safety Procedures

Safety procedures for the snack bar are provided in Section 5.3 (page 9) and are also posted in the snack bar.

2.10. Equipment Inspections

Equipment inspections are performed by the Safety Officer and/or Equipment Officer prior to the beginning of the season. During the season, managers and coaches are responsible to ensure that all equipment is in good (safe) working order. Random checks of equipment are also performed by umpires during the season.

2.11. Accident Reporting and Tracking

Incident/Injury Tracking Reports shall be filled out and given to the Safety Officer within 24 hours of an injury. A copy of the form is attached. Forms are also available from the Snack Bar, obtained from the Safety Officer, or can be found on the Arden Little League website. It is the Safety Officer's responsibility to track injuries and look for repeating patterns. Unsafe conditions that are identified should be remedied immediately.

2.12. First Aid Kits

A first aid kit is provided for each team and shall be kept within the equipment bag. It shall be present at all practices and games. First aid supplies and ice are also available from the snack bar. During the season, managers and coaches are responsible to ensure that the first aid kits are maintained and restocked as necessary.

2.13. Enforcement of Safety Rules

It is the collective responsibility of all Arden Little League managers, coaches, Board Members and umpires to enforce the requirements identified with the Safety Plan. In addition to safety procedures outlined within this Safety Plan, safety rules within the Little League rule book (Official Regulations and Playing Rules) should always be followed. A partial list of the rules that will be enforced at all times includes the following:

- All catcher's must wear a mask, "dangling" type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up and games. (Rule 1.17)
- All male players must wear athletic supporters.
- Protective helmets must meet NOCSAE specifications and bear the NOCSAE stamp (Rule 1.16).
- Managers and coaches are not allowed to catch pitchers (Rule 3.09); this includes standing at the backstop during practice as informal catcher for batting practice.
- Tee Ball must use Level 1 low impact safety baseballs. Farm level must use Level 5 low impact safety baseballs.

2.14. ASAP Newsletter Distribution

In order to ensure the continued advancement of knowledge in safety and first aid the Safety Officer will distribute the ASAP Newsletter to all Board Members and managers/coaches.

3. EMERGENCY PROCEDURES

3.1. Emergency Calls

Emergency calls can be made from the Valley Oak snack bar by dialing 911. Valley Oak Park is located at 1150 Eastern Avenue.

3.2. Emergency Phone Numbers

Fire	228-3035
Police/Sheriff	265-5471/874-5115
Poison Control	1-800-222-1222
Sutter Memorial Hospital	454-3333
Kaiser Foundation Hospital	973-5000
Snack Bar Director (Dan Ott)	761-4369
Safety Officer (Eric Bakke)	320-4875
League President (Gwyn-Mohr Tully)	834-9199

NOTE: Unless specified otherwise, all numbers are 916 area code.

3.3. Notification

A league official will fill out an Accident Form and contact the Safety Officer within 24 hours of an injury. Copies of accident forms are located in the snack bar, obtained from the Safety Officer, or found on the Arden Little League website.

4. SUMMARY OF KEY IMPROVEMENTS

Arden Little League has formalized its Safety Plan and is complying with the 15 minimum requirements identified by Little League Baseball. This includes all of the items identified within Section 2 of this Safety Plan.

In addition, Arden Little League subscribes to a Coaches Code of Ethics for its Managers and Coaches (see Addendum).

Arden Little League has replaced all bases with approved disengage-able bases to reduce the risk of injury when players slide into bases.

Email and our website are being used to more effectively communicate safety policies to Coaches, Managers, and Board Members.

Steel concrete filled barriers are in place to separate traffic from the snack bar complex.

Greater concussion awareness has been promoted through the Parent/Athlete Concussion Information Sheet (see Addendum), as well as, providing a brief video on "Concussions in Sports" developed by the National Federation of State High School

Associations, in conjunction with the Center for Disease Control and Prevention during our Safety Clinic.

2017 Safety Projects

Infield base paths are being repaired, as required, on all diamonds (Red, White, and Blue). Also, the infield sod will be cut back to widen the base path so runners and position players can avoid collisions.

All top rail fence padding will be secured and tied down, as needed.

All fire extinguishers will be checked for an annual inspection by a professional service, and then monthly by the Safety Officer.

Wood planks on bleachers will be replaced, as needed. In addition, bleacher side and back rails will be inspected and repaired as necessary.

The netting to the batting cages will be repaired to close rips/cuts in netting to prevent baseballs from exiting the batting cage.

Increase the height of the fencing behind the bullpen adjacent to the Red Field.

5. SAFETY RULES

5.1. General Rules and Safety Tips

- Bats should be handled within designated areas under adult supervision and must contain the Little League insignia and a label indicating a Bat Performance Factor (BPF) 1.15 or lower. Special attention should be given to the revised rules regarding approved bats for Little League play.
- Appropriate protective gear must be worn at all times.
- “Softer” balls should be used when possible.
- Safe sliding techniques should be practiced
- Collisions between players should be avoided by instruction and practice.
- Warm up and stretch should be performed before playing.
- Water bottles are required to be brought to each player to help avoid dehydration. Water bottles should never be shared between players. (In 2002, a player at Arden LL almost died from Meningitis as a result of sharing a water bottle with another player.) In addition, team sized water containers are kept in the Snack Bar to be placed in each dugout on very hot days in order to ensure plenty of fluids are available.

- Tarps are placed on all dugouts to provide for better shade and to improve visibility for players in the field.
- Coaches/Managers should have each player's medical history including allergies (bee stings, food, etc.), medications, and conditions (Asthma, diabetes, eye problem, etc.).
- Play area should be inspected frequently for holes, sharp objects, or other dangerous conditions.
- Minor injuries can often be treated with ice; ice bags are included in all first aid kits, as well as kept in the Snack Bar.
- All catcher's must wear a mask, "dangling" type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up and games. (Rule 1.17)
- All male players must wear athletic supporters. (Rule 1.17)
- Protective helmets must meet NOCSAE specifications and bear the NOCSAE stamp (Rule 1.16).
- Managers and Coaches are not allowed to catch pitchers (Rule 3.09); this includes standing at the backstop during practices as informal catcher for batting practice.
- Managers and Coaches should incorporate safety concepts into practices and games.

5.2. Batting Cage Rules

- Adult supervision is required at all times when the batting cage is in use.
- Pitching machines are prohibited within the batting cages.
- Only one batter and one pitcher are allowed in the cage at a time when pitching is in progress.
- The pitcher must use an "L" fence protector.
- Batter is required to wear a helmet at all times.

5.3. Snack Bar Procedures

- People working at the snack bar will receive training in safe food preparation.
- This training will be performed under the direction of the Snack Bar Director.
- All children under the age of eighteen will be closely supervised by adults when working at the snack bar. The minimum age of workers is thirteen as of April 1.
- All children that would like to work in the snack bar must attend a mandatory training performed by the Snack Bar Director. Two trainings will be scheduled prior to the start of the season. Completion of the class will result in the child being placed on the approved substitution list for the snack bar.
- Cooking equipment will be inspected regularly and will be kept in good working order.
- Propane tanks will be turned off at the grill and at the tank after use.
- Carbon dioxide tanks will be secured so they stand upright and don't fall over.
- Damaged tanks or valves will be reported to the supplier.
- Non-toxic cleaning supplies will be stored under the sink. If required, toxic cleaning supplies will be stored in a secure location.
- A fire extinguisher is located within plain sight.
- A first-aid kit and ice are readily available.

5.4. Traffic Considerations

- Adults need to be reminded to observe the 5 mph speed limit within the parking lot and to watch for children around parked cars.
- Players need to be reminded not to play within the parking lot (or roadways) at any time, to cross Eastern Avenue within the designated walkway at the light and to observe bicycle safety rules. Motorized scooters are not allowed in the parking lot area during times when there are practice areas or games in progress.

5.5. Maintenance Equipment

Maintenance equipment is only to be used by approved personnel.

5.6. New Rules – New State Law Regarding Concussions (October 4, 2011)

If recreational activities take place on school-owned grounds which are not sponsored or part of school run activities, the following law applies: Any player suspected of sustaining a concussion must be removed from the activity for the rest of the day, and is not permitted to return to activity until cleared in writing by a health care professional.

5.7. Safety Manual Review

The Safety Manual and associated attachments are to be submitted to Little League District 5 and Little League National for review.