



2023

Safety Manual

www.cslbaseball.com

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Site Map



Emergency Phone Numbers

ANY EMERGENCY: 911

Santa Cruz County Sheriff – Officer Needed:

831-471-1121

Capitola Police Non-Emergency Dispatch:

831-471-1141

Dominican Hospital Emergency Room

831-462-7710

SAFETY OFFICER:

KATE DOUGHERTY

PHONE: 610-212-3850 CELL

E-MAIL:

SAFETY-OFFICER@CSLLBASEBALL.COM

CSLL Contact Information

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
President	Erik Barbic	(831) 239-2399	president@csllbaseball.com
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VP – Administration	Sven Stafford	847-404-7886	vp-administration@csllbaseball.com
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Secretary	Gabbi Zimnicki	831-227-3514	secretary@csllbaseball.com
Treasurer	Dara Harris	831-588-9750	treasurer@csllbaseball.com
Information Officer	Danae Miller	619-994-1831	information-officer@csllbaseball.com
Safety Officer	Kate Dougherty	610-212-3850	safety-officer@csllbaseball.com
50/70 Coordinator	TBD		
Major League Coord.	Nick Zimnicki	831-345-1287	Division-coordinator-majors@csllbaseball.com
AAA Coordinator	Matt DeBrito	831-566-0034	Division-coordinator-aaa@csllbaseball.com
AA Coordinator	Chris Huff	831-600-6944	Division-coordinator-aa@csllbaseball.com
A Coordinator	TBD		Division-coordinator-a@csllbaseball.com
T-Ball	Leslie Ngai-Ward	650-906-8898	Division-coordinator-tball@csllbaseball.com
Concessions Manager	Amanda Crawford		concessions-coordinator@csllbaseball.com
Equipment Manager	Mike McGehee	831-247-9163	equipment-manager@csllbaseball.com
Facilities Manager	Andy D’Amico	831-419-5762	facilities-manager@csllbaseball.com
Scheduling Coord.	Emily Halbig	831-419-4355	scheduling-coordinator@csllbaseball.com
Sponsorships/ Fundraising	Collette D’Amico	831-331-8939	Sponsorship-coordinator@csllbaseball.com
Team Parent Coordinator	Leslie Ngai-Ward	650-906-8898	team-parent-coordinator@csllbaseball.com
Umpire Coordinator	Dave Ramsey	805-550-2953	Umpire-coordinator@csllbaseball.com
Volunteer Coordinator	Melanie Kitchen	831-295-9454	volunteer-coordinator@csllbaseball.com
Website Coordinator	Danae Miller	619-994-1831	website-coordinator@csllbaseball.com
Yearbook Coordinator	Leslie Ngai-Ward	650-906-8898	yearbook-coordinator@csllbaseball.com
Uniform Coordinator	Collette D’Amico	831-331-8939	Sponsorship-coordinator@csllbaseball.com

Emergency Procedure

The most important thing you can do to help a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure that you or another caller follows these steps. **If the victim is unconscious or unresponsive, follow the AED Emergency Response Plan on the next page.**

- 1) **First dial 9-1-1**
- 2) **Give the dispatcher the necessary information.** Answer any questions that he or she might ask.

Most dispatchers will ask:

- **The exact location or address of the emergency.** Include the name of the city or town, nearby intersections, landmarks, etc. as well as the field name and location of the facility, if applicable. **Our cross-streets are Soquel-San Jose Road and Oneill Lane.**
 - **The telephone number from which the call is being made.**
 - **The caller's name.**
 - **What happened?** — i.e., a baseball-related accident, bicycle accident, fire, fall, etc.
 - **How many people are involved?**
 - **The condition of the injured person** — i.e., unconscious, chest pains, severe bleeding, etc.
 - **What help is being given?** (first aid, CPR, etc.)
- 3) **Do not hang up until the dispatcher hangs up.** The dispatcher may be able to tell you how to best care for the victim.
 - 4) **Continue to care for the victim until professional help arrives.**
 - 5) **Appoint someone to go to the street and look for the ambulance or fire engine** and flag them down if necessary. This saves valuable time. Remember, every minute counts.

AED Emergency Response Plan

The AED is located in the storage closet on the north side of the Snack Shack building. The combination to the lock is 1234. At Mountain School the AED is located in the shed behind home plate. The combination there is also 1234.

First person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 and get the Automated External Defibrillator (AED). An additional bystander will be sent to escort Emergency Medical Services (EMS) to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts.
Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet.
2. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do not place AED pads over the nipple, medication patches, jewelry, or implanted devices.
3. Deliver a shock to the patient when advised by the AED after first clearing the patient area.
4. Continue to follow AED prompts and perform CPR until EMS takes over.

When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
 - a. Patient's name
 - b. Time patient was found
 - c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete documentation of the sudden cardiac arrest event immediately, but no more than 24 hours following the event. (See Appendix 4)
2. Give all documentation to the program coordinator (The CSLL Safety Officer is the AED program coordinator).

3. Program coordinator may download event information using the Philips Data Messenger software or contact Health Education Services to download event data from AED. **Do not remove the battery. To stop the beeping sound, install a new (extra) adult pads cartridge.**
4. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
5. Program coordinator or designee should conduct emergency incident debriefing as needed. Health Education Services may be included in the debriefing, if necessary.

Post-Use Equipment Maintenance:

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately.
2. Check supplies, accessories and spares for expiration dates and damage.
3. Check operation of the AED after the data has been downloaded by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self test that validates readiness for use.

Post-Use Notification, Written Documentation and Recordkeeping

1. The program coordinator or designee shall be notified within 24 hours.
2. If grief counseling is deemed necessary, referrals may be made to professional grief counseling organizations.
3. In addition to information obtained from the AED, documentation of the incident shall be completed as follows:
 - a. Complete the AED Post Incident Report (Appendix 2), whether or not shocks are delivered, and send to the medical director, along with the AED record of the event.
 - b. Notify the county EMS agency according to their procedure.
4. The medical director, program coordinator, and/or designees will review the AED record of the event and the AED Post Use Report and interview the lay responders involved in the emergency response to ensure that:
 - a. The lay responders quickly and effectively set up the necessary equipment.
 - b. When indicated, the initial shock was delivered within an appropriate amount of time given the particular circumstances.
 - c. Adequate basic life support measures were maintained.
 - d. The defibrillator was activated safely and correctly.
 - e. The care provided was in compliance with the internal emergency response guidelines set forth in this section of the document.
5. Following the post incident review, a copy of all written documentation concerning the incident will be maintained on site.

AED CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director.

PROGRAM COORDINATOR

Kate Dougherty, PT, MPT

Cell: (610) 212-3850

Email: safety-officer@csllbaseball.com

AED Consultant

Julianne Brawner
Health Education Services
Phone: (650) 321-6500
Cell: (650) 823-6940

CSLL AED Training Policy: One adult from every team must have current certification in CPR/AED from the American Red Cross or the American Heart Association. The league strongly recommends that that person is a manager or coach. If necessary, the league may pay for one person from each team to take a CPR/AED training class. It is mandatory for managers to ensure this requirement is met, and to provide a person from their team to take the training if needed.

CSLL Safety Code

The Board of Directors of Capitola-Soquel Little League believes that safety is the responsibility of all individuals involved in the league. Managers are in the ideal position to communicate this information to the players and their families. Therefore, managers and coaches are mandated to read the following safety code to their teams at the beginning of the season.

Everyone's Responsibility

- Responsibility for safety procedures belongs to every adult member of Capitola/Soquel Little League.
- Each player, manager, coach, and umpire will use good judgment to prevent injuries to themselves and others.
- Never hesitate to report safety hazards to the CSLL Safety Officer, or any other board member.

Manager and Coach Responsibilities

- Only league approved managers and/or coaches are allowed to practice teams.
- Responsible adults must supervise batting practices. The manager assumes ultimate responsibility.
- Managers will ensure at least 1 adult from their team is certified in First Aid / CPR. If necessary, CSLL will pay for training.
- Managers are responsible for having first aid kits available at all practices and games. Additional kits are located at each score shack and the snack shack.
- Managers are responsible for ensuring that every manager, coach, team parent, and other adult who has regular or periodic contact with players completes a Little League Volunteer Application and submits it to the CSLL President. The Little League Volunteer Application is provided as Appendix 1 of this manual and is available on the CSLL website.
- Managers and/or team safety officers must attend the annual CSLL Safety Meeting.
- For games in the AA, AAA and Majors divisions, the home team manager is responsible for providing a scorekeeper and the visiting team manager is responsible for providing a pitch count recorder. The manager may delegate this responsibility to a coach.

Field Safety

- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Managers or coaches must inspect all game and practice fields prior to each use for holes, glass, stones, or other foreign objects that could cause an injury, and inspect the condition of fences, backstops, mound and bases.
- Managers and coaches must ensure that bats and loose equipment are kept off the field.
- During practice and games, all players should be alert and watching the batter on each pitch.

Practice and Game Safety

- All pre-game warm-ups will be performed within the confines of the playing field and not within areas frequented by spectators.
- On deck batters are not permitted.
- Except when a runner is returning to a base, headfirst slides are not permitted.
- During sliding practice, bases should not be anchored.
- “Horseplay” is not allowed on the playing field.
- Managers will not leave an unattended child at a practice or game.
- No alcohol or drugs are allowed on the premises at any time.
- Players and spectators should be alert for foul balls at all times.
- Field gates should remain closed at all times. After players have entered or left the field, gates should be closed and secured.

Clothing and Equipment Safety

- Equipment should be inspected regularly and problems forwarded to the equipment manager ASAP.
- Batters must wear approved protective helmets any time they are using a bat.

- Parents of players who wear glasses should be encouraged to provide “safety glasses” for their children.
- All male players will wear athletic supporters or cups during games. Managers should encourage players to wear cups at practice also.
- Male catchers must wear a cup and a long model chest protector.
- Female catchers must wear a long or short model chest protector.
- Catchers must wear a helmet, mask and “dangling” type throat protector during infield/outfield practice and when warming up pitchers at practices or games. A chest protector and shin guards are required when a batter is present. All safety items must meet Little League specifications.
- Catchers must wear a catcher’s mitt. (Exception: farm and tee ball).
- Metal cleats are not permitted.
- Players will not wear watches, rings, pins, jewelry, or other metallic items during practice or games. (Exception: medical alert jewelry is allowed when taped in place).

Facilities Safety

- No playing in the parking areas at any time.
- No playing on, or around, maintenance equipment.
- No smoking at the facilities.
- No throwing rocks.
- No climbing fences.
- No pets are permitted on premises at any time. (Exception: guide dogs).

Vehicle Safety

- Speed limit is 5 mph in all CSLL parking areas.
- Access road to the snack shack will only be used by delivery, maintenance and emergency vehicles.

CSLL Code of Conduct

We, the Capitola–Soquel Little League, have implemented the following Sport Participant Code of Conduct for the important message it holds about the proper role of adults in supporting children in sports. All adult participants should read, understand and sign this form prior to participating in our league. Any participant guilty of improper conduct at any game or practice 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.

Preamble

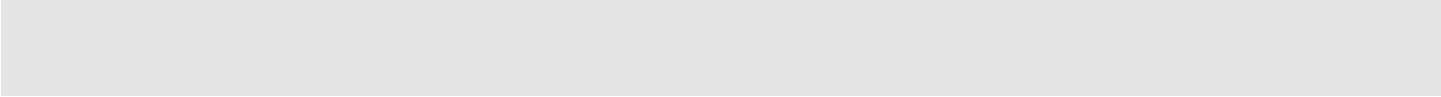
The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness,
- Respect,
- Responsibility,
- Fairness,
- Caring, and
- Good Citizenship

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

I therefore agree:

1. I will not force any child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of a child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for children and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent. For example: booing and taunting, refusing to shake hands, or using profane language or gestures.

- 
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
 8. I will teach children to play by the rules and to resolve conflicts without resorting to hostility or violence.
 9. I will demand that the children treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
 10. I will teach children that doing one's best is more important than winning, so that a child will never feel defeated by the outcome of a game or his/her performance.
 11. I will praise the children for competing fairly and trying hard, and make the children feel like a winner every time.
 12. I will never ridicule or yell at a child or other participants for making a mistake or losing a competition.
 13. I will emphasize skill development and practices and how they benefit a child over winning. I will also de-emphasize games and competition in the lower age groups.
 14. I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for a child to win.
 15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
 16. I will demand a sports environment for the children that is free from drugs, tobacco and alcohol, and I will refrain from their use at all sports events.
 17. I will refrain from coaching a child or other players during games and practices, unless I am one of the official coaches of the team.
 18. I will refrain from wearing any attire that is drug, alcohol, tobacco, gang, violence, or criminally related in any way.

ASAP Safety Plan Requirements

CSLL participates in Little League Baseball's injury prevention program, which is known as ASAP - A Safety Awareness Program. This program has been very successful at reducing Little League injuries nationwide. ASAP has established 15 minimum Safety Plan requirements, which are listed below. Our responses to the individual requirements are summarized here.

Requirement 1. Have an active safety officer on file with Little League International.

The Safety Officer is Kate Dougherty. Their contact information is listed on page 4.

Requirement 2. Publish and distribute a paper copy of the applicable safety manual to all appropriate and applicable volunteers.

Paper copies of this Safety Manual will be distributed to all managers and team safety officers, other appropriate and applicable volunteers, and the District Administrator and/or District Safety Officer.

Requirement 3. Post and distribute emergency and key officials' phone numbers.

Phone numbers are listed on pages 4-5 and will be posted in the concession area.

Requirement 4. Use the Little League official Volunteer Application Form and check for sexual abuse.

CSLL uses the official Little League Volunteer Application form to screen all of our volunteers (see Appendix 1). Screening will include checking the United States Department of Justice National Sex Offender Registry and the First Advantage National Criminal File database.

Requirement 5. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals include hitting, sliding, fielding, pitching, etc.).

Fundamentals training may be held via virtual platform (i.e., zoom). At least one manager or coach from each team will attend the training

Requirement 6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending.

At least one adult from each team (i.e., manager, coach or safety officer) will have First Aid / CPR training. Proof of training (card or certificate) will be given to CSLL Safety Officer.

Requirement 7. Require coaches/umpires to walk fields for hazards before use.

Managers are responsible for walking the entire field prior to every game and practice to look for hazards such as rocks, glass, holes, etc. Managers may delegate this responsibility to a coach.

Recent upgrades have been made to CSLL fields including regular maintenance, addition of new dirt and leveling of infields.

Requirement 8. Complete the Annual Little League Facility Survey.

CSLL has completed the 2023 Facility Survey and entered it online.

Requirement 9. Have written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures.

The Concessions Manager is trained in safe food handling and preparation procedures. Detailed concession safety procedures are included in this Safety Manual and will be followed any time the concession stand is open.

Requirement 10. Require regular inspection and replacement of equipment.

The Equipment Manager will inspect all equipment during the pre-season. Managers and umpires will inspect equipment prior to games and before each use by players. Faulty equipment will be destroyed or otherwise made unusable.

Requirement 11. Implement prompt accident reporting and tracking procedures.

CSLL uses an online injury reporting system that is modeled after ASAP's Incident/Injury Tracking Report Form to report and track injuries. Injuries must be reported to the Safety Officer within 48 hours. Detailed accident reporting procedures are included in this Safety Manual (see Injury Reporting Procedure).

Requirement 12. Require a first-aid kit at each game and practice.

Each team is issued a first-aid kit and is required to have it at every practice and game.

Requirement 13. Enforce Little League rules including proper equipment.

CSLL will require all teams to enforce all Little League rules, including the use of required equipment at all times. Catchers will wear proper equipment even during infield warmups. All fields will have bases that disengage from their anchors. Coaches will not warm up pitchers. Managers and coaches will enforce rules at practices as well as games.

Requirement 14. Qualified Safety Plan Registration Form

The correct forms are used to register the safety plan.

Requirement 15. League Player Registration Data or Player Roster Data, Coach and Manager Data

These data will be submitted to Little League International via the Little League Data Center by 2/1/23.

Game Safety Big Five

Field

- Managers are responsible for doing a pre-game field walk for safety, outfield holes, rocks, check the mound, confirm the bases are anchored and approve field for play.
- Coach supervision during on field warm-ups.
- Catcher for infield and outfield warm-ups must be properly equipped with helmet, catchers glove and cup (boys).
- CSLL fields have recently been maintained by addition of new dirt and leveling of infield ground.

Equipment

- All players in uniform and properly equipped.
- Managers check equipment before game and before each use.
- Catcher with helmet, cup (boys) & catcher's glove minimum (chest protector and shin guards when a batter is present).

Dug out area

- Equipment properly stored off field.
- At least 1 manager or coach in dugout at all times, dugout coach remains off field.

Pitching

- Coaches are now allowed to warm up pitchers (Rule Change 2023*).
- Warm up on main mound, catcher with helmet, catchers glove and cup (boys).
- On-field bullpen area requires a spotter with batters helmet and a catcher with helmet, catcher's mitt and cup (boys). Coach cannot act as safety spotter.
- Coach OK in bullpen to observe warm up as long as dugout requirement is covered.

Batting

- No on-field pre-game batting practice.
- Only the first batter of the inning has a bat and is allowed to stand outside the dugout.
- Batter in the hole, or another designated player (with helmet) retrieves bat.
- If a batter other than the first batter of the inning wants practice swings they can ask the plate umpire prior to stepping into the batter's box.



HAVE YOU:

- ✓ **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**

Bat Safety

CSLL Policy

- All batting will be supervised by a responsible adult.
- All batters must wear helmets at ALL times when using a bat.
- Batting is limited to approved areas only, as specified below.

During Games

- The only approved location for batting is at home plate.
- There will be NO "on deck" warm-ups per Little League policy.

Pre-game warm-ups

- Batting is limited to the batting cages.
- Batting will be supervised by a coach or responsible adult.

Practices

- Batting is allowed at home plate under direct supervision.
- Batting is allowed in an established batting area in the outfield under direct supervision of a coach or responsible adult. The coach will establish the batting area and ensure that other players remain a safe distance away.

Practice equipment

- "Soft toss" with hard balls and batter's net may be used by coaches/adults in an approved area. Fences and backstops are not acceptable.
- "Hit sticks" may be used by coaches/adults in an approved area.
- Whiffle balls may be used by coaches/adults in an approved area.

Don't Swing It

...Until You're Up to the Plate!



(Photos from North Scott, Iowa, Little League)

Don't let this happen to you, or to a teammate.

REMEMBER:

Don't pick up your bat until you leave the dugout, to approach the plate.

Pitcher Safety

In 2014, Major League Baseball joined forces with USA Baseball (the national governing body for amateur baseball) and the American Sports Medicine Institute (widely recognized as the leading authority on baseball injuries) to create Pitch Smart, a series of practical, age-appropriate guidelines to help parents, players and coaches avoid overuse injuries and foster long, healthy careers for youth pitchers. This was done in response to the alarming rise in elbow and shoulder injuries in youth pitchers in recent years and represents the most comprehensive and expert set of guidelines for injury prevention in youth baseball to date. Research has clearly shown that these injuries are due to overuse, and that pitching with arm fatigue is the #1 risk factor for injury. Research has also shown that pitch counts are the most accurate and effective way of limiting the likelihood of pitching with arm fatigue. Little League Baseball has adopted pitch count and rest day requirements based on this research, and CSLL has adopted rules for the implementation, monitoring and enforcement of these Little League requirements.

Recommendations from Pitch Smart and the American Sports Medicine Institute for pitchers ages 12 and under include:

- Focus on athleticism, physical fitness, and fun.
- Focus on learning baseball rules, general techniques, and teamwork.
- Make sure to properly warm up before pitching.
- Set and follow pitch count limits and required rest periods.
- Learn good throwing mechanics as soon as possible. The first steps should be to learn, in order: 1) basic throwing, 2) fastball pitching, 3) change-up pitching. Avoid throwing pitches other than fastballs and change-ups.
- Watch for and respond to signs of fatigue (such as decreased ball velocity, decreased accuracy, upright trunk during pitching, dropped elbow during pitching, or increased time between pitches). If a youth pitcher complains of fatigue or looks fatigued, let them rest from pitching and other throwing.
- Pitchers once removed from the mound may not return as pitchers.
- Avoid pitching in multiple games on the same day.
- Avoid playing catcher while not pitching.
- Avoid playing for multiple teams at the same time.
- Avoid using radar guns.
- Do not exceed 60 combined innings (ages 8 and under) or 80 combined innings (ages 9-12) pitched in any 12 month period.
- Take at least 4 months off from throwing every year, with at least 2-3 of those months being continuous.
- Play other sports during the course of the year.
- If a pitcher complains of pain in his elbow or shoulder, discontinue pitching until evaluated by a sports medicine physician.

For information regarding other risk factors for injury, types of throwing injuries, recommendations for older pitchers, references and additional resources, visit www.pitchsmart.org.

CSLL PITCH COUNT RULES AND PROCEDURES

A. From the Official Little League Rulebook:

Regulation VI (c):

League Age	Daily Maximum Pitch Count
7-8	50
9-10	75
11-12	85

Regulation VI (d):

Number of pitches in one day	Required rest days
1-20	0
21-35	1
36-50	2
51-65	3
66 or more	4

- A pitcher who delivers 41 or more pitches in a game cannot play the position of catcher for the remainder of that day.
- A player who has played the position of catcher in 4 or more innings in a game is not eligible to pitch on that calendar day.

B. From the CSLL Local Rules

1. The home team will provide Official Scorekeepers for the AA, AAA, and Majors divisions. The visiting team will provide an Official Pitch Count Recorder to keep record of the pitch count and operate the scoreboard (on those fields with scoreboards). It is the Manager's (or his/her delegate's) responsibility to provide the Scorekeeper and Pitch Count Recorder. The Pitch Count Recorder is to remain impartial at all times and is not to direct any comments toward the field of play either during the game or between innings. He/she will be positioned in the scorekeeper's booth behind the backstop and should not be a spectator in the stands.

2. The Pitch Count Recorder is required to record the official pitch count and to complete and sign two Pitch Log forms (one for each team playing in the game), present the Pitch Log forms to both Managers immediately after the game for review and signature, and file them in the appropriate sections of the AA, AAA or Majors Log Book at the end of the game.

3. Both Managers should confirm the accuracy of the Pitch Logs by signing them at the end of each game. First failure to complete a Pitch Log will result in a warning. Additional failures to complete the Pitch Log will result in a team Manager game suspension. Continued violations will result in additional game suspensions or other Board action.

C. Pitch Logging and Score Keeping

1. Game Changer App will be used for all pitch logs and score keeping (Rule Change 2023*)

D. Monitoring and Enforcement

1. The CSLL Safety Officer will review the Game Changer App data periodically throughout the season, and will report violations to the CSLL Board of Directors.

2. Penalties for rule violations will be delivered by the CSLL President in accordance with the CSLL Local Rules.

Catcher Safety

Little League Rule 1.17:

- All male players must wear athletic supporters. Male catchers must wear a metal, fibre or plastic type cup, and an approved long or short model chest protector.
- Female catchers must wear long or short model chest protectors.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up, and games (and shin guards and chest protector when a batter is present).
- **Warning!** Altering helmets in any way can be dangerous. Helmets must not be re-painted and may not contain tape or added decals.



Little League Rule 3.09:

- Managers or coaches are now allowed to warm up a pitcher (*rule change 2023)
- It is suggested that catchers warm up pitches as the first option when they are able

Parents

- Under no circumstances shall a parent (non-manager/coach) ever warm-up a pitcher. Parents are not covered by Little League insurance.



Team Safety Officer

The Team Safety Officer (TSO) is a:

- Role model to children
- Defender of safety
- Liaison between the team and the CSLL Safety Officer
- Hero when injuries are prevented by taking safety seriously

The TSO acts as a conduit for safety issues between players, parents, managers, and the CSLL Safety Officer. The TSO has many important responsibilities:

Pre-Season

- Read the CSLL Safety Manual
- Attend the yearly Safety Clinic to learn basic first aid and other aspects of player safety

*****COMPLETE THE CSLL INCIDENT/INJURY REPORTING FORM IF AN INJURY OCCURS AND DELIVER IT TO THE CSLL SAFETY OFFICER WITHIN 48 HOURS OF THE OCCURRENCE (REFER TO THE INJURY REPORTING PROCEDURE IN THIS MANUAL FOR DETAILS.)***

- Communicate safety concerns to the CSLL Safety Officer
- Track inventory of First Aid Kit, replenish used items or ask the CSLL Safety Officer for replacements when needed

During Game

- In case of injury, help the manager treat the child as needed or until professional help arrives

After Game

- Complete and submit an Injury Reporting Form if an injury occurred during the game. Refer to section entitled Injury Reporting Procedure for details
- Assist parents if a child must go to the hospital or see a doctor

The TSO can be a manager, coach, or any other parent who can attend most practices and games. The TSO must return a completed volunteer form to the CSLL President.

NOTE: If a manager has not appointed a TSO, or if the TSO is not present, then the manager must assume those responsibilities.

Injury Reporting Procedure

What to report

Any incident that causes a player, manager, coach, umpire, or volunteer to receive first aid and/or medical treatment must be reported to the CSLL Safety Officer within 48 hours. This includes passive treatments such as evaluation and diagnosis of an injury, or periods of rest. This means that reporting should occur for:

- Any injury requiring an ice pack or other first aid treatment (including Band-Aids)
- Any incident that requires stopping the game or practice to evaluate and diagnose an injury, regardless of whether first aid was applied.

When to report

All such incidents described above must be reported to the CSLL Safety Officer within 48 hours of occurrence.

Who makes the report

The Manager is responsible for ensuring that all injuries are reported. The Team Safety Officer often reports injuries that occur at games. The TSO may report injuries that occur at practices if the TSO is present when the injury occurs. If there is no TSO present, the Manager must report the injury.

How to make the report

CSLL uses an online injury reporting system that can be accessed from your home computer or using your iPhone, iPad or Android device anywhere you can connect to the internet. To report an injury simply click on the Injury Reporting Form link in the menu on the left side of the CSLL homepage (www.csllbaseball.com) and follow the instructions. Your completed report will be emailed directly to the CSLL Safety Officer.

Use one Injury Reporting Form for each injured person. Use multiple forms if more than one person is injured on the same play.

Safety Officer's responsibilities

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the injured party's parents/guardians and:

- Verify the information received.
- Obtain any other information deemed necessary.
- Check on the status of the injured party.
- In the event that the injured party required other medical treatment (i.e. emergency room visit, doctor's visit, etc.) the Safety Officer will advise the parent or guardian of the Little League Insurance Program and the provisions for submitting any claims.
- If the injuries are more than minor in nature, the Safety Officer will periodically contact the injured party to check on the status of injuries and check if any assistance is needed in areas such as submission of insurance forms, until the incident is considered "closed" (i.e. no further claims are expected and/or the individual is participating in CSLL league activities again).
- Analyze injury reports to determine patterns of unsafe practices within a division or across the league.

Medical clearances

All players that receive medical treatment from a physician for an injury or miss any part of a practice or game due to injury, must have a physician's release prior to returning to baseball. This includes injuries that occur outside baseball.

Example: If a player injures his/her arm at school and misses one game or one practice, this player must have a signed medical release prior to returning to baseball. Managers are responsible for enforcing this policy.

Any player who has sustained or is suspected to have sustained a concussion requires written clearance by a physician before returning to play or practice (see Appendix 3).

Insurance

Little League Baseball provides accident insurance for all players, managers, coaches, and league officials. This coverage is secondary to any personal medical insurance. If there is no other coverage, Little League insurance provides benefits after paying a deductible and filing proper claim forms. Further details are located elsewhere in this Safety Manual.



Concession Safety Procedures

The Snack Shack has 1 General Manager and 4 Day Managers. The General Manager will be responsible for the following tasks:

- Ordering food and supplies
- Collection & deposit of money in the snack shack under dual control
- Maintaining equipment
- Overseeing overall operation of the snack shack
- Overseeing all volunteers within the snack shack

There will always be a day manager on duty during operating hours. The day manager will be responsible for the following:

- Cashiering
- Keeping the snack shack clean and organized
- Overseeing volunteers while the snack sack is open
- Collection and deposit of money in the snack shack under dual control

All snack shack volunteers including the general manager and the day managers will comply with all safety, health, and hygiene procedures that are set forth to ensure the safety of the volunteers and customers of the snack shack.

Health and Hygiene

Hand Washing

Hands must be washed before or after the following:

- Before starting work
- During food preparation
- When moving from one food preparation area to another
- After using the bathroom
- After sneezing, coughing, or using a tissue
- After touching hair, face, or body
- After handling raw meats, poultry or fish
- After any clean up activity such as sweeping, mopping or wiping counters
- After handling trash
- After handling money
- After any time the hands may become contaminated

Health

- Only healthy workers will prepare and serve food. Anyone who shows symptoms of illness or who has open sores or infected cuts on the hands will not be allowed to work in the snack shack.
- Workers will wear clean outer garments.
- No smoking is allowed near the snack shack.

Food and Equipment Safety

Storing and Serving Food

- Cold foods will be stored in refrigeration units that are kept below 41°.
- Cold food items will be held cold and hot food items will be kept hot, minimizing the time food is kept in the temperature danger zone (41°F-135°F).

Barbeque

- The barbeque is stored in a locked closet with the propane turned off.
- The General Manager will inspect the barbeque before each use.
- The barbeque will be placed away from the snack shack and out of the main traffic flow during use.
- The manager on duty will clean the barbeque as needed.



Vehicle Safety

CSLL Policy

- All managers, coaches, parents, league officials and visitors will obey vehicle safety rules when operating at CSLL facilities or events.
- This includes all contracted facility roadways and parking areas.

Parking areas

- Speed shall not exceed 5 mph.
- All drivers will operate with due regard for the safety of pedestrians and other motorists.
- Parents must be watchful of small children when walking through parking areas.
- Park only in designated spaces. Never block fire lanes. Vehicles may be towed.
- Park at your own risk. Remember; some areas are posted as foul ball zones. CSLL assumes no responsibility for vehicle damage due to foul balls.

Service roads

- Speed shall not exceed 5 mph
- Only delivery and maintenance vehicles are authorized to use service roads at CSLL facilities. This restriction is in place for the safety of pedestrians.
- Delivery and maintenance vehicles will not block fire lanes at any time.

Seatbelts

- Seatbelts must be worn at all times in accordance with state law.
- Adults transporting children for CSLL events are responsible for ensuring children's seatbelts are properly fastened (including booster seats, if required).

Common sense

- Riders shall not ride in the back of pick-up trucks at any time.
- Only licensed drivers shall operate vehicles at CSLL facilities.

Little League Insurance Program

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

If a player, manager, coach, umpire, scorekeeper or other eligible volunteer sustains a covered injury while taking part in a scheduled Little League Baseball game or practice, here is how the insurance works:

1. The Little League Baseball and Softball Accident Notification Form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. 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 a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial 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 after the 52-week time limit when:
 - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
 - (b) If the Insured incurs injury, to sound, natural teeth and Necessary Treatment requires treatment for that injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment. Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs. No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.

Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

Appendix 1. Volunteer Application

AT NO TIME WILL ANY PERSON THAT IS NOT ON THE APPROVED VOLUNTEER LIST BE ALLOWED TO INTERACT WITH ANY PLAYER ON THE FIELDS OR IN THE SNACK SHACK.

PLEASE MAKE SURE ALL VOLUNTEERS HAVE COMPLETED THIS FORM.

This form can be downloaded from www.csllbaseball.com

Little League® Volunteer Application – 2023

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

This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)9. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit LittleLeague.org/localBGcheck for more information.

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

All RED fields are required.

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.)? If yes, list: _____ Yes No

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

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? Yes No
 If yes, describe each in full: _____
(If volunteer answered yes to Question 4, the local league must contact Little League International.)

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 and/or listed on any youth organization ineligible list? Yes No
 If yes, explain: _____
(If volunteer answered yes to Question 7, the local league must contact Little League International.)

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/BgStateLaws

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):
Review the Little League Regulation 1 (c)(9) for all background check requirements

JDP (Includes review of the U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List) * OR _____

National Criminal Database check U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List

National Sex Offender Registry

* 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.

Last Updated: 1/4/23

Appendix 2. AED Post-Incident Report

Patient's last name	Patient's first name	Patient's address	
Phone number ()	City	State	Zip
SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	Incident Date:	AED operator:	
Incident location (lobby, loading dock, etc)		Assistant:	
Incident address		Assistant:	
Estimated time from patient's collapse until CPR begun:		Estimated total time of CPR until application of AED	
Was cardiac arrest witnessed? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	By whom:	Time:	
Was CPR started? Yes <input type="checkbox"/> No <input type="checkbox"/>	By whom:	Time:	
Did the patient ever regain a pulse?	Time:	Did the patient begin breathing?	Time:
Did Patient ever regain consciousness?	Time:	Hospital patient taken to:	Time:
Other treatment:		Transporting agency:	

Communications: _____

Comment/concerns: _____

Report completed by: _____ Date: _____

Prescribing physician
Review/recommendations _____

COORDINATOR REVIEWED:	DATE:	REVIEWED WITH RESPONDERS:	DATE:
PHYSICIAN REVIEWED:	DATE:	COMMENTS:	

Appendix 3. Concussion Information Sheet

California State law AB25 states that any athlete who is suspected of sustaining a concussion must be removed from activity for the rest of the day, and is not permitted to return to activity until cleared in writing by a health care professional. Parents or guardians are required to sign this form before their child can participate in any athletic activity held on school grounds.



Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it’s OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (<i>even briefly</i>)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

It's better to miss one game than the whole season. For more information on concussions, visit: www.cdc.gov/Concussion.

Player's Name

Parent or Legal Guardian

Parent or Legal Guardian Signature

Date

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

BACK

Appendix 4. CSLL Pitch Logging

Pitch logging will be completed using the GAME CHANGER APP solely and paper pitch logs will no longer be used (*Rule change 2023)



Little League Pitching Regulations

Regulation VI (c):

League Age	Daily Maximum Pitch Count
7 - 8	50
9 - 10	75
11 - 12	85

Exception:

If a pitcher reaches the limit imposed in Regulation VI (c) for his/her league age while facing a batter, the pitcher may continue to pitch until any one of the following conditions occurs:

1. That batter reaches base;
2. That batter is put out;
3. The third out is made to complete the half-inning.

Note: A pitcher who delivers 41 or more pitches in a game cannot play the position of catcher for the remainder of that day.

Regulation VI (d):

Number of Pitches in One Day	Required Rest Days
1 - 20	0
21 - 35	1
36 - 50	2
51 - 65	3
66 or more	4

Exception:

If a pitcher reaches a day(s) of rest threshold while facing a batter, the pitcher may continue to pitch until any one of the following conditions occurs:

1. That batter reaches base;
2. That batter is retired;
3. The third out is made to complete the half-inning or the game.

The pitcher will only be required to observe the calendar day(s) of rest for the threshold he/she reached during that at-bat, provided that pitcher is removed before delivering a pitch to another batter.

Appendix 5. 2023 Age Chart

2023 Little League® Age Chart



Match month (top line) and box with year of birth. League age indicated at right.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AGE
2019	2019	2019	2019	2019	2019	2019	2019	2018	2018	2018	2018	4
2018	2018	2018	2018	2018	2018	2018	2018	2017	2017	2017	2017	5
2017	2017	2017	2017	2017	2017	2017	2017	2016	2016	2016	2016	6
2016	2016	2016	2016	2016	2016	2016	2016	2015	2015	2015	2015	7
2015	2015	2015	2015	2015	2015	2015	2015	2014	2014	2014	2014	8
2014	2014	2014	2014	2014	2014	2014	2014	2013	2013	2013	2013	9
2013	2013	2013	2013	2013	2013	2013	2013	2012	2012	2012	2012	10
2012	2012	2012	2012	2012	2012	2012	2012	2011	2011	2011	2011	11
2011	2011	2011	2011	2011	2011	2011	2011	2010	2010	2010	2010	12
2010	2010	2010	2010	2010	2010	2010	2010	2009	2009	2009	2009	13
2009	2009	2009	2009	2009	2009	2009	2009	2008	2008	2008	2008	14
2008	2008	2008	2008	2008	2008	2008	2008	2007	2007	2007	2007	15
2007	2007	2007	2007	2007	2007	2007	2007	2006	2006	2006	2006	16

NOTE: This age chart is for BASEBALL DIVISIONS ONLY, and only for 2023.