

3300 NW 185th Ave. #350
Portland, Oregon 97229

Willow Creek Little League

Safety Plan (ASAP)



1. League Safety Officer Duties
2. Little League Volunteers
 - 2.1 Volunteer Application
- 3. Training**
 - 3.1 Coaches Clinic**
 - 3.2 Safety Training**
 - 3.3 First Aid Training**
 - 3.4 Concussion Training**
4. Facilities
 - 4.1 Fields Survey
 - 4.2 Concessions Stand
- 5. Safety Checklist**
 - 5.1 Fields**
 - 5.2 Weather Conditions**
 - 5.3 Players**
 - 5.4 Coaches**
 - 5.5 Spectators**
- 6. Safety code**
 - 6.1 Goals**
 - 6.2 training**
 - 6.3 Responsibility**
 - 6.4 Medical Emergencies**
 - 6.5 Playing Conditions**
 - 6.6 Equipment**
 - 6.7 Play**
 - 6.8 Rules & Enforcement**
- 7. Accidents**
 - 7.1 Procedure**
 - 7.2 Reporting**
 - 7.3 Communicable Diseases**
 - 7.4 Allergies/Nuts**
- 8. Safety is everyone's Job**
9. Willow Creek Little League Policy
10. Little League Pledge
11. Board of Directors and League Telephone Numbers

1. **Safety Officer**

Willow Creek Little League (WCLL) has a safety officer who is an active member of the board of directors. The Little League Safety Officer is responsible for writing league policies and procedures that ensure a safe environment for players, coaches, and spectators. Specifically, the Willow Creek Safety Officer:

- Clearly document league safety policies and procedures in the Safety Plan and ensure all coaches and league officials are trained in them.
- Ensure First Aid kits are disbursed to all managers and coaches.
- Ensuring coaches and managers have been trained in first aid, CPR, and concussion protocols.
- Audit practices and games as an observer to ensure league policies are being complied with.
- Ensure proper reporting of safety incidents including filing incident reports with Little League International.
- Submit a qualified safety plan registration form and safety plan (ASAP) to Little League International

2. **Little League Volunteers**

Volunteers for WCLL are league officials, managers, coaches, parent helpers, anyone who has contact with league players during official league activities. All volunteers must fill out an application form and pass a background check that ensures volunteers aren't on the National Sex offender Registry or have any criminal convictions. Volunteers must also provide a government issues ID upon request. Anyone refusing to fill out a volunteer application is ineligible to be a league volunteer and cannot have any contact with players during official league activities. The League President is required to retain these confidential forms for one year of service.

2.1 Volunteer Application

WCLL volunteers must fill out the volunteer application form online at the WCLL website (<http://www.willowcreeksoftball.com>).

3. Training

3.1 Coaches Training

Coach training is offered online at Softball Excellence for Little League (<https://www.softballexcellence.com/content/LittleLeague.aspx>).

3.2 Safety Training

Coaches are to be present at the coaches meeting to receive Safety training, the safety Manual, Coaches plan and Little League rule book.

This meeting will be at Cedar Hills Recreation Center: 11640 SW Parkway Portland, OR 97225 on March 7th, 2020.

3.3 First Aid Training

Managers and Coaches are required to obtain a First Aid certification. First Aid training will be offered online from National CPR Foundation (<https://www.nationalcprfoundation.com/courses/standard-first-aid-3>) or on site at CPR Lifeline (9320 SW Barbur Blvd, Suite 175 Portland, OR 97219). Coaches Can submit a reimbursement form for class expenses to the WCLL Treasurer (see end of this document for contact information). Little League International mandates that this training be taken every 3 years however many agencies will only certify their training for 2 years (as is the case with the National CPR Foundation). WCLL will follow the certification policy of your certification agency.

3.4 Concussion Training

All coaches will take concussion training **each year** and submit a certificate to the League Safety Officer. Online training is offered by National Federation of State High School Associations (<https://nfhslearn.com/courses/61129/concussion-in-sports>) and Centers for Disease Control and Prevention (<https://www.cdc.gov/headsup/youthsports/training/index.html>). <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>
Concussion Information Sheet for parents is available on the Willow Creek Softball Website under the Safety-Forms menu items (<http://www.willowcreeksoftball.com>).

4. Facilities

4.1 Little League Facilities/Field Descriptions

Tualatin Hills Park and Rec (THPRD) owns and maintains the fields.

The fields designated to WCLL are as follows:

PCC Rock Creek #1-2

Sunset Park #1-4

Oak Hills #1

Cedar Hills Rec

Cedar Park Middle School

THPRD HMT Complex #5

4.2 Concession Stands

WCLL does not operate or maintain any concession stands.

5. Safety Checklist

5.1 Fields

All Managers, Coaches and Umpires should walk fields prior to play and remove any litter and/or debris. Checking for holes, slippery spots or anything that could cause an injury.

5.2 Weather Conditions

Lightning- Halt play and evaluation should occur if the time between a lightning flash and the sound of thunder is less than fifteen (15) seconds. Seek shelter in a large enclosed building or fully enclosed metal vehicle. If caught in the open place feet together, squat down, and cover ears (to prevent eardrum damage)

Heat- Anytime temperature is above 90 degrees Fahrenheit, or the relative humidity is above 95%, a halt for rest and fluids should occur after the 3rd inning. Have shade and adequate water available. Encourage players to drink small amounts frequently. Any player exhibiting signs of heart related illness (cramps, fatigue, light headedness, nausea, vomiting, or headache), should be removed from the game, placed in the shade and re-hydrated. If symptoms do not respond immediately, seek prompt medical aid.

Rain/Mud- Playing on muddy fields with wet equipment places the players at risk and creates ruts and holes that can be a hazard. When in doubt reschedule the game.

5.3 Players

Jewelry- Players are not allowed to wear jewelry, except for medical-alert bracelets or necklaces.

Uniforms- Uniforms must be in good repair.

Equipment- Equipment must be in good repair.

On-Deck Circle- On-Deck circle is NOT ALLOWED.

Pitcher- Pitchers warming up in an area subject to foul balls should have a spotter with helmet and glove. All pitchers will pitch to a catcher with a mask and gear. **NO COACH CATCHING**

5.4 Coaches

Certification- All volunteers (coaches inclusive) are required to pass a background check prior to having any contact with players.

All coaches are required to take the training listed in Section 3.

Badge Policy- All volunteers will be issued, and must visibly display, ID badges as provided by WCLL. ID badges must be worn in a manner so that they are easily displayed. No one will be considered above the scope of this policy and monitoring checks will be performed to test compliance.

Willow Creek Little League Badge Policy

[https://www.willowcreeksoftball.com/Portals/30030/docs/Waivers/Volunteer Badge Policy.pdf](https://www.willowcreeksoftball.com/Portals/30030/docs/Waivers/Volunteer%20Badge%20Policy.pdf)

5.5 Spectators

Arguing- Spectators are not allowed to argue with any call made by the umpire. It is the manager's responsibility to keep spectators within acceptable behavior limits.

Foul Territory- Spectators in foul territory are to remain alert and well back from the field of play.

Benches/Dugouts- Benches and dugouts are for managers, coaches and players only. If not in the field of play, all players (except warm-up pitchers and catchers) must remain within the benches/dugout area.

Young Children- Young children must be properly supervised at all times.

Pets- Pets must be kept on a leash.

Smoking- There is NO smoking allowed on any school, or THPRD field.

6. **Safety Code**

6.1 **Goals**

Education- Willow Creek LL's education goal is to educate players, managers, coaches, and spectators in safety awareness.

Prevention- Willow Creek LL's prevention goal is to prevent as many injuries as possible.

6.2 **Responsibility**

Safety is the responsibility of all the adults involved with Willow Creek LL.

6.3 **Medical Emergencies**

Training- All managers, coaches and umpires must be trained in First Aid and CPR.

Services- Arrangements for emergency medical services should be made in advance of all games and practices. There should be a cell phone available at all games and practices.

Emergency Contact- All managers must have each player's registration form (which contains emergency contact information) at every practice and game.

First Aid Kits - First Aid kits are to be distributed to all Managers and Coaches when they receive their equipment. Every Manager and Coach is required to have it in their possession at all times. The Safety Officer is responsible for the coordination of the safety equipment. The Safety Officer is responsible to make sure that every First Aid kit is fully stocked and re-stocked as needed.

6.4 **Playing Conditions**

Weather- No games or practices should be held during lightning storms or in excessive heat (see Safety Checklist).

Field- Inspect playing areas frequently for holes, damage, stones, glass or other foreign objects.

6.5 Equipment

Equipment is inspected and cleaned prior to the beginning of the softball season by the Equipment Manager. Worn out or damaged equipment is removed from storage facility. All new equipment purchased is distributed to the teams in need. All equipment to each coach is documented. Various sizes of the equipment are available for proper fit and protection. Managers are instructed to inspect the equipment prior to practices and games. If any piece of the equipment is faulty, please contact the Equipment Manager to get it replaced. Damaged equipment needs to be returned to the Equipment Manager.

Inspection- Inspect equipment regularly and make sure it fits properly.

Catcher- Catchers must wear catcher's helmet, mask, throat protector, shin guards and long model chest protector.

Pitchers Warm-up- Catchers warming up the pitcher must wear the above equipment.

Glasses- Parents should be encouraged to provide safety glasses or face masks for their players wearing glasses.

Face Guards- Parents should be encouraged to provide mouth guards or face masks for their player.

Safety Bases- All coaches must use safety bases which are located in equipment boxes at each field.

6.6 Play

Foul Balls- Coaches will establish procedures for retrieving foul balls batted out of playing area before each game to assure safety of those who retrieve the foul ball as well as the players, spectators and officials.

Player Alertness- All players should be alert and watching the batter on each pitch during practice and games.

Sliding- Proper sliding technique should be taught before sliding in fixed bases. Head first sliding is prohibited, except when a runner is returning to a base.

Horseplay- Horseplay is not permitted on the playing field at any time.

On Deck Circle- There is **NO** on deck circle, and there is to be NO swinging of bats by any players other than the batter at the plate, there are NO EXCEPTIONS to this rule.

No Manager/Coach to “catch” pitchers- Managers/coaches are not allowed to catch for pitchers during warm-up.

Rule 3.09 – Manager or coaches must not warm up a pitcher at home plate or in the bullpen or elsewhere at any time. They may, however, stand by to observe a pitcher during warm-up in the bullpen.

6.7 Rules

Managers, coaches and umpires should be thoroughly familiar with the current Little League Rule Book

Enforcement of Little League Rules

The WCLL Board of Directors is responsible for enforcing the existing Little League rules. The consequences to those who fail to follow the rules are as follows:

- A letter of reprimand or admonishment.
- The offending party may be suspended for a game and/or games.
- The offending party may not be allowed to participate in WCLL.
- The offending parties’ team may be caused to forfeit a game and/or games.
- Enforcement of Little League rules is the responsibility of every participant and the Board will enforce its rules if violated.
- **Parent/Coach Code of Conduct**
All parents and coaches must read and sign the Parent Code of Conduct. The Manager or Coach will keep the signed Parent Code of Conduct for the season.

7. Accidents

7.1 Procedure

- Administer First Aid. Call 911 if necessary.
- Reassure the injured party and spectators.
- Contact the injured party’s parent or guardian. If unavailable, contact the emergency contact listed on the registration form.
- Control the crowd.

- Talk to your team about the situation. Often players are upset and worried when a teammate is injured. They need to feel safe and understand why the injury occurred.
- Consult your First Aid Booklet for return to play guidelines. Any injury requiring professional medical care will need a physician's clearance prior to returning to play.
- Contact your League Safety Officer. Contact Information at the end of this document.

7.2 Reporting

The Safety Officer will keep a record of accident reports. It is the responsibility of the Manager/Coach to notify the Safety Officer of all accidents. Please see Safety Manual for procedures.

- Any incident that causes any player, coach, manager, umpire, volunteer, or spectator to receive First Aid, CPR or medical treatment must be **reported to your League Safety Officer within 24 hours.**
- Any “near miss” accident involving a player, coach, manager, umpire, volunteer, or spectator to receive First Aid or medical treatment must be reported to your League Safety Officer.
- Call your Safety Officer, they will assist you in gathering the necessary information and will fill out the appropriate form. The Safety Officer will make a “follow-up” telephone call to the injured party.

7.3 Communicable Diseases

- Bleeding must be stopped, open wounds covered, and uniform changed if there is blood on it before the athlete may return to play.
- Use gloves when coming in contact with blood or body fluids. Gloves are provided in all First Aid Kits.
- Immediately wash (with soap) hands and other skin surfaces contaminated with blood.
- Clean blood contaminated surfaces and equipment.

- Store blood or body fluid contaminated uniforms or gear in plastic bags for thorough cleaning at home.
- Place all blood and body fluid contaminated First Aid equipment (i.e. bloody gloves, bloody dirt, etc.) in zip-lock bag. Seal the bag and throw in trash can. Zip-lock bags are provided in all First Aid kits.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until condition is resolved.

7.4 Allergies/Nuts

There are many players with peanut allergies. Any snack item that has nuts or is processed in a plant that has nuts can affect a player that comes in contact. All nuts with a shell is not allowed in dugout areas or as snacks.

8. Safety is Everyone's Job

Remember, education and prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the League Safety Officer or League President immediately. Don't play on a field that is not safe or with unsafe equipment. Be sure you players are fully equipped at all times, especially catchers and batters. Check your team's equipment often, replace or repair as needed.

In 2019 Willow Creek Little League will begin using ID badges for all volunteers to ensure only those that have passed a background check and have the necessary certifications are in place are interacting with WCLL players. A badge policy statement has been added to the website and all volunteers have certified that they have read it.

The Safety Plan Registration form has been submitted to LLI.

9. Willow Creek Little League Policy

Willow Creek's goal is to develop each player's softball skills, exercise a good sportsmanship, dedication to self-improvement and teamwork. All players are given equal game- situation playing opportunities in the field and

at bat. The most important measure of our success is not the Win-Loss record. Our key measures of success are that players have fun, develop the skills and values noted above, and at the end of the season desire to continue playing softball at the next appropriate level.

10. **Little League Pledge**

I trust in God.

I love my Country and will respect its laws,

I will play fair and strive to win.

But win or lose, I will always do my best

11. **Contact Information**

Willow Creek Board of Directors

President	Scott Vandehey	503-686-1497	scott.vandehey@gmail.com
Vice President	Andrew Brawley	503-780-2805	tallperson@hotmail.com
Fields & Umpire Coordinator	Brian Boling	503-539-6819	bbolerin@frontier.com
Umpire-in-Chief	Derrick Creecy	503-330-4296	bubbag18@msn.com
Equipment Manager	Brian McNeel	503-629-9228	themcneels@frontier.com
Secretary	Brittany Wescott	503-521-6079	brittany.d.wescott@gmail.com
Treasurer	Leda Mareth	801-949-0537	ledamareth@hotmail.com
Players Agent	Elle Appling-Hand	503-929-4314	ellezober@hotmail.com
Uniform Coordinator	Sharon Zell	503-853-6275	sharonzell@yahoo.com
Coaching Coordinator	Michele Simantel	503-860-3015	michele.simantel@gmail.com
Information Officer	Greg Hochstein	503-320-2900	greg.hochstein@gmail.com
Safety Officer Contact to report any injuries	Eric Arnold	503-720-0527	eric.s.arnold@intel.com

Important Emergency Contact Information

Emergency Number	911	Call for any injury requiring immediate medical attention. Call for imminent potential danger
Washington County Sherriff Non-Emergency Line	503-629-0111	Call for any non-imminent danger