

Sunrise Little League
6400 Winnetka Avenue
Woodland Hills, CA 91367

2022

SAFETY MANUAL

| | |
|---|--------------|
| LAFD/LAPD Emergency | 911 |
| LAFD Non-Emergency | 818.756.8684 |
| LAPD Non-Emergency | 818.756.4800 |
| Poison Control | 800.222.1222 |
| SLL President Louis Pacella | 818.207.9085 |
| SLL Director of Safety Michael Nelson | 818.399.5694 |
| SLL Vice President Dan Tumpak | 818.663.1133 |

League ID# 405-4010

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Woodland Hills Sunrise Little League**Board of Directors – 2022**

| Position | Name | Telephone | Email |
|--|--|---|-------------------------------|
| President | Louis Pacella | (818) 207-9085 | president@sunrisebaseball.com |
| Treasurer Vice President | Dan Tumpak | (310) 663-1133 | |
| Director of Player Personnel | Josh Barroll | (818) 518-6739 | |
| Treasurer Budgeting Vice President III | Daniel Tumpak | (310) 663-1133 | |
| Player Agent Minors Division | Patrick Bobillo | (818) 322-5295 | |
| Player Agent Majors Divisions | Steven Kaufman | (818) 324-6747 | registrar@sunrisebaseball.com |
| Information Officer Registrar | Steve Bornstein | (818) 378-8799 | |
| Secretary | Matt Hetrick | (310) 270-5238 | |
| Umpire in Chief | John Curtis | (818) 679-4118 | |
| Director of Facilities & Equipment | Jose Mayorga | (818) 593-9167 | |
| Director of Team Parents | Carolyn Barraza | (818) 667-0562 | |
| Director of Marketing | Buddy Warick | (310) 867-3295 | buddy@sunrisebaseball.com |
| Snake Shack | Scott Corrigan/Paul Cassell | (818) 535 – 6042 / (323) 620 - 3127 | |
| Controller | Leslie Weber | (310) 503-4288 | |
| Member-At-Large Large | Enrique Rovero | (818) 518-6739 | |
| Past President | Rick Dem | (310) 873-8471 | |
| Director of Safety | Michael Nelson | (818) 399-5694 | |

2022 ASAP Safety Program

Introduction

COVID-19: Sunrise Little League will be in full compliance to California State & L.A. County Guidelines.
Due to rapidly changing requirements, our protocols & guidelines are available upon request.

This safety manual has been designed to raise safety awareness in order to limit the potential for injury of our players, coaches, workers and fans in accordance with the 2022 ASAP program.

We have divided this manual into sections as listed in the Table of Contents to give League Officials, Managers, Coaches, Team Parents, and Umpires a template of how to handle emergency situations which may occur at a practice, in a game, or anywhere on the complex of Woodland Hills Sunrise Little League.

This manual is accessible on the league website under the safety tab and is to be made available to the following (please see directory):

- All board members
- All executive council members
- All managers
- All team Parents
- One copy to Snack Shack
- One copy in the Dow House (Located on Field 1)

Our goal for this manual is to establish procedures that are understood and implemented by everyone involved at Sunrise thereby limiting injuries or, ideally, preventing them from occurring. While this manual has been customized for Woodland Hills Sunrise Little League, it has been constructed in accordance with Little League Baseball, Inc

TRAINING PROGRAM

Fundamental Coaching Training

All Managers will be required to attend Manager/Coach Training Sessions, First Aid and CPR Training.

First Aid Training

Prior to the commencement of league play two first place clinics will be hosted by a medical professional. All teams will be required for manager attendance and at least one assistant coach. As many parent volunteers will be encouraged to attend as possible. Once first aid training dates are established, said dates and pertinent details will be posted on the league website and e-mail notifications will be sent to managers and team parents.

MANAGER AND COACH RESPONSIBILITIES

Field players

- Fielding gloves are proper size for player's hand
- Fielding gloves are properly strung
- All players (optional girls) must wear protective (hard) cup
- Cleats on shoes are plastic or rubber (Little League approved)
- Shoes are tied with a double knot
- Jewelry is removed: Jewelry includes rings, watches, bracelets, earrings (necklaces may be worn if hidden under shirt)
- Sunglasses are to be attached to a safety strap at the earpieces

Catchers

- All safety issues for field players apply
- Catcher's mask must have a separate protective hanging throat guard
- Catcher must wear protective (hard) cup
- Catcher must wear protective helmet with face guard (batting helmets are not appropriate even in warmups)
- Catcher must wear protective leg/shin guards with protective shoe guard
- Catcher must wear chest protector

Pitchers

- All safety issues for field players apply
- Managers and coaches will ensure the pitcher will not wear exposed white sleeves underneath the uniform jersey
- Managers and coaches will enforce Little League pitching rules in order to avoid potential injuries (refer to local rules for detailed pitching rules)

Equipment

(All managers and coaches shall be responsible for the following):

Have a working telephone in case a 911 incident occurs (Manager, coaching staff or team parent)

Inspect all equipment prior to team functions

Equipment Bag

- Baseball bats (during games/practices these should be stored on bat rack and not removed until player is called to bat)
- Baseball bats are proper size for individual player

- Baseballs
- Batting tee
- Catchers equipment: shin guards, catcher's mask **with** throat guard, chest protector
- Batting helmets

Medical/First Aid

- Ensuring that medical release and registration forms—which include family and emergency contact information for each player — are kept at every game and practice
- First aid kit provided by the league is present at every game and practice and is stocked appropriately.

Field Safety

It is the responsibility of the home team manager and coach to:

- Prepare the field for the game
- Perform a safety inspection of the field (debris/foreign objects, fences, backstop, bases and warning track)
- Log non-urgent safety concerns on the Field Safety Log located on the inside of the backstop & advise the Safety Officer.
- Notify the umpire and a board member of any safety concerns that need immediate attention and do not begin play until the field is declared safe

It is the responsibility of both teams' manager and coaches to:

- Perform a safety inspection of all required player equipment
- Disallow use of any damaged equipment
- Comply with any umpire's direction in regard to the removal of unsafe equipment

UMPIRE RESPONSIBILITIES

Pre-Game

- Walk field area to review potential hazards and notify a board member for correction
- Pre-game plate meeting with managers prior to the game
- Notify managers to check that players have the proper equipment in appropriate playing condition:
 - Catcher wearing mask with throat protector, chest protector, and shin guards
 - All players wearing Little League approved cleats
 - All players (optional girls) must wear protective (hard) cup
 - All bats used are without defect/dents
 - All jewelry removed from players, shirts are tucked in & hats are on

During Game

- Ensure catcher is wearing proper equipment
- No gum, candy, or food in mouth while playing on field
- Team equipment is properly stored inside dugout (i.e. no bats or balls left on the field)
- Ensure fans are not hanging on fences either behind home plate, between the baselines, or in the outfield
- Umpires should reprimand a player for throwing equipment as both a safety hazard and/or a breach of sportsmanship

Umpire may warn or remove a player based on the umpire's view of the intent of the offense

SNACK SHACK SUPERVISOR SAFETY RESPONSIBILITIES

It is the responsibility of the Snack Shack supervisor to provide the league with documentation of the appropriate training in the safe handling of food and operation of facility equipment

Personnel

- All volunteers must be trained in the use of all equipment in the Snack Shack
- Volunteers should be properly trained prior to preparing deep fried foods
- **Minor Volunteers** (under 16 years old) are never permitted to prepare deep fried foods
- Volunteers are to be made aware upon entering the Snack Shack where emergency supplies are stored in the event of an injury
- Age limit on those entering the Snack Shack shall be **14**.

Disposal Procedures

- At the close of business, all volunteers must thoroughly clean all serving countertops, cooking apparatus and utensils
- The disposal of the oil used for deep frying shall be performed in the following manner:
 - Oil must never be removed from the deep fryers until it has been properly cooled.
 - Once cooled (usually 24 hours), the oil is placed in a freestanding container outside the Snack Shack near the BBQ where it will be picked up by an outside vender.
- All garbage created in the preparation of the day's business must be disposed of the same day!
- The garbage must be transported to an exterior dumpster prior to the Snack Shack being closed and locked down at the end of the business day.

Cooking/Beverage Gas Containers

The two forms of gas used in the Snack Shack are:

- **CO₂ Cartridges**
CO₂ Cartridges are required to serve carbonated drinks in the Snack Shack. To ensure the safety of all those working around these containers, they must be chained together and then chained (in tandem) to a stud or metal post.
- **Propane Tank**
The propane tank is kept adjacent to the Snack Shack. The tank is always attached to the BBQ. Volunteers must ensure that the tank is completely turned off to avoid any propane leaks.

Fire Safety

- All volunteers are instructed on the location and operation of the Snack Shack fire extinguisher.
- The fire extinguisher is mounted on the wall just beside the cabinets containing the first aid equipment. It is the responsibility of the Snack Shack supervisor to conduct a **monthly** check and log that the device is properly stored and in good working order. A log sheet is mounted next to the fire extinguisher.

LEAGUE SAFETY OFFICER'S RESPONSIBILITIES

- Collect Volunteer Applications from every member of the new Board of Directors. Little League requires that all BOD members complete a volunteer application and have a background check run.
- At least twice a year, (preferably prior to Fall and Spring Season) conduct a safety walk of the facilities with the League President, and Director of Facilities and the Director of Fields. At that time a list of any safety concerns should be made and then later corrected and repaired.
- California State Law and Little League now require that all players and their families complete a concussion form through their registration process. Make sure that all players have completed that form and turned it in prior to practicing or playing. A copy of the form is on the website and can also be found on page 25 of this manual.
- California State Law and Little League also require that all managers complete and turn in proof of completion of Concussion Training. All managers should complete this training prior to managing a team. The Director of Personnel should also be informed of this requirement and assist in informing managers. The online training can be found at:
- Obtain accident reports for *any* injury that happens at Sunrise. This includes not only players but also spectators or visitors to the facility.
- Collect Volunteer Forms for all volunteers that have contact with children — either the returning volunteer application or a new application. If they are not returning volunteers, they will need to provide a driver's license and their social security number. For Spring Season a station can be set up at Tryouts to try and obtain as many volunteer apps as possible at that time. A copy machine can also be on hand to make copies of the drivers licenses right then.

<https://www.cdc.gov/headsup/youthsports/training/index.html>

Within 48 hours of a reported injury, the Safety Officer shall:

- Contact the injured party or his/her parents.
- Verify injury reporting form information.
- Obtain any other information deemed necessary.
- Check on the status of the injured party.

In the event the injured party required medical treatment (i.e. Emergency room visit, doctor's visit etc.) advise the parent or guardian of the Woodland Hills Sunrise Little League medical coverage and the provisions for submitting any claims.

Should the extent of the injuries be anything other than minor in nature, the Safety Officer shall:

- Periodically check on the status of the injured party.
- Check to see if any other assistance is needed until such time as the incident is considered "closed" (i.e. no further claims are expected and/or the individual is participating in league games.)
- Verify that a return to play physician's note has been issued.

League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at www.LittleLeague.org. **This is a requirement for an approved ASAP plan.**

SAFETY CHECKLIST

General Facility and Fields

- ☐ Locks on all gates in good working order.
- ☐ Check gates to insure they are properly on wheels/hinges and secure.
- ☐ Check parking lots for potholes/debris.
- ☐ Main Water shut-off valve tested.
- ☐ Check common area between fields to ensure all equipment is stored.
- ☐ Check field fences to ensure safety caps are in place and in good repair.
- ☐ Check field dugouts for potential safety hazards.
- ☐ Check bleachers to insure all are secure (to avoid fan injuries).
- ☐ Check stairs to Dow House to ensure steps are secure.
- ☐ First Aid kits in each field back stop (fully supplied).
- ☐ Equipment in each backstop stored safely.

Snack Shack

- ☐ First Aid Kit in the Snack Shack.
- ☐ CO₂ Cartridges in Snack Shack chained together under counter.
- ☐ Propane tank securely stored in BBQ area.
- ☐ Fire extinguishers in good operating condition.
- ☐ Food preparation equipment in good working order.

League Communication

- ☐ Inform all board members of safety plan.
- ☐ Inform all board members of Water main shut off valve and how to implement.
- ☐ Inform all board members of where first aid kits are stored.
- ☐ Inform all league members of who Safety Officer is and how person is contacted.

Player Equipment

- ☐ Helmets checked for cracks and improper padding.
- ☐ Catchers' masks checked to insure they have working throat guards.
- ☐ Chest protectors checked to ensure straps are in good condition.
- ☐ Shin guards checked to insure good condition.

REMEMBER ...

SAFETY IS EVERYONE'S RESPONSIBILITY

- Never move a child who has suffered a head or neck injury.
- Ice injuries to minimize swelling.
- Never rush an injured player back into the game.
- Elevate injured areas.
- Only treat an injury if you are qualified to do so.
- Never hesitate about asking for help.
- Examine the injured area.
- Organize your thoughts, and then call emergency services.
- Never underestimate the severity of an injury.
- Explain to the injured person what is being done to help them.

A useful reminder for everyone handling injuries on the field is
911:

If you are unqualified, unsure, cannot find help, or if the injury is severe . . . **CALL 911!**

ACCIDENT REPORTING PROCEDURES

- All injuries should be reported at the earliest opportunity and no later than 48 hours from the time of injury.
- Use the K & K injury report form included in this manual.
- A copy of this form will be distributed to every team.

Background Checks

Sunrise Little League does not utilize LLI's volunteer form, instead utilizes LLI's preferred on-line background service. All managers, coaches, team parents, and all volunteers that are in regular contact with players must submit for a background check (processed through JDP) to check for felony convictions such as Megan's Law and other concerning violations. Any person not submitting personal information to JDP, not passing said background check and/or having violations will not be allowed to have any position within the league, including practice time.

CHILD ABUSE

Volunteers:

In accordance Volunteers are one of the greatest assets in Little League. They are able to help our children develop into the leaders of tomorrow. As volunteers, we also need to be aware that our kids may be subjected to some form of child abuse. As such, we need to be aware what our responsibilities are if we detect child abuse—be it physical abuse, emotional abuse, sexual abuse, neglect or exploitation.

As Adults, we want to ensure that these young people are able to grow up happy, healthy and — above all — safe. Whether they are our own children, or the children of others, each of us has a responsibility to protect them. They are our future.

From Helpguild.org, here are some warning signs that we should be looking out for.

Warning signs of emotional abuse in children

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Doesn't seem to be attached to the parent or caregiver.
- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, throwing tantrums).

Warning signs of physical abuse in children

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and "on alert," as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

Warning signs of neglect in children

- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.
- Is frequently late or missing from school.

Warning signs of sexual abuse in children

- Trouble walking or sitting.
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior.
- Makes strong efforts to avoid a specific person, without an obvious reason.
- Doesn't want to change clothes in front of others or participate in physical activities.
- An STD or pregnancy, especially under the age of 14.
- Runs away from home.

Enforcement/Reporting of Child Abuse

Reporting:

In the unfortunate case of child abuse, you should immediately contact the Sunrise President, or a Sunrise Board Member if the President is not available to report the abuse. Sunrise Little League, along with district administrators will contact the proper law enforcement agencies.

Investigating:

An individual and alternate with significant professional background should be chosen by the league from the community to receive and act on abuse allegations. These individuals will act in a confidential manner and serve as the league's liaison with the local law enforcement community. **Little League volunteers should not attempt to investigate suspected abuse on their own.**

Suspending/Terminating:

When an allegation of abuse is made against a Little League volunteer, it is the duty of the organization to protect the children from any possible further abuse by keeping the alleged abuser away from children in the program. If the allegations are substantiated, the next step is clear: Assuring that the individual will not have any further contact with the children in the league.

Immunity from liability:

We want adults and Little Leaguers to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. All states provide immunity from liability to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused.

Child Abuse: A Five Step Review

- 1. Know what it is and know where to look.** Defining child abuse, and separating the truth from the myths, better enables us all to spot potentially dangerous situations.
- 2. Educate the Little League parents, volunteers and children.** They need to be supplied with the information necessary to protect everyone. Let the children know that it's *never* their fault.
- 3. Follow safety procedures.** Employing basic rules, such as the "buddy system," can lessen the possibility of child abuse from happening in the first place.
- 4. Screen applicants carefully.** An effective five-step screening process can keep potential child abusers out of your Little League programs — and keep our kids safe.
- 5. Don't be afraid to speak out.** Both Little League children and adults need to feel safe to come forward. If an individual honestly feels something is wrong, the laws are in place to protect them.

The Impact of Childhood Trauma on Well-Being

Child abuse can have a lifelong implication for victims and their families. While the physical wounds heal, there can be several long-term consequences of experiencing the trauma of abuse and neglect. A child's ability to cope and even thrive after trauma is called "resilience" and with help, many of these children can work through and overcome their past experiences.

Resources

Child Welfare Information Gateway's web section on child abuse and neglect provides information on identifying abuse, statistics, risk and protective factors: <http://www.childwelfare.gov/can/>

The Centers for Disease Control and Prevention (CDC) produced *Understanding Child Maltreatment*, which defines the many types of maltreatment and the CDC's approach to prevention, in addition to providing additional resources:

http://www.cdc.gov/violenceprevention/pdf/cm_factsheet2012-a.pdf

Prevent Child Abuse America is a national organization dedicated to providing information on child maltreatment and its prevention: <http://www.preventchildabuse.org/index.shtml>

The National Child Traumatic Stress Network strives to raise the standard of care and improve access to services for traumatized children, their families and communities: <http://www.nctsn.org/>

California Youth Protection Requirements AB-506 (2022)

As a Little League® volunteer in California, we want to share an important update regarding a new state law to protect children from sexual abuse in youth organizations, including Little League. California passed a new legislative bill, [**Assembly Bill No.506**](#), that requires a fingerprint-based background check and child abuse and neglect reporting training for individuals who volunteer more than 16 hours a month or 32 hours a year; which, for Little League, includes coaches, managers, board members, umpires, etc.

The bill requires organizations to have policies to ensure that regular volunteers are reporting suspected incidents of child abuse. It also requires the presence of at least two mandated reporters when interacting with children. This law will go into effect statewide on January 1, 2022. Fortunately, Little League International has the [**Child Protection Program**](#) that must be followed by all Little League programs and volunteers are already considered mandated reporters due to the [**SafeSport law enacted in 2018**](#).

What Leagues Need to Know:

The new background check requirement by the state is pursuant to [**Section 1105.3**](#), which is a California Department of Justice State fingerprint check through [**Live Scan locations**](#). This background check does not replace the required [**Little League background check**](#), which is a search of the National Criminal database, National Sex Offender Registry, U.S. Center for SafeSport Centralized Disciplinary Database, and the Little League International Ineligible List. Local Little League volunteers must conduct training for child abuse and neglect reporting training. Leagues can utilize the USA Baseball training, which is free to all volunteers: [**Abuse Awareness for Adults**](#).

What Leagues Need to Do:

A Little League-appointed board member must oversee the background check process for the league, including the new requirements under California law. Below is a breakdown of the California background check process which includes the application process to acquire an Originating Agency Identifier (ORI) code:

- Complete the [**California Department of Justice Application for Authorization Pursuant to Penal Code Section 11105.3**](#) (Youth Organizations-Human Resource Agencies).
- For this application, you will need your local Little League's proof of non-profit status. Local Little Leagues that cannot show proof of their non-profit status may incur additional fees.
- Mail the completed application to the California Department of Justice Applicant Information and Certification Program (address is listed on the application).

- Your league will receive an ORI code which will identify your organization when the volunteer completes the fingerprint process.
- The league must provide the ORI code to volunteers to complete the fingerprint process through [Live Scan](#).

Leagues cannot request fingerprints until they receive the ORI code and authorization from the California Department of Justice.

What Volunteers Need to Know:

Volunteers will be required to go through this process for each league and/or other non-profit they volunteer for; therefore, it is strictly prohibited to share the fingerprint background check results with other local Little Leagues or other non-profits.

- Request an ORI number from the local Little League.
- A league volunteer must use the correct ORI code for their local Little League.
- Select a [Live Scan location](#) to conduct the fingerprints.
- Complete the included form [8016- Request for Live Scan Services](#) either online or bring the completed form with you to the Live Scan location.



1712 Magnavox Way P.O. Box 2338
Fort Wayne, Indiana 46801
PH (800) 237-2917
Fax (312) 381-9077
<http://www.kandkinsurance.com>

K&K INCIDENT REPORT

(PLEASE PRINT)

| | |
|---------------------------|--|
| NATURE | <input type="checkbox"/> BODILY INJURY <input type="checkbox"/> PROPERTY DAMAGE <input type="checkbox"/> OTHER: _____ |
| TIME & PLACE OF INCIDENT | DATE: _____ TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM EVENT NAME: _____ EVENT TYPE: _____ SANCTIONED BY: _____ LOCATION: _____ |
| HAPPENED TO | NAME: _____ SSN: _____ DATE OF BIRTH: _____ SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female PHONE: (____) _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ |
| FUNCTION | AS: <input type="checkbox"/> ATHLETE <input type="checkbox"/> PARTICIPANT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> SPECTATOR <input type="checkbox"/> BYSTANDER <input type="checkbox"/> OFFICIAL <input type="checkbox"/> OTHER: _____ |
| APPARENT INJURY OR DAMAGE | BODY PART: _____ CONDITION: (Laceration, Concussion, Sprain, Fracture, Etc.): _____ <input type="checkbox"/> ON-SITE CARE ONLY, BY (PHYSICIAN) (EMT) (TRAINER) OTHER: _____ <input type="checkbox"/> AMBULANCE, TAKEN TO: _____ CITY: _____ <input type="checkbox"/> FATALITY |
| OCCASION | WHAT WAS THE SITUATION AND EXACT LOCATION AT THE TIME OF THE INCIDENT? _____ _____ _____ _____ |
| INCIDENT DESCRIPTION | DESCRIBE WHAT HAPPENED: _____ _____ _____ _____ |
| WITNESSES (If known) | NAME: _____ NAME: _____ ADDRESS: _____ ADDRESS: _____ PHONE: (____) _____ PHONE: (____) _____ |
| INSURED | NAME OF INSURED: _____ POLICY#: _____ CLUB NAME: _____ PHONE: (____) _____ CITY: _____ STATE: _____ |
| INSURED REPRESENTATIVE | <input type="checkbox"/> COACH <input type="checkbox"/> OFFICIAL <input type="checkbox"/> TRAINER <input type="checkbox"/> PROMOTER <input type="checkbox"/> TEAM/LEAGUE REPRESENTATIVE <input type="checkbox"/> OTHER: _____ NAME: _____ PHONE: (____) _____ TITLE: _____ ORGANIZATION: _____ SIGNATURE: _____ DATE: _____ |

COMPLETE ALL SECTIONS AND FAX OR MAIL IMMEDIATELY TO:
K&K INSURANCE GROUP, INC., P.O. BOX 2338, FORT WAYNE, IN 46801-2338
THIS FORM MUST INCLUDE THE INSURED NAME, POLICY NUMBER, AND SIGNATURE OF THE INSURED/REPRESENTATIVE
BEFORE RETURNING OR PROCESSING MAY BE DELAYED

(PA)1029_12-16



1712 Magnavox Way P.O. Box 2338
Fort Wayne, Indiana 46801
(800) 237-2917 Fax (312) 381-9077
email: KK.PAClaims@kandkinsurance.com
http://www.kandkinsurance.com

PARTICIPANT ACCIDENT OTHER INSURANCE FORM

Insured Name: _____
Policy Number: _____

**IT IS IMPORTANT THAT ALL INFORMATION REQUESTED ON THIS CLAIM FORM BE FURNISHED.
OMISSION OF VITAL INFORMATION WILL CAUSE DELAY IN CLAIM PROCESSING.**

TO BE COMPLETED BY INJURED PERSON OR PARENT PART II

MEDICAL BENEFITS UNDER THIS POLICY MAY PROVIDE PRIMARY, EXCESS OR A COMBINATION OF BOTH COVERAGES. UPON RECEIPT OF THIS CLAIM FORM, AN ACKNOWLEDGEMENT LETTER WILL BE SENT TO YOU ADVISING WHAT SPECIFIC BENEFITS YOU ARE ENTITLED TO.

IF THE MEDICAL BENEFIT IS EXCESS, YOUR CLAIM SHOULD BE SUBMITTED TO THE INSURANCE COMPANY PROVIDING COVERAGE TO YOU THROUGH YOUR OWN OR YOUR PARENT'S PERSONAL HEALTH PLAN, YOUR EMPLOYER OR GOVERNMENTAL HEALTH PLAN. AFTER OTHER INSURANCE BENEFITS HAVE BEEN SUBMITTED, YOU SHOULD FORWARD A COPY OF THE OTHER INSURANCE COMPANY'S EXPLANATION OF BENEFITS AND THE CORRESPONDING ITEMIZED MEDICAL STATEMENTS. IF YOUR INSURANCE COMPANY DENIES BENEFITS, SEND A COPY OF THEIR DENIAL.

WE WILL NOT PROCESS YOUR CLAIM WITHOUT EMPLOYER INFORMATION. IT IS IMPERATIVE THAT WE RECEIVE ALL DATA REQUESTED. TIMELY RECEIPT OF REQUESTED INFORMATION WILL HELP EXPEDITE PROCESSING OF YOUR CLAIM.

| | |
|--|--|
| INJURED PERSON: _____ | SPOUSE'S NAME (if applicable): _____ |
| FATHER'S NAME (if injured is a minor): _____ | MOTHER'S NAME (if injured is a minor): _____ |
| EMPLOYER NAME: _____ | EMPLOYER NAME: _____ |
| EMPLOYER ADDRESS: _____ | EMPLOYER ADDRESS: _____ |
| CITY: _____ STATE: _____ ZIP: _____ | CITY: _____ STATE: _____ ZIP: _____ |
| PHONE: (____) _____ | PHONE: (____) _____ |
| GROUP INSURANCE COMPANY: _____ | GROUP INSURANCE COMPANY: _____ |
| POLICY NUMBER: _____ | POLICY NUMBER: _____ |
| INSURANCE COMPANY ADDRESS: _____ | INSURANCE COMPANY ADDRESS: _____ |
| CITY: _____ STATE: _____ ZIP: _____ | CITY: _____ STATE: _____ ZIP: _____ |
| DATE OF BIRTH: _____ | DATE OF BIRTH: _____ |
| SIGNATURE: _____ | SIGNATURE: _____ |

| | |
|--|--|
| QUESTIONS REGARDING INCOME ARE ONLY APPLICABLE IF POLICY AFFORDS WEEKLY INDEMNITY BENEFITS. | |
| REGULAR WEEKLY INCOME: _____ | INCOME LOST PER WEEK DUE TO INJURY: _____ |
| ON WHAT DATE DID YOU, OR DO YOU EXPECT TO, RESUME WORK? _____ | ON WHAT DATE DID YOU, OR DO YOU EXPECT TO, RESUME RACING AND/OR PARTICIPATE IN A RACING EVENT? _____ |

I WAIVE ANY PROVISION OF LAW TO THE CONTRARY AND HEREBY AUTHORIZE K&K OR ITS REPRESENTATIVES TO FURNISH TO ANY HOSPITAL, PHYSICIAN OR OTHER PERSON WHO HAS ATTENDED ME, AND MY INSURANCE CARRIER, ANY AND ALL INFORMATION WITH RESPECT TO THE ACCIDENTAL INJURY FOR WHICH I AM CLAIMING INSURANCE BENEFITS.

I WAIVE ANY PROVISION OF LAW TO THE CONTRARY AND HEREBY AUTHORIZE ANY HOSPITAL, PHYSICIAN OR OTHER PERSON WHO HAS ATTENDED ME, AND MY INSURANCE CARRIER OR EMPLOYER, TO FURNISH TO K&K OR ITS REPRESENTATIVES ANY AND ALL INFORMATION WITH RESPECT TO ANY SICKNESS OR INJURY, MEDICAL HISTORY, CONSULTATION, PRESCRIPTIONS, OR TREATMENT, AND COPIES OF ALL HOSPITAL, MEDICAL, OR INSURANCE RECORDS INCLUDING, BUT NOT LIMITED TO, INFORMATION REGARDING OTHER INSURANCE COVERAGES. I AGREE THAT A PHOTOCOPY OF THIS AUTHORIZATION SHALL BE CONSIDERED AS EFFECTIVE AS THE ORIGINAL.

I UNDERSTAND THIS AUTHORIZATION IS NECESSARY TO FACILITATE THE OBTAINING AND PROVIDING OF INFORMATION NEEDED TO QUICKLY PROCESS MY CLAIM.

SIGNED: _____ DATE: _____

Please Note: If injured person is a minor, signature must be of parent or legal guardian.

(PA)1029_12-16

Little League® Baseball and Softball Medical Release

NOTE: To be carried by any Regular Season or Tournament
Team Manager together with team roster or International Tournament affidavit.

Player: _____ Date of Birth: _____ Gender (M/F): _____

Parent (s)/Guardian Name: _____ Relationship: _____

Parent (s)/Guardian Name: _____ Relationship: _____

Player's Address: _____ City: _____ State/Country: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Parent or Guardian Authorization:

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: _____ Phone: _____

Address: _____ City: _____ State/Country: _____

Hospital Preference: _____

Parent Insurance Co: _____ Policy No.: _____ Group ID#: _____

League Insurance Co: _____ Policy No.: _____ League/Group ID#: _____

If parent(s)/guardian cannot be reached in case of emergency, contact:

Name Phone Relationship to Player

Name Phone Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

| Medical Diagnosis | Medication | Dosage | Frequency of Dosage |
|-------------------|------------|--------|---------------------|
| | | | |
| | | | |
| | | | |

Date of last Tetanus Toxoid Booster: _____

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. _____

Authorized Parent/Guardian Signature

Date:

FOR LEAGUE USE ONLY:

League Name: _____ League ID: _____

Division: _____ Team: _____ Date: _____

WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball/Softball. Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

Please note that volunteer form and process are now administered via the Sunrise Little League website, upon the registration. Additionally, should an appropriate and interested party wish to apply after registration, they may apply on the home page of one's personal Sunrise Little League website account.

MANAGER'S CODE OF ETHICS

"The Finest Teaching Program in America"

The managers and coaches of Sunrise are held to a specific standard of behavior. Each is required to sign and adhere to a "Code of Ethics" which reads as follows: **As a Sunrise Little League manager or coach, I recognize that I have many responsibilities. First and foremost, I understand that my primary duty is to try to instill the virtues of character, courage and loyalty in children as well as teach them the values of teamwork, sportsmanship and responsibility. Teaching children to play baseball is secondary to teaching them character.**

To the best of my ability, I will strive to achieve the above stated goals. I will attempt to always be a positive role model for the children of Sunrise Little League and agree to abide by the following code of ethics:

- I will memorize and follow the Little League Pledge.
- I will not only follow the intent, but the spirit of all national and local Little League Rules.
- When a child makes a mistake, I will strive to teach and not embarrass.
- I will help my players to understand that there can never be failure when they strive to do their best.
- I will praise a child's efforts as well as their results and will never punish or knowingly embarrass a child for a mistake.
- I will treat umpires and parents with courtesy and respect. If I disagree with an umpire or parent, I will discuss the issue with them in a quiet, calm and professional manner. I will not allow my demeanor towards players, umpires or parents to reflect poorly upon the League.
- I will refrain from profanity while around my players.
- I will refrain from smoking in front of my players.
- I will never appear in front of my players while intoxicated.
- I will strive to treat all players impartially and will attempt not to show favoritism.
- I will work I will strive to be a positive example of good sportsmanship and will not condone unsportsmanlike behavior by parents or players.
- I will work to help improve the skills and character of all of the players at Sunrise and not just the players on my team.
- I will coordinate a reasonable number of practices per week with reasonable durations (dependent on division) and will attend all practices to the best of my ability. In the event of absence, I will coordinate a coach or coaches running the practice if feasible.
- I will take responsibility for all League equipment entrusted to me for my team and ensure that all equipment is returned at the conclusion of the season.
- I will participate and encourage the parents and children to participate in all important League extra-curricular activities, such as: fundraising events, all-star competition, team parties, Snack Shack duties and team sponsorship goals.
- I will coordinate a reasonable number of practices per week with reasonable durations (dependent on division) and will attend all practices to the best of my ability. In the event of absence, I will coordinate a coach or coaches running the practice if feasible.
- I will take responsibility for all League equipment entrusted to me for my team and ensure that all equipment is returned at the conclusion of the season.
- I will fulfill all my assigned League duties such as attendance at umpiring or coach's clinics, work parties and any other mandated League assignments or meetings. I realize and fully understand that my failure to follow and implement this code shall be grounds for my suspension or removal as a manager or coach of the Sunrise Little League program subject to the discretion of the League President and the approval of its Board of Directors.

Signature: _____ Print: _____ Date: _____

PLAYER CODE OF CONDUCT

"The Finest Teaching Program in America"

As a player for Woodland Hills Sunrise Little League, I agree to the following code of conduct on and off the field:
I agree to be a good person on and off the field by working hard to set an example for my teammates. I will set a good example by being respectful of other player's (both teammates and opponents), talents and as fellow members of Sunrise Little League.

- I agree to show good sportsmanship on and off the field. While on the field, I will never try to show up a teammate, opponent, manager, coach or umpire through either inappropriate behavior or language. By this, I agree not to throw equipment, physically gesture in any way, which could be considered inappropriate, rude or disrespectful, or use language that is considered inappropriate, rude or disrespectful.
- I understand that by not showing good sportsmanship as a Sunrise player, I could be suspended and even made ineligible for All-Star or Tournament play.
- I agree to be respectful of my manager and coach by working hard at practice. I agree to attend all practices and games. If I am unable to do so, I will contact my manager as far in advance as possible to make him/her aware.
- I agree to be helpful toward the league at all times. I will leave the dugout clean by picking up trash (even if sometimes I have to pick up after somebody else). I will not kick the fences or hit the fences with a bat or ball.
- I will work hard to make my parents, manager, coach and fans that come to watch my games be proud of my efforts.
- I will set goals for myself with the help of my parents, manager, and coach and if I don't always succeed, I will be proud of my own efforts.
- I will remember that while I am trying to succeed at my goals, baseball is a game, and will always make it a fun and enjoyable experience¹.

Note: Upon the first offense, a player will be asked to meet with his/her parents), the player agent and another league official to understand the effect of the actions that did not follow the code of conduct. The purpose of this meeting is not to chastise or berate a child, but to make sure he/she understands the values of the program. Upon a second offense, the player will again be counseled and will be suspended from the next scheduled game. If a third offense should occur, the player will be counseled, suspended and made ineligible for any post season play.

Signature (Parent)

Signature (Player)

Parent Code of Conduct

We, Sunrise Little League, have implemented the following Sport Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and consent to these conducts prior to their children participating in our league.

Any parent 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
- Good Citizenship.

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

I therefore agree:

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

WOODLAND HILLS SUNRISE LITTLE LEAGUE FIRST AID LOG

[illegible]

EVACUATION SAFETY | ACTIVE SHOOTER | SHUT-OFF VALVE PLAN

In the event of a significant emergency, the following issues must be addressed:

Evacuation Plan:

The facility only has one entrance/exit access that remains open while the facilities are in use. In the event of a serious incident, which requires cars and/or people to make a quick exit, a second gate located behind the right field area of field 3 may be opened by a board member. Due to the danger of that exit from on-coming Victory Blvd. traffic, a traffic break must be negotiated before cars would begin to exit, as the gate sits just past a blind curve.

If the reason to evacuate is due to fire or active shooter, board members and qualified volunteers would direct car traffic to the closest gate for a safe exit. Cars parked behind fields 2 & 3 would exit at Victory Blvd. all other traffic would exit at Winnetka Ave.

If the reason to evacuate is due to lightning, players and fans would be advised to stay away from all chain link fences and move in a slow but direct manner to their cars for a safe exit at the Winnetka gate.

Active Shooter Plan:

We unfortunately live in a society where we have to consider and implement a strategy to protect ourselves, families and bystanders from an active shooter situation. At the direction of Little League International, Sunrise Little League has determined the following should the incident occur:

If an active shooter were to take place, we have identified the follow areas to be vulnerable, high concentration areas of soft targets:

- Snack Shack between Field 1 and Field 2
- The viewing stands at each field
- Batting cages 1, 4 & 5
- Cages 2 & 3 are vulnerable, however, they're in an open layout, allowing people to flee in multiple directions

In the incidence of an active shooter situation **RUN, HIDE & FIGHT**.

Run when an active shooter is in your vicinity:

- 1) If there is an escape path, attempt to evacuate
- 2) Evacuate whether others agree to or not
- 3) Leave your belongings behind
- 4) Help Other escape if possible
- 5) Prevent others from entering the area
- 6) Call 9-1-1 when you are safe

- 1) Lock and/or blockade the door
- 2) Silence your cell phone
- 3) Hide behind large objects
- 4) Remain very quiet

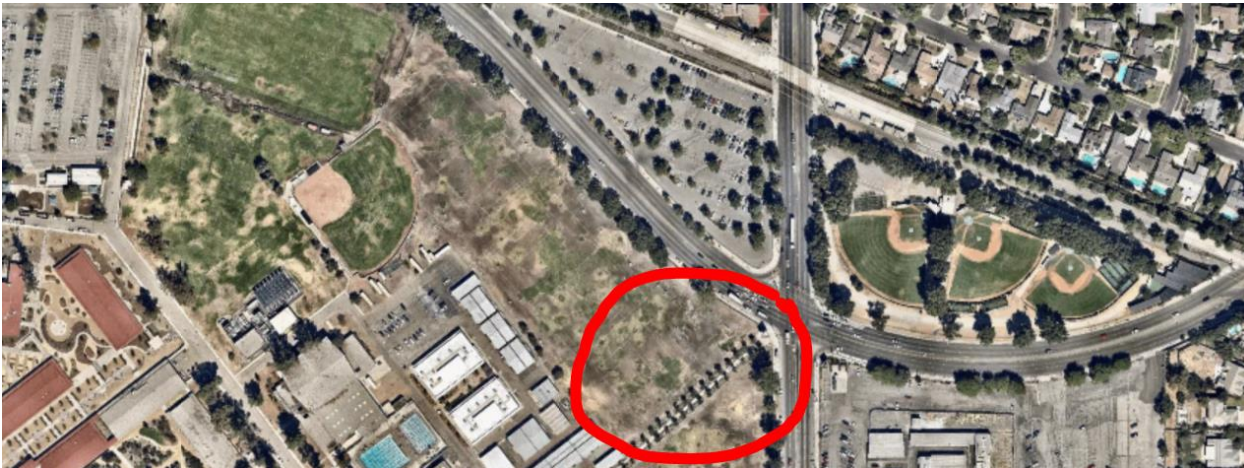
- 5) Be out of the shooters view
- 6) Provide protection if shots are fired in your direction
- 7) Not trap or restrict your options for movement

- 1) Attempt to incapacitate the short
- 2) Act with physical aggression
- 3) Improvise weapons – we have many bats and balls around us
- 4) Commit to your actions

- 1) Remain calm and follow instructions
- 2) Keep your hands visible at all times
- 3) Avoid pointing or yelling
- 4) Know that help for the injured is on its way



- White dots/areas – High density vicinities of soft targets
- Yellow zones – Sunrise exits (gate along Victory Blvd. must be unlocked by a board member)
- Teal marks – Escape routes from high density locations
 - Those areas in the outfield are also designated a safer area as the more spread out people are, the better.



Family Reunification: The above image depicts Sunrise facilities. The encircled area in the image is the catty-corner entrance to the soccer fields on the Pierce College campus. This area would be the immediate area to gather and reunite families. It'd be expected that first responders, tactical units and resources would utilize the bus line parking lot directly across the street from Sunrise.

| Field Safety Log | | | |
|------------------|----------------|-----------------|---------------|
| Date | Safety Concern | Reporting Party | League Review |
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ADDENDUM: CONCUSSION

Applies to: All Divisions

NOTE 3: If a medical professional, Umpire in Chief, the player's coach, the player's manager or the player's parent has determined a player sustains a possible concussion, the player must be, at a minimum, removed from the game and/or practice for the remainder of that day. The league must also be aware of its respective state/ provincial/municipal laws with regards to concussions and impose any additional requirements as necessary. His/her return to full participation is subject to adherence to all of the following:

1. The league's adherence to its respective state/provincial/municipal laws
2. An evaluation and a written clearance from a physician or other accredited medical provider **and**
3. Written acknowledgment of the parents

Little League International strongly encourages all leagues and teams to not only comply with any applicable state/provincial/municipal laws, but also, to review the information and training materials on concussions that are available free of charge on the Centers For Disease Control website, accessible from the link below. This link provides concussion information from all 50 states:

<http://www.littleleague.org/learn/programs/childprotection/concussions.htm><http://www.littleleague.org/learn/programs/childprotection/concussions.htm>

Summary and Implementation: For the 2013 season, language was added regarding the recommended procedure a league should follow when a player sustains a possible concussion.

CDC

LINK: http://www.cdc.gov/concussion/HeadsUp/online_training.htmlhttp://www.cdc.gov/concussion/HeadsUp/online_training.html

http://www.cdc.gov/concussion/HeadsUp/online_training.html

http://www.cdc.gov/concussion/HeadsUp/online_training.html

PARENT & ATHLETE CONCUSSION INFORMATION SHEET



WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly 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 after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

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.

SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall



▶ **"IT'S BETTER TO MISS ONE GAME
THAN THE WHOLE SEASON"**

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 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)

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

1. 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.
2. 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, and 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.
3. 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.

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.

STUDENT-ATHLETE NAME PRINTED

STUDENT-ATHLETE NAME SIGNED

DATE

PARENT OR GUARDIAN NAME PRINTED

PARENT OR GUARDIAN NAME SIGNED

DATE

JOIN THE CONVERSATION  www.facebook.com/CDCHeadsUp



TO LEARN MORE GO TO >> WWW.CDC.GOV/CONCUSSION

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).



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 | 5 | 203 | 203 | 203 | 20 | 23 | 17 | 1 | 274 | 17 | 1 |
| 2 | 5 | 181 | 181 | 181 | 20 | 23 | 18 | 2 | 23 | 17 | 3 |
| 3 | 5 | 153 | 153 | 153 | 13 | 20 | 12 | 4 | 20 | 13 | 9 |

Return completed survey with safety program registration and supporting materials by March 31, 2018 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.

2018 LL Season

LITTLE LEAGUE BASEBALL® & SOFTBALL NATIONAL FACILITY SURVEY

2020



League Name: Woodland Hills Sunrise Little League

District #: 40

ID #: 405-40-10

(if needed) ID #:

(if needed) ID #:

City: WOODLAND HILLS State: CA

President: LOUIS PACELLA

Safety Officer: Michael Nelson

Address: 5000 N. PARKWAY CALABASAS

Address: 23235 CANZONET ST.

Address: # 219

Address:

City: CALABASAS

City: WOODLAND HILLS

State: CA ZIP: 91302

State: CA ZIP: 91367

Phone (work): 818.614.9245

Phone (work):

Phone (home):

Phone (home):

Phone (cell):

Phone (cell): 818.399.5694

Email: pacella@sunrisebaseball.com Email: hoosiertrojan@sbcglobal.net

PLANNING TOOL FOR FUTURE LEAGUE NEEDS

What are league's plans for improvements?

Indicate number of fields in boxes below.

- a. New fields
- b. Basepath/infield
- c. Bases
- d. Scoreboards
- e. Pressbox
- f. Concession stand
- g. Restrooms
- h. Field lighting
- i. Warning track
- j. Bleachers
- k. Fencing
- l. Bull pens
- m. Dugouts
- n. Other (specify):

Next 12 mons.

1-2 yrs.

2+ yrs.

x

x

x

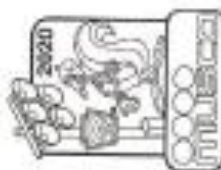
SPECIFIC BALLFIELD QUESTIONS

• Please list all fields by name.

Field Identification (List your ballfields 1-20) Use additional forms if more than 20 fields.

ASAP - A Safety Awareness Program

Limited Edition 10-year Pin Collection



This survey can assist in finding areas of focus for your safety plan. During your annual field inspections, please complete this form and return along with your qualified safety plan. In return, we'll send you the 2020 Disney® character collector's pin shown at right featuring Mickey Mouse pitcher.

Please answer the following questions for each field:

GENERAL INVENTORY

1. How many cars can park in designated parking areas?

(For the following questions, if the answer is "No" please leave the space blank.)

| Field # | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|-------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| None | | | | | | | | | | | | | | | | | | | | |
| 1-50 | X | | | | | | | | | | | | | | | | | | | |
| 51-100 | | | | | | | | | | | | | | | | | | | | |
| 101 or more | | | | | | | | | | | | | | | | | | | | |
| Name/NA | | | | | | | | | | | | | | | | | | | | |
| 1-100 | | | | | | | | | | | | | | | | | | | | |
| 101-300 | | | | | | | | | | | | | | | | | | | | |
| 301-500 | | | | | | | | | | | | | | | | | | | | |
| 501 or more | | | | | | | | | | | | | | | | | | | | |
| Wood | | | | | | | | | | | | | | | | | | | | |
| Metal | | | | | | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| Permanent | | | | | | | | | | | | | | | | | | | | |
| Cellular | | | | | | | | | | | | | | | | | | | | |
| Permanent | | | | | | | | | | | | | | | | | | | | |
| Portable | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |

| Field # | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| Name: Robert Gaynor Mem. Fld | | | | | | | | | | | | | | | | | | | | |
| Name: Field 2 | | | | | | | | | | | | | | | | | | | | |
| Name: Field 3 | | | | | | | | | | | | | | | | | | | | |

| FIELD | Field # | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|--|----------------------|--------------|----|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 15. Is field completely fenced? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 16. What type of fencing material is used? | Chainlink | X | X | X | | | | | | | | | | | | | | | | | |
| | Wood | | | | | | | | | | | | | | | | | | | | |
| | Wire | | | | | | | | | | | | | | | | | | | | |
| 17. What base path material is used? | Sand, clay, soil mix | X | X | X | | | | | | | | | | | | | | | | | |
| | Ground burnt brick | | | | | | | | | | | | | | | | | | | | |
| | Other: | | | | | | | | | | | | | | | | | | | | |
| 18. What is used to mark baselines? | Non-toxic lime | X | X | X | | | | | | | | | | | | | | | | | |
| | Spray paint | | | | | | | | | | | | | | | | | | | | |
| | Canisters/ marking | | | | | | | | | | | | | | | | | | | | |
| 19. Is your the infield surface grass? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 20. Does field have conventional dirt pitching mound? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 21. Does field have temporary pitching mound? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 22. Are there foul poles? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 23. Backstop behind home plate? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| PERFORMANCE AND PLAYER SAFETY | | | | | | | | | | | | | | | | | | | | | |
| 24. Is there an outfield warning track? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 24a. If yes, what width is warning track? Please specify: | (Width in feet) | 10 | 10 | 7 | | | | | | | | | | | | | | | | | |
| 25. Batter's eye (screen/covering) at center field? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 26. Pitcher's eye (screen/covering) behind home plate? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 27. Are there protective fences in front of the dugouts? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 28. Is there a protected, on-deck batter's area? (On-deck areas have been eliminated for ages 12 and below.) | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 29. Do you have fenced, limited access bull pens? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 30. Is a first aid kit provided per field? | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 31. Do bleachers have spectator foul ball protection? | Overhead screens | X | X | X | | | | | | | | | | | | | | | | | |
| | Fencing behind | X | X | X | | | | | | | | | | | | | | | | | |
| 32. Do your bases disengage from their anchors? (Mandatory since 2008) | Yes | X | X | X | | | | | | | | | | | | | | | | | |
| 33. Is the field lighted? | Yes | | | | | | | | | | | | | | | | | | | | |
| 34. Are light levels at/above Little League standards? (50 footcandles infield/30 footcandles outfield) | Yes | | | | | | | | | | | | | | | | | | | | |
| 35. What type of poles are used? (Wood poles have not been allowed by Little League for new construction of lighting since 1994) | Wood* | | | | | | | | | | | | | | | | | | | | |
| | Steel | | | | | | | | | | | | | | | | | | | | |
| | Concrete | | | | | | | | | | | | | | | | | | | | |
| 36. Is electrical wiring to each pole underground? | Yes | | | | | | | | | | | | | | | | | | | | |
| 37. Ground wires connected to ground rods on each pole? | Yes | | | | | | | | | | | | | | | | | | | | |
| 38. Which fields were tested/inspected in the last two years? | Electrical System | | | | | | | | | | | | | | | | | | | | |
| Please indicate month/year testing was done (example: 3/10) | | Light Levels | | | | | | | | | | | | | | | | | | | |
| 39. Fields tested/inspected by qualified technician? | Electrical System | | | | | | | | | | | | | | | | | | | | |
| | Light Levels | | | | | | | | | | | | | | | | | | | | |

| Field # | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|--|--|----------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| FACILITY MANAGEMENT | | | | | | | | | | | | | | | | | | | | | |
| 40. Which fields have the following limitations: | | | | | | | | | | | | | | | | | | | | | |
| a. Amount of time for practice? | | | | | | | | | | | | | | | | | | | | | |
| b. Number of teams or games? | | | | | | | | | | | | | | | | | | | | | |
| c. Scheduling and/or timing? | | | | | | | | | | | | | | | | | | | | | |
| 41. Who owns the field? | | | | | | | | | | | | | | | | | | | | | |
| | | Municipal | X | X | X | | | | | | | | | | | | | | | | |
| | | School | | | | | | | | | | | | | | | | | | | |
| | | League | | | | | | | | | | | | | | | | | | | |
| 42. Who is responsible for operational energy costs? | | | | | | | | | | | | | | | | | | | | | |
| | | Municipal | | | | | | | | | | | | | | | | | | | |
| | | School | | | | | | | | | | | | | | | | | | | |
| | | League | X | X | X | | | | | | | | | | | | | | | | |
| 43. Who is responsible for operational maintenance? | | | | | | | | | | | | | | | | | | | | | |
| | | Municipal | | | | | | | | | | | | | | | | | | | |
| | | School | | | | | | | | | | | | | | | | | | | |
| | | League | X | X | X | | | | | | | | | | | | | | | | |
| 44. Who is responsible for purchasing improvements for the field - i.e. bleachers, fences, lights? | | | | | | | | | | | | | | | | | | | | | |
| | | Municipal | | | | | | | | | | | | | | | | | | | |
| | | School | | | | | | | | | | | | | | | | | | | |
| | | League | X | X | X | | | | | | | | | | | | | | | | |
| | | Other | | | | | | | | | | | | | | | | | | | |
| 45. What divisions of baseball play on each field? | | | | | | | | | | | | | | | | | | | | | |
| | | T-Ball & Minor | X | X | X | | | | | | | | | | | | | | | | |
| | | Major | X | | | | | | | | | | | | | | | | | | |
| | | Jr., Sr. & Big | | | | | | | | | | | | | | | | | | | |
| | | Challenger | X | | | | | | | | | | | | | | | | | | |
| | | 50 - 70 | | | | | | | | | | | | | | | | | | | |
| 46. What divisions of softball play on each field? | | | | | | | | | | | | | | | | | | | | | |
| | | T-Ball & Minor | | | | | | | | | | | | | | | | | | | |
| | | Major | | | | | | | | | | | | | | | | | | | |
| | | Jr., Sr. & Big | | | | | | | | | | | | | | | | | | | |
| | | Challenger | | | | | | | | | | | | | | | | | | | |
| 47. Do you plan to host tournaments on this field? | | | | | | | | | | | | | | | | | | | | | |
| | | Yes | X | X | | | | | | | | | | | | | | | | | |