

2025

LITTLE LEAGUE SAFETY PLAN & MANUAL





CLAIREMONT HILLTOPPERS LITTLE LEAGUE SAFETY PLAN

Mission Statement

Clairemont Hilltoppers Little League is a non-profit organization, run by volunteers, whose mission is to provide an opportunity for our community's children to learn the game of baseball in a safe and friendly environment.



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?**
- ☒ **Completed COVID-19 health checks/procedures?**
– These checks are required every day –

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President's Message

Dear Managers, Coaches, Players and Parents

Clairemont Hilltoppers Little League welcomes you to another great season in 2025.

This safety plan and manual plays a large role in making sure that safety will always be the number one priority in our program. We want all of our kids to have a fun and exciting season, but with their health and well-being uppermost in our minds. Please review the contents of this manual with your children and the players on your team.

Some of our safety goals this year include:

- Inspecting our fields regularly for any and all hazards*
- Providing additional training for our managers and coaches*
- Replacing all faulty or damaged equipment.*
- Getting more parents involved in monitoring safety issues*

We're really looking forward to our 69th season in 2025. Please be a part of making Clairemont Hilltoppers Little League the best youth sports experience possible for all of our kids. If you have questions about any of the material in this manual, please contact Michelle Mendez, our League Safety Officer, or any board member. If all of us remember to keep safety first, our kids will have a tremendous 2025 season.

*Bill Salonijs
President C.H.L.L.*

SAFETY PLAN AND FIRST AID KITS

At the beginning of the season, each team will be issued a Safety Plan and First Aid Kit. Each Manager will acknowledge the receipt of both by signing for them and ensuring that both are returned at the end of the season along with his keys and equipment.

The Snack Bar will also have at least two First Aid Kits, a Safety Plan and blank Accident Reporting Forms available at all times.

The Manager or his or her Safety Officer is responsible to ensure that the First Aid Kit and Safety Plan will be at all games and practices.

Remember that the First Aid Kit does not do any good if it's left at home or in your car when your team is out on the field at a game or practice.

SAFETY OFFICERS

There will be an active safety officer at the fields at all times, whether it be a team safety officer, or a board appointed safety officer. All officers are responsible for reporting any and all safety infractions to the proper person or persons in charge at the fields that day. Remember, as a safety officer you are responsible for implementing the league's safety program. You are the link between managers, coaches, players and parents in regards to safety matters, rules and regulations. Our Safety Officer is on file with Little League International.

C.H.L.L. PHONE NUMBERS

C.H.L.L. Safety Officer	619-977-6018
Animal Control	619-236-4250
Sharp Memorial Hospital	858-939-3400
Kaiser (Zion) Medical Center	619-528-5000
Scripps Memorial Hospital	858-626-6150
Children's Hospital	858-576-1700
Poison Control.....	(800) 222-1222
Police (Emergency)	911
Police (Non-Emergency)	619-531-2000
Fire (Emergency)	911
Fire Department (Business)	619-533-4300
SDG&E	800-411-7343
S.D. City Water Department	619-515-3500

USE 911 IN AN EMERGENCY



2025 Clairemont Hilltoppers Board of Directors

<i>POSITION</i>	<i>NAME</i>	<i>PHONE</i>	<i>EMAIL</i>
President	Bill Salenius	619-208-2522	
Vice President	Mike Van Cleave	858-525-5635	mvanceleave@san.rr.com
Treasurer	Roger Otterson	858-224-2687	roger@sdnetweb.com
Secretary	Alison Silvas	858-336-7789	alisonireton@gmail.com
T-Ball-Farm Player Agent	Jen Zavislak	858-752-9750	jenzavislak@gmail.com
Minors/Interm. Player Agent	Amanda DeVries	203-545-0421	ae.roode@gmail.com
Junior/Senior Player Agent	Sara Cox	480-318-4377	sararoar@yahoo.com
Assistant Player Agent	Melissa Wheeler	704-488-3141	melissah930@gmail.com
Umpire in Chief	Les Van Cleave	619-405-1696	les.vanceleave@gmail.com
Safety Officer	Michelle Mendez	619-977-6018	michholm7@yahoo.com
Snack Bar Coordinator	Jennifer Sousa	858-245-7444	Jennifersd12@yahoo.com
Volunteer Coordinator	Heather Garcia	858-829-3915	hschoons09@gmail.com
TBall/Rookie Division Rep	Michael Moore	858-531-7579	pacificlandscapingsd@hotmail.com
Farm Division Rep	Shawn Cox	858-945-6968	sandiegocox@yahoo.com
Minors Division Rep	Matt Wood	858-342-0911	mcarloswood@gmail.com
Intermdiate Division Rep	Ron Zuccaro	858-337-7510	ronald.zuccaro@yahoo.com
Juniors Divisions Rep			
Coaching Coordinator	O'D McKewan	858-829-2832	coachodm@gmail.com
Sponsor Coordinator	Michelle Jennings	858-336-1595	dubdub98@yahoo.com
Park & Rec Liaison	Dennis Power	858-201-1238	falconpower64@yahoo.com
Member at Large	Janet Gilbert	909-754-5125	janetleeanngilbert@gmail.com
Member at Large	Mike Kelly	858-663-9028	mkelly@sandiego.edu
League Information Officer	Ken Cicalo	619-889-9216	KenC1313@yahoo.com

www.ClairemontHilltoppers.com

CODE OF CONDUCT

The Board of Directors of Clairemont Hilltoppers Little League has mandated the following Code of Conduct. All Managers, Coaches, Board Members and Parents are responsible for their behavior and any violation of this code will result in appropriate action being taken by the League. **No Board Member, Manager, Coach, Player, Parent or Spectator shall:**

- At any time, lay a hand upon, push, shove, kick, trip or threaten to strike an Official, Coach, Player, Parent or Spectator.
- Be guilty of an objectionable demonstration or dissent at an Official's or Coach's decision by throwing items or using verbal abuse toward any Official or Coach.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time towards an Official, Board Member, Parent, Manager, Coach or Player.
- Appear on the field of play, in the stands, or anywhere at a Little League complex or function while in an intoxicated state, at any time. Intoxicated will be defined as either an appearance, odor or behavior issue.
- Smoking is prohibited by law anywhere on City Park property, including the playing fields, in the dugout, in the stands, the park and playground, and the parking lot. For the general health and welfare of our players, smoking is discouraged in the presence of minor children anywhere in the vicinity of a Little League function.
- Be guilty of tampering or manipulation of any League Official Scorebooks, Rosters or any other product.

The C.H.L.L. Board of Directors, by a vote of the majority of elected members, will assess any disciplinary action up to and including expulsion from the league.

Each family will be provided with a Code of Conduct document. Everyone is expected to review the document and abide by its principles throughout the season. Our goal is to foster a community built on respect, teamwork, and the love of the game. Your cooperation ensures a safe and welcoming atmosphere for everyone involved.

C.H.L.L. SAFETY CODE

The Board of Directors of Clairemont Hilltoppers Little League has mandated the following Safety Code. All Managers and Coaches will read the Safety Code and then read it to the players on their team. Managers, Coaches and Players must understand and agree to comply with the Safety Code.

RESPONSIBILITY FOR SAFETY PROCEDURES BELONG TO EVERY ADULT OF C.H.L.L.

- Each Player, Manager, Coach, Umpire and Team Safety Officer shall use proper reasoning and care to prevent injury to themselves and to others.
- Only League-approved Managers or Coaches are allowed to practice teams.
- Managers, Coaches and Umpires will acquire First Aid training.
- Team First Aid Kits will be kept with the team at all times, and will be kept in good condition.
- No game or practice will be held if weather or field conditions are not safe.
- Fields will be inspected for holes, damage, and to ensure that the fields are in playable condition.
- Only Players, Managers, Coaches and Umpires are permitted on the playing field during games and practice sessions.
- All pre-game warmups will be performed within the confines of the playing field and not within the area where spectators are.
- Equipment shall be inspected regularly to ensure that it is in good and safe condition. Unsafe or defective equipment will not be used.
- At no time will horseplay be allowed on the playing or practice field. Horseplay includes (but is not limited to): kicking, punching, tripping, shoving.
- All Little League-required equipment will be worn at all times, by not only catchers but all players. Catchers will wear helmets when warming up pitchers and at practice sessions. Protective cups must be worn by male catchers at all times during games and practices, and are highly recommended to be worn by all male players at all times.
- No food or drink is allowed in the dugout or on the field except water or sport drinks.
- Managers will never leave an unattended child at practice or game fields.
- Practices will not be conducted with fewer than two league-approved adults present.
- Report any unsafe condition to the Safety Officer or Board Member on Duty immediately.
- No playing in the parking lots at any time.
- No climbing over any fences.
- All playing field gates will be closed at all times during a game or practice.

ALL PLAYERS, COACHES AND MANAGERS MUST READ AND ADHERE TO THE C.H.L.L. CODE OF CONDUCT AND SAFETY CODE.

Top Safety Issues To Enforce

1. There is NO on-deck circle in T-Ball, Farm, Minors and Majors divisions. No batter with bat in hand unless they are batting.
2. Catchers are required to have a dangling throat guard.
3. All catchers should be verified to be wearing a protective cup.
4. Managers and coaches are NOT allowed to warm up players except by hitting infield and outfield. However, a manager or coach may warm up a pitcher between innings or in the bullpen.
5. Manager and/or coach must have medical release forms and a first aid kit with them for all practices and games.
6. Require a minimum of TWO background-checked parents on the field for all practices and games. If a player is injured and needs to be transported for medical attention, the second adult can stay with the team.
7. Never leave any child alone on the field after practice or game without an adult.
8. Always perform a field and equipment check before a game or practice.
9. Ensure that the catcher's flap is pointed down and not tucked up under the chest protector.
10. Siblings are not permitted on the playing field unless they are either an approved coach, or are in the same age division and participating in Little League.
11. Children under 14 are not allowed to work in the snack bar.
12. Enforcement of all safety rules begins at the T-Ball level.

LITTLE LEAGUE RULES

Little League has rules designed to make this a safe and competitive game. These rules must be followed and enforced at all times (both during games AND practices).

Another key rule to look for is that catchers must be properly equipped at all times. This means a minimum of a mask (with throat guard) and cup for warming up pitchers, and adding shin guards and chest protector when any batter is present.

SAFETY ON/OFF THE FIELD

Safety off the field is just as important as on the field. Bicycle safety is a good example. Teach your players the importance of obeying all traffic laws when on their bicycles (this goes for those riding skateboards or scooters as well). Accidents occur when riders are not paying attention or disobeying traffic laws. Also teach your players to walk there bikes, scooters or skateboards when they are around the field areas or stands. Fans have been hurt in the past by riders who weren't being safe.

It is never too early to impress upon your players the dangers of drugs and alcohol. Remind them that ballplayers are at their best with healthy bodies and that drugs and alcohol are enemies of a healthy body.

DOG SAFETY

Dogs are as much of a part of family life as baseball and a day at the park. When properly trained and handled, pet dogs do not normally pose a threat, however they are animals and their behavior can be unpredictable. The local municipal codes require that all dogs must be leashed at all times, unless on the owner's property or in a designated leash-free zone (such as a portion of Cadman Park is designated) when in public.

The biggest potential threat that dogs pose to safety is biting and mauling. In the U.S. about 4.7 million people are bitten annually with roughly 800,000 people requiring medical treatment. To minimize the risk of dog bites during practice and games, the County of San Diego Animal Services offers these few simple tips,

As a Dog Owner:

- Keep your dog leashed and under control at all times in the presence of others.
- Never leave your dog unattended.
- Don't play aggressive games or allow others to play aggressive games with your dog, (tug-of-war, wrestling, play biting).
- Make sure your dog is vaccinated and licensed.

Some dog bite avoidance tips:

- Never approach an unfamiliar dog.
- Never run from a dog and scream.
- Remain motionless when approached by an unfamiliar dog.
- If knocked over by a dog, roll into a ball and keep still.
- Never permit a child to play with a dog without adult supervision.
- Avoid direct eye contact with a dog.
- Do not pet a dog without allowing it to see and sniff you first.

If Bitten:

All persons bitten, the parents or guardians of minor children bitten, as well as any person owning or having custody or control of a dog that bites a person, must promptly report the incident to the Department of Animal Services. This is necessary so that such animals can be observed for at least ten days for any symptoms of rabies. This requirement applies whether or not the biting animal has been vaccinated against rabies. (SDCC Section 62.615 [b])

RESPONSIBILITIES

C.H.L.L. PRESIDENT

The President is responsible for ensuring that the policies and regulations of the C.H.L.L. Safety Code, Code of Conduct and directives of the C.H.L.L. Safety Officer are carried out by the entire membership to the best of their abilities.

C.H.L.L. SAFETY OFFICER

The main responsibility of the C.H.L.L. Safety Officer is to develop and implement the league's Safety Program. The Safety Officer will be the link between Little League International, the Board of Directors and the Managers, Coaches, Players and Spectators in regards to safety matters, rules and regulations. The Safety Officer will also conduct an annual facility/field survey.

MANAGERS AND COACHES

The Managers and Coaches are responsible for the safety of his or her players. They are also responsible for their fellow Coaches and Team Safety Officer.

SNACK BAR COORDINATOR

The Snack Bar Coordinator is responsible to ensure that the Snack Bar Volunteers are trained in the safety procedures of the Snack Bar and to ensure that they are followed at all times.

EQUIPMENT MANAGER

The Equipment Manager is responsible for getting damaged equipment repaired or replaced as soon as it is reported. He or she will also be responsible for ensuring that only Little League approved equipment is used by all teams.

TEAM SAFETY OFFICER

This person is responsible for implementing the safety rules and regulations of the league and acting as a liaison between the team and the C.H.L.L. Safety Officer.

PLAYER AGENT (Player, Coach, Manager Roster Data)

This person is responsible for uploading all player, coach and manager data and roster information through the Little League Data Center, no later than two weeks after Opening Day or April 1 (whichever is earlier) of each season.

ACCIDENT REPORTING PROCEDURES

WHAT TO REPORT

An incident that causes any Player, Manager, Coach, Umpire or Volunteer to receive medical treatment and/or First Aid must be reported to the C.H.L.L. Safety Officer. Safety Officer Michelle Mendez can be reached at the following number and email:

Day & Evening Phone: 619-977-6018

Email: michholm7@yahoo.com

HOW TO MAKE A REPORT

At a minimum, the following information must be provided:

- Name and phone number of the individual involved
- The date, time and location of the incident
- Description of the incident
- Estimation of the extent of any injuries
- The name and phone number of the person reporting the incident

The Team Safety Officer or Manager will fill out the Accident Report and submit it to the C.H.L.L. Safety Officer within 24-48 hours of the incident.

An accident report must be filled out with all proper information filled in. A copy of that form is in your safety manual, showing you the proper way to fill in the information.

We as a league will keep track of all accidents and near misses, further helping to avoid future incidents.



LITTLE LEAGUE® BASEBALL AND SOFTBALL

ACCIDENT NOTIFICATION FORM

INSTRUCTIONS

Send Completed Form To:
Little League® International
539 US Route 15 Hwy, PO Box 3485
Williamsport PA 17701-0485
Accident Claim Contact Numbers:
Phone: 570-327-1674 Fax: 570-326-9280

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

League Name			League I.D.		
Name of Injured Person/Claimant			SSN	DATE OF BIRTH (MM/DD/YY)	Age
Name of Parent/Guardian, if Claimant is a Minor			Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)	Sex ☐ Female ☐ Male
Address of Claimant			Address of Parent/Guardian, if different		

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

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

Employer Plan	☐ Yes ☐ No	School Plan	☐ Yes ☐ No
Individual Plan	☐ Yes ☐ No	Dental Plan	☐ Yes ☐ No

Date of Accident	Time of Accident ☐ AM ☐ PM	Type of Injury
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Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in **each** column:

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

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

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

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

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

For Residents of California:

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

For Residents of New York:

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

For Residents of Pennsylvania:

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

For Residents of All Other States:

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

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

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

Were you a witness to the accident? ☐ Yes ☐ No

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

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

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

Does your league use breakaway bases on: ☐ ALL ☐ SOME ☐ NONE of your fields?

Does your league use batting helmets with attached face guards? ☐ YES ☐ NO

If YES, are they ☐ Mandatory or ☐ Optional At what levels are they used?

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

Date _____ League Official Signature _____

CONCESSION STAND SAFETY

- No person under the age of 14 will be allowed behind the counter or in the snack bar without permission of the Snack Bar Coordinator.
- Volunteers in the snack bar should wear protective gloves when handling food
- All foods that require refrigeration should be kept in the refrigerator at all times unless they are being prepared or served
- Food scraps should be thrown away and not left out in the open.
- All people working in the snack bar will be trained in the proper safety procedures for the equipment in the snack bar. This training will be done by the Snack Bar Manager and be given to the parents assigned to work that day.
- People with colds, flu or other communicable diseases shall not be in the snack bar.
- Discard any food that is old or outdated.
- Wash hands both before and after working with foods such as meat or poultry.
- Cooking equipment will be inspected every day and repaired or replaced as needed.
- Food not purchased by C.H.L.L. to sell in the snack bar will not be cooked or sold in the snack bar.
- Cleaning chemicals must be stored in locked container.
- A certificated fire extinguisher must be present at all times.
- All workers will be trained in the proper use of fire extinguishers.
- A fully stocked First Aid Kit will be in snack bar at all times.
- The main door must be closed but not locked during games.
- Keep floors clean at all times of food scraps, trash and liquids. These can cause slip and fall injuries.
- Before closing the snack bar each night, make sure all food is put away and stored properly.
- All electrical cooking equipment must be unplugged when not in use. Sinks, cooking utensils, pans (etc.) must be cleaned at end of day after games.

TRANSPORTATION

Before any Manager or designated Coach can transport any C.H.L.L. Player other than their own, anywhere, they must:

- Have a valid drivers license
- Have a signed slip from each parent before players are transported
- Not carry more children in their vehicle than they have seat belts for
- Make sure that the vehicle is in good running order and that it passes all safety test requirements
- Never transport a child without returning them to the point of origin or to where other arrangements have been made
- Ensure that no player is left behind or unattended
- Not transport any players in an open truck bed, as it is very dangerous and against the law
- Not smoke while transporting players in any vehicle.

WHAT IS FIRST AID?

First Aid means exactly what the term implies – it is the first care given to a victim. It is usually performed by the first person on the scene and continued until professional help arrives. At no time should anyone administering First Aid go beyond their capabilities. Know Your Limits!!

The average response time for 911 calls is about 5-7 minutes. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First Aid you can and wait for the Paramedics to arrive.

FIRST AID KITS

First Aid Kits will be furnished to each team at the beginning of the season. Have a cell phone with you at all times. The First Aid Kits will become part of the team's equipment bag and will be taken to all practices and games. To replenish materials in the First Aid Kit, contact the Safety Officer. First Aid Kits will be turned in at end of season.

AED DEVICE

An automatic external defibrillator is available for use in the snack bar building at Cadman, and another one is available in the Rec Center office.

WHEN TO CALL 911

Make sure there is always at least one adult with a phone at every practice and game. If a person is unconscious, call 911 immediately. Sometimes a conscious victim will tell you not to call an ambulance, making you unsure what to do. Call 911 and request paramedics if the victim:

- is or becomes unconscious
- is vomiting or passing blood
- has trouble breathing or is breathing in a strange way
- has seizures, severe headache, or slurred speech
- has chest pain or pressure
- appears to have been poisoned
- has pressure or pain in the abdomen that does not go away
- has injuries to the head, back, neck, or possible broken bones

IF YOU HAVE ANY DOUBT AT ALL, CALL 911

911: When you dial 911, be prepared to answer the dispatcher's questions completely and to the best of your ability.

Our field location is: 4280 Avati Drive

The cross street is: Moraga Court

— Alternate practice fields —

- Alcott Elementary, 4680 Hidalgo Ave. (*cross street: Idlewild*)
- Olive Grove, 5951 Printwood Way (*cross street: Mt. Abernathy*)
- Field Elementary, 4375 Bannock Ave. (*cross street: Genesee*)

Also be prepared to tell them the number you are calling from, your name, an account of what happened and how many people are injured. Do not hang up until help arrives, unless told to by the dispatcher. Have someone stand out front to direct the ambulance.

TRAINING

FIRST AID TRAINING

All managers and coaches will be required to have First Aid training. You must know how to use your first aid kit properly. Training will qualify the volunteer for a period of three years, with a minimum of one participant per team, per year, having first aid training that year.

FUNDAMENTALS TRAINING

At least one person from each team will be required to attend a fundamentals training course. This course will teach proper techniques for coaching players in the fields of hitting, sliding, fielding and throwing. We will have experts on hand to assist you in providing better coaching skills. Board members and safety officers are also encouraged to attend. Remember, training your players the proper way will avoid injuries, make them better players and be a fun and safe way for them to learn. The completion of this training will be documented to include the participant's name and completion date, and kept on file at league HQ. This training will qualify the volunteer for a period of three years, with a minimum of one participant per team, per year, regardless of qualification status.

ABUSE AWARENESS TRAINING

We would like to believe that our kids are living the perfect life – that of just being a kid. However, the fact is that thousands of are kids are abused verbally, physically or sexually each year. As League Volunteers it is our job to be on the lookout for signs that any of our players are being abused in any manner.

VERBAL ABUSE

We all yell at our kids, some more than others, but the main thing to remember is that kids are just that (kids), not small adults. When a player misses a ball you do not have to remind them, as they are well aware that they made a mistake, and yelling and screaming will just make things worse (and often lead to missing the next one, too). Remember, positive reinforcement works better than negative every time.

PHYSICAL ABUSE

No child shall ever be physically abused by anyone connected with C.H.L.L. If you suspect that a child is being abused at home or at the fields, report it to the League Safety Officer, President or Player Agent immediately so it can be investigated by the proper authorities.

SEXUAL ABUSE

As volunteers we must work within our league to ensure that this never happens with any of our players. Checks by Megans Law will be done on all staff members, managers and coaches to ensure that they are not sexual offenders. In addition, all volunteers will also undergo a nationwide check using the U.S. Department of Justice website (<http://www.nsopr.gov>) to check all states' sex offender registries. Ensure that the restrooms are checked and that all players are in a safe environment at all times.

ALL LEAGUE VOLUNTEERS WILL BE REQUIRED TO COMPLETE THE LITTLE LEAGUE ABUSE AWARENESS TRAINING COURSE EACH YEAR.

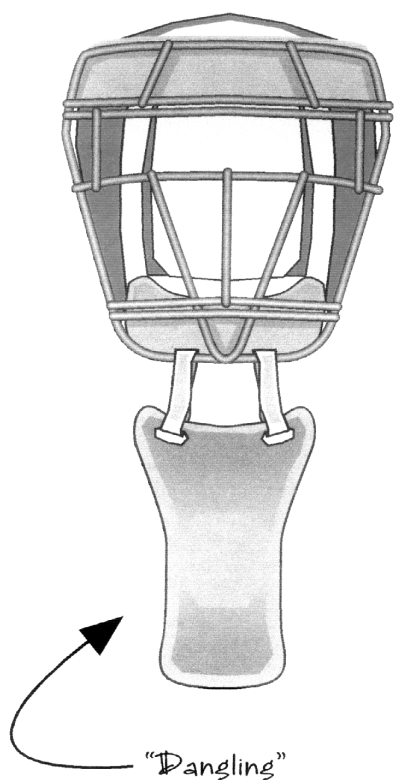
MEDICAL RELEASE FORMS

All Players must have a valid, signed Medical Release Form, completed by the parents, with all information filled in. These release forms must be in the possession of all Managers during games and practices. Any child who does not have a Medical Release Form on file cannot play or practice until this form has been given and is in the possession of the Manager or Coach. Managers and Coaches are responsible to make sure they are aware of any medical problems any of their players may have, such as lung or heart problems.

Remember: Safety Comes First

VOLUNTEER APPLICATION FORMS

All volunteers must fill out the volunteer application on our website (ClairemontHilltoppers.com). All applicants will go through a background check by Clairemont Hilltoppers Little League using the Department of Justice National Sex Offender Registry. Anyone refusing to fill out a volunteer application, will be ineligible to be a league volunteer. Be sure all information on your application is current, truthful and complete. False information may result in disqualification as a league volunteer. Remember: volunteers include managers, coaches, umpires, board members or any other support person who comes in regular contact with our children.



Make Sure They Are Safe!

REMEMBER:

Catchers must wear helmets during warm-ups and infield/outfield practice. Male catchers must wear a protective cup.

RULE 1.17

"All male players must wear athletic supporters. Male catchers must wear the metal, fibre or plastic type cup...All catchers must wear a mask, 'dangling' type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up and games."



PRE-GAME AND FIELD CHECKLIST

You should always have a pre-game routine and field checklist to ensure you have the proper equipment and a safe field to play on.

Your pre-game checklist should include these important things:

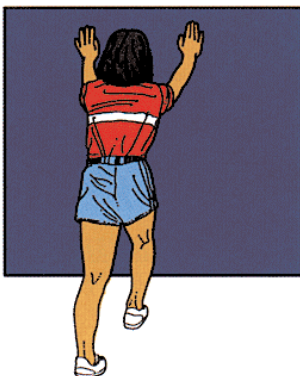
- ✓ Medical Releases for all players
- ✓ Safe and proper equipment (including umpires)
- ✓ Scorebooks
- ✓ Player rosters
- ✓ Make sure your players have the proper uniform (hats, pants, shoes, gloves)
- ✓ On hot days make sure to have water or sport drinks on hand
- ✓ Make sure you have First Aid Kit and restock as needed
- ✓ Make sure all equipment is Little League approved
- ✓ Make sure all equipment fits properly... any sloppy fit is unsafe
- ✓ Check all helmets for cracks
- ✓ Check bats for improper grips, dents or cracks
- ✓ Check chest protectors for proper fit
- ✓ Check that all catcher's gear is worn including throat guards and cup

Your field checklist should consist of:

- ✓ Check for any objects that could cause injury, such as broken glass or potholes
- ✓ Remove any dog droppings found on field
- ✓ Make sure field is properly chalked
- ✓ Bases are properly anchored and are the correct size for the field
- ✓ Dugouts are clean, gates are closed
- ✓ Clear any trash from field or dugouts

Remember a clean and properly maintained field is a safe field

Suggestions for Warm-up Drills



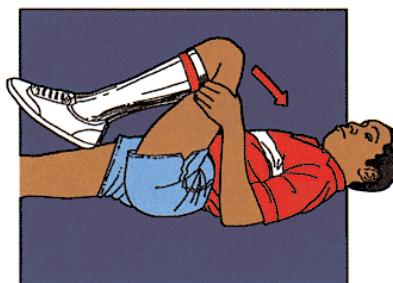
Heel Cord Stretches

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



Head and Neck Circles

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



Low Back Stretches

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



Shoulder Stretches #1

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



Shoulder Stretches #2

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



Shoulder Stretches #3

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



Thigh Stretches #1

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

Thigh Stretches #2

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



Suggestions?

I would like to encourage any Parent, Manager, Coach or Player who has a safety concern or has an idea that would enhance the safety of our league, to feel free to bring that to our attention. This can be done by phone, email, or in person, to me or to any board member.

For further convenience this season, we will also have a “Suggestion Box” in the snack bar where ideas and concerns can be placed for review.

Thank you,

Michelle Mendez
CHLL Safety Officer

