

West Covina Pacific Coast Little League 2023 Safety Plan

Where Safety Comes First

League ID #: 04051915



TABLE OF CONTENTS

REQUIREMENT 1: Safety Officer	3
REQUIREMENT 2: Safety Manual Distribution	3
REQUIREMENT 3: Emergency Plan	3
REQUIREMENT 4: Volunteer Applications/Background Checks	4,5
REQUIREMENT 5: Fundamentals Training	6
REQUIREMENT 6: First Aid Training	7
REQUIREMENT 7: Check Field Conditions – Games & Practices	8
REQUIREMENT 8: Facility Survey	9
REQUIREMENT 9: Concession Stand Safety	9
REQUIREMENT 10: Equipment Check	9
REQUIREMENT 11: Accident & Injuries Reporting	10
REQUIREMENT 12: First Aid Kits	11
REQUIREMENT 13: Enforce Little League Rules & Regulations	11
REQUIREMENT 14: Player/Coach Data	11

REQUIREMENT 1: SAFETY OFFICER

Safety Officer on File at Little League International Data Center
<https://apps.littleleague.org/dc/League>

Veronica Ochoa
(626) 262-6540
Mybabyandcurly2@gmail.com

REQUIREMENT 2: SAFETY MANUAL DISTRIBUTION

Link to 2023 Safety Plan will be distributed by Safety Officer to team managers, coach, and team parent (team mom) via text message. A printed hard copy of the manual will be accessible at the West Covina Pacific Coast Little League (WCPCLL) Board Room.

REQUIREMENT 3: EMERGENCY PLAN

All managers, coaches, team parent (team mom), please be advised regarding injuries to any player, manager, coach, volunteer, or family member while at WCPCLL need to be reported to the Safety Office promptly at (626) 502-7045 to log the incident. Obtain the following information to provide in the report: 1) full name of injured person 2) location at WCPCLL where injury took place 3) location of injury on body.

In case of a serious injury (eg. loss of consciousness, neck or back injury) contact 911 immediately. Direct emergency responders to the following address:

Palmview Park, 1340 E. Puente Ave., West Covina, CA 91790
(Baseball fields located on the East rear side of the park)

Emergency & Board of Directors Phone Numbers

EMERGENCY CONTACTS 2023 SEASON

Emergency Phone Number: **911**

West Covina Police Non-Emergency: **(626) 939-8500**

West Covina Fire Non-Emergency: **(626) 960-0811**

WEST COVINA PCLL BOARD OF DIRECTORS CONTACTS

PRESIDENT: **Danielle Warner** **(626) 506-1804**

SECRETARY: **Sheyla Melendez** **(626) 422-4004**

TREASURER: **Paula Lopez** **(626) 848-3367**

PLAYER AGENT: **Luis Lopez** **(626) 482-4981**

SAFETY OFFICER: **Veronica Ochoa** **(626) 262-6540**

UMPIRE IN CHIEF: **Todd McKee** **(626) 324-0059**

BOARD MEMBER: **Mark Ghelfi** **(626) 634-4455**

BOARD MEMBER: **Ravene Ghelfi** **(626) 422-8117**

BOARD MEMBER: **Gordon Gray** **(951) 440-9810**



REQUIREMENT 4: VOLUNTEER APPLICATIONS/BACKGROUND CHECKS

Little League International has established criteria for each chartered league's performance of an investigation into the background of all individuals who volunteer in any capacity. All WCPCLL prospective volunteer will be required to submit a completed a volunteer application form and provide a copy of their government issued photo identification. Background checks will be processed through JDP. An investigation that will list any convictions nationwide will be completed through the

background check process. Upon clearance of individual background investigations applicant will be notified by email.

Non-US Citizen Check (without a Social Security Number) contact JDP Customer Service at (855) 799-8753.

JDP

(855)799-8753

littleleague@jdp.com

<https://www.jdp.com/littleleague-backgroundcheck/>

<https://www.littleleague.org/downloads/volunteer-application/>

Little League® Volunteer Application – 2023

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

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

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

All RED fields are required.

Name Date

First Middle Name or Initial Last

Address

City State Zip

Social Security # (mandatory)

Cell Phone Business Phone

Home Phone: E-mail Address:

Date of Birth

Occupation

Employer

Address

Special professional training, skills, hobbies:

Community affiliations (Clubs, Service Organizations, etc.):

Previous volunteer experience (including baseball/softball and year):

1. Do you have children in the program? ☐ Yes ☐ No
If yes, list full name and what level?

2. Special Certification (CPR, Medical, etc.)? If yes, list: ☐ Yes ☐ No

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

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

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? ☐ Yes ☐ No
If yes, describe each in full:
(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? ☐ Yes ☐ No
If yes, describe each in full:
(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? ☐ Yes ☐ No
If yes, explain:
(If volunteer answered yes to Question 7, the local league must contact Little League International.)

In which of the following would you like to participate? (Check one or more)

<input type="checkbox"/> League Official	<input type="checkbox"/> Umpire	<input type="checkbox"/> Manager	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Coach	<input type="checkbox"/> Field Maintenance	<input type="checkbox"/> Scorekeeper	<input type="checkbox"/> Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: [LittleLeague.org/bgStateLaws](https://www.littleleague.org/bgStateLaws)

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature Date

If Minor/Parent Signature Date

Applicant Name (please print or type)

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer on

System(s) used for background check (minimum of one must be checked):

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

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

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

☐ National Sex Offender Registry

* Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

Last Updated: 1/4/23

REQUIREMENT 5: FUNDAMENTALS TRAINING

Fundamentals training will be provided to all volunteer working in the manager or coach capacity through official Little League University online training series videos. A handout including links will be provided to team managers (see attached).

WEST COVINA PACIFIC COAST LITTLE LEAGUE FUNDAMENTALS TRAINING

Welcome to the Basics

<https://www.youtube.com/watch?v=tPAXBbZ7j4o>

The Basics: Throwing

<https://www.youtube.com/watch?v=V73bznBe0ek>

The Basics: Hitting

https://www.youtube.com/watch?v=29z_cWCe1Lw

The Basics: Fielding a Ground Ball

<https://www.youtube.com/watch?v=j9AXCjF3CTA>

The Basics: Base Running

<https://www.youtube.com/watch?v=CSUQzUZrgvA>

REQUIREMENT 6: FIRST AID TRAINING

WCPCLL requires all volunteers to complete online concussion training through the Centers for Disease Control and Prevention and sudden cardiac arrest prevention training through Eric Paredes Save a Life Foundation. Child Abuse training through the Mandated Reporter and Little League Diamond Leader training through Little League website. Proof of completion will be verified through receipt of certification.

All managers, coaches, and team parent (team mom) will be provided a printed copy of the Little League First Aid Clinics Outline (see attached).

CDC Head Up to Youth Sports: Online Concussion Training
<https://www.cdc.gov/headsup/youthsports/training/index.html>

Eric Paredes Save a Life Foundation: SCA Prevention Training
<https://epsavealife.org/sca-prevention-training/>

Little League Diamond Leader
<https://www.littleleague.org/diamondleader/>

Mandated Reporter
<https://mandatedreporterca.com/>

REQUIREMENT 7: CHECK FIELD CONDITIONS – Games & Practices

Safety Office will complete the *Required Field and Equipment Inspection Check List (see attached)* form regularly. Deficiencies are to be reported to a Board of Directors for plans to repair. Managers and coaches will be provided the Little League *Hey Coach, Have You:* (see attached) checklist to evaluate overall field and player equipment.

REQUIREMENT 8: FACILITY SURVEY

Annual Little League Facility Survey will be submitted in the Data Center.

REQUIREMENT 9: CONCESSION STAND SAFETY

WCPCLL concession stand will not be open this season pending repairs.

REQUIREMENT 10: EQUIPMENT CHECK

Regular inspection of playing equipment will be completed by managers and coaches through the *Equipment Checklist Keep Your Players Safer* (see attached) Little League checklist. Broken or damaged equipment may not be distributed. Broken or damaged equipment will be removed and turned into the Safety Officer or Equipment Manager to be disposed and replaced.

REQUIREMENT 11: ACCIDENTS & INJURIES REPORTING

Incidents that cause a player, volunteer, umpire, player family member or other guest to receive first aid or medical treatment is required to be reported to the Safety Officer within 24-48 hours of the incident. The Safety Office will log the accident using the Local League *Incident/Injury Tracking Report* (see attached) form.

<https://www.littleleague.org/downloads/incident-injury-tracking-form/>

REQUIREMENT 12: FIRST AID KITS

WCPCLL maintains a fully stocked first aid kit and cold compression packs in the Board Room. Teams have been provided with one (1) basic first aid kit and two (2) cold compression packs.

REQUIREMENT 13: ENFORCE LITTLE LEAGUE RULES & REGULATIONS

WCPCLL maintains a hard copy of the Little League Baseball 2023 Rulebook in the Board Room. Umpires and Board of Director officials will enforce these rules and regulations. Board Members will be asked to download 2023 Season Rule Book (**FREE Rulebook app** on the [Apple App Store](#) or [Google Play Store](#)

REQUIREMENT 14: PLAYER/COACH DATA

Player, manager, and coach information will be submitted through the Little League Data Center no later than two weeks (14 calendar days) following the final draft date.

<https://apps.littleleague.org/dc/Account/Login>