



# Alpine/West Menlo Little League Safety Plan 2024

[www.alpinelittleleague.com/safety](http://www.alpinelittleleague.com/safety)

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# Safety Plan

Alpine/West Menlo Little League

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# 1 INTRODUCTION

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Alpine-West Menlo Little League's ("Alpine LL") priority is Safety First! The entire Alpine LL community must work together to ensure that games, practices, and other events remain safe – and therefore fun – for all Alpine LL players. This Safety Plan explains the necessary contributions from all participants including league officials, managers, coaches, parents, and players. It also provides all of Alpine LL's safety rules and other information.

The purpose of the Alpine LL Safety Plan is to communicate guidelines for increasing the safety of activities, equipment, instruction and facilities through education, compliance, and reporting. In support of this goal, Alpine LL also commits itself to providing the necessary organizational structure and focus to develop, monitor, and enforce compliance with all aspects of this Safety Plan.

The Safety Plan, which has been adopted by the Alpine LL Board of Directors, outlines specific safety related policies and procedures of the League. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in this document.

*Alpine LL values contributions from the community. Please report any conditions observed that appear unsafe, or provide any suggestions for enhancing safety, to the Alpine LL League Safety Officer at [safety@alpinelittleleague.com](mailto:safety@alpinelittleleague.com).*

This Safety Plan provides the guidelines and instructions for the safe operations of Alpine LL. It will be made available to all managers, coaches, board members, umpires, and others involved in League activities via the Alpine LL website. It will also be summarized at managers and parents' meetings. We expect all League volunteers, players and parents to abide by the Safety Plan and make safety a high priority in all League activities.

The Alpine LL President and Safety Officer have primary responsibility for developing, implementing, and ensuring compliance with the Safety Plan. However, the entire Alpine LL Board of Directors, elected League Officers, and Board Approved Managers and Coaches share in the responsibility to ensure awareness and compliance with the Safety Plan relative to their respective position or office.

## 2 PUBLICATION OF SAFETY & EMERGENCY INFORMATION

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### 2.1 PUBLICATION

As part of our ongoing efforts to maintain the safest environment possible, we want to make this Safety Plan readily available to all our managers/coaches, parents, umpires, players and spectators. To this end we will:

- Maintain the most current version of this Safety Plan on our league website at [www.alpinelittleleague.com/safety](http://www.alpinelittleleague.com/safety)
- Provide a copy of this Safety Plan to all managers/coaches and umpires at their respective pre-season training sessions
- Review this Safety Plan at pre-season Board meetings to ensure Board Members are aware of its contents and where to access the full plan
- Make sure parents know that this Safety Plan is available for their review on our website

- Submit this Safety Plan to the local Little League District 52 office and upload it to the Little League Data Center

## **2.2 EMERGENCY INFORMATION**

All Alpine LL managers, coaches, parents, umpires and volunteers are instructed to call 911 in any true emergency or for urgent medical assistance. The caller should stay on the line and provide information requested by the dispatcher including the location of the field or practice area they are calling from. Please see additional instructions below on what to do in the event of an injury or emergency.

All Managers will have emergency contact information for each player on their team with them at all practices and games. Parents must provide this information at the manager's request at the start of each season.

## **3 SAFETY OFFICER**

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The Alpine LL Safety Officer shall be an officer and member of the Board. The Safety Officer has overall responsibility for safety issues, primarily building and ensuring compliance with this Safety Plan. He/She will make sure this Plan is made widely available to the League and submitted to Little League® International and to District 52.

The Safety Officer is available to the Alpine LL community to address questions/concerns as it relates to safety and to report any injuries or instances of unsafe conditions. He/she can be reached at [safety@alpinelittleleague.com](mailto:safety@alpinelittleleague.com).

Specifically the Safety Officer shall:

- Coordinate all safety activities; ensures safety in player training; ensures safe playing conditions; coordinates reporting and prevention of injuries; solicits suggestions for making conditions safer; and reports suggestions to Little League® International through the President.
- Coordinate with all the volunteers in Alpine LL in order to provide the safest environment possible, and to rapidly resolve any unsafe conditions brought to his/her attention.
- Ensure an Injury Log is maintained. This log will list where and when accidents and injuries occurred, to whom, in which divisions, and who was under what supervision at the time of the injury.
- Work with the Coaching Coordinator and Umpire Coordinator to provide a Safety and First Aid Clinic for all managers, coaches, and umpires during the pre-season.
- Ensure all Medical Releases and Concussion Awareness forms are executed by players and parents (via the online registration system) before a player may attend practice or games with Alpine LL.

## **4 OTHER RESPONSIBLE PARTIES**

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Safety is not only the responsibility of the Safety Officer, but the responsibility of everyone who participates, in any manner, in Alpine Little League.

#### **4.1 BOARD PRESIDENT**

Ultimately the safety policies of the League rest with the President. The President shall maintain an active Safety Officer as a Board member of the League. He/She shall ensure all coaches, managers and board members have completed a formal background check in accordance with Little League and California law requirements. At each Board meeting, the President shall ensure that any safety issues, updates or concerns are addressed in a timely manner. Finally the President shall report to the board on attendance at the first-aid/safety clinics and compliance with the background check requirements, making sure the Board is aware of any issues.

#### **4.2 EQUIPMENT MANAGER**

The Alpine LL Equipment Manager has safety responsibilities, primarily the inspection, distribution and maintenance of equipment including first aid kits. The Equipment Manager shall:

- Inspect all baseball equipment for safety prior to the start of the season.
- Ensure a safety inventory is completed for all teams so that unsafe equipment can be discarded and replaced with new equipment.
- Provide a fully equipped first aid kit that can be replenished as needed. First aid kits are kept in the equipment bags issued to each team, so they are available at each game.
- Report to the board at the end of each season on the equipment needs for the following season in order to provide safe equipment.

#### **4.3 FACILITIES MANAGER**

The Facilities Manager's primary responsibility is ensuring safe and playable fields for the League. The Facilities Manager shall:

- Conduct a safety audit of every playing facility used by teams prior to each season.
- Post emergency and league official numbers at each field.
- Ensures basic First Aid procedures are posted at each field.
- Ensures safety procedures are posted for the concession stand and provides instructions for each volunteer.

#### **4.4 UMPIRES**

Umpires have primary responsibility for enforcing Little League rules, many of which are grounded in safety considerations, as well as concern for fair play. They also inspect helmets, catcher's masks, bats and the field looking for potential safety issues prior to each game.

The Umpire Coordinator shall:

- Make sure that each umpire is trained on safety aspects of play, including no head-first slides, no on-deck batter and no unsafe equipment.
- Instruct umpires to check helmets, bats, and catcher's gear prior to the start of each game to ensure compliance.
- Instruct umpires to take possession of any unsafe equipment and turn it in to the league's Equipment Manager for replacement.
- Ensure umpires report any unsafe conditions to the Managers/Coaches participating at the facility and report to the League Safety Officer.

- Instruct umpires to report back on any instances of violations of safety rules during play and the Umpire Coordinator shall report those instances to the President..

#### **4.5 PARENTS**

Parents should discuss basic safe practices with players, such as not swinging bats except in appropriate areas under appropriate supervision. Some of these basic tenets are discussed in the Alpine LL Safety Code. Additionally, parents should set a good example for players.

#### **4.6 PLAYERS**

Portions of this Alpine LL Safety Code apply to the players. Players should review these portions of the Code – with a parent as applicable – and adhere to them.

#### **4.7 MANAGERS/COACHES**

Managers and coaches bear the primary responsibility for ensuring the safety of players during practices and games. Managers and coaches must meet specified fundamentals and first-aid/safety training requirements, which are specified in this Plan.

Ultimately the Manager is responsible for the safety of his/her players AND ultimately responsible for the actions of his/her designated coaches. If a Manager leaves the field or is unavailable, that Manager shall designate a Coach as a substitute and such Substitute Manager shall have the duties, rights and responsibilities of the Manager.

Managers must:

- Read this Safety Manual and bring it and the First-Aid Kit supplied by Alpine LL to each to all practice or games.
- Make sure that telephone access is available at all activities including practices.
- Attend a training session on safety, concussion/head injuries, injury prevention and First Aid given by Alpine LL.
- Attend the fundamentals training. **A manager or coach from each team must attend annually.**
- Teach players the fundamentals of the game while advocating safety, including but not limited to:
  - Fielding ground balls and fly balls
  - Throwing correctly and only to players expecting a throw
  - Warming up to avoid injury
  - Safely handling a baseball bat
  - Turning away properly from a pitch thrown at the player
  - Sliding correctly
  - Understand and manage to what the players are safely capable of.
- Notify a parent/guardian and the Safety Officer ([safety@alpinelittleleague.com](mailto:safety@alpinelittleleague.com)) if a child sustains a serious injury or suspected concussion. He or she cannot return to practice unless they have a note from their doctor.
- Encourage players and volunteers to bring water bottles to practices and games. Also, strongly encourage parents that they bring sunscreen for themselves and their child.
- Verify that coaches and volunteers have submitted completed current year background checks through the Alpine LL website and LiveScan fingerprint checks. Do not permit

anyone to assist with practice or games or have substantial contact with Alpine LL players who has not complied with this requirement.

- Prior to a game Managers will:
  - Work with the umpire to walk the field prior to the game for hazards. Look for rocks, glass, holes, etc. and correct if feasible. It is the coach/manager's responsibility to assure the players safety during the game. If there is a facility issue, report to the Facilities Manager at [facilities@alpinelittleleague.com](mailto:facilities@alpinelittleleague.com).
  - Work with the umpire to inspect the players' equipment before use. If a player has unsafe equipment, it is recommended it be made unusable to stop the player from "saving" it from waste.
  - Ensure players warm up prior to the game, are ready to play, and are not injured or sick.
- During the game Managers will:
  - Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory.
  - Keep players alert in the field and orderly in the dugout.
  - Make sure catchers are wearing the proper equipment including cup and mask with dangling throat-guard. Catchers must wear catcher's mask/helmet during warmup and infield/outfield practice.
  - Observe the "no on-deck" rule for batters and keep players behind the screens at all times. Bats stay in bags or racks in the dugout.
  - Keep players off the fences, backstops, and cages.
  - Encourage players to drink often so they do not dehydrate, and to apply sunscreen.
- Never allow children to play if they are ill, sustained a suspected concussion or head injury, or are injured. In the event of a collision, play it safe and test for suspected concussion using tools provided in Heads Up Concussion training.
- Players in a cast may not enter a game.
- Immediately attend to players who become injured in a game. **You must notify a parent no matter how small or insignificant the injury is.** If there was an injury requiring professional medical care, notify the Alpine LL Safety Officer.
- Supervise ejected, ill or injured players until released to the parent, guardian, or person the parent or guardian designates.
- Discuss any safety problems that occurred before, during or after the game with the Alpine LL Safety Officer.
- Ensure players use equipment appropriate and allowed for age, division, and ability. For example, do not use hardballs in divisions where safety balls are provided and mandated.

## 5 PLAYER EVALUATIONS AND TEAM PLACEMENT AS A PART OF SAFETY

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Alpine LL welcomes all children to play baseball and softball and wants to create as welcoming and safe an environment as possible. At times it is necessary to consider certain safety concerns (either for the player him/herself or for his/her teammates) related to a player's skill



level or ability. These concerns may be raised during player evaluations or may not become apparent until after the player has been placed on a team during the season.

When it becomes apparent at player evaluations that a player may need to play in a lower division than his league age alone might suggest, the Player Agent will reach out to the player's family for a conversation. Together they will make the division assignment that is best for the player's safety and that of his/her future teammates. For example, as described in Section 6.3 above, there are times when for safety reasons, it will make the most sense for a league age 12 year old to play AAA for the season, rather than Majors, giving that player more time to develop his/her skills.

There may also be times when it becomes apparent after the season begins, that for safety reasons, a player either needs to move down a division or some special protections need to be put in place on his/her current team to keep everyone safe. In this case, the manager shall raise these concerns to the Player Agent. The Player Agent, the manager and the player's family shall meet to discuss the best course of action to keep everyone safe and create the best learning and playing environment for everyone.

## **5.1 SPECIAL PHYSICAL CONDITIONS**

Parents/guardians of players with special conditions or needs must ensure that the team's manager/coaches are aware of any such conditions or needs. AWMLL provides a registration form permitting you to describe any conditions or needs of which the manager/coaches for your child's team should be aware.

# **6 VOLUNTEER SCREENING & COMPLIANCE**

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## **6.1 LITTLE LEAGUE VOLUNTEER APPLICATION & BACKGROUND CHECK**

Pursuant to Little League Regulation I(b) and I(c) 8 & 9, all Alpine LL Board Members, Coaches, Managers, Adult Umpires and other volunteers who regularly come in contact with children are required to complete volunteer registration/application and a background check through our Alpine LL website. Our website uses Little League International's preferred background check provider, JDP. The JDP background check provides a nationwide criminal search, national sex offender registry search and review of the US Center for SafeSport's Centralized Database & Little League Ineligible List. As mandated by Little League International, Alpine LL will not permit any person to participate in the League, whose background check reveals a conviction or guilty plea for any crime involving or against a minor.

Background checks are required prior to the volunteer assuming his/her duties for the current season. Failure to complete a background check as required by the League and upon request makes that adult ineligible to volunteer in any capacity with Alpine LL. Information provided or revealed during a background check may be securely stored by Alpine LL for all personnel named above, for a minimum of the duration of the applicant's service to the league. Alpine LL will maintain the privacy of these records, and will use them only for the intended purpose, i.e., to perform the mandatory background check. Alpine LL will prohibit any individual from participating as a volunteer or hired worker if the league deems the individual unfit to work with minors.

## **6.2 CALIFORNIA ASSEMBLY BILL NO. 506 FINGERPRINT BACKGROUND CHECK REQUIREMENT**

Pursuant to California Assembly Bill No. 506, effective January 1, 2022, in addition to the JDP background check of national databases described above, Alpine LL must also conduct a finger-print based background check of the California Department of Justice database using Live Scan. As such, all Alpine LL Board Members, managers, coaches, adult umpires and volunteers who have repetitive access to players will be required to obtain a LiveScan background check in addition to completing the JDP background check in 6.1 above.

Similar to the JDP background checks above, the League President will review the results of all volunteer LiveScan reports and will not permit someone to serve based on results that would deem the individual unfit to work with minors.

### **6.2.1 Child Protection Program and Mandated Reporters**

As provided in the “Protecting Young Victims from Sexual Abuse and Safe Sport Act of 2017”, all Alpine LL volunteers who interact with children are considered mandated reporters and must report suspected child abuse, including sexual abuse, within 24 hours to law enforcement. New California Assembly Bill No 506, further emphasizes this requirement and requires the presence of at least two mandated reporters when interacting with children.

#### ***Mandated Reporting within 24 hours***

Alpine LL has a zero-tolerance culture that does not allow any type of activity that promotes or allows any form of misconduct or abuse (mental, physical, emotional, or sexual) between players, coaches, parents/guardians/caretakers, spectators, volunteers, and/or any other individual. Coaches/Managers/Umpires must remove any individual that is exhibiting any type of mental, physical, emotional, or sexual misconduct and report the individual to the authorities **immediately, but in no event more than 24 hours** after becoming aware of the misconduct or abuse.

#### ***No Retaliation***

Further, Alpine LL and Little League International have a policy that prohibits retaliation against “good faith” reports of child abuse. Potential reporters should not be afraid to come forward in cases where they either have firsthand knowledge of or a good faith belief that abuse has occurred, even if there is a possibility that the report is wrong.

#### ***Limited One on One Contact***

Alpine LL asks coaches and managers to schedule practices and games when more than one League approved volunteer can be present. Alpine LL’s policy is to limit one-on-one contact with minors participants when the interaction is not in an observable and interruptible distance from another adult. Minor participants must always be supervised by appointed volunteers and/or hired workers who have completed the mandated background check process.

#### ***Mandatory Training for Volunteers***

Effective for Spring 2024, Abuse Awareness Training is mandatory for all Alpine LL volunteers who interact with children. Alpine LL makes USA Baseball Abuse Awareness Training available to all volunteers and our Coach Compliance Officer tracks completion compliance for all volunteers.

### **6.3 MANDATED NOTICE OF BACKGROUND CHECK PROCESS PER CALIFORNIA LAW**

As a California youth athletic program, we are required to provide notice that all Alpine Little League volunteers in regular service to the League or with repetitive access to children, including all managers/coaches, are required to complete a state and federal criminal background check. We will make sure to provide this notice on our website.

Additional information about Little League's Child Protection Program can be found [here](#).

## **7 SAFETY TRAINING**

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### **7.1 FUNDAMENTALS TRAINING**

In order to ensure that Alpine LL coaches and managers are well prepared for the task of coaching Little League baseball they are required to attend both instructional clinics including safety offered internally or in district around the start of practice. These clinics may address, among other matters, instruction on proper warm-up exercises, basic first aid, injury prevention and head injuries, coaching techniques, and instructional methods to teach proper hitting, throwing and catching mechanics.

### **7.2 FIRST AID TRAINING**

As part of pre-season coach, manager and umpire training, Alpine LL will make training available in basic first aid skills. This training may be provided by an outside third party (local fire department, EMT, etc.). We also make available first aid education materials to our coaches via email and on our League website at [alpinelittleleague.com/safety](http://alpinelittleleague.com/safety).

### **7.3 CONCUSSION/HEAD INJURY AND SUDDEN CARDIAC ARREST SAFETY TRAINING**

Every year, Alpine LL provides its managers/coaches and umpires educational materials related to concussion/head injury and sudden cardiac arrest prevention. Managers/Coaches and umpires must certify to the Safety Officer that they have received these materials and reviewed them before they are permitted to supervise any of our youth athletes.

Further, as part of our required registration process for each season of play, concussion and head injury and sudden cardiac arrest information sheets are provided to athletes and parents. Parents must sign these forms acknowledging they have reviewed them and shared them with their minor athlete.

These education materials are also available on our league website ([alpinelittleleague.com/safety](http://alpinelittleleague.com/safety)) for ongoing review by parents, participants and league volunteers. There is also more detailed information about our concussion and sudden cardiac arrest policies below in Section 9 on Injury Reporting and Appendix 11.3 on Concussions & Sudden Cardiac Arrest.

### **7.4 MANDATORY REPORTING AND CHILD ABUSE AWARENESS TRAINING**

All Alpine LL Volunteers are strongly encouraged to complete the [Abuse Awareness Program](#) training, provided by USA Baseball, or comparable training.

## **7.5 UMPIRE TRAINING**

The Alpine LL Umpire Coordinator arranges a required, in depth training for our adult and youth umpires. These trainings include detailed review of game rules as well as all safety procedures including (i) instructing umpires to check helmets, bats, and catcher's gear prior to the start of each game to ensure compliance, (ii) instructing umpires to take possession of any unsafe equipment and turn it into the Equipment Manager for replacement, (iii) mandated reporter requirements discussed above and (iv) concussion and sudden cardiac arrest prevention.

# **8 FACILITIES & EQUIPMENT**

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## **8.1 FIELD INSPECTIONS**

The Facilities Manager will conduct a safety audit of every playing facility used by teams prior to the start of each season. He/She will also ensure that basic first aid procedures are posted at each field.

Further, coaches and managers are required to inspect the field for safe playing conditions before each game and practice. Umpires are required to report any unsafe conditions to the managers/coaches participating at the facility and also report to the Facilities Manager at [facilities@alpinelittleleague.com](mailto:facilities@alpinelittleleague.com).

We will complete our annual Little League Facility Survey with the submission of our Safety Plan.

## **8.2 EQUIPMENT INSPECTION & REPLACEMENT**

The Equipment Manager inspects all used baseball equipment for safety prior to the start of the season. Unsafe equipment can be discarded and replaced with new equipment. The Equipment Manager will also report to the Board at the end of each season as to the equipment needs for the following season in order to provide safe equipment.

### **8.2.1 Required Equipment**

All catchers are required to wear the full gear at all practices and games. This includes warming up the pitchers. All players must wear a helmet during batting and running the bases and while coaching first or third base.

### **8.2.2 Bats**

Alpine LL does not distribute bats. Managers and umpires are responsible for monitoring the compliance of all bats brought by individual players to ensure they meet Little League International rules.

### **8.2.3 Umpires Responsibilities**

Umpires will check helmets, bats, and catcher's gear prior to the start of each game to ensure safety compliance. Umpires will take possession of any unsafe equipment and turn it into the League's Equipment Manager for replacement.

### 8.3 FIRST AID KITS

All teams receive a fully equipped first aid kit that can be replenished as needed by the Equipment Manager. First aid kits are kept in the equipment bags issued to each team so they are available at each game. Coaches and managers are also instructed to have the kit available at all practices and games. Further, additional basic First Aid materials are available in the equipment shed at each field and will be kept replenished by the Equipment Manager.

### 8.4 AED MACHINES - AVAILABILITY & TRAINING

Alpine LL has installed AED machines at each of our fields. These are located in the equipment storage sheds or closets at each field in clearly marked red and white storage cabinets. Training for our managers/coaches on the proper use of the machines will be included in their mandatory first aid training.

## 9 INJURIES - WHAT TO DO, REPORTING & RETURN TO PLAY

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### 9.1 WHAT TO DO IF A PLAYER IS INJURED

No matter how safe we try to be, injuries can and do happen. Our coaches/managers first priority is doing what they can at the time and place of injury to assist the injured person, including calling for emergency assistance if necessary. If the person injured is a player, the manager/coach should also notify the player's parents as soon as possible - no matter how minor the injury is.

#### 9.1.1 Important Do's & Don'ts for an Injured Player

##### DO ...

- Reassure and aid children who are injured
- Provide or obtain medical attention for those who require it.
- Give aid when needed to the extent of your ability. *Know your limitations.*
- Carry your first-aid kit to all games and practices.
- Assist those who require medical attention before any other priority.
- Make arrangements to have a cellular phone available at every Alpine LL event
- Ask for help if you're not sure of the proper procedures (i.e. CPR, etc.).
- Report any present or potential safety hazard to the Safety Officer immediately

##### DON'T ...

- Administer any medications.
- Provide any food or beverages (other than water) to an injured individual. Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Be alone with a child not your own, but instead always have your child at least and another parent or coach stay until the child's parent arrives.

#### 9.1.2 Emergency Care

In the event of a player injury or illness that appears to be an emergency, the game or practice shall be suspended until the crisis is resolved. If the player's parent/guardian is present, all

Alpine LL officials will aid in providing emergency support, according to the parent/guardian's direction. The manager/coach, or the umpire, is authorized by Alpine LL to call 911 and request emergency services if the manager/coach or umpire believes it is necessary in the best interests of the player(s).

If the player's parent/guardian, or a person designated as an emergency contact on the player's Medical Release, is not present, the manager/coach will address emergencies according to the protocol stated herein.

The manager, coach or team representative will address any urgent potentially life threatening issues as indicated by the event. Next the manager or coach will attempt to reach the emergency contact designated in the Medical Release form. To the extent reasonable, the manager, coach or team representative will follow the designated emergency contact's instructions in obtaining emergency care.

If the manager, coach or team representative is not able to reach a designated contact, or in the absence of reasonable instructions, the manager/coach shall take such steps as appear necessary in the best interests of the player(s). The manager/coach is authorized by Alpine LL to make conservative decisions tending to minimize risk to players, such as calling 911, summoning ambulance/EMT support, and calling for ambulance transportation to Stanford Hospital ER (or other medical facility designated by parent or guardian if EMS personnel feel it is safe and appropriate)

Alpine LL recognizes that not all families would select Stanford Hospital ER. This ER, however, is generally the closest facility providing all emergency services, and is a world-renowned institution. Alpine LL has designated Stanford Hospital ER as the single ER treatment facility in the absence of a different direction from an authorized, available person.

If it becomes necessary to transport an injured or ill player to Stanford Hospital ER, a manager, coach, or designated team representative will remain with the player until the arrival of the player's parent/guardian, or a designated emergency contact. If treatment concludes before arrival of the player's parent/guardian or designated emergency contact, the manager, coach or team representative will remain with the player, but may leave the ER as appropriate in the discretion of the manager, coach or team representative.

### **9.1.3 Concussions & Head Injuries**

A youth athlete who is suspected of sustaining a concussion or head injury or has passed out or fainted must be removed from play – "when in doubt, sit them out!" A youth athlete who has been removed from play must receive written clearance from a licensed health care provider prior to returning to play. See the detailed information on Concussions & Head Injuries provided in the Appendices and on the Alpine LL website Safety Section.

### **9.1.4 Sudden Cardiac Arrest**

A youth athlete that faints, has a seizure or demonstrates excessive shortness of breath, repeated dizziness or lightheadedness, chest pain or discomfort or a racing or fluttering heart must be removed from play - just like with suspected head injury "when in doubt, sit them out!" A youth athlete who has been removed from play must receive written clearance from a licensed healthcare provider prior to returning to play. See the detailed information on Sudden Cardiac Arrest provided in the Appendices and on the Alpine LL website Safety Section.

## 9.2 INJURY REPORTING

Once the immediate needs of the injured person have been addressed, Alpine LL instructs all managers/coaches to report incidences of injury to the Safety Officer as soon as possible after they occur. We have posted, on our website, an [injury incident report](#) that is to be completed and emailed to the Safety Officer at [safety@alpinelittleleague.com](mailto:safety@alpinelittleleague.com). The League Safety Officer will maintain a database of all reporting injuries. This allows the Safety Officer to reach out to the parents about the injury, to implement any policy changes that may be necessary to prevent future similar injuries or address any ongoing training or other injury prevention measures.

### 9.2.1 What to Report?

Any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. The terms "medical treatment and/or first aid" include any injury that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require the medical assistance of a physician for evaluation and diagnosis must be reported promptly.

Any injury - no matter how minor - should be reported to the player's parent or guardian as soon as practicable (at the end of practice/game, later that day by phone or email, etc.)

### 9.2.2 When to Report?

**All injuries are reported within 48 hours to the Safety Officer who keeps a file of all reports.** There is an Injury Report form at [alpinelittleleague.com/safety](http://alpinelittleleague.com/safety). Make sure the following information is provided:

- The name and phone number of the individual involved (and their parents). The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the individual reporting the incident.

### 9.2.3 Alpine LL Responsibility for Injury Reporting and Response

The League Safety Officer will receive this injury report and will enter it into the League's injury database. Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; and (3) check on the status of the injured party.

If the extent of the injuries are more than minor in nature, the Safety Officer may periodically call the injured party to check on the status of any injuries and to check if any other assistance is necessary such as submission of insurance forms, the medical release form, etc. or until such time as the incident is considered "closed" (i.e. no further claims are expected and/or the individual is participating in the league again).

## 9.3 RETURN TO PLAY

According to Little League International Regulation III (D) for all levels of baseball and softball, "when a player misses more than seven (7) continuous days of participation for an illness or

injury, the team Manager must receive written permission given by a physician or other medical provider for a return to full baseball/softball activity.”

Physician or other medical provider permission must also be secured following a concussion or head injury or event indicating a risk of sudden cardiac arrest as outlined in the Concussion Information Sheet & Sudden Cardiac Arrest Information Sheet parents and players are required to review and sign in the registration process before play with the league and as attached.

## **10 ENFORCE LITTLE LEAGUE RULES & REGULATIONS**

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Alpine LL encourages all managers/coaches to read and ask clarifying questions to ensure they have a solid understanding of the Little League Official Rules, as well as Alpine Little League’s Local Rules/Bylaws. Both documents are made available to all managers/coaches on our league website, and are emphasized in our manager/coach trainings.



# 11 APPENDICES

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## 11.1 CoVID SAFETY PROCEDURES - SPRING 2024

Our very first priority is to maintain a safe and successful experience for the players and their families. We ask that all parents read this policy in its entirety and that by participating in Alpine Little League's baseball and softball programs, you agree to comply. This information is also posted on the Alpine LL website in the Safety section.

Alpine LL closely follows the guidance outlined by the California Department of Public Health, the County of San Mateo and the CDC and will continue to do so as updates to that guidance are made and as the level of transmission in the community increases/decreases. We have also been watching closely what the schools in our area and other youth sports leagues are doing to protect their students/athletes. With this as a backdrop, we are asking for compliance with the following CoVID-19 safety protocols:

- Vaccinations (including booster shots) are strongly recommended for all volunteers and eligible players.
- Please, please stay home and keep your child home if they do not feel well, show any symptoms or have been in close contact with anyone who has tested positive for CoVID-19 and has not tested negative.
- Masking and social distancing have proven very effective at reducing the spread of the CoVID-19 virus at times of "high" community transmission. At the time this is written (Fall 2023) community transmission in San Mateo County is categorized as "low" and masking is not mandatory for outdoor activities such as softball and baseball. CoVID-19 transmission levels remain very dynamic and will be monitored closely. Please be on the lookout for any changes to this policy that we share with you in the future.
- There should be minimal equipment sharing, only when absolutely necessary.
- No sharing water bottles, parent-provided drinks or snacks should be packaged individually and enjoyed outside of the dugout, allowing the players to be distanced.

Just as we did during the Fall season, **we ask parents to please not send their child to any Little League activities if they do not feel well, show any symptoms or have been in close contact with anyone who has tested positive for CoVID-19.** If your player does test positive at any point during the season, we ask that you please notify, Greg Masters, Alpine Little League's Health & Safety Officer at [safety@alpinelittleleague.com](mailto:safety@alpinelittleleague.com) or (650) 208-4017 so that he can determine if we need to notify any other families.

We are asking parents to please partner with us to enforce these guidelines with your players. It cannot all be on our coaches and/or referees to enforce. It is on all of us to keep our community safe so that we can continue to play ball!

## **11.2 AIR QUALITY & DANGEROUS WEATHER POLICY**

### **11.2.1 Air Quality Policy**

Our Alpine LL Policy regarding air quality is mainly applicable to Fall Ball. Air quality can fluctuate quickly. The air quality can be very different in certain locations. We ask our managers to check AQI via [purpleair.com](http://purpleair.com) for the location closest to the practice/game that day. Our Managers are instructed to cancel games/practices if AQI is around 150 or higher. If the AQI is 100-150, practices/games will be optional for players. If the AQI is less than 100 the practice/game will continue as scheduled. Generally, we ask our managers to check the AQI at about 3 pm for weekday practices and 1-2 hours prior to weekend practices/games. They should provide parents an update via TeamSnap with instructions on how to proceed around that time.

We realize that a lower AQI could quickly change into a much higher number while the players are at the field. If parents would rather keep their child home and not take the risk, the coaches will fully support the parent's decision. The AQI could also decrease significantly after a decision has been made, leaving parents wondering why we canceled. We have to inform both parents and coaches in advance to provide time for planning and driving.

### **11.2.2 Dangerous Weather**

While rare, we can have thunderstorms. Managers/Coaches are instructed to check the weather forecast before leaving for a game or practice and watch for signs of an approaching storm. If a storm is imminent, outdoor activities should be postponed.

When lightning is seen/heard anywhere near the vicinity of the field, our managers/coaches and umpires are instructed to:

- Take caution when you hear thunder. If you hear thunder, you are close enough to get struck by lightning. During a game, the umpire will clear the field in the event of an approaching storm.
- Move to a safe environment immediately. Do not go under a tree or stay in the dugout. Stay away from metal backstop, fencing, bleachers (including dugouts).
- If lightning is occurring and there is not sturdy enough shelter nearby, get inside a hard-top automobile and keep the window up.
- Stay away from water, metal pipes, and telephone lines.
- Unplug appliances not necessary for obtaining weather information.
- Wait for an official umpire decision on whether or not to continue the game or the manager's determination whether it is safe to continue practice.

## 11.3 CONCUSSIONS, HEAD INJURY & SUDDEN CARDIAC ARREST

**The information below is not intended to replace the Alpine LL mandatory Heads Up Concussion and Sudden Cardiac Arrest training. All Managers and Coaches are required to acknowledge they have reviewed Alpine LL provided Concussion/Head Injury & Sudden Cardiac Arrest education materials.**

### 11.3.1 What is a Concussion?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost, even if they do not directly hit their head.

Watch for the following two things among your athletes:

- A forceful blow to the head or body that results in rapid movement of the head, and
- Any change in the athlete’s behavior, thinking, or physical functioning. (See the signs and symptoms of concussion.)

### 11.3.2 Concussion Prevention & Preparation

As a coach, you can play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your athletes and the team:

- **Teach athletes and parents that it’s dangerous to play with a concussion.** Sometimes players and parents wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let athletes persuade you that they’re “just fine” after they have sustained any bump or blow to the head.
- **Ask if players have ever had a concussion.** A repeat concussion that occurs before the brain recovers from the first - usually within a short period of time (hours, days, or weeks) - can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death. This more serious condition is called second impact syndrome.

Keep athletes with known or suspected concussion from play until they have been evaluated and given permission to return to play by a healthcare professional with experience in evaluating for concussion. Remind your athletes: “It’s better to miss one game than the whole season.”

### 11.3.3 What Should a Coach do when a Concussion is Suspected?

- Remove the athlete from play.
- Evaluate the player.
- Keep the player out of the game if a concussion is suspected.
- Contact parent/guardian and advise the athlete be evaluated right away by an appropriate health care professional.

- Do not try to judge the severity of the injury yourself. Healthcare professionals have a number of methods that they can use to assess the severity of concussions.
- As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury • Any seizures immediately following the injury
  - Number of previous concussions (if any and if known)
- Allow the athlete to return to play only with written permission from a healthcare professional with experience in evaluating for concussion. Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

#### **11.3.4 What is Sudden Cardiac Arrest “SCA”?**

SCA occurs suddenly and often without warning. It is triggered by an electrical malfunction in the heart that causes an irregular heartbeat. With the heart's pumping action disrupted, the heart cannot pump blood to the brain, lungs, and other organs. Seconds later, a person loses consciousness and has no pulse. Death occurs within minutes if the victim does not receive treatment.

#### **11.3.5 Who is at Risk for SCA?**

Thousands of sudden cardiac arrests occur among youth each year, as it contributes to the #2 medical cause of death of youth under the age of 25 and is the #1 cause of death of student athletes during exercise. While a heart condition may have no warning signs, studies show that many young people do have warning signs or symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think that they are out of shape and need to train harder, or they simply ignore the symptoms, hoping the signs will go away.

#### **11.3.6 Possible Warning Signs and Risk Factors**

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

#### **11.3.7 Removal from Activity for SCA**

A player who faints during or following participation in an athletic activity must be removed from play and may not return to play until they are evaluated and cleared by a licensed healthcare provider.

## 11.4 MANAGER/COACH/BOARD MEMBER COMPLIANCE CHECKLIST

This checklist is used to make sure all Board Members, managers and coaches are in compliance with all necessary trainings, background checks and safety requirements.

### Managers, Coaches, & Board Member Compliance Requirements

1. Complete the JDP background check offered by Little League International through the Alpine Little League website.
2. Complete LiveScan fingerprint check as required by California law. See attached form and locations on next page. *We will also be running a League-wide LiveScan session for all managers/coaches to make this easier.*
3. Attend Positive Coaching Alliance training hosted by Alpine Little League.
4. Collect Medical Release Forms from all players on your team. Players were sent them with registration and the form can also be found here. Keep them with you at practices and games in case of emergency. *If you are using TeamSnap, you can have parents upload the completed form directly to TeamSnap and you will have it with you electronically.*

*IMPORTANT: These are Little League and legal requirements for Alpine LL. We are required to track compliance. As such we have set up [this Form](#) and are asking all managers/coaches/board members to self-report when you have completed requirements 4 - 8.*

4. Attend Coach Fundamentals Training coordinated by Division Commissioner and Coaching Coordinator. At least one coach or manager from each team attends.
5. Attend First Aid/CPR/AED Training, with at least one coach or manager from each team attending. Every manager/coach must attend once every 3 years.
6. Acknowledge receipt and that you have reviewed the [Concussion and Head Injury Prevention Educational Materials](#) available on the league website. Please acknowledge on [google form](#).
7. Acknowledge receipt and that you have reviewed these [Sudden Cardiac Arrest Prevention Educational Materials](#) available on the league website. Watch [this video](#) for Coaches on Sudden Cardiac Arrest Prevention (20 minutes). Acknowledge you have completed both on the [google form](#).

8. Review attached document on [Little League's Child Protection Program](#) (also available at [alpinelittleleague.com/safety](http://alpinelittleleague.com/safety)). All managers/coaches are encouraged to complete the free [Pure Baseball Abuse Awareness Training](#) course, available through Little League and provided by USA Baseball. This is an online course that takes 30-45 minutes to complete. Acknowledge receipt on [google form](#).

## **11.5 QUICK SAFETY CHECKLIST FOR MANAGERS, COACHES & UMPIRES**

### **11.5.1 Safe Playing Areas**

Regular safety inspections of all fields, (practice and game), structures, and dugouts, is the best way to eliminate conditions that cause accidents. Managers, coaches, and umpires should routinely check playing area for:

- Holes, damage, rough or uneven spots, slippery areas, and long grass
- Glass, rocks, foreign objects
- Damage to screens or fences, including holes, sharp edges, or loose edges Unsafe conditions around backstop, pitcher's mound, or warning track
- Proper attire by the catcher at all times, including in the bullpens and in between innings

### **11.5.2 Safe Equipment**

All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. Managers, coaches, and umpires should:

- Be sure all equipment is LL approved
- Inspect all bats, helmets, and other equipment on a regular basis.
- Dispose of unsafe equipment properly.
- Keep loose equipment stored properly
- Have all players remove all personal jewelry
- Parents should be encouraged to provide safety glasses for players who wear glasses
- Repair or replace defective equipment

### **11.5.3 Safe Procedures**

Managers and coaches must:

- Have all players' medical release forms with you at every practice and game
- Have a first aid kit with you all practices and games
- Have access to a telephone in case of emergencies
- Know where the closest emergency shelter is in case of severe weather Ensure warm-up procedures have been completed by all players
- Stress the importance of paying attention, no "horse playing allowed"
- Instruct the players on proper fundamentals of the to ensure safe participation
- Each practice or game should have at least 2 coaches in case of an emergency and as required by California law

## **11.6 GUIDELINES FOR THE USE OF BATTING CAGES**

Alpine LL has implemented the following guidelines for use of batting cages:

- Adult supervision is required at all times.
- Close the entry gate prior to batting.
- Batters must wear helmets.
- Pitcher/pitching machine operators must use an “L” screen.
- Only coaches may pitch to batters. No 'kid pitchers' allowed.
- Pitching machines must be operated by an adult.
- Only batter and one pitcher/machine operator allowed during batting.

## **11.7 CONCESSION STAND SAFETY**

Alpine LL contracts with a third-party vendor to run the concession stand at Ford Field. At times the League hires other third-party vendors to serve food at our various fields (i.e. ice cream truck, BBQ vendor, taco cart, etc.). We do not provide any of our own volunteers to serve or prepare food or beverages. We rely completely on outside vendors to abide by necessary safety standards for food service.

### Safety Rules:

- No person under the age of fifteen will be allowed behind the counter in the concession stand unless accompanied by an adult.
- People in the concession stand will be trained in safe food preparation.
- League-provided cooking equipment is limited to a refrigerator and microwave, which will be inspected periodically and replaced when needed.
- A certified fire extinguisher suitable for electrical fires is in plain sight at all times. All volunteers are instructed in use of the fire extinguisher.
- A fully stocked first aid kit is placed in the concession stand.
- The concession stand entrance will not be locked while people are inside.

## **11.8 EMERGENCY NUMBERS - TO BE POSTED AT FIELDS**

**In the Event of an Emergency, please DIAL 911**

***Alpine LL President:*** Jen Sweeney, (617) 372-6687

***Alpine Safety Officer:*** Greg Masters, (650) 208-4017