

Santa Monica Little League

League ID Number for Santa Monica American: 04052512

2017 Safety Manual



Emergency Phone Numbers

Santa Monica Police/Fire - Emergency 9-1-1
Santa Monica Fire - Emergency (310) 458-8660
Santa Monica Police - Emergency (310) 458-8491
Santa Monica Fire - Non-Emergency (310) 458-8651
Santa Monica Police - Non-Emergency (310) 395-9931
SMLL Safety Officer – Tom Bevan (310) 351-6618

If you note an unsafe condition or practice, make it your responsibility to correct the situation and/or report the problem to the SMLL Safety Officer or other League Official immediately.

SAFETY IS EVERYONE'S RESPONSIBILITY!

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SMLL Board of Directors 2017

Position	Name	Telephone	Email
President	Jasan Sherman	Available upon request	president@sml.com
VP Baseball Operations	Kirk Goldstein	Available upon request	vicepresident@sml.com
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Machine Pitch Commissioner	--	Available upon request	machinepitch@sml.com
Jr./Sr. Commissioner	--	Available upon request	jrssrs@sml.com
Majors Commissioner	Ric Munoz	Available upon request	majors@sml.com
AA Rookies Commissioner	Noah Graff	Available upon request	aa-rookies@sml.com
AAA Commissioner	David Davidson	Available upon request	Aaa-minors@sml.com
T-ball Commissioner	Michael Balsley	Available upon request	tball@sml.com

Fall Ball Commissioner	Kirk Goldstein	Available upon request	fallball@sml.com
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Santa Monica Little League Safety Message

It is imperative that the Santa Monica Little League provide a safe environment for everyone involved in baseball and softball. In order to create and maintain a safe environment, we require the commitment from all League Officials and Volunteers including Directors, Commissioners, Managers, Coaches, and other SMLL Volunteers. All Volunteers will familiarize themselves with and ensure compliance with all safety related policies, procedures, codes of conduct and other information contained within this Safety Manual. The 2017 SMLL Safety Manual will be distributed to all League Officials and Volunteers and will be maintained in common areas as well as being posted on the SMLL website at <http://www.sml.com>.

A copy of the SMLL Safety Manual will also be forwarded to the District 25 Safety Officer and Little League, International. This manual is also available on request to all SMLL parents and players. The SMLL Board of Directors has approval authority over this Safety Manual. Thank you for your assistance in ensuring that safety is a priority in the Santa Monica Little League.

Jasan Sherman, President

Tom Bevan, Safety Officer

SMLL Emergency Safety Procedures



In case of medical emergency:

1. Provide first aid and have someone call 9-1-1 immediately if an ambulance is necessary.
2. Notify parents immediately if they are not present. Managers shall carry a Little League Medical Release Form at practices and games for each player to ensure medical treatment can be provided when parents are not present.
3. Talk to the rest of your team. They will probably be upset and worried about their teammate.
4. Notify the League Safety Officer by email within 24 hours. If you do not have access to email, then you can notify by phone.
5. Complete a SMLL Injury Report Form and forward to the SMLL Safety Officer within 48 hours of the accident/injury. (A copy of this form is included on page 19 of this manual).

Accident Notification and Insurance Claims

A Little League Accident Claim Form

(<http://www.littleleague.org/learn/forms.htm#insurance>) is required to be completed for injuries requiring professional medical treatment for any player or volunteer affiliated with the SMLL. The SMLL Safety Officer will ensure that these forms are completed and forwarded to Little League Headquarters within 20 days of the accident/injury. A General Liability Claim form is required for injuries or damages to the general public, anyone not affiliated with the SMLL, that are caused by SMLL activities. The SMLL Safety Officer will make telephone notification to Little League Headquarters immediately for any General Liability Claims. The SMLL Safety Officer will ensure that a General Liability Claim form is forwarded to Little League as soon as possible.

SMLL Emergency Safety Procedures

Communicable Disease Procedures:

1. Any bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue to play.
2. Use vinyl or latex gloves to prevent exposure when contact with blood or other body fluids are anticipated.
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment with a disinfectant or bleach solution.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when hauling bloody dressings, mouth guards, and other articles containing body fluids.



First Aid Kits

It is the policy of Santa Monica Little League to supply all teams with a first aid kit. Managers and coaches are required to have the first aid kit present at all games and practices. Managers and coaches may contact the SMLL Safety Officer if there are any problems with first aid kits which need to be replaced or replenished.

Coaches and Managers Training



Baseball Fundamentals Training

Santa Monica Little League will provide, on a yearly basis, training of managers and coaches in the fundamentals of baseball including, but not limited to, hitting, throwing, sliding, fielding, and pitching. There must be at least one representative from each team attending each year and each manager and coach must attend this training at least once every three years.



First Aid Training

Santa Monica Little League will provide, on a yearly basis, training of managers and coaches in first aid procedures. There must be at least one representative from each team attending each year and each manager and coach must attend this training at least once every three years. At a minimum, the training will address the PRICES guide for treating injuries.

- P - Protection
- R - Rest
- I - Ice
- C - Compression
- E - Elevation
- S - Support

Training should also discuss the importance of proper hydration, stretching and warm-up drills.



Field Inspections

It is the policy of Santa Monica Little League to have the Safety Officer conduct an annual inspection of all fields and to complete the Little League Facility Survey. In addition to the annual inspection of all fields, it is the responsibility of all managers, coaches, and umpires to inspect the field before all practices and games. At a minimum the inspection will include walking the field and checking for debris, foreign objects, and holes or unlevel ground. Additionally, the condition of fences, backstops, bases and the warning track will be inspected. Any dangerous conditions, or conditions which require repairs, should be reported to both the SMLL Safety Officer and the SMLL Fields Director.



Equipment Inspections

It is the responsibility of all managers and coaches to inspect all equipment before all practices and games. At a minimum the inspection will include checking the condition of helmets, bats, and catcher's gear. The availability of a fully stocked first aid kit and a working telephone will also be checked. Any dangerous conditions, or conditions which require replacement or repairs, should be reported to the SMLL Equipment Director.

Facility Inspections

The SMLL Safety Officer is responsible for ensuring that a Little League Facility Survey is conducted and submitted to Little League Headquarters annually.



Concession Stand Safety

- People working in the concession stands will be trained in safe food preparation. Training will cover the safe use of the equipment, food handling and hygiene.
- Concession stand workers will wash their hands with soap and warm water before preparing food and as often as needed.
- Cooking equipment will be inspected periodically and repaired or replaced if need be.
- Natural gas or propane will be turned off at the grill and at the shut off valve after use.
- Cooking grease will be stored safely in containers away from open flames.
- Cleaning chemicals must be stored in a locked container.
- A certified fire extinguisher suitable for grease fires must be placed in plain sight at all times.
- All concession stand workers are to be instructed on the use of fire extinguishers.
- A fully stocked First Aid Kit will be placed in each concession stand.
- The concession stand main entrance door will not be locked or blocked while people are inside.
- Concession stand workers will be a minimum of 14 years of age. At least one adult will be in the concession stand at all times.

Santa Monica Little League Safety Code

- SMLL will maintain an active Safety Officer on file with Little League International.
- Managers and coaches should be familiar with training in first aid. A first aid kit should be carried at all times.
- Ensure that a cellular telephone is available at all games and practices in case of an emergency.
- No games or practice should be held when weather or field conditions are not good particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, glass, and other foreign objects.
- Only players, managers, coaches and umpires are permitted on the playing field during games and practice sessions.
- All players should be alert and watching the batter on each pitch during practice and games.
- Inspect equipment regularly and make sure it fits properly.
- Catcher must wear catcher's helmet, mask, throat protector, shin guards, long model chest protector, and protective supporter (male) at all times.
- Head first sliding is prohibited except when returning to a base.
- Bases that disengage or break away are to be used on all fields.
- "Horse play" is not permitted on the playing field at any time.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Catchers must wear catcher's helmet and mask with throat protector when warming up pitchers. This applies to between innings and in the bullpen.

- Managers and coaches may not warm up pitchers before or during a game.
- On deck batters are not permitted except in Junior and Senior League Divisions.
- Batters must wear Little League approved helmets during batting practice and games.
- All gates to the field must remain closed at all times.
- Ensure players have removed jewelry or metal objects.
- Any spilled materials shall be cleaned as soon as possible.
- Keep safety in mind at all times and encourage all to think SAFETY FIRST!

The Little League's Ten Commandments of Safety

1. BE ALERT!
2. CHECK PLAYING FIELD FOR SAFETY HAZARDS.
3. WEAR PROPER EQUIPMENT.
4. ENSURE EQUIPMENT IS IN GOOD SHAPE.
5. ENSURE FIRST AID KIT IS AVAILABLE.
6. MAINTAIN CONTROL OF THE SITUATION.
7. MAINTAIN DISCIPLINE.
8. SAFETY IS A TEAM SPORT.
9. BE ORGANIZED.
10. HAVE FUN!

Remember, a safe Santa Monica Little League season depends on you!

10 Health Tips Youth Baseball Coaches Should Know

(Provided by Temple University Hospital)

1. The number one tip coaches should remember is that children are not miniature adults and should not be treated as such. This may seem obvious, but many adults do not realize children's bodies cannot take the same amount of physical stress adult bodies can take. That is because children are still growing and therefore are more susceptible to injury.
2. Stretching the muscles related to the activity is very important. For example, if a child is pitching, he should concentrate on stretching his arm and back muscles. If a child is catching, the focus should be on the legs and back.
3. A good warm-up is just as important as stretching. A warm-up can involve light calisthenics or a short jog. This helps raise the core body temperature and prepares all the body's muscles for physical activity.
4. Children should not be encouraged to "play through pain". Pain is a warning sign of injury. Ignoring it can lead to greater injury.
5. Swelling with pain and limitation of motion are two signs that are especially significant in children - do not ignore such symptoms. They may mean the child has a more serious injury than initially suspected.
6. Rest is by far the most powerful therapy in youth sports injuries. Nothing helps an injury heal faster than rest.
7. Children who play on more than one team are especially at risk for overuse injuries. Overuse injuries are caused by repetitive stress put on the same part of the body over and over again.
8. Injuries that look like sprains in adults can be fractures in children. Children are more susceptible to fractures, because their bones are still growing.
9. Children's growth spurts can make for increased risk of injury. A particularly sensitive area in a child's body during a growth spurt is the growth plate - the area of growth in the bone. Growth plates are weak spots in a child's body and can be the source of injury if the child is pushed beyond his limit athletically.

10. Ice is a universal first-aid treatment for minor sports injuries. Ice packs should be available at all games and practices. Ice controls the pain and swelling caused by common injuries such as sprains, strains and contusions.

For additional Little League safety tips please see their website at:

<http://www.littleleague.org>

Child Protection Program

Modifications to Regulation I

Regulation I in all Little League rule books and operating manuals now includes the following language dealing with mandatory use of the Volunteer Application and mandatory background checks:

Regulation I (b)

As a condition of service to the league, all managers, coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams, must complete and submit an official "Little League Volunteer Application" to the local league president. Annual background screenings must be completed prior to the applicant assuming his/her duties for the current season. Refusal to annually submit a fully completed "Little League Volunteer Application" must result in the immediate dismissal of the individual from the local league. (See also Regulation I (c) 8 and 9.)

Regulation I (c) 8 and 9

I (c) 8. Each league shall require that all of the following personnel have annually submitted a fully completed official "Little League Volunteer Application" to the local league president, prior to the applicant assuming his/her duties for the current season: Managers, Coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. The "Little League Volunteer Application" must be maintained by the president of the local league board of directors for all personnel named above, for a minimum of the duration of the applicant's service to the league for that year. Failure to comply with this regulation may result in the suspension or revocation of tournament privileges

and/or the local league's charter by action of the Charter or Tournament Committee in Williamsport.

I (c) 9. Each league shall conduct an annual background check on all personnel that are required to complete a "Little League Volunteer Application" prior to the applicant assuming his/her duties for the current season. No local league shall permit any person to participate in any manner, whose background check reveals a conviction for any crime involving or against a minor. A local league may prohibit any individual from participating as a volunteer or hired worker, if the league deems the individual unfit to work with minors. A local league must conduct a search of the applicable government operated statewide sex offender registry. If no sex offender registry exists in a State /Province, the local league must conduct a statewide/province-wide criminal background check through the appropriate governmental agency unless prohibited by law. Failure to comply with this regulation may result in the suspension or revocation of tournament privileges and/or the local league's charter by action of the Charter or Tournament Committee in Williamsport. If a local league becomes aware of information, by any means whatsoever, that an individual, including, but not limited to, volunteers, players and bred workers, has been convicted of or pled guilty to any crime involving or against a minor, the local league must contact the applicable government agency to confirm the accuracy of the information. Upon confirmation of a conviction for, or guilty plea to, a crime against or involving a minor, the local league shall not permit the individual to participate in any manner.

Volunteer Applications

All SMLL Managers, Coaches, including practice Coaches, Board of Directors, Commissioners, umpires and any other person who will be working with the players, must fill out a volunteer application and return it, along with a copy of a Government issued photo identification such as a California Driver's License, to the Santa Monica Little League Safety Officer prior to assuming duties for the current season. Volunteer applications may be obtained from the SMLL Safety Officer or obtained online at:

<http://www.sml.com> or <http://www.littleleague.org>

The Little League Parent/Volunteer Pledge

I will teach all children to play fair and do their best.

I will positively support all managers, coaches and players.

I will respect the decisions of the umpires.

I will praise a good effort despite the outcome of the game.

Youth Sports Parent Code of Conduct

(Please share with your team parents)

Preamble:

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

- I will not force my child to participate in sports.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or sporting event.

- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.
- I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

Volunteer Code of Conduct Contract

The Board of Directors of Santa Monica Little League has mandated the following Santa Monica Little League Code of Conduct. All volunteers will read this Code of Conduct Contract and sign in the space provided acknowledging that he/she understands and agrees to comply with the Code of Conduct.

Santa Monica Little League Code of Conduct

No board member, manager, coach, player or spectator shall, at any time:

- Lay a hand upon, push, shove, strike, or threaten to strike an official.
- Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official, manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands, or anywhere on the SMLL complex while in an intoxicated state. Intoxicated will be defined as an odor or behavior issue.
- Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- Smoke while in the stands or on the playing field or in any dugout. Smoking is not permitted in any public parks in Santa Monica.

- Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the course of the game.
- Speak disrespectfully to any manager, coach, official or representative of the league.
- Be guilty of tampering or manipulating any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including expulsion from the game.

The Board of Directors will review all infractions of the SMLL Code of Conduct. Depending on the seriousness or frequency, the Board may assess disciplinary action up to, and including, expulsion from the League.

I have read the Santa Monica Little League Code of Conduct and promise to adhere to its rules and regulations.

Date: _____

Team/Position: _____

Print Name

Signature

Santa Monica Little League Injury Report Form

Injured Person's Name: _____ Date of Injury: _____

Location Injury Occurred: _____ Time of Injury: _____

Address of Injured Person: _____

Phone Number: _____ Parent/Guardian's Name: _____

Body Part(s) Injured: _____

Description of injury: _____

Describe how injury occurred: _____

Was first aid required? (Yes / No) If yes, what? _____

Was professional medical treatment required? (Yes / No) If yes, what? _____

(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Could this incident have been avoided? (Yes / No) If yes, how? _____

Witness: _____ Phone Number: _____

This form is for Santa Monica Little League purposes only, to identify safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an injury occurs, obtain as much information as possible. For all reports of injuries requiring professional medical treatment, the parent/guardian and a League Official will complete and forward the official Little League Baseball Accident Notification Form to the SMLL Safety Officer or President. The form is available from the Safety Officer or at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf . The completed Accident Notification Form will be sent to Little League Headquarters in Williamsport within 20 days of the injury. Also, the District 25 Safety Officer will receive a copy for District files. All personal injuries requiring professional medical treatment should be reported to Williamsport as soon as possible.

Prepared By: _____ Position: _____

Signature: _____ Phone Number: _____

Date: _____

Please forward this completed Injury Report Form to the SMLL Safety Officer within 48 hours of having knowledge of the accident/injury.



Little League Volunteer Application - 2017

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

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

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory with First Advantage) _____

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): _____

Do you have children in the program? Yes No If yes, list full name and what level? _____ Special

Certification (CPR, Medical, etc.): _____

Do you have a valid driver's license: Yes No

Driver's License#: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor?: Yes No

If yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes No If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes No

If yes, explain: _____

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

League Official Coach Umpire Field Maintenance

Manager Scorekeeper Concession Stand 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:

<http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

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 from liability 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):

Sex Offender Registry Criminal History Records *First Advantage

**Please be advised that if you use First Advantage 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 directly from LexisNexis 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.