

SUNNYVALE SOUTHERN LITTLE LEAGUE



2011 Safety Manual

P.O. Box 2054
Sunnyvale, CA 94087

Revised February 23, 2011

SUNNYVALE SOUTHERN LITTLE LEAGUE SAFETY MANUAL

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SSLL Policy:

The policy of Sunnyvale Southern Little League (SSLL) is to provide a positive sports experience to all children playing in the league. SSLL takes great pride in supporting the growth, development and success of all players.

Safety Code:

It is imperative that the league provide a safe environment for everyone involved in baseball. In order to create and maintain a safe environment, we require the help from all of you: Managers, Coaches, Administrators, snack-shack staff, and all SSLL volunteers.

We request your help by following the instructions in this manual. The 2010 SSLL Safety Manual will be distributed to all Managers and Coaches and will be maintained in common areas and on the SSLL website. A copy of this manual will be sent to the District Safety Officer, currently Howard Dickson. This manual is also available upon request to all SSLL parents and players. The SSLL Board of Directors reviews and approves the Safety Manual at the February or March Board Meeting.

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Emergency Procedures:

In the event of an accident please make sure that you as the Manager or Coach stay calm and tend to the injured player. It is only natural for the other team members to run to the injured player. In the best interest of the injured player and to help enable you to provide proper care please instruct all other players to go back to their respective positions.

In case of a minor injury:

Apply the cold pack to the area that was injured.
In case of a minor cut, apply the antibiotic ointment and cover the area with a Band-Aid.

In case of a serious injury:

Stay with the injured player and provide comfort until medical attention is there.

If necessary: Call 9-1-1 from any landline telephone, pay phone or cell phone.

Note: In Sunnyvale and neighboring communities most cell phones will route to the 9-1-1 center of the community from which the call is being placed, however a large number of 9-1-1 cell calls will be answered by the California Highway Patrol (CHP) at a remote dispatch center. If this happens, immediately and calmly inform the call taker of the location and nature of the emergency. The dispatcher will quickly route your call to the appropriate public safety agency.

When reporting a medical emergency, most dispatch centers will ask you for information in a prescribed order. Answer all questions succinctly. An ambulance will be dispatched and the call taker will provide you with first aid instructions.

Sunnyvale DPS (Police, Fire & Ambulance) can be called directly at (408) 736-6244. This is a direct emergency phone number into the 9-1-1 center answered second only to 9-1-1. Managers, Coaches and League Officials may wish to program this number into their cell phones.

701 E. El Camino Real
Second Floor
Mountain View, CA 94040

Local Medical Care:

Emergency Room

El Camino Hospital
2500 Grant Road
Mountain View, CA
650-940-7055

Urgent Care

Palo Alto Medical Foundation
701 E. El Camino Real 2nd floor
Mountain View, CA
650-934-7800 (Urgent Care)

Criminal or Security issues:

Sunnyvale DPS
Answering Point (408)730-7100 (non-emergency)
Dispatch (408)730-7180 or (408) 730-7181 (non-emergency)

Emergency: 9-1-1

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For more detailed emergency information please refer to the Little League manual "Prevention and Emergency Management of Little League – Baseball and Softball Injuries"

For other reference material visit the Little League's web site: www.littleleague.org/manuals/asap

Note to Safety Director: Obtain copies of the above manual for distribution to all Managers. The manual can be ordered from Little League Headquarters at Williamsport, by going on the web at www.littleleague.org, email asap@musco.com, or call (570) 326-1921.

First-aid training for Managers and coaches:

Managers and Coaches will be provided with first-aid and emergency training before the season begins. The 2011 year will offer first-aid training at Santa Clara High School (located at 3000 Benton Street, Santa Clara, CA 95051 (between Kiely and Pomeroy) on Wednesday, February 23, 2011 at 7:00 p.m. Santa Clara located on Benton between Kiely and Pomeroy, with District 44 as sponsor. Sunnyvale Southern Little League will provide first-aid and emergency training at its Managers and Coaches' Meeting currently scheduled for Saturday, March 5, 2011 at 11:00 a.m. at DeAnza Park, Faber Field ("DeAnza I"). All Managers and Coaches are required to attend at least once every three years and a representative from each team is required to attend every year; however every Manager and Coach is encouraged to attend regardless of their last date of attendance.

Accident Reporting Procedure:

The Little League organization is constantly looking into ways to improve the safety of everyone. To facilitate this effort we must provide them with the details of any accident. The Manager is responsible for completing the Incident/Injury Tracking form and giving it to the Safety Director within 48 hours of an accident. Players who are injured during a game and leave to seek medical attention need a release from a doctor before they play in the next game. Managers are requested to track "near misses" as a proactive tool to avoid future potential accidents and injuries.

The accident form is available in the following locations:

- The Little League website <http://www.littleleague.org/manuals/asap/index.htm>
- The door of the equipment shed near the fields where the game is being played.
- SSLL Website: www.sll.org under League Policies
- The Snack Shack
- Safety Director: John Anderson (408) 732-1260.

Annual Facility Survey:

SSLL will conduct an annual survey of all facilities in accordance with Little League requirements. The purpose of this survey is to find and correct any concerns with fields, dugouts, bleachers, snack shacks and other facilities. This survey will be conducted by the SSLL President, the Field Director, and/or the Safety Director on or before February 23, 2009. The completed facility survey will be on file with SSLL.

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Directory of 2011 Board Members:

President	Bill Healy.....	(408)-373-4680
VP Operations	Heath Enswiler.....	(408)-203-2423
VP Resources	Lisa Felipa.....	(408)-307-0306
Player Agent	<u>Holly Wong Agbayani</u>	<u>(408)-230-9064</u>
Player Agent	Wendy Bockholt	(408) 245-2870
Challenger Director	Amy Jasper	(408) 773-1274
T-Ball & Pioneer Director	<u>Rich Carlson</u>	<u>(408) 242-3279</u>
Farm Baseball Director	Steve Burke	(408) 330-4822
Minor Baseball Director	Open.....	
Major Baseball Director	Tony Cepeda.....	(408) 702-8345
Jr/Sr Baseball Director	<u>Dave Kaefer</u>	<u>(408)-984-3457</u>
Safety Director.....	John Anderson	(408) 732-1260
Secretary.....	Lisa Coe.....	
Treasurer.....	Patty Clerkin.....	<u>(650) 823-4311</u>
Treasurer.....	Lisa Enswiler	(408) 398-3498
Information Officer.....	Wendy Bockholt	(408) 245-2870
Umpire Chief	Dave Kaefer	(408) 984-3457
Game, Field, Cage Scheduler	Ken Bockholt	(408) 368-1384
Director Snack Shack	Kay Zeren.....	
Scheduler Umpires	Vicki Huber	(408) 712-9757
Uniform Director.....	Diane Micholetti.....	
Equipment Director.....	Scott Stein	(916) 245-1074
Fields & Facilities Director.....	Bill Healy (temp)	(408) 373-4680
Coaching Coordinator.....	OPEN	
Tournament Director.....	OPEN	
Sponsor Director.....	Terry Anderson.....	(408) 738-6973
Year Book Director	OPEN.....	
Photo Day Director.....	Jennifer Vega	(408) <u>306-5066</u>
Trophy Coordinator	Traci Oberman.....	(408) <u>739-1774</u>
Webmaster	Lesley Wynne.....	(408) 406-8644
BBQ/Field Day Coordinator.....	Open.....	

SSLL League HQ PO Box 2054, Sunnyvale, CA 94087
 (408) 373-4680

District Administrator Felix Balga..... (408) 245-8484

Note: The SSLL Safety Director is a Board of Director's position. This is a required position registered with Little League Headquarters. SSLL has a dedicated annual safety budget.

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Checklist for Managers/Coaches prior to a Game or Practice

Field Inspection

Note: Completion of this checklist will be the responsibility of the Manager of the team who has Field Preparation Duty prior to the game.

INFIELD		
ITEM	CONDITION	COMMENTS
BREAK-AWAY BASES		
BASE DIG-OUT TOOL		
BASE PLUGS		
GROUND (<i>LEVEL, FREE OF FOREIGN OBJECTS, ETC.</i>)		
CONDITION OF EQUIP SHED		
GROUND LEVELING EQUIP		
CHALK		
OUTFIELD		
ITEM	CONDITION	COMMENTS
GROUND (<i>LEVEL, FREE OF FOREIGN OBJECTS, ETC.</i>)		
FENCE (INCLUDING END CAPS AT FABER FIELD)		
PROPER EQUIPMENT		
<p><i>This checklist to ensure that your team is supplied with the proper equipment. If you do not have any of these items or if any item is defective, please contact the equipment director immediately.</i></p>		
ITEM	CONDITION	COMMENTS
HELMETS		
BATS		
BALLS*		
CATCHER'S HELMET/MASK		
CATCHER'S GLOVE		
CATCHER'S CHEST PROTECTOR		
CATCHER'S SHIN GUARDS		
CATCHER'S KNEE SAVERS		

- T-ball division uses Safety balls only.
- Pioneer division uses RIF-05 balls only.

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Equipment and Safety Procedure/Recommendations:

Required Procedures:

Managers are responsible to inspect all equipment, whether League, Coach or player owned, to assure that the equipment is safe and appropriate. Equipment deemed unsafe will be removed from use immediately. The Equipment Manager is responsible for replacement and/or repair of damaged equipment. Managers and Coaches in all baseball divisions are to assure that catcher's gear and helmets are used during both practice and games.

Optional:

Little League and SSSL advise Coaches, Managers, parents, and players the following:

- Use of protective cups for players, especially infielders.
- Use of face guards on helmets.

Proper Mechanics training for Managers, Coaches and players:

SSLL offers a clinic teaching proper mechanics before our season begins. In 2011 clinics will be held on February 28, 2011 and March 1st through Big Al's Coach/Manager Clinics. Additional clinics through All Star Academy ("ASA") will be scheduled. Clinics are for teaching mechanics and technique. Managers are required to attend those at least once every three years and a representative from each team is required to attend every year. However, every manager and coach is encouraged to attend irrespective of their last date of attendance.

First Aid Kit and Instant Ice Packs:

Every team is supplied with the FA-442 – 106-piece All-Purpose Softpack First Aid Kit. This kit contains the following items:

- | | |
|---|--|
| (1) 96 pg. AMA First Aid Guide booklet | (4) Ibuprofen tablets |
| (2) 2"x4" Curad® elbow & knee plastic bandages | (2) Decongestant tablets |
| (25) ¾"x3" Curad® Adhesive plastic bandages | (4) Extra-strength non-aspirin tablets |
| (10) 3/8"x1-1/2" Curad® junior plastic bandages | (2) Curad® knuckle fabric bandages |
| (2) Curad® large fingertip fabric bandages | (3) Large butterfly wound closures |
| (4) 2"x2" Gauze dressing pads | (2) 3"x3" Gauze dressing pads |
| (1) 2"x4.1 yd. Conforming gauze roll bandage | (1) 5"x9" Trauma pad |
| (1) ½"x5 yd. First aid tape roll | (3) Insect sting relief pads |
| (2) Medium safety pins | (12) Alcohol cleansing pads |
| (6) Antiseptic cleansing wipes (sting free) | (3) Castile soap towelettes |
| (3) Antibiotic ointment packs | (1 pr) Exam quality vinyl gloves |
| (2) 6" Cotton tipped applicators | (1) 6"x3/4" Finger splint |
| (2) 2"x2" Moleskin for blisters | (1) Sterile eye pad |
| (1) Scissors | (1) Tweezers |
| (1) Burn relief gel pack | (1) 4"x5" Instant cold compress |

It will be the responsibility of the Manager to ensure that the first aid kit is stocked at all times. The manager may purchase replacement items and turn the receipt into the Safety Director for reimbursement or contact the Safety Director. Additional First Aid kits and Instant-Ice packs are available inside the locked equipment boxes at De Anza Park, and Sunnyvale Middle School. Both Snack Shacks are also equipped with first aid kits.

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Note: Managers should always have a first aid kit and team roster with emergency numbers and medical release at all practices and games. They should be readily accessible in the dug-out.

Telephone Access During a Game or Practice:

It is important that managers and coaches be prepared to call for emergency assistance. Typically one or more of the coaches, manager or parent will have a cellular telephone during practice and games. It is recommended that Managers and Coaches have the Sunnyvale DPS emergency number (408)-736-6244 programmed into their cell phone directory. If no cell phone is available, identify the location of the nearest telephone prior to the practice or game.

Volunteer Applications & Background Checks:

As a condition of service to Little League all Managers, Coaches, Board of Director members, and others persons deemed by the SSSL Board of Directors to have repetitive access or contact with players or teams must complete and submit an official "Little League Volunteer Application" to the SSSL Safety Director. Applications will be retained by the SSSL Safety Director in a secure location for the duration of the applicant's service to the League for that year. Volunteers must submit and have their application approved by the Safety Director before starting volunteer duties with SSSL.

The Volunteer Application can be obtained in the following locations:

- The Little League Website: <http://www.littleleague.org/forms/index.htm>
- The SSSL Website: www.sssl.org
- At player registration days.

Per Little League International policy, SSSL must at a minimum use the National Sex Offender Public Registry to check volunteers. SSSL has chosen to utilize ChoicePoint for background checks. ChoicePoint is Little League's recommended background check service and exceeds Little League's minimum requirements. The ChoicePoint site provides searches of available criminal records from various repository sources and state level Sex Offender Registries across the 50 states and the District of Columbia.

Snack Shack – Safe Food Preparation and Handling:

Please wash your hands with soap before you start your job at the snack shack and frequently thereafter. Handle all food materials in a sanitary manner and use gloves to handle food materials which are not wrapped.

Assure that the barbecue is cleaned thoroughly prior to cooking. Hamburgers, chicken breasts, hot dogs and Polish dogs should be cooked thoroughly so that there is no uncooked meat. Please make sure that the outside of the food not get burned.

Food items such as meats, condiments, onions, cheese, etc. shall be kept out of the direct sun. Prior to closing the Snack Shack, please throw away any food that has been heated such as nacho cheese, hamburgers, etc.

Player Safety - To and From the Game:

While we all do our best to create a fun and safe experience for the kids, we obviously cannot supervise the children as they travel to and from games and practices. Managers and Coaches should

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use their best judgment to ensure that the players have a safe method of travel. Discuss travel safety with your team early in the season.

Little League recommends that families with younger players have a "Magic Word", or password, that is known only by the child and the parents. It's used as a code word in different ways. For example, if a parent can't pick up the player from practice, they may send someone else. Kids should only go with that person if he or she knows the magic word. If a person who does not know the password tries to pick up a player, kids should run from them and find help from a trusted adult or call 9-1-1.

Guidelines for Games during Inclement Weather:

Rain:

If it is raining heavily prior to a game or if the ground is muddy or in poor condition due to rain, then the game should be postponed or canceled.

Use a tarp over the dugouts to protect the players from the rain. Tarps can be found in the equipment shed. If it is only drizzling and the effect of this drizzle is negligible (that is the ground is not wet enough to create mud patches or standing water) the game may be continued. If the ground is wet and mud patches are forming or there are areas where water is pooling on the ground, then the game should be discontinued. The manager should notify the parents of the kids that the game has been stopped and that the parents should pick up the kids immediately.

Lightning:

If a game is in progress and there is lightning (with or without rain) the game should be canceled. Assure that everyone involved is informed to stay away from metal objects and to avoid open fields and trees.

Heavy wind:

In the event of heavy winds (25 mph and above) and dust is obstructing players ability to focus on the game, the game shall be delayed. The game may be resumed once the wind decreases sufficiently.

Very Hot Sunny Days:

On days when the temperature is very high, it is strongly recommended that the dugout overhead be covered with the tarp from the equipment shed to provide some comfort to the players. Also, make sure that there is an adequate amount of cold water or sports drinks for the players. In order to guard against sunburn encourage players to use sunscreen SPF-15 or greater.

Earthquake and Tornadoes:

If there is an earthquake or a tornado, the game should be canceled immediately. The Manager and Coaches should gather all of the players and remain in a safe area, near the field, if possible. The Manager and Coaches should remain in place for at least 30 minutes after an earthquake or tornado for parents to come and pick up the players. If it is unsafe to be near the field, the Manager and Coaches should gather all of the kids and go to another safe location away from the field, at the discretion of the manager. If after 30 minutes all of the kids are not picked up, the Manager should take the remaining players to his or her home. It is expected that parents will go to the Manager's house to pick up their child.