



## **Safety Manual 2020**

# **SHERMAN OAKS LITTLE LEAGUE**

## **SAFETY MANUAL**

**2020**

SOLL joins a growing national movement to encourage a child friendly, positive, supportive environment in sports. We encourage all fans and players to enjoy the sport of baseball and conduct themselves in a sportsmanlike manner at practices, games and anywhere on the facility.

### **WORK HARD \* PLAY SAFE**

League ID# 04054013

The goal of the safety plan is to develop guidelines for increasing the safety of activities, equipment and facilities through education, compliance and reporting. All participants, volunteers, spectators and guests are bound by the guidelines set forth in these documents. All board members, coaches and umpires shall receive a copy of the safety manual and a copy will be kept in the concession stand.

<b>Board Position:</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
President*	Azzie Mackenzie	<a href="mailto:azzie.mackenzie@fox.com">azzie.mackenzie@fox.com</a>	860-508-2716
Vice President*/Coaching Coordinator*	Moe Shulman	<a href="mailto:moenose11@yahoo.com">moenose11@yahoo.com</a>	818-336-0443
Player Agent*	Brian Fink	<a href="mailto:tryfinknow@gmail.com">tryfinknow@gmail.com</a>	310-913-0321
Treasurer	Harrison Choi	<a href="mailto:hchoi229@hotmail.com">hchoi229@hotmail.com</a>	310-780-3478
Information Officer	Stever O'Rourke	<a href="mailto:steverorourke@hotmail.com">steverorourke@hotmail.com</a>	213-840-2460
Safety Officer*	Joanna Stoller	<a href="mailto:joanna.stoller@gmail.com">joanna.stoller@gmail.com</a>	917-371-4563
Rules	Matt Sheppo	<a href="mailto:msheppo@gmail.com">msheppo@gmail.com</a>	818-633-8082
Secretary	Christy Fowler	<a href="mailto:christy.casavega@gmail.com">christy.casavega@gmail.com</a>	818-425-2707
Snack Bar	Julie Iadanza	<a href="mailto:julie@targetla.com">julie@targetla.com</a>	818-406-4240
Yearbook	Alex Cruz	<a href="mailto:cruz3d@yahoo.com">cruz3d@yahoo.com</a>	818-429-9560
Scheduler	Eric Whitehurst	<a href="mailto:eric_whitehurst@yahoo.com">eric_whitehurst@yahoo.com</a>	305-458-1310
* = Executive Committee Member			

## About Us

For over 60 years, Sherman Oaks Little League has provided wonderful baseball experiences for thousands of boys and girls ages 4-12. Our league area includes Sherman Oaks, Studio City, Valley Village, Valley Glen, Toluca Lake and broad segments of North Hollywood and Van Nuys. In our spring season, we host over 600 athletes from T-Ball through Majors. We provide games scheduled from the end of February to the beginning of June. For our managers and coaches our program provides safety clinics, instructional clinics, rules clinics, and clinics that address sports injuries. We strive to provide an excellent, competitive baseball program while showing our players respect and compassion.

**Rules Committee:** Matt Sheppo

**Executive Committee:** Moe Shulman, Brian Fink, Joanna Stoller, Azzie Mackenzie

## Spring Season Divisions (all divisions are coed)

### Tee Ball Program

Tee Ball is divided into three divisions for our youngest players who are new or returning to the sport. No scores or standings are kept in any of the Tee Ball divisions.

- Wee Ball (league age 4): Stations are used during the 1 - 1.5 hour clinic style sessions to teach basic skills, keep the kids interested and make it fun for them. The last part of the session will include a game so the players can try out their new skills. This is a Saturday only program.
- Tee Ball (league age 5): A batting tee is used during practice and games to develop and reinforce the correct batting swing.
- Farm (league age 6): Farm is coach pitch (3 coach pitches then Tee if needed).

### Baseball Program

Baseball is made up of the Minor League and LL Majors. SOLL divides the Minor League into four divisions.

- Single A (mostly ages 7 & 8); No official scores or standings are kept in Single A. No prior skills required.
- AA (mostly ages 8 & 9); AAA (mostly ages 9 & 10); Minors (mostly ages 10 & 11) these divisions are player pitch, and teams will have playoffs at the end of the season. Prior skills are helpful, particularly as the kids get older, but not required. The playoff winner from the "Minors division" may represent SOLL at the District 40 Tournament of Champions.
- Little League Baseball (aka The Majors Division) At SOLL, this division is for all players league age 12 and most 11 year-olds, based on skill level. Leagues may enter post season Little League tournament play for 11-12 year olds in this Little League baseball division ending in World Series tournaments. The Majors division has playoffs at the end of the season. The playoff winner may represent SOLL at the District 40 Tournament of Champions.

## Park Rules

The speed limit is 5 mph on roadways and in parking lots while attending an SOLL function.

Watch for small children around parked cars.

No alcohol is allowed in any parking lot, field, or common areas.

No playing in parking lots at any time.

Always be alert for traffic.

No profanity please.

No throwing balls against dugouts or against backstops.

All gates to playing fields must remain closed at all times. After players have entered or left the playing field, all gates should be closed and secured.

No climbing fences or walkway guard rails.

Pets must be on a leash.

Only a player on the field and at bat may swing a bat and must be alert of area around when swinging a bat while in the on-deck position.

Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.

During games. Players must remain in the dugout in an orderly fashion at all times. (Exceptions: Warming up pitcher/catcher, and players using the restroom facilities.)

After each game, each team must clean up trash in dugout and around stands.

No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.

First Aid kits are located in each dugout and in the snack bar and will be inspected by Safety Officer.

Play area should be inspected before every practice and game for holes, damage, stones, glass and other foreign objects. During games, this responsibility falls on the home team.

All team equipment should be stored within the team dugout or behind screens and not within the area defined by the umpires as "in play." Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.

Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions. A designated "Team Parent" may assist in the dugout.

Foul balls batted out of the playing area should be returned to the plate umpire.

During practices and games, all players should be alert and watching the batter on each pitch.

During warm-up or practice drills, players should be spaced so that no one is endangered by wild throws or missed catches.

All pre-game warm-ups (e.g., playing catch, pepper, swinging bats, etc.) should be performed within the confines of the playing field or within areas not frequented by spectators.

Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.

Equipment problems should be reported to the Equipment Officer.

Batters must wear Little League-approved protective helmets during batting practice and games. Helmets cannot be painted and may not contain tape or decals unless approved in writing by the helmet manufacturer.

Catchers must wear catcher's helmet, mask, dangling-type throat guard, long-model (males) or short-model (females) chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. NO EXCEPTIONS.

Players serving to warm up pitchers between innings or in the bullpen must wear catcher's helmet and mask with a dangling-type throat guard.

Boys playing other infield positions are strongly encouraged to wear protective cups.

Managers and coaches are not allowed to catch pitchers. This includes standing at a backstop during practice as informal catcher for batting practice.

Except when a runner is returning to a base, head-first slides are not permitted.

During sliding practice, bases should not be strapped down or anchored.

At no time should "horseplay" be permitted on the playing field.

Parents of players who wear glasses are encouraged to provide "safety glasses."

Players must not wear watches, rings, pins or metallic items during games and practices. (Exception: jewelry used to identify a medical condition).

Parents, coaches and players should familiarize themselves with signs and symptoms of a concussion.

Parents should provide coaches and the league with an executed medical release form.

### **Batting Cage and Pitching Machine Safety Rules**

Pitching machines are to be operated by managers and coaches or other approved adults only.

**UNDER NO CIRCUMSTANCES MAY CHILDREN OPERATE PITCHING MACHINES.**

Managers, coaches and other adults must receive training by the Board of Directors in the operation of pitching machines before using them.

Electric pitching machines should be turned off when a player has completed his/her turn.

Maximum of two people (1 manager/coach and 1 player) in the batting cage at any given time.

The batting cage may not be used if not properly equipped with an "L" screen.

Adult supervision is required for any use of the batting cage.

Players must wear Little League-approved batting helmet upon entering the cage.

If a pitching machine is taken onto the playing field, no player will take the pitcher's position or be in the immediate vicinity of the pitching machine with the following exception: players in the pitcher's position.

Batting cages inside the confines of a playing field will be closed during scheduled games except to be used as a bullpen by teams involved in those games.

## **Bullpen Safety Rules**

Use of bullpen will be on a first-come, first-served basis among teams engaged in scheduled games.

Before exiting a dugout to use the bullpen, a manager must receive permission from the umpire in charge.

When other players and coaches arrive to use the bullpen, those using the bullpen must vacate within 5 minutes.

All players must be supervised by a manager or coach.

Only two players in the bullpen at any time. Managers or coaches may not warm up the pitchers (See Rule 3.09).

Catchers must wear a minimum of Little League-approved helmet, mask and catcher's mitt while in the bullpen.

## **Volunteers**

SOLL relies on volunteers to perform key functions, including, but not limited to: board of directors, managers, coaches, umpires, team parents and concession workers. All volunteers must complete an official Little League Volunteer Application form and submit to a criminal background check. A list of SOLL approved volunteers will be maintained by the Safety Officer and a copy of this list will be maintained in the snack stand. It is the responsibility of the Umpire-in Chief and the Safety Officer to ensure that all umpires have met Little League standards.

SOLL will provide training in fundamental baseball skills (hitting, sliding, fielding, pitching, etc). All managers, coaches and umpires are required to attend this training at least once every three years, and each team must have at least one participant each year. The Manager/Coach Coordinator is responsible for providing this training and will maintain a record of participants.

## **Do...**

Reassure and aid children who are injured, frightened or lost. Lost children should be escorted to the concession stand.

Provide or assist in obtaining medical attention for those who require it.

Know your limitations.

Carry your first-aid kit and medical release forms to all games and practices.

Assist those who require medical attention, and when administering aid, remember to:

LOOK for signs of injury (blood, black-and-blue, deformity of joint, etc.).

LISTEN to the injured describe what happened and what hurts, if conscious.

Before questioning, you may have to calm and soothe an excited child. Feel gently and carefully the injured area for signs of swelling, or grating of broken bone.

## **Don't...**

Administer any medications.

Provide any food or beverages (other than water).

Hesitate in giving aid when needed.

Be afraid to ask for help if you're not sure of the proper procedures (e.g. CPR, etc.)

Transport injured individuals except in extreme emergencies.

Leave an unattended child at a practice or game.

Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

Remember that safety is everyone's job. Prevention is the key to reducing accidents to a minimum.

Report all hazardous conditions to Safety Officer or another Board Member.



## PARENT & ATHLETE CONCUSSION INFORMATION SHEET



### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

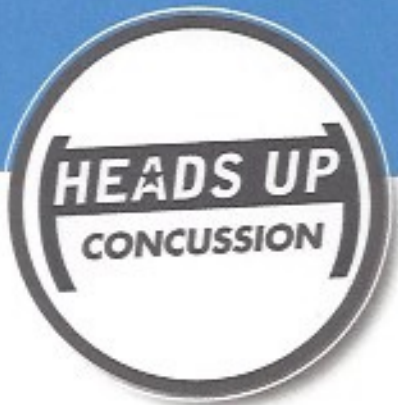
### WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

#### DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.



### SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

### SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

▶ **"IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON"**

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

\_\_\_\_\_  
STUDENT-ATHLETE NAME PRINTED


\_\_\_\_\_  
STUDENT-ATHLETE NAME SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT OR GUARDIAN NAME PRINTED

\_\_\_\_\_  
PARENT OR GUARDIAN NAME SIGNED

\_\_\_\_\_  
DATE

JOIN THE CONVERSATION  [www.facebook.com/CDCHeadsUp](http://www.facebook.com/CDCHeadsUp)

TO LEARN MORE GO TO >> [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

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# HEADS UP



# Little League. Baseball and Softball MEDICAL RELEASE



**NOTE:** To be carried by any Regular Season or Tournament Team Manager together with team roster or eligibility affidavit.

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**PARENT OR GUARDIAN AUTHORIZATION:**

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Parent Insurance Co: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co: \_\_\_\_\_ Policy No.: \_\_\_\_\_ League/Group ID#: \_\_\_\_\_

**If parent(s)/guardian cannot be reached in case of emergency, contact:**

Name	Phone	Relationship to Player

Name	Phone	Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. \_\_\_\_\_  
 Authorized Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR LEAGUE USE ONLY:**

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_

Division: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL

## **ACCIDENT REPORT PROCEDURES**

**WHAT TO REPORT** - An incident that causes any player, manager, coach, umpire or volunteer to receive medical treatment and/or first aid must be reported to the SOLL Safety Officer. This includes even passive treatments such as the evaluations and diagnosis of the extent of the injury or periods of rest.

**WHEN TO REPORT** - All such incidents described above must be reported to the SOLL Safety Officer within 48 of the incident. The Safety Officer for 2020 is Joanna Stoller, and she can be reached at the following:

Cell Phone: (917) 371-4563

E-mail : Joanna.stoller@gmail.com

**HOW TO MAKE THE REPORT** - Incidents may be reported in a variety of ways. Most typically, they may be telephonic or in-person conversations. When circumstances are deemed appropriate, they should be made in writing. At a minimum, the following information must be provided:

- \* The name and phone number of the individual(s) involved;
- \* 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; and
- \* The name and phone number of the person(s) reporting the incident.

**SAFTEY OFFICER'S RESPONSIBILITIES** - Within 48 hours of receiving the incident report, the Safety Officer or a committee member will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e., emergency room visit, doctor's visit, etc.), will advise the parent or guardian of child.

The Sherman Oaks Little League's insurance coverages and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc., 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).

Forms are available through the Little League website (<https://www.littleleague.org/downloads/accident-claim-form/>).

The nearest hospital/trauma center to Sherman Oaks Little League is:

Sherman Oaks Hospital  
4929 Van Nuys Boulevard  
(btw. Addison and Huston Streets, west side of the street)  
Sherman Oaks, CA 91403  
(818)-981-7111

A parent's Code of Conduct shall be developed and distributed to all parents in the league. It shall include a player's Code of Conduct.



# LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

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

Accident & Health (U.S.)

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

League Name		League I.D.	
Name of Injured Person/Claimant		SSN	PART 1
Date of Birth (MM/DD/YY)		Age	Sex
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
Address of Claimant		Address of Parent/Guardian, if different	

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

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

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_ Type of Injury: \_\_\_\_\_  
 AM  PM

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in each column:

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

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

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

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

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

**For Residents of California:**

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

**For Residents of New York:**

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

**For Residents of Pennsylvania:**

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

**For Residents of All Other States:**

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

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

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

Were you a witness to the accident?  Yes  No

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

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

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

Does your league use batting helmets with attached face guards?  YES  NO  
If YES, are they  Mandatory or  Optional At what levels are they used?

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

Date \_\_\_\_\_ League Official Signature \_\_\_\_\_

## SHERMAN OAKS LITTLE LEAGUE Code of Conduct

In an effort to join a growing national movement to encourage a child friendly, positive, supportive environment in sports, Sherman Oaks Little League's board of directors has mandated the following Code of Conduct for all managers, coaches and parents to sign. No board member, manager, coach, player or spectator shall, at any time:

1. Lay a hand upon, push, shove, strike, or threaten to strike a league official, umpire, child or spectator;
2. Engage in ANY verbal or physical abuse upon any league official, umpire, child or spectator for any real or imaginary belief of a wrong decision or judgment or for ANY REASON WHATSOEVER;
3. Engage in an objectionable demonstration of dissent at an official's decision including but not limited to throwing of gloves, helmets, hats, bats, balls, or any other unsportsmanlike action;
4. Refuse to obey a request from anyone who identifies themselves as a league official to leave the field or dugout;
5. Promote or condone the use of unnecessarily rough tactics in the play of a game against an opposing player, coach or team;
6. Use profane, obscene or vulgar language in any manner at any time on the field of play, stands, or anywhere on the SOLL complex at any time and under any circumstances;
7. Possess or consume alcoholic beverages on the field of play, stands, or anywhere on the SOLL complex at any time and under any circumstances;
8. Smoke while in the stands or on the playing field or in any dugout. Smoking is not permitted within 30 feet of any spectator stands, dugouts or Snack Bar.
9. Make derogatory, abusive, or disrespectful remarks to anyone at anytime anywhere at the SOLL complex;
10. Be guilty of tampering with or manipulating any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures;
11. Challenge an umpire's authority. The umpires shall have the authority and discretion at any time to penalize the offender according to the infraction up to and including expulsion from the game.

You have read the Sherman Oaks Little League Code of Conduct and hereby promise to abide by its mandated rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### TRAINING FOR MANAGERS AND COACHES:

Annual coaching clinics are conducted for all managers and coaches by District 40 at Sherman Oaks Senior Center on or about the second weekend in February. In addition, Sherman Oaks Little League conducts occasional practices for each team in our league during the course of the season.

These sessions are designed to stress the importance of proper fundamentals, which can serve to avoid injuries. Tips on running a safe practice are to be stressed for managers and coaches.

An annual meeting on first aid/CPR training will be held prior to the start of the season and is required for all coaches and managers. Appropriate medical professionals will conduct the training. What to do and not to do in a medical emergency is the focus of this training. Avoiding common injuries for children is also emphasized.

### VOLUNTEER BACKGROUND CHECKS:

Every volunteer, hired worker, manager/coach and team parent must fill out a 2020 Volunteer Application Form as well as provide a government-issued photo I.D. All volunteers will be subject to a criminal and sexual offender background check conducted by the League Safety Officer or other such officer selected by the President of Sherman Oaks Little League (S.O.L.L). These background checks will be run on FIRST ADVANTAGE and the Department of Justice nationwide sex offender registry using the most current Volunteer Application Forms. No applicable volunteer will be allowed access to players and/or other children affiliated with S.O.L.L. without undergoing these background checks. Anyone refusing such a background check will NOT be allowed to even be a league member.

THE LEAGUE PRESIDENT WILL RETAIN THESE CONFIDENTIAL FORMS FOR THE YEAR OF SERVICE.



## COMMUNICABLE DISEASE PROCEDURES

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood born infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthguards and other articles containing body fluids.

Additional information is available from your state high school association and from the National Federation TARGET program.



### SAFETY TIPS

#### Equipment

- Have your child use the appropriate safety gear including batting helmets, catcher's gear, athletic supporters/ cups and protective eyewear for children with glasses or contacts.
- Inspect playing equipment (bats, balls and gloves) to make sure it is in good condition.
- Encourage your child to wear cleats to reduce slips and falls.
- Make sure they are aware of the injury potential when sliding into a base.

#### Playing the game correctly

- Teach your young player how to play correctly, especially when batting and pitching.
- Have your child play with other children of the same skill level, physical maturity and weight.
- Teach your child appropriate techniques for stretching and strengthening.
- Make sure your child learns proper throwing techniques such as: releasing the ball out in front of the body after the arm passes the head, using a smooth throwing motion and keeping their eyes on the target.
- Your child should not play if they are experiencing persistent pain or loss of motion.

#### Extra precautions

- Keep your child hydrated. Make water available before, during and after all games and practices – especially on hot days. Although water is preferred, sports drinks and juices are good alternatives. Avoid drinks containing caffeine because they can further dehydrate the body.
- Make sure there is adult supervision.
- Inform the coach of any medical conditions your child may have.
- Have your child wear sunscreen with a sun protection factor (SPF) of 15 or higher. It also should be sweat and water-resistant and reapplied every two to four hours.
- Be familiar with RICE – Rest, Ice, Compress and Elevate. This is effective for most minor sprains and strains associated with athletic injury.
- Clear the playing field of garbage and debris, and make sure there are no holes or stumps in the infield or outfield

# Equipment Checklist

## Keep Your Players Safer

Do you know what equipment is required for player safety on the field? Do you know which optional items can help keep players safer? Check out the following list for ideas and reminders.

### REQUIRED PLAYER EQUIPMENT

#### Defense

- Athletic supporter – all male players
- Metal, fiber, or plastic type cup – all male catchers
- Catcher's helmet and mask, with "dangling" throat guard; NO skull caps – all catchers; must be worn during pitcher warm-up, infield practice, while batter is in box
- Catcher's mitt – all baseball catchers
- Chest protector and leg protectors – all catchers; must be worn while batter is in box; long model chest protector required for Little League (Majors) and younger catchers

#### Offense

- Helmet meeting NOCSAE standards – all batters, base runners, and players in coaches boxes
- Helmet chinstrap – all helmets made to have chinstrap (with snap buttons, etc.)
- Regulation-sized ball for the game and division being played; marked RS for regular season or RS-T for regular season and tournament in baseball
- Regulation-sized bat – all batters; Little League (Majors) and younger baseball divisions must have bat marked with BPF 1.15 beginning in 2009
- Non-wood bats must have a grip of cork, tape, or composite material, and must extend a minimum of 10 inches from the small end. Slippery tape is prohibited.

### REQUIRED FIELD EQUIPMENT

- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> bases that disengage from their anchors
- Pitcher's plate and home plate
- Players' benches behind protective fences
- Protective backstop and sideline fences

### OPTIONAL PLAYER EQUIPMENT

#### Defense

- Metal, fiber, or plastic type cup – any player, esp. infielders
- Pelvic protector – any female, esp. catchers
- Heart Guard/XO Heart Shield/Female Rib Guard – any defensive player, esp. pitchers, infielders
- Game-Face Safety Mask – any player, esp. infielders
- Goggles/shatterproof glasses – any player, esp. infielders or those with vision limitations

#### Offense

- Helmet – adults in coaches boxes
- Helmet with Face Guards or C-Flap meeting NOCSAE standards – all batters, esp. in younger divisions
- Mouth guard – batters, defensive players
- Goggles/Shatterproof glasses – any player, esp. those with vision limitations
- Batters vest/Heart Guard/Heart Shield/Female Rib Guard – any batter
- Regulation-sized reduced impact ball

### OPTIONAL FIELD EQUIPMENT

- Double 1<sup>st</sup> base that disengages from its anchor
- Baseball mound for pitcher's plate
- Portable pitchers baseball mound with pitcher's plate
- Protective/padded cover for fence tops
- Foul ball return in backstop fencing

### IMPORTANT:

## BPF RULE GOES INTO EFFECT FOR BASEBALL DIVISIONS

Buying bats for your league's baseball divisions? If it is composite metal, make sure it has the BPF 1.15 label. Bats in use in Little League Baseball (Majors Division and younger) must have the new bat performance factor listed on the bat. Unless this marking is present, the bat will be removed from games.

Little League officials are aware some bats do not have the required markings but are Little League approved. And some of the bats on the approved bat list may not carry the required BPF 1.15 marking, depending on when they were manufactured and licensed.

Little League is building a list of bats that are approved but do not have the BPF marking due to special circumstances. For these bats, the eligibility for play will be extended until December 31, 2009. As Little League is made aware of bats that meet the BPF rule for this extension, the bats will be added to the list.

*ONLY bats with a BPF 1.15 marking or that are listed below will be allowed for use in the Little League (Majors) Baseball and younger divisions in 2009.*

**Non-BPF-marked bats approved until Dec. 31, 2009:**

**Adidas – Vanquish (blue design)** A newer model of this bat, also named Vanquish with copper and black markings, has the proper labeling, so is therefore not subject to the one-year rule.

**DeMarini – Black Coyote, Rogue, Distance, Rumble, Tengu, Mach 10, Patriot**

**Easton – LZ-810, LZ-800, Stealth Optiflex LST 1,**

**Louisville Slugger – YB31**

Sherman Oaks Little League - Pregame Checkl

Team \_\_\_\_\_ Date \_\_\_\_\_

Field *Majors Minors AAA AA Other*

Division *Juniors Majors Minors AAA AA Farm  
Ball*

Field free of debris

Bases in ground properly

First aid kit available

Cell phone available

No sharp edges on fences

Adult assigned to retrieve foul balls in parking

Catchers wearing cups and throat guards

Sufficient batting helmets of various sizes

No jewelry

No food in dugout

No open sprinkler heads

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FIELD MAINTENANCE EQUIPMENT PROCEDURES

The following applies to the storage and use of equipment (including electrical) and chemicals, especially as it may apply to anyone who has been issued a key by SOLL.

- All individuals are aware of their responsibilities for the orderly and safe use and storage of rakes, shovels, bases, etc. on the fields and in storage areas.
- Before using any machinery (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, golf cart, etc.), please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e., lime, fertilizer, etc.) will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

The Safety Officer and Facilities Director, or other such officers of the league as directed by the PRESIDENT OF S.O.L.L., shall conduct an inspection of the facilities before and after the start of each season of play, both summer and fall. This will help find, record and lead to the repair of any facility concerns.

A long-range facility plan for safety improvements shall be developed and implemented. This will include the development of warning tracks in each field.



## **HAVE YOU:**

---

- Walked field for debris/foreign objects**
- Inspected helmets, bats, catchers' gear**
- Made sure a First Aid kit is available**
- Checked conditions of fences, backstops, bases and warning track**
- Made sure a working telephone is available**
- Held a warm-up drill**



# Coach, Please Let Players Catch!

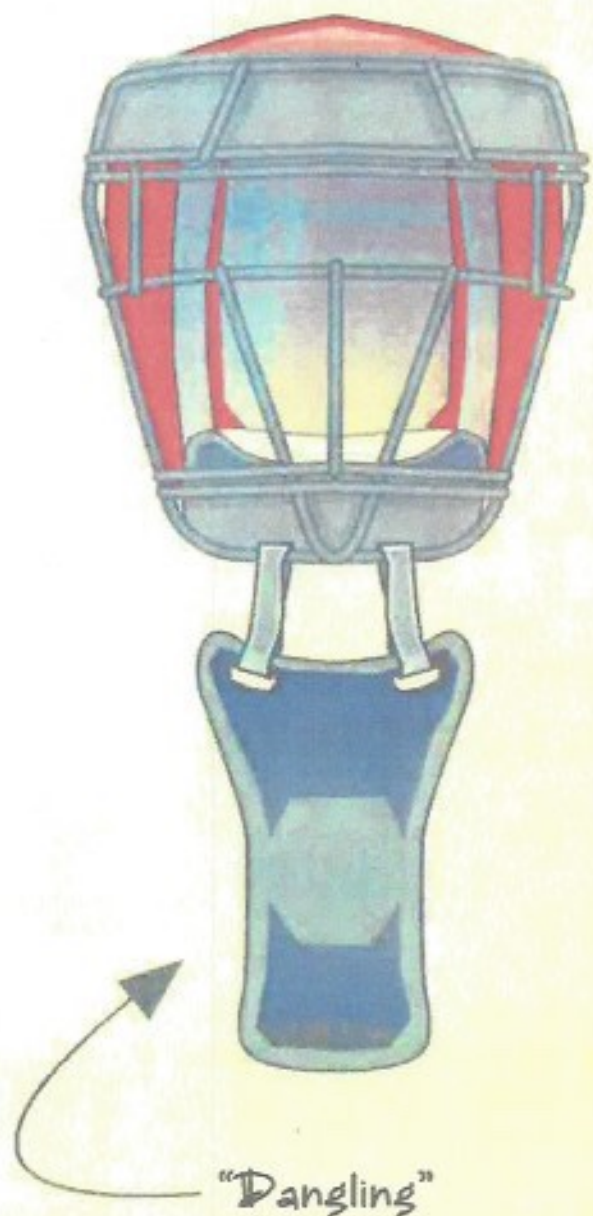


**REMEMBER:**

**Coaches and managers must not warm up pitchers. Let Players Catch.**

**RULE 3.09**

"...Managers or coaches must not warm up a pitcher at home plate or in the bull pen or elsewhere at any time. They may, however, stand to observe a pitcher during warm-up in the bull pen."



**Make  
Sure  
They  
Are  
Safe!**

**REMEMBER:**

**Catchers must wear helmets during warm-ups and infield/outfield practice.**

**RULE 1.17**

"...All catchers must wear a mask, 'dangling' type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up and games."

# Don't Swing It

...Until You're Up to the Plate!



(Photos from North Scott, Iowa, Little League)

**Don't let this happen to you, or to a teammate.**

**REMEMBER:**

**Don't pick up your bat until you leave the dugout, to approach the plate.**

**RULE 1.08. Notes**

"1. The on-deck position is not permitted in Tee Ball, Minor League or Little League (Majors) Division. 2. Only the first batter of each half-inning will be allowed outside the dugout between the half-innings in Tee Ball, Minor League or Little League (Majors) Division."

## **PLAYERS' CODE OF CONDUCT**

A Player's Code of Conduct shall be developed and distributed amongst the players in the league. It shall include a standard for behavior both on and off the field while at Sherman Oaks Little League.

A Drug and Substance abuse education awareness and prevention program shall be developed for the players.

## **LEAGUE MISSION STATEMENT (AND SOME GENTLE REMINDERS)**

Remember, safety is everyone's job. Prevention is the key to minimizing risks of injury. Report all hazardous conditions to the League Safety Officer, or other Board Member immediately. Don't play on a field that is not safe.

Don't play with unsafe equipment. All broken and/or bad equipment will be destroyed and/or made unusable in order to prevent children from attempting to "save it."

Be sure your players are fully equipped with the proper gear at all times, especially catchers and batters. All gear will be subject to safety inspection by ALL coaches and umpires, regardless if the child using the equipment is on a particular coach's team.

Our children's safety is ALL our concern. Encourage them to play safely. Applaud and praise safe behavior.

Each team parent will also function as the team safety representative. Unsafe conditions must be made known as soon as possible to the team manager/coach and the League Safety Director. A Safety Suggestion box will be provided.

Sherman Oaks Little League goes to great lengths to provide as much training and instruction as possible. Attend as many of the clinics as possible.

Check your "Mail Box" at the snack bar regularly for league updates, memorandum, special league notices and ASAP Newsletter.

Check our internet web site frequently. Lots of information and a complete league calendar can be found there. It can be a very valuable source.

**A COPY OF THIS SAFETY MANUAL WILL BE PROVIDED BY S.O.L.L. TO ALL COACHES, TEAM PARENTS AND MANAGERS.**

## SNACK BAR SAFETY PROCEDURES

- Sherman Oaks Little League will continue to strive to maintain its Board of Health score of 99 out of 100 ("Grade A").
- No person under the age of fifteen (15) will be allowed to help serve food. Workers should not be ill, wear dirty clothing or smoke.
- People working in the snack bar must be trained in safe food preparation, including the use of equipment. All people must wash and dry their hands upon entering the snack bar and do so repeatedly, as needed. Raw food not be handled with bare hands. The same utensils, surfaces and serving containers should not be used for raw and cooked foods.
- All equipment must be inspected regularly and repaired or replaced as needed.
- Propane tanks will be turned on at the grill and at the tank after every use.
- Cooking grease will be stored safely in containers away from open flames.
- Food must be stored at appropriate temperatures and cooked sufficiently. All foods must be stored at least six inches off the floor.
- Cleaning chemicals must be stored away from food items.
- A certified fire extinguisher must be in plain sight all times and workers are to be instructed to its use. A fully stocked first aid kit must also be available.
- The entrance to the snack bar must not be locked or

## Concession Stand Tips

- **Menu.** Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.
- **Cooking.** Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 185° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.
- **Reheating.** Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over stereo units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.
- **Cooling and Cold Storage.** Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (80% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.
- **Hand Washing.** Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!
- **Health and Hygiene.** Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.
- **Food Handling.** Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.
- **Dishwashing.** Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process: 1. Washing in hot soapy water; 2. Rinsing in clean water; 3. Chemical or heat sanitizing; and 4. Air drying.
- **Ice.** Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.
- **Wiping Cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.
- **Insect Control and Waste.** Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a lightfitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.
- **Food Storage and Cleanliness.** Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.
- **Set a Minimum Worker Age.** Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

# Volunteers Must Wash Hands

## HOW



## WHEN

**Wash your hands before you prepare food or as often as needed.**

### Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

**Do not touch ready-to-eat foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils.  
Remove all jewelry, nail polish or false nails unless you wear gloves.

### Wear gloves.

when you have a cut or sore on your hand  
when you can't remove your jewelry

### If you wear gloves:

- ▶ wash your hands before you put on new gloves

### Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.





# Umpire Guidelines

North Issaquah, Washington, Little League

## Before the Game — Meet at home plate

- Introduce plate and base umpires, managers/coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, etc.)
- Discuss the strike zone
- Discuss inappropriate conduct by the players
- Discuss the innings pitched by a pitcher rule
- Clarify calling the game due to weather or darkness
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions or balks, if needed
- Discuss no head-first slides, no on-deck circle rules
- Get two game balls from home team
- Be sure players are not wearing any jewelry
- Be sure players are in uniform (shirts in, hats on)
- Inspect equipment for damage and to meet regulations
- Ensure that games start promptly

## During the Game — Umpires and Coaches

- Encourage coaches to help speed play by having catchers and players on the bench prepared and ready to take the field with two outs
- Make sure catchers are wearing the proper safety equipment
- Continually monitor the field for safety and playability
- Pitchers warming up in foul territory must have a spotter and catcher with full equipment
- Keep game moving — one minute or eight pitches to warn up the pitcher between innings or in case of mid-inning replacement
- Make calls loud and clear, signaling each properly
- Umpires should be in position to make the call
- No protesting of any judgment calls by the umpire
- Managers are responsible for keeping their fans and players on their best behavior
- Encourage everyone to think "Safety First!"