

# San Clemente Little League



## Safety Manual

Revised 1 March, 2025

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# Section 1

## SAN CLEMENTE SAFETY OFFICER

**Jim O'Byrne** has been registered as the San Clemente Little League Safety Officer and is on file with District 68 and Little League International. The main responsibility of the Safety Officer is to develop and implement the League's safety program. The Safety Officer is the link between the Board of Directors of the league and its managers, coaches, umpires, team safety officers, players, spectators, and any other third parties on the complex in regards to safety matters, rules and regulations.

### **The Safety Officer's responsibilities include:**

- Coordinating the individual Team Safety Officers in order to provide the safest environment possible.
- Assisting parents and individuals with insurance claims.
- Acting as the liaison between the insurance company and the parents and individuals.
- Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- Ensuring that each team receives its Safety Manual and its First-Aid Kit at the beginning of the season.
- Placing First-Aid Kits in all concession stands and re-stocking the kits as needed.
- Making sure managers are familiar with anti-bullying policy
- Checking fields with the Field Managers and listing areas needing attention.
- Scheduling a First-Aid Clinic for all managers, designated coaches, umpires, player agents and team safety officers during the pre-season.
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.
- Making spot checks at practices/games to make sure managers have their First-Aid Kits/Safety Manuals.
- Tracking all injuries and near misses in order to identify injury trends.
- Making sure that safety is a monthly Board Meeting topic, and allowing experienced people to share ideas on improving safety.
- Establish Covid-19 guidelines for players, coaches and others who visit the baseball field.

### **The Team Parent Safety Officer:**

Each manager will select a “Team Parent” who will serve as the team’s safety officer.

## **Team Parent & Safety Officer**

As “Team Parent” you are in a very unique position. First of all you attend most practices and games so you are there to observe the players and field conditions during these times. We are asking you to also serve as “Team Safety Officer” because you see what happens when accidents occur and how they happen. The idea is simply to report any safety related problems, in writing, that you see and to offer possible solutions to the problems. As league officials we are not always around when an accident occurs so we can only guess as to what happened.

Along with reports your safety tips and possible solutions are appreciated. Sometimes it is possible to look at a problem and not recognize it. Send all tips to the Safety Officer or give the tip to any Board Member. All suggestions will be thoroughly investigated by the Board of Directors. All areas of our facilities should be included in your tips.

The goal of San Clemente Little League is safety first for our children and it has to be the responsibility of everyone.

Thank you for your support.

Jim O’Byrne  
San Clemente Little League  
Safety Director  
[safety@sclittleleague.com](mailto:safety@sclittleleague.com)  
(949) 547-3601

# Section 2

San Clemente Little League Safety Plan

ID #405-55-09

## POLICY STATEMENT



**SAN CLEMENTE LITTLE LEAGUE  
IS A NON-PROFIT ORGANIZATION  
RUN BY VOLUNTEERS  
WHO'S MISSION  
IS TO PROVIDE AN OPPORTUNITY  
FOR OUR COMMUNITY'S CHILDREN  
TO LEARN THE GAME OF BASEBALL  
IN A SAFE AND FRIENDLY ENVIRONMENT.**

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## **SAN CLEMENTE LITTLE LEAGUE SAFETY MANUAL**

Each manager will be issued a Safety Manual via On-line from SCLL web site. The Managers have all been made aware it is their responsibility to review and educate the parents on their respective teams. Attendance will be taken at our January's manager meeting and used as substitution to signing the form letter that they have received the information regarding the League Safety Report

The Board of Directors will be issued a copy of the Safety Manual on-line as well. All concession stands will have a Safety Manual located inside. The Safety Manual will also be published on the SC Little League website.

The Safety Manual will have directions to local hospitals and other emergency services, e-mail addresses for all Board Directors, instructions for how to complete injury reports, the San Clemente Little League Code of Conduct, and the Anti-Bullying Policy. It will also have the League's web and "Hotline" number.

# Section 3

## SAN CLEMENTE LITTLE LEAGUE TEAM

Hotline:	(949) 248-5941
Website:	www.sclittleleague.com
Williamsport Insurance Claim Office:	(717) 327-1674
Hospital: (Mission Hospital)	(949) 364-1400
Police – Emergency:	911
Police – Non-Emergency:	(949) 361-8224
Fire Safety – Emergency:	911
Medical – Emergency:	911
Facility Emergency: (Sewer/Snack Bar/Sprinkler etc.)	Fields Director: Tyler Wojciechowski tyler.wojciechowski@sclittleleague.com

**Chris Culbertson**

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*Treasurer*

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## 2024-2025 San Clemente Little League Board of Directors

Role	Member
President	Chris Culbertson
Vice President	Nick Schaefer
Treasurer	Rodney Ashton
Secretary	Jamie Eberhardt
Player Agent	Bryan Granum
Elite Commissioner	Casey Kirkland
Chief Umpire / UIC	Nick Schaefer
Assistant UIC	Joe Sinclair
Social Media	Aubrey Laidlaw
Upper Division Commissioner	Ryan Bird
Lower Division Commissioner	Ramon Gonzalez
Junior/Senior Commissioner	Open
Challenger Commissioner	Tony Lagarda
Tournament & Events Director	David Pherrin
Fields Director	Tyler Wojciechowski
Uniform Director	Ricci Chila
Website	Jason Weamer
Scheduling Director	Joe Sinclair
Safety Director	Jim O'Byrne
Equipment Director	Dave Pharrin
Sponsorship Director	Steve Meeker
Team Parent Director	David Hughson
Snack Bar	David Hughson
City Council Liaison	Chris Barney

# Section 4

## BACKGROUND CHECK

The Safety Officer of San Clemente Little League, in compliance with Little League Baseball, Inc. requirements, will coordinate the running of background checks on all managers, coaches, Team Mom/Dad, Umpires, Board of Directors and all other volunteers that are involved or may become involved with our children.

Every volunteer is required to file with the league a completed Little League Volunteer Application as per the regulations annually. Failing to file the application will immediately terminate that person's participation in San Clemente Little League.

When registering online as a volunteer, Live Scan and JDP will run a complete background check to verify that said volunteer has no outstanding criminal record, Megan's Law Violation, felony, or any other warning sign that might make them a risk to be around children.

Should a volunteer be identified as having a criminal record which makes him/her a danger to be around children, his/her name will be given to the SCLL President. The president will contact the volunteer to discuss the record and deny his/her eligibility to volunteer with SCLL.

The safety of our children is our most important function. San Clemente Little League will not tolerate any type of abuse; mental, verbal or physical.

Team Parents will also be serving in the capacity of Team Safety Officers. They will be advised to report any problem to the League Safety Officer or to any Board Member.



## Little League Volunteer Application Form

Download

**Volunteer Application .pdf**

### Important Notice on Background Checks for Little Leagues

San Clemente Little League has contracted with Secure Live Scan and JDP to run background checks on all volunteers. Secure Live Scan and JDP provides searches of available criminal records and state level Sex Offender Registries across the 50 states and the District of Columbia. Secure Live Scan And JDP will inform SCLL if a volunteer meets the criteria set forth by Ca. State Law AB506 and Federal Law" Schedule A" at the time of the request and receives a "Green Light", or does not meet the criteria and receives a "Red Light".

#### Schedule A:

Reportable convictions, pending dispositions or registrations, or disclosures of convictions, pending dispositions or registrations, for any of the following criminal offenses or registrations will prompt a determination that a volunteer 'does not meet' the criminal background screening criteria and a red light determination will be issued:

- Any felony (any crime punishable by confinement greater than one year)
- Defined on the basis of exposure for the offense for which the defendant was convicted, pled guilty or pled nolo contendere.
  - If pled down, then the crime to which the defendant ultimately pled.
- Defined as all crimes punishable by greater than one year in jail or prison, regardless of how characterized by jurisdiction. If range, alternate sentencing, or indeterminate sentencing with an outer range greater than one year.
  - Any lesser crime involving force or threat of force against a person.
  - Any lesser crime of a sexual nature or classified as a sex offense including but not limited to "victimless" crimes of a sexual nature such as prostitution, pornography, indecent exposure; and crimes in which sexual relations is an element.
  - Any lesser crime involving controlled substances (not paraphernalia or alcohol).
  - Any lesser crime involving cruelty to animals.

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- Any Sex Offender Registrant
- Any lesser crime involving harm to a minor

**The background checks done via Secure Live Scan and JDP meet or exceed the requirements set forth in Ca. AB506 and Regulation I(c)9 of the Little League Official Regulations and Playing Rules for all states.**

# Section 5

## FUNDAMENTALS TRAINING: MANAGERS & COACHES

**All Managers must attend SCLL Managers Meeting - on January 9th 2025**

If a manager misses the positive coaching clinic, then he must complete the following online course: <http://positivecoach.org/our-work/online-courses/>

Proof of completion must be given to the San Clemente Little League Commissioner.

**All managers are required to attend a League training session each year. Coaches are invited and encouraged to attend as well.** The D68 clinics are posted at [Little League District 68](#) website home page, look for the “2025 Meeting Dates”.

Managers and Coaches can choose between one or more of the coaching clinics:

D68 Umpire Blue Crew Meeting Speaker MLB/HS	Date & Time 23 Feb 2025, 23 Mar 2025, 27 Apr 2025 @ 6:00pm All Star Pizza, Mission Viejo
D68 Mechanics Clinic	Date & Time 02 Feb 2025 @ 8:30am Date & Time 23 Feb 2025 @ 8:30am Location Field to be Announced
D68 Youth Umpire Mechanics Clinic	Date & Time 02 Mar 2025 @ 9:00am Location Field to be Announced
D68 Basic Rules Clinic:	Date & Time 18 Feb 2025, 26 Feb 2025 @ 6:00pm Norman Murray Center Mission Viejo
D68 Jerome Williams and Friend Coaching Clinic	Date January 25th, 2025 Lower Division (Tee Ball - Single A) Time 9:00 - 12:00 Upper Division (AA - Majors) Time 1:00 - 5:00 Location Field to be Announced

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SCLL Umpire Training (Mechanics/Rules) Clinic    Date & Time February 3rd, 2025  
Vista Hermosa Sports Park

Managers and Coaches **Diamond Leader Training** is required annually including TOC and All-Stars teams. You can go to [Little League® Diamond Leader Training](#) to complete your training. Please send a copy of your certification to the San Clemente Safety Officer.

You can review the San Clemente Little League Website [Umpire Webpage](#) for more training information.

# Section 6

## SAFETY & FIRST AID TRAINING FOR MANAGERS & COACHES

- All Managers must attend the Safety / 1<sup>st</sup> Aid clinic.
- All Managers and Coaches must review CDC Concussion Training “Youth Sports”  
<https://www.cdc.gov/heads-up/training/youth-sports.html>
- All Managers and Coaches must complete Sudden Cardiac Training FREE on-line training  
Eric Paredes Foundation: <https://epsavealife.org/sca-prevention-training>
- All Managers, Coaches, and Volunteers must complete the required online training: The Abuse Awareness Training Course course available at:  
<https://www.littleleague.org/university/articles/abuse-awareness-training-course>
- This Mandated Child Abuse Awareness Reporting course will ensure that all Manager, Coaches and Volunteers will be trained in identifying child abuse, neglect and its reporting process to ensure the safety of our league players.

If you would like to discuss or report child abuse, you may call **714-940-1000** or **800-207-4464**, 24 hours a day, 7 days a week.

Abuse allegation reported to the Safety Officer or San Clemente Little League will follow established protocol:

- Protect the child from further abuse by suspending the alleged abuser.
- Report the incident to authorities (within 24 hours) and report to your local League President, your District Administrator, and Little League International at [SecuritySpecialist@LittleLeague.org](mailto:SecuritySpecialist@LittleLeague.org). Remember: the confidentiality of the victim and accuser’s identity must be maintained.
- Make support resources available (U.S. Center for SafeSport, National Center for Missing and Exploited Children, Child Help National Child Abuse Hotline).

## SAFETY AND FIRST AID CLINIC

Safety Clinic Outline On-line Review (MANDATORY for all Managers in all levels and age groups).

This year, the safety clinic will be run by the **Safety Director**. He will cover the following:

- 1 - Safety Officer Contact Info
- 2 - First-aid kit and Ice-pack for each team. (handled out during equipment pick up)
- 3 - Location of addition First-aid bags at field snack bars
- 4 - AED Locations
- 5 - How to use AED/ 911 in case of an emergency
- 6 - Injury Reporting
- 7 - Insurance Claims
- 8 - Roles and Responsibilities regarding Covid-19 guidelines (See SCLL website for Covid-19 Guideline)

Here are some excerpts from our Safety Presentation:

**San Clemente Little League**

First Aid Safety Training  
BASIC LIFE SUPPORT

**FIRST AID TRAINING**

- Session Objectives:
  - ASSESSING AN INJURY
  - CONTROLLING BLEEDING
  - WOUND CARE
  - SPRAINS, STRAINS AND AUTOMOBILES
  - FRACTURES AND SPLINTING
  - HEAD, FACE AND NASAL INJURIES
  - BURNS

**SCLL First Aid Kit:**

- ICE PACKS
- BANDAGES
- DRESSINGS
- MEDICINE / ANTISEPTICS
- SCISSORS / TWEEZERS
- GLOVES
- FIRST AID GUIDE

**Session Summary**

- Use common sense to avoid injuries
- Be sure to have multiple parents at team functions (practice, pool parties, special practices off site)
- Use your first aid kit, it works!
- If in doubt call 911
- Have fun



# **FIRST AID INTRODUCTION**

This program has been prepared by the Board of Directors, Major League Managers, and with assistance of Paramedics who for many years have provided training in first aid, CPR and Advanced life support. The material presented conforms to commonly accepted standards; it is intended to provide for formalized classroom instruction for managers, coaches and Board members. It is the League's hope that this training can be relied upon for use at the time of a sports injury. Little League believes the best time to learn first aid is BEFORE you need to use it!

## **WHAT IS FIRST AID?**

First aid is the initial care of the injured or sick. It is the care administered by a manager or coach as soon as possible after an accident. It is this prompt care and attention that sometimes means the difference between Life and death, or between a full or partial recovery. First aid has limitations - not everybody is a doctor - but it is an essential and vital part of the total medical concept. FIRST AID SAVES LIVES! . . . Ask any paramedic or doctor who works in the emergency medical field.

Always call 911 in the event there is an emergency or you are unsure if it is an emergency. It is always best practice to be "safe."

## **FIRST AID INDEX**

BASIC TECHNIQUES USED TO HANDLE COMMON SPORTS INJURIES THAT ARE COVERED IN THE TRAINING

- Introduction
- Legal & Ethical Considerations
- Body Systems
- Preventing Disease Transmission
- Primary and Secondary Survey
- Skeletal Injuries
- Head Injuries
- Spinal Injuries
- Facial Injuries
- Chest Injuries and Abdominal Injuries
- Bleeding
- Shock
- Environmental Injuries
- Medical Injuries

- Obstructed Airway
- CPR

## **LEGAL & ETHICAL CONSIDERATIONS**

Legislators in almost every state in the country have passed GOOD SAMARITAN LAWS which are intended to protect good people who offer first aid help to others.

Most of the Good Samaritan Acts are very similar in their content and usually provide two basic requirements which must be met in order for the person providing first aid to be protected by their provisions:

- The person providing first aid must not deliberately cause harm to the victim.
- The person providing first aid must provide the level & type of care expected of a reasonable person with the same amount of training & in similar circumstances.

THERE SHOULD BE LITTLE, IF ANY, CONCERN ABOUT LEGAL CONSEQUENCES INHERENT IN PROVIDING FIRST AID.

YOU NEED ONLY HAVE THE VICTIM'S CONSENT AND THEN OFFER THE LEVEL OF CARE FOR WHICH YOU ARE QUALIFIED.

## **CONCUSSIONS**

If a medical professional, Umpire in Chief, the player's coach, the player's manager or the player's parent has determined a player sustains a possible concussion, the player must be, at a minimum, removed from the game and/or practice for the remainder of that day. His/her return to full participation is subject to:

1. The league's adherence to its respective state/provincial/municipal laws,
2. An evaluation and a written clearance from a physician or other accredited medical provider and
3. Written acknowledgement of the parents

A concussion is a type of traumatic brain injury usually caused by a bump, blow or jolt to the head, or by sudden deceleration of the head causing movement of the brain within the skull.

This is a serious and potentially life threatening injury that should be evaluated by a trained medical professional.

Signs and symptoms for determining a concussion may include any or all of the following symptoms to a varying degree;

- Difficulty thinking clearly
- Feeling slowed down
- Difficulty concentrating
- Difficulty remembering new information
- Headache
- Nausea or vomiting
- Balance problems
- Dizziness
- Fuzzy or blurred vision
- Feeling tired
- Sensitivity to noise or light
- Irritability
- Sadness
- Emotional
- Nervousness or anxiety
- Abnormal sleep patterns

Any person exhibiting any of these symptoms after an impact incident will be determined as a potential concussion risk.

A player who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A player who has been removed from play may not return to play until the player is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

Managers and assistant coaches need to evaluate players who experience head impacts. This observation extends beyond the first couple of minutes after the impact incident.

The manager needs to comply with the reporting procedures by notifying the Safety Officer and completing an AIG Claim Accident Report, noting possible concussion on the form.

Umpires should also make independent observations of a player who experiences a head impact. If an umpire observes any of the concussion symptoms in a player after a head impact incident, the umpire should inform the manager that the player is to be removed from the game. The umpire's judgment is final.

Managers must notify the Safety Officer that the identified player was removed from the game for concussion-like symptoms. (The preferred method is by email so that a record of the notification is created) The Safety Officer will then send the notification to the League President and the District Safety Officer to ensure that the team's manager complies with the necessary safety guidelines.

The Manager needs to ensure that the involved player is medically cleared to participate in the team's next practice or game. The player's parents will be instructed to seek Medical advice to allow the player to continue participation. A letter must be presented to the manager prior to the next practice or game that the player has been medically cleared to participate. The player will not be allowed to participate until the letter is presented to the manager. Any manager who fails to comply with the established guidelines is subject to review by the Board of Directors for possible disciplinary action.

# Section 7

## FIELD SAFETY & INSPECTION

### Facilities Manager

The San Clemente Little League Facilities Manager is responsible to ensure the fields and structures used by the league meet the safety requirements as set forth in this manual.

All umpires and managers are responsible for checking field safety conditions before each game. After the managers have inspected and approved the field conditions, the umpire has the final say as to whether the field has passed safety guidelines to begin play. Should there be a safety concern identified, the facilities manager will be contacted immediately. If immediate repairs cannot be made to ensure the safety of the players, all future scheduled games will be postponed until the field is determined safe for play.

### Umpires Responsibilities

Before a game starts, the umpire shall:

- Check equipment in dugouts of both teams, equipment that does not meet specifications must be removed from the game.
- Make sure catchers are wearing helmets when warming up pitchers.
- Run hands along bats to make sure there are no splinters.
- Rule 1.1 Check bats to ensure it meets USA Baseball Bat standard (USABat) as adopted by the Little League.
- Make sure that bats have grips. Make sure that there are NO WHITE BATS.
- Make sure there are foam inserts in helmets and that helmets meet Little League NOCSAE specifications and bear Little League's seal of approval.
- Inspect helmets for cracks.
- Walk the field for hazards and obstructions (e.g. rocks and glass). Check players to see if they are wearing metal cleats.
- Rule 1.11 (3) Any part of the pitcher's undershirt or T-shirt exposed to view shall

be of a solid color. The pitcher's undershirt sleeves, if exposed, shall not be white or gray. Neoprene sleeves, if worn by a pitcher, must be covered by an undershirt.

- Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.
- Secure official Little League balls for play from both teams.
- Use the FIELD SAFETY CHECKLIST to document that all of the above was carried out.

**During the game the umpire shall:**

- Govern the game as mandated by Little League rules and regulations.
- Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.
- Make sure players and spectators keep their fingers out of the fencing.

**After a game, the umpire shall:**

- Check with the managers of both teams regarding safety violations.
- Report any unsafe situations to the Safety Officer by telephone and in writing.

## **Managers and Coaches**

The Manager is a person appointed by San Clemente Little League Board of Directors to be responsible for the team's actions on the field, and to represent the team in

communications with the umpire and the opposing team.

(a) The Manager shall always be responsible for the team's conduct, observance of the official rules and deference to the umpires.

(b) The Manager is also responsible for the safety of his players. He/She is also ultimately responsible for the actions of designated coaches and the Team Safety Officer (TSO).

(c) If a Manager leaves the field, that Manager shall designate a Coach as a substitute and such Substitute Manager shall have the duties, rights and responsibilities of the Manager.

(d) Managers or coaches are permitted to warm up a pitcher at home plate or in the bullpen or elsewhere at any time, including in-game warm-up in between innings while the catcher is putting on the gear, pre-game warm-up, and in other instances per Rule 3.09. Managers or coaches cannot warm up any other player on the field except the pitcher.

(e) Manager and coaches shall have access to a phone/cell phone at all times during practices and games.

(f) All Managers will receive a copy of the Safety Manual and are expected to have possession of the manual during all practices and games.

**Pre-Game and Practice Managers will:**

- Make sure that players are healthy, rested and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they can't play.
- Make sure players are wearing the proper uniform and gear.
- Make sure that the equipment is in good working order and is safe.
- Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the umpire or a duly delegated representative shall make the determination.
- Go through the field safety checklist, provided on the website and in the safety manual, for every practice and game. Turn these into scorekeeper prior to the start of each game.

**During the Game Managers will:**

- Make sure players carry all gloves and other equipment off the field and to the

dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory.

- Keep players alert.
- Maintain discipline at all times.
- Make sure catchers are wearing the proper equipment.
- Encourage everyone to think Safety First.
- Observe the “no on-deck” rule for batters and keep players behind the screens at all times. No player should handle a bat in the dugouts at any time.
- Keep players off fences.

**Post Game Managers will:**

- Not leave the field until every team member has been picked up by a parent or guardian.
- Notify parents if their child has been injured no matter how small or insignificant the injury is. There are no exceptions to this rule. This protects you, Little League Baseball, Incorporated and the league.
- Discuss any safety problems with the Team Safety Officer that occurred before, during or after the game.
- If there is an injury, make sure an accident report is filled out and given to the Safety Officer.
- Return the field to its pre-game condition, per SCLL policy.



## Pitch Count

**Pitch count does matter.** Please refer to the Little League Rules Book for details on the Pitch Count Rules Section VI. The manager must remove the pitcher when said pitcher reaches the limit for his age group noted below.

League Age	
13 - 16	95 pitches a day
11 - 12	85 pitches a day
9 - 10	75 pitches a day
6 - 8	50 pitches a day

## General Safety Information:

Little League managers and coaches are usually quick to teach their pitchers how to get movement on the ball. Unfortunately the technique that older players use is not appropriate for children thirteen

(13) years and younger. The snapping of the arm used to develop this technique will most probably lead to serious injuries to the child as he/she matures. Arm stress during the acceleration phase of throwing affects both the inside and the outside of the growing elbow. On the inside, the structures are subjected to distraction forces, causing them to pull apart. On the outside, the forces are compressive in nature with different and potentially more serious consequences. The key structures on the inside (or medial) aspect of the elbow include the tendons of the muscles that allow the wrist to flex and the growth plate of the medial epicondyle ("Knobby" bone on the inside of the elbow). The forces generated during throwing can cause this growth plate to pull away (avulse) from the main bone. If the distance between the growth plate and main bone is great enough, surgery is the only option to fix it. This growth plate does not fully adhere to the main bone until age 15! Similarly, on the outside (or lateral) aspect of the elbow, the two bony surfaces can be damaged by compressive forces during throwing. This scenario can lead to a condition called a vascular Necrosis or Bone Cell Death as a result of compromise of the local blood flow to that area. This disorder is permanent and often leads to fragments of the bone breaking away (loose bodies) which float in the joint and can cause early arthritis. This loss of elbow motion and function often precludes further

participation.

Studies have demonstrated that curveballs cause most problems at the inside of the elbow due to the sudden contractive forces of the wrist musculature. Fastballs, on the other hand, place more force at the outside of the elbow. Sidearm delivery, in one study, led to elbow injuries in 74% of pitchers compared with 27% in pitchers with a vertical delivery style.

### **PRELIMINARY DATA HAVE DEMONSTRATED THE FOLLOWING**

- A significantly higher risk of elbow injury occurred after pitchers reached 50 pitches/outing.
- A significantly higher risk of shoulder injury occurred after pitchers reached 75 pitches/outing.
- In one season, a total of 450 pitches or more led to cumulative injury to the elbow and the shoulder.
- The mechanics, whether good or bad, did not lead to an increased incidence of arm injuries.
- The preliminary data suggest that throwing curveballs increases risk of injury to the shoulder more so than the elbow; however, subset analysis is being undertaken to investigate whether or not the older children were the pitchers throwing the curve.
- The pitchers who limited their pitching repertoire to the fastball and change-up had the lowest rate of injury to their throwing arm.
- A slider increased the risk of both elbow and shoulder problems.
- Based on the data, a recommendation can be made to reduce the number of pitches per outing to 50-60 for the 8-12 age groups and 50-75 for the 13 and 14 year olds.
- Based on this research, little league recommends against the teaching or throwing of curveballs under the age of 13. If a curveball is taught, the Manager should instruct the child to throw the curveball like a football without snapping the arm or the wrist. If the manager or coach is unsure how to do this, he/she can consult teaching materials in the clubhouse or contact a Board Member for further instruction.
- The home team manager will assign a person to track pitch counts for both teams using the San Clemente Little League Pitch Count form. Managers and Coaches should look to their players' future and make an effort to protect their elbows against the tragedy of a vascular Necrosis.

- Once these pitch counts are reached, the manager must remove the pitcher. Should that player be inserted back into the lineup, you CANNOT put him or her in the position of catcher as the number of throws required mirrors that of the pitcher.
- Ice is a universal First-Aid treatment for minor sports injuries. Ice controls the pain and swelling. Pitchers should be taught how to ice their arms at the end of a game. If the manager or coach is unsure how to do this, he/she can obtain teaching materials by contacting a Board Member. Children should not be encouraged to “play through pain.” Pain is a warning sign of injury. Ignoring it can lead to greater injury.

\*\*\*\* If a manager knowingly disregards safety, he or she will come before the Board of Directors to explain his or her conduct.



# Section 8

## Little League Facility Survey Form

### FIELD DIMENSION DATA

Please complete for each field. Use additional space if necessary.

Field No.	Height of outfield fence	Distance from home plate to:				Foul territory distance from:					
		Outfield fence			Back stop	Left field line to fence at:			Right field line to fence at:		
		Left	Center	Right		Home	3rd	Outfield foul pole	Home	1st	Outfield foul pole
1	8'	212'	212'	212'	15'	8'	6'	6'	8'	6'	6'
2	10'	380'	380'	380'	15'	8'	8'	8'	8'	8'	8'
3	10'	200'	200'	200'	12'	8'	8'	8'	8'	8'	8'
4	10'	200'	200'	200'	12'	8'	8'	8'	8'	8'	8'
5	5'	212'	212'	212'	15'	8'	6'	6'	8'	6'	6'
6	8'	212'	212'	212'	12'	8'	6'	6'	8'	6'	6'
7	8'	212'	212'	212'	12'	8'	6'	6'	8'	6'	6'
8	4'	200'	200'	200'	10'	6'	6'	6'	6'	6'	6'
9	Big San G	NF	NF	NF	24'	18'	18'	18'	18'	18'	NF
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

- NF= is our T-ball Field
- BIG San G: 60/90 Juniors, 50/70 Elite,

## **2025 San Clemente Little League Safety Manual**

A completed Facility Survey Form along and the safety program with supporting materials will be submitted to Little League International online by April 1st of each season

# Section 9

## CONCESSION STAND SAFETY

### Concession Stand Manager

The Concession Stand Manager is responsible to ensure the concession stand volunteers are trained in the safety procedures as set forth in this manual.

### CONCESSION STAND SAFETY

- No person under the age of fifteen will be allowed in the concession stands without direct supervision of an adult.
- People working in the concession stands will be trained in safe food preparation.
- Barbecue Grill (BBQ) is used at VHSP ONLY (wash station is provided outside snack bar)
- Concession Stand Manager will train Team Moms and Parents at the Team Parent meeting in proper safety and food handling while working in the concessions stands.
- There will be a “WASH HANDS” poster in EVERY concession stand. Workers are taught to WASH their hands after handling anything dirty (money), using the restroom, and at the beginning of every session.
- Cooking equipment will be inspected periodically and repaired or replaced if need be. (See “Concession Stand Checklist”)
- Food not purchased by League to sell in its concession stands will not be cooked, prepared, or sold in the concession stands.
- Carbon Dioxide tanks will be secured with chains so they stand upright and can’t fall over. Report damaged tanks or valves to the supplier and discontinue use. (See “Concession Stand Weekly Checklist”)
- 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.
- Post in all SCLL facilities Covid-19 Guidelines and on SCLL website.

## SAN CLEMENTE LITTLE LEAGUE CONCESSION STAND - WEEKLY CHECK LIST

Date: \_\_\_\_\_

### A) Deliveries

- |   |  |
|---|--|
| 1. All products meet visual quality standards and have no off odors (no spoilage).            | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. All packaging is in good condition. (Not wet, no stains, leaks, holes, tears or crushing). | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Items put away in proper order (frozen, refrigerated, dry storage); in 30 minutes or less. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Code dates are current.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

### B) Food Temperature and Specifications

**NOTE:** Ensure that thermometer kit meter and probes are calibrated prior to taking temperatures. (Use ice and cold water procedure for probes, temperature reads 32o F All refrigerators and freezers must have a properly functioning thermometer in place (built in or clamped on, easily visible, and not glass).

- |  |  |
|--|--|
| 5. Soft drink, Ice machine and Ice bin are free of soil.                               | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Temperature of coffee/tea water is 180o F.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Cup and lid dispensers are clean and in good repair. Cup and lid holders are clean. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Ice machine is clean, and sanitized. There is no standing water.                    | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. Water filter follower needle is not in the red zone.                                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Ensure that syrup tanks are flushed clean and sanitized.                           | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 11. CO2 canisters are chained and locked in the upright position.                      | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Freezer/Food Storage Date: _____ Date: _____   |  |
| 12. Freezer interior is clean and sanitized  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 13. Temperature of freezer is 20o F.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Refrigerator/Food Storage Date: _____ Date: _____                                      |  |
| 14. Refrigerator interior is clean and sanitized.                                      | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 15. Temperature of refrigerator is 33-43o F  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 16. Interior light is working and is properly shielded.                                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 17. Shelving is clean, free of rust and in good repair.                                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 18. All items stored correctly on shelves (covered and a minimum of 6" off the floor.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Fryer Area Date: _____ Date: _____   |  |

### C) Sanitation

- |   |  |
|---|--|
| 30. Proper dishwashing method used.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 31. Hand sanitizer dispensers are mounted and in use.                           | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 32. Personal items stored correctly (medication, drinks, food, clothing, etc.). | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 33. Floors clean  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 34. No sign of pest infestation (insects, rodents, etc.)                        | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 35. All trash is emptied from the inside containers.                            | Yes <input type="checkbox"/> No <input type="checkbox"/> |

### D) Chemicals

- |   |  |
|---|--|
| 38. Chemicals stored in locked containers and not on the same shelf or the shelf above food ingredients, product packaging materials, food storage pans or tables where food is prepared. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 39. Maintain manufacturer's labels on or label containers accordingly.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

### E) Other

- |   |  |
|---|--|
| 40. Concession stand workers (Team Mom and Parents) have gone through the leagues initiation safety and food preparation training before working in the concession stand. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 41. Children under 15 are not allowed in the concession stand.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 42. A fire extinguisher with a current certification is in plain sight.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 43. A fully stocked First-Aid kit is in plain sight.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |



## Concession Stand Safety Guidelines

*The following information is intended to help you run a healthful concession stand. Following these guidelines will help minimize the risk of food borne illness.*

1. **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 safe key to sanitary food service.*
2. **Cooking:** Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41o F or below (if cold) or 140o or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155o F, poultry parts should be cooked to 165o F. *Most food borne illnesses from temporary events can be traced to lapses in temperature control.*
3. **Reheating:** Rapidly reheat potentially foods to 165o F. Do not attempt to reheat foods in crock pots, steam tables, over sterno units or other holding devices. *Slow-cooking mechanisms may activate bacteria and never reach killing temperature.*
4. **Cooling and Cold Storage:** Foods that require refrigeration must be cooled to 41o F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% 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 of the other and lids should be off or ajar until the food is completely cooled. Check the 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 food borne illness.*
5. **Hand Washing:** Frequent and thorough hand washing remains of defense in preventing food borne disease. *The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing.*
6. **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.
7. **Avoid hand contact of 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.*
8. **Dishwashing:** Use disposable utensils for food service. Keep your hands away from food

contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing;
4. Air drying

**9. Ice:** Ice used to cool can/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 food borne illness.*

**10. Wiping Cloths:** Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. *Well sanitized work surfaces prevent cross-contamination and discourage flies.*

**11. 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 tight-fitting lid. Dispose of wastewater in an approved method (do not dump outside). All water used should be potable water from an approved source.

**12. Food Storage and Cleanliness:** Keep food stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

# Concession Stand Tips

## SAFETY FIRST

### Requirement 9

*12 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.*

#### 1. 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.

#### 2. 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 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

#### 3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

#### 4. 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 (60% 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.

#### 5. 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!

#### 6. 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.

#### 7. 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.

#### 8. 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.

#### 9. 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.

#### 10. 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.

#### 11. 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 tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

#### 12. 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.

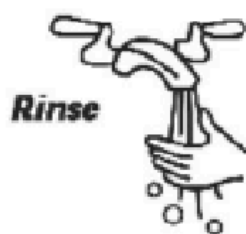
#### 13. Set a Minimum Worker Age.

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.

*Safety plans must be postmarked no later than May 1st.*

## *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 Massachusetts Food Safety Education United States Department of Agriculture Cooperative. UMass Extension provides equal opportunity in programs and employment.



# Section 10

## EQUIPMENT INSPECTION

### Equipment Manager

The Equipment Manager is an elected Board Member and is responsible for purchasing and distributing equipment to the individual teams. This equipment is checked and tested when it is issued but it is the Manager's responsibility to maintain it. Managers should inspect equipment before each game and each practice.

The Equipment Manager is responsible for destroying and/or replacing damaged equipment as reported. The equipment manager will inspect equipment in the pre-season. Managers will contact the Equipment Manager in the event any equipment is damaged or broken. The equipment manager will repair or replace equipment to ensure safety of all players.

Managers and coaches **are required** to inspect equipment prior to games and practices.

The League and Umpires may inspect equipment prior to each game.

In the event that a player brings his/her own gear, this equipment can only be used if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book.

At the end of the season, all equipment must be returned to the Equipment Manager. First-Aid kits and Safety Manuals must be turned in with the equipment.

- Each team, at all times in the dugout, shall have six (6) protective helmets for Majors and below, Intermediate Division requires seven (7) helmets which must meet NOCSAE specifications and standards. These helmets will be provided by the League at the beginning of the season. If players decide to use their own helmets, they must meet NOCSAE specifications and standards.
- NO on deck batters are allowed in Majors and below
- Intermediate Division may have an on deck batter.
- Each helmet shall have an exterior warning label. NOTE: The warning label cannot be embossed in the helmet, but must be placed on the exterior portion of the helmet and be visible and easy to read.
- Use of a helmet by the batter and all base runners is mandatory.
- Use of a helmet by a player/base coach is mandatory.
- Use of a helmet by an adult base coach is optional.
- All male or female players must wear athletic supporters/protectors for their safety.
- Male catchers may wear short model chest protectors.
- Female catchers may wear short model chest protectors.

## **2025 San Clemente Little League Safety Manual**

- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games. NOTE: Skullcaps are not permitted.
- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
- Bats with dents, or that are fractured in any way, must be discarded.
- Only Official Little League balls will be used during practices and games.
- Managers are to make sure that the equipment issued to and used by his/her players is appropriate for the age and size of the kids on the team. If it is not, contact the Equipment Manager for replacements.
- Make sure helmets fit.
- Replace questionable equipment immediately by notifying the Equipment Manager.
- Make sure that players respect the equipment that is issued.
- Multi-colored gloves cannot be worn by pitchers.
- All bats must meet the specifications and regulations as outlined on the Little League Website
- ALWAYS REFER TO THE LITTLE LEAGUE RULE BOOK FOR ADDITIONAL INFORMATION.

### **Automatic External Defibrillator (AED)**

There are AED devices that were donated to the San Clemente Little League in 2012. These devices have been placed at the following locations: Vista Hermosa (in concession stand). An AED sticker is posted outside the door. Inspection is required on those devices every five years by a League Safety Officer/ Phillips representative. The next inspection on SCLL's AED devices will occur annually in February prior to spring season starting.

# Section 11

## INJURY REPORTING

### ACCIDENT REPORTING PROCEDURE

#### What to report:

Any incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

#### When to report:

All such incidents described above must be reported to the Safety Officer within 24 hours of the incident. A copy of the “AIG Claim Form” Little League Baseball and Softball Form will be given to EVERY manager in their safety manual: Available on SCLL League Web Site. The Safety Officer, can be reached at the following:

Email: [safety@sclittleleague.com](mailto:safety@sclittleleague.com)

Phone: 949-547-3601

Website: [www.sclittleleague.com](http://www.sclittleleague.com)

The Safety Officer’s contact information will be posted at all times in the concession stands at each field.

#### How to make a report:

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- The name and phone number of the individual 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.
- The name and phone number of the person reporting the incident.

#### Team Safety Officer’s Responsibility:

The TSO will fill out the AIG Claim Form (page 1) and submit it to the Safety Officer within 24 hours of the incident. AIG Claim Forms can be found in the safety manual and on the website.

Accidents occurring outside the team (i.e., spectator injuries, concession stand injuries and third party injuries) shall be handled directly by the league Safety Officer.

**Any player sustaining an injury that requires professional medical treatment must provide a doctor's clearance before participating in any future practices or games.**



# ACCIDENT REPORT

## Activities/Reporting

## A Safety Awareness Program's Incident/Injury Tracking Report

League Name: San Clemente Little League League ID: 405-55-09 Incident Date: \_\_\_\_\_  
Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_  
Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: ☐ Male ☐ Female  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
Parent's Name (If Player): \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
Parents' Address (If Different): \_\_\_\_\_ City: \_\_\_\_\_

### Incident occurred while participating in:

- A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD  
B.) ☐ Challenger ☐ T-Ball (5-8) ☐ Minor (7-12) ☐ Major (9-12) ☐ Junior (13-14)  
☐ Senior (14-16) ☐ Big League (16-18)  
C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event  
☐ Travel to ☐ Travel from ☐ Other (Describe): \_\_\_\_\_

### Position/Role of person(s) involved in incident:

- D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second  
☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout  
☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: \_\_\_\_\_

Type of injury: \_\_\_\_\_

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.)

### Type of incident and location:

- A.) On Primary Playing Field B.) Adjacent to Playing Field D.) Off Ball Field  
☐ Base Path: ☐ Running or ☐ Sliding ☐ Seating Area ☐ Travel:  
☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted ☐ Parking Area ☐ Car or ☐ Bike or  
☐ Collision with: ☐ Player or ☐ Structure C.) Concession Area ☐ Walking  
☐ Grounds Defect ☐ Volunteer Worker ☐ League Activity  
☐ Other: \_\_\_\_\_ ☐ Customer/Bystander ☐ Other: \_\_\_\_\_

Please give a short description of incident: \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Safety Officer's Responsibilities:**

Within 24 hours of receiving the AIG Claim Form, the Safety Officer will contact the injured party or the party's parents and;

- Verify the information received and forward to Dan Bamsey, District 68 Safety Officer
- Obtain any other information deemed necessary;
- Check on the status of the injured party; and in the event that the injured party requires other medical treatment (i.e., Emergency Room visit, doctor's visit, et.) will advise the parent or guardian of the San Clemente Little League's insurance coverage and the provision for submitting any claims. If the extent of the injuries are more than a minor nature, the Safety Officer shall periodically call the injured party to:
- Check on the status of any injuries, and
- 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).

## **INSURANCE POLICIES**

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball, Incorporated. San Clemente Little League (Majors), Minor League and Tee Ball, Junior League, Senior League and Softball participants shall not participate as a Little League in games with other teams of other programs or in tournaments except those authorized by Little League Baseball, Incorporated. However, they may participate as individuals in other programs during the Little League regular season and tournament provided such participation does not disrupt the Little League season or tournament team. Unless expressly authorized by the Board of Directors games played for any purpose other than to establish a League champion or as part of the International Tournament are prohibited. (See IX - Special Games, pg.15 in the Rule Book for further clarification)

### **Explanation of Coverage**

The AIG Little League's insurance policy (see in Appendix) is designed to afford protection to all participants at the most economical cost to the league. It can be used to supplement other insurance carried under a family policy or insurance provided by a parent's employer. If there is no other coverage, AIG Little League insurance - which is purchased by the League, not the parent - takes over and provides benefits, after a \$50 deductible per claim, for all covered injury treatment costs up to the maximum stated benefits. This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

San Clemente Little League Insurance Policy is designed to supplement a parent's existing family policy.

## How the Insurance Works

1. First have the child's parents file a claim under their insurance policy; Blue Cross, Blue Shield or any other insurance protection available.
2. Should the family's insurance plan not fully cover the injury treatment, the Little League AIG Policy will help pay the difference, after a \$50 deductible per claim, up to the maximum stated benefits.
3. If the child is not covered by any family insurance, the Little League AIG Policy becomes primary and will provide benefits for all covered injury treatment costs, after a \$50 deductible per claim, up to the maximum benefits of the policy.
4. Treatment of dental injuries can extend beyond the normal fifty-two week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum dollar benefit is \$500 for eligible dental treatment after the normal fifty-two week period, subject to the \$50 deductible per claim.

## Filing a Claim

When filing a claim, (see claim forms in appendix) all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parents or guardians or claimant's employer explaining the lack of Group or Employer insurance must accompany a claim form. On dental claims, it will be necessary to fill out a Major Medical Form, as well as a Dental Form; then submit them to the insurance company of the claimant, or parent(s)/guardian(s), if claimant is a minor. "Accident damage to whole, sound, normal teeth as a direct result of an accident" must be stated on the form and bills. Forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, League ID, and year of the injury on the form. Claims must be filed with the Safety Officer. He/she forwards them to Little League Baseball, Incorporated, PO Box 3485, Williamsport, PA, 17701. Claim officers can be contacted at (717) 327-1674 and fax (717) 326-1074. Contact the Safety Officer for more information.

Protective equipment cannot prevent all injuries a player might receive while participating in Baseball/Softball.

## AIG CLAIM FORM



**LITTLE LEAGUE BASEBALL<sup>®</sup>**  
**ACCIDENT NOTIFICATION FORM**  
**INSTRUCTIONS**  
 For claims occurring after January 1, 2005

**Send Completed Form To:**  
 Little League Baseball, Incorporated  
 539 US Route 15 Hwy, PO Box 3485  
 Williamsport PA 17701-0485  
**Accident Claim Contact Numbers:**  
 Phone: 570-327-1674 Fax: 570-326-2951

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.

League Name		League I.D.	
PART 1			
Name of Injured Person/Claimant	Date of Birth (MM/DD/YY)	Age	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
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
	<input type="checkbox"/> AM <input type="checkbox"/> 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 (5-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (5-8)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (7-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	(Submit a copy of your approval from Little League Incorporated)
<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"/> JUNIOR (13-14)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> SENIOR (14-16)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> BIG LEAGUE (16-18)	<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., an AIG Company, or its representative, any and all such information. 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.)
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Date	Claimant/Parent/Guardian Signature
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**Left blank intentionally.**

**\*Part 2 of the AIG Claim form is on the next page\***

## 2025 San Clemente Little League Safety Manual

### 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 STROKE	<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/	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN	<input type="checkbox"/> 21 PARAPLEGIC	<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 breakaway bases on: ☐ ALL ☐ SOME ☐ NONE of your fields?  
 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 \_\_\_\_\_

## Little League® Baseball & Softball CLAIM FORM INSTRUCTIONS

### For claims occurring after January 1, 2005

**WARNING** — It is important that parents/guardians and players note that: Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball.

To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims.

The AIG Accident Master Policy acquired through Little League contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

To help explain insurance coverage to parents/guardians refer to What Parents Should Know on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

If injuries occur, initially it is necessary to determine whether claimant's parents/guardians or the claimant has other insurance such as group, employer, Blue Cross and Blue Shield, etc., which pays benefits. (This information should be obtained at the time of registration prior to tryouts.) If such coverage is provided, the claim must be filed first with the primary company under which the parent/guardian or claimant is insured.

When filing a claim, all medical costs should be fully itemized and forwarded to Headquarters. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The AIG Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost.

Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., with its principal place of business in New York, NY. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions.

With your league's cooperation, insurance rates have increased only three times since 1965. This rate stability would not have been possible without your help in stressing safety programs at the local level.

The ASAP manual, **League Safety Officer Program Kit**, is recommended for use by your Safety Officer. In 2000 the State of Virginia was the first state to have its accident insurance rates reduced by high participation in ASAP and reduction in injuries. In 2002, seven more states had their accident insurance rates reduced, as well. They are Alaska, California, Delaware, Idaho, Montana, Washington, Wisconsin.

### TREATMENT OF DENTAL INJURIES

Deferred Dental Treatment for claims or injuries occurring in 2002 and beyond: If the insured incurs injury to sound, natural teeth and necessary treatment requires that dental treatment for that injury must be postponed to a date more than 52 weeks after the date of the injury due to, but not limited to, the physiological changes occurring to an insured who is a growing child, we will pay the lesser of the maximum benefit of \$1,500.00 or the reasonable expense incurred for the deferred dental treatment. Reasonable expenses incurred for deferred dental treatment are only covered if they are incurred on or before the insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.

## CHECKLIST FOR PREPARING CLAIM FORM

1. Print or type all information.
2. Complete all portions of the claim form before mailing to our office.
3. Be sure to include league name and league ID number.

### **PART I - CLAIMANT, OR PARENT(S)/GUARDIAN(S), IF CLAIMANT IS A MINOR**

1. The adult claimant or parent(s)/guardians(s) must sign this section, **if the claimant is a minor.**
2. Give the name and address of the injured person, along with the name and address of the parent(s)/guardian(s), if claimant is a minor.
3. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank.**

**This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**

4. It is mandatory to forward information on other insurance. Without that information there will be a delay in processing your claim. If no insurance, written verification from each parent/spouse employer must be submitted.
5. Be certain all necessary papers are attached to the claim form. (See instruction 3.) Only itemized bills are acceptable.
6. On dental claims, it is necessary to submit charges to the major medical and dental insurance company of the claimant, or parent(s)/guardian(s) if claimant is a minor. "Accident-related treatment to whole, sound, natural teeth as a direct and independent result of an accident" must be stated on the form and bills. Please forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, league ID, and year of the injury on the form.

### **PART II - LEAGUE STATEMENT**

1. This section must be filled out, signed and dated by the **league official.**
2. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank.**

**This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**

**IMPORTANT:** Notification of a claim should be filed with Little League International within 20 days of the incident for the current season.



## WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits. This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. 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 a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.

3. When other insurance is present, parents or claimants 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 after the 52-week time limit when: (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained. (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment. Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.

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No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.

Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in a better understanding of an important aspect of the operation of the Little League endorsed insurance program.

# Section 12

## FIRST AID KITS

The Safety Officer is responsible for all first aid equipment. Each manager will be issued a first aid kit and three ice packs at the equipment distribution on Date TBD January 2025 @ Time TBD at Vista Bahia. Managers are responsible for having their safety manuals (Download from San Clemente League Website) and first aid kits at all games and practices. Managers are also required to keep a flashlight with their equipment in the case of a power failure. Managers will also be responsible for contacting the Safety Officer if items within the kit need to be restocked.

A first aid kit and safety manual will also be placed in each concession stand at the playing fields. Flashlights will also be placed in each concession stand with the first aid kits.

Each first aid kit should contain:

- 16 Adhesive Strips (3/4" x 3")
- 2 XL Adhesive Strips
- 2 Knuckle Bandage
- 2 Fingertip Bandage
- 1 Adhesive Tape
- 2 Gauze Pads (4"x4")
- 4 Gauze Pads (3"x3")
- 1 Instant Cold Pack
- 1 Pair Exam Gloves
- 4 Antiseptic Towelettes
- 2 Insect Sting Relief

# Section 13

## CODE OF CONDUCT

The Board of Directors of San Clemente Little League has mandated the following Code of Conduct. All coaches and managers will read this Code of Conduct and sign in the space provided below acknowledging that he or she understands and agrees to comply with the Code of Conduct. Mail ([safety@sclittleleague.com](mailto:safety@sclittleleague.com)) or give to the League Safety Officer.

San Clemente 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 a player or League 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 their gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike action.
- \* Be guilty of using unnecessarily rough tactics in 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 complex while in an intoxicated state at any time. Intoxication 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 at any time.
- \* Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- \* As a manager or coach be guilty of mingling/fraternizing with spectators during the course of the game.
- \* Speak disrespectfully to any manager, coach, official or representative of the league.
- \* Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- \* Shall 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 removal from the game.

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

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

Print name of Manager Team name and division

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Signature of Manager \_\_\_\_\_ Date \_\_\_\_\_

Coach #1 \_\_\_\_\_ Coach #2 \_\_\_\_\_

Volunteer Helper(s) \_\_\_\_\_

## SAN CLEMENTE LITTLE LEAGUE

### TEAM SAFETY CODE

The Board of Directors of San Clemente Little League has mandated the following Safety Code. All managers and coaches will read this Safety Code and then read it to the players on their team. Signatures are required in the spaces provided below acknowledging that the manager, coach and players understand and agree to comply with the Safety Code. Give to the Safety Officer or Commissioner.

- Responsibility for safety procedures belongs to every adult member of San Clemente Little League.
- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning to prevent injury to him/her and to others.
- Only league approved managers and/or coaches are allowed to practice with teams.
- Only league-approved managers and/or coaches will supervise batting cages.
- Arrangement should be made in advance of all games and practices for emergency medical services.
- Managers, designated coaches and umpires will have mandatory training in First Aid.
- First-aid kits are issued to each team manager during the pre-season and additional kits will be located at each concession stand.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects, and any other unsafe conditions by managers of both teams.
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as “in play”
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- 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 designated coaches.
- Foul balls batted out of playing area will be returned to the snack bar and not thrown over the fence during a game until our ball returns are installed
- During practice and games, all players should be alert and watch the batter on each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endangering spectators, (i.e., playing catch, pepper, swinging bats etc.)
- Equipment will be inspected regularly for the condition of the equipment as well as for proper fit
- Batters must wear LL approved protective helmets that bear the NOCSAE seal during batting practice and games.
- Except when a runner is returning to a base, head first is acceptable. There is NO head first sliding when advancing a base. This includes Majors division to T-ball. Intermediate Division and above head first slides are permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should “horse play” be permitted on the playing field.

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- Parents of players who wear glasses should be encouraged to provide “safety glasses” for their children.
- On-deck batters are not permitted in Little League. On-deck batters are permitted in Juniors. No bat shall be in a child’s hands until it is their turn to bat.
- Managers will only use the official Little League balls supplied by the league.
- All male players will wear athletic supporters or cups during games. Managers should encourage that cups be worn at practices too.
- Male catchers may wear, under Little League Rules, short model chest protectors.
- Female catchers may wear, under current Little League Rules, the short model chest protector.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher’s helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, “dangling” type throat protector and catcher’s helmet during practice, pitcher warm-up, and games. Note: Skullcaps are not permitted.
- Shoes with metal spikes or cleats are not permitted. Shoes with molded cleats are permissible. Spikes are allowed in the Junior, Senior & Big League divisions.
- Players may wear jewelry that does pose harm to injury. Any jewelry worn by a player that poses harm to injury will be subject to removal. See Rule Book 1.00 (j). (Exception: Jewelry that alerts medical personnel to a specific condition is permissible.)
- No food or drink, at any time, in the dugouts. (Exception: bottled water, Gatorade and water from drinking fountains)
- Catchers must wear a catcher’s mitt (not a first baseman’s mitt or fielder’s glove) of any shape, size or weight consistent with protecting the hand.
- Catchers may not catch , whether warming up a pitcher, in practices, or games without wearing full catcher’s gear and an athletic cup as described above.
- Managers or Coaches can warm up a pitcher in the bullpen or home plate during the regular season only.
- No Manager or coach shall catch a ball during infield or outfield practice or during games, only players equipped with a cup and helmet may warm up a pitcher, or catch during infield/outfield practice.
- Managers shall never leave an unattended child at a practice or game.
- No children under the age of 15 are permitted in the Concession Stands.
- Never hesitate to report any present or potential safety hazard to the league Safety Officer.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- Speed Limit is 5 miles per hour in roadways and parking lots.
- No alcohol or drugs allowed on the premises at any time.
- No medication will be taken at the facility unless administered directly by the child’s parent. This includes aspirin and Tylenol.
- No playing in the parking lots at any time.
- No playing on and around lawn equipment, machinery at any time.
- No smoking anywhere on Little League facilities.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex.
- No throwing rocks.
- No climbing fences.
- No swinging on dugout roofs.
- No pets are permitted on the premises at any time.
- Observe all posted signs.

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- Players and spectators should be alert at all times for foul balls and errant throws.
- All gates to the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- Bicycle helmets must be worn at all times when riding bicycles on the premises as well as to and from the premises.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.
- No running in the bleachers.

I have read or have been read the San Clemente Little League Safety Code and promise to adhere to its rules and regulations.

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Print name of Manager

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Team name and division

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Signature of Manager

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Date

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Coach #1

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Coach #2

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Coach #3

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Team Mom/Team Safety Officer

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Player #1

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Player #2

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Player #3

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Player #4

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Player #5

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Player #6

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Player #7

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Player #8

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Player #9

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Player #10

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Player #11

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Player #12

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Player #13

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Player #14

## Sport Parent Code of Conduct

### 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:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. 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 other sporting event.
6. 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.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. 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.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. 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.
14. 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.



15. 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.
16. 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.
17. 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

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Parent/Guardian Signature

## San Clemente Little League Anti-Bullying Policy

The San Clemente Little League has adopted an anti-bullying policy due to the negative effects that bullying has on our youth. This policy overview is intended to guide all **Managers, Coaches, Players, Umpires, Volunteers, Parents, Guardians, and Spectators** in their behavior at SCLL games, events, and fields. Bullying not only leads to anxiety and low self esteem in youth who are targeted, but it also causes other youth to feel unsafe. Youth of all ages deserve the right to feel safe and supported by all SCLL Board Members, managers, coaches, players, umpires, volunteers, and parents.

By raising awareness throughout our league, SCLL participants can work together to ensure that our organization is a place that youth and parents feel welcomed and included.

**Bullying:** Bullying involves behavior by one person or a group of people with the intent to ridicule, harass, humiliate, or intimidate another person during league games, practices, events and/or at league fields.

***Verbal bullying*** involves repetitive behavior and includes the use of words and gestures.

***Emotional bullying*** involves rejection, terrorizing, extorting, humiliating, rating/ranking personal characteristics such as race, disability, ethnicity, or perceived sexual orientation.

***Physical bullying*** can include a single incident of pushing, hitting, or kicking a person or interfering with their property.

Bullying which occurs outside of the SCLL setting may be addressed by little league officials only if such conduct markedly interrupts or severely impedes the purposes of the SCLL. No amount of bullying is acceptable.

**Report Bullying:** If you are being bullied, or know of someone being bullied, you must tell a team manager, coach, team parent, player agent, commissioner, or the President of SCLL as soon as possible.

***All SCLL Managers are expected to discuss bullying and SCLL's anti-bullying policy with their players and parents at the first team meeting.***

### **Consequences of Bullying:**

1. If a person involved in the league (including players, volunteers, parents, and spectators) has taken part in bullying behavior, a warning will be given to that individual. If a player is involved in bullying, his/her team manager is expected to issue this warning to the player individually (presence of the player's parents is at the discretion of the manager).
2. If the bullying continues or there is a second incident, that player may be disciplined by the manager at the manager's discretion given the circumstances. Such discipline may include, but is not limited to suspension for a number of innings or an entire game, or exclusion from the fields. Managers must report this occurrence to the SCLL Commissioner immediately.
3. Any further incidents will be referred to the SCLL Board of Directors for further action based on the process outlined in the SCLL Constitution, specifically Article III, Section 3(b). Such disciplinary action may include additional warnings, discussions with parents and guardians, further suspensions or exclusions, ineligibility for playoff, tournament, and/or All-Star involvement, up to permanent removal from the league, and reporting to local law enforcement.



# A Parent's Guide to the Little League Child Protection Program

## Introduction

The backbone of Little League® is the adult volunteer. One million strong, it is this corps of dedicated people who coach the teams, umpire the games, work in the concession stands, serve on the local board of directors, and serve at the District level. These people, who live in every U.S. state and more than 100 other countries, make Little League the world's largest and most respected youth sports organization.

We know that the greatest treasure we have is children. As adults, we must ensure that these young people are able to grow up happy, healthy and, above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them.

The Little League Child Protection Program seeks to educate children and volunteers in ways to prevent child abusers from becoming involved in the local league. Part of that education has been to assist local Little League volunteers in finding effective and inexpensive ways to conduct background checks. Little League regulations now say: "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." (Reg. I [c] 9.)

Background checks were optional until the 2003 season. Effective in 2007, the local league must conduct a nationwide search that contains the applicable government sex offender registry data. Advances in computer technology – allowing greater access to public records – make it possible for background checks (at a minimum, to see if an individual is a registered sex offender in any given state) to be conducted in every U.S. state. Local Little League programs are now **required** to annually conduct a background check of 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. (Reg. I [b], Reg. I [c] 9.)

The purpose of these background checks is, first and foremost, to protect children. Second, they maintain Little League as a hostile environment for those who would seek to harm children. Third, they will help to protect individuals and leagues from possible loss of personal or league assets because of litigation.

The United States Department of Justice National Sex Offender Public Registry is free and available at [www.nsopr.gov](http://www.nsopr.gov).

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## What Can Parents Do?

Most children have been warned about the dangers of talking to strangers. But for many children, sexual molestation is committed by someone they know. In fact, 80 to 85 percent of all sexual abuse cases in the U.S. are committed by an individual familiar to the victim, according to statistics compiled by Big Brothers & Big Sisters of America.

The truth is, child sex offenders can come from every background, every occupation, every race, and every level of education. They may be married, and they may have children of their own. It is dangerous to believe that the only threat is the stranger in a long raincoat, lurking behind a tree.

In fact, the promotion of this myth may contribute to the problem. Sometimes, a child who is molested by a known and "trusted" person will feel so guilty about not reacting the "right" way that he or she never reports the problem.

Sadly, we have all seen too many reports in which teachers, police officers, clergy, youth sports volunteers, etc., trusted by all, have violated that trust and molested children in their care. Of course, this must never be tolerated in Little League or anywhere else.

In many of these situations, the young victims are actually seduced, sometimes over a period of months or even years. The child's family is lulled into believing the unusual attention being lavished is a bond of friendship between the adult and the child. In fact, the adult abuser often uses gifts, trips, attention and affection as part of a courtship process. Sometimes, the courtship process extends to the child's parent(s), but the real target is the child.

Often, but not always, the victim of this type of child sex offender is the child of a single parent. In these cases, the single parent sees the child's adult friend as a surrogate parent – a Godsend. The very opposite is true.

### Two good rules of thumb for all local Little Leagues and parents

- Generally, a person involved in a local Little League program should not put himself or herself in a one-on-one situation involving a child who is not their own. Of course, some isolated situations may arise where one-on-one situations could take place. However, a one-on-one situation should not be actively *sought out* by the adult, and should not be an ongoing occurrence.

## 2025 San Clemente Little League Safety Manual

- Generally, a person involved in a local Little League program should not provide unwarranted gifts, trips, attention and affection to individual children who are not their own. The key word is *unwarranted*.

### Warning Signs of a Seducer

While it remains important to teach young children about the dangers of accepting items from strangers, or talking to them, we should all beware of the danger posed by the “seducer-type” child sex offender.

*Each of the individual signs below means very little.* Taken as a group, however, the signs **MAY** point to this type of child sex offender, and should be applied to anyone who has repetitive access to, or contact with, children.

- Provides unwarranted gifts, trips, affection and attention to a specific child or small group of children
- Seeks access to children
- Gets along with children better than adults
- “Hangs around” children more than adults
- Has items at home or in vehicle specifically appealing to children of the ages they intend to molest, such as posters, music, videos, toys, and even alcohol or drugs
- Displays excessive interest in children (may include inviting children on camping trips or sleepovers)
- Single, over 25 years old (but could be married, sometimes as a “cover,” and could be any age)
- Photographs or videotapes children specifically
- Lives alone, or with parents
- Refers to children as objects (“angel,” “pure,” “innocent,” etc.)
- Manipulates children easily

Again, each of these items, by themselves, is relatively meaningless. Taken together, however, they may indicate a problem.

### What to Watch For in Your Child

We’ve seen the signs that could point to a child sex offender, but what about the signs a child might display when he or she has been sexually abused or exploited? Some of these symptoms may be present in a child who has been or is being sexually abused, when such symptoms are not otherwise explainable: sudden mood swings, excessive crying, withdrawal, nightmares, bed-wetting, rebellious behavior, fear of particular people or places, infantile behavior, aggressive behavior, and physical signs such as pain, itch, bleeding, fluid or rawness in private areas.

### Getting More Information

*These items are meant solely as a general guide, and should not be used as the only means for rooting out child sex offenders.* Parents can access more information on child abuse through the National Center for Missing and Exploited Children (a non-profit organization founded by John Walsh, <http://www.missingkids.com/>) and the National Clearinghouse on Child Abuse and Neglect

Information (part of a service of the Children’s Bureau, within the Administration on Children, Youth and Families, Administration for Children and Families, U.S. Department of Health and Human Services, <http://www.calib.com/nccanch/>).

### How to Report Suspected Child Maltreatment

The National Clearinghouse on Child Abuse and Neglect Information advises this: If you suspect a child is being maltreated, or if you are a child who is being maltreated, call the Childhelp USA National Child Abuse Hotline at 1-800-4-A-CHILD (1-800-422-4453; TDD [text telephone] 1-800-2-A-CHILD). This hotline is available 24 hours a day, seven days a week. The Hotline can tell you where to file your report and can help you make the report.

Or, for a list of states’ toll-free telephone numbers for reporting suspected child abuse, visit the “Resource Listings” section at this site: <http://www.calib.com/nccanch/pubs/prevenres/organizations/tollfree.cfm>, or call the Clearinghouse at 1-800-FYI-3366.

### Talk to Your Kids; Listen to Your Kids

It is important that you as a parent talk frankly to your children. If a child reports sexual abuse, statistics show he or she is probably telling the truth.

Unfortunately, the sexually molested child often sees himself or herself as the one “at fault” for allowing abuse to happen. Your children **MUST** know that they can come to you with this information, and that you will support them, love them, and *believe* them.

If there is an allegation of sexual abuse of a minor, the crime should be reported immediately. These criminals who steal childhood **MUST BE STOPPED**.

*This brochure was produced by Little League Baseball, Incorporated; P.O. Box 3485; Williamsport, PA 17701*

*Little League Baseball and Softball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.*

# **Section 14**

## **MANAGER AND COACH PLAYER/ROSTER DATA**

League Player Registration Data or Player Roster Data and Coach and Manager Data will be submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org)

# **Section 15**

## **President and Safety Officer League Survey**

League Survey Questions Finished by President/Safety Officer will be submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org)

# Section 16

## MAJOR INCIDENT RESPONSE GUIDELINES

Little League managers and coaches need to consider the possibility of a major incident occurring during a Little League sponsored practice or baseball game. Major incidents can include earthquakes, power failure, and terrorist type incidents, to name just a few. Managers, coaches, and league officers are in a leadership role during these types of incidents. Pre-planning is necessary to be successful.

A majority of the team's activities are occurring while outdoors and in the confines of a sports complex. It is impossible to cover every type of possible incident, but there are a couple of simple practices that can be developed to assist in the management of a major incident. The manager is responsible for the safety of the players and coaching staff and should establish an emergency meeting location in a safe place at the sports complex. It should be a location away from the playing field. The manager must bring his supplied first aid kit and the contact information for all of the players under his charge. The manager should share his/her Major Incident plan with the parents of his assigned players.

In the event of a major earthquake, people who are outdoors are vulnerable to injury from falling objects. In most playing field locations, the safest place is in the center of the field. Before an incident, survey the environment for overhead power lines and lighting standards. Be sure to identify a location that would minimize exposure to these falling objects. Players should be instructed to stay with the coaching staff until the player's parent(s) take responsibility. The parent or player needs to be sure that the manager is aware of the player's status.

Power failure has a more significant effect if it occurs during darkness. A manager should have a flashlight, or other lighting device, in his equipment bag to deploy in the event of a lighting failure. The manager should instruct his players to stay with him until the player's parents come to take responsibility for the player.

Terrorist type incidents vary in how they may occur. Basic human instinct is to react in flight or fear (freeze). In the event of an active shooter (someone with a gun who is discharging it in close proximity to others) players should be instructed to run in a direction away from the perpetrator. Players should be instructed that when the

shooting stops and the sirens of the responding emergency personnel stop (meaning that they are on scene and neutralizing the threat) then the players are to assemble at the emergency rallying location so that the manager can account for all of their players. The manager will be able to arrange for the safe reuniting of the player with this parent(s).

**In almost every type of incident, the team's manager can be of the most assistance by being able to account for his players. Have the player list and the parents' contact information readily available at all practices and games. Be prepared to administer first aid and summon the necessary emergency response personnel.**